



NEW: 04/21/2021 Submitted: 04/20/2021

JOB TITLE:	EXECUTIVE ADMINISTRATOR TEACHING AND LEARNING
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8741
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinates and assists the Assistant Superintendent of Teaching and Learning by providing leadership for the planning, development and instructional resources in professional learning, federal programs including Title 1, 2, and 4, Gifted and Talented, Teacher leader Development initiatives and Library Media Services. Collaborates with district leadership to determine district and school academic instructional and professional learning needs and ongoing plans for support. Provides leadership to the district in complying with federal and state regulations as applicable to areas of supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides direction to lead the development, monitoring, and revising of a comprehensive plan for adequate and equitable access of recommended district curriculum, instructional resources and assessments
- Provides leadership to district leaders, resource teachers, school staffs to support effective instructional practices
- Provides leadership to design, develop and/or recommend instructional approaches, resources and tools to support teachers in the design and implementation
- Cooperates and maintains effective systems used to determine the impact of the Teaching and Learning staff, continually monitoring to ensure supports are provided equitably to schools
- Identifies curricular and instructional needs based on data indicating academic supports
- Assists with the implementation of Professional Learning Communities in the schools by providing the necessary tools and professional development as needed
- Cooperates and coordinates with other organizational departments, Executive Administrators and principals to implement the common goal
- Supervises, directs, and coordinates the work of staff and committees as assigned
- Provides instructional assistance to district and school staff to obtain information regarding the effectiveness of assigned programs, activities and systems work
- Assures compliance with local, state and federal regulations and procedures related to research and program evaluation
- Assures compliance with Board Goals and Administrative Objectives related to research and program evaluation
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The 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 (Principal Certification)
Five (5) years of successful administrative experience
Experience in evaluation
Experience with Professional Learning Communities
Experience leading diverse groups of people
Effective writing and communication skills
Understanding of systems management

DESIRABLE QUALIFICATIONS
Leadership experience in implementing programs in a school district
Experience in a diverse workplace