



NEW: Submitted:  
07/17/2019 07/16/2019

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

#### 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