



NEW: Submitted:
12/15/2021 12/14/2021

JOB TITLE:	EXECUTIVE ADMINISTRATOR MIDDLE SCHOOL EXPLORE
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to assist Principals and school leadership teams in the implementation of an effective academic program, specifically centered on the EXPLORE initiative. Assists the Assistant Superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for students and families. Assists Assistant Superintendent in evaluation of school Principals.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coaches Principals in schools to achieve higher achievement levels for students through implementation of the EXPLORE initiative
- Focuses on using multiple sources of data to assist Principals in determining strategies to support student success; identifies professional development needs based on data indicating schools' needs
- Supports and assists planning professional development and guides EXPLORE Academy coaches in curriculum planning, benchmark data, teaching coaching, and EXPLORE academy professional development
- Engages in meaningful dialogue with Principals to address instructional, social and emotional, and other needs of students and families
- Monitors the implementation of the EXPLORE initiative, curriculum, branding, student engagement within each EXPLORE funded school, actively seeks to recruit new schools to the initiative, facilities sustainability and growth of existing schools
- Completes performance evaluations of Principals as requested by Assistant Superintendent
- Supports parents, students, families, and community members in resolving conflicts
- Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning, expand student interest in the Academies of Louisville in high school selection, and helps school leaders construct master schedules conducive to the EXPLORE implementation
- Identifies recurring obstacles to student success through the study of student engagement and sense of belonging and works with school leadership to address these problems with particular attention to the achievement gap
- Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Oversees as directed by the Assistant Superintendent budgetary concerns, ordering, and inventory management of the EXPLORE initiative
- Evaluates staff as assigned
- 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)

Five (5) years of successful administrative experience

Three (3) years of successful experience as a teacher

Experience in the evaluation of classroom teachers

Experience with Career and Technical Education program implementation

Experience leading diverse groups of people

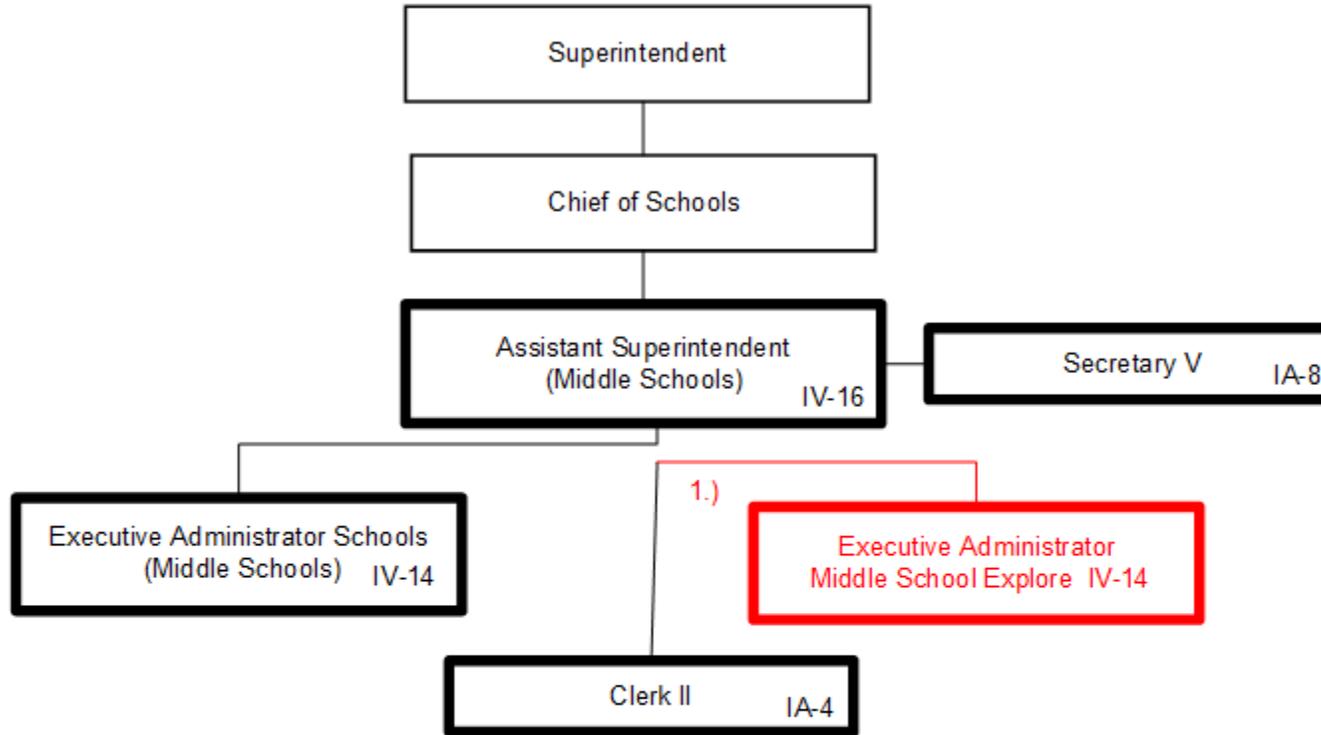
Effective communication skills

DESIRABLE QUALIFICATIONS

Successful experience as a Middle School Principal

Leadership experience in implementing programs in a school District

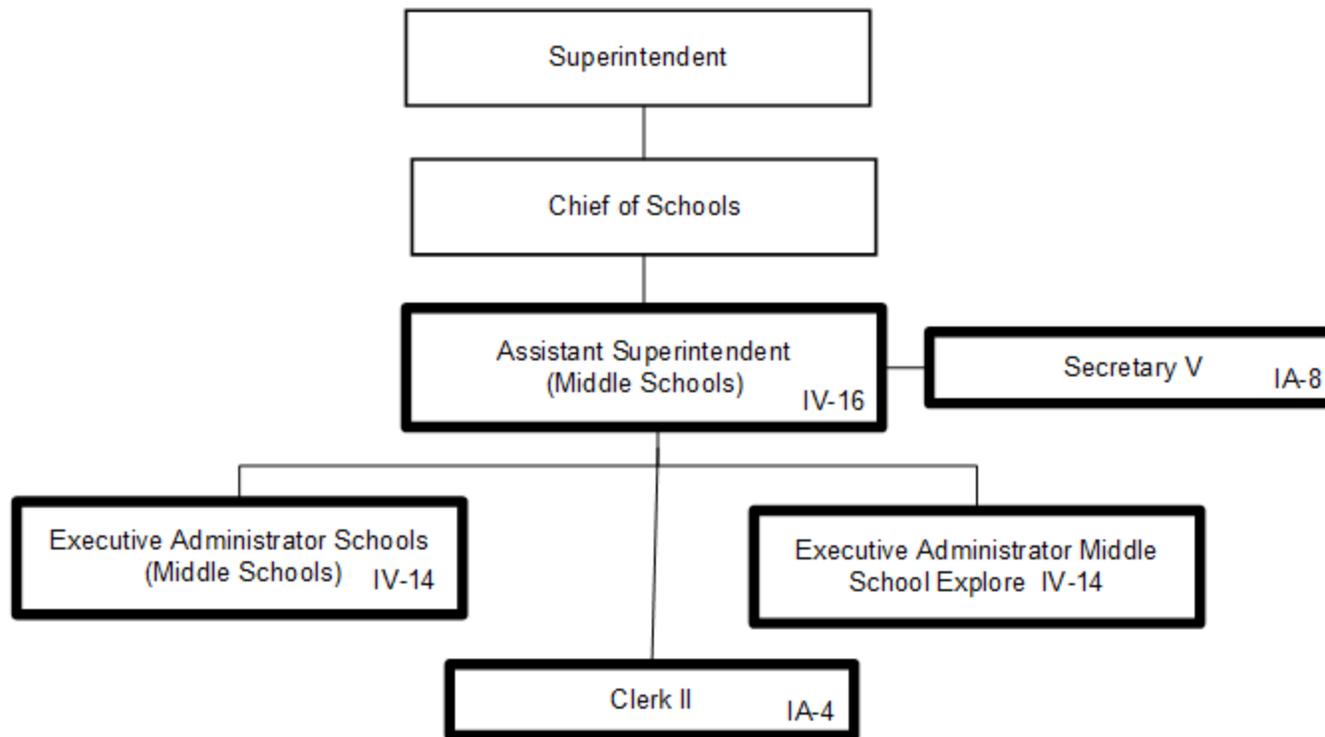
Experience in a diverse workplace



1.) Add new position of Executive Administrator Middle School Explore

Summary:

General Fund Positions: ~~4~~ 5
Categorical Fund Positions: 0



Summary:

General Fund Positions: 5
Categorical Fund Positions: 0