



NEW: Submitted:
05/05/2021 05/04/2021

JOB TITLE:	DIRECTOR LEADERSHIP AND PROFESSIONAL DEVELOPMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GR 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4058
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Organizes, plans, directs, and supports the District’s leadership development programs and coordinates the professional learning opportunities for system-wide improvement. This position collaborates with other departments to plan, implement and monitor the effectiveness of professional learning sessions while anticipating openings for assistant principals and preparing them to be principals.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates the leadership development programs designed to increase capacity for improved student learning outcomes
- Integrates policy, formulates and recommends program goals and objectives as appropriate
- Provides effective leadership in planning and implementing programs that align to state standards
- Stays abreast of the current research on leadership development and professional learning for building leaders
- Collaborates with external partners to ensure program goals are met
- Monitors and tracks the progress of the District’s leadership programs
- Coordinates and maintains the record keeping and reporting of professional development for District and school personnel
- Provides input for identifying and defining the present and future training needs by assisting with coordinating and conducting needs analysis
- Provides technical assistance to school and District staff in the area of professional development and understanding the use of school-based funds to support school professional development
- Coordinates and supports the implementation of the District’s professional learning opportunities
- Determines the quality and effectiveness of professional development opportunities requesting approved credit
- Prepares required and special reports as requested
- 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 and KY Certification in Administration (Principal Certification) and/or Supervision of Instruction
- Five (5) years of successful administrative experience
- Experience delivering and planning professional learning

Experience leading diverse groups of people
Successful experience in program management
Successful experience in implementing and designing leadership development programming
Understanding of systems management
Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of management, recruitment, and retention techniques and programs for principal and teacher development
Leadership experience in implementing programs in a school district
Doctorate degree
Experience in a diverse workplace