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| JOB TITLE: | EXECUTIVE ADMINISTRATOR ACADEMICS |
| 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 |

New:
03/18/2025

Submitted:
03/19/2025

| SCOPE OF RESPONSIBILITIES |
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| 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 ensure district compliance with applicable federal and state regulations in areas of supervision. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
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| 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 the 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 |
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| 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. |

| MINIMUM QUALIFICATIONS |
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| 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 |
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| Leadership experience in implementing programs in a school district |
| Experience in a diverse workplace |