



NEW: 07/01/2019  
Submitted: 05/14/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR RESEARCH AND SYSTEMS IMPROVEMENT
DIVISION	ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8451
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides technical assistance to District and school staff in the areas of research and program evaluation, monitoring and implementation of assigned program or activity; provides professional development as assigned; surveys system-wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of staff, committees and other groups as assigned.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Supervises and provides direction to implement goals, objectives and functions of the organizational unit
- Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated amounts
- Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising research and program evaluations as needed
- Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
- Supervises and directs the work of staff, committees and task forces as assigned
- Works cooperatively with the designated coordinator and staff development personnel to provide professional development in research and program evaluation as needed
- Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities
- Provides technical assistance to District and school staff in the areas of research and program evaluation
- Assures compliance with local, state and federal regulations and procedures related to research and program evaluation
- Assures compliance with Board Goals and Administrative Objectives related to research and program evaluation
- 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 requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

- Master's Degree or higher in area of research, program evaluation, statistics, or related field
- Three (3) years successful experience in area of assignment
- Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky certification in supervision and/or administration
Successful experience in area of research methods and strategies
Experience in a diverse workplace