

**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.
3. 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.
10. 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 **as per Board Policy 5.5 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.

