

Hernando County School Board Florida

FLSA: Exempt, Non-Union

SUPERVISOR DIRECTOR OF ELEMENTARY PROGRAMS

Required Qualifications:

- Master's Degree
- Certification in Educational Leadership
- At least six (6) years of successful teaching or administrative experience at the elementary level
- Experience in curriculum leadership
- Ability to collaboratively work with schools to improve student performance
- Ability to interpret standardized test results
- Must possess a valid Florida driver's license

Performance Responsibilities:

- Plan, implement, supervise and evaluate all PreK-5 instructional activities as approved by the School Board and the Superintendent of schools
- Provide assistance to school staff and administrators to improve instructional approaches and techniques
- Recommend, monitor, supervise, evaluate and revise instructional programs
- Monitor test results and provide assistance to improve student performance
- Analyze data to evaluate programs
- Assist with implementation of innovative practices
- Organize and implement professional development programs that relate to curriculum
- Work with the Professional Development Department to align curriculum and professional development activities with district, state and national initiatives
- Work with ~~Supervisor~~ Director of Secondary Programs to develop short-term goals and a long-range K- 12 curriculum articulation plan
- Report necessary data and mandated reports to the Superintendent of Schools, the School Board and the Department of Education
- Assist with the selection of instructional materials and equipment
- Direct the coordination and evaluation of instructional materials selection, curriculum fairs and academic tournaments
- Maintain access to current professional development literature, professional organizations and workshops related to best practices and disseminate information to other departments, school-based administrators and teachers
- Supervise Reading Coaches
- **Supervise Elementary Science Coach**
- Provide direct supports to District and school staff in developing, implementing, monitoring, evaluating and revising, as needed, annual School Improvement Plans (SIPs) for all schools
- Facilitate ongoing data and instructional reviews ~~at assigned schools~~
- Keep the Assistant Superintendent of Teaching and Learning and Superintendent of Schools abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility

- Sustain focus and attention to detail
- Perform other duties as assigned by the Assistant Superintendent of Teaching and Learning and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Assistant Superintendent of Teaching and Learning, as assigned, and/or designee

Evaluation:

Annual evaluation done by the Assistant Superintendent of Teaching and Learning, as assigned, and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - ~~Professional/Technical/Supervisory Category G~~
~~Administrative~~

Job Code:

63010

Board Approved: 05/20/97

Revised: 01/02, 05/06/08, 01/20/09, 03/03/09, 07/28/09, 05/17/11, 09/06/11, 06/05/12, 06/10/14, 7/6/2015, 06/25/19

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DIRECTOR OF ELEMENTARY PROGRAMS

Required Qualifications:

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Physical Demands:

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Reports to:

Reports directly to the Assistant Superintendent of Teaching and Learning, as assigned, and/or designee

Evaluation:

Annual evaluation done by the Assistant Superintendent of Teaching and Learning, as assigned, and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

63010

Board Approved: 05/20/97

Revised: 01/02, 05/06/08, 01/20/09, 03/03/09, 07/28/09, 05/17/11, 09/06/11, 06/05/12, 06/10/14, 7/6/2015, 06/25/19

Hernando County School Board Florida

FLSA: Exempt, Non-Union

~~SUPERVISOR~~ DIRECTOR OF SECONDARY PROGRAMS

Required Qualifications:

- Master's Degree
- Certification in Educational Leadership
- At least six (6) years of successful teaching or administrative experience at the middle/junior high school level
- Experience in curriculum leadership
- Ability to collaboratively work with schools to improve student performance
- Ability to interpret standardized test results
- Must possess a valid Florida driver's license

Performance Responsibilities:

- Plan, implement, supervise and evaluate all instructional activities for grades 6-8 12 as approved by the School Board and the Superintendent of Schools
- Provide assistance to school staff and administrators to improve instructional approaches and techniques
- Recommend, monitor, supervise, evaluate and revise instructional programs
- Monitor test results and provide assistance to improve student performance
- Analyze data to evaluate programs
- Assist with implementation of innovative practices
- Organize and implement professional development programs that relate to curriculum
- Work with the Professional Development Department to align curriculum and professional development activities with district, state and national initiatives
- Work with ~~Supervisor~~ Director of Elementary Programs to develop short-term goals and a long-range K- 12 curriculum articulation plan
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- Direct the coordination and evaluation of instructional materials selection, curriculum fairs and academic tournaments
- Maintain access to current professional development literature, professional organizations and workshops related to best practices and disseminate information to other departments, school-based administrators and teachers
- Provide direct supports to District and school staff in developing, implementing, monitoring, evaluating, and revising, as needed, annual School Improvement Plans (SIPs) for all schools
- Facilitate ongoing data and instructional reviews at assigned schools
- **Recommend and monitor practices to increase opportunities for students in Advanced Programs such as AP/IB/AICE courses**
- **Oversee High School Graduation requirements for grades 9-12**
- **Supervise Math Coaches K-12**
- **Supervise Science Coaches 6-12**

- Oversee and facilitate the Student Pupil Progression Plan with the Elementary Director
- Provide assistance to school staff and administrators to implement best practices for Accelerated Math Courses K-12 opportunities

- Keep the Assistant Superintendent of Teaching and Learning and Superintendent of Schools abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Sustain focus and attention to detail
- Perform other duties as assigned by the Assistant Superintendent of Teaching and Learning and/or designee

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**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

DIRECTOR OF SECONDARY PROGRAMS

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- Recommend and monitor practices to increase opportunities for students in Advanced Programs such as AP/IB/AICE courses
- Oversee High School Graduation requirements for grades 9-12
- Supervise Math Coaches K-12
- Supervise Science Coaches 6-12

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- Provide assistance to school staff and administrators to implement best practices for Accelerated Math Courses K-12 opportunities

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Hernando County School Board Florida

FLSA: Exempt, Non-Union

SUPERVISOR COORDINATOR OF DATA INFORMED SUPPORTS

Required Qualifications:

- ~~Bachelor's~~ Master's Degree from an accredited institution in an education-related or business field
- Minimum of three (3) years of experience in education
- Training and/or experience in educational program design, evaluative practices, data analysis, school improvement, research, and program management
- Excellent organizational, data collection, data analysis, and interpretation skills
- Advanced level technology skills including word processing, spreadsheets, desktop publishing and presentation software
- Ability to innovatively improve the collection, quality, and utilization of data

Desired Qualifications:

- Master's Degree from an accredited institution in an education-related or business field
- Knowledge of federal, state, and district rules, regulations, and policies as they relate to educational accountability
- Experience leading others in a collaborative process

Performance Responsibilities:

- Collaborate with district and school-level leaders to identify and target professional learning based on a review and analysis of student data
- Develop and tailor professional development strategies based on progress monitoring and real-time classroom data to address identified gaps in student achievement
- Collaborate with the Florida Department of Education to develop, deploy, and monitor a strategic plan to improve student literacy, implement new standards, close achievement gaps, and improve math and civics literacy
- Work with stakeholders to review and share data to improve student learning and outcomes
- Use progress monitoring data to determine appropriate instructional interventions in grades PK-12
- Assist with the identification of measurable objectives that address educational programs
- Provide data and consult with individual schools for the purpose of studying program effectiveness
- Conduct in-service training and provide technical assistance on needs assessment and data analysis for district and school administrators, instructional coaches, and teachers through targeted, effective professional learning opportunities to include, but not limited to: literacy; evidence-based practices and establishing a positive, reading-rich environment; the use of assessment/progress monitoring to inform instruction and appropriate interventions; math skills

with a focus on procedural fluency and conceptual understanding; building a positive school culture and climate; how to analyze and interpret various sources of school, district, and state level data, and an emphasis on students developing independence and self-confidence.

- Arrange, analyze, and present data to help schools understand student learning outcomes; assist schools in determining patterns of student success or lack thereof over time; report disaggregated data; assist schools with identifying critical indicators when reviewing isolated and high-level data; provide schools with progress monitoring guidance and support at timely and regular intervals; provide teachers, school and district leaders with hands-on training to enhance their knowledge, skills, and ability to access and understand the benefits and limitations of data; provide educators and administrators with opportunities to identify high-leverage strategies that will result in instructional improvement in schools via peer-to-peer collaboration
- Understand state and federal accountability systems and how schools are impacted
- Work collaboratively to organize and summarize performance data in a clear and concise manner for the School Board, school-based administrators, parents, teachers, and the community
- Ensure compliance with School Board rules and applicable state and federal laws
- Perform other duties as assigned by the Assistant Superintendent of Teaching and Learning and/or designee
- Organize and summarize performance data in a clear and concise manner for all stakeholders, including School Board, Superintendent, parents, and the community
- Serve as the district's school improvement contact and attend professional development provided by DOE
- Facilitate the school improvement plan process with district and school administrators to include professional development of best practices for the continuous improvement model
- Collaborate to design and facilitate district data chats for school administrators
- Serve on committees and task forces to guide closing the Achievement Gap
- Understand and provide technical assistance on the state and federal accountability systems, including the Federal Percent of Points Index
- Provide guidance and focus for Teachers on Special Assignment with the purpose of closing the Achievement Gap
- Conduct educationally relevant research, analyze results, and provide recommendations for implementation

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Assistant Superintendent of Teaching and Learning and/or designee

Evaluation:

Annual evaluation done by the Assistant Superintendent of Teaching and Learning and/or designee

Terms of Employment:

- 12 month employment

~~▪ This position is grant funded~~

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category ~~F~~ G

Job Code:

63039

Board Approved: 01/12/2021

Coordinator of Data Informed Supports

Hernando County School Board Florida

FLSA: Exempt, Non-Union

SUPERVISOR OF DATA INFORMED SUPPORTS

Required Qualifications:

- Master's Degree from an accredited institution in an education-related or business field
- Minimum of three (3) years of experience in education
- Training and/or experience in educational program design, evaluative practices, data analysis, school improvement, research, and program management
- Excellent organizational, data collection, data analysis, and interpretation skills
- Advanced level technology skills including word processing, spreadsheets, desktop publishing and presentation software
- Ability to innovatively improve the collection, quality, and utilization of data

Desired Qualifications:

- Master's Degree from an accredited institution in an education-related or business field
- Knowledge of federal, state, and district rules, regulations, and policies as they relate to educational accountability
- Experience leading others in a collaborative process

Performance Responsibilities:

- Collaborate with district and school-level leaders to identify and target professional learning based on a review and analysis of student data
- Develop and tailor professional development strategies based on progress monitoring and real-time classroom data to address identified gaps in student achievement
- Collaborate with the Florida Department of Education to develop, deploy, and monitor a strategic plan to improve student literacy, implement new standards, close achievement gaps, and improve math and civics literacy
- Work with stakeholders to review and share data to improve student learning and outcomes
- Use progress monitoring data to determine appropriate instructional interventions in grades PK-12
- Assist with the identification of measurable objectives that address educational programs
- Provide data and consult with individual schools for the purpose of studying program effectiveness
- Conduct in-service training and provide technical assistance on needs assessment and data analysis for district and school administrators, instructional coaches, and teachers through targeted, effective professional learning opportunities to include, but not limited to: literacy; evidence-based practices and establishing a positive, reading-rich environment; the use of assessment/progress monitoring to inform instruction and appropriate interventions; math skills

with a focus on procedural fluency and conceptual understanding; building a positive school culture and climate; how to analyze and interpret various sources of school, district, and state level data, and an emphasis on students developing independence and self-confidence.

- Arrange, analyze, and present data to help schools understand student learning outcomes; assist schools in determining patterns of student success or lack thereof over time; report disaggregated data; assist schools with identifying critical indicators when reviewing isolated and high-level data; provide schools with progress monitoring guidance and support at timely and regular intervals; provide teachers, school and district leaders with hands-on training to enhance their knowledge, skills, and ability to access and understand the benefits and limitations of data; provide educators and administrators with opportunities to identify high-leverage strategies that will result in instructional improvement in schools via peer-to-peer collaboration
- Understand state and federal accountability systems and how schools are impacted
- Work collaboratively to organize and summarize performance data in a clear and concise manner for the School Board, school-based administrators, parents, teachers, and the community
- Ensure compliance with School Board rules and applicable state and federal laws
- Perform other duties as assigned by the Assistant Superintendent of Teaching and Learning and/or designee
- Organize and summarize performance data in a clear and concise manner for all stakeholders, including School Board, Superintendent, parents, and the community
- Serve as the district's school improvement contact and attend professional development provided by DOE
- Facilitate the school improvement plan process with district and school administrators to include professional development of best practices for the continuous improvement model
- Collaborate to design and facilitate district data chats for school administrators
- Serve on committees and task forces to guide closing the Achievement Gap
- Understand and provide technical assistance on the state and federal accountability systems, including the Federal Percent of Points Index
- Provide guidance and focus for Teachers on Special Assignment with the purpose of closing the Achievement Gap
- Conduct educationally relevant research, analyze results, and provide recommendations for implementation

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Assistant Superintendent of Teaching and Learning and/or designee

Evaluation:

Annual evaluation done by the Assistant Superintendent of Teaching and Learning and/or designee

Terms of Employment:

- 12 month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category G

Job Code:

63039

Board Approved: 01/12/2021

Coordinator of Data Informed Supports

Hernando County School Board Florida

FLSA: Exempt, Non-Union

Supervisor of Literacy, Intervention, and Elementary Academic Programs

Required Qualifications:

- Master's Degree
- Certification in Educational Leadership
- At least six (6) years of successful teaching or administrative experience
- Experience in curriculum leadership
- Must possess a valid Florida driver's license

Performance Responsibilities:

- Provide assistance to school staff and administrators to improve instructional approaches and techniques
- Monitor test results and provide assistance to improve student performance
- Assist with developing and implementing innovative practices
- Report necessary data mandated reports to the Superintendent of Schools, the School Board, and the Department of Education
- Support staff in identifying research-based strategies that assist with professional development activities and data-based decision making to help close the achievement gap
- Collect and analyze data to support schools with the problem solving process
- Develop and facilitate Multi-Tiered Systems of Supports training for school-based leadership teams and other stakeholders
- Utilize data to inform instructional planning and monitor the effectiveness of academic and behavior instruction in the core, supplemental, and intensive instruction
- Supervise the Coordinator of MTSS
- Assist and support schools with the MTSS process
- Collect and monitor VPK data
- Supervise district Media Specialists
- Supervise Early Learning Specialist
- Work closely with the Director of Elementary Programs on instructional initiatives and the Comprehensive Reading Plan
- Organize and support schools with VPK and Early Learning programs

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects.

Reports to:

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Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category G

Job Code:

Board Approved:

Revised: