JOB TITLE:	ASSISTANT SUPERINTENDENT TRANSITION READINESS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4022
BARGAINING UNIT:	CERX

REVISED: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES

Provides leadership in evidence-based strategies to support a coordinated and effective transition readiness program, with particular emphasis, but not limited to, high schools. Leads the work around preparation for post K-12 transitions including, career and technical education, dual credits, etc. Ensures that schools and other District staff can integrate college and career needs of their students into instructional design. Serves as the link between business and community partners and schools and District programs. Oversees the Carl D. Perkins Career and Technical Education funds.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Collaborates with other Assistant Superintendents and district leaders on matters relating to transition readiness
- Mentors school and District administrators to support effective leadership around transition readiness
- Integrates college and career readiness, dual credit opportunities and 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
- Monitors schools' career and technical education (CTE) data in order to support schools and students, and collaborates with Assistant Superintendents to address strategies to support students
- Builds collaborative working groups within the academics department, community/business partnerships, and communicates for the continuous improvement of the District’s transition plans
- Supervises and manages the Carl D. Perkins Career and Technical Education program and activities including budgetary, data standards, and other organizational systems
- 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 transition readiness strategies
- Conducts and/or coordinates on-site school visits to assess transition readiness in order to provide recommendations and further support to Assistant Superintendents, administrators, and school teams
- Facilitates community and business partnerships and linkages for schools
- Provides general technical assistance to assistant superintendents and schools on data analysis for transition readiness
- 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 transition readiness
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
Advanced preparation or doctorate