

DUTIES OF SUPERVISOR OF INSTRUCTION

The duties of supervisors of instruction are as follows:

1. Act as resource persons for the superintendent, other administrative personnel, and teachers in curriculum planning and coordination;
2. Improve methods of teaching and help teachers who need assistance, with first priority to be given to non-tenured teachers;
3. Visit classrooms of teachers who need help;
4. Give assistance to teachers in locating resource materials, supplies, teaching aids, and books;
5. Make arrangements for in-service training activities;
6. Assist in the development of a sequence of instruction and learning from grade level to grade level;
7. Provide leadership for curriculum studies;
8. Meet with school faculties to assist in planning and other needed activities;
9. Assist principals in curriculum planning and scheduling;
10. Assist teachers in developing educational objectives appropriate to student needs and abilities;
and
11. Perform such other duties as may be assigned by the superintendent and/or Board.