

TITLE: Secondary Curriculum Coordinator

QUALIFICATIONS:

1. Master's Degree or higher required
2. Valid Alabama Teaching Certificate
3. Five years teaching experience preferred
4. Administrative/Instructional Leadership certification preferred

JOB GOAL: To assist secondary teachers in implementing Board-approved curricula and targeted teaching practices selected to accelerate student achievement

REPORTS TO: Assigned Administrator

Job Duties:

1. Work collaboratively with secondary school faculty to implement, strengthen, and support instruction and intervention.
2. Demonstrate a high level of skill in coaching and instruction in all tiers of instruction.
3. Model age-appropriate instructional strategies in all tiers of instruction to improve student achievement.
4. Work collaboratively with secondary school faculty to monitor, analyze, and use data daily in all tiers of instruction to assist in making decisions for improved teaching and learning.
5. Plan and/or facilitates professional learning to improve instruction and student learning in grades 7-12
6. Utilize a variety of coaching strategies to differentiate support (grade level, departmental and vertical team meetings; individual and peer coaching).
7. Use a collaborative approach to determine, design, and deliver professional development
8. Exhibit strong communication skills.
9. Demonstrate depth of content knowledge and a strong commitment to the improvement of teaching practices.
10. Implement professional learning plan and maintains proper certification.
11. Model appropriate personal characteristics and work habits that are consistent with personal development goals established for students.
12. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
13. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
14. Perform other duties as may be assigned.

Essential Duties

Job description are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

FLSA STATUS: Exempt

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED: