



NEW: Revised:

Submitted:

07/20/2022

07/19/2022

02/16/2022

02/15/2022

JOB TITLE:	JEFFERSON COUNTY LEADERSHIP ACADEMY PROGRAM FACULTY
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	EXTRA SERVICE Step 1 -- \$2000 per semester for coursework Step 2 -- \$3000 per year for curriculum development Step 3 -- \$5000 per year for curriculum development and instruction
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Teaches assigned coursework in accordance with learning objectives developed by the Leadership and Professional Development Department. Utilizes a variety of instructional strategies to engage and support aspiring principals to prepare them for the principalship.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Meets with the Director of Leadership and Professional Development to ascertain the goals for the coursework

Presents prepared materials, schedules, and supervises activities

Evaluates student performance in accordance with the program goals

Communicates with program participants outside of program sessions, when necessary

Completes all trainings and other compliance requirements as assigned and by the designated deadline

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, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)

5 years of experience as a Principal

DESIRABLE QUALIFICATIONS

Demonstrated experience with struggling students, motivating staff, equity practices.

Experience in a diverse workplace



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NEW: Revised: Submitted:
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 02/16/2022 02/15/2022

JOB TITLE:	JEFFERSON COUNTY LEADERSHIP ACADEMY MENTOR/COACH
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	EXTRA SERVICE STIPEND—\$2000
WORK YEAR:	20 hours per year per principal
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides assistance and professional growth support to prospective or new Principals, which includes training and mentoring in the use of state and national Principal Leadership Standards, School Accreditation Standards, Equity-Centered Leadership practices, and JCPS Six Systems and Three Pillars

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Engages in Professional Leadership and Development professional development sessions to prepare for effective mentoring

Visits schools to observe instructional practices and suggest growth steps for administrators

Provides opportunities for new administrators to increase their understanding of best practices for school administrators

Assists administrators with equity-centered and data-driven decision making

Participates and assists with the principal selection process and leadership development programs

Performs other duties as required by the program

Completes all trainings and other compliance requirements as assigned and by the designated deadline

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, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university in Educational Leadership and/or Kentucky certification in K-12 Principalship

A minimum of 5 years of experience as a school principal

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated experience with struggling students, motivating staff, equity practices.

Experience in a diverse workplace



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DIVISION	ACADEMIC SERVICES
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FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

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Experience in a diverse workplace