



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

JOB TITLE:	EXECUTIVE ADMINISTRATOR ACCELERATED IMPROVEMENT SCHOOLS
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
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. Assists 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
- Assists 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
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Evaluates staff as assigned
- 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 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 school District
Experience in a diverse workplace