

**NORTHERN KENTUCKY COOPERATIVE FOR EDUCATIONAL SERVICES**  
**JOB DESCRIPTION**

**POSITION TITLE:** Continuous Improvement Specialist

**REPORTS TO:** Regional Director of Special Education

**QUALIFICATIONS/CERTIFICATION(S):**

- Master's Degree in Education
- Principal Certification, Special Education Certification preferred
- Minimum of three years' work experience as a successful school administrator
- Strong knowledge of the individuals with Disabilities Education Act
- Experience in conducting professional development activities
- Strong leadership skills; demonstrated ability to work independently
- Experience and actions reflect mission, vision and core values
- Good interpersonal skills; strong ability to promote positive public relations
- Passion and ability to promote a culture of achievement that meets the needs of students with disabilities to close the achievement gap
- Reflective, self-aware and adaptable to communication and work styles of others
- Critical thinking and problem solving skills
- Combines a collaborative spirit with the independent initiative required to accomplish great things

**RESPONSIBILITIES:**

- Provide technical assistance and professional development to district and school level administrators to promote continuous improvement for all students.
- Provide professional learning on evidence-based practices to close the special education achievement gap.
- Provides strategic instructional support to key leadership in districts to support the district/school continuous improvement work to meet the needs of students with disabilities.
- Provide consultation and professional development on classroom management and classroom culture.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the IDEA proposal and goals to serve districts.
- Develop and present professional development regarding special education to district directors of special education, district and regional program administrators, as well as teachers and service providers.
- Provide technical support to instructional leaders to develop leadership skills to support decisions that best meet the needs of students with disabilities
- Facilitate positive public relations to communicate and promote NKCES within the districts, the region and the state.

**EMPLOYMENT:**

Full time employment, 225 days

**SALARY:**

Commensurate (using rank and experience) with NKCES and NKY District salary schedules

**EVALUATION:**

Annual evaluation in accordance with performance of job description and NKCES policies and procedures

NKCES is an equal opportunity employer