



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

JOB TITLE:	EXECUTIVE DIRECTOR CURRICULUM DESIGN AND LEARNING INNOVATIONS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4062
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership in curriculum and learning that creates innovative opportunities for students to achieve and addresses the achievement and opportunity gaps. Works to align curricula within and among grade levels and courses so that student learning is maximized. Understands and utilizes curricular guidance from state and national partners in order to best serve students and to help teachers and school leaders provide the best learning experiences possible for students.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with Assistant Superintendent to provide leadership to content area staff so that teachers and school leaders are supported

Identifies training needs for various stakeholders groups and works to create opportunities for learning in various formats (e.g., in-person; on-line etc.)

Collaborates with District staff across multiple departments to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps

Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives

Works with others in the department to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning

Collaborates with other regulatory groups, including the Department of Education

Supports compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to academics

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 or higher with Kentucky Certification in Administration (Principal Certification)

Three (3) years of successful experience as a teacher

Five (5) years of related work experience

Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as an administrator
Leadership experience in implementing programs in a school district
Experience delivering professional development to large groups of teachers and administrators
Experience in a diverse workplace