

**Philadelphia Performing Arts Charter School Job Description-**  
**Academic Supervisor**

**Academic Supervisor Role**

**Goal:** The Academic Supervisor provides administrative leadership and technical guidance to teachers and administrators, as well as other stakeholders; leads the school in strengthening instructional programs through a strategically planned, standards based approach with a focus on narrowing achievement gaps. This position will provide leadership in the areas of curriculum, instruction, assessment, and planning for all students, including general education, special education, and English Language Learners.

**Responsibilities**

- Works collaboratively with other educators to implement all aspects of the curriculum and associated resources;
- Oversees the implementation of the curriculum in all of the classrooms;
  - Monitoring and assessing implementation of the curriculum in the classrooms;
  - Training teachers in curricular best practices;
  - Ensuring complete integration with the PA Common Core in all classrooms;
  - Monitor all intervention programs to ensure proper implementation for students in the following areas:
    - RTII / MTSS
    - SPED
    - Academically Talented
- Assists with data organization from all assessments and diagnostic instruments and develops strategies for intervening with students who are experiencing difficulties;
- Engages staff in intensive data analysis and results planning;



# PHILADELPHIA

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# PERFORMING ARTS

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A STRING THEORY CHARTER SCHOOL

- Implements and supports the goals determined by the district/schools' School Improvement Plan;
- Assists schools in determining effective methods for the integration of curriculum standards, instructional strategies, and the developmental use of authentic assessment;
- Models a variety of instructional strategies designed to be rigorous and mirror assessment;
- Assists in identifying professional development needs and developing long-range professional development plans;
- Creates monthly reports to String Theory Schools, under the direction of the Directors of Curriculum, Special Education and Assessment.

### **Minimum Requirements:**

1. Master's Degree in Educational Administration or related field.
2. Principal or Supervisory Certificate: Curriculum and Instruction;
3. Experience as a Building or District level Administrator, leading administrators and teachers in curriculum implementation;
4. Minimum of five (5) years of professional teaching experience and holds a valid teaching degree.