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|  | **JOB TITLE** | DIRECTOR OF LEADERSHIP & LEARNING |
| **REPORTS TO** | SUPERINTENDENT |
| **SALARY SCHEDULE/GRADE** | CERTIFIED + ADMINISTRATIVE INDEX |
| **CONTRACTED DAYS AND/OR HOURS** | 186 DAYS + EXTENDED DAYS PER EXTENDED EMPLOYMENT SCHEDULE  |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 0280 |
| **POSITION CLASSIFICATION** | EXEMPT |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Valid Kentucky certification either as a Supervisor of Instruction, School Superintendent, or Principal and has three or more years of leadership experience. |
| Demonstrated ability as an instructional leader and as an administrator. |
| Demonstrated ability to effectively collaborate with students, parents, staff and the community to achieve results in local, as well as district endeavors. |

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| **POSITION SUMMARY** |
| To develop a powerful vision for academic leadership, learning, and innovation that will provide a future ready educational experience for all students and professionals.  |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Prepare and distribute informational reports that detail performance trends and describe the status of instructional activity across various academic strata. |
| Leads District Assessment Coordination (DAC) process. |
| Provide leadership in the development of processes, strategies and feasibility planning to ensure the necessary human and monetary resources are appropriately utilized in order to achieve the planned results of the District.  |
| Plan and direct instructional initiatives and programs to achieve optimal academic results for all students. |
| Provide leadership and expertise in assessing, identifying, formulating and implementing District Student Leadership Profile, goals and objectives in collaboration with schools and our community.  |
| Develop and implement assessment systems and processes to ensure that strategic instructional activities are in place to achieve the district’s educational goals and objectives as well as meet state and federal accountability requirements.  |
| Direct research and development activities, including the planning and forecasting of future instructional needs and recommending appropriate support programs.  |
| Work collaboratively with the District Teaching and Learning Team to develop and assure delivery of state-of-the-art professional development for leadership that is focused on the instructional core. |
| Work closely with SBDM councils to assure their involvement in the educational process decisions for each school. |
| Provide leadership and guidance to district personnel and members of the education community to effect thorough and complete communication relative to educational design and delivery, and to ensure that community advisory groups have an opportunity to participate in the educational assessment and evaluation processes. |
| Work collaboratively and consistently with building level leadership to assure implementation of programs and initiatives; addressing needs and providing resources. |
| Conduct community relations programs pertaining to Nelson County Student Leadership Profile. |
| Provide leadership and expertise in forming, guiding and advising Nelson County PRIDE Teams. |
| Complete annual evaluations for persons working under his/her supervision and assist Superintendent in evaluation of building principals.  |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the Professional Code of Ethics for Kentucky Certified Personnel 16 KAR 1:020. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Curriculum, instruction and assessment. |
| Operation of a computer terminal and data entry techniques. |
| Verbal and written communication skills. |
| Research methods and report writing techniques. |
| Laws, rules, and regulations, policies, and objectives related to assigned activities. |
| Interpersonal skills using tact, patience, and courtesy. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking. Communicate effectively using speech, vision and hearing. Use of hands for simple grasping and fine manipulations. Bending, squatting, crawling, climbing, reaching. Requires the ability to lift, carry, push or pull light weights. |