

**Cathy Kirkland**  
**Assistant Principal for Curriculum & Instruction**

1. Responsible for all aspects of the curriculum, academic programs, and student progress (parent/teacher conferences re: academics).
2. F.T.E.
3. Testing coordinator  
Develop and implement test score improvement plans
  - A. Test Academy
  - B. PSAT work shops
4. Work with principal:
  - A. SACS report
  - B. SIP Team
  - C. Pay for Performance
  - D. State standards compliance
5. Coordinate grant writing
6. Teacher evaluations
7. Supervise student teacher program
8. Supervise In-Tech training
9. Coordinate academic field trips, classroom speakers, academic lab usage
10. Lunchroom supervision
11. Supervision of extracurricular activities/events
12. Secure substitutes in the absence of Mrs. Turner
13. 10<sup>th</sup> grade attendance officer.
14. All other duties assigned by the Principal.