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# Example of Academic Supervisor Job Description

Our company is growing rapidly and is looking for an academic supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for academic supervisor

* Works collaboratively with district staff at all levels to advance student learning through consistency of practice, prioritization of resources, focus on academic achievement, and equitable practices for all
* Monitors program improvement processes through data analysis and formal and informal evaluation methods to ensure goals are aligned to district, state, and national accountability standards and address relevant needs
* Supervises Curriculum Specialists and other instructional staff as assigned by providing ongoing coaching, modeling, and support to ensure a quality education for every student
* Directs and monitors school leadership regarding program standards and requirements for student participants in assigned content area as established by district policies and state requirements
* Collaborates with the Academic Coordinator, the Teaching, Learning, and Assessment Director, and other executive staff to develop the annual budget and ensure appropriate allocation of resources to schools and programs
* Maintains accountability of staff, students and property
* This position will manage the work of program coordinators
* This position will manage several staff assistants in Academic Affairs
* Oversee the supervision and management of the daily and weekly workflow of Academic Placement Intervention Specialists (I/II) and Team Lead
* Meet regularly with the Academic Placement Services Leadership Team to address potential concerns and discuss overall team performance

## Qualifications for academic supervisor

* Works cooperatively with other members of the team to meet goals, shares the team’s vision of success, has strong interpersonal skills and is adaptable
* Comprehensive knowledge of call handling procedures and requirements
* Ability to deliver information confidently and clearly in small and large group settings
* Must be able to learn quickly and manage projects simultaneously
* Effectively manages change
* Accepts and applies feedback to improve on performance and responds appropriately with solutions