



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

5/22/23

AGENDA ITEM (ACTION ITEM):

Consider/Approve the creation of a new job description for "Assistant Director of Districtwide Programs".

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

Attached is the proposed job description for "Assistant Director of Districtwide Programs" to be used in the event that the Board approves such a position in the future, as job responsibilities and demands increase on any current Directors of Districtwide Programs.

FISCAL/BUDGETARY IMPACT:

\$0

RECOMMENDATION:

Approval to create a new job description for "Assistant Director of Districtwide Programs".

CONTACT PERSON:

Malina Owens

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County School District
Job Description: Assistant Director of Districtwide Programs
Job Class Number:

TITLE: Assistant Director of Districtwide Programs

QUALIFICATIONS:

1. Holds a valid Kentucky Administrative certificate endorsed for the position of school administration preferred
2. Administrative experience in school programs preferred

REPORTS TO: Director of Districtwide Programs

SUPERVISES: Assigned District staff

JOB GOAL: To assist in providing leadership, staff development, and instructional support to all Districtwide Programs' instructional and administrative staff to ensure such programs provide a world-class education so all students are college and/or career ready and prepared for the 21st century economy.

PERFORMANCE RESPONSIBILITIES:

1. Assists in development, leadership, and implementation of innovation and alternative programming, such as early college, career pathways and alternative options for students
2. Provides all students with equity and access to innovative programs designed to prepare them for college and/or career readiness
3. Provides a leadership role in district-wide curriculum planning and training for professional staff with regards to innovative and alternative programming for students
4. Provides assistance and training to building instructional staff in the integration of technology and innovation to support student achievement in innovation and alternative programming
5. Assists in the evaluation of instructional methods and programs
6. Assists in the guidance of individual professional development experiences for administrators and teachers
7. Assists in providing leadership in development and implementation of innovation and alternative programming plans and assists principals in the planning and implementation of effective programs
8. Conducts research about advancements in innovation and alternative programming to inform decision-making
9. Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to innovation and alternative programming
10. Assists in coordinating innovation and alternative programming related grant projects, community outreach projects and fund raisers
11. Keeps current with all educational developments and practices related to assignment
12. Conducts staff development and supports community awareness initiatives
13. Works toward developing an improved understanding of students' educational needs on the part of teachers, administrators and parents, including the use of technology in the analysis of formative and summative data
14. Attends to all record keeping functions, correspondence, data requests and any other requests related to duties of the position
15. Attends all required meetings, and attends and/or presides over other meetings as the supervisor designates
16. Performs other duties as assigned by the supervisor

Kenton County School District
Job Description: Assistant Director of Districtwide Programs
Job Class Number:

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Scale and Director Index
- FLSA Status: Exempt

EVALUATION:

Performance of this job will be evaluated by the Director of Districtwide Programs

APPROVED: