Job Title:	Coordinator of Middle School Instruction (Grades 4-8)	**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

The Coordinator of Middle School Instruction (Grades 4–8) provides district-level instructional leadership to strengthen teaching and learning in the middle grades. This position supports high-quality curriculum implementation, professional learning, and instructional practices aligned to Alabama Courses of Study and state initiatives. The coordinator works collaboratively with principals, teachers, and district staff to improve student achievement and promote continuous instructional improvement across Grades 4–8 classrooms. This position performs assigned duties under the direction and supervision of the Executive Director of Teaching and Learning.

Responsibilities

- Serves as the Coordinator of Middle School Instruction for the school system
- Provides effective leadership in planning, developing, implementing, and evaluating comprehensive programs in area(s) of responsibility
- Provides leadership and support for grades 4-8 curriculum and instruction to ensure that all programs are consistent with the state and local courses of study
- Assists with the designing, implementing, monitoring, and evaluation of grades 4-8 In-service, professional development, and job-embedded instructional support
- Supervises all requirements of the Alabama Numeracy Act
- Collaborates with school leaders to strengthen instructional practices and student outcomes
- Supports data-informed instructional decision-making, progress monitoring, MTSS implementation and continuous improvement
- Directs and supports Math Coaches and district numeracy initiatives aligned with the Alabama Numeracy Act.
- Coordinates extended day and summer learning opportunities for students
- Serves as System Backup Test Coordinator
- Assists with all aspects of standardized testing for Grades 4-8
- Assists with budget preparation and maintains accurate records in accordance with policies
- Collaborates with district departments to support aligned instructional efforts
- Assists the Executive Director of Teaching and Learning and Superintendent with system initiatives and projects
- Performs other reasonable job-related duties as assigned by the Executive Director of Teaching and Learning

- Maintains confidentiality and adhere to all Board policies, procedures, and applicable state and federal laws

Qualifications/Education/Certification

- Minimum of five (5) years of successful teaching or instructional support experience, preferably in middle grades (Grades 4–8)
- Master's Degree in Education, Curriculum and Instruction, Educational Leadership, or a related field
- Knowledge of middle grades curriculum, instruction, and assessment practices
- Strong collaboration, communication, and organizational skills
- Valid Alabama Professional Educator Certificate required
- Administrative certification preferred but not required

Preferred Qualifications

- Experience supporting school or district-level instructional leadership
- Experience working with instructional coaches or leading professional learning
- Experience supporting MTSS, data teams, or school improvement initiatives

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.