



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

JOB TITLE:	EXECUTIVE ADMINISTRATOR SCHOOLS (ELEMENTARY, MIDDLE, HIGH)
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4054
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to assist Principals and school leadership teams in the implementation of an effective academic program. Assists the Assistant Superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for students and families. Assists Assistant Superintendent in evaluations of school Principals

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coaches Principals in schools to achieve higher achievement levels for students with particular attention paid to closing the achievement gap

Focuses on using multiple sources of data to assist Principals in determining strategies to support student success; identifies professional development needs based on data indicating schools' needs

Supports and assists planning professional development and helps school leaders address academic and other challenges to support student success

Engages in meaningful dialogue with Principals to address instructional, social and emotional, and other needs of students and families

Completes performance evaluations of Principals as requested by Assistant Superintendent

Supports parents, students, families, and community members in resolving conflicts

Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning

Identifies recurring obstacles to student success through the study of common causes of discipline problems and works with school leadership to address these problems with particular attention to the achievement gap

Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs

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

Evaluates staff as assigned

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 driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)

Five (5) years of successful administrative experience

Three (3) years of successful experience as a teacher

Experience in the evaluation of classroom teachers

Experience leading diverse groups of people
Effective communication skills
DESIRABLE QUALIFICATIONS
Successful experience as a Principal
Leadership experience in implementing programs in a school District
Experience in a diverse workplace