

CAMPBELL COUNTY SCHOOLS

Revised: May, 2012

POSITION: Director of School Improvement/Community Education

QUALIFICATIONS:

1. Evidence of experience, expertise and knowledge of intervention and collaborative strategies for students with disabilities and students not meeting proficiency.
2. Kentucky School Administrator Certification, Supervisor of Instruction, or other certifications as deemed necessary by Superintendent
3. Experience supervising educational programs in public schools
4. Demonstrated ability to communicate effectively with students, staff, parents, and community using high quality verbal, written, and technical skills.
5. Demonstrated ability to design, promote, follow-through, and evaluate school and district improvement initiatives with stakeholders.
6. Evidence of expertise and knowledge of state assessment system, Program of Studies, Reading and Writing across the curriculum, Best Practice and Differentiated Instructional Practices

REPORTS TO: Superintendent and or Designee

Job Goal: To assist school and district staff in elevating, promoting, and communicating student achievement in all academic and non-academic areas, reducing achievement gaps, and supporting district goals.

Performance Responsibilities:

1. Assist school staff and district administrators in school improvement planning and monitoring.
2. Assist school staff and district administrators in monitoring student progress with the Response to Intervention process, using data from district, local, and national assessments.
3. Assist school and district staff through organizing trainings of intervention strategies and programs to improve achievement for all learners.

4. Facilitate meetings and support College and Career Readiness through guiding, coordinating, and supporting counselor trainings and planning.
5. Facilitate meetings with parents, faculty and student groups as requested in advancing educational and related activities and objectives.
6. Facilitate meetings with Family Resource Coordinators to support and promote district and school goals.
7. Serve as the co – district assessment coordinator.
8. Attend workshops and professional development sessions on issues needed to reduce achievement gaps, support college and career readiness goals, and share the information with school and district staff.
9. Utilize Campbell County Schools web page, cable channel, and multiple venues to communicate with CCS stakeholders.
10. Attend "Building Support for Public Schools" workshops and implement strategies appropriate for the district's needs.
11. Develop strategy/plan for alumni clubs and/or a community foundation.
12. Maintain Campbell County's district newsletter for the community.
13. Create information packets and pamphlets for parents and new/prospective residents of Campbell County.
14. Assist schools in developing professional looking materials to send home to parents, and encourage all staff to remember they are "ambassadors" for Campbell County Schools.
15. Work with community groups to develop plans for community use of school buildings.
16. Develop and strengthen ties with business and community groups.
17. Other duties as assigned by Superintendent.

Terms of Employment:

Work schedule to be established.

(See Board approved scheduling.)

Salary as established by the Board of Education.