

JOB TITLE
COORDINATOR
ADVANCE PROGRAM

DIVISION
ACADEMIC SERVICES

REPORTS TO
ASSISTANT SUPERINTENDENT
FOR CURRICULUM AND
INSTRUCTION

SALARY SCHEDULE & GRADE
IV, GRADE 8

LENGTH OF WORK YEAR
230 DAYS

DATE
FEBRUARY 25, 2013

SCOPE OF RESPONSIBILITIES

Provides leadership and customer service to private and parochial parents and district teachers, and provides leadership guidance and training relative to the Advance Program in JCPS district schools. Informs the district of guidelines and procedures passed down from the Department of Education Gifted/Talented Division. Contacts outside the unit are limited to routine matters; requires routine supervision.

PERFORMANCE RESPONSIBILITIES

1. Provides leadership to coordination of a project, program or activity and evaluates staff as assigned.
2. Develops, establishes or administers project, program or activity.
3. Serves as liaison with other units, departments or outside agencies as required.
4. Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned.
5. Maintains communication and works closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
6. Prepares and/or assists in preparation or reports, records and other documentation as required.
7. Accumulates and researches data, documents and other pertinent information as required.
8. Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.
9. Prepares, delivers or assists with training opportunities as appropriate.
10. Performs other duties as assigned by supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Master's degree with valid Kentucky Teaching Certificate
2. Gifted education endorsement
3. Five (5) years successful teaching experience
4. Successful leadership experience

DESIRABLE QUALIFICATIONS

1. Kentucky Professional Certification in Administration and/or Supervision