

NEW: **REVISED** Submitted:
~~07/01/2023~~ ~~06/06/2023~~
 07/01/2024 04/16/2024

JOB TITLE:	ASSISTANT SUPERINTENDENT OF SECONDARY ACADEMICS
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership for the planning, development and implementation of the district's ~~secondary (middle and high)~~ K-12 curricular and instructional resources, ~~library media services~~, professional learning, ~~extended programs~~, ~~student learning~~, and federal programs including Title I, II, and IV. Collaborates with other ~~Secondary District~~ Assistant Superintendents to determine school and District academic, instructional and professional learning needs and on-going plans for support. Provides leadership to the district in complying with federal and state regulations as applicable to areas of supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Leads the development, monitoring, and revising of a comprehensive plan for adequate and equitable access of recommended District curriculum, instructional resources and assessments
- Designs, develops and/or recommends instructional approaches, resources and tools to support teachers in design and implementation
- Ensures that instructional resources are aligned with the District's curriculum and recommended instructional ~~equitable~~ approaches
- Provides intentional coaching and creates systems to guide district and school based academic leads based on the District's instructional vision
- Creates and maintains effective systems used to determine the impact of the JCPS Academics staff, continually monitoring to ensure supports are provided equitably to schools
- Creates and maintains effective systems to determine professional learning needs based on student achievement
- Directs District-wide capacity through professional development and training with focus on achievement gap
- Collaborates with other Assistant Superintendents in all matters relating to instructional program development and implementation, and the use of assessment data for improved student learning
- Coordinates compliance and quality of federal programs ~~and various departments/directors in Academics in Titles I, II, and IV~~, ensuring alignment with District vision and goals
- Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
- ~~Effectively coaches and supports academics staff in best practices for instructional design, equity centered pedagogy and academic innovation/research~~
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- ~~Regular, predictable performance is required for all performance responsibilities~~
- ~~This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction~~

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, carrying, or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.~~

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification for Superintendent

Five (5) years successful administrative experience

Ten (10) years of successful public school service in a certificated position(s)

Three (3) years successful experience as a teacher

Ability to articulate vision of best practice for instructional programs

Understanding of systems management

Demonstrated leadership ability within diverse groups

Effective communication skills

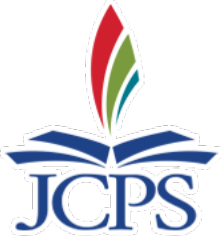
DESIRABLE QUALIFICATIONS

Ten (10) years of experience as a school principal Advanced preparation or doctorate

Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district

Experience working at the district level to support school content and curriculum needs

Experience in a diverse workplace



REVISED: Submitted:
07/01/2024 04/16/2024

JOB TITLE:	ASSISTANT SUPERINTENDENT OF ACADEMICS
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership for the planning, development and implementation of the district’s K-12 curricular and instructional resources, library media services, professional learning, extended programs, student learning, and federal programs including Title I, II, and IV. Collaborates with other District Assistant Superintendents to determine school and District academic, instructional and professional learning needs and on-going plans for support. Provides leadership to the district in complying with federal and state regulations as applicable to areas of supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Leads the development, monitoring, and revising of a comprehensive plan for adequate and equitable access of recommended District curriculum, instructional resources and assessments
- Designs, develops and/or recommends instructional approaches, resources and tools to support teachers in design and implementation
- Ensures that instructional resources are aligned with the District’s curriculum and recommended instructional equitable approaches
- Provides intentional coaching and creates systems to guide district and school based academic leads based on the District’s instructional vision
- Creates and maintains effective systems used to determine the impact of the JCPS Academics staff, continually monitoring to ensure supports are provided equitably to schools
- Creates and maintains effective systems to determine professional learning needs based on student achievement
- Directs District-wide capacity through professional development and training with focus on achievement gap
- Collaborates with other Assistant Superintendents in all matters relating to instructional program development and implementation, and the use of assessment data for improved student learning
- Coordinates compliance and quality of federal programs and various departments/directors in Academics ensuring alignment with District vision and goals
- Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
- Effectively coaches and supports academics staff in best practices for instructional design, equity centered pedagogy and academic innovation/research
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification for Superintendent

Five (5) years successful administrative experience

Ten (10) years of successful public school service in a certificated position(s)

Three (3) years successful experience as a teacher

Ability to articulate vision of best practice for instructional programs

Understanding of systems management

Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

Ten (10) years of experience as a school principal Advanced preparation or doctorate

Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district

Experience working at the district level to support school content and curriculum needs

Experience in a diverse workplace



NEW: REVISED: Submitted:
 07/01/2019 06/11/2019
 07/01/2024 04/16/2024

JOB TITLE:	INSTRUCTIONAL LEAD
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	220 Days
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	4753
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Supports ~~fellow~~ teachers, Academic Instructional Coaches, and school and district administrators in assigned curricular areas. Supports individual teachers in the classroom and groups of teachers in ~~Professional Learning Communities (PLCs) or other collegial learning groups~~ settings to implement learning curriculum, high quality resources, and research-based instructional strategies in assigned content area(s). ~~Supports fellow teachers in the classroom with peer coaching, sharing pedagogical insights, and instructional strategies.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Collaborates with fellow~~ Coaches teachers and Academic Instructional Coaches ~~on~~ to planning to and deliver instruction in assigned content area under the guidance of district leadership

~~Works with supervisor to determine curricular and instructional needs and how to spend time to address those needs~~

Collaborates with literacy and math partners to ensure strong professional learning experiences for identified schools that focus on Academic Innovation (content depth over breadth, creativity, and authentic assessment)

Researches ~~current educational~~ high quality curriculum, instructional resources, and pedagogical strategies to share with ~~fellow~~ teachers and Academic Instructional Coaches to support student learning and address the achievement and opportunity gaps

Participates on committees as assigned

Works closely with supervisor, Specialist, school and district leaders, Academic Instructional Coaches, and teachers in schools to determine needs in the assigned curricular areas and as well as teacher needs to improve pedagogy that will reduce the achievement and opportunity gaps

Works closely with other instructional leads to support ~~deeper learning strategies~~ learning innovation (content depth over breadth, creativity, and authentic assessment) that will improve ~~fellow teachers toolkits~~ pedagogy to address achievement and opportunity gaps

Collaborates with ~~school PLCs~~ Professional Learning Communities to analyze student work to help teachers plan next steps that will improve student learning

Works with supervisor to address any course needs or standards work alignment that is required by the Kentucky Department of Education or other regulatory entity

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

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.~~

This work is conducted in an office and school-based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

KY teacher certification

Master's Degree or higher with area of major in the assigned curricular area

Three (3) years of successful experience as a teacher

~~Knowledge of standards in assigned curricular area~~

Expertise in equity, inclusion and culturally responsive education

Effective communication skills

DESIRABLE QUALIFICATIONS

~~Knowledge of standards in assigned curricular area~~

Knowledge of appropriate pedagogy that will address achievement and opportunity gaps

Experience in a diverse workplace



REVISED: Submitted:
07/01/2024 04/16/2024

JOB TITLE:	INSTRUCTIONAL LEAD
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	220 Days
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	4753
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Supports teachers, Academic Instructional Coaches, and school and district administrators in assigned curricular areas. Supports individual teachers in the classroom and groups of teachers in collegial settings to implement curriculum, high quality resources, and research-based instructional strategies in assigned content area(s).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coaches teachers and Academic Instructional Coaches to plan and deliver instruction in assigned content area under the guidance of district leadership

Collaborates with literacy and math partners to ensure strong professional learning experiences for identified schools that focus on Academic Innovation (content depth over breadth, creativity, and authentic assessment)

Researches high quality curriculum, instructional resources, and pedagogical strategies to share with teachers and Academic Instructional Coaches to support student learning and address achievement and opportunity gaps

Participates on committees as assigned

Works closely with supervisor, Specialist, school and district leaders, Academic Instructional Coaches, and teachers to determine needs in the assigned curricular areas and as well as teacher needs to improve pedagogy that will reduce the achievement and opportunity gaps

Works closely with other instructional leads to support learning innovation (content depth over breadth, creativity, and authentic assessment) that will improve teacher pedagogy to address achievement and opportunity gaps

Collaborates with Professional Learning Communities to analyze student work to help teachers plan next steps that will improve student learning

Works with supervisor to address any course needs or standards alignment that is required by the Kentucky Department of Education or other regulatory entity

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office and school-based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required

occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

KY teacher certification

Master's Degree or higher with area of major in the assigned curricular area

Three (3) years of successful experience as a teacher

Knowledge of standards in assigned curricular area

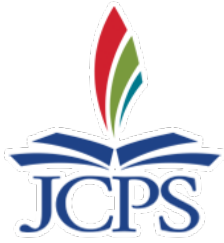
Expertise in equity, inclusion and culturally responsive education

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of appropriate pedagogy that will address achievement and opportunity gaps

Experience in a diverse workplace



NEW: Revised:
07/01/2024

Submitted:
04/16/2024
~~03/26/2024~~

JOB TITLE:	INSTRUCTIONAL LEAD ML
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides support, assistance, and consultation in Multilingual Learner (ML) instructional programming and services to the district and/or schools. Works with teachers to develop inclusive classroom environments and implements effective instructional strategies to support MLs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides technical assistance to District and school staff in area of assignment

Supports the development, implementation, and monitoring of the Program Service Plan (PSP)

Works with supervisor to determine curricular and instructional needs and how to spend time to address those needs

Participates on committees as assigned

Assists in scheduling support, programmatic needs, and consultations on program design

Provides feedback to appropriate District and school staff on implementation of and compliance with policies and standards related to ML education and students

Delivers technical assistance in the design and implementation of workshops, professional development, and training programs as required

Coaches and models best practices with the goal of developing teacher capacity to support specialized instruction and differentiation for MLs

Supports teachers in conducting, organizing, and analyzing on-going assessments to monitor student's progress and plan instruction.

Facilitates the implementation of curriculum and standards to support content learning and English language development

Collaborates with district departments and school-based teams to support the integration of strategies and methodologies for meeting the needs of MLs

Provides staff training as assigned to meet District goals and objectives

Gathers and analyzes school and district data to support schools in monitoring individual student progress and program effectiveness

Works with teachers to conduct, organize, and analyze on-going assessments to help with planning and delivery of lessons

Researches past and current practices in area of assignment, integrates research in all areas of responsibility, submits reports and recommendations as required

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

Completes all trainings and other compliance requirements as assignment by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is conducted in an office and school setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Master's degree with valid Kentucky Teaching Certificate

Endorsement for Teaching English as a Second Language, all grades

Three (3) years of successful teaching experience

Ability to work successfully with people

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data

Experience in planning, developing, and conducting in-service programs

Experience in a diverse workplace



Revised:
07/01/2024

Submitted:
04/16/2024

JOB TITLE:	INSTRUCTIONAL LEAD ML
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides support, assistance, and consultation in Multilingual Learner (ML) instructional programming and services to the district and/or schools. Works with teachers to develop inclusive classroom environments and implements effective instructional strategies to support MLs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides technical assistance to District and school staff in area of assignment

Supports the development, implementation, and monitoring of the Program Service Plan (PSP)

Works with supervisor to determine curricular and instructional needs and how to spend time to address those needs

Participates on committees as assigned

Assists in scheduling support, programmatic needs, and consultations on program design

Provides feedback to appropriate District and school staff on implementation of and compliance with policies and standards related to ML education and students

Delivers technical assistance in the design and implementation of workshops, professional development, and training programs as required

Coaches and models best practices with the goal of developing teacher capacity to support specialized instruction and differentiation for MLs

Supports teachers in conducting, organizing, and analyzing on-going assessments to monitor student's progress and plan instruction.

Facilitates the implementation of curriculum and standards to support content learning and English language development

Collaborates with district departments and school-based teams to support the integration of strategies and methodologies for meeting the needs of MLs

Provides staff training as assigned to meet District goals and objectives

Gathers and analyzes school and district data to support schools in monitoring individual student progress and program effectiveness

Works with teachers to conduct, organize, and analyze on-going assessments to help with planning and delivery of lessons

Researches past and current practices in area of assignment, integrates research in all areas of responsibility, submits reports and recommendations as required

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

Completes all trainings and other compliance requirements as assignment by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is conducted in an office and school setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

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MINIMUM QUALIFICATIONS

Master's degree with valid Kentucky Teaching Certificate

Endorsement for Teaching English as a Second Language, all grades

Three (3) years of successful teaching experience

Ability to work successfully with people

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data

Experience in planning, developing, and conducting in-service programs

Experience in a diverse workplace