



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

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|------------------------|------------------------------------------------|
| JOB TITLE:             | SUPERVISOR SYSTEMS IMPROVEMENT                 |
| DIVISION               | ACCOUNTABILITY, RESEARCH & SYSTEMS IMPROVEMENT |
| SALARY SCHEDULE/GRADE: | II GRADE 8                                     |
| WORK YEAR:             | 220 DAYS                                       |
| FLSA STATUS:           | EXEMPT                                         |
| JOB CLASS CODE:        | 8191                                           |
| BARGAINING UNIT:       | CERT                                           |

**SCOPE OF RESPONSIBILITIES**

Provides technical assistance to District and school staff in the areas of systems improvement and school improvement planning, monitoring and implementation of assigned program or activity; provides professional development as assigned; and determines effectiveness of assigned program or activity

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned
- Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising program or activity as assigned
- Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
- Supervises and directs the work of committees and task forces as assigned
- Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in area of assignment
- Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities
- Prepares required and special reports and briefs
- Provides technical assistance to District and school staff in the areas of systems improvement and planning
- Assure compliance with local, state and federal regulations and procedures related to area of systems improvement and school improvement planning
- Assures compliance with Board Goals and Administrative Objectives related to area of systems improvement and school improvement planning
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- Three (3) years successful experience in area of assignment
- Effective communication and writing skills

**DESIRABLE QUALIFICATIONS**

Master's Degree

KY teacher certification

Experience in a diverse workplace