

JOB DESCRIPTION

POSITION TITLE: Director, Academic Supports and Enrichment	JOB CODE: 620A
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Academic Supports and Enrichment	WORKDAYS: 231
REPORTS TO: Assistant Superintendent, Teaching & Learning	PAY GRADE: Director CDR (5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the development, implementation, and evaluation of comprehensive assessment and personalized learning programs; plans, develops, organizes, and implements the policies, regulations, guidelines, and procedures pertaining to assessment, instruction, instructional resources and compliance of the programs within the Assessment & Personalized Learning Office.	
REVISION DATE(S): 10/25; 7/26	

REQUIREMENTS:

1.	Educational Level: Master's degree required; Specialist Degree Preferred
2.	Certification/License Required: Valid Georgia Educational Leadership Certification
3.	Experience: 5 years in K-12 school programs; 3 years building or district level leadership experience; school principal experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization, computer technology skills, leadership, interpersonal and public relations

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides supervision, support, and leadership development for the Assistant Director of Assessment & Personalized Learning and Supervisors of Assessment, Personalized Learning, and Advanced Learning.
3.	Assists with the development, implementation, evaluation, and continuous improvement of a comprehensive K-12 assessment system, including local assessments, state assessments, and national assessments.
4.	Assists with the selection and staffing of Department personnel and conducts performance evaluations of all department supervisors and the assistant director.
5.	Assists with program planning and evaluation to improve the efficiency and effectiveness of instructional initiatives.
6.	Collaborates with other directors to support a comprehensive assessment system and increase personalized learning opportunities for all students, including gifted, advanced, and underperforming students.
7.	Works effectively with other District leadership to ensure a team approach for K-12 summer programs.
8.	Provides supervision and support to monitor compliance in the following programs: EIP, REP, Gifted Education, RTI/SST, Dual Enrollment, and Assessment.
9.	Prepares and maintains an annual budget for all learning programs to ensure long-term and short-term plans are aligned with District and State priorities.
10.	Represents the District and the Division of Teaching & Learning on cross-functional, system-wide, and community-based committees as directed by the Assistant Superintendent of Teaching & Learning.

11.	Promotes effective instructional practices and communication that support high levels of instruction through the use of research-based data driven best practices.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____