



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

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