Job Title:	Coordinator of Assessment and Instructional Support	**Job Category:**	Central Office
Department/Group:	Teaching and Learning	**Term of Contract:**	12 months
Location:	Central Office	**Travel Required:**	Yes
Level/Salary Range:	See Salary Schedule	**Position Type:**	Full Time
Reports to:	Executive Director of Teaching and Learning		

Position Summary:

Provides district-level leadership to support instructional technology integration, system assessment coordination, and English Learner (EL) program implementation. This position supports high-quality curriculum, instruction, assessment, and professional learning aligned to Alabama Courses of Study and state and federal requirements. The coordinator works collaboratively with principals, teachers, technology staff, and district leaders to improve instructional practices, ensure testing compliance, and support English Learners across the district.

Responsibilities

Instructional Technology & Professional Learning

- Provides leadership for instructional technology integration and digital learning initiatives across the district
- Supports implementation of evidence-based instructional practices through professional learning including, but not limited to, technology integration
- Designs, delivers, and supports job-embedded professional learning for teachers and administrators
- Collaborate with school leaders to strengthen instructional practices and student outcomes through effective use of instructional tools and resources
- Remains current on emerging instructional technologies and innovative instructional practices
- Supports schools in aligning instructional technology plans with district goals
- Assists staff with selection, implementation, and effective use of instructional technology resources
- Supports data-informed instructional decision-making, progress monitoring, MTSS implementation and continuous improvement

<u>System Test Coordinator</u>

- Serves as the System Test Coordinator for the district
- Coordinates all aspects of state and district assessments, including planning, scheduling, training, security, administration, and reporting
- Ensures compliance with Alabama State Department of Education testing policies and procedures
- Provides training and guidance to school test coordinators and administrators
- Collaborates with district departments to ensure accurate reporting, data integrity, and assessment documentation

English Learner (EL) Program Coordination

- Oversees and coordinate all aspects of the district's English Learner (EL) program
- Supports compliance with federal and state requirements related to EL identification, services, assessment, and reporting
- Assists schools with EL program implementation, instructional supports, and monitoring of student progress
- Collaborates with school administrators and teachers to support effective instructional practices for English Learners
- Supports professional learning related to EL instruction, accommodations, and culturally responsive practices
- Assists with EL data review, program evaluation, and continuous improvement efforts

Additional Responsibilities

- Collaborates with district departments to support aligned instructional, assessment, and technology efforts
- Assists with system initiatives, projects, and reporting as assigned
- Serves on district committees, task forces, and leadership teams as needed
- Maintains confidentiality and adhere to all Board policies, procedures, and applicable state and federal laws
- Performs other reasonable job-related duties as assigned by the Executive Director of Teaching and Learning.

Qualifications

- Minimum of five (5) years of successful teaching or instructional support experience
- Master's Degree in Education, Curriculum and Instruction, Educational Leadership, Instructional Technology, or a related field
- Valid Alabama Professional Educator Certificate required
- Administrative certification preferred but not required
- Knowledge of curriculum, instruction, assessment, instructional technology, and professional learning practices
- Strong collaboration, communication, and organizational skills

Preferred Qualifications

- Experience supporting district or school-level instructional leadership
- Experience coordinating assessment or testing programs
- Experience supporting English Learner programs or federal compliance
- Experience delivering professional learning or instructional coaching

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Possess physical ability to lift up to 50 pounds, to move about as required to perform tasks associated with job requirements. This job is performed in a generally clean and healthy environment.