



REVISED:
07/01/2018

JOB TITLE:	EXECUTIVE ADMINISTRATOR OF SCHOOL CHOICE
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8181
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

The Executive Administrator is responsible for supporting the Board of Education in its role as a charter school authorizer, including providing administrative leadership, management, and implementation of district processes and procedures relating to charter school authorization; and other projects and initiatives as directed by the Superintendent. Additionally, the department of student assignment and the magnet office will report to the Executive Administrator.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Ensures compliance with statutes and administrative regulations governing the Board’s role as a charter school authorizer
- Develops and implements procedures in accordance with applicable statutes and administrative regulations, to guide the Board’s performance of its duties as a charter school authorizer
- Coordinates training for Board and staff regarding the Board’s role as a charter school authorizer
- Coordinates with other departments and divisions within the District including, but not limited to Student Assignment, Financial Services, Human Resources, and Operations for the efficient and effective implementation of the Board’s role as a charter school authorizer
- Stays current with all legislation and administrative regulations relating to charter schools
- Establishes close working relationship with KDE, DSBA, other Kentucky authorizers, and national education organizations to identify and implement evidence-based best practices for charter school authorizers
- Provides administrative support and regular reports to the Board in their role as a charter school authorizer
- Oversees the work of the Student Assignment Department including magnets, transfers, and all other functions involving assignment of students to schools
- Collaborates with other departments to ensure the smooth operations of student assignment functions
- Supports families and students as they make choices for school; facilitates problem solving with families and schools to address concerns
- Oversees the work of the Demographics department and is responsible for student projections to schools
- Performs all 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, reaching, with the ability to lift, carry, push or pull light weights. This work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

- Master’s Degree or higher with Kentucky Certification in Administration or Classified Administrator with a Bachelor’s Degree and Policy experience
- Five (5) years of relevant policy/regulation experience
- Extensive knowledge of federal and state laws and regulations

Proven leadership experience with diverse populations

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree in Public Policy, Public Administration, or related field

Experience working with the Kentucky Department of Education

Extensive experience working collaboratively with diverse, external organizations

Footnote

Submitted 6/12/18