



REVISED: Submitted:  
07/01/2022 05/24/2022

JOB TITLE:	DIRECTOR CAREER ACADEMIES
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4036
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Assists the Assistant Superintendent of High Schools to organize, manage, and lead the high school career academies initiative (Academies of Louisville) by providing expertise to the District and properly researching, establishing plans, and overseeing implementation plans related to the Academies of Louisville (AOL) a high school career and technical education and transition readiness program. Works to develop, foster, and sustain business and community partnerships that support the Academies of Louisville.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Manages, monitors, and improves AoL programming using current, relevant research
Provides expertise and support for principals, District staff, academy coaches, and others in planning and implementing academies and small learning communities
Conducts and/or coordinates on-site school visits to assess level of implementation of national standards of practice in order to provide recommendations and further support to Assistant Superintendents, administrators, and school teams
Develops a deep institutional knowledge of high school transformation and fosters sustainability through developing actionable plans and conducting national-level research of academies and small learning communities, including community input
Guides Academies of Louisville expansion at schools in collaboration with the Director of Career and Technical Education, including pathway selection and building modification
Works in partnership with KentuckianaWorks on development and support of the Guiding Team, including agenda creation and delivery, goal setting, and membership
Convenes community partner/community events to inform and garner support for AoL in collaboration with Specialist School Business Partnerships
Monitors workforce needs and initiates activities to meet those identified needs in order to support schools and students
Leads development and promotion of AoL schools as national models/HUB sites
Oversees the preparation and administration of new grant applications
Ensures the systematic implementation of national standards of practice with fidelity in Academy schools
Oversees AoL branding and communication internally and in the community in collaboration with Specialist School Business Partnerships
Ensures ongoing professional development aligned to national standards of practice is provided to all schools
Leads and monitors work designed to increase equitable access, opportunities, and outcomes for minority and gender equity in academies
Co-facilitate bi-weekly Academy Coach meetings with the Specialist School Business Partnerships to include logistics, agenda, and follow-up
Works with JCPS Instructional Leads to provide support to teachers and administrators on best ways to engage and leverage business partners to improve student success in collaboration with Specialist School Business Partnerships

Collaborates with District communications team on monthly events and to increase brand recognition
Collaborates with Director of Career and Technical Education on equipment, supplies, and support for Academies
Collaborates with High School zone leadership team for principal leadership development and support
Oversees Academy Ambassador program
Cooperates with Principals and/or other organizational units to implement common goals and objectives
Prepares required and special reports as requested
Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
Supports the High Schools Assistant Superintendent in preparing presentations on high school College and Career Readiness progress to the Board of Education, the Superintendent of Schools, and other stakeholder groups
Chairs and/or participates on committees and task forces as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates staff as assigned
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, carrying, or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

#### MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration (Principal Certification) or Instructional Leadership

Five (5) years of successful experience in transition readiness, CTE education, and/or the career academy mode

Experience leading school turnaround and improving student outcomes

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience with the career academy model

Experience in a diverse workplace

Successful experience working with community and/or business partners