

JOB TITLE
PRIORITY SCHOOL MANAGER

DIVISION
ADMINISTRATION

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
IV, GRADE 13

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
NOVEMBER 23, 2009

SCOPE OF RESPONSIBILITIES

Works closely with superintendent, assistant superintendents and principals to develop, implement and ensure continued student achievement improvement, provides leadership to improve curricular/instruction programs to impact student success, and works to build capacity and collaborates with district and school-level staff.

PERFORMANCE RESPONSIBILITIES

1. Reviews and approves decisions of the principal and works collaboratively with SBDM council.
2. Monitors the implementation of all school activities with the goal of improving student achievement.
3. Reviews Implementation and Impact (I&I) checks throughout the year.
4. Analyzes proof of progress work and reports of on-going assessment results, teachers' use of assessment results and student work to change instruction, interviews, and observations.
5. Provides feedback regarding Instructional Leadership Team activities, professional development, curriculum alignment, instructional methods, and school/class student management issues.
6. Provides direction to principal and monitors different school systems to ensure improved student achievement.
7. Coordinates and ensures that all resources work in a systematic way to support student achievement.
8. Provides follow-up on No Child Left Behind provisions regarding school choice and supplemental services.
9. Facilitates school's self-assessment and works with leadership team to develop goals based on results of the self-assessment within a given timeframe.
10. Provides job performance feedback to principals.
11. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. At times 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, 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 with valid Kentucky Teaching Certificate
2. Five (5) years successful teaching experience
3. Ability to work successfully with people
4. Satisfactory record of job history and performance
5. Satisfactory job references
6. Supervisor of Instruction Certificate and/or Kentucky Professional Certification in Administration and/or Supervision

DESIRABLE QUALIFICATIONS

1. Rank I with Kentucky certification in Administration and Supervision (Principal Certification) appropriate to level of assignment
2. Successful experience as a principal
3. Experience with and working knowledge of current school programs and procedures
4. Demonstrated ability to work with various diverse groups

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