



NEW: 10/06/2021
Submitted: 10/05/2021

JOB TITLE:	SUPERVISOR PROFESSIONAL LEARNING COMMUNITIES
DIVISION	ACADEMIC SERVICES DIVISION
SALARY SCHEDULE/GRADE:	IV/8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Encourages the development and growth of school professional learning communities in order to improve student learning outcomes across the district. The role is critical in guiding and supporting schools in the structure, implementation, and progress-monitoring of professional learning communities and is aligned to district teaching and learning goals.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides structure and support to improve professional inquiry for educators for continuous job-embedded learning to engage students at various grade levels
- Possesses extensive knowledge of professional learning communities and is organized
- Establishes a culture for learning through articulating a clear, specific and compelling district vision for professional learning communities with demonstrated professional learning community leadership experiences
- Focuses on continuous improvement in staff performance as well as learning through ongoing professional development, adult learning theory and change strategy
- Studies instructional practice to leverage adult and student success through established benchmarks and monitoring of school and district outcomes
- Enacts best practice via shared visioning and planning as well as modeling in-depth critical examination of work to determine best pathways towards student achievement
- Builds trust by respecting confidentiality of professional learning community discussions
- Possesses exceptional listening and reflection skills along with ability to analyze complex or large data sets and student work
- Possesses strong facilitation and presentation skills with record of success working with adult learners to shift instructional practice
- Facilitates, guides and leads with the purpose of teaching, demonstrating, and implementing new strategies
- Completes all required forms and documentation for professional learning in a timely manner
- Collaborates with District stakeholders to ensure goals of the Assistant Superintendent of Teaching and Learning are met
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary, The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)
Three (3) years of successful experience as a teacher
Five (5) years of related work experience
Evidence of instructional excellence and understanding of how to facilitate growth and support of adults through professional learning communities
Excellent communication skills

DESIRABLE QUALIFICATIONS
Successful experience as an administrator
Leadership experience in implementing programs in a school district
Experience working in a diverse workplace



NEW: 10/06/2021 Submitted: 10/05/2021

JOB TITLE:	SUPERVISOR PROFESSIONAL DEVELOPMENT & LEARNING
DIVISION	ACADEMIC SERVICES DIVISION
SALARY SCHEDULE/GRADE:	IV-8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides assistance and supervision in the development of programming designed to strengthen onboarding, retention, mentoring and building upon existing teacher leadership. Collaborates with school and district to support the coordination and implementation of high-quality professional learning.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Reviews school-based professional learning and development plans to determine district-wide needs
- Assists with the creation of the district-wide professional development plan
- Coordinates the implementation of district-wide professional learning and workshops for employees
- Provides programming for onboarding, mentoring, flexible professional development for certified/classified
- Researches past and current practices in the area of professional learning
- Accumulates and researches data related to professional learning to assist with district and state reporting
- Collaborates with District staff to support the District's vision for a coherent approach to professional learning
- Understands and communicates best practices in professional learning impacting student outcomes
- Generates reports for effective evaluation of district-wide professional learning
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Provides ongoing feedback and coaching to professional development providers
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary, The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

- Master's Degree with valid Kentucky Administrator Certificate
- Three (3) years of successful teaching experience
- Ability to work successfully with people
- Effective written and verbal communications skills

DESIRABLE QUALIFICATIONS

- Demonstrated expertise in professional learning
- Demonstrated leadership ability

Experience in planning, developing, and conducting professional learning sessions

Experience working in a diverse workplace



New:
10/06/2021

Submitted:
10/05/2021

JOB TITLE:	DEPUTY PRINCIPAL STUDENT LEARNING CENTER
DIVISION	ACADEMIC SUPPORT PROGRAMS & SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, implementing, supervising, and maintain the educational program and is directly or indirectly responsible for attainment of the District, state, federal mandates, regulations, standards, and goals. Establishes and maintains effective and efficient operations that provide a safe, positive, and healthy learning environment in the services of families and children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Reviews plans and goals with designated supervisor and program staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems, and services
- Guides, facilitates, and supports the curriculum, instruction, and assessment
- Applies concept of curriculum, best practices, research, theory, and design to achieve academic expectations
- Supervises and evaluates classified and certified staff and personnel as assigned to the Student Learning Center as assigned
- Works cooperatively with the designated coordinator and staff development personnel to provide training for staff, parents, and volunteers in area of assignment
- Provides, plans, and maintains appropriate and confidential records, monthly programs, and other program reports as required and needed
- Provides technical assistance to district and Student Learning Center staff in area of assignment
- Works cooperatively with the designated coordinators, program directors, and specialists in developing, reviewing, and revising programs or activities as assigned
- Assures compliance with federal, state, and local policy, administrative procedures and regulations to area of assignment
- Performs health services, if necessary, for which training will be provided
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- Master's Degree and Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
- Three (3) years of successful teaching experience
- Demonstrated ability to handle stressful situations
- Ability to work well with people
- Effective communication skills

DESIRABLE QUALIFICATIONS
Administrative experience in area of assignment
Ability to set priorities
Experience in development and implementation of school-based in-service
Experience in a diverse workplace
Experience in crisis intervention and counseling
Experience working with children exposed to trauma



New:
10/06/2021

Submitted:
10/05/2021

JOB TITLE:	LEAD PRINCIPAL STUDENT LEARNING CENTER
DIVISION	ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, implementing, supervising, and maintaining the educational program of a transitional education school; directly or indirectly responsible for the attainment of the District's educational goals. The scope is related to the size of the school, the characteristics of the students, the activity and educational programs mandated by student needs, and community expectations which may require development and management of a non-traditional workday and work year.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Serves as the instructional leader and guides facilitate, and supports the curriculum, instruction, and assessment specific to the vision and mission of the Student Learning Centers
- Provides leadership in using and integrating technology as an integral part of the curriculum in seeking, manipulating, and using the information to expand learning
- Promotes multicultural awareness, gender sensitivity, and racial and ethnic appreciation
- Allocates and manages resources (staff, materials, dollars, and time) to effectively and accountability ensure successful student learning
- Administers and supervises the maintenance of the physical facilities
- Provides liaison with students, parents, staff, parent groups, district schools, community agencies and promote positive public and Learning Center-community relations
- Enforces appropriate state and federal regulations, District policies, administrative directives, and accreditation standards
- Manages and maintains appropriate records for all location fiscal affairs in accordance with state and system-wide accounting practices
- Provides leadership and direction of guidance programs
- Performs health services, if needed, for which training will be provided
- Completes all training and other compliance requirements as assigned and by the designated deadline
- Supervises and evaluates classified and certified staff and personnel as assigned to the Student Learning Center as assigned
- Completes all training and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull lightweights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

- Master's Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
- Three (3) years of successful teaching experience
- Satisfactory record of job history and performance
- Effective communication skills
- Ability to work well with people

DESIRABLE QUALIFICATIONS

Rank I

Successful experience as an Assistant Principal or Principal

Experience with/working knowledge of current school programs and procedures relating to an alternative educational program

Demonstrated ability to work with various groups, including those with a diversified background

Experience in a diverse workplace

Three (3) years of successful experience providing mental health and/or behavioral support with school-aged children

Experience in crisis intervention and counseling

Experience working with children exposed to trauma



New:
10/06/2021

Submitted:
10/05/2021

JOB TITLE:	Director Student Learning Centers
DIVISION	ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

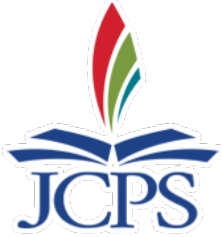
SCOPE OF RESPONSIBILITIES
Provides leadership and direct supervision of evidence-based strategies for effective District Student Learning Centers. Assumes responsibility for ensuring the educational program is implemented and aligned with the District's educational goals. Provides leadership for the operations of the District's Student Learning Centers to allow for consistency with implementation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops and reviews program plans with the principals and District leadership that meets the requirements of state, federal, and District guidelines
Provides direction, supervision and evaluation of Student Learning Center programs
Monitors program needs continuously, both educational and operations, and makes well-researched recommendations
Ensures compliance with federal and state statutes and regulations and District policies and administrative procedures
Develops budget and approves all expenditures in order to maintain budget control to assure that all functions operate within appropriated allocations
Maintains open lines of communication with Principals and other center administrators to ensure compliance with state and federal guidelines and alignment with district vision and goals
Identifies professional development opportunities for Student Learning Center staffs
Coordinates with other District departments to ensure delivery of services
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Master's Degree and Kentucky certification in administration and supervision (Principal Certification)
Three (3) years of successful leadership experience as a building principal or equivalent
Experience working with low-income children and families
Successful experience managing multiple funding streams
Demonstrated successful experience working with multiple partners
Effective communication skills
Ability to work well with people
Effective communication skills

DESIRABLE QUALIFICATIONS
Five (5) years of experience teaching early elementary
Extensive knowledge and background in early childhood and pre-school education
Experience in diverse workplace



NEW: 08/28/2019
 Submitted: 08/27/2019

JOB TITLE:	ASSISTANT DIRECTOR PROFESSIONAL LEARNING AND DEVELOPMENT
DIVISION	ACADEMIC SERVICES DIVISION
SALARY SCHEDULE/GRADE:	IV/11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4121
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assist the Director of Professional Learning and Development to oversee and coordinate leadership development initiatives. Collaborates with district offices to support the coordination and implementation of quality district-wide professional learning. Provides support and assistance to Teaching and Learning Department to create coherence for initiatives.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Reviews school-based professional learning and development plans to determine district-wide needs for growth and development
- Coordinates the implementation of district-wide professional learning and workshops for certified and classified employees
- Researches past and current practices in the area of professional learning
- Accumulates and researches data related to professional learning to assist in district-wide reporting
- Collaborates with District staff to support the District's vision for a consistent approach to professional learning
- Understands and communicates best practices in professional learning impacting student outcomes
- Generates reports for effective evaluation of district-wide professional learning
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times may require bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weight. The work requires the ability to perform simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

- Master's degree with a Kentucky Administrative Certificate
- Three (3) years of successful professional learning experience
- Ability to work successfully with diverse groups
- Effective written and verbal communications skills

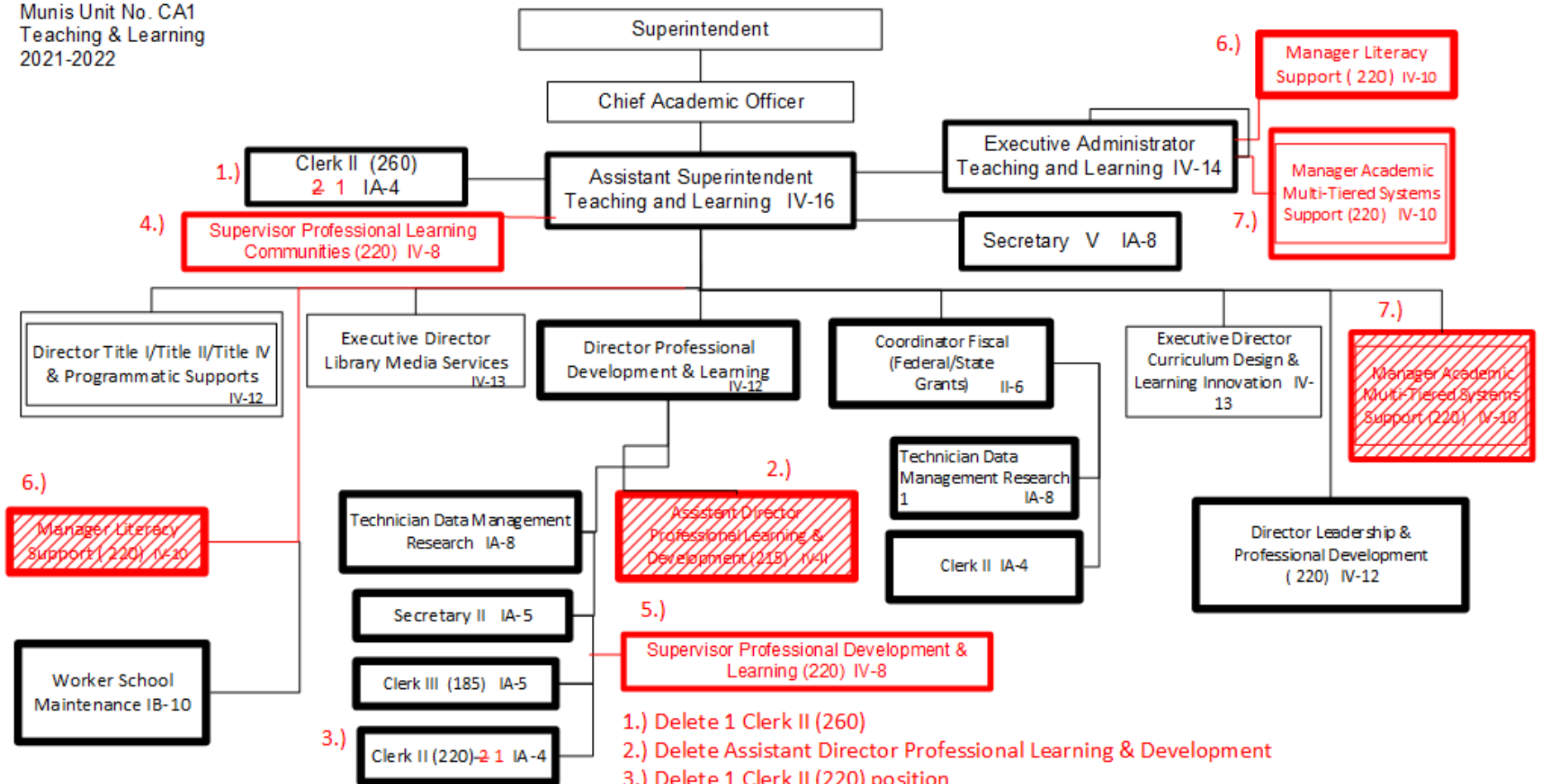
DESIRABLE QUALIFICATIONS

- Demonstrated expertise in professional learning
- Demonstrated leadership ability

Experience in a diverse workplace

Experience in planning, developing, and conducting professional learning sessions

DELETE

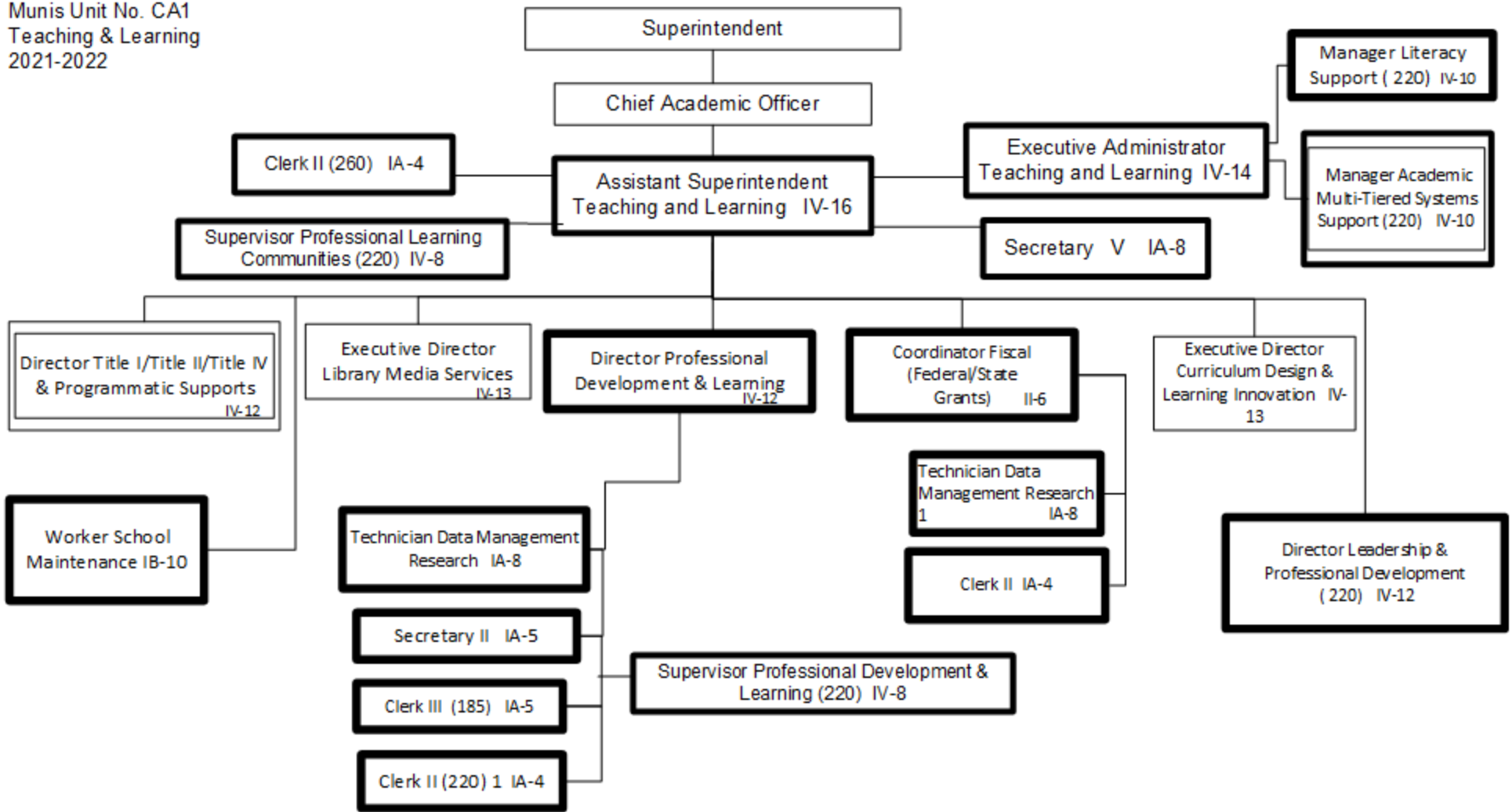


- 1.) Delete 1 Clerk II (260)
- 2.) Delete Assistant Director Professional Learning & Development
- 3.) Delete 1 Clerk II (220) position
- 4.) Add Supervisor Professional Learning Communities (220)
- 5.) Add Supervisor Professional Development & Learning (220)
- 6.) Reporting change to Manager Literacy (220) from Assistant Superintendent Teaching & Learning
- 7.) Reporting change to Manager Literacy Support (220) from Assistant Superintendent Teaching & Learning

Summary:

General Fund Positions: ~~48~~ 17
Categorical Fund Positions: 1

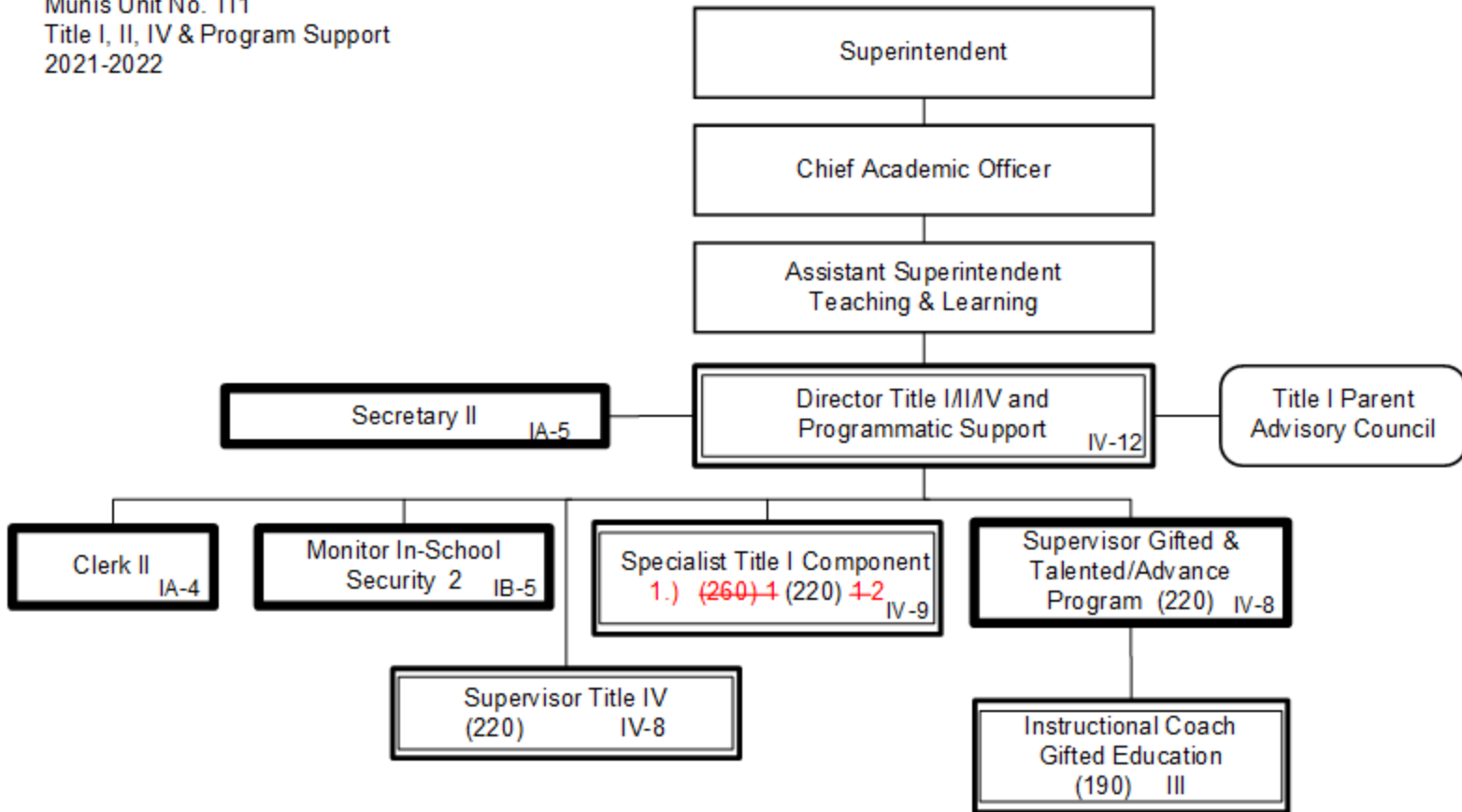
Submitted ~~8/17/2021~~ 10/05/2021
Effective ~~8/18/2021~~ 10/06/2021



Summary:

General Fund Positions:17
Categorical Fund Positions: 1

Submitted 10/05/2021
Effective 10/06/2021

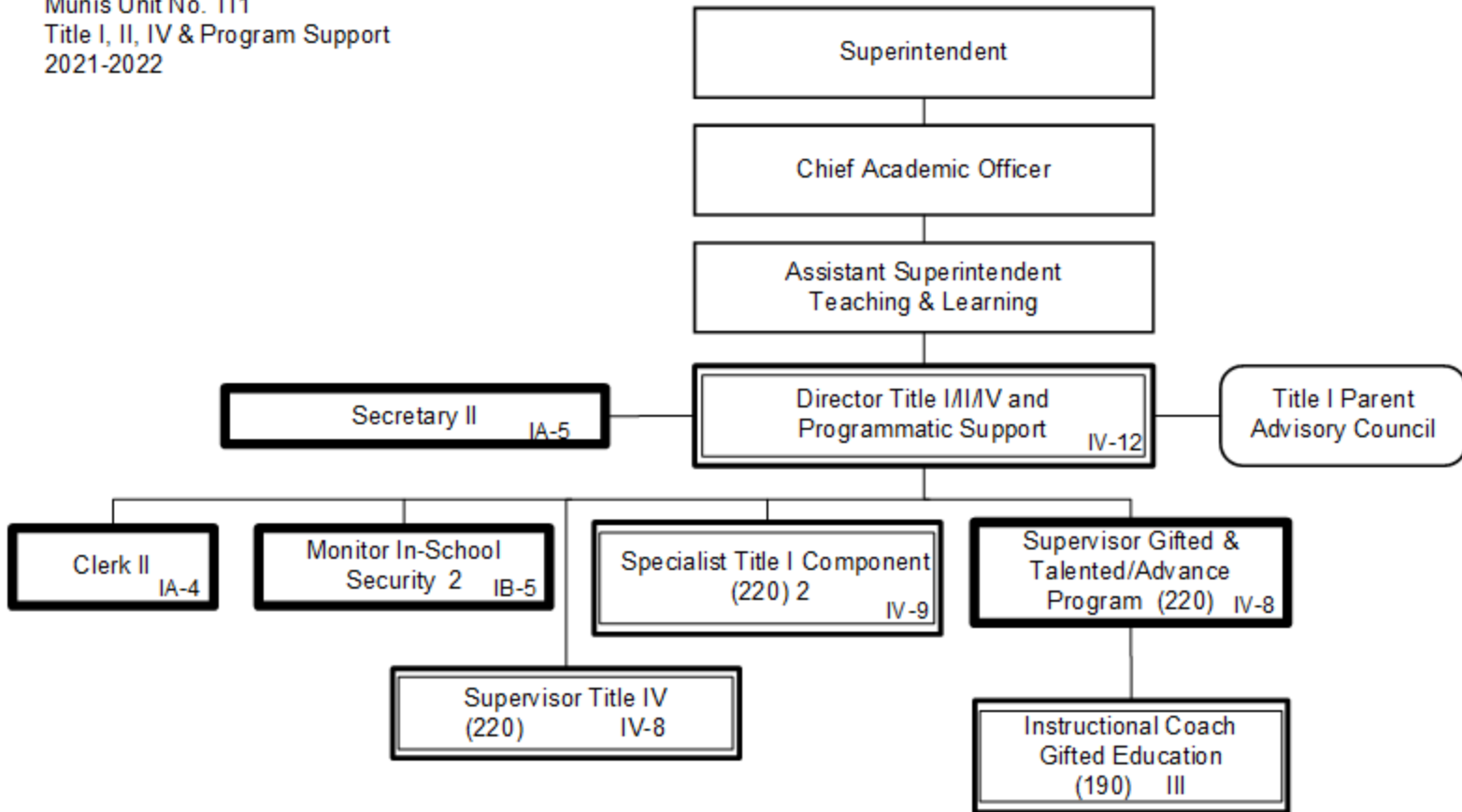


1.) Change Specialist Title 1 Component working calendar from 260 days to 220 days

Summary:

General Fund Positions: 5

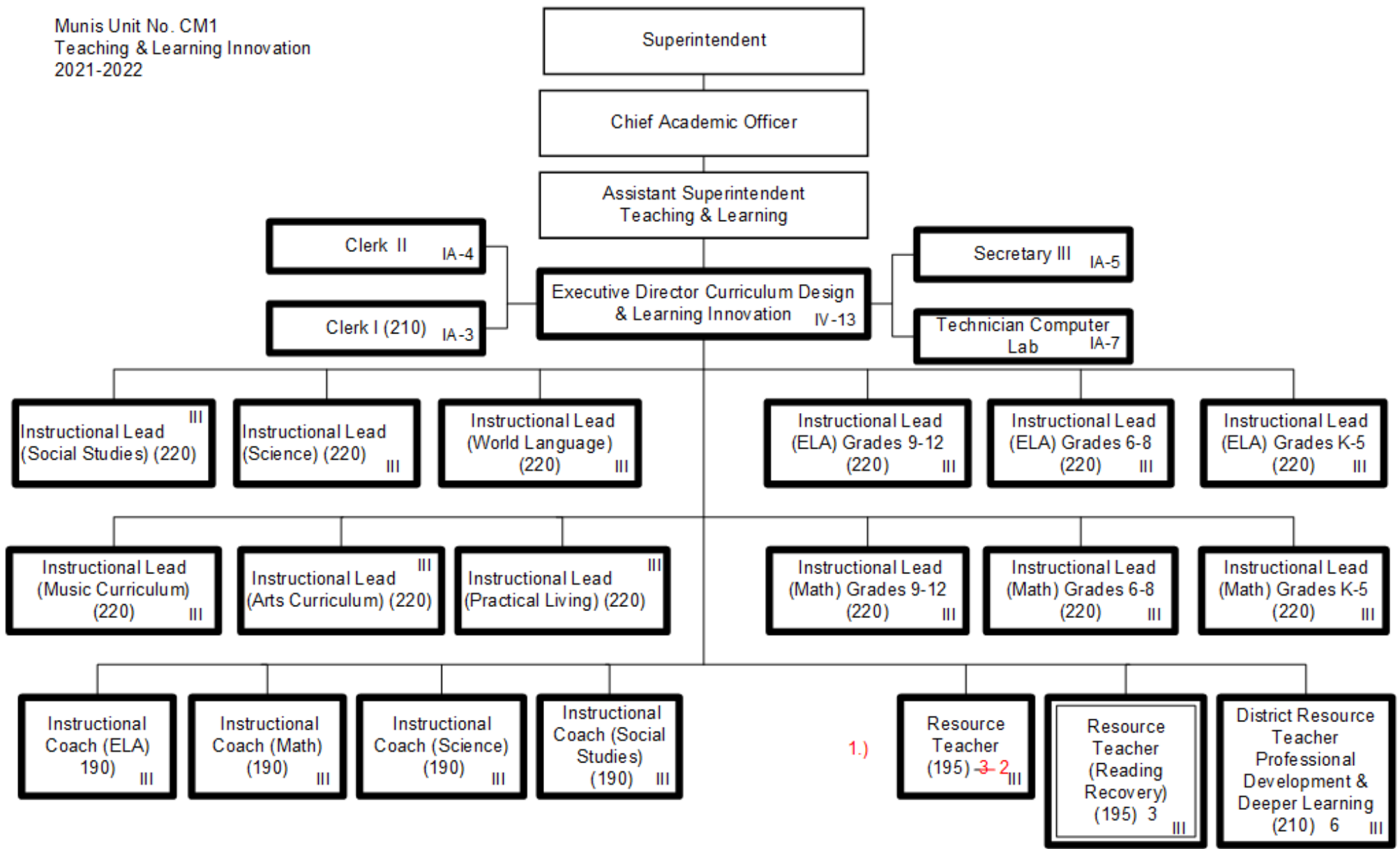
Categorical Fund Positions: 5



Summary:

General Fund Positions: 5

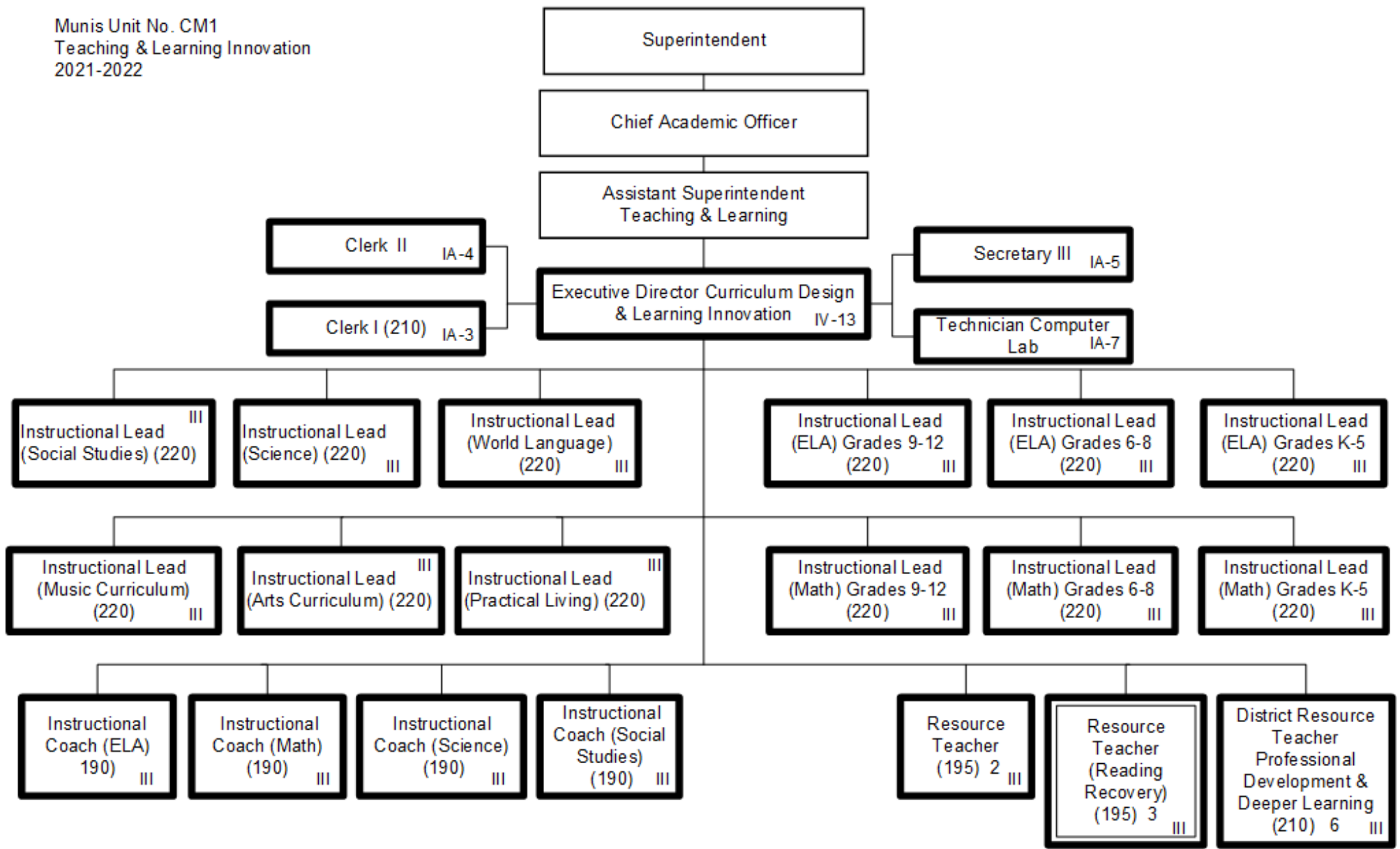
Categorical Fund Positions: 5



1.) Delete 1 Resource Teacher (195)

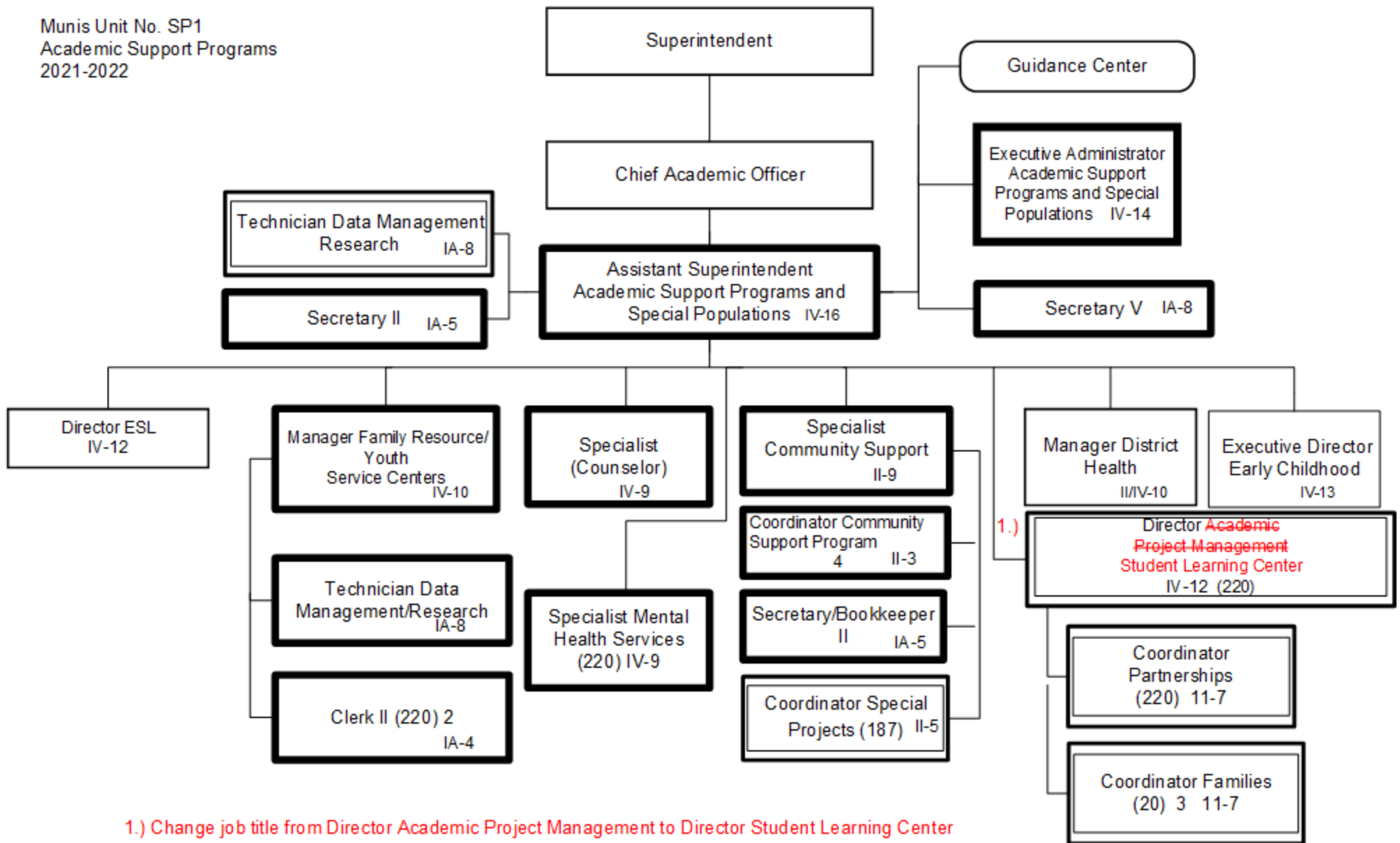
Summary:

General Fund Positions: ~~30~~ 29
Categorical Fund Positions: 3



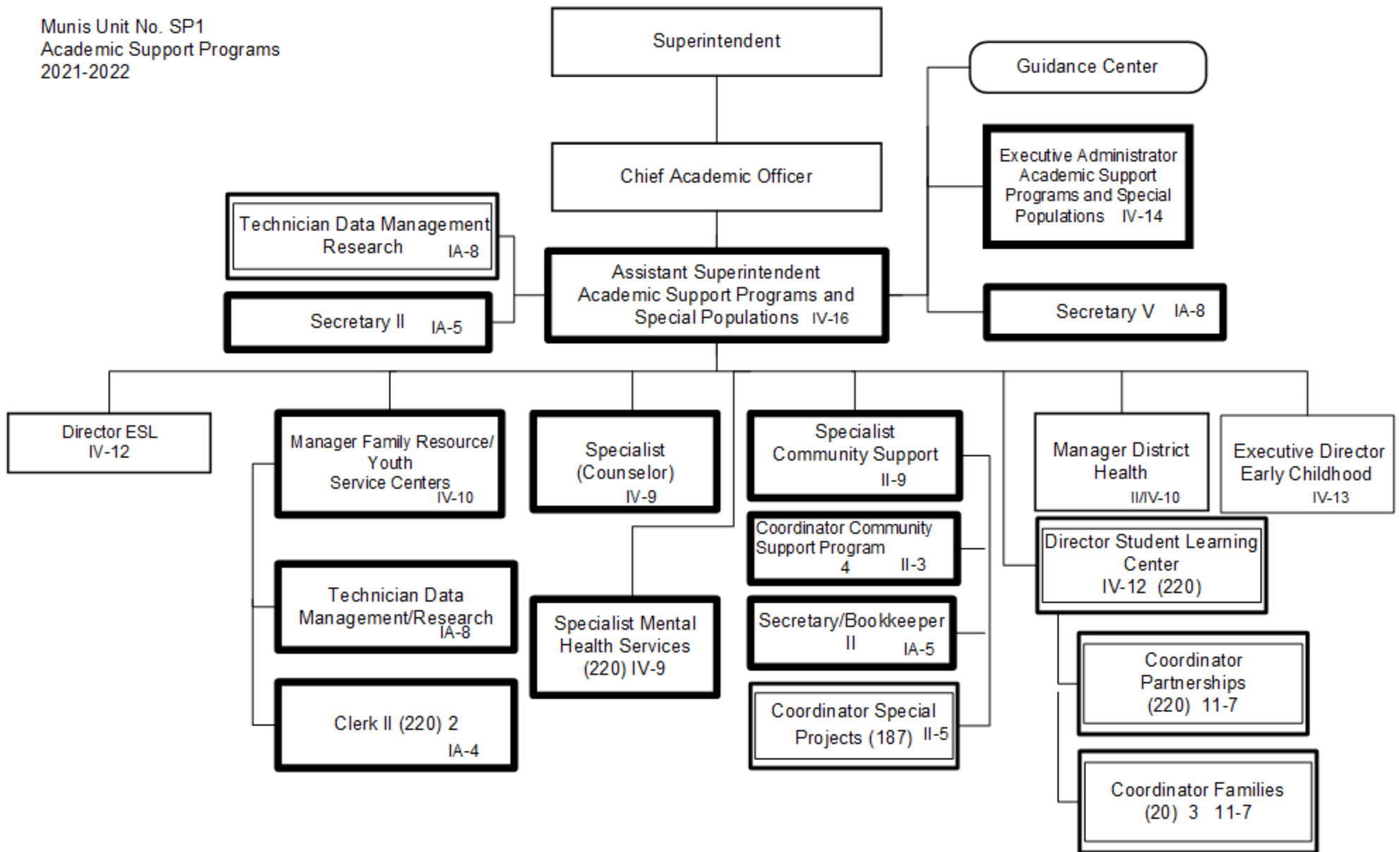
Summary:

General Fund Positions: 29
 Categorical Fund Positions: 3



Summary:

General Fund Positions: 19
 Categorical Fund Positions: 3



Summary:

General Fund Positions: 19
 Categorical Fund Positions: 3