

School District Position Description

Position Title: Administrative Assistant of Curriculum and Instruction
Department: Central Office
Reports To: Superintendent
Approved By: Butler Co. Board of Education

SUMMARY:

Develops, oversees and manages day-to-date operations of educational programs and services for the District. Plans, develops and implements all functions related to curriculum, instruction, and staff development.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provides leadership in curriculum planning and development; and conducts studies, including special programs for new courses, funding, staffing requirements, and curriculum impact
- Coordinates all activities in the selection and purchase of textbooks and provides guidance concerning textbook and other instructional material usage
- Provides district leadership for the counseling/guidance program which supports the learning process
- Oversees the development and implementation of instructional programs
- Coordinates the district curriculum related programs, events, and contests
- Provides leadership in policy development related to the instructional program
- Assists school personnel to utilize technological/media advances
- Attends Board meetings and prepares such reports for the Board as the superintendent may request.
- Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
- Reports on the status of district programs and services at the request of the superintendent.
- Prepares drafts of needed Board policies and administrative rules for the superintendent's review and action.
- Interprets the programs, philosophy, and policies of the district to staff, students, and the community at large.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
- Prepares state reports and claims as required.
- Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with policies and applicable laws.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION AND/OR EXPERIENCE:

Master's degree in Supervision and/or Administration plus five years successful experience as a teacher, supervisor, or administrator.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Alabama Administration/Supervision Certification.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community, and Board of Education.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly, correctly, and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to write, budget, and administer grants related to the instructional program.

***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 frequently required to sit, walk, stand, talk, and hear. Specific vision abilities required by this job include close vision, and distance vision. Frequent driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally, the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being, or work output of other people, and meet multiple demands from several people.

***WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.