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|  | **JOB TITLE** | DIRECTOR OF WORKFORCE DEVELOPMENT |
| **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** | 0200 |
| **POSITION CLASSIFICATION** | CERTIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Valid Kentucky certification either as a supervisor of instruction, school superintendent, or principal and has three years or more years of leadership experience. |

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| **POSITION SUMMARY** |
| Ensure all students within Nelson County Schools have the opportunity to embrace early career opportunities, work ethic certification, and a workforce development curriculum in alignment with our district mission. |

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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** |
| Develop and unite a Future Ready Alliance Team focused on the future of workforce development in schools. |
| Develop, lead, and implement innovative programming, such as Early College, Career Pathways, and Alternative options for students. |
| Supervise Expanded Learning Cooperative opportunities Coordinator as well as Innovative/ Alternative Program staff. |
| Provide a leadership role in district-wide curriculum planning and training for professional staff with regards to innovative and programming for students |
| Collaborate with teachers and administrators in composing effective 21st century skill- infused, content based lessons, and supports the teachers as they implement the lessons in their classrooms. |
| Lead work ethic certification process through powerful curriculum development and experiential learning across the district. |
| Provide assistance and training to building instructional staff in innovative programming to support student achievement. |
| Provide leadership with district wide behavioral intervention and response. |
| Guide individual professional development experiences for staff related to workforce development. |
| Provide leadership in developing and implementing innovation plans and assists district and schools in the planning and implementation of effective programs. |
| Conduct research about advancements in innovative programming and resources to inform decision-making. |
| Gather and disseminate information (e.g., grants, policies, professional development opportunities) relevant to innovative programming. |
| Coordinate innovative teacher externships connecting our community to our school professionals. |
| Keep current with educational developments and the literature in the field of innovative program options and participates in the affairs of state and national professional societies devoted to the advancement of integrated technology practice. |
| 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** |
| The ability to connect closely with the Nelson County community. |
| The ability to build relationships, unite people, and innovate together to leverage resources for students. |
| The ability to strategically plan in collaboration with others towards the NCS District Mission. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting, 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. |