



Position Title: Assistant Director of Learning & Empowerment

Reports To: CAO

Department: Learning and Empowerment

Location: Northern Kentucky Cooperative for Educational Services (NKCES)

Position Type: Full-time, Exempt

NKCES is seeking an experienced leader to assist in overseeing and managing the vision and day-to-day operations of our **Instructional Team** ~~KDE Deeper Learning and GRRSA Grants~~ along with any grants managed by NKCES. The Assistant Director will work closely with the **Chief Academic Officer** to ensure both a cohesive approach to meeting our districts' needs and that our programs and grants are implemented with fidelity.

Required Qualifications:

- Master's degree from an accredited university
- Valid KY teaching certificate
- Minimum of 5 years of teaching experience
- Experience in administrative/supervisory positions ~~related to education~~ **at the school, district, or regional cooperative level.**
- Knowledge of **evidence-based instructional strategies** ~~Deeper Learning competencies~~
- Ability to work with districts to design, expand and evaluate programs serving students
- Provide consultation/coaching to develop capacity within a district/school to institute **evidence-based instructional** strategies and structures
- Ability to identify, access, and use existing resources to support the efforts of the district in providing services to all students
- Ability to build consensus and relationships among all stakeholders

Preferred Qualifications:

- Cultivate relationships with district leadership and educational teams
- Education or work experience in data collection and analysis for use in problem-solving
- Experience presenting to adult audiences



- Strong written and verbal communication skills, including computer skills
- Excellent organizational and time-management skills
- Ability to work independently with little direction
- Strong interpersonal skills; ability to be a team player with the ability to promote positive public relations with state, regional, district, and partners
- Ability to participate in a collaborative team effort to provide high-quality service to member districts
- Ability to understand new issues quickly and make wise decisions
- Ability to inspire confidence and create trust
- Ability to work under pressure and plan personal workload effectively
- Flexible and a self-starter; able to keep multiple projects moving forward while also being highly detail-oriented
- Personal qualities of integrity, credibility, and a commitment to NKCES' mission

Responsibilities:

- Make connections across districts to create a regional instructional network for Deeper Learning work
- ~~Facilitate networks to support increased knowledge and understanding regarding the implementation of Deeper Learning~~
- Support districts in developing comprehensive systems to implement Deeper Learning school improvement strategies. work
- Provide high-quality professional learning, coaching, and technical assistance for administrators and staff
- Attend training, workshops, and conferences (as applicable and approved by supervisor) to maintain awareness of current information and evidence-based practices
- Willingness to travel inside and outside the NKCES region
- Perform other duties as assigned by the Executive Director or Designee

Terms of Employment: 225 Days

Reports To: Chief Academic Officer



Salary: Based on rank and experience in accordance with NKCES Salary Schedule

Evaluations: Performed annually by the Executive Director or Designee