



REVISED: Submitted:
07/01/2024 03/26/2024

JOB TITLE:	EXECUTIVE DIRECTOR EXTENDED PROGRAMS AND STUDENT LEARNING
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
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 year-round; 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; provides consistency to the year round student learning experience by overseeing district grading and assessing committees; maintains contact with other departments, the public, other agencies and/or parents on districtwide matters.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Collaborates with the Academics department, additional district leaders and school-based staff to support achievement for all students and close achievement and opportunity gaps
- Establishes a culture for learning by developing a clear, specific, and compelling district vision for professional learning communities
- Develops collaborative guidelines for the student learning experience through oversight of the Student Progression, Promotion and Graduation, as well as the Assessing Learning and Grading Framework
- 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
- Regular, predictable performance is required for all performance responsibilities

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. The work also requires driving automotive equipment. 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
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