



NEW: 03/09/2022 Submitted: 03/08/2022

JOB TITLE:	RETIRED SUB ADMINISTRATOR (CERTIFIED)
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	RETIRED CERT ADMIN/RTW GUIDELINES
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	
JOB CLASS CODE:	
BARGAINING UNIT:	RCEA

SCOPE OF RESPONSIBILITIES

Assumes temporary responsibility for certified administrative functions to ensure accuracy and timely implementation of the District's programs. Provides technical assistance to District and school staff in the areas of assignment and development, monitoring and implementation of assigned program or activity

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs and plans the work of schools and District departments

Supports schools and District departments by following required processes and procedures in a timely manner

Serves as a liaison between schools and District departments and personnel to provide guidance, obtain information and resolve complex issues

Delivers training to internal and external stakeholders and as needed

Supervises assigned personnel

Monitors and adjusts workflow and assignments to meet established departmental timelines

Provides technical assistance to District and school staff in the areas of assignment

Maintains school and departmental procedures

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Three (3) years of successful experience in area of assignment

Effective communication skills

Demonstrated ability to meet established deadlines and to work accurately

DESIRABLE QUALIFICATIONS

Five (5) years of successful school or District leadership in public schools

Knowledge of current school and District program(s) and procedures
Experience in a diverse workplace



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SCOPE OF RESPONSIBILITIES

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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs and plans the work of District departments

Supports District departments by following required processes and procedures in a timely manner

Serves as a liaison between District departments and personnel to provide guidance, obtain information and resolve complex issues

Delivers training to internal and external stakeholders and as needed

Supervises assigned personnel

Monitors and adjusts workflow and assignments to meet established departmental timelines

Provides technical assistance to District and school staff in the areas of assignment

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PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

Qualified retirement from an administrative school District position

Three (3) years of successful experience in area of assignment

Effective communication skills

Demonstrated ability to meet established deadlines and to work accurately

DESIRABLE QUALIFICATIONS
Master's degree
Industry license or certification for the area of assignment
Experience in a diverse workplace