

## **ESTABLISHMENT OF NEW JOB DESCRIPTION**

### **BACKGROUND AND RATIONALE:**

#### **Senior Director of Administration**

To provide support services for Fayette County Public Schools necessary to ensure a positive, well-maintained learning and work environment that supports the educational process and facilitates student achievement. Participate in the formulation of District policies and plans regarding non-instructional administration services. Serves as the principle advisor to the Board of Education and the Superintendent in matters that relate to Financial Services, Budgeting and Staff, state standard administrative data system and Human Resources.

### **PROPOSAL:**

To establish the position of Senior Director of Administration

<b><u>Item</u></b>	<b><u>Amount</u></b>	<b><u>Funding Source</u></b>	<b><u>Recurring/ Nonrecurring</u></b>	<b><u>Measurable Expected Impact and Timeline</u></b>
Senior Director of Administration	Certified Salary Schedule ; Hay grade 16 (\$44,842)	General Fund	Recurring	To provide support services for Fayette County Public Schools necessary to ensure a positive, well-maintained learning and work environment that supports the educational process and facilitates student achievement. Participate in the formulation of District policies and plans regarding non-instructional administration services. Serves as the principle advisor to the Board of Education and the Superintendent in matters that relate to Financial Services, Budgeting and Staff, state standard administrative data system and Human Resources.

**STAFF CONTACT:** Marlene Helm, X4104

**POLICY REFERENCE:** 01.11 (General Powers and Duties of the Board)

**RECOMMENDATION:** A motion is in order to:

“Approve the new job description for the Senior Director of Administration.”