



NEW: Submitted:
12/15/2021 12/14/2021

JOB TITLE:	EXECUTIVE ADMINISTRATOR MIDDLE SCHOOL EXPLORE
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4103
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to assist Principals and school leadership teams in the implementation of an effective academic program, specifically centered on the EXPLORE initiative. Assists the Assistant Superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for students and families. Assists Assistant Superintendent in evaluation of school Principals.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coaches Principals in schools to achieve higher achievement levels for students through implementation of the EXPLORE initiative

Focuses on using multiple sources of data to assist Principals in determining strategies to support student success; identifies professional development needs based on data indicating schools' needs

Supports and assists planning professional development and guides EXPLORE Academy coaches in curriculum planning, benchmark data, teaching coaching, and EXPLORE academy professional development

Engages in meaningful dialogue with Principals to address instructional, social and emotional, and other needs of students and families

Monitors the implementation of the EXPLORE initiative, curriculum, branding, student engagement within each EXPLORE funded school, actively seeks to recruit new schools to the initiative, facilities sustainability and growth of existing schools

Completes performance evaluations of Principals as requested by Assistant Superintendent

Supports parents, students, families, and community members in resolving conflicts

Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning, expand student interest in the Academies of Louisville in high school selection, and helps school leaders construct master schedules conducive to the EXPLORE implementation

Identifies recurring obstacles to student success through the study of student engagement and sense of belonging and works with school leadership to address these problems with particular attention to the achievement gap

Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs

Completes all trainings and other compliance requirements as assigned by the designated deadline

Oversees as directed by the Assistant Superintendent budgetary concerns, ordering, and inventory management of the EXPLORE initiative

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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)
Five (5) years of successful administrative experience
Three (3) years of successful experience as a teacher
Experience in the evaluation of classroom teachers
Experience with Career and Technical Education program implementation
Experience leading diverse groups of people
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as a Middle School Principal
Leadership experience in implementing programs in a school District
Experience in a diverse workplace