



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

JOB TITLE:	EXECUTIVE ADMINISTRATOR SCHOOL CULTURE AND CLIMATE
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4049
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to assist Principals and school leadership teams in the implementation of 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. Assists the Assistant Superintendent of Climate and Culture in the development of positive school climate and culture throughout the District. Assists schools and other District staff to integrate the social, emotional, and academic needs of students into instructional design, school management and MTSS processes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coaches Principals in schools to create a climate and culture that is supportive to all 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; identifies professional development needs based on data indicating schools' needs
- Supports and assists planning professional development and helps school leaders address culture and climate challenges to support student success
- Engages in meaningful dialogue with Principals and school leadership teams to address social/emotional and other needs of students and families
- Completes data reports and analyses as requested by the Assistant Superintendent of Culture and Climate
- Supports parents, students, families, and community members in resolving conflicts
- Assists Principals and school leadership teams to expand their repertoire of strategies to ensure deeper learning
- Identifies recurring obstacles to student success through the study of common causes of discipline problems and works with school and district 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
- 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)
- Five (5) years of successful administrative experience

Three (3) years of 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 diverse school district
Experience in a diverse workplace