

CHILTON COUNTY SCHOOLS

JOB TITLE: Coordinator of Middle School Instruction, Grades 4-8

QUALIFICATIONS:

1. Master's Degree in Educational Leadership with valid Alabama certificate in administration/supervision or educational leadership
2. Three (3) years of teaching and five (5) years of administrative experience or such alternates to the previous qualifications as the board deems appropriate
3. Possess and maintain a valid driver's license.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

REPORTS TO: Executive Director of Teaching and Learning

FLSA STATUS: Exempt

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Keeps abreast of development in curriculum and instruction and provides leadership in determining their appropriateness for inclusion in the system's educational program.
3. Plans, develops, implements, and evaluates a comprehensive program for Grades 4-8
4. Assists schools and system administrators in the analysis of academic achievement data, student progress, and program effectiveness for continued improvement in Grades 4-8
5. Works with appropriate coordinators to create pacing guides, adopt textbooks, and train staff on state course of study for Grades 4-8
6. Oversees all aspects of the Alabama Numeracy Act
7. Directs and supervises the Math Coaches at each school
8. Serves as System Test Coordinator
9. Oversees all aspects of standardized testing for Grades 4-8
10. Conducts observation of designated personnel and provides follow-up conferences.

11. Assists principals and other administrators in the implementation and operations of the system's curriculum, instruction, and assessment programs.
12. Provides principals and other administrators with constructive feedback, information, resources and assistance as needed.
13. Disseminates needed information to principals and assistant principals to ensure the proper management of schools and school-related events and issues.
14. Assists principals and other administrators in the implementation and operations of the system's curriculum, instruction, and assessment programs for the appropriate grade levels
15. Assists the Superintendent as required with system initiatives, projects, and community involvement activities.
16. Assists schools and system administrators in the analysis of academic achievement data, student progress, and program effectiveness for the appropriate grade levels
17. Demonstrates initiative in the performance of assigned responsibilities.
18. Exhibits professionalism in the workplace and provides exemplary customer service to all employees and potential employees.
19. Maintains appropriate confidentiality regarding school/workplace matters.
20. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
21. Works cooperatively and productively with directors, supervisor(s) and other system staff to ensure the system's vision, goals and strategies are implemented and providing all pertinent data to all appropriate personnel within the designated time frame.
22. Engages in personal professional growth and demonstrates professional ethics and effective leadership.
23. Reports potential problems, unusual events, or work irregularities to supervisors
24. Responds to inquiries, requests, and constructive feedback in a timely and positive manner.
25. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
26. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
27. Uses effective collaboration skills to work as a productive team member, assisting as needed in projects, reports, or activities of the school system.
28. Serves on school system committees, tasks forces, and representative groups as required.
29. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.

30. Reports absences and takes leave in accordance with Board policies and procedures.
31. Assumes other reasonable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrated proficiency in oral and written communication.
2. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups
3. Knowledge in curriculum, instruction, school system operations, school administration, and staff development.
4. Ability to supervise and evaluate personnel assigned to the area of curriculum and instruction.
5. Knowledge of courses of study, current trends and recommended practices in elementary, secondary, career technical, and special education.
6. Knowledge of school law, Board policies, safety and security procedures, and State Department of Education regulations.
7. Ability to identify and solve problems as a productive team member.
8. Ability to use technology to plan instruction, to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
9. Ability to be punctual and in regular attendance.
10. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation on personnel.

SOURCE: Chilton County Schools, Clanton, Alabama

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Chilton County Board of Education reserves the right to amend the job description as needed.

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