



REVISED: Submitted:  
03/29/2023 03/28/2023

JOB TITLE:	EXECUTIVE ADMINISTRATOR STUDENT SUPPORT SERVICES
DIVISION	CHIEF OF STAFF
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4244
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to assist principals, school leadership, and district teams in the implementation of effective academic programs and related support programs. Assists the Chief of Staff in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities and supports for students and families.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to principals and school staffs in developing systems and structures that support an inclusive model
Provides leadership to principals and school staffs to support an effective student support system
Focuses on using multiple sources of data to assist principals in determining support strategies to promote student success
Identifies professional development needs based on data indicating schools' needs
Provides leadership to principals and school staffs to help develop systems that engage and support
Acts as liaison for community partnerships
Works closely with the Chief of Staff to support all aspects of the work within the division
Cooperates and coordinates with other organizational divisions and principals to implement common goals and objectives
Provides leadership in working with principals and school staffs in planning and implementing District, state and federal guidelines, policies and procedures
Identifies recurring obstacles to student success and collaborates with school leadership to address these obstacles with particular attention to gaps in services to students
Assumes effective implementation of District goals and objectives where applicable
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 of a school
Leadership experience in implementing programs in a school district
Experience in a diverse workplace