



REVISED: Submitted:
07/01/2023 03/28/2023

JOB TITLE:	ASSISTANT DIRECTOR INSTRUCTIONAL DESIGN
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership and support for K-12 District school library programs for standards implementation, literacy development and District vision alignment. Coordinates the implementation of District initiatives, developing pedagogies, and trending technologies for long-range future ready strategic planning. Creates instructionally sound, impactful, and engaging resources based upon metrics, frameworks, and analyses. Creates, delivers, and oversees the implementation of professional learning sessions and events., Evaluates individual and district librarian areas of growth as well as departmental development needs. Amplifies successful instructional strategies to maximize replication and overall impact.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Aligns work to District initiatives, developing pedagogies, and trending technologies for long-range strategic planning

Maintains cross-functionality in LMS services and workflows to ensure integrity and eliminate redundancies

Maintains communication and provides support and feedback to appropriate departmental, District, and school staff on implementation of and compliance with policies and standards related to school library programs

Works closely with other District instructional leaders to support collaborative inquiry and deeper learning strategies to improve student outcomes

Conducts on the job training and professional learning experiences at various sites including but not limited to school libraries

Develops, directs, and provides professional development that supports deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation, and technology competency for school based and District personnel as well as community partners and state librarians

Develops and supports instructional application of resources provided by the department to school libraries, (i.e., special collections, inquiry protocols, standards frameworks, etc.).

Collects and analyzes District library data and plans strategically to develop capacity of school librarians to support inquiry collaboration; ensures school library collections are culturally diverse, current, and responsive to the school vision and increase student literacy

Integrates research in all areas of responsibility, completes all trainings, and submits reports and recommendations as needed, and other compliance requirements as assigned and by the designated deadline

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

Performs other duties as assigned by the supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is completed in an office and school based setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25%) of the workweek: balancing, crawling, crouching, and kneeling. The following physical activities are required occasionally (up to 50%) of the workweek: bending, climbing, driving, feeling, grasping, lifting up to 20 pounds, standing and walking. Hearing, pulling up to 20 pounds, pushing up to 20 pounds, reaching, and talking are required frequently (up to 75%) of the workweek. Repetitive motions and visual acuity are required constantly (up to 100%) of the workweek.

MINIMUM QUALIFICATIONS

Master's degree with Kentucky certification in Supervision and/or administration (Principal Certification)

Three (3) years of successful experience in administration

Three (3) years of experience leading large-scale or district-wide digital literacy integration in digital learning platforms/systems

Demonstrated leadership ability and able to work cooperatively and to develop, coach, and facilitate deeper learning in a team situation.

Demonstrated ability in verbal, written, and interpersonal communication skills (technical writing and editing)

Demonstrated project management experience related to instructional design

Experience in planning, developing, and conducting professional development programs

Demonstrated ability to collect, organize and analyze data to optimize instruction

Valid driver's license

DESIRABLE QUALIFICATIONS

Leadership experience in implementing programs in a school district

Valid Kentucky Teaching Certificate and Library Media Specialist Endorsement

Experience in a diverse workplace