



NEW: Revised: Submitted:
 07/01/2026 02/10/2026
 07/01/2019 05/14/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIRECTOR RESEARCH AND SYSTEMS IMPROVEMENT
DIVISION	ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II GRADE 14 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8451
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of research and program evaluation, monitoring and implementation of assigned program or activity; provides professional development as assigned; surveys system-wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of staff, committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises and provides direction to implement goals, objectives and functions of the organizational unit
- ~~Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated amounts~~
- Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising research and program evaluations as needed
- Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
- Supervises and directs the work of staff, committees and task forces as assigned
- Works cooperatively with the designated coordinator and staff development personnel to provide professional development in research and program evaluation as needed
- Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities
- Provides technical assistance to District and school staff in the areas of research and program evaluation
- 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

~~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, reaching, with the ability to lift, carry, push or pull light weights. 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 in area of research, program evaluation, statistics, or related field

Three (3) years successful experience in area of assignment

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky certification in supervision and/or administration

Successful experience in area of research methods and strategies

Experience in a diverse workplace



Revised: 07/01/2026
Submitted: 02/10/2026

JOB TITLE:	DIRECTOR RESEARCH AND SYSTEMS IMPROVEMENT
DIVISION	ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8451
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of research and program evaluation, monitoring and implementation of assigned program or activity; provides professional development as assigned; surveys system-wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of staff, committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises and provides direction to implement goals, objectives and functions of the organizational unit
- Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising research and program evaluations as needed
- Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
- Supervises and directs the work of staff, committees and task forces as assigned
- Works cooperatively with the designated coordinator and staff development personnel to provide professional development in research and program evaluation as needed
- Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities
- Provides technical assistance to District and school staff in the areas of research and program evaluation
- 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 in area of research, program evaluation, statistics, or related field
Three (3) years successful experience in area of assignment
Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky certification in supervision and/or administration
Successful experience in area of research methods and strategies
Experience in a diverse workplace



NEW: 07/01/2026 Submitted: 02/10/2026

JOB TITLE:	EXECUTIVE OFFICER ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
DIVISION	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II GRADE 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides administrative leadership for the management of Accountability, Research, and Systems Improvement division. Oversees the District's research and evaluation agenda and coordinates the improvement planning cycle at the District and school levels. Responsible for the implementation of District policies related to accountability and improvement planning. Ensures the alignment of strategies, initiatives, and programs with the district's strategic plan and reports data on both implementation and outcome metrics.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership for the development of District research and evaluation services and supervises implementation
- Provides technical assistance in the development of District's strategic plan
- Provides consultation to facilitate division efforts in research and evaluation
- Provides leadership for the District testing program by serving as the District's Assessment Coordinator and communicates the results to staff and others as appropriate
- Supervises the development and refinement of the District's testing program
- Provides leadership for the planning and development of the District's evaluation program to obtain information on achievement of system wide and individual school goals and objectives
- Provides leadership for the planning and implementation of institutional research
- Provides leadership in developing data bases that will be used to research and evaluate District goals and programs
- Provides technical assistance and data for District and school improvement planning process
- Attends all meetings of the Board of Education and provides input
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- 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

Five (5) years successful administrative and management experience

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

Academic preparation and experience in educational research, measurement and testing and education management

Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

Doctorate Degree

Evidence of academic excellence, ability to work with groups and self-motivating work habits

Successful experience in school administration

Experience in a diverse workplace



NEW: Revised: Submitted:
 07/01/2026 02/10/2026
 07/01/2019 06/11/2019

JOB TITLE:	DIRECTOR MANAGER RESOURCE DEVELOPMENT
DIVISION	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 12 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8434
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the department which bears district-wide responsibility for locating and obtaining external discretionary funds; plans and implements activities which will secure funds to address the needs and goals of the District as a whole and of multiple departments and schools; collaborates with other departments, community agencies, and the public to increase the District's level of discretionary funding.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises and provides direction to the ongoing search for external funding from all sources, including federal, state, community, private, corporate and foundation
- Works cooperatively with system-wide service staff, local school staff, and the Jefferson County Public Education Foundation to identify District needs and to match those needs with potential funding sources
- Disseminates to appropriate District and community personnel information about forthcoming funding opportunities, and assists community and university personnel in developing and submitting grant proposals which would benefit the school District as well as the community
- Meets regularly with federal program and foundation staff to discuss District strengths and needs and to explore possible funding avenues
- Develops and implements fundraising initiatives including special events and planned giving with input from appropriate persons
- Provides staff development training in grant proposal writing and fund raising and, upon request, advises District, community, and local school staff in these areas
- Provides ongoing technical assistance to project directors regarding the implementation of discretionary funding
- Works with District, foundation, and federal program staff to create new funding opportunities and to advise on the likely impact of proposed legislation as it relates to discretionary funding
- Directs the activities of the Resource Development department staff and manages the budget for the Resource Development cost center
- 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

~~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, reaching, with the ability to lift, carry, push or pull light weight. The work requires activities involving automotive equipment.~~

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

Bachelor's degree

Successful administrative, supervisory and/or consultant experience

Four (4) years of experience in fund raising including grant proposal development

Skill in oral and written communication

DESIRABLE QUALIFICATIONS

Demonstrated knowledge of learning theory, program planning, and program development

Knowledge of all departments and instructional programs within the school District

Ability to use personal computers and appropriate software

Experience in a diverse workplace



Revised: 07/01/2026
Submitted: 02/10/2026

JOB TITLE:	MANAGER RESOURCE DEVELOPMENT
DIVISION	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8434
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the department which bears district-wide responsibility for locating and obtaining external discretionary funds; plans and implements activities which will secure funds to address the needs and goals of the District as a whole and of multiple departments and schools; collaborates with other departments, community agencies, and the public to increase the District's level of discretionary funding.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises and provides direction to the ongoing search for external funding from all sources, including federal, state, community, private, corporate and foundation
- Works cooperatively with system-wide service staff, local school staff, and the Jefferson County Public Education Foundation to identify District needs and to match those needs with potential funding sources
- Disseminates to appropriate District and community personnel information about forthcoming funding opportunities, and assists community and university personnel in developing and submitting grant proposals which would benefit the school District as well as the community
- Meets regularly with federal program and foundation staff to discuss District strengths and needs and to explore possible funding avenues
- Develops and implements fundraising initiatives including special events and planned giving with input from appropriate persons
- Provides staff development training in grant proposal writing and fund raising and, upon request, advises District, community, and local school staff in these areas
- Provides ongoing technical assistance to project directors regarding the implementation of discretionary funding
- Works with District, foundation, and federal program staff to create new funding opportunities and to advise on the likely impact of proposed legislation as it relates to discretionary funding
- Directs the activities of the Resource Development department staff and manages the budget for the Resource Development cost center
- 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

Bachelor's degree

Successful administrative, supervisory and/or consultant experience

Four (4) years of experience in fund raising including grant proposal development

Skill in oral and written communication

DESIRABLE QUALIFICATIONS

Demonstrated knowledge of learning theory, program planning, and program development

Knowledge of all departments and instructional programs within the school District

Ability to use personal computers and appropriate software

Experience in a diverse workplace