



REVISED: 07/01/2025  
Submitted: 03/18/2025

JOB TITLE:	SPECIALIST EXTENDED LEARNING
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV/GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4267
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Works closely with the Director of Student Learning and Extended Programs on projects that involve internal and external/community partners. Plans, organizes, and executes programs and projects related to Extended Learning. Provides instructional support to school-based Extended School Services Coordinators and administrators; assists in ESS planning, implementation, evaluation and monitoring; assists in planning, developing, implementing professional learning for school based personnel.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Partners with staff assigned to academic departments to achieve goals of the department

Identifies needs in the area of academics and works with internal and external partners to address those needs

Assists Principals, school leadership teams, and other school based personnel to expand their repertoire of extended learning opportunities

Collaborates with community partners

Identifies extended learning needs from various stakeholder groups and works to create opportunities for extended learning in various formats (e.g., in-person; on-line etc.) throughout the year

Works with appropriate personnel to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Assists in the planning, implementation and evaluation of ESS and other extended learning programs

Collects, compiles and analyzes ESS and other extended learning data

Assists in planning, developing and implementing ESS and extended learning professional learning and support

Works with appropriate personnel to resolve ESS concerns

Assists in monitoring ESS for compliance with Title I legislation and guidelines

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 conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Master's degree with KY certification in Administration and/or Supervision (Principal Certification)
Three (3) years of successful teaching experience at the appropriate level
Experience delivering and planning professional learning
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as an administrator
Demonstrated ability to work with a wide range of people in different roles
Experience in diverse workplace