

REVISED
 SEPTEMBER 22,
 2014



JOB TITLE	ASSISTANT SUPERINTENDENT FOR ACADEMIC SUPPORT PROGRAMS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE	II GRADE 16
WORK YEAR	260 DAYS
REPORTS TO	FLSA STATUS
SUPERVISES	EXEMPT CHIEF ACADEMIC OFFICER SECRETARY II, SECRETARY V, DIRECTOR I (FAMILY RESOURCE/YOUTH SERVICE CENTERS), COORDINATOR LOUISVILLE PARTNERSHIP, DIRECTOR EXCEPTIONAL CHILD EDUCATION, COORDINATOR HEALTH PROMOTIONS, SPECIALIST II (COUNSELOR), SPECIALIST II, COORDINATOR II (STUDENT RESPONSE TEAM CENTER), AND SPECIALIST COMMUNITY SUPPORT

<u>SCOPE OF RESPONSIBILITIES</u>
Provides leadership for planning and developing the District's special service support programs including Exceptional Child Education, 504 supervision, Early Childhood; federal programs including Title I, English Language Learners; accelerated programs as well as Gifted and Talented, dual credit, and advanced placement; career and technical education and guidance and counseling services. Collaborates with instructional program leadership within the District. Provides leadership to the District in complying with federal and state laws and regulations.

<u>PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA</u>
Collaborates with other Assistant Superintendents in matters relating to instructional program development and the use of assessment data for the improvement of instruction
Creates cross-content and cross-grade communication and integration systems to improve educational service support programs, and organizational accountability for improved student achievement
Responsible for the overall coordination of the Exceptional Child Education (ECE) programs and services which focus on compliance, consistency, and quality of programs for students
Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
Develops presentations, data analysis packets and school overviews to support district initiatives
Oversees Special Schools by working with Special School principals
Oversees work of Counselors, FRYSC and FRC Coordinators
Monitors and oversees the performance appraisal process for designated area of supervision
Responsible for state and federal programs that support, enhance and extend teaching, learning, and student services
Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to instructional programs
Performs other duties as assigned by the Chief Academic Officer

<u>PHYSICAL DEMANDS</u>
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.

<u>MINIMUM QUALIFICATIONS</u>
Master's Degree with Kentucky Certification for Superintendent
Five (5) years successful administrative experience
Ten (10) years of successful public school service in a certificated position(s)
Three (3) years successful experience as a teacher
Ability to articulate vision of best practice for instructional programs
Understanding of systems management
Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS
Ten (10) years experience as a school principal
Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district
Advanced preparation or doctorate

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JOB TITLE	CHIEF COMMUNICATIONS AND COMMUNITY RELATIONS OFFICER
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE	II GRADE 16
WORK YEAR	260 DAYS
REPORTS TO	FLSA STATUS
SUPERVISES	EXEMPT
	SUPERINTENDNT OF SCHOOLS
	DIRECTOR I (ADULT & CONTINUING EDUCATION), TWO (2) SPECIALIST PUBLICATIONS, GENERALIST COMMUNICATIONS AND INFORMATION, SUPERVISOR GRAPHIC ARTS/PRINTING, SPECIALIST COMMUNITY RELATIONS, SPECIALIST INFORMATION AND COMMUNICATIONS, WEBMASTER, AND SECRETRY V

<u>SCOPE OF RESPONSIBILITIES</u>
Provides administrative leadership for the management of Communications and Community Relations division. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for K-12 school students. Ensures the alignment of projects with foundations, grants and business partnerships, parent involvement, special projects, public information and communications.

<u>PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA</u>
Develops communication strategies that ensure that accurate information is communicated clearly and succinctly to all stakeholders
Supports all areas of the system in order to present a unified, coherent message to its various audiences through an integrated communication approach
Ensures that releases/communications to media are accurate and time sensitive and build positive relationships
Responsible for the development and implementation of high-quality communications and marketing programs that effectively promote the District's services
Develops engagement strategies to ensure that all parts of the community are engaged with the District
Ensures that District staff is represented on professional, governmental, and community committees, task forces, and commissions and in problem-solving conferences with community representatives and District staff
Communicates Board approved student assignment procedures to provide equal access to every family
Communicates, monitors and maintains procedures that enable the division to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the District mission; develops the operating budget for the organizational unit and ensures that all functions operate within the appropriated allotment
Aligns resources (financial and human) in identifying, developing and executing a program of work that advocates, educates and thus, broadens the system's ability supports its mission
Attends all meetings of the Board of Education and provides input
Ensures compliance with federal laws
Performs other duties as assigned by the Superintendent of Schools

<u>PHYSICAL DEMANDS</u>
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.

<u>MINIMUM QUALIFICATIONS</u>
Bachelor's Degree
Five (5) years related work experience
Ability to articulate vision of best practice for instructional programs

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JOB TITLE	ELECTRICIAN		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	IB GRADE 10		
WORK YEAR	260 DAYS	FLSA STATUS	NONEXEMPT
REPORTS TO	DESIGNATED FOREMAN		
SUPERVISES	NA		

SCOPE OF RESPONSIBILITIES

Maintains and repairs electrical system and equipment such as power distribution system, lighting systems, automatic time systems, motors, compressors, kitchen equipment, fire alarm and other electrically operated equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans layout, installs and repairs wiring, electrical fixtures, apparatus, and control equipment including planning new and modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly hazardous, and unreliable wiring, consistent with specifications and local electrical codes

Measures, cuts, bends, threads, assembles, and installs electrical conduit, using such tools as hacksaw, pipe threader, and conduit bender

Pulls wiring through conduit, splices wires by stripping insulation from terminal leads with knife or pliers, twisting or soldering wires together, and applying tape or terminal caps, and connects wiring to lighting fixtures and power equipment, using hand tools

Installs control and distribution apparatus, such as switches, relays and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools

Connects power cables to equipment, such as electric range or motor, and installs grounding leads

Tests continuity of circuit to insure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery, and buzzer, and oscilloscope

Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement

Repairs faulty equipment or systems where found, including tunnels and high places

Performs other duties as assigned by the designated foreman

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, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy 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

High School Diploma or G.E.D.

Three (3) years successful experience in electrical work

Valid driver's license

Valid Kentucky Electrician license

DESIRABLE QUALIFICATIONS

Completed apprenticeship program

Experience reading and following blueprints, drawings, schematics, and diagrams

Valid Kentucky Master Electrician license

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JOB TITLE	ENVIRONMENTAL COORDINATOR		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II GRADE 7		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR SAFETY AND ENVIRONMENTAL SERVICES		
SUPERVISES	THREE (3) UTILITY III WORKERS		

SCOPE OF RESPONSIBILITIES

Coordinates the recycling program and monitors environmental compliance for all District facilities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Develops and monitors a districtwide recycling program
- Maintains relations with regulatory local, state, and federal agencies on environmental compliance issues and permits (including air pollution, chemicals, underground tanks, etc.)
- Coordinates the chemical pick-up and environmental response program and contractor
- Implements the indoor air quality response program and laboratory contractor
- Oversees and monitors the integrated pest control program, licensed pest control employees, and termite control service
- Coordinates the underground tank upgrade and closure program
- Coordinates the lead and radon testing program
- Plans and designs programs and performs training on Hazard Communication, Chemical Hygiene, and Indoor Air Quality, etc. as required
- Prepares all paperwork, record keeping, etc. to remain in compliance with applicable regulations, codes, etc
- Performs other duties as assigned by the Director Safety and Environmental Services

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 requires the use of feet for repetitive movements. 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 being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Possess knowledge of local, state, and federal regulations and guidelines pertaining to waste disposal
- Possess knowledge of local
- Knowledge of training necessary to carry out seminars regarding recycling
- Possess instructional skills necessary to conduct large scale recycling seminars/in-service
- Valid driver's license

DESIRABLE QUALIFICATIONS

B.S. Degree in Health/Safety Management

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JOB TITLE	HUMAN RESOURCES GENERALIST		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 5		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR DISTRICT PERSONNEL		
SUPERVISES	N/A		

SCOPE OF RESPONSIBILITIES

Provides technical assistance in the Human Resources department, including recruitment, staffing, compensation, employee benefits, and employee relations ensuring compliance with federal, state statutes, and District policies and procedures. Assists with District employees, and state and local agencies for processing and dissemination of human resources information; plans and conducts employment information presentations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Screens applicant pool for minimal qualifications
- Prepares for and conducts contract signings
- Maintains job list of approved positions and recommends adjustments to address staffing needs
- Maintains personnel files in compliance with applicable legal requirements
- Collaborates with various departments (ex., Finance, Payroll, school locations) to process staffing requests
- Reviews recruitment and staffing documentation for accuracy
- Assists the department with recruitment goals and initiatives
- Provides assistance to Human Resources personnel in matters relating to the general business of the office
- Provides information to other departments and the public, applying significant knowledge of District policies and procedures
- Performs other duties as assigned by the Director District Personnel

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

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Human Resources or related discipline
- Three (3) years successful experience in a school or office setting
- Ability to work effectively and collaboratively with others
- Effective written and verbal communication skills
- Ability to organize and multi-task a variety of duties
- Must maintain a high degree of confidentiality

DESIRABLE QUALIFICATIONS

- Experience in Human Resources
- PHR/SPHR certification
- Proficient in Word, Excel and Outlook
- Functions well in a fast-paced work environment
- High work capacity, results orientation and strong sense of urgency

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JOB TITLE	MANAGER ELECTRONIC MAINTENANCE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE	II GRADE 8
WORK YEAR	260 DAYS FLSA STATUS EXEMPT
REPORTS TO	DIRECTOR MECHANICAL/ELECTRONIC MAINTENANCE
SUPERVISES	FOREMAN BUSINESS MACHINES, FOREMAN ELECTRONICS, EIGHT (8) BUSINESS MACHINE TECHNICIANS, & 13 ELECTRONIC TECHNICIANS

<u>SCOPE OF RESPONSIBILITIES</u>
Assists the Director of Mechanical/Electronic Maintenance with supervision of the electronics and business machine units.

<u>PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA</u>
Develops and provides general supervision through subordinate supervisory personnel, to electronic unit's activities and functions and assists the Director Mechanical and Electronic Maintenance in the development and management of unit's budget
Reviews and analyzes work requests and reports; meets with supervisory personnel to plan and schedule electronic units activities
Develops plans to coordinate work of electronics unit with interrelated activities of other departments to assure maximum efficiency and economy
Meets with Administrators, as needed, to resolve and advise on problems on electronic and business machine needs. Determine placement of camera surveillance equipment, provide material and labor costs for projects. Maintains records of these systems and provides a quarterly updated report to the departments' director
Develops and maintains a program maintaining emergency repair to the District's two-way radio networks, the districts FCC two-way radio licensing renewals and FCC mandates. Programs radios and maintains records for Districts Emergency Alert radios. Provides reports to the director of Safety and Environmental Services on the status of monthly radio tests. Schedules repair work orders
Works with district's architect in development of specifications and recommendations of sound systems, televisions, TV signal distribution equipment, multimedia projection systems, door entry systems and all other electronic equipment that may be included in the District's new and renovation projects. Review all plans and submittals for electronic requirements. Develops and maintains an annual schedule of replacement for the district intercom systems
Develops and maintains safety program and procedures for the electronics unit
Develops and schedules in-service seminars and state of the art training in electronic systems and business machines
Performs other duties as assigned by the Director Mechanical and Electronic Maintenance

<u>PHYSICAL DEMANDS</u>
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, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy 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.

<u>MINIMUM QUALIFICATIONS</u>
High School Diploma
Five (5) years successful experience in the electronic maintenance field
Four (4) years experience in supervision of work force
Valid driver's license

<u>DESIRABLE QUALIFICATIONS</u>
Bachelor's Degree in Electronic Engineering
FCC License (General Radio and Phone)

Understanding of systems management
Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS
Master's Degree or equivalent years experience
Leadership experience in implementing operations in school district