

REVISED
JANUARY 12, 2015



JOB TITLE	CAREER DEVELOPMENT ASSISTANT		
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS		
SALARY SCHEDULE	IA GRADE 8		
WORK YEAR	195 DAYS	FLSA STATUS	NONEXEMPT
REPORTS TO	COORDINATOR SPECIAL PROJECTS (YOUTH OPPORTUNITY UNLIMITED)		
SUPERVISES	NA		

SCOPE OF RESPONSIBILITIES

Assists in all career development duties, including maintaining accurate records, and coordinating and providing training to further educational and workforce development for at risk youth.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collects and compiles needs assessment information
 Coordinates training activities for staff and parents
 Conducts evaluation of all training activities
 Maintains individual training records
 Prepares reports in a timely and efficient manner
 Performs other duties as assigned by the Coordinator Special Projects (Youth Opportunity Unlimited)

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, climbing, 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
 Two (2) years experience working with low income families
 Good oral and written communication skills
 Ability to work effectively with others

DESIRABLE QUALIFICATIONS

Experience in working with different age groups
 Experience in working with community organizations and agencies

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JOB TITLE	MANAGER BENEFITS		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 9		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR HUMAN RESOURCES		
SUPERVISES	BENEFITS COUNSELOR, TWO (2) ASSISTANT BENEFITS COUNSELORS, CLERK III		

SCOPE OF RESPONSIBILITIES

Responsible for the administration, coordination, implementation and supervision of benefits programs offered to JCPS employees including medical, dental, life, wellness programs, flexible spending accounts, retirement, workers compensation and disability accommodation. Remain current on industry trends, regulations and legislation to assure programs are in compliance including Health Care Reform.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Responsible for managing and administering district benefit programs including medical, dental, life, wellness, retirement, workers compensation and disability accommodation

Ensure benefit programs are administered consistently across the district. Provide expert counsel to employees, management and Human Resource representatives on the interpretation of programs and procedures. Assure programs comply with federal, state and local requirements

Ensure compliance with all Federal and State laws governing benefits (i.e. ERISA, ACA, HIPAA, FMLA, COBRA, etc.). Monitor changes in regulations to make certain benefit programs remain in compliance

Support/manage open enrollment process, including the development and communication of educational materials and meetings

Design and implement employee wellness programs and activities designed to improve employee health and well being. Work closely with vendors to ensure employees are taking advantage of their health plans. Manage various wellness events at district locations throughout the year as needed

Provide regular reporting to management regarding trends and effectiveness of plans. Analyze data results to establish trends, identify opportunities and determine areas of concerns

Manage staff in daily operations of programs. Ensure high quality customer service levels are maintained. Provide appropriate training and employee development for staff.

Build strong vendor relationships, hold vendors accountable, establish strategies and programs proactively and address service gaps

Manages department budget and invoice process. Achieves financial objectives by reconciling benefits accounts and billing statements, scheduling expenditures and analyzing variances and initiating corrective actions.

Performs other duties as assigned by the Director Human Resources

PHYSICAL DEMANDS

The work is performed while standing and 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, 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

Five (5) years successful experience with benefits working in a large company environment

High detail orientation; self-directed and self-motivated; able to work in a fast paced environment

Strong organizational skills and proven ability to communicate orally and in writing

Knowledge of ERISA, HIPAA, COBRA, FMLA and other applicable regulations

DESIRABLE QUALIFICATIONS

CEBS, CBP, PHR, or SPHR certification

Strong teambuilding skills and ability to distribute and delegate tasks appropriately

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JOB TITLE	RESOURCE TEACHER POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS) LEAD COACH		
DIVISION	ACADEMIC SUPPORT PROGRAMS		
SALARY SCHEDULE	III		
WORK YEAR	195 DAYS	FLSA STATUS	NONEXEMPT
REPORTS TO	COORDINATOR I POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS		
SUPERVISES	NA		

SCOPE OF RESPONSIBILITIES

Provides support, assistance, and coaching to system wide service center and/or school staffs in the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Designs, prepares, and delivers professional trainings for school-based teams and coaches
 Provides support, assistance, and advice to school-based PBIS teams and coaches (i.e., effective instructional and class management techniques)
 Assists with the collection and analysis of PBIS specific data (i.e., Team Implementation Checklists, BoQ, SAS, etc)
 Monitors the implementation of PBIS systems at the local school level
 Trains and supports school-based district coaches in the evaluation components of PBIS
 Delivers technical assistance in the design and implementation of the PBIS online evaluation tools
 Monitors completion of PBIS schools' evaluation activities to ensure the validity of their evaluation data
 Reviews and distributes evaluation results, including PBIS surveys and qualitative outcomes of PBIS activities
 Assists school teams with the application of the evaluation results so they are used to identify next steps
 Researches past and current practices in PBIS to integrate research in all areas of responsibility
 Trains district personnel to become PBIS district wide trainers
 Assists with the development of district-wide PBIS trainings and strategic plans
 Gathers data, prepares reports, records, and documentation as required by the supervisor or designee
 Performs other duties as assigned by the Coordinator I Positive Behavior Interventions and Supports

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

Master's degree with valid Kentucky Teaching Certificate
 Five (5) years successful teaching experience
 Ability to work successfully with people

DESIRABLE QUALIFICATIONS

Demonstrated leadership ability
 Demonstrated ability to write clearly and professionally
 Demonstrated ability to organize data
 Safe Crisis Management trained/willing to be trained
 Experience in planning, developing, and conducting professional development
 Experience in planning, developing, and conducting coaching experiences

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JOB TITLE	SYSTEMS SECURITY ADMINISTRATOR		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 7		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	MANAGER PLATFORM SERVICES		
SUPERVISES	N/A		

SCOPE OF RESPONSIBILITIES

Plans, coordinates, and monitors systems hardware and application software. Provisions and manages Active Directory users and groups as well as Exchange mailboxes, distribution lists and resources. Creates and maintains documentation on Active Directory and all other systems managed by Platform Services to satisfy security audit requirements. Promotes and sustains enterprise change management practices across all teams.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provisions and manages users and groups in Active Directory, assigns approved resource(s) & network access, and manages and administers Exchange mailboxes, distribution lists, and resources

Provisions and manages all aspects of systems security and insures auditing requirements are met for all security access

Creates and maintains documentation as changes are made to roles in AD and all other systems managed by Platform Services, and engages other staff to promote and sustain effective enterprise change management practices

Diagnoses and troubleshoots enterprise hardware and application software and provides satisfactory resolution in a timely fashion by employing polite business communications, and delivering projects on time

Monitors data center systems and security, in particular User and Group Account Administration and integrated systems, including defining and running daily health checks as required, and responds to system alerts and security incidents in a primary contact role while engaging other team members

Resolves trouble tickets as well as ad-hoc requests to the satisfaction of the initiator in a timely fashion and insures the tickets complete their lifecycle

Tests data center hardware and software a change prior to deployment ensure security best practices, promptly documents and disseminates findings to the team members and subsequently collaborates with team members to satisfactorily resolve issues discovered during the tests

Executes concurrent multiple projects and utilizes effective time management, planning, and people skills to liaise with other team members and customers to insure timely delivery of projects and to provide timely status update to all project stakeholders

Performs data security testing and ensuring integrity and confidentiality of sensitive data in the district

Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related hardware and software skills updated

Performs other duties as assigned by the Manager Platform 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 at times requires bending, squatting, crawling, climbing and reaching, with the ability to lift, carry, push or pull moderate weights.

MINIMUM QUALIFICATIONS

Associates Degree in Computer Science or a related field

Two (2) years of demonstrable experience supporting the hardware and systems infrastructure in an enterprise data center setting

A current, relevant, and industry-recognized certification or ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire

DESIRABLE QUALIFICATIONS

Bachelor's degree with computer specialization and PowerShell scripting

Analytical, conceptual, and problem-solving abilities