

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Assistant Director of Curriculum and Instruction Program
Coordinator of Secondary Programs

QUALIFICATIONS: Master's Degree with preferred Ed.S. and 5 years teaching experience in a core content area at the high school level required.

JOB GOAL: To assist the Director of Curriculum and Instruction in coordination and leadership of developing, achieving, and maintaining the best possible instructional programs and services for secondary programs.

REPORTS TO: Assistant Superintendent of Curriculum and Instruction and/or Superintendent

EVALUATION: Trussville City Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Attends Board meetings and assists in preparation of reports as needed.
2. Assists in overseeing and providing leadership through planning and developing of staff development at the secondary level.
3. Assists in Accreditation Program reviews.
4. Assists Director of Curriculum and principals in coaching secondary teachers.
5. Assists Director of Curriculum to provide leadership to ensure the understanding and promotion of the educational objectives of the district.
6. Assists Director of Curriculum to guide the development, implementation, and evaluation of curriculum and instructional services including Advanced Placement and dual enrollment.
7. Assists to oversee, monitor, implement and analyze student assessment programs at the secondary level.
8. Assists the Director of Curriculum in working with principals and teacher committees in organizing and coordinating grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the secondary instructional program.
9. Assists in the preparation and implementation of career fairs, curriculum night, graduation and summer school.
10. Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, Assistant Superintendents, Directors, administrators, and certificated and non-certificated personnel, parents, and students.

11. Demonstrates proficiency in written and oral communication.
12. Maintains proper certification by attending college, workshops, and professional development courses.
13. Performs other assigned duties as directed by the Superintendent.

Board Approved: May 21, 2012
Amended: June 16, 2014, May 20, 2019