

Job Title	Coordinator of Elementary Instruction, Pre K - 3	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 Elementary 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 elementary instructional programs (Pre K - 3)
- Directs and supervises Pre K – 3 curriculum and instruction to ensure that all programs are consistent with the state and local courses of study.
- Assists with the designing, implementing, monitoring, and evaluation of Pre K – 3 in-service/professional development activities within areas of program supervision.
- Supervises Pre K – 3 school operations to ensure compliance with the board policies and procedures.
- Oversees all aspects of standardized testing for Grades Pre K – 3
- Coordinate the requirements of the Alabama Literacy Act
- Coordinate extended and summer learning opportunities for students.
- Directs and supervises the Reading Specialists at each school
- Oversee the OSR Pre K Grant Process.
- Works with school personnel to coordinate testing procedures, scheduling, training, and distribution of all test.
- 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