

# Ashland Independent Schools

## Certified Job Description

POSITION: **Director of District-Wide Programs**

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position, as well as Superintendent Certification.
2. Shall demonstrate the ability to work effectively with students, peers, and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents, and faculty.

REPORTS TO: Superintendent

SUPERVISES: Certified and support staff personnel

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

JOB GOAL: To assist principals to support teachers to help students learn and grow.

PERFORMANCE STANDARDS:

1. Demonstrates professionalism.
2. Promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
3. Promotes the success of all students by acting with integrity, fairness, and in an ethical manner.
4. Promotes the success of all students by understanding, responding to, and influencing the larger political, social economic, legal and cultural content.
5. 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.
- 6 . Performs instructional duties as prescribed in the Ashland Independent Board of Education/school council policies.
7. Performs other duties as assigned by the Superintendent in accordance with the best interest of the school, students, and district.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the board of education per the district's Administrative Supplements Schedule.

EVALUATION:

Performance of this position will be conducted in accordance with the board policy on Evaluation of Certified Personnel. Evaluation of the Director of District-Wide Programs will be conducted by the superintendent.

Effective: 1/22/2018