



REVISED: 03/19/2025
Submitted: 03/18/2025

JOB TITLE:	EXECUTIVE ADMINISTRATOR
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8741
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Coordinates and assists the Assistant Superintendents of Academics by providing leadership in the planning and development of district initiatives and curricular resources to enhance professional learning, and support federal programs including Title I, II, and IV. Collaborates with district leadership to assess academic and professional learning needs for ongoing support. Provides leadership to insure district compliance with applicable federal and state regulations in areas of supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides instructional leadership and oversight regarding district-adopted high quality instructional resources (HQIRs) and supports equitable access for all instructional resources and assessments
Provides leadership to district leaders, instructional coaches, and schools to support effective instructional practices
Provides leadership to design, develop and/or recommend instructional approaches, resources and tools to support teachers in the design and implementation
Works with Assistant Superintendents and content specialists to determine resource needs to support school level work
Works with others in the department to lead continuous improvement efforts that will reduce achievement and opportunity gaps
Manages and oversees all Title I, II and IV funding streams designed to support schools, District priorities, goals and strategic plans
Assists with the implementation of Professional Learning Communities in the schools by providing the necessary tools and professional development as needed
Cooperates and coordinates with other organizational departments, Executive Administrators and principals to implement common goals
Supervises, directs, and coordinates the work of staff and committees as assigned
Provides instructional assistance to district and school staff to obtain information regarding the effectiveness of assigned programs, activities and systems work
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

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

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

Five (5) years of successful administrative experience

Experience in evaluation

Experience with Professional Learning Communities

Experience leading diverse groups of people

Effective writing and communication skills

Understanding of systems management

DESIRABLE QUALIFICATIONS

Leadership experience in implementing programs in a school district

Experience in a diverse workplace