



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

JOB TITLE:	DIRECTOR POST SECONDARY PLANNING
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4100
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Collaborates with instructional leads (career, content, ECE), school leadership teams, and external partners to ensure access to high quality in and out of school time opportunities supporting advanced learning and college/career disposition and skill building across content areas to ensure students' successful postsecondary transitions

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Represents JCPS on various external projects/boards where cross-content integration and/or college/career skills and disposition development are a part of a partner's mission

Connects with business and community partners on local scholarship programs and supports school personnel to connect students to scholarship opportunities

Assures compliance with local, state, and federal policy in the area of high school graduation regulations including but not exclusive of the JCPS Student Progression, Promotion, and Grading policies, early graduation, and performance-based credit procedures

Collaborates with various departments in area of specialization to support intradepartmental work and efficacy

Collaborates with community and postsecondary partners to improve understanding of the financial landscape of postsecondary education including improving FAFSA completion rates

Designs, implements, and continuously improves college access/success programming including college/career advising programs, supports, and learning opportunities in collaboration with community postsecondary partners to reduce opportunity gaps

Provides professional development in the area of specialty

Performs data analysis to determine and communicate recommendations for improving academic/community integration

Assumes responsibility for short and long range planning and provides technical assistance to district and school staff in the area of advanced learning opportunities including but not exclusive to dual credit, Advanced Placement, Cambridge, International Baccalaureate, ILP, scheduling and AVID programs

Supervises the management of Adult Education Program and all related grant programs; ensures compliance with all program/grant regulations, policies, procedures, and monitors program; ensures adult education programs meet the needs of the community

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
Three (3) years of successful experience in area of assignment
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience in area of research methods and strategies
Successful experience working with community and/or postsecondary partners
Experience in a diverse workplace