



NEW:  
05/23/17

JOB TITLE:	SPECIAL ASSISTANT TO THE SUPERINTENDENT
DIVISION:	ADMINISTRATION
SALARY SCHEDULE/GRADE:	IV, GRADE 21
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Serves as the special assistant to the Superintendent during the period from June 1, 2017 through the final day of the Superintendent's term on July 1, 2017 ("Transition Period")

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides assistance, advice, and support to the Superintendent during the Transition Period as shall be required to assist the Superintendent in implementing the transition plan that is required by Section 3 of the Agreement between the Board of Education and the Superintendent dated as of April 13, 2017

Performs any duties specifically set forth in the transition plan

Performs other duties as assigned by the Superintendent

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision, and hearing. 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 with Kentucky Certification for Superintendent

Ten (10) years successful administrative and managerial experience

Three (3) years successful teaching experience as a teacher

Ability to absorb, analyze, organize, and communicate information and ideas.

Understanding of systems management

Demonstrated leadership ability within diverse groups

#### DESIRABLE QUALIFICATIONS

Experience in the Jefferson County School District

Advanced preparation or doctorate