



NEW: Submitted:  
10/06/2021 10/05/2021

JOB TITLE:	DIRECTOR STUDENT LEARNING CENTERS
DIVISION	ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	4144
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership and direct supervision of evidence-based strategies for effective District Student Learning Centers. Assumes responsibility for ensuring the educational program is implemented and aligned with the District's educational goals. Provides leadership for the operations of the District's Student Learning Centers to allow for consistency with implementation.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops and reviews program plans with the principals and District leadership that meets the requirements of state, federal, and District guidelines

Provides direction, supervision and evaluation of Student Learning Center programs

Monitors program needs continuously, both educational and operations, and makes well-researched recommendations

Ensures compliance with federal and state statutes and regulations and District policies and administrative procedures

Develops budget and approves all expenditures in order to maintain budget control to assure that all functions operate within appropriated allocations

Maintains open lines of communication with Principals and other center administrators to ensure compliance with state and federal guidelines and alignment with district vision and goals

Identifies professional development opportunities for Student Learning Center staffs

Coordinates with other District departments to ensure delivery of services

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and 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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

Master's Degree and Kentucky certification in administration and supervision (Principal Certification)

Three (3) years of successful leadership experience as a building principal or equivalent

Experience working with low-income children and families

Successful experience managing multiple funding streams

Demonstrated successful experience working with multiple partners

Effective communication skills

Ability to work well with people
Effective communication skills

DESIRABLE QUALIFICATIONS
Five (5) years of experience teaching early elementary
Extensive knowledge and background in early childhood and pre-school education
Experience in diverse workplace