



NEW: Submitted:  
09/30/2020 09/29/2020

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIVERSITY, EQUITY, POVERTY
DIVISION	DIVERSITY, EQUITY, POVERTY
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4057
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the District's Diversity, Equity, Poverty Department; plans, organizes, and implements recruitment, retention, position management and staffing activities; maintains contact with other departments internally (including, but not limited to Budget and Payroll, Academic Services, Information Technology) and externally on routine matters where significant judgment is required.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, provides direction, and implements goals, objectives and functions of the District Diversity, Equity, Poverty Department

Initiates policy, formulates and recommends goals and objectives of Diversity, Equity, Poverty Department as appropriate

Develops the operating budget for Diversity, Equity, Poverty Department and assures that all functions operate with the appropriated amounts

Prepares required and special reports as requested

Assists Principals and/or other organizational units to implement common goals and objectives of Diversity, Equity, Poverty Department

Assures compliance with federal, state statutes and regulations, and District policy and administrative procedures

Assures effective implementation of District goals and objectives where applicable

Provides leadership and direction to support implementation, continuation, and innovation of racial equity

Responds to open records requests, subpoenas, and other outside requests

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, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Master's Degree and Kentucky Certification in Administration

Three (3) years of successful experience in school leadership and administration

Kentucky teaching certificate

#### DESIRABLE QUALIFICATIONS

Advanced preparation in area of assignment

Experience in a diverse workplace

