

## DIRECTOR of TEACHER AND LEADER EFFECTIVENESS

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**TITLE:** Director of Teacher and Leader Effectiveness

**REPORTS TO:** Superintendent's Designee

**SUPERVISES:** Assigned Staff

**JOB FUNCTION:** Coordinates and oversees services for hiring managers of both classified and certified staff regarding monitoring evaluation processes and trainings, professional development district/school-wide, works closely with the district instructional leadership coordinating teacher and leader effectiveness efforts

### MEASURES OF SUCCESS:

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- Increase teacher and leader effectiveness through the professional learning and Aspiring Leadership programs systems.
- Increase in new teacher retention.
- Increase in the number of National Board-Certified Teachers in the district.

### DUTIES AND RESPONSIBILITIES:

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- Coordinate the professional development plan within the district/schools to address goals and objectives to meet the needs of students, teachers and staff.
- Serve as a communication link for administrators and teachers regarding professional development training related to evaluation.
- Develop, maintain, update a plan for implementing, monitoring, and evaluating the teacher professional development plan.
- Serve as a communication link for universities, community groups, and professional organizations, which are developing professional development training.

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- Coordinate performance evaluation of both certified and classified staff.
- Coordinate performance evaluation of administrative/supervisory personnel.
- Work closely with Associate Directors of Human Resources (Certified/Classified), as well as Director of Human Resources to plan/administer series of seminars for personnel aspiring for leadership positions.
- Oversee New Teacher Induction Program processes and paperwork.
- Regularly attend and work closely with district leadership teams.
- Oversee National Board Certification (NBC) mentor program and verification of NBC work assignment.
- Consult with district leadership regarding district and school professional growth and development activities.
- Work closely with the district staff, as needed, for personnel investigations.
- Work closely with hiring managers on progressive discipline and corrective action plans.
- Coordinate professional development to address areas associated with corrective action plans, progressive discipline, etc.
- Coordinates and directs staff assistance teams.
- Coordinate development/revision of classified/certified personnel evaluation instrument/process, administer the evaluation program, and coordinates process for collection and scanning of status recommendations.
- Coordinate the membership of and oversees the Certified Evaluation Appeals panel.
- Oversee certified tenure research and previous work experience.
- Demonstrate 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.
- Maintain regular attendance.
- Perform other duties as assigned.

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**PHYSICAL DEMANDS:**

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- 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:**

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- Master's Degree in Education
- Five (5) years of successful teaching experience at the elementary or secondary level with a broad background in a variety of assignments.
- Three (3) years administrative/supervisory experience at the elementary or secondary school level preferred.

**LICENSES AND OTHER REQUIREMENTS:**

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- KY administrative certification
- Kentucky teaching certification
- PHR or SPHR certification (preferred)

*Original Date: \_\_\_\_\_*

*Revision Date: 01/1995*

*Revision Date: 01/1996*

*Revision Date: 02/2001*

*Revision Date: 07/2012*

*Revision Date: 08/2013*

*Revision Date: 09/2015*

*Revision Date: 11/2021*

*Administrative Additive Level 5*