



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

JOB TITLE:	SPECIALIST SYSTEMS IMPROVEMENT AND PLANNING
DIVISION	ACCOUNTABILITY, RESEARCH, AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II/IV GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8663
BARGAINING UNIT:	CLAS/CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of school improvement planning and systems improvement; monitoring and implementation of assigned program or activity; provides inservice as assigned; surveys systemwide needs in area of assignment and determines effectiveness of assigned program or activity.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Develops, establishes or administers project, program or activity
- Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned
- Prepares and/or assists in preparation or reports, records and other documentation as required
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
- Provides technical assistance to District and school staff in the areas of planning and systems improvement
- Maintains communication and works closely with District staff and local school staff in assessing and addressing the District's priorities and needs and in developing, reviewing and revising school improvement plans as needed
- Serves as liaison with other units, departments or outside agencies as required
- Accumulates and researches data, documents and other pertinent information as required
- Prepares, delivers or assists with training opportunities in systems improvement and planning as appropriate
- Completes all trainings and other compliance requirements as assigned 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.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Three (3) years of successful experience in area of assignment
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Master's Degree or higher in area of research, program evaluation, statistics, or related field
- Kentucky certification in supervision and/or administration
- Successful experience in area of research methods and strategies
- Experience in a diverse workplace

