

Job Description: School Supervisor of Instruction

The School Supervisor of Instruction will play a pivotal role in ensuring the quality and effectiveness of our instructional programs, curriculum development, and teacher professional development. This individual will collaborate closely with teachers, administrators, and other stakeholders to promote a culture of excellence in teaching and learning.

Responsibilities:

1. Curriculum Development:

- Support and participate in the development, review, and enhancement of curriculum materials and instructional resources to align with educational standards and best practices.
- Collaborate with subject area coaches and teachers to design engaging and rigorous curriculum units /lessons that foster student engagement and achievement.

2. Instructional Coaching and Professional Development:

- Assist instructional coaches in providing targeted and ongoing instructional coaching to teachers to improve their pedagogical skills, classroom management techniques, and content knowledge.
- Assist with planning, organizing, and facilitating professional development workshops, seminars, and training sessions to enhance teaching strategies and methodologies.

3. Classroom Lesson Planning, Observations, Walkthroughs and Evaluation:

- Review lesson plans preschool through Grade 8 and provide targeted feedback.
- Conduct regular classroom observations and walkthroughs to assess teaching practices, instructional strategies, and student engagement levels.
- Provide constructive feedback to teachers and provide support in developing an action plan for continuous improvement.

4. Data Analysis and Assessment:

- Analyze student performance data to identify trends and areas for improvement in instruction and curriculum.
- Utilize assessment data to inform instructional decisions and drive evidence-based practices.

5. Collaborative Leadership:

- Collaborate with school administrators, instructional coaches and teachers to align instructional goals with the school's mission and vision.
- Participate in leadership meetings to contribute insights, recommendations, and progress updates.

6. Parent and Community Engagement:

- Foster positive relationships with parents and the community by actively communicating curriculum updates, instructional strategies, and student progress.
- Attend and participate in school events, parent-teacher conferences, and community outreach activities i.e. Parent Academies, etc.

7. Educational Research and Innovation:

- Stay current with educational research, trends, and innovations in instructional methods and technology integration, by attending professional development trainings and developing a rigorous PDP plan.
- Explore and recommend innovative approaches to teaching and learning that enhance student outcomes.

8. Administrative Tasks:

- Maintain accurate records of instructional coaching, professional development, and curriculum initiatives.
- Prepare reports and presentations for school leadership and other stakeholders as required.
- Provide building coverage in the absence of Building Principal.