

CERTIFIED PERSONNEL JOB DESCRIPTION

POSITION TITLE:	Ashland Regional Training Center Director
QUALIFICATIONS:	Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position. Shall demonstrate the ability to work effectively with students, peers, and adults. Shall demonstrate the ability to communicate effectively with students, parents, and faculty.
REPORTS TO:	Superintendent
JOB GOAL:	To assist district administrators in program design and development to serve preschool students with disabilities.
SUPERVISES:	Clerical assistants Early Childhood Specialists
PHYSICAL QUALIFICATIONS:	Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.
DUTIES:	Demonstrates professionalism Demonstrates program management, research, and evaluation skills. Provides consultation/collaboration/coordination. Coordinates assessment. Demonstrates professional leadership. Demonstrates implementation of technology in teaching and learning. Provides leadership in providing training and technical assistance to early childhood programs. Provides training and professional development for districts, region and state on a variety of topics. Provides on-site consultations to districts upon request. Maintains a lending library of materials. Attends KDE scheduled/monthly meetings. Collaborates and works with other RTCs in the state to provide training, support and technical assistance. Provides statewide and regional institutes. Acts in accordance with the by-laws and policies as set forth by the school/council/Ashland Independent Board of Education, Kentucky Revised Statutes and school council policies. Performs instructional duties as prescribed in the Ashland Independent Board of Education/school council policies. Performs other duties as assigned by the Superintendent in accordance with the best interest of the district.
TERMS OF EMPLOYMENT:	Salary and work year to be established by the board of education per the district's Administrative Supplements Schedule (240 days).
SALARY:	Certified Salary Schedule Performance of this position will be conducted in accordance with the board Policy on Evaluation of Certified Personnel.

Updated: 11/11/2020