

**Curriculum & Instruction**  
**Director of School Culture**

**JOB SUMMARY**

- Design, manage, and monitor specific goals, programing, and training to improve school culture in every Knox County School.

**QUALIFICATIONS**

- Master's Degree required
- Five year's administrative experience with a record of performance that exceeds expectations
- Valid Tennessee Teaching license required with appropriate administrator/supervisor endorsement preferred.
- Systems-level thinker who can craft a vision for how an organization should approach student behavior and culture work.
- Possess a clear vision of what great school culture looks like and the ability to articulate this vision to schools and staff.
- Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate and acceptable

**ESSENTIAL FUNCTIONS/JOB DUTIES**

- Report to the Assistant Superintendent- Curriculum & Instruction
- Work with department supervisors to:
  - Establish specific goals, curriculum, training and programing for school culture, elementary student social emotional responses, chronic absenteeism, restorative practices, trauma aware practices, and basic classroom management work across all Knox County Schools.
  - Deploy new and innovative pilots/possible solutions to address challenges schools face in the areas of student social emotional needs, root cause analysis for poor student attendance, and root cause analysis for negative behavior choices.
  - Develop a written plan to make sustainable annual progress in school and district accountability measures – chronic absenteeism, disparities in suspension, etc.
  - Analyze district data and input from school principals to identify the greatest challenges to school culture across the district.
  - As school -level culture needs are identified, develop and articulate a vision and programs to address the prioritized needs.
  - Build on-the-ground school teams to provide ongoing real-time support for schools. Conduct regular school culture walk throughs to maintain a high bar of excellence and support.
- Supervise and evaluate the Supervisor of Social Workers and Pre-K to 5 Counselors, Coordinated School Health Specialist, and Supervisor of Positive School Culture.
- Coordinate a multi-year plan for creating safe, nurturing, supportive environments in each school based on their specific needs to allow them to thrive academically.
- Continually Research and implement new positive school culture initiatives in each building.
- Identify external partners from whom KCS can learn from and receive support from to carry out this work.
- Train our school leaders and district staff for implementation of highly effective programs.
- Write, update, and maintain policies and procedures related to school culture.
- Plan and implement a behavior management system consistent with the KCS Discipline code and Knox County Board of Education Policies.
- Provide for compliance with procedural safeguards for all state, federal and Knox County rules and regulations.
- Develop and oversee Safe Schools budget. Work in conjunction with the Executive Director of Teaching & learning to develop the Title IV budget. Work with the Federal Programs Office for oversight of the Title IV budget.

- Work closely with the KCS Ombudsman who will serve as a liaison for the Disparities in Educational Outcomes Committee
- Develop a plan that aligns to the district initiatives.
- Model professionalism and adhere to local, state, and federal laws and policies, including all Knox County Board of Education Policies
- Perform other duties assigned