



FLOYD COUNTY BOARD OF EDUCATION
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Linda C. Gearheart, Board Chair - District 1
William Newsome, Jr., Vice-Chair - District 3
Dr. Chandra Varia, Member - District 2
Keith Smallwood, Member - District 4
Steve Slone, Member - District 5

Consent Agenda Item (Action Item): Approve/Consider creating an Executive Officer of Instruction and the accompanying job description/salary.

Applicable State or Regulations: KRS 162.90 Powers and duties of the local board.

Fiscal/Budgetary Impact: Salary is in accordance with certified salary schedule and the administrative extra service/extended days of the Executive Officer of Operations. Paid with ESSER funds while they remain.

History/Background: Systemic school improvement processes are necessary in order to close achievement gaps for all student populations. This role would lead district effort in developing consistent and research based improvement strategies in the areas of instruction, curriculum and assessment. The effect of the COVID-19 pandemic school closures have created opportunities requiring systemic support regarding teaching and learning for our schools.

Recommended Action: Approve/Consider creating an Executive Officer of Instruction and the accompanying job description/salary.

Contact Person(s): Anna Whitaker Shepherd, Superintendent

Anna W. Shepherd
Superintendent

Date: December 7, 2021



FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE:	Executive Officer of Instruction
QUALIFICATIONS:	Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality.
REPORTS TO:	Superintendent
JOB GOAL:	Assist the superintendent in the development of continuous improvement systems and day-to-day work related to instruction, curriculum and assessment.
TERMS OF EMPLOYMENT:	Salary and terms of employment according to approved salary schedules.
EVALUATIONS:	Performance will be evaluated in accordance with provisions of the district evaluation plan.
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none">• Assists the Superintendent in systemic planning processes and data analysis for continued improvement particularly related to instruction, curriculum and assessment.• Organizes, plans, directs and implements instructional activities necessary for system improvement.• Provides leadership and technical assistance to others concerning instruction and continuous improvement processes.• Supports staff in identifying needs, scheduling time, and securing resources for their professional growth.• Prepares state/federal reports as required or directed.• Communicates to the superintendent the requirements and needs of the district.• Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified instructional program for the district• Complies with board policies and supervisory/administrative directives.• Monitors and evaluates the performance of assigned personnel.• Explains and applies rules, regulations, policies and procedures related to instruction and school improvement.• Communicates effectively both orally and in writing and works independently with little direction.• Performs other duties as assigned.