



REVISED:
12/11/2018

JOB TITLE:	EXECUTIVE ADMINISTRATOR ACCELERATED IMPROVEMENT SCHOOLS
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4200
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to assist principals and school leadership teams in the implementation of evidence-based strategies to support and coordinate school accelerated improvement strategies. Assists the assistant superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of school accelerated improvement. Assist assistant superintendent and other district staff in evaluations of programs and strategies designed to promote school accelerated improvement.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coaches principals in schools to achieve higher achievement levels for students with particular attention paid to closing the achievement and opportunity gaps

Focuses on using multiple sources of data to assist principals in determining strategies to support student success; identifying professional development needs based on data indicating schools' needs in the accelerated improvement process

Supports and assists planning professional development and helps school leaders address academic and other challenges to support success in the accelerated improvement process

Engages in meaningful dialogue with principals to address instructional, social and emotional, and other needs of students and families

Completes performance evaluations of principals as requested by assistant superintendent

Supports parents, students, and families in resolving conflicts

Assist principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning

Identifies recurring obstacles to student success through the study of common causes of problems and works with school leadership to address these problems with particular attention to the achievement and opportunity gaps

Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs and school turnaround

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 (Principal Certification)

Five (5) years successful administrative experience

Three (3) years successful experience as a teacher

Experience in the evaluation of classroom teachers

Experience leading diverse groups of people

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful experience as a principal

Leadership experience in implementing programs in a school district
