



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

|                        |   |
|------------------------|---|
| JOB TITLE:             | ASSISTANT SUPERINTENDENT<br>ACCELERATED IMPROVEMENT SCHOOLS |
| DIVISION               | ACADEMIC SCHOOL   |
| SALARY SCHEDULE/GRADE: | IV, GRADE 16  |
| WORK YEAR:             | 260 DAYS  |
| FLSA STATUS:           | EXEMPT  |
| JOB CLASS CODE:        | 4021  |
| BARGAINING UNIT:       | CERX  |

#### SCOPE OF RESPONSIBILITIES

Provides the lead in evidence-based strategies to support a coordinated school turnaround program. Leads the work around school turnaround for 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 turnaround practices. Serves as the link between Kentucky Department of Education turnaround staff and schools and District programs.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

|  |
|--|
| Collaborates with other Assistant Superintendents and District leaders on matters relating to school turnaround  |
| Mentors school and District administrators to support effective leadership around turnaround efforts for both state-identified schools and District-identified schools that need support   |
| Integrates turnaround strategies, instructional and social-emotional intervention strategies in professional development to support schools with particular attention paid to the goal of reducing the achievement and opportunity gap |
| Monitors schools' data in order to support schools and students, and collaborates with Assistant Superintendents to address strategies to support school turnaround  |
| Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment   |
| Advises and assists Principals and school leadership teams in developing and evaluating programs addressing school turnaround  |
| Conducts and/or coordinates on-site school visits to assess effectiveness of turnaround strategies in order to provide recommendations and further support to Assistant Superintendents, administrators, and school teams              |
| Facilitates community and Kentucky Department of Education partnerships and linkages for schools in relation to turnaround practices   |
| Provides general technical assistance to Assistant Superintendents and schools on data analysis for school turnaround  |
| Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules and procedures  |
| Completes all trainings and other compliance requirements as assigned by the designated deadline   |
| Evaluates staff as assigned  |
| 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 with Kentucky Certification for Superintendent                 |
| Five (5) years of successful administrative experience                         |
| Ten (10) years of successful public school service in certificated position(s) |
| Three (3) years of successful experience as a teacher                          |
| Ability to articulate vision of best practice for school turnaround            |
| 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 instructional programs and /or operations in a large urban school district |
| Advance preparation or doctorate  |
| Experience in a diverse workplace   |