POSITION DESCRIPTION 1.05

TITLE: Executive Director of Instructional Services

QUALIFICATIONS: 1. Administrative certification

- 2. Minimum 5 years teaching experience
- 3. Experience as an Administrator and or Curriculum Development
- 4. Experience in Public Relations
- 5. Experience in working with external groups

REPORTS TO: Superintendent

JOB DUTIES:

- 1. Provides leadership in the development of programs and instructional goals system wide.
- 2. Provides leadership in curriculum, instruction and assessment alignment system wide.
- Responsible for planning and implementing the professional development program system wide.
- 4. Coordinates the district accreditation process.
- 5. Serves as a liaison to the Albertville City Schools Foundation.
- 6. Coordinates with principals and instructional staff the acquisition of instructional materials and textbooks.
- 7. Supervises instructional coaches.
- 8. Promotes the school system through public relations efforts.
- 9. Serves as chair of the calendar committee.
- Serves as system test coordinator and system accountability coordinator.
- 11. Maintains and approves professional development records for certified staff.
- 12. Provides support and leadership to building administrators through collaborative planning, professional development, and regular communication.
- 13. Plans and leads new teacher professional learning activities.
- 14. Coordinates and supervises the teacher evaluation system to monitor teachers' success in applying best practice strategies and their impact on student learning.
- 15. Evaluates principals as assigned.
- 16. Assists in developing long/short range plans and programs for the purpose of ensuring compliance and providing an optimal learning environment.
- 17. Maintains professional growth and competence through professional development <u>as per Board Policy 5.5</u>
 Personnel Professional Development
- 18. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 19. Performs other duties as may be assigned.

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Essential Duties

Job descriptions 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 EM	PLOYMENT:	9-Month	10-Month	11-Month	12-Month		
EXPECTED WORK DAY:		8 Hours					
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:	ION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements						
Reviewed and a	agreed to by:	Employee		Date			
☐ Principal/Progra	m CoordinatorInitials	_	☐ Human Reso	urce Initials	<u>—</u>		