



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: SUPERVISOR OF EDUCATOR QUALITY

QUALIFICATIONS:

1. Master's Degree or higher. Certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal preferred.
2. Five (5) years of successful classroom teaching experience.
3. A minimum of three (3) years of school-based and/or district-level administrative related experience in public education.
4. Hold or have eligibility for Florida Professional Educator Certificate.

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: 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 as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Serves as an administrator to direct and provide support for the Teacher and Administrator Appraisal Systems and District staff development programs and services.
2. Directs the analysis of data related to programs established by the Division of Teaching and Learning.
3. Develops, implements and evaluates programs, as requested, to comply with Florida Statutes, State Board Rules, and School Board Policies.
4. Provides data and reports as requested by the Superintendent and the executive staff.
5. Coordinates with MIS personnel to ensure accurate reports related to staff and/or student accountability files are disseminated to state, district and/or school officials.
6. Provides analysis and interpretation of teacher and student score reports, technical information and data to drive initiatives and action planning.
7. Prepares and submits required reports and plans to the Department of Education.
8. Develops, administers and monitors assigned budgets.
9. Serves on district and state level committees.
10. Maintains the security of data and records.
11. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.


Reviewed by Dept. of Human Resources

APPROVED JAN 12 2021
Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer