



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	ASSISTANT SUPERINTENDENT CULTURE AND CLIMATE
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4012
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership in evidence-based strategies to support a coordinated and effective school climate, classroom management, social-emotional learning, restorative practices, and behavioral interventions process at schools as part of MTSS. Leads the development of positive school climate and culture throughout the District. Ensures that schools and other District staff can integrate the social, emotional, and academic needs of their students into instructional design, school management, and MTSS processes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
Provides general technical assistance to Assistant Superintendents and schools on data analysis for attendance, climate improvement and policy development
Consults with administrators on matters relating to attendance, misconduct and incidents, and looks for trends in order to assist schools in managing these issues in a proactive manner
Reviews and responds to appeals for suspensions where required and, when appropriate, participates in alternative placement meetings to determine best next steps for students (intervention, placement, etc.) and supports decisions made by ARCs
Monitors schools' attendance and discipline data in in order to support truancy interventions, suspensions reduction efforts, and expulsion alternatives and collaborates with Assistant Superintendents to address strategies to support students
Mentors school administrators to support effective leadership at the intersection of social, emotional, and academic issues
Integrates school climate, social emotional learning (SEL) and behavioral intervention strategies in professional development to support schools in supporting student needs with particular attention paid to the goal of reducing the achievement and opportunity gap
Advises and assists Principals in developing and evaluating programs addressing attendance, suspensions, and discipline; focused attention on the gap between student groups
Conducts and/or coordinates on-site school visits to assess climate and culture in order to provide recommendations and further support to Assistant Superintendents, administrators, and school teams
Facilitates community social service partnerships and linkages for schools
Supports services for students transitioning into schools from juvenile justice, residential placement, or other prolonged absence and connects schools to key city, county and district resources necessary to support high risk students
Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 with Kentucky Certification for Superintendent
Five (5) years successful administrative experience
Ten (10) years successful public school service in certificated position(s)
Three (3) years successful experience as a teacher
Ability to articulate vision of best practice for Climate and Culture
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Ten (10) years of experience as a school principal
Leadership experience in implementing and directing a variety of large-scale programs and/or operations in a large urban school district
Advanced preparation or doctorate
Experience in a diverse workplace