



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

JOB TITLE:	ADMINISTRATOR PART-TIME
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	AS DETERMINED BY THE BOARD
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4255
BARGAINING UNIT:	RCEA

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a project, program or activity having moderate impact on the District occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside unit are limited to routine matters where approval is needed; requires general supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Develops, establishes or supports 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 leadership to coordination of a project, program or activity and evaluates staff 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
- 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 as appropriate
- Completes all trainings and other compliance requirements as assignment 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, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Three (3) years successful experience in area of assignment
- Successful leadership experience
- Kentucky Professional Certification in Administration and/or Supervision
- Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree or higher
Experience in a diverse workplace