

Position Title:	Academic Science Supervisor
Payroll/Personnel Type:	12 Month
Reports to:	Executive Director of Curriculum

### Position Summary:

The primary function of the Academic Science Supervisor is to oversee the implementation of curricula – CLEAR and Kaplan as it relates to science.

# Essential Functions:

- Knowledgeable of alignment of CLEAR and Kaplan curricula according to Missouri Standards and Grade Level Expectations.
- Provide a quality science staff development to all instructional staff as it pertains to CLEAR and Kaplan.
- Perform cross functional duties.
- Provide leadership and site support to all academic initiatives of the District.
- Assure equitable distribution of supplies and textual materials across the District.
- Work with general and special education teachers to improve student achievement and support academic initiatives.
- Make regular site visits to observe instruction, provide constructive feedback to instructional staff to improve delivery of instruction.
- Support the implementation of Advanced Placement courses.
- Plan and/or write proposals and contracts.
- Maintain and adhere to compliances with all awarded contracts and grants.
- Perform other job-related duties as assigned.

### Experience:

- Requires a minimum of five years of successful teaching and administrative experiences.
- Knowledge of CLEAR and Kaplan 9 12 curricula.
- Provide quality science staff development to all instructional staff as it pertains to CLEAR and Kaplan.

### Education:

- Bachelor of Arts in Education
- Missouri Teacher Certification Science K- 12 specialty

### Knowledge, Skills, and Abilities:

- Knowledgeable of CLEAR and Kaplan curricula.
- Able to articulate the Science concepts and objectives Pre K 12.
- Able to interpret and analyze data to improve student's achievement and teacher learning.
- Facilitate training sessions.
- Excellent oral and written communication skills.
- Able to maintain professional working relationships with staff, teachers, vendors and agencies.



• Good organizational skills and capable of performing multi-task.

# Physical Requirements:

- Must be physically able to operate a motor vehicle
- Walking, sitting, talking and hearing.
- Clarity of vision at 20 inches or less.
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects.

### Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

#### <u>Disclaimer:</u>

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

<u>Review/Approvals:</u>

Employee Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.