



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	ASSOCIATE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8498
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a project, program or activity having limited overall impact on the District and requiring limited variety of standard practices and procedures; contact outside the unit are limited to routine matters; requires routine supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of a project, program or activity and evaluates staff as assigned

Develops, establishes or administers project, program or activity

Serves as liaison with other units, departments or outside agencies as required

Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned

Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of project, program or activity

Prepares and/or assists in preparation or reports, records and other documentation as required

Accumulates and researches data, documents and other pertinent information as required

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment

Prepares, delivers or assists with training opportunities as appropriate

Completes all trainings and other compliance requirements as assignment by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years successful experience in area of assignment

Successful leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree or higher

Kentucky Professional Certification in Administration and/or Supervision

Experience in a diverse workplace