



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