



NEW:  
07/01/2018

JOB TITLE:	EXECUTIVE ADMINISTRATOR OF SCHOOL SUPPORT (ELEMENTARY,MIDDLE,HIGH)
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4054
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Provides leadership to assist principals and school leadership teams in the implementation of an effective academic program. Assists the assistant superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for students and families. Assist assistant superintendent in evaluations of school principals.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Coaches principals in schools to achieve higher achievement levels for students with particular attention paid to closing the achievement gap
- Focuses on using multiple sources of data to assist principals in determining strategies to support student success; identifies professional development needs based on data indicating schools' needs
- Supports and assists planning professional development and helps school leaders address academic and other challenges to support student success
- Engages in meaningful dialogue with principals to address instructional, social and emotional, and other needs of students and families
- Completes performance evaluations of principals as requested by assistant superintendent
- Supports parents, students, families, and community members in resolving conflicts
- Assists principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning
- Identifies recurring obstacles to student success through the study of common causes of discipline problems and works with school leadership to address these problems with particular attention to the achievement gap
- Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work at times requires bending, squatting, crawling, 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 driving automotive equipment.

**MINIMUM QUALIFICATIONS**

- Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)
- Five (5) years successful administrative experience
- Three (3) years successful experience as a teacher
- Experience in the evaluation of classroom teachers
- Experience leading diverse groups of people
- Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as a principal
Leadership experience in implementing programs in a school district