



## POSITION AVAILABLE

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OPEN

**POSTING DATE:** 03/09/2010

**CLOSING DATE:**

**POSTING NUMBER:** ABP1026

**LOCATION:** T.C. Williams High School

**POSITION:** Executive Associate Principal for Curriculum, Instruction & Assessment

### JOB

### QUALIFICATIONS:

- Minimum Master's Degree required.
- Administrative and teaching experience related to working in socio-economically and culturally diverse school settings.
- Demonstrated expertise in evidence-based curriculum design, assessment, and instructional practices.
- Documented experience in leading secondary educational program development and implementation, including professional development in evidence-based best practices for diverse student populations.
- Demonstrated leadership and supervisory experience necessary to work effectively with students, teachers, administrators, families, and community members.

### JOB DESCRIPTION:

To lead the instructional program at TC Williams High School, ensuring its alignment with division regulations for curriculum design and assessment. Overall responsibilities will center upon coordination and quality control of all facets of the high school's curriculum implementation process, assessment practices, and instructional delivery systems. This position will also require coordination of all professional development programs and services at the high school, ensuring responsiveness to staff needs as well as the changing needs of society.

### DUTIES AND RESPONSIBILITIES:

- Guides and oversees the process for all facets of curriculum implementation at TC Williams High School, emphasizing preparation of graduates for success in post-secondary educational settings and the world of work.
- Provides ongoing leadership to support the achievement of goals articulated in the ACPS strategic plan and benchmark metrics specified in the ACPS Education Plan.
- Collaborates with school-based and central office personnel to ensure the rigor, excellence, and relevance of TC Williams' High School curriculum offerings, implementation process, and program evaluation initiatives.
- Assumes a leadership role in all facets of educational program management and coordination, including emerging programs and best practices.

- Designs and works collaboratively with staff to ensure the effectiveness of ongoing and job-embedded professional development programs and practices.
- Works collaboratively with TC Williams High School teachers, counselors, administrators, and other educators to ensure the implementation of a viable and reliable balanced assessment process, including effective diagnostic/pre-assessment, formative, and summative assessment.
- Provides ongoing feedback to staff via formal and informal observations designed to ensure the effectiveness of instructional delivery systems in all content and program areas.
- Prepares and maintains budget for curriculum implementation, professional development, and relevant instructional areas.
- Provides ongoing leadership related to ensuring high levels of student achievement for all learners, including achievement of school improvement planning benchmarks and related division goals.
- Serves as liaison to all staff members, ensuring their understanding of Board of Education policies and regulations related to all aspects of curriculum, assessment, and instruction.
- Performs other tasks and assumes other responsibilities as assigned by the principal of TC Williams High School and other division staff.

**REQUIRED  
EXPERIENCE:**

**EMPLOYMENT  
INFORMATION:**

**\*\*\*Internal Candidates Only\*\*\***

**MONTHS / HOURS:**

**SALARY:**

Based on qualifications and experience.

**DAYS:**

240

FROM - TO -

**GRADE / STEP:**

**START DATE:**

For additional information on how to apply, click [here](#).