

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

SUPERVISOR OF SCHOOL CHOICE

Required Qualifications:

- Master's Degree
- Certification in Educational Leadership
- At least six (6) years of successful teaching and/or administrative experience
- Experience in curriculum leadership
- Ability to collaboratively work with schools to improve student performance
- Ability to interpret standardized test results
- Knowledge of data base and program reporting
- Must possess a valid Florida driver's license

Desired Qualifications:

- Experience in the charter school application, approval and contract development process
- Experience in magnet school procedures

Performance Responsibilities:

- Assist with the implementation and operation of charter schools, choice schools and programs
- Assist with the dissemination of information regarding charter schools, choice schools and programs to parents and community
- Assist in the preparation of all required District and state reports
- Monitor compliance of established guidelines for charter schools, choice schools and programs
- Coordinate the application process for acceptance at choice schools
- Assist in the projecting and reporting of all charter schools, choice schools and programs
- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner and demonstrating respect to other team member's obligations
- Promote, elicit and enhance the level of community involvement in the areas pertaining to the assistance and understanding of charter schools, choice schools and programs
- Coordinate the certification process of home education students for Bright Future Scholarships
- Monitor and track students participating in choice schools and programs to ensure they are coded according to their school or program
- Maintain and revise the charter schools and educational choices' website to reflect any changes
- Disseminate materials, collect materials, input student assignments and provide information to parents regarding student status in the different choice schools and programs
- Develop and maintain a procedures manual for choice school and programs
- Monitor and track home education student program compliance
- Coordinate the home education program

- Keep the Executive Director of Student Support Programs, and Superintendent of Schools abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Student Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Student Services and/or designee

Evaluation:

Annual evaluation done by the Director of Student Services and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category G

Job Code:

63007

Board Approved: 05/06/08

Revised: 01/20/09, 03/03/09, 07/28/09, 05/17/11, 09/06/11, 06/05/12, 06/10/14, 7/6/2015, 06/25/19