

## Supervisor of Secondary Education and Food Services

Reports to: Superintendent

FLSA Status: Exempt

### SUMMARY:

The Supervisor of Secondary Education provides leadership and coordination for high school curricular, assessment, and instructional programs, including academic, co-curricular, extra-curricular areas. This position acts with the Superintendent and other division leaders to ensure full implementation of the division's curriculum, assessment, and instruction models. This position provides leadership for school-based high school administration teams that provide content-specific, technological, and pedagogical support for secondary teachers. Responsible for planning, implementing, directing, and evaluating all phases of the Division's Food Service Program. Ensures meals served meet the students' nutritional needs while maintaining a financially sound program.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establishes and monitors standards of performance for the evaluation of student progress and directs continuous evaluation of the instructional programs at the high school level based upon student performance trend data;
- Coordinates and implements curriculum and instructional decisions at the high school level that support the successful achievement of the instructional goals of the Virginia Standards of Learning, the Division Strategic Plan including the Goals, Vision, and Mission of the School Division, and the School Board/Superintendent Priorities;
- Monitors effective implementation of curricula, assessment, and instruction in all high schools;
- Provides leadership for administrative teams at the high school level to provide content-specific, technological, and pedagogical support for secondary teachers;
- Leads division initiatives to improve student achievement at the high school level;
- Ensures high schools develop and implement a school improvement plan that results in increased student learning;
- Communicates a clear vision of excellence and continuous improvement consistent with the goals of the school division;
- Interpret school system policies and regulations for the school sites;
- Respond to staff concerns involving assigned high schools;
- Respond to parents'/guardians'/constituents' concerns in assigned high schools;
- Identifies, recommends, and monitors division-level funds for secondary programs;
- Provides support and resources for high school teachers;
- Coordinates and reviews state reports related to high-school programs;
- Supervises the administration of the State licensure/certification guidelines for all licensed/certified employees;

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- Coordinates Dual Enrollment classes in the division;
- Head of Advanced Ed. certification;
- Supervises student discipline in the division and coordinates student discipline appeals;
- Supervises and evaluates Cafeteria Managers throughout the Division, in cooperation with the principal;
- Supervises and manages Title II-A funds;
- Administers food service programs in accordance with School Board, State, Federal, and Health Department policies;
- Administers the free and reduced lunch policy in accordance with Federal and State regulations;
- Conducts in service and on-the-job training for food service managers and staff;
- Staffs each school's food service operation in an efficient and equitable manner;
- Develops and enforces high standards of sanitation and safety as related to food preparation;
- Analyzes monthly revenue and expenditures by school and makes programmatic changes as necessary;
- Prepares the annual School Division budget for the Food Service Program;
- Prepares monthly financial reports;
- Plans and coordinates nutrition education activities in the schools;
- Manages advertising and promotional programs for the Food Service Program;
- Develops long and short term goals for the Food Service Program;
- Establishes sound financial procedures for the management and control of income, expenses, food, labor, supplies, and equipment;
- Develops and maintains appropriate policies and procedures relevant to the operation of the Food Service Program;
- Participates in county, state, and national food service organizations;
- Coordinates facility layout and equipment needs for new schools and renovated schools;
- Develops equipment replacement cycle;
- Develops and maintains an effective public relations program;
- Evaluates new developments in the field of food service and adopts those developments which will improve the quality or efficiency of the Food Service Program;
- Prepares and receives bids for food, equipment, etc;
- Centralizes the purchasing, distribution and transfer of food;
- Evaluates the effectiveness and efficiency of each cafeteria operation and plans improvements where needed;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Performs related duties as assigned by the Superintendent in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated ability and professional and personal characteristics necessary for working effectively with school personnel and members of the community. The ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, parents, and members of the business community.

EDUCATION AND/OR EXPERIENCE:

Master's degree from an accredited graduate program in school administration or a related field with emphasis in curriculum and instruction is required. Holds a Virginia certification in Administration and Supervision or eligible for such certification.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed typically in the central office, schools, and local businesses. Frequent walking, stooping, standing, lifting, up to approximately 15 pounds may be required, and occasional lifting of equipment and/or materials weighing up to approximately 25 pounds may be required. Other limited physical activities are required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards.

Occasional operation of automated computer office equipment is required. Frequent travel to school sites throughout the County and occasional state wide or regional travel is required. Attendance to meetings outside the normal duty hours is frequently required. Regular involvement made with principals and teachers throughout the School Division. Contacts with School Board members, Advisory Councils, faculties and students, parents and the general public, are regularly required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

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