

Glassboro School District  
Job Description

**TITLE:** **Supervisor of Instructional Supports (Basic Skills Instruction, BSI)**

**QUALIFICATIONS:**

1. Valid New Jersey Supervisor's Certificate
2. Additional New Jersey certification in one or more following areas:
  - Reading Specialist
  - Elementary Teacher
  - Teacher of the Handicapped/Students with Disabilities
3. Minimum of Five Years Teaching Experience
4. Knowledge and significant experience in the area of Basic Skills Instruction in ELA and Mathematics, Special Education, Tier 11 and Tier 111 Interventions, and Intervention and Referral Services (IR&S)

**REPORTS TO:** **Chief Academic Officer**

**SCOPE:** The Supervisor of Instructional Supports (BSI) shall be responsible for supervising BSI teachers, I&RS Teams, and support staff. The Supervisor will effectively coordinate and implement student academic support programs while working in concert with teachers, supports staff, supervisors, and building principals.

**AUTHORITY AND RESPONSIBILITY:**

1. Directly supervise all Basic Skills Teachers and program
2. Coordinate the activities of I&RS Team.
3. Assist in the supervision and evaluation of BSI staff.
4. Assist in the facilitation of meetings and professional development for BSI staff in grades K-6.
5. Organize and coordinate with building principal all special classes in the district and evaluate teaching and aide staffing needs.

## Glassboro School District

### Job Description

6. Articulate curriculum for the BSI programs in Kindergarten through Grade 3.
7. Monitor, evaluate, and report BSI and I&RS programs in terms of student growth and achievement.
8. Consult with classroom teachers, support staff, principal, supervisor, and parents regarding BSI and I&RS.
9. Assist in discipline as needed.
10. Track and monitor referrals and assessments to determine patterns and needs.
11. Plans all family nights, conferences, and evening events deemed necessary.
12. School Level 504 Coordinator
13. School Test Coordinator
14. Implement school wide Positive Behavior Support, PBS program. Assist teachers in class wide behavior plans. Participates in PBS district committee K-6.
14. Monitor all paperwork and grants pertaining to Title 1 BSI.
15. Performs other related duties as assigned by the building principal.

### **TERMS OF EMPLOYMENT (ADDED):**

10-month year. Salary and work year to be established by the Board of Education.

Glassboro School District  
Job Description