



REVISED:  
07/02/2018

JOB TITLE:	DIRECTOR POST SECONDARY PLANNING
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4100
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Collaborates with content specialist, school leadership teams, and external partners to ensure access to quality in and out of school time learning opportunities supporting advanced learning and college/career disposition and skill building opportunities across content area to ensure students' successful postsecondary transitions

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Represents JCPS on various external projects/boards where cross-content integration and/or college/career skills and disposition development are a part of a partner's mission
Liaisons with business and community partners on local scholarship programs and supports school personnel to connect students to scholarship opportunities
Assures compliance with local, state, and federal policy in the area of high school graduation regulations including but not exclusive of the JCPS Student Progression, Promotion, and Grading policies, early graduation, and performance-based credit procedures
Collaborates with various departments in area of specialization to support intradepartmental work and efficacy
Collaborates with community and postsecondary partners to improve understanding the financial landscape of postsecondary education including improving FAFSA completion rates
Designs, implements, and continuously improves college access/success programming including college/career advising programs, supports, learning opportunities in collaboration with community postsecondary partners to reduce opportunity gaps
Provides professional development in the area of specialty
Performs data analysis to determine and communicate recommendations for improving academic/community integration
Assumes responsibility for short and long range planning and provides technical assistance to district and school staff in the area of advanced learning opportunities including but not exclusive to dual credit, Advanced Placement, Cambridge, International Baccalaureate, ILP, scheduling and AVID programs
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree or higher with Kentucky Certification in administration
Three (3) years successful experience in area of assignment
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience in area of research methods and strategies
Successful experience working with community and/or postsecondary partners