



REVISED: 03/27/2024
Submitted: 03/26/2024

JOB TITLE:	ACADEMIC SPECIALIST
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4149
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides content support to personnel at school locations; assists in planning, implementation, evaluation and monitoring, and assists in curriculum development/ refinement; supports schools in the design, coordination, and implementation of curriculum and instruction. They will assist with the identification of appropriate core, supplement, and intervention instructional supports. This work will be coordinated with various role groups, including the Office of Multilingual Learners, aimed at improving academic achievement. They will align planning to the District's strategic plan, all state and federal requirements, and will work closely with other departments across the District to ensure coherence in planning and implementation for content area improvement. The specialist may be utilized to work directly with Enhanced Support Schools and within the Choice Zone.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops and provides training, consultation, and other support to administrators, teachers, and schoolbased leadership teams in content area improvement including culturally responsive instructional strategies designed to eliminate achievement and opportunity gaps

Supports schools in designing and implementing best instructional practices in the assigned area

Assists with curriculum development and refinement in the assigned area

Identifies professional learning needs for both school and district personnel and coordinates training as needed as related to the assigned area

Encourages and models skillful use of data to inform decision making as related to the assigned area

Analyzes a variety of student performance data to make decisions about professional learning needs in the assigned area

Practices culturally responsive teaching and leadership in the development of curricular resources, professional learning for educators, and daily practice

Supports schools and teachers in coordination with the Office of Multilingual Learners to provide research based instructional strategies and curricular support to MLs

Provides support and coaching for teachers in the assigned area to design and implement rigorous instruction and assessments that are aligned to standards

Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategic plans and initiatives, including Enhanced Support Schools

Provides assistance to teachers and other staff to provide effective instruction in the assigned area

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, 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

Certificate in Administration and/or Supervision (Supervisor of Instruction and/or Principal Certification)

Master's degree with valid Kentucky teaching certificate

Five (5) years successful teaching experience

Expertise in equity, inclusion, and culturally responsive education

Ability to work successfully with others

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated leadership experience

Demonstrated ability to write distinctly and to organize data

Experience in planning, developing, and conducting professional development sessions

Experience with diverse groups of students