

Central Bucks School District
Position Description

Position Title: Supervisor of K – 12 English Language Arts and Internship Programs
Department: Teaching and Learning
Reports to: Director of Teaching and Learning

Summary: Provides leadership in the development, implementation, and evaluation of K-12 English programming and supports district and school based innovative practices. Works in coordination with the EL coordinator to provide leadership in the development, implementation, and evaluation of the districts program for teaching students who's native or first language is not English.

Essential Duties and Responsibilities:

K – 12 English Curriculum and Instruction: Development, implementation, coordination and evaluation of the instructional programs and services in English education.

1. Develop, implement, coordinate, and evaluate the English Language Arts instructional program at the elementary and secondary levels. Make recommendations for continuous improvement to the district English Language Arts program.
2. Work with the Director of Teaching and Learning, Principals, Curriculum Supervisors/Coordinators, Staff Developers, and Staff to ensure instructional programs and services are uniformly delivered and assessed within all schools.
3. Assist with curriculum development by initiating and coordinating the review/revision process to maintain congruence among the written, taught, and tested curriculum.
4. Coordinate the selection of textbooks and instructional materials.
5. Provide ongoing professional learning opportunities and differentiated supervision to develop teachers' instructional pedagogy and professional skills.
6. Facilitate grade level, course alike, and department meetings to assist with data analysis, curriculum alignment, instructional strategies, and assessment.
7. Facilitate department meetings to strategically work toward district goals.
8. Stay current on research-based instructional strategies by attending professional development sessions and reading professional educational research. Actively seek training and information, which will enhance skills and knowledge related to responsibilities.
9. Coordinate the recruitment, interviewing, and recommendation for hire for all professional staff vacancies within the department.
10. Analyze English Language Arts assessment data and share reports to administration and staff.
11. Prepare the district English Language Arts department budget.
12. Other duties as assigned.

District Internship Program Supervisor: Provide supervision for the Internship programs and district supervision of Internship teachers.

1. Coordinate and oversee the district's Principles of Teaching and Community Internship programs.
2. Assist with curriculum development by initiating and coordinating the review/revision process to maintain congruence among the written, taught, and tested curriculum.
3. Provide ongoing professional learning opportunities and differentiated supervision to develop teachers' instructional pedagogy and professional skills.

4. Support internship teachers in their responsibilities to develop, maintain, and expand partnerships with schools, businesses, nonprofit organizations, and community agencies to provide high-quality internship and experiential learning opportunities for students.
5. Collaborate with teachers and building administrators to ensure meaningful learning experiences.
6. Analyze program outcomes and stakeholder feedback to strengthen internship opportunities, promote career readiness, and support continuous program improvement.
7. Other duties as may be assigned.

Supervisory Responsibilities: Assist building administrators with supervision of English Language Arts instruction. Supervise and evaluate performance of literacy coaches and the secretary to supervisor of curriculum & instruction and the curriculum clerk.

Education and/or Experience: Certification as a Curriculum Supervisor or PK – 12 Principal. Possession of a Master's degree in Educational Leadership, Curriculum Supervisor and/or a related field. Minimum of five (5) years satisfactory professional teaching experience in related field.

Knowledge, Skills and Abilities: Knowledge of curriculum, assessment and instructional issues and methodologies. Strong analytic and communication skills. Demonstrated ability to work with other people.

Physical Demands: Must be able to travel to various school district buildings. Must be able to make oral presentations. Must be available beyond the framework of the normal workday for meetings, presentations, programs, etc.

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.

Terms of Employment: 261 days/12 months

Date Approved:

I certify that I have read and received a copy of the position description.

Employee Signature: _____ **Date:**

Supervisor Signature: _____ **Date:**

The information contained in this job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

September 2026