

Ashland Independent Schools  
Certified Job Description

**POSITION:** Director, Head Start

**QUALIFICATIONS:**

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
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 or Designee

**SUPERVISES:** Certified and support staff personnel assigned full or part-time to the school.

**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 help teachers to help students learn and grow.

**PERFORMANCE STANDARDS:**

1. Demonstrates professionalism.
2. Promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
3. Promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
4. Promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
5. Promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
6. Promotes the success of all students by acting with integrity, fairness, and in an ethical manner.
7. Promotes the success of all students by understanding, responding to, and influencing the larger political, social economic, legal and cultural content.
8. 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 Head Start regulations and Policy Council Policies and Procedures.
- 9 . Performs instructional duties as prescribed in the Ashland Independent Board of Education/school council policies.
10. 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 Salary Schedule. (210 days)

**EVALUATION:** Performance of this position will be conducted in accordance with the board policy on Evaluation of Certified Personnel. Evaluation of Head Start Director will be conducted by the superintendent.