

JOB TITLE  
DIRECTOR STUDENT  
DEVELOPMENT SERVICES

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 program that emphasizes the development of students' convictions and skills to shape a safe, sustainable, just world, including the duties of citizenship and ensures that the district curriculum reflects responsive classroom principles, civic and moral action, conflict resolution, peer mediation, real world meaning, community service, and other principles that address the whole child. Responsible for decisions that have substantial impact on the district as a whole.

PERFORMANCE RESPONSIBILITIES

1. Administers the development and implementation of a specific curriculum and/or program that is rigorous and with instruction that is personalized, differentiated and focused on the whole child.
2. Collaborates with district staff to ensure that responsive classroom principles are embedded in all district curricula.
3. Leads efforts to cooperatively work with district personnel to integrate Student Development Services initiatives into the district instructional programs designed to promote the ideals of exemplary citizenship.
4. Identifies and promotes the best instructional practices to ensure challenging instructional and authentic student performance and develops a plan that supports the districtwide implementation of those practices.
5. 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.
6. Extends the knowledge and skills of department 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.
7. Evaluates effectiveness of the Student Development Services department in implementing districtwide policies and instructional programs.
8. 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.
9. Collaborates with other leaders of curriculum and instruction at the district level to achieve the district vision and goal.
10. Collaborates with community-based organizations to complement, supplement, deepen, and enhance the district's instructional program in student development services.
11. Develops the operating budget and ensures that all functions operate within the appropriated amounts.
12. 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. The work requires activities involving driving automotive equipment.

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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