

JOB TITLE
COORDINATOR JCPS GHEENS
INSTITUTE FOR INNOVATION

DIVISION
ADMINISTRATION

REPORTS TO
EXECUTIVE DIRECTOR JCPS
GHEENS ACADEMY FOR CURRICULAR
EXCELLENCE AND INSTRUCTIONAL
LEADERSHIP

SALARY SCHEDULE & GRADE
IV, GRADE 12

LENGTH OF WORK YEAR
260 DAYS

DATE
AUGUST 22, 2011

SCOPE OF RESPONSIBILITIES

Provides leadership in coordination of innovative school reform initiatives. Assumes responsibility for coordinating activities among district departments and serves as the liaison for universities, businesses, and community organizations in support of the JCPS Gheens Institute for Innovation.

PERFORMANCE RESPONSIBILITIES

1. Manages collaboration between the JCPS Gheens Institute for Innovation and other departments of the JCPS Gheens Academy for Curricular Excellence and Instructional Leadership/Student Assignment and district.
2. Recruits and supports school staff participation with initiatives of the JCPS Gheens Institute for Innovation.
3. Conceptualizes, initiates, and supports implementation of innovation school reform initiatives.
4. Establishes operational policies and procedures and makes any necessary modifications, based on analysis of operations and other research information.
5. Reviews and approves new programs, or recommends modifications to existing programs, submitting program and grant proposals for school board approval as necessary.
6. Serves as the JCPS Gheens Institute for Innovation liaison to universities, businesses and other community groups.
7. Provides leadership for researching, monitoring, and assessing developments in education, both nationally and internationally.
8. Assures compliance with federal, state, and district policy and administrative procedures related to the JCPS Gheens Initiative for Innovation.
9. Collaborates with District personnel to identify grant opportunities, develop proposals, monitor implementation efforts, and provide budget oversight.
10. Performs other duties as assigned by the Executive Director JCPS Gheens Academy for Curricular Excellence and Instructional Leadership.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, 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 driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Kentucky certification in supervision and/or administration
2. Three (3) years successful experience in area of assignment

DESIRABLE QUALIFICATIONS

1. Successful experience in area of research methods and strategies

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