

**POSITION:****DIRECTOR OF ACADEMIES****POSITION SUMMARY:**

To provide expertise to the district and oversee, plan, and sustain implementation related to high school academies. Develops, fosters, and sustains business and community partnership that assure the highest quality education to students in Christian County Public Schools.

**QUALIFICATIONS:**

1. Kentucky Department of Education administrative certification for principal or instructional supervisor
2. 5 years combined experience in administrative/leadership positions

**REPORTS TO :**

Assistant Superintendent

**PERFORMANCE  
RESPONSIBILITIES:**

- ❖ Direct and coordinate the planning, implementation, and evaluation of assigned instructional programs district-wide.
- ❖ Provide district level instructional leadership by:
  - a) Promoting high and middle school transformational efforts
  - b) Assisting principals, district staff, academy coaches and teachers in planning and administering the academy-related instructional efforts
  - c) Supporting principals and other school leadership in the use of data to determine the effectiveness of programs and practices
  - d) Serves on committees related to the Academies of Christian County High School, as well as represents the district in local and national meetings or conferences regarding academies
  - e) Develops and maintains business and community support, including working with the Convening Organization and other related entities, to recruit and assign academy partners
  - f) Serving as an instructional leader for standards implementation
  - g) Mentoring principals as assigned to build instructional leadership efficacy in the academy model
  - h) Collaborating with the Instructional Division and other staff members to provide secondary articulation for all content areas and projects
  - i) Collaborating with district staff as requested to improve student postsecondary readiness
  - j) Assisting the Instructional Division in coordinating the work of Instructional and Behavior Coaches
  - k) Working collaboratively with district staff to support schools in the development, implementation, monitoring, and evaluation of intervention services
  - l) Coordinating district-wide events as directed by leadership
  - m) Co-leading the development, implementation, and evaluation of professional learning structures and events

- n) Participate in the development and implementation of the district's strategic plan.
- ❖ Provide Support to the Instructional Division by:
  - a) Promoting the Division's vision of a service-oriented organization to all stakeholders of Christian County Public Schools
  - b) Providing assistance as requested for categorical, special programs, and grants
  - c) Providing leadership in short-term and long range planning
  - d) Staying abreast and educating the Instructional Division in current research and current trends in educational pedagogy and instructional practice related to academy model
  - e) Assisting in the development of policies, and procedures as requested
  - f) Preparing all required reports and maintaining all required records
  - g) Performing or assisting in evaluations of assigned staff members
  - h) Performing other duties as assigned by the Superintendent/Assistant Superintendent

**TERMS OF EMPLOYMENT:** 238-day employee with salary and benefits as established by the adopted certified salary schedule of the Christian County Board of Education

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of certified personnel.

