



NEW: Submitted:
08/07/2019 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