

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

April 1, 2024

The Autauga County Board of Education is now accepting applications for the positions of: Director of Curriculum and Instructional Services (7-12) / Secondary Supervisor

Job Description: Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

Qualifications: Current Alabama Teacher's Certificate, Class A or higher, with an endorsement in educational administration

Effective Date: July 1, 2024

Salary: ACBOE approved salary schedule based on rank, certification and experience

Application Information: Go to https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500 to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: April 16, 2024 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

1 Attachment
1. Job Description

DIRECTOR OF CURRICULUM AND INSTRUCTIONAL SERVICES 7-12 /
SECONDARY SUPERVISOR

POSITION TITLE: Director of Curriculum and Instructional Services 7-12/ Secondary Supervisor

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Superintendent

QUALIFICATIONS:

The Director of Curriculum and Instructional Services 7-12 /Secondary Supervisor shall have the professional qualifications of a teacher in Alabama, and unless otherwise recommended by the Superintendent and approved by the Board, it shall be required that the Director of Curriculum and Instructional Services 7-12/Secondary Supervisor hold a master's degree from an accredited institution with a major in administration and supervision.

In addition, the following are required:

1. A minimum of three (3) years successful teaching experience (K-12).
2. A minimum of three (3) years full-time certified administrative and supervisory experience as an elementary (K-6) and/or secondary (7-12) principal, assistant principal or full-time certified curriculum supervision experience in a school; at least (1) of the (3) years MUST be secondary school principal experience.
3. Demonstrated leadership, administrative and supervisory qualities.
4. Effective skills in human relations.
5. Proficiency in verbal and written communication skills.
6. Successful participation in professional development activities on the individual, local school and school system levels.
7. Exhibit education, civic and community involvement.
8. Must be knowledgeable concerning the general operations of a local educational agency (i.e. curriculum and curriculum design, administration, supervision, staff development, school law, etc.)

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. To serve as Director of Curriculum and Instruction 7-12 and Secondary Supervisor for the school system.
2. Provides effective leadership in planning, developing, implementing, and evaluating comprehensive programs in area of responsibility.
3. Directs and supervises all (7-12) areas of curriculum and instruction to ensure that all programs are consistent with the state and local courses of study.
4. Supervises the effective implementation of all instructional programs in grades (7-12).
5. Supervises the implementation of (7-12) procedural guidelines related to the instructional program.
6. Directs the designing, implementing, monitoring, and evaluating of in-service/professional development activities (7-12).

7. Collaborates and maintains the recording and reporting of (7-12) Professional Development hours and participation.
8. Assists in the interpretation and communication of test results (7-12) and ensures their appropriate use in the improvement of instructional practices.
9. Directs and supervises secondary (7-12) principals and unit school principals.
10. Coordinates discipline processes and procedures for grades 7-12.
11. Supervise Coordinator of Secondary Curriculum and Instructional Services.
12. To assist all principals, athletic directors and coaches for the district with athletic issues.
13. Supervises Career Technical Education.
14. Assures that the 7-12 Instructional Programs are aligned with the Alabama Course of Study standards.
15. Recommends the addition of new courses, grade placement of courses, credit allowance for courses and graduation requirements.
16. Supervises (7-12) teachers in classroom organization, management, and planning.
17. Supervises (7-12) personnel to ensure compliance with the board policies and procedures and Federal guidelines.
18. Keeps abreast of and communicates (7-12) statewide curriculum initiatives to Superintendent and principals.
19. Directs the implementation of the state observation protocols for certified personnel in grades 7-12.
20. Assists in compiling accountability data and submission of all (7-12) accountability reports.
21. Assists with the implementation of MTSS and PBS for the grades 7-12.
22. Assists with (7-12) budget preparation, coordinates with other departments to assure maximum services, and maintains records/reports/inventories in accordance with policies.
23. Visits (7-12) classrooms for the purpose of observation and provides commendations and/or recommendations to teachers as appropriate for instructional improvement.
24. Conferences with parents of 7-12 students regarding secondary programs and practices when necessary.
25. Analyzes and uses (7-12) data to identify professional development needs and to evaluate, improve and report on program effectiveness.
26. Participates in the development of the district school calendar to ensure adequate professional learning time.
27. Takes a leadership role in improving education.
28. Performs any other duties as directed by the Superintendent.

JOB GOAL:

To provide effective coordination and direction of school programs and instruction throughout the school system. To plan, implement, monitor and evaluate curriculum and instruction activities, professional development, and programs to improve student achievement in the school system for grades 7-12.

SOURCE: Autauga County Board of Education, Prattville, Alabama

ADOPTED: *March 18, 2024*