

SCHOOL LEADERSHIP SUPPORT SPECIALIST

TITLE: SCHOOL LEADERSHIP SUPPORT SPECIALIST

REPORTS TO: SUPERINTENDENT or DESIGNEE

SUPERVISES: SUPPORT PERSONNEL

JOB FUNCTION: The School Leadership Support Specialist will support the Chief of Schools and school leadership in the development, support and accountability of school leaders to ensure this vision is actualized – *All Fayette County Public School graduates are prepared for college and careers, engaged fully in their communities and ready to excel in a global society.*

MEASURES OF SUCCESS:

- Increase in student achievement and growth:
 - State Academic Standard expectations
 - District based assessments
 - Curriculum benchmark assessments
- Closing achievement and opportunity gaps
- Improve learning, culture, and environment
- Increase student, family, and community engagement
- Increase the high school graduation rate and ensure every child graduates college and career-ready

PERFORMANCE RESPONSIBILITIES:

1. Assist the Chief of Schools in the supervision of school leaders, program directors, and schools in the assigned portfolio. The key areas of focus are leadership development and student success, which includes:
 - Implementing with fidelity the district's process for school leaders to consistently monitor the effectiveness of classroom instructional practices and ensuring that instruction is adjusted to meet the individual students' needs and the district's learning expectations
 - Ensuring school leaders are implementing with fidelity the district's continuous improvement process that produces evidence, including measurable results for improving conditions that support student learning and professional practice
 - Supporting school leaders with collecting and analyzing a range of feedback data from multiple stakeholder groups to inform decision-making that results in increased organizational effectiveness and school improvement
 - Working with school leaders to ensure that students have equitable opportunities to develop skills and achieve the content and learning priorities established by the district
 - Working with school leaders to implement formal structures that ensure students develop positive relationships with and have adults/peers who support their educational experiences
 - Leading the change management process, which focuses on transforming schools resulting in a dramatic increase in student achievement
 - Assessing leadership capacity and developing an individualized Professional Growth Plan ("PGP") for each school leader, which includes conducting regular formal and informal evaluations to support the achievement of each leader's performance plans and goals of the PGP

SCHOOL LEADERSHIP SUPPORT SPECIALIST

- Developing school leaders through principal network meetings and individual job-embedded support—focused on instructional leadership
 - Developing a high-performing team of principals who leverage one another’s strengths and support one another in achieving shared goals
 - Working with schools leaders and their instructional leadership teams to assess the needs of their schools through the analysis of implementation data and student outcomes and then develop goals, a targeted theory of action and action plan
 - Work with school leaders to closely monitor school improvement and make adjustments accordingly
 - Appropriately allocate resources to provide differentiated support to schools and monitor to ensure effectiveness
 - Coordinate with District staff to provide tools, services, and strategies for differentiated school-level support for principals and instructional leadership teams that drive school improvement
2. Foster meaningful relationships with families and community partners to provide holistic support for students within and across schools, respond to opportunities and challenges presented by a diverse community, and create a strong neighborhood support structure to ensure all students are achieving.
 3. Assist the Chief of Schools in managing team administration and operations in adherence to district policy, state law, and in the best interests of all students. This includes making sure that all team members are held accountable for meeting clear expectations.
 4. Support and assist the Chief of Schools in creating a climate of professional collaboration, in evaluating programs, services, resources, and practices, and in developing a smooth flow of information within and across schools.
 5. Each School Leadership Support Specialist is expected to demonstrate a high level of moral imperative to work in the best interest of children. Demonstration of high levels of integrity, honesty, credibility, and courage to make difficult yet necessary decisions is a must.
 6. Attend and participate in meetings, including Board of Education, Equity Council, SBDM and other meetings as assigned.

QUALIFICATIONS AND KEY COMPETENCIES:

1. Is an instructional leader with deep knowledge of literacy and numeracy, as well as experience designing and implementing successful instructional strategies for English Language Learners, students with special education needs, students identified as gifted and/or talented, and students who are reaching for proficiency.
2. Has a proven track record of supporting, leading, and sustaining school improvement efforts.
3. Expertise in leadership development, building an effective team, coaching, and ensuring professional growth for all school leaders.
4. Effectively guides schools to commit to high expectations for all students by setting actionable, measurable goals and seeing them through to completion.
5. Is a strong communicator; speaking, listening and writing.
6. Understands how to use multiple sources of data to inform daily decisions to improve instructional practice and instills this practice in others.
7. Pursues and implements innovative ideas and methods, remains committed to seeking out and sharing current research and evidence-based best practices.
8. Is knowledgeable of operations, management and organizational design and uses this knowledge to ensure improved student outcomes.
9. Builds collaborative relationships with a wide variety of constituent groups, including external partnerships, to ensure the entire system operates in the most effective manner possible to support school and principal needs.
10. Is astute, keenly aware of the interests and motivations of others, and acts with integrity in a politically-charged environment.
11. Demonstrates an unyielding commitment to continuous improvement and an unwavering belief that all students can achieve at high levels.
12. Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
13. Performs other duties as assigned

SCHOOL LEADERSHIP SUPPORT SPECIALIST

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- 4 year degree from accredited college or university; Master's degree in Education.
- Experience managing within a complex educational organization is essential, as well as experience teaching urban youth and/or coaching, teaching, and mentoring educators for a minimum of five years.

LICENSES AND OTHER REQUIREMENTS:

- Kentucky certification in Administration and Supervision
- Superintendent Certificate (preferred)

Original Date: _____ *May 2017* _____

Revision Date: _____