



NEW:
3/19/2025

Submitted:
03/18/2025

JOB TITLE:	SPECIALIST ACADEMIC PROJECTS (ASSESSMENT)
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4127
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The Specialist Academic Projects (Curriculum) collaborates with district and school staff to manage academic projects from inception to conclusion. The specialist provides clarity and organization of all district funded high quality assessment resources. The specialist works with vendors to vet instructional and assessment materials and with school staff to determine needs. The specialist also tracks contracts, manages logistics, and coordinates other professional learning and support to ensure schools have high quality resources and supports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Follows a protocol to vet high quality assessment resources including tracking data to monitor implementation and to measure impact.
- Synthesizes data and prepares reports to summarize impact findings.
- Works with Assistant Superintendents and content specialists to determine resource needs to support school level work.
- Leads and tracks the yearly curriculum refinement process
- Works directly with vendors and district partners to provide high quality instructional resources, training and support
- Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives
- Works with others in the department to lead continuous improvement efforts that will reduce the achievement and opportunity gaps
- Processes and tracks district contracts
- Communicates with departments across the school district to maintain consistent messaging and support
- Provides regular updates and needs assessments to leadership
- Plans and executes professional development as needed
- Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to areas of supervision
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, carrying, or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

MINIMUM QUALIFICATIONS

Master's degree with Kentucky Teacher Certification

Three (3) years of successful experience as a teacher
Demonstrated Leadership with Diverse Groups
Ability to articulate vision of best practice for instructional programs
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience working at the district level to support school content and curriculum needs
Experience in diverse workplace
Strong communication skills and the ability to multitask regularly