

**Supervisor of Instruction**  
**Mr. John Fanning**

Job Description:

Job Responsibilities:

- Community Involvement & Communications
  - Organize the planning, implement, supervise, and evaluate the LCDOE communications and community education efforts
  - Develop and maintain a comprehensive working knowledge of current research and effective practice in internal & external public relations and communications programs appropriate for Lincoln County Schools
  - Coordinate a district-wide effort to increase the awareness of the positive impact of Lincoln County Schools, increase communication vehicles, and promote additional family and community partnerships
  - Assist with the communication of new initiatives, plans, and federal, state, and local standards, regulations, and policies
  - Coordinate and collaborate with a stakeholder advisory committee and district personnel to implement, enhance, and evaluate practices, programs, professional learning, and policies as they relate to public relations throughout the system
  - Maintain the district webpage, create communication documents, and evaluate the involvement of all stakeholders
- Principal Evaluations
  - Visit schools and complete multiple observations on a regular basis in order to collect evidence regarding evaluations, faculty meetings, budget information, and other areas listed in the evaluation rubric
  - Use the TEAM rubric and evaluation process to assist in evaluating principals
  - Conference with administrators on a regular basis to discuss policy and procedures
  - Complete classroom walkthroughs to observe instructional practices
  - Monitor evaluation documentation in the CODE data system
- Lottery for Education Afterschool Programs (LEAPs)
  - Interact with principals, site leaders, and students at each school to ensure compliance with the guidelines of the program
  - Provide direction and guidance for the site coordinators at each school
  - Ensure that the grant application for recertification is applied for in a timely manner

- Monitor the budget and budget amendments
- Oversee and approve time sheets, requisitions, and make sure that all reports are submitted on time
- Ensure the program is operated in compliance with all local and state mandates
- Remain accessible for state monitoring visits
- Coordinate the procedures for the LEAPs budget and develop the application for the next school year
- Communicate with the site coordinators and the director of schools regarding early dismissal or closure due to inclement weather or other emergency situations
- Board Policy
  - Meet monthly with fellow supervisors and the director of schools for a TSBA's scheduled review of policies
  - Meet with the Board's Policy Committee chairman for any recommended changes or new policies
  - Work to ensure the implementation and compliance of all approved policies
- District Inventory
  - Coordinate with the technology department and school leaders to provide a thorough and updated annual inventory for all departments and employees
- Serve as Director of Title VI Federal Programming
- Supervisor of Title VI Part B Rural, Low Income School Programs
  - Plan with the Director of Federal Programs
  - Prepare budget and supporting information for E-Plan
  - Maintain documentation and inventories for expenditures in Title VI
- Assistant to the Director of Schools
  - Act as an assistant to the director of schools in case of his absence or illness
- Teacher Incentive Fund (TIF) Program
  - Complete all state and federal reporting requirements to ensure compliance with TIF4 Grant
  - Facilitate timely and accurate communications about the TIF grant to the district (within the Central Office) and school staff, including answering individual questions about differentiated pay plan and coordinating meetings
  - Lead the "Design Team" meetings

- Work closely with the HR supervisor, district evaluation specialist, and finance to ensure all needed data is submitted in a timely manner
- Work with HR supervisor and the evaluation specialist to ensure the collection of appropriate, accurate data for educator eligibility
- Manage the grievance process for any errors with base pay increases or bonuses
- Attend workshops, cohort convening of TIF districts, or monitoring meetings as announced by the state leaders in Nashville
- Collaboration
  - Coordinate and collaborate with the director of schools, other supervisors, principals, and curriculum coordinators to implement, enhance, and evaluate practices, programs, professional learning, and policies as they relate to K-12 curriculum & instruction
  - Oversee all facets of curriculum implementation and instructional programs for grades 9-12 with the support of the Curriculum Team
  - As part of the Instructional Team, supervise and coordinate efforts of school level curriculum coordinators to implement curriculum, facilitate effective instruction, and support engaged student learning
  - Collaborate with building administrators and other supervisors in evaluating teachers in grades 9-12 using the Planning, Environment, and Instruction Evaluation Rubrics
  - As part of the Instructional Team, plan and develop in-service and staff development programs
  - As part of the Instructional Team, present training and workshops for teachers, administration, and staff
  - Project budget needs, coordinate with related budget areas, and monitor the use of allocated funds
  - As part of the Instructional Team, make budgetary decisions regarding curriculum and instruction
  - Partner with Federal Programs in planning, staff development, and budgeting
  - Provide teachers, curriculum coordinators, and/or building principals with requested support, information, materials, and/or suggestions to assist in meeting academic goals for all students
  - Coordinate with other supervisors to provide and arrange professional development activities that address identified needs and increase the use of effective strategies
  - Partner with the Technology Department in providing instructional technology guidance

