

POSITION:	Instructional Administrator
POSITION SUMMARY:	The Instructional Administrator of the Academies of Christian County High School will provide instructional and administrative leadership and supervisory oversight to foster an innovative and personalized learning environment that aligns with the academy-based educational model. This role involves overseeing academic programs and ensuring the success of students through career-focused pathways. The Instructional Administrator will collaborate with faculty and community stakeholders to create a culture of excellence that prepares students for college, careers, and life-long learning.
QUALIFICATIONS:	<ul style="list-style-type: none"> • Master's degree in Educational Leadership, Administration, or a related field. • Valid administrative certification in Kentucky. • Minimum of 5 years of successful teaching experience, with at least 3 years in an administrative or leadership role preferred. • Knowledge of academy or career-based learning models is preferred. • Experience fostering positive cultures in schools/organizations directly from a leadership role. • Strong leadership, communication, and interpersonal skills. • Proven ability to foster relationships with business and community stakeholders.
REPORTS TO:	Executive Principal
SUPERVISES:	The Instructional Administrator will supervise all personnel both certified and classified within the instructional division, as well as any additional staff or responsibilities designated by the school's Executive Principal.
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none"> • Instructional Leadership: <ul style="list-style-type: none"> ○ Lead Academy-specific PLCs, Team meetings, or department leadership teams to foster a school-wide culture of academic excellence and student achievement.

	<ul style="list-style-type: none"> ○ Work alongside the Academy Coach to align academic and pathway priorities. ○ Provide visionary leadership in the development and implementation of academy pathways. ○ Ensure effective curriculum development and alignment with the Ky. Academic Standards, industry standards and post-secondary requirements. ○ Monitor and support teachers in the use of innovative instructional practices and data-driven decision-making. ○ Oversee professional development programs that align with academy goals and teacher growth. ○ Recruit, manage, and retain high-quality instructional staff. <ul style="list-style-type: none"> ● Academy Model Management: <ul style="list-style-type: none"> ○ Coordinate all instructional priorities to align with the transformation to the academy model and secure the highest possible standards for student outcomes. ○ Develop and maintain a strong Academy identity and culture through PLCs and team meetings, advisory councils, and Academy events ○ Work with Academy teachers and the Academy Coach to partner with local businesses, higher education institutions, and community organizations to support student academic achievement. ○ Ensure that students are provided with career exploration, mentorship, and real-world learning experiences. ○ Participate in professional learning to maximize performance in the Academy model and other innovation regarding teaching and learning. ● Student Success: <ul style="list-style-type: none"> ○ Work with all Academy principals and Academy Coach to promote a student-centered environment that fosters personalized learning and academic growth. ○ Implement strategies that support student engagement, social-emotional development, and career readiness. ○ Oversee student assessment, progress monitoring, and interventions to ensure academic and personal success.
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	<ul style="list-style-type: none"> ○ Develop a consistent approach across academies to tracking student achievement using data to monitor progress ○ Develop and implement strategies to ensure equitable access to resources and support systems for all students. <p>● Compliance & Accountability:</p> <ul style="list-style-type: none"> ○ Contribute to the strategic planning process in accordance with the school's mission and vision, and coordinate with the Academies of Christian County High School Steering Committee to progress monitor and maintain high-quality academy model implementation. ○ Ensure compliance with federal, state, and local regulations, including accreditation requirements. ○ Develop and implement school policies and procedures in alignment with district and state guidelines. ○ Contribute to the management of the school's performance metrics, including graduation rates, post-secondary enrollment, and career placement. ○ Participate in evening and weekend events, which may be required to support school and community activities. ○ Coordinates and supervises student support services associated with instruction and student learning. ○ Participate in district-level administrative meetings, as well as work with district personnel, maintenance, curriculum, and finance departments.
TERMS OF EMPLOYMENT:	Employment for 238 days, with salary to be determined by the adopted administrative 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. Evaluations will be conducted by the Executive Principal.

Board Approval: