



**NEW:**

**Revused**

**07/01/2019**

**04/30/2025**

Submitted:

**06/11/2019**

**04/29/2025**

JOB TITLE:	ASSISTANT SUPERINTENDENT <b>ACCELERATED IMPROVEMENT ENHANCED SUPPORT SCHOOLS</b>
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4021
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides the lead in evidence-based strategies to support a coordinated school turnaround program. Leads the work around school turnaround for the District. Ensures that schools and other District staff can integrate the social, emotional and academic needs of their students into instructional design, school management, and turnaround practices. Serves as the link between Kentucky Department of Education turnaround staff and schools and District programs.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with other Assistant Superintendents and District leaders on matters relating to school turnaround

Mentors school and District administrators to support effective leadership around turnaround efforts for both state-identified schools and District-identified schools that need support

Integrates turnaround strategies, instructional and social-emotional intervention strategies in professional development to support schools with particular attention paid to the goal of reducing the achievement and opportunity gap

Monitors schools' data in order to support schools and students, and collaborates with Assistant Superintendents to address strategies to support school turnaround

Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Advises and assists Principals and school leadership teams in developing and evaluating programs addressing school turnaround

Conducts and/or coordinates on-site school visits to assess effectiveness of turnaround strategies in order to provide recommendations and further support to Assistant Superintendents, administrators, and school teams

Facilitates community and Kentucky Department of Education partnerships and linkages for schools in relation to turnaround practices

Provides general technical assistance to Assistant Superintendents and schools on data analysis for school turnaround

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules and procedures

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

Evaluates staff as assigned

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 assignment**

### 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 completed 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, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, 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 of successful administrative experience

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

Three (3) years of successful experience as a teacher

Ability to articulate vision of best practice for school turnaround

Demonstrated leadership ability within diverse groups

Effective communication skills

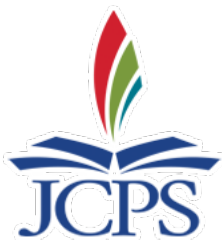
### DESIRABLE QUALIFICATIONS

Ten (10) years of experience as a school principal

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

Advance preparation or doctorate

Experience in a diverse workplace



Revised:  
04/30/2025

Submitted:  
04/29/2025

JOB TITLE:	ASSISTANT SUPERINTENDENT ENHANCED SUPPORT SCHOOLS
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4021
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides the lead in evidence-based strategies to support a coordinated school turnaround program. Leads the work around school turnaround for the District. Ensures that schools and other District staff can integrate the social, emotional and academic needs of their students into instructional design, school management, and turnaround practices. Serves as the link between Kentucky Department of Education turnaround staff and schools and District programs.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with other Assistant Superintendents and District leaders on matters relating to school turnaround

Mentors school and District administrators to support effective leadership around turnaround efforts for both state-identified schools and District-identified schools that need support

Integrates turnaround strategies, instructional and social-emotional intervention strategies in professional development to support schools with particular attention paid to the goal of reducing the achievement and opportunity gap

Monitors schools' data in order to support schools and students, and collaborates with Assistant Superintendents to address strategies to support school turnaround

Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Advises and assists Principals and school leadership teams in developing and evaluating programs addressing school turnaround

Conducts and/or coordinates on-site school visits to assess effectiveness of turnaround strategies in order to provide recommendations and further support to Assistant Superintendents, administrators, and school teams

Facilitates community and Kentucky Department of Education partnerships and linkages for schools in relation to turnaround practices

Provides general technical assistance to Assistant Superintendents and schools on data analysis for school turnaround

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules and procedures

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

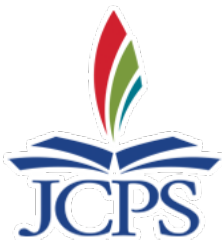
Regular, predictable performance is required for all performance responsibilities

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

PHYSICAL DEMANDS
<p>This work is completed 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.</p> <p>This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, 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).</p>

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification for Superintendent
Five (5) years of successful administrative experience
Ten (10) years of successful public school service in certificated position(s)
Three (3) years of successful experience as a teacher
Ability to articulate vision of best practice for school turnaround
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Ten (10) years of experience as a school principal
Leadership experience in implementing and directing a variety of large-scale instructional programs and /or operations in a large urban school district
Advance preparation or doctorate
Experience in a diverse workplace



**NEW:**

Revised

~~07/01/2019~~

04/30/2025

Submitted:

~~06/11/2019~~

04/29/2025

JOB TITLE:	EXECUTIVE ADMINISTRATOR <b>ACCELERATED IMPROVEMENT ENHANCED SUPPORT SCHOOLS</b>
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4200
BARGAINING UNIT:	CERX

### SCOPE OF RESPONSIBILITIES

Provides leadership to assist Principals and school leadership teams in the implementation of evidence-based strategies to support and coordinate school accelerated improvement strategies. Assists the Assistant Superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of school accelerated improvement. Assists Assistant Superintendent and other District staff in evaluations of programs and strategies designed to promote school accelerated improvement.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coaches principals in schools to achieve higher achievement levels for students with particular attention paid to closing the achievement and opportunity gaps

Focuses on using multiple sources of data to assist principals in determining strategies to support student success; identifying professional development needs based on data indicating schools' needs in the accelerated improvement process

Supports and assists planning professional development and helps school leaders address academic and other challenges to support success in the accelerated improvement process

Engages in meaningful dialogue with Principals to address instructional, social and emotional, and other needs of students and families

Completes performance evaluations of Principals as requested by Assistant Superintendent

Supports parents, students, and families in resolving conflicts

Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning

Identifies recurring obstacles to student success through the study of common causes of problems and works with school leadership to address these problems with particular attention to the achievement and opportunity gaps

Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs and school turnaround

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

Evaluates staff as assigned

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 assignment**

### PHYSICAL DEMANDS

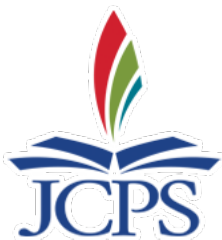
~~The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.~~

~~This work is completed 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, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, 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 or higher with Kentucky Certification in Administration (Principal Certification)
Five (5) years of successful administrative experience
Three (3) years of successful experience as a teacher
Experience in the evaluation of classroom teachers
Experience leading diverse groups of people
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as a Principal
Leadership experience in implementing programs in a school District
Experience in a diverse workplace



Revised  
04/30/2025

Submitted:  
04/29/2025

JOB TITLE:	EXECUTIVE ADMINISTRATOR ENHANCED SUPPORT SCHOOLS
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4200
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to assist Principals and school leadership teams in the implementation of evidence-based strategies to support and coordinate school accelerated improvement strategies. Assists the Assistant Superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of school accelerated improvement. Assists Assistant Superintendent and other District staff in evaluations of programs and strategies designed to promote school accelerated improvement.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coaches principals in schools to achieve higher achievement levels for students with particular attention paid to closing the achievement and opportunity gaps

Focuses on using multiple sources of data to assist principals in determining strategies to support student success; identifying professional development needs based on data indicating schools' needs in the accelerated improvement process

Supports and assists planning professional development and helps school leaders address academic and other challenges to support success in the accelerated improvement process

Engages in meaningful dialogue with Principals to address instructional, social and emotional, and other needs of students and families

Completes performance evaluations of Principals as requested by Assistant Superintendent

Supports parents, students, and families in resolving conflicts

Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning

Identifies recurring obstacles to student success through the study of common causes of problems and works with school leadership to address these problems with particular attention to the achievement and opportunity gaps

Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs and school turnaround

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

Evaluates staff as assigned

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 assignment

#### PHYSICAL DEMANDS

This work is completed 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, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, 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 or higher with Kentucky Certification in Administration (Principal Certification)

Five (5) years of successful administrative experience

Three (3) years of successful experience as a teacher

Experience in the evaluation of classroom teachers

Experience leading diverse groups of people

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Successful experience as a Principal

Leadership experience in implementing programs in a school District

Experience in a diverse workplace