



REVISED: 08/03/2022
Submitted: 08/02/2022

JOB TITLE:	ASSISTANT DIRECTOR EMPLOYEE RETENTION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8799
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of JCPS employee retention efforts with a primary focus on teacher retention. Maintains contact with other units, departments, and entities outside the District on matters involving employee retention. Provides leadership for retaining a diverse educator workforce.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises and provides direction to implement goals, objectives, and functions of teacher retention
- Analyzes and reports retention metrics and maintains local and national trend data that impact retention
- Makes recommendations regarding implementation of research-based retention strategies
- Serves as the primary point of contact for each class of newly hired JCPS teachers for at least three years utilizing a gradual release of support each year
- Coordinates retention support for individual teachers beyond the third year as needed
- Prepares required and special reports as requested
- Develops the budget for retention initiatives and assures that all functions operate within the appropriate amounts
- Maintains regular communication with members of the new teacher cohort regarding successes and needs
- Provides new teachers with access to various resources necessary for their first years of teaching
- Acts as a liaison to schools and departments regarding culture and climate at the school level
- Refers new teachers for mentoring services provided by the Professional Learning Department and others as needed
- Establishes and maintain a list of school-based points of contact for new teachers in each location
- Approves retention-related tasks in a timely manner
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
- Prepares, delivers, or assists with training opportunities as appropriate
- 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 performed while standing or walking. 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 driving automotive equipment. In-county travel is required on a regular basis.

MINIMUM QUALIFICATIONS

Master's Degree

Three (3) years of successful experience in recruitment and retention
Valid Driver's License
Effective written and verbal communication skills
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky Teacher Certification
Kentucky Professional Certification in Administration and/or Supervision
Experience in a diverse workplace