**JOB DESCRIPTION**

**POSITION TITLE:** Director, Leadership Management and Evaluations  
**JOB CODE:** 473J

**DIVISION:** Human Resources  
**SALARY SCHEDULE:** Annual Central Office Personnel

**DEPARTMENT:** Leadership Management and Evaluations  
**WORK DAYS:** 238

**REPORTS TO:** Deputy Superintendent  
**PAY GRADE:** CDR (5,6, or 7)

**FLSA:** Exempt  
**PAY FREQUENCY:** Monthly

**PRIMARY FUNCTION:** Directs the management, continuous development of system Leadership, employment activities, and customer service for local school and central office administrative positions under the leadership of the Deputy Superintendent, for local school and central office.

**REQUIREMENTS:**

1. **Educational Level:** Master Degree required; Specialist Degree preferred
2. **Certification/License Required:** Valid Georgia Leadership Certificate required
3. **Experience:** 3 years school Principal experience required
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities
5. **Knowledge, Skills, & Abilities:** Written and oral communication; leadership; project management; planning; public relations; organization; computer technology

*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. Directs and manages the Office of Leadership Management and Evaluations.
3. Serves as the Director for the design and execution of Professional Learning for the continuous development of CCSD Leaders.
4. Manages the employment processes, procedures, career pathways, professional learning and leadership development.
5. Manages all employment activities for Leadership Management; including recruiting, employment, reassignments, salary, certification and retention of highly qualified central office and local school administrators.
6. Counsels regularly with current and prospective administrators on career pathing and other issues of concern.
7. Directs the District’s succession management program for administrators.
8. Presents staff development for leadership academies; manages and assesses prospective administrators.
9. Collaborates and interviews with level assistant superintendents to determine top candidates for local school administrative positions.
10. Makes referral decisions for vacancies and/or supervises the referral of candidates for vacancies.
11. Directs the identification and selection procedures of local school administrators and central office administrators with the rank of assistant director and above.
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<td>Develops and implements divisional policies, rules, and procedures; ensures adherence to all District Policies and Administrative Rules; prepares and submits Monitoring Reports, as scheduled, to affirm compliance with BOE governance policies.</td>
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<td>Serves as the Director for the implementation and communication of the Teacher and Leader Keys Effectiveness System (TKES and LKES) evaluation and other employee evaluation instruments.</td>
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<td>Oversees CCSD Evaluation System websites and ensures the relevant websites provide the most current and accurate information.</td>
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<td>15</td>
<td>Coordinates daily administration of the TKES and LKES evaluation process for certified personnel, to include conducting evaluator training and responding to questions on the evaluation process and tools.</td>
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<td>Advises and consults with principals and district leadership to provide support regarding all aspects of the TKES and LKES evaluation process.</td>
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<td>17</td>
<td>Coordinates daily administration of the evaluation process for other certified personnel and classified personnel, to include development of new evaluation instruments, conducting evaluator training, and responding to questions on the evaluation process.</td>
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<td>Oversees and ensures evaluation office participation in any required and/or necessary DOE training or webinars to stay current in training techniques, policies and procedures, including becoming a district TKES/LKES trainer.</td>
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<td>Attends and professionally represents the Human Resources division at all related meetings and functions.</td>
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<td>Participates in planning, prioritizing, budgeting, and resource allocation for Human Resources.</td>
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<td>Collaborates and interviews with level assistant superintendents to determine top candidates for local school administrative positions.</td>
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<td>Supervises and evaluates direct report employees.</td>
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<td>Performs other duties as assigned by the Deputy Superintendent.</td>
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Signature of Employee ____________________________  Date ____________________

Signature of Supervisor ____________________________  Date ____________________