

**Position**

**Director, District Wide Services  
Gifted & Talented Coordinator  
Professional Learning Coordinator  
Program Coordinator  
Recruitment & Retention**

**Supervisory responsibilities:**

Director, District Wide Services reports to the Superintendent/Designee. Director District Wide Services supervises Gifted and Talented program.

**Supervisory responsibilities (should additionally include):**

Supervision of principals, teachers and other staff.

The position of Director of District-wide Services is pivotal in K-12 public schools to ensure the successful integration and promotion of classroom environment and inclusion within the educational setting. As Director, my purpose is to foster a culture that not only embraces but also leverages differences as a strategic opportunity to build a culture of inclusivity for all stakeholders—students, families, employees, and the broader community. This role is essential in assisting district leaders and educators in developing and implementing strategies that support recruitment, retention, and the creation of welcoming, culturally supportive learning environments. My responsibilities include working closely with the Superintendent's office to develop and refine policies and practices that enhance our educational framework, ensuring that all students achieve high academic standards regardless of background. Additionally, by maintaining proactive community engagement and representing the district in various associations and organizations, I help to preemptively address concerns and foster strong, inclusive relationships across all community sectors. This leadership not only supports our district's vision of educational excellence but also aligns with our commitment to social responsibility and community collaboration.

In Kentucky, the role of a Gifted and Talented Coordinator is mandated by state regulations to ensure that students identified with exceptional skills and talents receive appropriate educational opportunities that challenge and develop their unique abilities. This position is critical as it oversees the identification, assessment, and development of personalized educational programs for gifted students, ensuring that these programs meet state standards and enhance the educational outcomes for this specific student population.

For Newport Independent Schools, having a Gifted and Talented Coordinator is particularly important. This role not only ensures compliance with state mandates but also significantly contributes to the district's mission to educate, nurture, and instill core values in the learning experience for every student. By effectively identifying gifted students and tailoring educational approaches to their specific needs, the coordinator helps foster an environment where advanced learners can thrive and achieve their full potential. This not only benefits the students directly but also enhances the overall academic environment, encouraging a culture of excellence and high achievement across the entire school community.

Newport Independent School District

**Job Description:**

**Job Title:** Director of District-wide Services

**Job Category:** Certified

**Department/Group:** Curriculum & Instruction

**Job Code/ Req#:** 0120

**Location:** Central Office Travel Required: Yes

**Level/Salary Range:** Certified Salary Schedule Position

**Type:** Full-time

**HR Contact:** Kim Klosterman

**Date:** December 2021

**Job Description Job Summary** Promote a culture of diversity and inclusion embracing differences as a strategic opportunity towards efforts to build a culture of equality and embodiment for all students, families, employees, and the community.

Assist district leaders in supporting diversity, equity, and poverty programs and implements community inclusion strategies targets toward internal and external groups.

**Essential functions, Duties and Responsibilities:**

- Works with superintendent's office to develop strategies for district action in teacher recruitment by attending recruitment fairs at local, regional, state, and tri-state colleges and universities.

**Recruitment Fairs : Western KY University**

**Mount Saint Joe University  
Northern Kentucky University  
Southwest OH, NKU Educate  
Murray University  
Morehead State University**

**Superintendent Initiative: Mount Saint Joe (Mock Interviews)**

**Superintendent Initiative: New Teacher Induction Onboarding**

**Mentor & Mentee Program**

**University & College Placements**

**From: Thomas Moore University**

**Northern Kentucky University**

**Superintendent Initiative: BloomBoard Grow Your Own Program**

**BloomBoard is a talent development provider that helps school districts with educator pipeline, advancement, and retention solutions. BloomBoard offers turnkey programs to move educators forward at all points of their professional journey—from becoming a teacher's aide to a school leader.**

- Assist superintendent's office with strategies, practices, and policy development that foster increased recruiting, hiring, and retention of a diverse staff.

**Recruitment: Kentucky State University**

**Tennessee State University**

**Exploring: Vanderbilt, University of Cincinnati, University of Kentucky**

**Exploring Recruitment Opportunities with NABSE**

- Help to foster, create, and maintain responsive and welcoming school culture and learning environments for parents, families, and community partners.

**Lead Inaugural event, Developed, Implemented & Deployed  
SY:22-24 21<sup>st</sup> Century Newport Collab**

- Assist educators in creating culturally supportive learning environments that ensure high expectations for the academic achievement of all students.

**Lead Inaugural event, Developed, Implemented & Deployed**

**Curriculum & Instruction:**

**High Quality research-based strategies:** (performance-based standards, relationship building, vocabulary, deliver of instruction).

**Curriculum & Instruction: Dr. Donyall Dickey Educational Consultant**

**-Providing Students access to Standards informed instruction content:**

**English Language Arts, Social Studies, Math, & Science**

**-Professional Learning: Providing Teachers with Integrated Approach**

- **Schedule, Plan and facilitate meetings (in person & virtual) to continuing literacy development district wide.**
- **Discuss student outcomes state assessment 3 most recent years**
- **Classroom visits (practice 1 and 2) performance-based objectives**
- **Implementation teachers receive copy state standards**
- **Review Educational Epiphany products & personnel**
- **Materials align to professional learning**
- **Secure digital Getting Started Documents**
- **Coordinate with Educational Epiphany create professional learning**
- **Schedule**
- **Printed and delivered purchased material district wide**

**Superintendent Initiative: Data Analysis- E-walk Coordinator  
Announced/ Unannounced Walk -through District Wide**

- Works with superintendent's office to identify training needs with the goal to promote cultural proficiency and a climate of equity.

**Professional Development Coordinator**

**Frontline Professional Learning Platform**

**Lead Inaugural event, Developed, Implemented & Deployed**

**SY: 23-24 Inaugural Wildcat Academy "Moving Forward Together"**

**SY: 24-25 Wildcat Academy "Reimagining Student Success"**

**Curriculum & Instruction: Dr. Donyall Dickey Educational Consultant**

- Assist district and school administrators to implement common goals and objectives of diversity, equity, and poverty.

**Lead Inaugural event, Developed, Implemented & Deployed**

**Developed District Wide Framework:**

**Classroom Environment formerly Building Equity**

**Professional Development District Wide:**

**Leadership "Culturally & Linguistically Responsive Teaching & Learning**

**Curriculum & Instruction: Dr. Rachel Mahmood, Consultant**

**Materials Action Research:**

**Dr. Zaretta Hammond**-Culturally responsive Teaching & The Brain

**Dr. Ghody Muhammad**-Cultivating Genius an Equity Framework for Culturally & Historically Responsive Literacy

**Dr. Sharocky Holly**-Culturally & Linguistically Responsive Teaching & Learning

- Maintain a proactive stance in the minority community by anticipating concerns and resolving them before they reach a crisis level.

**Parent Conferences and Investigations**

**Review of Policies, Procedures & Practice**

- Provides support to district and school leaders in developing plans and programs designed to establish good working relationships with all staff in the areas of diversity, equity, and poverty.

**Lead Inaugural event, Developed, Implemented & Deployed**

**District Wide Framework:**

**Classroom Environment formerly known as Building**

**Equity Leadership Team**

**Professional Development District Wide:**

**Leadership "Culturally & Linguistically Responsive Teaching & Learning**

**Curriculum & Instruction: Dr. Rachel Mahmood, Consultant**

**Gifted & Talented Coordinator:**

**Supervises: Teacher**

**Materials- approval**

**Assessment- approval**

**Professional Learning- approvals**

**Hiring: recruit, interview & hire**

**Evaluation: teacher employee**

- Represents the district in regional and local associations, civic clubs, ethnic and non-profit organizations and boards.

**Alpha Kappa Alpha Sorority, Inc.**

**Classroom Environment, Board Mount Saint Joe University**

**Women In Leadership Board, Community Action Council Covington, KY**

**Other duties as assigned including but not limited to:**

- Responsible for training substitute teachers

**District Wide Substitute Training**

**Lead Inaugural strategic organized by school color coded folders & forms, Developed, Implemented & Deployed universal substitute folder materials district wide for each School Administrator & Teacher**

- Responsible for training volunteers

**Complete background check sharing information digitally to school**

**Professional Learning Coordinator:**

Responsible for overseeing and managing high quality professional learning initiatives within NISD organization, including designing, implementing, and evaluating learning programs to enhance the skills and knowledge of staff, specifically with a focus on aligning learning objectives with the organization's strategic goals and improving overall student performance.

**Key Responsibilities:**

- **Needs Assessment:**

Conduct comprehensive needs assessments across NISD school district to identify key areas for professional learning, including curriculum alignment, instructional strategies, and specific subject matter expertise.

- **Curriculum Development:**

Design and develop professional learning programs aligned with Kentucky educational standards, incorporating best practices and evidence-based strategies.

- **Training Delivery:**

Facilitate workshops, online courses, and other training modalities to educators across the state, including both in-person and virtual delivery methods.

- **Stakeholder Collaboration:**

Partner with school district leaders, teachers, administrators, and other education stakeholders to ensure professional learning meets local needs and is effectively implemented.

- **Evaluation and Data Analysis:**

Monitor and evaluate the effectiveness of professional learning programs using data-driven approaches to measure impact on teacher practice and student achievement.

- **Quality Assurance:**

Establish quality standards for professional learning providers and ensure all programs adhere to KDE guidelines and best practices.

- **Budget Management:**

**I do not** Manage the budget allocated for professional learning initiatives, including vendor contracts and resource allocation.

- **Policy Development:**

Contribute to the development of statewide policies related to teacher professional learning, including guidelines for professional learning plans.

**Required Skills and Qualifications:**

- Deep understanding of Kentucky educational standards, curriculum frameworks, and assessment practices.
- Proven experience in instructional design, curriculum development, and effective training delivery.
- Strong leadership and communication skills to effectively collaborate with diverse stakeholders.
- Expertise in data analysis and evaluation methods to measure the impact of professional development initiatives.
- Familiarity with current trends in education technology and online learning platforms.

### **Program Coordinator:**

responsible for the planning, implementation, and evaluation of various programs within a KDE (Kentucky Department of Education) framework, ensuring smooth operation, adherence to budget constraints, and achieving program objectives by coordinating activities, managing logistics, communicating with stakeholders, and monitoring program progress to meet educational goals within the state of Kentucky.

#### Responsibilities:

- Program Development:
  - Assisting in the design and development of new educational programs aligned with KDE standards and goals.
  - Contributing to curriculum development and program modifications based on data analysis and feedback.
- Implementation and Coordination:
  - Overseeing the execution of programs across NISD, ensuring proper implementation of program activities and timelines.
  - Managing logistics including training materials, scheduling, and communication with key stakeholders like teachers, administrators, and parents.
- Monitoring and Evaluation:
  - Tracking program progress through data collection and analysis to assess effectiveness and identify areas for improvement.
  - Preparing reports on program outcomes and presenting findings to relevant KDE officials.
- Stakeholder Engagement:
  - Facilitating communication between KDE, school district, and other relevant parties to ensure program alignment and address concerns.
  - Providing technical assistance and support to schools implementing KDE programs.

### **Recruitment & Retention Coordinator:**

- Realign hiring processes to implement a strategy for recruiting and retaining minority and bilingual staff.



- Establish an innovative Grow Your Own program aimed at increasing the number and diversity of educators from among NISD students, employees, and those entering/considering education as a second career.
- Implement high quality onboarding, induction, and retention programs to support those new to NISD.
- Reimagine and institute a highly effective hiring process from application to onboarding to support new hires through the first year of employment.
- Provide high-quality induction programs for all new staff, teachers, and administrators.
- Support a culture of mentorship between and among professionals in the district.

**Additional roles and responsibilities: That are assigned to Director District Wide Services. Salaries listed are not included as a part of my annual income:**

- Gifted and Talented Coordinator in Kentucky estimated salary \$45,000 - \$ 57,000 annually.
- Professional Learning Coordinator in Kentucky estimated salary \$40,000 - \$50,000 annually.
- Program Coordinator in Kentucky estimated salary 43,054 - \$62,434 annually.
- Recruitment & Retention Coordinator estimated salary \$52,035 annually.