

Job Title	Coordinator of Secondary Instruction, 9-12	Job Category	Certified
Department/Group	Teaching and Learning	Term of Contract	12 month (240)
Location	Central Office	Travel Required	Yes
Level/Salary Range	See Salary Schedule	Position Type	Full time

Reports to	Executive Director of Teaching and Learning
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Job Description

- 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.

Responsibilities

- Serves as the Coordinator of Student Services/Secondary Instruction for the school system.
- Provides effective leadership in planning, developing, implementing and evaluating comprehensive programs in area(s) of responsibility.
- Supervises the effective implementation of all secondary instructional programs (9-12)
- Directs and supervises 9-12 curriculum and instruction to ensure that all programs are consistent with the state and local courses of study.
- Supervises 21st Century Grants.
- Directs and supervises guidance and counseling programs.
- Directs and supervises library media specialists.
- Directs and supervises system's textbook program.
- Assists with the designing, implementing, monitoring, and evaluation of 9-12 in-service/professional development activities within areas of program supervision.
- Recommends the addition of new courses, grade placement of courses, credit allowance for courses, and graduation requirements.
- Coordinates and supervises the "At Risk" program including identification and implementation
- Supervises 9-12 school operations to ensure compliance with the board policies and procedures.
- Directs and coordinates Prevention and Support Services.
- Oversees all aspects of standardized testing for Grades 9-12

- Works with school personnel to coordinate testing procedures, scheduling, training, and distribution of all test.
- Works with colleges and universities in establishing and implementing policies and procedures for Dual Enrollment for students in Chilton County
- Assists with budget preparation, coordinates with other departments to assure maximum services, and maintains records/reports/inventories in accordance with policies.
- Works with schools that are in School Improvement to facilitate continuous improvement through improvement planning.
- Performs any other duties as directed by the Superintendent.

Working Environment

- The usual and customary methods of performing the job's functions may require the following: physical strength, mental health, agility, dexterity, acuity and mobility to perform job responsibilities; the ability to lift 50 pounds, possess full range of motion, and the ability to physically restrain students of varying age levels and sizes; ability to stand, walk, stoop, and assist with student toileting and specific hygiene needs; and ability to transfer students, feed students, and provide physical support and intervention when required. This job is performed in a generally clean and healthy environment.

Qualifications/Education/Certifications:

- A minimum of five (5) years successful teaching or counseling experience
- Master's Degree in Educational Administration/Instructional Leadership
- Such alternatives to the above qualifications as the Board deems appropriate.

APPROVED
 CHILTON COUNTY BOARD OF EDUCATION
 DATE 3-17-2025