

Lauderdale County Schools

Florence, AL

Job Description

Position: Director of Secondary Instruction

Department: Instructional Operations

Reports To: Assistant Superintendent of Instructional Operations

FLSA Status: Exempt

Contract Days: 240 days

Salary: Based on the System Salary Schedule

Qualifications:

1. Minimum: Master's degree in Administrative Education from an accredited college or university.
2. Certified in accordance with the Alabama State Board of Education requirements.

Purpose of Job

To provide leadership in the on-going assessment, development, and improvement of the entire secondary instructional program.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides secondary staff leadership to insure understanding of and promote the educational objectives of the system and plans and administers programs of in-service educational activities for instructional personnel.
- Assist in the coordinating of all formal efforts of the professional secondary staff in projects of curriculum improvement.
- Coordinates all programs funded by grants awarded to the system for Secondary Instruction.
- Coordinates recertification of all certified personnel.
- Maintains valid course codes in the Education Data Management System provided by the ALSDE.
- Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the system.
- Coordinates the creation of and the editing for publications of all curriculum guides and materials prepared by and to be distributed among the secondary instructional staff.
- Reviews the selection of secondary textbooks for the school district to include Dual Enrollment and ACCESS Virtual Learning.

- Establishes a program for the on-going evaluation of instruction and curriculum.
- Assists with the coordination and supervision of counselors.
- Assist in the planning, organizing and implementing of in-service projects and training.
- Meets regularly with administrators and teachers to establish future goals and identify specific training needs of the school district's personnel.
- Coordinates all secondary academic programs.
- Performs classroom observations
- Liaison with teacher training agencies.
- Coordinates and prepares for state standards reviews as related to secondary curriculum and counseling program.
- Serves on school district's AdvancED team.
- Performs such other tasks and assumes such other responsibilities as the Superintendent or Assistant Superintendent may assign.

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.

Approved May 30, 2018 Board Meeting (#18)