

CHILTON COUNTY SCHOOLS

JOB TITLE: PROFESSIONAL DEVELOPMENT/CURRICULUM SUPERVISOR

QUALIFICATIONS:

1. Master's degree or above.
2. Hold a valid Alabama certificate in Education Administration/Education Leadership.
3. Minimum of five years successful public school experience as a classroom teacher.
4. Background in curriculum/professional development preferred.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB GOALS: To help ensure that teachers have knowledge of appropriate curriculum and expertise in teaching techniques, methods, and procedures necessary to help each student achieve to the greatest academic level and to promote the advancement of education opportunity for students in the Chilton County Schools.

PERFORMANCE RESPONSIBILITIES:

1. Design and provide professional development opportunities for the purpose of implementing professional development activities that address identified trainings needs.
2. Research a variety of information, around new educational research, for the purpose of providing district-wide programs, to meet staff training needs.
3. Participate in meetings, workshops, and seminars for the purpose of conveying and gathering information required in performing functions related to professional development
4. Ensures the professional development program is designed to improve effectiveness of classroom instruction and is tied to State Standards.
5. Input and monitoring of staff development events and activities in STI PD.
6. Review professional development requests for approval/disapproval.
7. Prepare yearly Professional Development calendar.
8. Work closely with principals to assist in planning school based professional development.

9. Maintain a library of professional development resources (sign-in sheets, handouts and training documents).
10. Assist in developing and updating Chilton County Curriculum Guides.
11. Train Chilton County teachers in the utilization of the Alabama State Department of Education Courses of Study and Chilton County Curriculum Guides.
12. Assist in developing common formative curriculum assessment materials and standards based instructional support related to the following:
 - a. At Risk Students
 - b. Common Core
 - c. Curriculum Mapping
13. Work closely with colleges and universities in establishing and implementing policies and procedures involving Dual Enrollment for students of Chilton County.
14. Attend professional training and/or meetings to stay abreast of laws, policies, and procedures related to the position(s).
15. Assist in the textbook adoption process ensuring that all State guidelines are followed.
16. Be regular and punctual in attendance.
17. Perform other duties that might be reasonably assigned.

TERMS OF EMPLOYMENT: Twelve-month contract (240 days). Salary based on the Supervisor salary schedule at the appropriate certification and rank.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of established Board policies and procedures.

Approved: June 15, 2008

Revised: June 18, 2013