

JOB DESCRIPTION

SCHOOL DIRECTOR

TITLE: School Director

REPORTS TO: Superintendent or Designee

SUPERVISES: School principals in designated schools and others as assigned

JOB FUNCTION: Facilitate programs and services for assigned schools while assisting principals and school leadership teams in the effective implementation of a systematic approach to improving education and learning for all children.

Formatted: Justified

DUTIES AND RESPONSIBILITIES:

1. Support and assist Principals with the tenets of the planning process through Comprehensive School Improvement Planning (CSIP): Recognize and involve various stakeholder groups, Analyze Data, Assess Needs, Establish Priorities, Set Goals, Establish Measureable Objectives, Develop Strategic Action Plans, Implement with Fidelity and Progress Monitor to improve instruction, increase student achievement, close gaps and reduce novices.
2. Provide leadership, direction, and assist in all areas related to Equity. Assist schools with implementation of all equity recommendations with special emphasis on those related to student achievement.
3. Maintain a current knowledge base in several areas: curriculum and instruction, SB1, best practices in education, special education, strategies for school improvement, strategies for closing achievement gaps, effective management and communication strategies, all applicable Federal and State regulations, and all local Board policies and procedures.
4. Collaborate with District staff and others to develop, implement, and/or obtain and provide needed resources, services, and materials for the students.
5. Respond in a timely manner to parents and community members regarding assigned schools and help facilitate solutions, as appropriate.
6. Supervise and evaluate principals and others as assigned. Visit assigned schools on a regular basis and attend faculty, SBDM, and other meetings as appropriate.
7. Attend and participate in meetings, including Board of Education, Equity Council, Instructional and Non-Instructional Directors', and committee and other meetings as assigned.

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8. Prepare, administer, monitor appropriate budgets and exit interviews.
9. Communicate directly and frequently with principals, district staff, and others as needed on issues related to the school and the district.
10. Review and analyze all student achievement data, and use the results to assist principals and SBDM Councils to improve and develop students' achievement reports as needed, providing specialized and intensive support for focus and/or priority schools in the assigned zone.
11. Provide strong, direct instructional leadership to the schools and district. Review best practices with principals, provide information, and facilitate PD sessions for principals and other school leaders, providing specialized and intensive support for focus and/or priority schools in the assigned schools.
12. Maintain regular attendance.
13. Perform other duties as assigned.

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

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EDUCATION AND EXPERIENCE:

- Master's Degree plus thirty (30) hours (Rank I preferred)
- Minimum of ten (10) years of experience; five (5) years of successful teaching experience and five (5) years of successful administrative experience and/or leadership (preferred)

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Teaching Certificate
- Certification in Administration and Supervision
- Superintendent Certificate (preferred)

Original Date: 01/1995

Revision Date: 01/2001

Revision Date: 07/2012

7Revision Date: 07/2013