Director of Advanced Studies

Purpose Statement
The job of Director of Advanced Studies is done for the purpose/s of leading and growing student participation in advanced studies programs, which enable students to learn key professional skills, acquire Real World Learning experiences, and attain Market Value Assets (MVAs) crucial for college and employment success. This position requires close coordination and communication with students, parents, school counselors, administrators, partner universities, and other area school district personnel. Additionally, this position strives to develop, analyze, and implement processes and procedures geared toward maximizing student, parent, and staff knowledge of advanced programming available through Liberty Public Schools.

This job reports to the Executive Director of Curriculum, Instruction and Accountability

Essential Functions

- Advertises advanced studies programs to middle level students and parents for the purpose of developing an early awareness and interest in the programs.

- Collaborates with internal and external personnel (e.g. other administrators, public agencies, higher ed., NCAA, community members, private schools, state departments of education, etc.) for the purpose of implementing and/or maintaining services and programs.

- Collaborates with the Director of Assessment for the purpose of ensuring documentation of national and statewide tests that impact students’ ability to participate in advanced studies programs.

- Collaborates with local advanced studies programs (e.g. ACC, NCC, NCAPS, KC Tech Academy, etc.) for the purpose of showcasing these programs to students and families.

- Compiles data from a variety of sources for the purpose of developing and/or evaluating programs and/or complying with financial, legal and/or administrative requirements.

- Compiles data from a variety of sources with local advanced studies programs (e.g. ACC, NCC, NCAPS, KC Tech Academy, etc.) for the purpose of showcasing these programs to students and families.

- Creates and maintains collateral materials for each of the advanced studies programs (e.g. District webpage, informational videos, etc.) for the purpose of marketing the local advanced studies programs.

- Educates students and families on the high school catalog, pathways, and graduation requirements for the purpose of ensuring students are adequately prepared when the time comes to enroll in the advanced studies program they are interested in.

- Evaluates programs and/or projects (e.g. master scheduling, AP/Dual Credit, Program of Studies, etc.) for the purpose of carrying out and achieving objectives within the Innovation and Learning Department.

- Facilitates and participates in meetings, workshops, seminars for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

- Meets individually with students interested in Early College for the purpose of preparing them for the application process and increasing their chance of acceptance into the program.
- Monitors budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget, and fiscal practices are followed.

- Oversees a variety of files, documents, and student records for the purpose of documenting and/or providing reliable information necessary for the proper implementation of Advanced Programs and Dual Credit opportunities.

- Plans and creates virtual opportunities for families for the purpose of increasing awareness about local advanced studies programs.

- Plans and attends events and school visits (e.g. evening parent/student meetings, lunch visits, MCC tours, etc.) for the purpose of marketing the local advanced studies programs at the middle and high school levels.

- Prepares a variety of written materials (e.g. plans, budgets, funding requests, reports, analyses recommendations, procedures, needs assessments, evaluations, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing support materials for requested actions.

- Prepares professional development training documents and activities for the purpose of supporting LPS secondary school staff with master schedule building.

- Researches a variety of topics (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.

- Responds to a variety of inquiries from students, parents, staff, and other organizations for the purpose of resolving problems or providing information.

- Supervises the marketing, application and student selection processes, as well as day to day operations of the Early College Academy including serving as the LPS MCC Freshman Seminar Instructor of record for the purpose of ensuring the program is running smoothly.

- Tracks student enrollment for advanced studies programs (e.g. Area Career Center (ACC), Northland Career Center (NCC), Northland Center for Advanced Professional Studies (NCAPS), KC Tech Academy, Early College Academy, etc.) for the purpose of ensuring that students are appropriately enrolled with the District and all criteria are met.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects, preparing and maintaining accurate records, communication, leadership, work independently, persuasiveness, implementation, etc.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: student information management systems, on-line applications, graduation requirements, and diverse cultures and communities.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data
utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with others of varied knowledge and backgrounds, establishing and maintaining effective working relationships, working as part of a team, and adapting to changing priorities.

Responsibility
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 50% sitting, 25% walking, 25% standing. The job is performed under minimal temperature variations.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): Masters degree in job-related area.

Education (Preferred):

Equivalency: .

Required Testing
None Specified

Certificates and Licenses
None Specified

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date
7/1/2021

Salary Grade
See Administrator Salary Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.