



NEW: Submitted:  
11/15/2023 11/14/2023

JOB TITLE:	DIRECTOR EXTENDED PROGRAMS AND STUDENT LEARNING PROGRAMS
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to, direct supervision of, and oversees summer and extended learning programs; encourages the development and growth of professional learning communities in order to improve student learning outcomes across the district; supports District curricular and instructional goals; plans, organizes, and executes programs and projects related to extended learning; maintains contact with other departments, the public, other agencies and/or parents on districtwide matters.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with District and school-based staff to support achievement for all students and close achievement and opportunity gaps

Establishes a culture for learning through articulating a clear, specific and compelling district vision for professional learning communities

Researches high quality instructional resources and pedagogical practices to leverage adult and student success

Analyzes data sets and student work to evaluate the effectiveness of school and district programs

Facilitates, guides and leads with the purpose of implementing best practices around progress monitoring, grading, and feedback to support student learning

Works closely with District leadership on projects that involve internal and external/community partners

Assists school and district leaders in effective planning, implementation, evaluation and monitoring of Extended School Services

Monitors Extended School Services programs for compliance with Title I legislation and guidelines

Assists in planning, developing, implementing professional learning for school-based personnel and district staff

Identifies needs in the area of academics and works with internal and external partners to address those needs through extended learning opportunities

Assists Principals and school leadership teams to expand their repertoire of extended learning opportunities

Leads and participates on committees as assigned

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

This 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 exposure to marked changes in temperature and humidity and driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Master's degree with KY certification in Administration and/or Supervision (Principal Certification)

Three (3) years of successful teaching experience at the appropriate level
Experience delivering and planning professional learning
Successful leadership experience
Ability to interpret data and assist in developing/refining appropriate instructional supports
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as an administrator
Experience in diverse workplace