



NEW: 08/07/2019
Submitted: 08/06/2019

JOB TITLE:	DIRECTOR ACADEMIC PROJECT MANAGEMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4059
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Works closely with Chief Academic Officer on projects that involve community partners and internal or external partners. Assists Chief Academic Officer in promoting overall efficiency and maximizing academic services in support of educational achievement for students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Partners with staff assigned to academic departments to achieve goals of the department
- Identifies needs in the area of academics and works with internal and external partners to address those needs
- Collaborates with District staff 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 utilizing community supports
- Understands and communicates the needs of academic departments to internal and external partners to enhance effective partnerships
- Ensures effective partnerships with community stakeholders through meaningful interactions
- Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning
- Collaborates with other community 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
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- 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
- Three (3) years successful experience as a teacher
- Successful leadership experience
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Successful experience as an administrator
- Leadership experience in implementing programs in a school district

Experience in a diverse workplace