



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

JOB TITLE:	ASSOCIATE SCHOOL CHOICE
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II/IV, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4237
BARGAINING UNIT:	CERX/CLASS

**SCOPE OF RESPONSIBILITIES**

Provides leadership to coordination of the School Choice division's projects, programs or activities. Supports the work of the department.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides leadership to coordination of projects, programs or activities
- Develops, establishes or administers projects, programs or activities
- Serves as liaison with other units, departments or outside agencies as required
- Makes recommendations regarding implementation of projects, programs or activities 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 projects, programs or activities
- 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 by the designated deadline
- Performs 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, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

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

**DESIRABLE QUALIFICATIONS**

- Bachelor's Degree or higher
- Kentucky Professional Certification in Administration and/or Supervision
- Experience in a diverse workplace

