

## **Instructional SuperVision for Educational Excellence in Belize A CARSI-funded project**

### **Toledo & Stann Creek Project Managers**

Two experienced Belizean educators will be hired to coordinate and manage the project, as well as collect documentation from field supervisors, TEI instructors, and principals during the two years of the project (2020-2022).

#### **Qualifications**

- A strong record of effectiveness as an educational leader.
- Deep understanding of instructional supervision.
- Bachelor's degree required. Graduate degree preferred.

#### **Responsibilities**

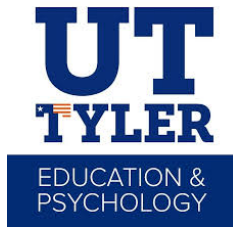
The Belize-based project managers will...

- assist with design and pilot study of the pre-service teacher evaluation instrument.
- assist with the identification of pilot study participants.
- attend all teacher and field supervisor training sessions.
- be responsible for supporting and monitoring 16 field supervisors and their assigned teachers (10 field supervisors in Toledo or Stann Creek, and 6 in other districts). They will support the field supervisors in other districts virtually, and if needed, in person.
- ensure fidelity of implementation.
- gather and submit all required documentation electronically using UT Tyler's Canvas learning management system.
- serve as liaison between Belizean educators and the UT Tyler faculty.
- be the point of contact for principals and TEI instructors for any project-related issues.
- attend weekly virtual meetings with Dr. Oliveras to address any problems, conflicts or concerns field supervisors have shared with the project managers.

Based on the weekly meetings, Dr. Oliveras and the project managers will schedule follow-up training to ensure the field supervisors and project managers have the support, knowledge, and skills needed to successfully implement the project's tasks.

#### **Documentation Requirements**

- timesheets,
- travel/observation logs,
- classroom observation notes,
- recordings of observations & coaching sessions,
- completed evaluation forms, and
- follow-up training activities reports.



- The Belize project managers will be responsible for verifying accuracy of the field supervisors' timesheets and travel/observation logs.
- Timesheets and travel logs will be due no later than the 3<sup>rd</sup> day of the month.
- The project managers will verify and submit verified timesheets and travel logs to Dr. Oliveras by the 10<sup>th</sup> day of the month.
- Once it is determined that the timesheets and travel/observation logs are accurate, the project managers will submit these documents to TEDS (Jeannie Garbutt) to process monthly invoices.

The **Toledo** manager will be responsible for supporting field supervisors in the Toledo, Belize, and Cayo districts.

The **Stann Creek** manager will support field supervisors in Stann Creek, Orange Walk, and Corozal.

**Compensation**

\$1,667.00 per month (\$20,000 BZ per year)