



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

JOB TITLE:	EXECUTIVE ADMINISTRATOR 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 of School Choice 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. 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

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

Evaluates staff as assigned

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
Experience in a diverse workplace