

**Trussville City Schools**  
**Job Description**

**POSITION TITLE:** Supervisor for Curriculum and Instruction

**QUALIFICATIONS:** Doctorate preferred; State administrative certificate required; Minimum of five years teaching and/or administrative experience; must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

**JOB GOAL:** To provide leadership in developing, achieving, and maintaining exemplary educational programs and services.

**REPORTS TO:** Assistant Superintendent

**EVALUATION:** Administrator Effectiveness

**PERFORMANCE RESPONSIBILITIES:**

1. Works cooperatively and productively with the Assistant Superintendent and other administrative/supervisory staff to ensure the system's vision, goals and strategies are implemented.
2. Coordinates the efforts of principals, teachers, and advisory committees in improving and updating the curriculum, policies and guidelines at the secondary level.
3. Assists school leaders and system-level supervisors in keeping abreast of state mandates, system initiatives, and cutting-edge instructional strategies that promote increased student achievement.
4. Assists building level administrators in the successful implementation of new curriculum, instructional strategies, and emerging technologies to promote improved student proficiency with 21<sup>st</sup> century learning skills.
5. Reviews student assessment data and assists teachers and building administrators in developing strategic plans of action for differentiating instruction to accommodate the individual learning modalities of students that are in alignment with professional development activities.
6. Assists system-level and school leaders in the Continuous Improvement Planning Process and provides feedback and instructional support relative to this effort.
7. Maintains current information on research-based best practices in all subject

- areas and disseminates appropriate information to administrators and teachers.
8. Ensures administrators and appropriate staff are informed of and complies with federal/state laws and state/ local board policies.
  9. Facilitates, designs, develops, implements or conducts diverse professional development for the purpose of implementing content standards, improving instruction, and increasing student achievement.
  10. Evaluates the effectiveness of professional development opportunities and makes recommendations for improvement
  11. Plans and accomplishes personal professional growth and demonstrates professional ethics and leadership.
  12. Serves on system, state or community councils or committees as assigned.
  13. Researches, develops and assesses the adoption of appropriate instructional materials, methodology, and programs for assigned schools.
  14. Supervises and evaluates staff in accordance with school system procedures and schedules as deemed appropriate and necessary.
  15. Maintains appropriate confidentiality regarding school/workplace matters.
  16. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
  17. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
  18. Communicates effectively with building administrators, teachers, students, parents and system-level supervisors to establish a supportive team environment.
  19. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
  20. Coordinates textbooks and/or emerging technologies for the school system.
  21. Organizes and facilitates all aspects of the Trussville City School virtual program, secondary summer school, and remediation programs.
  22. Monitors adherence to pacing guides, curriculum progressions, PST, and quarterly assessments.

23. Maintains strict test security before, during, and after testing sessions. Trains local personnel in all test procedures and practices and ensures they are carried out.
24. Works with Special Education Supervisor, 504 coordinator, and ESL Coordinator on test administration for students of special populations.
25. Receives, accounts for, and distributes all testing materials in the system.
26. Assigns testing materials to local schools, ensures that all materials are returned and maintains inventory of secure testing materials.
27. Arranges for test monitors and coordinates the monitoring of assessment schedules, procedures, and monitoring visits.
28. Packages and returns answer documents to the appropriate scoring centers.
29. Keeps on file documentation of Building Test Coordinators and has records of their training procedures.
30. Remains accessible to all system personnel during testing days to answer questions and address emergencies.
31. Distributes test results to appropriate system personnel.
32. Provides technical assistance regarding assessment results to school and system-level personnel which includes test interpretation and utilization.
33. Coordinates with central office personnel to lead school faculties in analyzing local and state assessment results.
34. Analyzes both system-wide and state assessment results and provides detailed reports regarding academic strengths and areas in need of improvement. Provides on-going coaching and support with regards to data analysis for principals, teachers, and other system-level personnel.
35. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisory.

Board Approved: July 16, 2018  
Amended: May 20, 2024