

JOB TITLE
PLACEMENT SPECIALIST¹

DIVISION
ACADEMIC SERVICES

REPORTS TO
DESIGNATED COORDINATOR

SALARY SCHEDULE & GRADE
IV, GRADE 9

LENGTH OF WORK YEAR
AS DETERMINED

DATE
AUGUST 12, 2013

SCOPE OF RESPONSIBILITIES

Coordinates and monitors due process procedures and Administrative Admissions and Release Committee (AARC) meetings. Chairs AARC meetings as the district's decision-making representative.

PERFORMANCE RESPONSIBILITIES

1. Serves as chairperson of Administrative Admissions and Release Committee meetings.
2. Facilitates committee members understanding of assessment data and placement options related to appropriate educational programming for the individual student.
3. Coordinates the collection of Administrative Admissions and Release Committee due process data.
4. Assists School-Based Admissions and Release Committee(s) by providing inservice information as it relates to appropriate due process and educational programming for students.
5. Assists with development of mid-year and end-of-year reports.
6. Performs other duties as assigned by the designated coordinator.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. 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. The work requires activities involving exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS

1. Master's Degree or higher with Kentucky Department of Education Certification in Administration, Supervision, and/or Counseling
2. Kentucky Department of Education certification in special education or Guidance and Counseling
3. Three (3) years successful teaching experience in special education or equivalent professional experience
4. Extensive knowledge of federal and state laws and regulations regarding programs for exceptional children
5. Demonstrated ability to work cooperatively in a team situation
6. Demonstrated decision-making abilities

DESIRABLE QUALIFICATIONS

1. Certification and training in regular education
2. Successful administrative, supervisory and/or consultant experience in special education
3. Educational mediation or arbitration training

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¹ This position may be categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.

JOB TITLE
SHUTTLE BUS DRIVER

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
IB, GRADE 5

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
AUGUST 12, 2013

SCOPE OF RESPONSIBILITIES

Assists in the direct supervision of student activities by maintaining order and acceptable conduct of students. Provides protection for students and faculty by patrolling all school grounds. Provides safe transportation between intra-campus school buildings for the students. Must successfully complete a school bus driver training program and remain current on all pupil transportation policies and procedures.

PERFORMANCE RESPONSIBILITIES

1. Operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools.
2. Successfully demonstrates acceptable student management techniques and follows established procedures for reporting student management concerns to building administrators.
3. Reports all accidents and/or injuries that occur in the assigned school.
4. Submits required reports and attends meetings when required by administrative staff.
5. Performs a minimum of four (4) emergency bus evacuation drills annually under the supervision of the principal.
6. Completes appropriate form to report all vehicle safety and mechanical concerns.
7. Provides effective communication with parents, students and District personnel.
8. Prevents trespassers from entering the school building or remaining in the building if there without authorization.
9. Monitors student activity during loading and unloading of school buses, in the hallway and cafeteria and escorts students to the office when assistance is requested by school staff.
10. Assists the local school administration in forming and implementing policy or procedures for dealing with student discipline and makes recommendations to the local and systemwide service office administration for the improvement of the security plan for the assigned school.
11. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is performed while sitting, standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires bending, squatting, crawling, climbing, reaching, with the ability to carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High School Diploma or GED
2. Valid commercial driver's license with evidence of a good driving record
3. Must be 21 years of age
4. Practices effective written and verbal communication skills
5. Meet qualifications for commission from Department of Justice

DESIREABLE QUALIFICATIONS

1. Knowledge of school system policies and procedures
2. Experience working with children

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JOB TITLE

QUALITY ASSURANCE ANALYST

DIVISION

OPERATIONS SERVICES

REPORTS TO

ASSISTANT DIRECTOR
SYSTEMS DEVELOPMENT

SALARY SCHEDULE & GRADE

I I, GRADE 9

LENGTH OF WORK YEAR

260 DAYS

DATE

AUGUST 13, 2012

SCOPE OF RESPONSIBILITIES

Develops and establishes quality assurance standards and measures for the information technology services within the district. Gathers and analyzes data in support of district cases, proposed projects, and systems requirements. Writes test plans and scripts for tracking defects and fixes in product development, software application development, information systems, and operations systems.

PERFORMANCE RESPONSIBILITIES

1. Develops and establishes quality assurance measures and testing standards for new applications, products, and/or enhancements to existing applications throughout their development/product lifecycles.
2. Conducts internal audits to measure and assure adherence to established quality assurance standards for software development, application integration, and information system performance, and corresponding documentation.
3. Creates and executes test plans for scripts that will determine optimal application/performance according to specifications.
4. Ensures that testing activities allow applications to meet business requirements and systems goals, fulfill end-user requirements, and identify existing or potential issues.
5. Prepares and delivers reports, recommendations, or alternatives that address existing and potential trouble areas in systems and projects across the district.
6. Collaborates with software/systems personnel in application testing, such as systems, unit, regression, load and acceptance testing methods.
7. Communicates test progress, test results, and other relevant information to project stakeholders and management.
8. Analyzes documentation and technical specifications of any new application under deployment or consideration to determine its intended functionality.
9. Participates in developing, distributing, and coordinating in-depth end-user reviews for modified and new systems or applications.
10. Performs other duties as assigned by the Assistant Director Systems Development.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. 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

1. Bachelor's degree in related field
2. Three (3) years direct experience in overseeing the design, development, and implementation of quality assurance standards for software testing
3. Direct hands-on experience with ad hoc query programs, automated testing tools, and report software

DESIRABLE QUALIFICATIONS

1. Master's degree with computer specialization
2. Experience with statistical reporting and analysis
3. Good project management skills and/or substantial exposure to project-based work structures