



NEW: Submitted:  
07/01/2019 05/14/2019

JOB TITLE:	MANAGER CAREER TECHNICAL INSTRUCTIONAL SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GR 10
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3101
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Assist the Assistant Superintendent for Transition Readiness to organize, develop, and support occupational based and career and technical education teachers, Academies of Louisville Academy Teams, and Professional Learning Communities (PLC's) to implement six essential teaching and learning systems. Supports teachers, business partners, and academy coaches in the classroom instruction and engaging learning experiences.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees instructional content leads, academy coaches, CTE teacher teams on ensuring grade level standards are aligned for high levels of learning and ensures mastery of standards in all Career and Technical Education classrooms (System 1)

Collaborates with all CTE teachers, coaches, and instructional CTE leads to support CTE teachers in effective use of data through MAP, Common Formative Assessments, Certification Skills Checks, End of Program Exams to ensure increased outcomes for transition readiness (System 2)

Works closely with CTE teachers to collaboratively plan units, lesson, and assessments to reinforce high levels of learning and ensure mastery for all students (System 3)

Leads teams of teachers and school leadership to collect, review, and analyze student data to progress towards mastery and application of standards and performance benchmarks (System 4)

Participates in supporting CTE teachers and academy teams in developing academic support systems (System 5)

Provides instructional feedback through structured walkthroughs, feedback and coaching, and professional learning to improve CTE leadership and instructional practices (System 6)

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

This 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.

#### MINIMUM QUALIFICATIONS

Master's degree or higher with Kentucky Certification in Administration

Three (3) years successful experience as a teacher

Five (5) years successful administrative experience as a building level leader

Ability to articulate vision of best practice for instructional programs and understanding of six essential systems

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience with developing, coaching, and monitoring teaching teams
Kentucky Professional Certification in Administration, Supervision, and or Instructional Leadership
Experience in diverse workplace