

JOB TITLE
DIRECTOR 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 14

LENGTH OF WORK YEAR
260 DAYS

DATE
AUGUST 22, 2011

SCOPE OF RESPONSIBILITIES

Provides leadership and strategic planning for the administration of educational planning, assessment, research, and development of innovative and creative District programs, identifies grant opportunities and monitors the implementation, evaluation and assesses the effectiveness of grant programs and develops, extends, and maintains professional networks with foundations, professional organizations, community groups, and corporations to encourage support for District programs.

PERFORMANCE RESPONSIBILITIES

1. Identifies grant opportunities and develops proposals that support district goals.
2. Collaborates with district staff to develop grant proposals, provides direction for implementation of awarded grants, and monitors the effectiveness of the implementation.
3. Identifies resources and materials including research, literature, videos, electronic media, models, etc. that demonstrate exemplary standards and best practices in curriculum, instruction, professional development, and school culture.
4. Develops, extends, and maintains networks with local and national foundations, professional associations, corporations, community organizations, and research and development centers for joint work.
5. Oversees appropriate budgets to support the research and development activities of the Gheens Institute.
6. 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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