

## ASSOCIATE DIRECTOR of TEACHER AND LEADER EFFECTIVENESS

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**TITLE:** Associate Director of Teacher and Leader Effectiveness

**REPORTS TO:** Director of Human Resources

**SUPERVISES:** Administrative staff

**JOB FUNCTION:** Coordinates and oversees services for hiring managers of both classified and certified staff regarding monitoring evaluation processes and trainings, professional development district/school-wide, works closely with the district instructional leaders ~~Teaching and Learning Team (TLT)~~ ~~enh~~hip coordinating teacher and leader effectiveness efforts

### DUTIES AND RESPONSIBILITIES:

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- Coordinates the professional development plan within the district/schools to address goals and objectives to meet the needs of students, teachers and staff..
- Serves as communication link for administrators and teachers regarding professional development training.
- Develops/maintains/updates a plan for implementing, monitoring, and evaluating the teacher professional development plan.
- Manages local budget for Professional Development.
- Serves as a communication link for universities, community groups, and professional organizations, which are developing professional development training.
- Coordinates performance evaluation of both certified and classified staff.
- Coordinates performance evaluation of administrative/supervisory personnel.
- Works closely with Associate Directors of Human Resources (Certified/Classified), as well as Director of Human Resources to plan/administer series of seminars for personnel aspiring for leadership positions.
- Oversees KTIP process and paperwork

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**DUTIES AND RESPONSIBILITIES (CONT.):**

- Oversees National Board Certification mentor program and verification of work assignment and NBC
- Regularly attends and works closely with district leadership teams ~~the Teaching and Learning Team (TLT)~~
- Consults with district leadership ~~TLT~~ regarding district and school professional growth and development activities
- Works closely with the Director, as needed, for personnel investigations
- Investigates claims of harassment, discrimination and/or grievances
- Works closely with hiring managers on progressive discipline and corrective action plans.
- Coordinates professional development to address areas associated with corrective action plans, progressive discipline, etc.
- Coordinates and directs staff assistance teams
- Coordinates development/revision of classified/certified personnel evaluation instrument/process, administers the evaluation program and coordinates process for collection and scanning of status recommendations.
- Maintains regular attendance.
- Performs other duties as assigned.

**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

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### EDUCATION AND EXPERIENCE:

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- Master's Degree in Education
- At least five (5) years of successful teaching experience at the elementary or secondary level with a broad background in a variety of assignments.
- Prefer three (3) years prior administrative/supervisory experience at the elementary or secondary school level.

### LICENSES AND OTHER REQUIREMENTS:

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- Administrative certification
- Valid Kentucky teaching certification
- PHR or SPHR (preferred)

*Original Date: \_\_\_\_\_*

*Revision Date: 01/1995*

*Revision Date: 01/1996*

*Revision Date: 02/2001*

*Revision Date: 07/2012*

*Revision Date: 08/2013*