



REVISED:
07/01/2016

JOB TITLE:	SPECIALIST ADMINISTRATOR RECRUITMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IV, Grade 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4181
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides support and technical assistance in the area of administrator recruitment and development; surveys system- wide administrator development needs; develops, implements, and monitors effectiveness of administrator recruitment and development programming; remains current on education administrator trends, regulations and legislation to insure program remains competitive and in compliance; organizes and monitors administrator professional development and certified professional leave.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and/or assists in short-range and long range administrator recruitment and development planning

Works cooperatively with supervisor and other district personnel to assess and address district priorities and needs in the areas of administrator recruitment and development

Researches past and current practices in administrator recruitment and development and integrates research into all areas of responsibility

Works cooperatively with supervisor and university partners to develop and implement recruitment programming

Coordinates appropriate evaluation training materials and programs

Provides technical assistance to district and school staff in certified employee evaluation system implementation. Provides technical assistance to district and school staff in the areas of professional leave and certified professional leave

Assures compliance with local, state and federal regulations and procedures related to administrator recruitment and evaluation training

Assures compliance with JCPS Mission and Vision related to unit responsibilities

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work require driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Administration (Principal Certification)

Three (3) years successful experience in local school administration

Effective written and verbal communication skills

DESIRABLE QUALIFICATIONS