

JOB TITLE
STUDENT/COMMUNITY LIAISON

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
PRINCIPAL

SALARY SCHEDULE & GRADE
IA, GRADE 7

LENGTH OF WORK YEAR
AS APPROVED BY
THE BOARD

DATE
JULY 12, 2004

SCOPE OF RESPONSIBILITIES

Assumes responsibility, under the direction of the principal, for facilitating a school based student-centered program designed to identify students experiencing difficulty in school and to modify students' specific problems; assists with extracurricular activities; works cooperatively with teachers, parents and community organizations to establish and maintain a positive image of the school and the district; assists with security and safety measures in the school.

PERFORMANCE RESPONSIBILITIES

1. Works cooperatively with teachers, counselors and other administrative staff to identify students who are experiencing difficulty in the school environment.
2. Assists with communication between identified students and the home, school, teachers, community groups, and school administrative staff.
3. Upon referral from school administrative staff, works cooperatively with appropriate staff and classroom teachers to plan and implement a program designed to assist identified students work out their problems.
4. Coordinates curricular and extracurricular activities (before, during and after school hours) designed to assist identified students succeed with personal, social and emotional growth goals.
5. Works cooperatively with teachers, administrators, support staff, parents and community organizations/groups to establish and maintain positive public relations and communications in order to build support for the school and its programs.
6. Attends meetings of community organizations serving as liaison between the school and such groups for the purpose of discussing and working on mutual needs and concerns including school security and safety measures.
7. Collects and maintains record of attendance, grades and number of disciplinary referrals on each identified student as a basis for decision-making and program development.
8. Develops and implements attendance incentive activities involving cooperative participation of school staff, community organizations and businesses.
9. Establishes and maintains an ongoing program of home contact with parents of identified students and works with parents to increase understanding and constructive participation in the school program.
10. Duties may include performance of health services, for which training will be provided.
11. Performs other duties as assigned by the principal.

PHYSICAL DEMANDS

The work is performed while 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 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. High School Diploma or G.E.D.
2. Record keeping skills
3. Good communication skills
4. Successful experience working with secondary-age students

DESIRABLE QUALIFICATIONS

1. Post high school education/training
2. Successful experience working in JCPS dropout prevention programs
3. Successful experience working with parents, school staff, and community groups/organizations

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JOB TITLE
DIRECTOR PUPIL PERSONNEL

DIVISION
ACADEMIC SERVICES

REPORTS TO
CHIEF OF DATA MANAGEMENT,
PLANNING, AND PROGRAM
EVALUATION

SALARY SCHEDULE & GRADE
IV, GRADE 12

LENGTH OF WORK YEAR
260 DAYS

DATE
JULY 28, 2013

SCOPE OF RESPONSIBILITIES

Administers state and district policies related to membership, placement and attendance of students in the district and maintains a census of all school age children in Jefferson County; provides advice and direction to Principals and other district staff related to pupil personnel. The job is highly visible in the district and community, with much contact with community leaders and involves community agencies, courts, law enforcement, counseling services and health agencies. Provides leadership, supervision and direction to the district's programs and activities related to pupil personnel services.

PERFORMANCE RESPONSIBILITIES

1. Enforces the compulsory attendance and immunization laws and regulations, and enforces JCPS pupil assignment regulations including an accurate system of attendance accounting for all children enrolled in the District.
2. Identifies indigent pupils throughout the district and provides for the needed services required (such as shoes, clothing, eyeglasses, hearing aids, textbooks, etc.)
3. Interprets student-related regulations established by the State Department of Labor.
4. Maintains an efficient system of transfer of pupil records, intra-district and inter-district, and their storage; including an orderly procedure for granting of hardship and voluntary transfers.
5. Maintains an accurate system of accounting for tuition pupils, including forms, transfers between systems and membership information, and maintains pupil census directed by statute.
6. Supervises all coordinators, assistant directors and other personnel in the department and coordinates and evaluates their activities, including pupil services teams.
7. Coordinates the district's pupil personnel activities with court and community agencies.
8. Performs pupil personnel services for the Anchorage Independent School District.
9. Processes all requests for student transfers, administrative overrides, special programs, and racial classification.
10. Works with all cases concerning legal custody, guardianship, resident certificates, and racial classification.
11. Performs other duties as assigned by Chief of Data Management, Planning, and Program Evaluation.

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 driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Master's degree with Kentucky certification in administration and/or supervision endorsed for director of pupil personnel
2. Three (3) years successful supervisory and administrative experience in pupil personnel services or the equivalent
3. Knowledge of state statutes and regulations related to pupil personnel services

DESIRABLE QUALIFICATIONS

1. Demonstrated ability to work with diverse groups
2. Demonstrated ability to prepare easily understood reports

JOB TITLE
SAFE CRISIS MANAGEMENT
TRAINER

DIVISION
ACADEMIC SUPPORT PROGRAMS

REPORTS TO
COORDINATOR II (STUDENT
RESPONSE TEAM CENTER)

SALARY SCHEDULE & GRADE
IA, GRADE 7

LENGTH OF WORK YEAR
195 DAYS

DATE
JULY 28, 2014

SCOPE OF RESPONSIBILITIES

Supervise the planning, implementation, and administration of Safe Crisis Management to meet the requirements of KAR 7:160, the use of restraint and seclusion in school settings, and other regulations set forth by the Kentucky Department of Education.

PERFORMANCE RESPONSIBILITIES

1. Responsible for leadership, coordination and supervision of the Safe Crisis Management training program.
2. Facilitates the on-going training of Safe Crisis Management.
3. Responsible for the coordination and supervision of training in the area of behavior management, positive behavioral supports, de-escalation strategies, and physical assists to school personnel identified by school administration in Safe Crisis Management techniques.
4. Ensures school and district compliance with the requirements of KAR 7:160.
5. Responsible for all district Safe Crisis Management training.
6. Provides direction to Safe Crisis Management Assistants, makes site visits to ensure correct implementation of Safe Crisis Management.
7. Evaluates and makes recommendations to assist District decision-making regarding the use of restraint and seclusion.
8. Maintains accurate records on the program and provides data to appropriate personnel.
9. Responsible for tracking data and preparing reports, records, and documentation as required.
10. Performs other duties as assigned by Coordinator II (Student Response Team Center).

PHYSICAL DEMANDS

The work is performed while 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 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. High School Diploma or G.E.D.
2. Experience in working with parents, community organizations, students and local school personnel
3. Successful experience in group facilitation skills, consultation techniques and problem solving strategies
4. Experience in working with adults, children and parents with special needs, multi-cultural and multi-ethnic backgrounds
5. Program specific certifications/training

DESIRABLE QUALIFICATIONS

1. Training and background experience in social work and/or human relations
1. Experience or background in behavior
2. Experience in teaching multi-age group

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REVISED
JULY 28, 2014



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| JOB TITLE | CHIEF EQUITY OFFICER | | |
| DIVISION | DIVERSITY, EQUITY AND POVERTY PROGRAMS | | |
| SALARY SCHEDULE | IV/GRADE 16 | | |
| WORK YEAR | 260 DAYS | FLSA STATUS | EXEMPT |
| REPORTS TO | SUPERINTENDENT OF SCHOOLS | | |
| SUPERVISES | SPECIALIST II (VOLUNTEER CENTER), DIRECTOR II (STUDENT DUE PROCESS), COORDINATOR HOMELESS EDUCATION, COORDINATOR II, DIRECTOR COMPLIANCE AND INVESTIGATIONS | | |

SCOPE OF RESPONSIBILITIES

Plans, promotes and coordinates all district systemic and communal educational equity, fairness, compliance, inclusion and poverty efforts including affirmative action, minority affairs, and poverty-related programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership, training and guidance to all district initiatives, programs, services and activities with regard to diversity, equity, poverty and inclusion

Provides leadership for programs that promote racial and ethnic diversity and integration within the district for students in schools at all levels of the system

Provides leadership to ensure diverse faculties and administrative staffs at all levels of the school system

Develops programs to ensure equity for all students and equal access to all educational programs including the evaluation of the effectiveness of such programs

Works closely with representatives of community organizations and groups to formulate recommendations which relate to diversity, equity and poverty issues. Chairs external equity committee and makes recommendations to the district on issues of importance to global majority groups

Analyzes community needs, trends and legislative activity that improve or threaten inclusion, fairness and/or access and make recommendations to district administration for improvement

Analyzes and assists in the formulation, development and implementation of procedures to comply with policies adopted by the Board related to diversity, equity and poverty

Provides and promotes cultural awareness programs for staff, students and community

Analyzes district data and provides risk assessments regarding discrimination, (in)equity, and district culture and climate

Provides leadership in developing plans and programs designed to establish good working relationships with district staff and the community in the diversity/equity/ poverty area

Prepares and delivers presentations and workshops to staff, stakeholders and partner organizations

Performs other duties as assigned by the Superintendent of Schools

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Administration and/or Supervision (Superintendent certification)

Five (5) years administrative experience in education and/or governmental related positions

A general knowledge of federal and state regulations affecting compliance in an educational agency

Technical knowledge of and experience in affirmative action programs

DESIRABLE QUALIFICATIONS

Prior experience in program development

Knowledge of Civil Rights enforcement agencies and procedures

Demonstrated ability to work with agencies and community organizations

General Knowledge of Kentucky School Law

Knowledge of Cultural Responsive Teaching and Pedagogical practices