

JOB TITLE
EXECUTIVE DIRECTOR JCPS GHEENS
ACADEMY FOR CURRICULAR
EXCELLENCE AND INSTRUCTIONAL
LEADERSHIP

DIVISION
ADMINISTRATION

REPORTS TO
SUPERINTENDENT

SALARY SCHEDULE & GRADE
IV, GRADE 16

LENGTH OF WORK YEAR
260 DAYS

DATE
DECEMBER 13, 2010

SCOPE OF RESPONSIBILITIES

Provides leadership for the development, implementation, and coordination of K-12 curriculum, instructional, and professional development programs. Provides on-going assessment of the effectiveness of the department using performance data from a variety of sources. Ensures a quality professional development program that is job-embedded; promotes collegial learning; is reflective of both content and pedagogical knowledge and skills; and is focused on how students learn and develop. The Executive Director ensures collaboration among department staff, the JCPS Gheens Institute for Innovation, institutions of higher learning, community organizations, and national networks.

Provides oversight of federal and state programs including Title I, Title II, Title III, and Extended School Services. Ensures compliance with federal program guidelines and provides coordination between these programs and the district's curriculum, instruction, and professional development programs.

PERFORMANCE RESPONSIBILITIES

1. Provides direction and coordination for the development and implementation of K-12 curriculum that is aligned with the *Kentucky Program of Studies*, reflects national and international content standards, and achieves the district's vision and goals.
2. Ensures that the curriculum is rigorous, culturally responsive, engages students, and promotes skills in problem solving, oral and written communication, and civic responsibility.
3. Provides direction in the identification of best instructional practices and embeds these practices in district curriculum and professional development programs.
4. Provides direction for professional development programs that support the district curriculum and instruction programs and prepare teachers and principals for anticipating and addressing the learning needs of students.
5. Monitors effectiveness of curriculum, instruction, and professional development programs by using a variety of sources of performance data and makes adjustments to programs as needed.
6. Establishes a leadership network of teachers, principals, and district staff to support and sustain curriculum, instruction, and professional development programs.
7. Identifies, coordinates, and monitors opportunities for collaboration of department staff with institutions of higher learning, community organizations, and national networks.
8. Collaborates with the Executive Director JCPS Gheens Institute for Innovation to identify grant opportunities, develop proposals, monitor implementation efforts, and provide budget oversight.
9. Oversees state and federal programs that support, enhance and extend teaching, learning, and student services including Extended School Services, Title I, Title II, and Title III.
10. Performs other duties as assigned by Superintendent.

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. A minimum of five (5) years teaching experience
4. Successful leadership experience

DESIRABLE QUALIFICATIONS

1. Doctorate Degree

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