JOB TITLE:	SPECIALIST ACADEMIC COMPETITION
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4262
BARGAINING UNIT:	CERX

REVISED: 07/17/2019

Submitted: 07/16/2019

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a project, program or activity involving academic competitions and having significant impact on the District; requires adaptation and interpretation of standard practices and procedures; contacts outside the unit require exercise of judgment to obtain approval.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership to coordination of a project, program, or activity involving academic competitions
- 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 assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

- Master's Degree or equivalent with Kentucky Teacher Certification
- Three (3) years of successful experience in area of assignment
- Successful leadership experience
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Kentucky Professional Certification in Administration and/or Supervision
- Experience in a diverse workplace