
SENIOR DIRECTOR OF ACADEMIC SERVICES

TITLE:	Senior Director of Academic Services
REPORTS TO:	Superintendent
SUPERVISES:	Assigned Personnel including Instructional/School Directors
JOB FUNCTION:	Provide leadership in establishing and achieving system-wide academic and instructional goals, and act on behalf of the Superintendent in his/her absence.

DUTIES AND RESPONSIBILITIES:

- Coordinate, manage and facilitate all components of the district's academic services including curriculum development, student academic achievement outcomes and meeting instructional objectives.
- Direct, coach, support assigned administrative and support staff in the development and implementation of specific plans related to teaching and learning.
- Visit schools and program sites to observe, monitor and assist district and site leaders to improve services and programs.
- Ensure district, state and federal laws policies, procedures and regulations are implemented and complied with.
- Prepare and administer the instructional budget; analyze and review district financial data and budget implications and needs; monitor and authorize expenditures in accordance with policy and established procedures and protocol.
- Ensure the timely and cogent transfer and coordination of information to and communication with all district stakeholders especially those at the school level.
- Initiate the development and review of program goals and outcomes and recommend and implement changes as appropriate.
- Provide input, guidance and oversight of the board agenda.
- Serve as a member of the Superintendent's Senior Leadership Team/Cabinet.
- Assist the Superintendent in district-wide planning, goal setting and change initiatives to ensure that instructional and academic needs/goals of the district are fully supported.
- Provide leadership for all district instructional programs.
- Model the tenets of effective leadership in communication and performance; the standards of ethics, excellence and professionalism.
- Facilitate various meetings, work groups and committees as needed.
- Represent the district as appropriate in/at state, regional, local and national meetings.

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- Prepare and ensures the submission of various reports related to academics, instruction and student achievement.
- Attend, present and participate in board and other district meetings.
- Recruit, supervise, orient, evaluate and hold accountable the performance and professionalism of assigned personnel. Assist direct reports with the development of their annual plan for continuous professional learning designed to meet the agreed upon growth goal/s.
- Assume other duties and responsibilities as delegated by the Superintendent
- Maintains regular attendance

PHYSICAL DEMANDS:

- 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

EDUCATION AND EXPERIENCE:

- Rank I
- Doctorate (preferred)
- 10 years' experience in a senior level position at the district and/or school level

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Superintendent Certification

Original Date: 09.11.2015