

JOB TITLE  
DIRECTOR CULTURAL STUDIES

DIVISION  
ADMINISTRATION

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

SALARY SCHEDULE & GRADE  
IV, GRADE 14

LENGTH OF WORK YEAR  
260 DAYS

DATE  
DECEMBER 13, 2010

SCOPE OF RESPONSIBILITIES

Administers the development, implementation, and evaluation of a successful instructional program in the content areas of social studies, arts and humanities, music, and world languages and ensures that the curriculum reflects current research and theory in instruction and that professional development meets the Association for Supervision and Curriculum Development and National Staff Development Council standards and focuses on a process-based approach to cultural studies.

PERFORMANCE RESPONSIBILITIES

1. Directs the development and implementation of the K-12 curricula in Cultural Studies and ensures that the curricula is aligned with the *Kentucky Program of Studies* and reflects national content standards.
2. Identifies and promotes the best instructional practices in the Cultural Studies content areas and develops a plan that supports the districtwide implementation of those practices.
3. Directs the development, implementation, and evaluation of a districtwide, research-based professional development program that builds the capacity of teachers to transform learning experiences to reach student achievement objectives.
4. Extends the knowledge and skills of the Cultural Studies staff through ongoing professional learning that includes the study of research and theory; collaboration with local, state, and national experts affiliation with national networks; and participation in critical friends groups.
5. Evaluates effectiveness of the Cultural Studies staff in implementing districtwide policies and instructional programs.
6. Collaborates with the Executive Director Gheens Center for Educational Excellence and Innovation to identify grant opportunities, develop proposals, monitor implementation efforts, and provide budget oversight.
7. Collaborates with other leaders of curriculum and instruction at the district level to achieve the district vision and goals.
8. Collaborates with community-based organizations to complement, supplement, deepen and enhance the district's instructional programs related to the Cultural Studies program.
9. Develops and oversees an operational budget for the Cultural Studies Department.
10. Performs other duties as assigned by Executive Director JCPS Gheens Academy for Curricular Excellence and Instructional Leadership.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS

1. Master's Degree
2. Certificate in Administration and/or Supervision
3. Five (5) years successful experience in teaching and administration
4. Successful leadership experience

DESIRABLE QUALIFICATIONS

1. Doctorate Degree

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