



Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: Administrative Learning Specialist

SCHOOL / DEPT: Academics / Special Education

EVALUATOR: Director: Special Education

SALARY SCHEDULE: Certified + Extra Service Salary Schedule

APPROVED BY: Boyle County Board of Education

DATE: APRIL 2023

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,700 students to the highest levels of achievement through growth in academics, the arts, and athletics.

ABOUT THE POSITION

The Administrative Learning Specialist will provide administrative service and technical assistance to staff as well as other stakeholders. Assist schools in strengthening instructional programs through a strategically planned, standards-based approach with a focus on narrowing the gap. This position will provide leadership in the areas of curriculum, instruction, assessment, and planning.

District-wide Projects: This position requires the employee to participate in and lead at least one district-wide project.

JOB QUALIFICATIONS

This position requires:

- Master's Degree in Education.
- Valid Kentucky teaching certification.
- Certification as Principal required.
- Four (4) years of successful teaching experience and / or experience in the area(s) of school leadership, instruction, curriculum and assessment. Special education teaching experience preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Assists with data organization from all assessments and diagnostic instruments and develops strategies for intervening with students who are experiencing difficulties.
- Engages staff in intensive data analysis and results planning.
- Implements and supports the goals determined by the district/schools' comprehensive plan.
- Works collaboratively with other educators to integrate educational initiatives and resources.
- Assists in program implementations and curriculum development.
- Assists schools in determining effective methods for the integrations of curriculum standards, instructional strategies, and the developmental use of authentic assessment.
- Models a variety of instructional strategies designed to be rigorous and mirror assessment.

- Assists in identifying professional development needs and developing long-range professional development plans.
- Coaches and models research based instructional strategies.
- Chair and/or attend admission and release committees (ARC's) as needed and upon request from school staff and/or parents.
- Supervise and evaluate resource teachers and agency/program staff as assigned by the principal/director.
- Maintain an accurate and broad knowledge base in the areas of special education programs and curriculum services, instructional strategies, and all other related areas.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Carry out other professional responsibilities including punctuality, reliability, care of equipment and materials, planning, communication, confidentiality, and following district and school policies.
- Ability to use technology for a variety of purposes, including but not limited to supporting instruction, accessing and manipulating data, professional growth and productivity, communicating and collaborating with colleagues, parents and the community, and conducting research/solving problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook, Code of Ethics for Certified School Personnel and Kentucky Revised Statutes.
- Fulfilling contractual obligations of days worked.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Students and staff as assigned.

WORKING CONDITIONS

- Regularly required to use hands for simple grasping and fine manipulatives.
- Regularly required to communicate effectively using speech, vision and hearing.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl.
- Occasionally required to sit and climb or balance. Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.