

JOB TITLE  
ACCOUNTING CLERK<sup>1</sup>

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
IA, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Ensures accuracy through established controls and/or accounting records for receipts and/or disbursements; performs a variety of complex clerical, bookkeeping and accounting work, applying established procedures to the preparations and maintenance of expenditure documents, accounting and other records, and prepares financial, statistical and/or other technical reports.

#### PERFORMANCE RESPONSIBILITIES

1. Prepares, processes, and/or posts to a ledger or journal any or all of the following transactions as related to specific assignments: requisitions, vouchers, receipts, disbursements, correspondence, and related operating or management records.
2. Prepares, processes, and/or audits required internal and external reports or documents relative to specific assignments to include any or all of the following: revenue, disbursements, control of expenditures, financial statements, balance sheets, and any other needed documents or supplemental functions.
3. Practices acceptable communication skills for daily transacting of information through telephone conversations, personal contacts and mailings with all office and outside sources.
4. Files and maintains records and/or reports pertinent to accounting and bookkeeping or technical operations.
5. Audits and proofs accounting, bookkeeping, revenue, or other reports for clerical accuracy and conformance to stated procedures.
6. Charts assignments and posts operations progress or other reports and makes monthly summary or recaps of such reports as needed.
7. Prepares necessary documents for archives according to written procedures for storage of financial records.
8. Performs general office duties such as typing, data entry on terminals, copying, answering phones, making deliveries, etc. to maintain smooth operation of the office.
9. Performs other duties as assigned by the designated supervisor.

#### 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. High School Diploma or G.E.D.
2. Two (2) years successful experience in accounting or bookkeeping
3. Typing skills (40 wpm)
4. Proficient in use of a calculator and other office machines
5. Knowledge of mathematical functions to perform accurate computations

#### DESIRABLE QUALIFICATIONS

1. Ability to use a computer terminal
2. Ability to use the OAS system
3. Ability to use a microcomputer

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06087-12-000

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<sup>1</sup> Some of these positions are categorically funded and re-employment would be subject to periodic review based on availability of funds and continued need for the project.

JOB TITLE  
ACCOUNTS PAYABLE AND  
APPROVAL CLERK

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED COORDINATOR

SALARY SCHEDULE & GRADE  
IA, GRADE 5

LENGTH OF WORK YEAR  
AS APPROVED BY THE BOARD

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Requires daily production type work to ensure prompt and accurate payments to vendors. Works independently on routine tasks and checks with supervisor as needed. Contacts cost centers and outside vendors as needed to deal with problems with purchase orders and vouchers.

PERFORMANCE RESPONSIBILITIES

1. Validates invoices applicable to purchase orders.
2. Prepares and processes vouchers for invoices not covered by purchase orders.
3. Types checks as needed and processes voids and adds.
4. Balances General Fund and Special Voted Building Fund expenditures, monthly and yearly.
5. Processes and maintains central garage work orders and compound gasoline for internal accounting function.
6. Prepares vouchers for utilities and posts to ledger.
7. Contacts vendors and/or schools when discrepancies occur.
8. Maintains open and closed purchase order files and checks open encumbrance list for errors.
9. Allocates petty cash, balances and replenishes cash fund as needed.
10. 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.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Two (2) years clerical experience

DESIRABLE QUALIFICATIONS

1. One (1) year business experience in related field
2. One (1) year college credit/general business
3. Two (2) years bookkeeping experience or training

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06018-05-404

JOB TITLE  
ASSISTANT BENEFITS COUNSELOR

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
IA, GRADE 6

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Assists with various employee benefits activities; communicates with employees, staff and persons outside the district; assists with enrollment of employees and with processing benefits claims; compiles benefits related reports; and types and files.

PERFORMANCE RESPONSIBILITIES

1. Assists in counseling employees as to benefits and options.
2. Assists in calculating Early Retirement Benefit Compensation.
3. Assists with counseling Principals, division/department heads, employees, and employee representatives with reference to benefits and retirements.
4. Assists in implementation of the retirement benefit compensation program (early retirement, CERS and KTRS).
5. Works closely with the staff of personnel services and division/department heads in the information and completion of paper work as it relates to employee benefits.
6. Compiles and maintains employee benefits reports.
7. Handles phone calls, types, and maintains files.
8. Performs other duties as assigned by the designated supervisor.

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.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Two (2) years experience in business and office skills
3. Good typing skills

DESIRABLE QUALIFICATIONS

1. Specialized training in insurance enrollment and processing
2. Working knowledge of insurance contract language
3. Excellent telephone and reception manners

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05250-10-405

## DELETE EFFECTIVE JULY 1, 2015

### JOB TITLE

ASSISTANT GENERAL COUNSEL

### DIVISION

ADMINISTRATION

### REPORTS TO

GENERAL COUNSEL

### SALARY SCHEDULE & GRADE

I I, GRADE 14

### LENGTH OF WORK YEAR

260 DAYS

### DATE

AUGUST 28, 1995

### SCOPE OF RESPONSIBILITIES

Assumes responsibility for assisting General Counsel with all legal matters related to the Jefferson County Public School District.

### PERFORMANCE RESPONSIBILITIES

1. Processes and files liability claims and lawsuits to include contact and coordination with claimants, school staff, insurance agents, insurance carriers/adjusters, KSBIT and assigned counsel.
2. Provides legal advice to staff.
3. Provides general legal advice and oversight of ECE and 504 due process hearings and drafts procedures.
4. Directs settlement of liability claims, including fleet claims, and coordinates investigation of claims.
5. Maintains current docket of pending claims and status of litigation, assists the General Counsel in monitoring current litigation, and provides assistance to retained law firm when necessary.
6. Prepares and reviews policies, contracts, leases and other legal documents.
7. Prepares updates and analyses of new education laws, and assists General Counsel in the interpretation of federal and state statutes affecting the school district.
8. Attends depositions, hearings, Board meetings and meetings with staff as assigned by the General Counsel.
9. Assists administrative staff with and coordinates legal processes concerning school-related criminal complaints.
10. Assists General Counsel with preparation for litigation and other hearings including arbitrations, IDEA due process hearings, and employee discharge tribunals.
11. Performs other duties as assigned by the General Counsel.

### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, carrying, 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.

### MINIMUM QUALIFICATIONS

1. Law Degree and admission to the Kentucky Bar
2. Three (3) years experience in the field of education law
3. Capable of accurate work and handling confidential matters.

### DESIRABLE QUALIFICATIONS

1. Experience in administrative hearings with emphasis in special education

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01103-02-611

REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>AUDITOR</b>		
<b>DIVISION</b>	<b>BUSINESS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II/GRADE 6</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>CHIEF BUSINESS OFFICER</b>		
<b>SUPERVISES</b>	<b>N/A</b>		

#### SCOPE OF RESPONSIBILITIES

Recommends and monitors internal controls relative to fiscal compliance, inventories, budgets, personnel management, etc. Must be able to work independently with minimal supervision. This position requires considerable technical work involving complex factors and decision making, in areas where there is little precedent.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs school audits semi-annually, including fiscal year-end, to include activity funds and lunchroom accounts in all schools

Performs compensation payment audits relating to reimbursable programs (federal, state and local grants)

Performs audits relating to inventory to determine: (1) inventory physically exists, (2) accuracy of detailed inventory in relation to items and fiscal year reporting, (3) items are priced in conformity with generally accepted accounting principles and applied on a consistent basis, (4) items are the property of the Jefferson County School Board, and (5) are usable in the normal course of business

Performs audits relating to budgets to determine whether budgets and forecasts accurately reflect revenues, expenditures, capital expenditures, and cash flow

Reviews budgets and forecasts submitted to management to ensure established timetables are met and budget variances are reported and analyzed

Performs fiscal year-end audits in conjunction with external auditors

Provides training for all activity fund bookkeepers

Performs school bus audits relative to time determination and scheduled pickup times

Performs attendance audits

Reviews school revenue and expenditure transactions to ensure against fraud transactions, and reports expected fraud cases to Chief Business Officer

Performs other duties as assigned by Chief Business Officer

#### 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 driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years experience in accounting

#### DESIRABLE QUALIFICATIONS

Bachelor's Degree in accounting or business

JOB TITLE  
BENEFITS COUNSELOR

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
I I, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Assumes responsibility for general implementation and maintenance of the employee benefits program; coordinates enrollment in employee benefits; counsels employees as to benefits and options; maintains appropriate records; audits vacation leaves; maintains health test records; analyzes fringe benefit pool; calculates Early Retirement Benefit Compensation; organizes and attends benefit workshops and seminars; and verifies eligibility for usage of sick leave bank.

PERFORMANCE RESPONSIBILITIES

1. Counsels with employees and employee representatives regarding benefits and retirements, both certified and classified.
2. Coordinates implementation of the retirement benefit compensation programs (early retirement, KTRS, and CERS) including preparation, processing and maintenance of appropriate applications, reports and records.
3. Distributes employee benefits information and assists employees and applicants with processing enrollments and forms for all benefits.
4. Coordinates workers' compensation claims as it pertains to loss of benefits.
5. Stays abreast of statutes, regulations, rules, and district policies and coverages pertaining to employee benefits and maintains employee information.
6. Completes processing for employee benefits.
7. Coordinates maintenance and audits of vacation leave and health test records.
8. Coordinates implementation of the Fringe Benefit Pool program as assigned.
9. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years successful employee benefit experience or equivalent
3. Working knowledge of laws, statutes, regulations, policies, and procedures related to benefits

DESIRABLE QUALIFICATIONS

1. Experience in general personnel work

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05248-405

JOB TITLE  
BINDERY/COPY  
TECHNICIAN

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
IA, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Responsible for operation of computer-equipped copy production equipment to scan, merge and produce documents; responsible for bindery and distribution functions.

#### PERFORMANCE RESPONSIBILITIES

1. Manages computer-equipped (digital) copy production equipment to scan, merge, copy, and bind documents.
2. Produces high-quality double- and single-sided documents.
3. Manages print queues and moves jobs to other queues.
4. Manages and maintains public storage for print files and file servers.
5. Maintains equipment in efficient working order, making adjustments, diagnosing problems as they occur, and corresponding with service technicians.
6. Programs high-speed digital copier and scans documents for reproduction.
7. Maintains inventory and supplies for copier.
8. Interprets and makes independent judgments concerning copyright laws and regulations.
9. Operates production bindery equipment including hole drill, cutter, folder, collator, and stitcher.
10. Performs other duties as assigned by the designated supervisor.

#### 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 bending, squatting, climbing and 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 being around moving machinery, noise, and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

#### MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Basic computer skills
3. Experience in operation of print room equipment

#### DESIRABLE QUALIFICATIONS

1. Knowledge of operation of copy equipment
2. Ability to work independently

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06055-10-504

JOB TITLE  
BINDERY/DISTRIBUTION  
CLERK

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
SUPERVISOR  
PRINTING PRODUCTION

SALARY SCHEDULE & GRADE  
IA, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Responsible for operation of bindery room equipment and the distribution of high quality finished materials.

PERFORMANCE RESPONSIBILITIES

1. Operates collator, folder and stitching 24-bin system.
2. Operates single unit 24-bin collator.
3. Lays out material to be collated, checks for proper order in format as well as numerical order and makes final general check.
4. Operates folder, paper cutter, hole drill press, and element bindery equipment.
5. Maintains bindery equipment in efficient working order, making simple adjustments and diagnosing problems as they occur.
6. Assists in training students assigned to unit through the co-op program.
7. Assists in the distribution and inventory of printed materials.
8. Expedites work flow of bindery room.
9. Performs other duties as assigned by the Supervisor Printing Production.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires reaching, bending, squatting, carrying of light weights. The work requires the use of hands for simple grasping, fine manipulations and pushing and pulling of arm controls. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Experience in operation of print room equipment

DESIRABLE QUALIFICATIONS

1. Experience in operation of offset press
2. Knowledge of operation of copy equipment
3. Ability to work independently

071201  
06050-11-504



JOB TITLE  
BOND TECHNICIAN

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
IA, GRADE 7

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Responsible for support of accounting functions including preparation of accounts payable vouchers, general transfers, maintaining activity records and making disbursements from special funds. The issuance of bonds and maintenance of debt service records and payments is a highly specialized and regulated area that requires knowledge of the entire bonding process as well as the ability to follow regulations and restrictions related to the accounting requirements.

#### PERFORMANCE RESPONSIBILITIES

1. Files correspondence and documents, and answers telephone; prepares necessary cabinet and Board reports.
2. Handles disbursements and maintains activity records for several special funds.
3. Prepares necessary vouchers for General and Special Voted Building Funds; prepares vouchers for payments due for debt service requirements each month and sends checks to Fiscal Court.
4. Balances all reimbursable expense codes not balanced by payroll or grants and awards accounting; makes necessary general transfers of disbursements to proper codes; Keeps records of assignments of general transfer sheets.
5. Sends monthly financial statements, external audit reports, cost center reports, location reports, etc., to Board members and other groups and individuals on lists for General Fund and Special Voted Building Fund.
6. Maintains official bond files; prepares bond report and annual financial report which is submitted to the State Department of Education.
7. Coordinates issuance of bonds with school system departments, fiscal agent, bond attorney State Department of Education.
8. Maintains records by bond issue indicating sites covered and percentage of indebtedness under each bond issue for each site, as well as other pertinent information; maintains records to total indebtedness under each bond issue for each individual site.
9. Prepares annual bond payment and coupon service charges schedules; maintains records of payments and credits on each bond issue.
10. Performs other duties as assigned by the designated supervisor.

#### 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.

#### MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years successful bookkeeping experience
3. Typing (30 wpm)
4. Ability to organize and maintain a filing system which is complete and quickly accessed
5. Good mathematical ability
6. Three (3) years successful computer experience

JOB TITLE  
BUDGET ANALYST

DIVISION  
BUSINESS SERVICES

REPORTS TO  
BUDGET COORDINATOR

SALARY SCHEDULE & GRADE  
I I, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Assists in preparation of district budget(s) and other budget documents. Organizes and/or conducts training for district staff. Responsible for problem solving for schools/programs; serves as liaison for cost centers.

PERFORMANCE RESPONSIBILITIES

1. Assists in preparation of district budget(s) and other budget documents.
2. Researches, compiles and prepares school profile information.
3. Represents the budget office at technology meetings.
4. Maintains budget system; reviews and implements budget amendments and reports.
5. Prepares reports and spreadsheets.
6. Works closely with staff regarding budget issues.
7. Conducts training for district staff.
8. Maintains position control for general fund and categorically funded positions.
9. Maintains staff allocations and communicates modifications to staff.
10. Performs other duties as assigned by the Budget 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, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Bachelor's degree
2. Three (3) years experience in financial and/or budget planning
3. Ability to communicate effectively
4. Personal and mainframe computer experience

DESIRABLE QUALIFICATIONS

1. Demonstrated administrative leadership and organizational skills

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03096-513

JOB TITLE  
BUDGET COORDINATOR

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DIRECTOR FINANCIAL  
PLANNING AND MANAGEMENT

SALARY SCHEDULE & GRADE  
I I, GRADE 7

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Prepares and coordinates budget materials and manuals for the development of the General Fund and Federal Fund Budgets including budgeting materials and manuals for school centers; works with cost centers to provide assistance in budget development, procedures and adjustments when involving staff or operational funds; coordinates on-going development and analysis of the annual budget; works with other Divisions in the planning of new programs and analysis of budget needs.

PERFORMANCE RESPONSIBILITIES

1. Coordinates on-going budget operations including planning, compiling, analyzing, preparing and monitoring development of the annual General and Federal Fund budgets.
2. Develops budget materials and manuals for the school centers and the system wide service offices.
3. Develops and coordinates the operational allocations for school center and system wide service offices staffing.
4. Coordinates and assists with the development of site-base budgeting in school centers.
5. Reviews, analyzes and evaluates budgeting process, assuring compliance with generally accepted budgeting principles, standards and procedures.
6. Coordinates with other divisions the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
7. Coordinates staff training and budget development and expenditure control.
8. Performs related duties as assigned.
9. Performs other duties as assigned by the Director Financial Planning and Management.

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

1. Bachelor's degree in area of assignment
2. Minimum of three (3) years successful experience in accounting or budget development

DESIRABLE QUALIFICATIONS

1. Knowledge of generally accepted budgeting, accounting and auditing principles, standards and procedures
2. Knowledge of District accounting and fiscal operations
3. Oral and written communication skills
4. Knowledge of applicable sections of Kentucky Administrative Regulations and other applicable laws

091201  
8073

JOB TITLE  
BUYER

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DIRECTOR PURCHASING

SALARY SCHEDULE & GRADE  
IA, GRADE 11

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Procures materials, equipment and services for the district at the lowest cost consistent with the quality and service required. Maintains standards of quality in products and service consistent with their use. Avoids duplication, waste and obsolescence of materials and equipment by keeping pace with the markets. Stays informed concerning legal requirements of purchasing for school districts, including such federal, state, county and city laws, regulations and ordinances as may apply, including Model Procurement Statutes.

PERFORMANCE RESPONSIBILITIES

1. Purchases supplies, services, and equipment with consideration given to quality, price and delivery for designated areas.
2. Maintains the highest ethical business practices and standards of conduct.
3. Assists with the preparation of bids and quotations for supplies, services, and equipment requested.
4. Obtains pricing information, either estimated or actual, for budgetary planning purposes.
5. Assists the user to ensure that all products purchased meet all codes, regulations and standards required by law.
6. Furnishes advice to the user concerning purchasing regulations, sources of materials, and quality of vendor performance.
7. Assists with the research and preparation of requisitions for the on-line purchase system.
8. Ensures that all purchases comply with Model Procurement Regulations of Kentucky and all other state, federal, local laws, regulations, and ordinances.
9. Performs other duties as assigned by the Director Purchasing.

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 being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three years purchasing experience

DESIRABLE QUALIFICATIONS

1. College degree or extensive work experience in the procurement field
2. Experience with computers and computerized procurement systems

071201  
03043-16-426

JOB TITLE  
CENTRAL RECEIVER<sup>1</sup>

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
IB, GRADE 6

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Provides system-wide receiving and distribution for materials and equipment.

PERFORMANCE RESPONSIBILITIES

1. Assumes responsibility for the receiving, identification, marking & placement of materials.
2. Assumes responsibility for all paperwork subsequent to the receiving process.
3. Assists the requisitioning units and schools with any problems relative to the receiving functions.
4. Performs all contacts between users, vendors, and shippers when delivery errors occur.
5. Coordinates shipments sent to the warehouse for departments and units.
6. Assumes responsibility for notifying appropriate personnel of receipts of equipment to be etched and stenciled.
7. Operates vehicles and lifting equipment as required.
8. Assists with all forms of warehouse operation such as receiving, storage, stock issue, and maintenance.
9. Assists in providing necessary security within the warehouse.
10. Performs other duties as assigned by the designated supervisor.

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

1. High School Diploma or G.E.D.
2. Valid driver's license
3. Three (3) years successful experience in warehousing and materials receiving

DESIRABLE QUALIFICATIONS

1. Knowledge of Board policies
2. Knowledge of unit, department and school locations
3. Ability to operate a forklift

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07201-04-426

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<sup>1</sup> 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.

Revised  
JULY 1, 2015



<b>JOB TITLE</b>	<b>CERTIFIED STAFFING CONSULTANT</b>		
<b>DIVISION</b>	<b>BUSINESS SERVICE</b>		
<b>SALARY SCHEDULE</b>	<b>IV GRADE 8</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>DIRECTOR DISTRICT PERSONNEL</b>		
<b>SUPERVISES</b>	<b>NA</b>		

#### SCOPE OF RESPONSIBILITIES

Provides support, assistance, and advice to systemwide service center and/or school staffs in the area of assignment.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides technical assistance to district and school staff related to staffing certified positions

Provides feedback to appropriate district and school staff on implementation of and compliance with policies and standards related to staffing (i.e., contract compliance, budgeted allocations...)

Delivers technical assistance in the design and implementation of workshops and training programs related to staffing

Uses knowledge of teacher certification to recruit and maintain a diverse pool of high quality candidates for certified positions

Gathers and reports data as needed to complete assignments

Provides assistance to principals and other staff in the area of HR practices

Research past and current recruitment and staffing practices, integrates research in all areas of responsibility, submits reports and recommendations as required

Performs other duties as assigned by the designated administrator

#### 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

Experience in screening, interviewing, and recommending candidates for certified positions

Ability to work successfully with people

#### DESIRABLE QUALIFICATIONS

Demonstrated in-depth understanding of teacher certification requirements

Demonstrated ability to write distinctly and to organize data

Experience on an instructional leadership team, interview committee, transfer committee, and/or other leadership team

REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>CHIEF BUSINESS OFFICER</b>		
<b>DIVISION</b>	<b>BUSINESS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II/IV GRADE 18</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>SUPERINTENDENT</b>		
<b>SUPERVISES</b>	<b>ADMINISTRATIVE SECRETARY, TWO (2) AUDITOR, DIRECTOR FINANCIAL PLANNING AND MANAGEMENT, DIRECTOR ACCOUNTING, CHIEF FINANCIAL OFFICER, DIRECTOR PURCHASING, AND DIRECTOR HUMAN RESOURCES</b>		

#### SCOPE OF RESPONSIBILITIES

Serves as the executive responsible for the overall coordination of the business and financial affairs of the District. Participates as a member of the Superintendent's Cabinet in the overall direction of Central Services functions and services. Accountable for the oversight and management of select District business operations including financial services, internal audit, human resources, and purchasing.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Evaluates structure, policy, and procedures and implements changes as needed to insure that all elements are consistent with best practice. Directs the development and implementation of shared services plan for financial and business activities which focuses on best practices, cost savings, efficiencies, and operational excellence

Monitor the development and administration of budget(s); anticipate revenue and expenditure needs and changes. Perform modeling and forecasts of revenue and expenses.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities including financial and risk management records, interim and adopted budgets, unaudited actual, accounting support services reports, and fiscal services reports

Directs the systematic collection and analysis of various types of data including input, process, outcome, and satisfaction data to guide recommendations and decisions on fiscal and business issues. Analyze historical and proposed spending to assess the effectiveness and efficiency of spending in historical and comparative contexts

Monitors all revenue sources (federal, state, county, and local) to ensure the district will receive all available revenues. Create a strategy for securing additional funding needed to implement priorities

Attends all meetings of the Board of Education and provides input, when requested by the Superintendent of Schools, related to the Business Division to the Board of Education and the public

Guides and approves talent acquisition and talent management strategies for the school district, including talent development, compensation analysis and appropriate implementation, and the analysis of benefit packages provided to all school district personnel

Monitors employee investigations from initiation through final outcome. Monitors the assignment of employee investigations to the proper investigation function

Develops and implements risk identification, measurement, evaluation, minimization/mitigation/elimination, and claims control programs

Conduct financial analyses; provide consultation and technical expertise regarding finance issues, operations and activities. Maintain knowledge of related laws, rules, and regulations. Keep abreast of legislation pertaining to school finance in order to keep the district advised; assist in the formulation of legislation, policies, procedures and programs to ensure adequate funding to achieve the vision of the district

Represents the district for financial matters related to collective bargaining negotiations

Monitors legal cases from initiation through final outcome.

Reviews, analyzes, negotiates and renegotiates contracts

Coordinates, after an analysis of sites, the acquisition or disposal of unneeded property in alignment with the district's strategic priorities

Monitors the accounting, payroll, expenditure, and internal audit systems for all funds

Performs other duties as assigned by Superintendent of Schools

#### PHYSICAL DEMANDS

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.

#### MINIMUM QUALIFICATIONS

Master's Degree or equivalent years experience in business administration, finance, or closely related field

Combination of seven (7) years experience and education required to provide knowledge and ability of responsibilities

Ability to read, analyze, interpret, and explain technical journals, financial reports, and legal documents

Ability to express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience

Reputation for integrity, transparency, and accountability with sound technical skills, analytical ability and good judgment

#### DESIRABLE QUALIFICATIONS

Advanced preparation, executive certification or doctorate

Experience in complex multifaceted organization

Human Resources experience



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<b>JOB TITLE</b>	<b>CHIEF FINANCIAL OFFICER</b>		
<b>DIVISION</b>	<b>BUSINESS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II/GRADE 18</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>CHIEF BUSINESS OFFICER</b>		
<b>SUPERVISES</b>	<b>ADMINISTRATIVE SECRETARY</b>		

#### SCOPE OF RESPONSIBILITIES

Administers both operational and programmatic support to the District. Provides leadership to establish communications between the District and the business community; analyzes and provides alternative solutions to the District's fiscal issues and concerns. Is the chief financial spokesperson for the organization on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and securing of new funding.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Review, analyzes and evaluates effectiveness of fiscal management operations and recommends changes where necessary

Monitors, supervises and evaluates assigned staff

Develops and recommends appropriate operational policies and defines, recommends and establishes objectives and administrative policies related to functions supervised

Establishes and maintains communications and other collaborative relationships with the business/financial community

Serves as District Treasurer and treasurer of the Jefferson County School District Finance Corporation

Coordinates and correlates activities within the assigned area and with other district staff

Ensures within the assigned area compliance with District policies, governmental regulations and administrative procedures

Performs other duties as assigned by Chief Business Officer

#### 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, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, driving automotive equipment and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree and graduate work towards MBA or CPA

Five (5) years successful experience in the field of business management with responsibilities in financial accounting, budgeting, cost accounting and finance

Successful experience as a financial officer

Working knowledge of automated accounting and budgeting systems

#### DESIRABLE QUALIFICATIONS

Kentucky certification endorsed for Superintendent or School Business Official

Major education emphasis in Business Administration, Accounting or Finance

Successful experience in an educational setting

Master's Degree

REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>CHIEF OPERATIONS OFFICER</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II/IV GRADE 18</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>SUPERINTENDENT</b>		
<b>SUPERVISES</b>	<b>DIRECTOR INFORMATION TECHNOLOGY, DIRECTOR SCHOOL AND COMMUNITY NUTRITION SERVICES, DIRECTOR TRANSPORTATION SERVICES, DIRECTOR PERFORMANCE AND TECHNOLOGY, DIRECTOR FACILITIES AND ENVIRONMENTAL SERVICES, DIRECTOR LABOR MANAGEMENT AND EMPLOYEE RELATIONS, DIRECTOR SECURITY AND INVESTIGATIONS, DIRECTOR SUPPLY SERVICES, SUPERVISOR GRAPHIC ARTS/PRINTING, PLANT OPERATOR, CLERK II, AND ADMINISTRATIVE SECRETARY I</b>		

#### SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the management of the Operational and Administrative Services division. Oversees the planning, development, assessment, and improvement of operational services and administrative programs, including non-instructional projects. 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. Responsible for the implementation of District policies and programs related to Labor Relations, Facilities and Environmental Services, Transportation Services, Nutrition Services, Informational Technology and other non-instructional projects.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Administers the overall operational activities of the District with responsibility for Labor Relations, Facilities and Environmental Services, Transportation Services, Nutrition Services, Informational Technology and other non
- Integrates the operational activities with the programs of other District organizational units to provide the most efficient and effective education possible for students
- Provides strategic planning and executive leadership in the verification and validation of programs and practices within the division
- Establishes, 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 assures that all functions operate within the appropriated allotment
- Prepares reports and recommendations for the Superintendent of Schools and the Board of Education for all aspects of the operational and administrative services
- Attends all meetings of the Board of Education and provides input, when requested by the Superintendent of Schools, related to programs and support services to the Board of Education and the public
- Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources assigned to the division of Operational and Administrative 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
- Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that the division is organized and administrated in a manner which promotes student learning and accomplishes the goals of the District
- Administers the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operation and services
- Administers the establishment and maintenance of effective conditions for successfully implementing the approved operational activities and ensures that materials and services necessary for the accomplishment of District operational goals are provided
- Interprets the policies and regulations of the Board of Education and administrative directives of the Superintendent of

Schools and monitors all programs to ensure consistency with District policies and fiscal responsibility
Performs other duties as assigned by Superintendent of Schools

#### PHYSICAL DEMANDS

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.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Ten (10) years successful administrative and management experience

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

Understanding of systems management

Demonstrated leadership ability within diverse groups

#### DESIRABLE QUALIFICATIONS

Master's Degree or equivalent years experience

Experience in urban/suburban school district with student population representing cultural plurality

Advanced preparation or doctorate

JOB TITLE  
CONTROL CLERK PAYROLL

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED COORDINATOR

SALARY SCHEDULE & GRADE  
IA, GRADE 6

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Ensures that accurate control totals are maintained. The supplementary payroll is posted and check numbers are maintained for monthly clerk register reconciliation. Works under general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES

1. Assumes all responsibility for health insurance deductions and maintenance.
2. Serves as liaison with the Benefits Department, MIS, DEI and KDE to answer inquiries, resolve issues concerning plan holder balances, and send updates of terminations.
3. Processes changes resulting from qualifying event applications and ghimail from DEI.
4. Assumes responsibility for verifying, processing and remitting deductions for health insurance and FSA deductions via KDE's WEB Billing program, and remitting monthly report to DEI.
5. Monitors notification of changes for leaves, terminations and retirement; and calculates and processes necessary adjustments to premiums.
6. Balances health insurance comparison reports from DEI and JCPS and resolves discrepancies.
7. Assumes responsibility for verifying payroll edit and final payroll reports to insure accurate health premiums are withheld.
8. Corresponds with employees regarding all health insurance inquiries including resolution of missed premium deductions and administrators repayment arrangements.
9. Deposits health insurance checks, submit requests for payment to Kentucky State Treasurer and reconciles the health insurance liability account.
10. Performs other duties as assigned by 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.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Bookkeeping experience
3. Good math ability
4. Ability and desire to maintain accurate records

DESIRABLE QUALIFICATIONS

1. Two (2) years payroll experience
2. One (1) year accounting college credit

071201  
06005-04-404

JOB TITLE  
COORDINATOR ACCOUNTING

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
I I, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Supervises the daily routine of the accounting clerical staff. Coordinates monthly accounting operations to ensure an accurate and timely year-end financial report that complies with district, state and federal financial requirements.

PERFORMANCE RESPONSIBILITIES

1. Prepares financial reports including monthly, quarterly and annual statements of all funds.
2. Provides assistance in the completion of annual audited financial report.
3. Interfaces with internal and external auditors in resolving issues related to audit.
4. Performs account analysis and reconciliation.
5. Ensures that adequate controls are in place to provide accurate and timely financial reports.
6. Supervises, trains and evaluates accounting clerical staff.
7. Interfaces with facilities and supply services on reconciliation of fixed assets and capital project.
8. Supports the division in matters relating to financial analysis and audit.
9. Performs other duties as assigned by the designated supervisor.

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, exposure to marked changes in temperature and humidity, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in accounting or finance
2. Three (3) years accounting experience
3. Working knowledge of general ledger, accounts payable, preparing journal entries, and analyzing and reconciling accounts
4. Proficient in use and preparation of computerized spreadsheets and use of calculator
5. Good written, oral communication and analytical skills

DESIRABLE QUALIFICATIONS

1. Ability to handle multiple and shifting priorities and work effectively both individually and as part of a team

071201  
02161

JOB TITLE  
COORDINATOR ACCOUNTS  
PAYABLE

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
I I, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Supervise timely and accurate voucher and invoice processing and payment to comply with district, state and federal financial requirements. Coordinates incoming invoices, receiving reports and vouchers while ensuring efficient processing. Requires corresponding and answering inquiries from vendors.

PERFORMANCE RESPONSIBILITIES

1. Supervise, train, and evaluate the performance of clerical personnel.
2. Serves as liaison for the purchasing and management information services departments.
3. Handles inquiries and requests pertaining to accounts payable.
4. Supervises all phases of check writing preparation.
5. Processes the closing of orders generating no action over 120 days.
6. Monitors incoming invoices to the district and supervises the matching of corresponding receiving reports from individual cost centers.
7. Supervises receipt of school food service receiving reports, invoices and coordinates timely payment.
8. Assists in various year end closing functions.
9. Supervises the maintenance of adequate controls to ensure the accuracy of checks and reports produced.
10. Performs other duties as assigned by the designated supervisor.

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, exposure to marked changes in temperature and humidity, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High school diploma or G.E.D.
2. Two (2) years responsible Accounts Payable experience
3. Ability to maintain accurate records and meet established deadlines
4. Ability to communicate effectively

DESIRABLE QUALIFICATIONS

1. Bachelor's degree

071201  
02160-11-404

## **DELETE EFFECTIVE JULY 1, 2015**

### JOB TITLE

COORDINATOR AVIATION

### DIVISION

ACADEMIC SERVICES

### REPORTS TO

DESIGNATED SUPERVISOR

### SALARY SCHEDULE & GRADE

I I, GRADE 11

### LENGTH OF WORK YEAR

AS APPROVED BY THE BOARD

### DATE

JANUARY 14, 2013

### SCOPE OF RESPONSIBILITIES

The coordinator for aviation provides the leadership necessary to work cooperatively with the local school faculty, administrative team, and appropriate units within the district to implement all aspects of the aviation program. Supervises the flight training and aircraft maintenance. Facilitates the provision of social services for disadvantaged students and their families to promote the students success in the aviation program.

### PERFORMANCE RESPONSIBILITIES

1. Provides leadership in organizing, developing and implementing the curriculum of all areas of the aviation magnet.
2. Provides leadership to teachers, teams, and departments to facilitate effective planning and implementation.
3. Assists in the determination of educational needs in the school and in the formulation of necessary plans and programs.
4. Assists the Principal in developing and implementing a recruitment plan to attract students from feeder middle schools to the aviation program.
5. Assists the Principal with matters relating to public relations and marketing of the aviation magnet and the overall school.
6. Develops, manages and maintains appropriate budgets for fiscal affairs for the programs in accordance with state and systemwide accounting practices.
7. Assists with planning, developing and implementing an endowment program to provide scholarship monies for qualifying students.
8. Monitors instructional activities in order to ensure consistency and compliance with established federal, district, and school goals or regulations.
9. Provides liaison with pupils, parents, staff, parent groups, community agencies and promotes positive public and school-community relations.
10. Serves as a liaison with the Federal Aviation Administration (FAA) and other governmental agencies certifying aspects of the magnet program(s).
11. Monitors contracts and activities established between the school/district and business for compliance and renewal.
12. Serves as technical prep/school-to-work coordinator, completing grants, etc.
13. Performs other duties as assigned by the designated supervisor.

### PHYSICAL DEMANDS

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 medium weights. The work requires the use of hands for simple grasping, fine manipulations, and pushing and pulling of arm controls. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

### MINIMUM QUALIFICATIONS

1. Airframe and Powerplant Mechanic Certification
2. Bachelor's degree with courses in Supervision and/or Administration or aviation
3. Demonstrated ability to establish a partnership between schools and business/corporations
4. Experience in working with culturally diverse groups and disadvantaged students

### DESIRABLE QUALIFICATIONS

1. Three (3) years of successful teaching or other related experiences
2. Knowledge of domestic and international tourism
3. Certified flight instructor





JOB TITLE  
COORDINATOR GRANTS AND  
AWARDS ACCOUNTING

DIVISION  
BUSINESS SERVICES

REPORTS TO  
MANAGER GRANTS AND  
AWARDS ACCOUNTING

SALARY SCHEDULE & GRADE  
I I, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Supervises timely and accurate grants and awards accounting processes to comply with district, state and federal financial requirements. Coordinates grants and awards accounting operations while ensuring efficient processing.

PERFORMANCE RESPONSIBILITIES

1. Supervise, train, and evaluate the performance of clerical personnel.
2. Serves as liaison for management information services and new technology applications.
3. Handles inquiries and requests pertaining to grants and awards accounting.
4. Supervises all phases of accounting operations insuring accounting compliance with program guidelines.
5. Provides information to auditors when audits are conducted on federal programs.
6. Assists the manager in meeting special requests to fulfill requests of project directors and other systemwide service office administrators.
7. Assists categorically funded program directors in the accounting operation process.
8. Assists in various year end closing functions meeting the close-out calendar deadline.
9. Supervises the maintenance of adequate controls to ensure the accuracy of financial reports.
10. Performs other duties as assigned by the Manager Grants and Awards Accounting.

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, exposure to marked changes in temperature and humidity, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High school diploma or G.E.D.
2. Two (2) years responsible accounting operations experience
3. Ability to maintain accurate records and meet established deadlines.
4. Ability to communicate effectively

DESIRABLE QUALIFICATIONS

1. Bachelor's degree

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02162-04-406

JOB TITLE  
COORDINATOR PAYROLL

DIVISION  
BUSINESS SERVICES

REPORTS TO  
MANAGER PAYROLL AND  
CASH MANAGEMENT

SALARY SCHEDULE & GRADE  
I I, GRADE 8

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Plans, organizes and supervises payroll functions to assure accuracy, timely completion, and to comply with district and state policies and procedures, and state and federal regulations. Trains, supervises and evaluates assigned personnel. Responsible for a straightforward application of standard practices of the payroll operation.

PERFORMANCE RESPONSIBILITIES

1. Trains, supervises and evaluates the performance of assigned payroll personnel; monitors and adjusts workflow and assignments to meet established timelines.
2. Assures District payroll is properly prepared in a timely manner.
3. Coordinates communication with various District departments and personnel to answer questions, obtain information and resolve issues.
4. Reviews the preparation of regular financial statements assuring financial controls and practices in accordance with accounting principles.
5. Reviews financial reports and computer printouts to assure accuracy and completeness; makes corrections and adjustments as necessary.
6. Assures timelines are met; maintains proper controls and records for all payroll functions; assures accuracy and timely preparation of reports and records.
7. Communicates with employees to arrange payment and resolve discrepancies as necessary; assists assigned personnel with difficult, complex and unusual issues.
8. Recommends improved procedures and policies; assists supervisor in the preparation of financial statements and state and federal records and reports. Responsible for all tax deposits.
9. Performs internal audits; checks and reviews a variety of records, accounts and reports for accuracy, conformance and timeliness; assists with calculations.
10. Performs other duties as assigned by the Manager Payroll and Cash Management.

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 being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipments, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's degree
2. Three (3) years responsible financial record keeping experience
3. Experience in an automated accounting environment

DESIRABLE QUALIFICATIONS

1. Master's degree

JOB TITLE  
COORDINATOR PURCHASING/BIDS

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DIRECTOR PURCHASING

SALARY SCHEDULE & GRADE  
I I, GRADE 7

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Supervises the daily routine of purchasing clerical staff, maintains all on-line procurement and bidding systems with a particular emphasis on procurement, bid and agenda preparation, and ensures the highest degree of professionalism as it relates to source selection and contract formation.

#### PERFORMANCE RESPONSIBILITIES

1. Supervises bids and specifications development, reviews all specifications submitted for bid and coordinates the on-line procurement and bid systems.
2. Assists in the management and development of procurement policies and documentation to comply with Kentucky model procurement and Board policy, while ensuring that all reporting obligations on procurement and contracting activities are met.
3. Coordinates bid evaluations to ensure compliance with bid specifications and evaluation criteria.
4. Ensures that the Model Procurement Statutes, federal and state procurement laws and Board policy are adhered to by the district-wide employees that use the on-line procurement system.
5. Assists in managing workflow and bid preparation and forecasting and provides leadership and guidance to ensure that all contracts are current for products and services and that renewals are executed in a timely manner.
6. Monitors automated purchasing system, including the data entry of requisitions, and serves as an intermediary between the users and management information services.
7. Provides in-service regarding purchasing and contract procedures.
8. Ensures compliance in source selection, contract development, and compliance with Board, state and federal policy and regulations.
9. Maintains expediting operation of the purchasing unit by serving as a liaison among department heads and vendors and resolving problems between delivery of product and supplier.
10. Performs other duties as assigned by the Director Purchasing.

#### 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 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 G.E.D.
2. Three (3) years experience in school or municipal purchasing
3. Successful experience in accounting and/or business office supervision
4. Proficient in the use of personal computer systems
5. Knowledge of computerized inventory systems

#### DESIRABLE QUALIFICATIONS

1. Ability to develop specifications/knowledge of Kentucky purchasing law
2. Knowledge of Board policy and procedures
3. Knowledge of Kentucky Purchasing Law

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REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>COORDINATOR TECHNOLOGY SUPPORT SERVICES</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 9</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>MANAGER TECHNOLOGY SUPPORT SERVICES</b>		
<b>SUPERVISES</b>	<b>ONE (1) FIELD SERVICES ENGINEER, ONE (1) LEAD TECHNOLOGY SUPPORT SPECIALIST</b>		

#### SCOPE OF RESPONSIBILITIES

Manages the day-to-day operations of the JCPS technology support services teams that provides operational support for all system-wide technology used in the district. Works closely with the Manager Technology Support Services to direct the activities of the technology services staff and ensures that end users are receiving service in a timely and efficient manner. Insures district-wide compliance with all technology policies and procedures related to the proper purchase, operation, end-of-life, sanitization, and disposal of technology equipment. Coordinates technical support with Infrastructure Services, Computer Education Support and other stakeholders.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages the technology support services teams in the area of technology maintenance and support. Insures all work is done in an efficient and timely manner and is available on call 24x7.

Insures the enterprise antivirus software is in compliance with State requirements.

Designs and implements best practices, standards, and operational guidelines for providing software updates, computer services, and associated images including mobile devices for all JCPS users.

Insures compliance with established SLAs, all district-wide technology architectural standards, hardware policies and procedures. Specifically, ensures all technology related equipment is purchased, operated, maintained, secured, inventoried, tracked, retired, sanitized and disposed of properly, and creates and maintains auditable records of such activities.

Coordinates with and assists JCPS school-based staff in maintaining and reporting hardware inventories and consults with school-based administrators on the selection, purchase, and implementation of school-based technology.

Keeps abreast of emerging technologies and threats to identify service trends, and works closely with the infrastructure services group to review, design, test, implement, and support innovative enterprise computing environments and mitigation services, as well as recommends and implements cost efficient measures to increase operational efficiencies.

Works closely with management and the support teams to establish and implement technical support best practices and measures as well as effective change management strategies.

Utilizes effective communication skills to interact with internal clients and external stake holders on all levels to help resolve IT-related issues and provides answers in a timely manner.

Works closely with the Manager Technology Support Services and other IT team members to design, track, and report, key performance indicators, and implements measures to sustain high levels of technology support performance among staff.

Mentors team members and stays current on certifications(s) by successfully completing updated certification exams.

Assists management with the creation and delivery of the annual KDE Technology Activity Report (TAR), the annual KDE Technology Readiness Report (TRR) and the annual KDE Report card.

Performs other duties as assigned by the Manager Technology Support Services.

#### PHYSICAL DEMANDS

The work is primarily sedentary, with occasional field work. 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

Bachelor's degree in related field

Five (5) years of proven hands-on experience managing enterprise technical teams and providing technology support using ITIL best practices.
Excellent written and oral communication skills coupled with thorough knowledge in the areas of support desk, client support, infrastructure support, hardware maintenance, support and warranty, and hardware sanitization and disposal as well as knowledge of industry-standard hardware, software and networking technologies used in school district settings.
A current, relevant, and industry-recognized certification or ability to complete department-designated and department-paid certification(s) within twelve (12) months of hire.

<u>DESIRABLE QUALIFICATIONS</u>
Master's degree.
Project Management training.
Knowledgeable with technology grants and managing state provided technology funds.

JOB TITLE  
CRT OPERATOR

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
APPROPRIATE SUPERVISOR

SALARY SCHEDULE & GRADE  
IA, GRADE 4

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Performs daily operational office tasks using a CRT terminal.

PERFORMANCE RESPONSIBILITIES

1. Assists in daily operations of office.
2. Furnishes information to schools and offices concerning logistical support.
3. Maintains stock records (via CRT).
4. Assures correct accountability for all receipts disbursements (via CRT).
5. Assists in ordering of warehoused supplies.
6. Initiates and maintains records and reports for the buying control area in purchasing unit.
7. Assists in bid preparation in conjunction with the parts workers.
8. Assists in record maintenance in conjunction with the scheduling & quality control unit.
9. Performs all other duties as assigned by the appropriate supervisor.

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 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 G.E.D.
2. Proficient in use of CRT terminal
3. Proficient in typing (40 w.p.m.) and general office procedures
4. Two (2) years CRT experience

DESIRABLE QUALIFICATIONS

1. Experience in warehousing and procurement procedures
2. Knowledge of BICS coding system
3. Knowledge of computerized inventory control

071201  
06067-22-426

JOB TITLE  
DEDUCTION CLERK

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED COORDINATOR

SALARY SCHEDULE & GRADE  
IA, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Processes, reconciles and ensures that payroll withholdings are deducted. Remits deduction amounts and reports by required deadlines. Scans and maintains filing of payroll documents. Answers and responds to inquiries by telephone and personal visits. Works under general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES

1. Assumes responsibility for processing assigned payroll deductions for optional benefits, CERS retirement, garnishments, charity campaigns, and association and union dues.
2. Verifies pay edits and final totals to ensure proper deduction amounts are withheld for each pay.
3. Balances assigned deduction reports and remittance checks with the management information services payroll totals and remits to the appropriate vendor/agency by the required due date.
4. Processes and maintains filing of direct deposit enrollment forms and tax withholding certificates (W-4, K-4).
5. Assumes responsibility for classified CERS retirement including completing/filing all CERS forms, reports and remittances by the required deadlines; issuing CERS refunds; maintaining individual files for CERS member; and responding to inquiries from KY Retirement Systems.
6. Assists with completing certified KTRS reporting and refund forms.
7. Reconciles extra service totals and files all necessary documentation each pay period.
8. Answers all inquiries related to appropriate payroll deductions.
9. Assumes responsibility for data entry to verify supplemental worksheets.
10. 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.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Two (2) years successful experience in clerical functions
3. Skill in the use of business English, spelling and math

DESIRABLE QUALIFICATIONS

1. Ability to work well in a team situation
2. One (1) year payroll experience
3. One (1) year college credit in general business

071201  
06014-03-404

JOB TITLE  
DIGITAL PRINT TECHNICIAN

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
IA, GRADE 7

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for management and operation of digital copy production equipment to scan, merge, and produce high-quality documents and coordinates the operations of computer-to-plate technology.

#### PERFORMANCE RESPONSIBILITIES

1. Manages digital presses and high-speed copy production equipment to print, scan, merge, copy, and bind documents.
2. Manipulates electronic data files for variable-data printing output.
3. Manages job queues, determines correct production equipment to use, and releases jobs to appropriate queues.
4. Determines most cost-effective and timely production of jobs using digital presses and high-speed, digital copiers.
5. Works in conjunction with graphic designers to ensure a quality product that meets client expectations.
6. Manages and maintains electronic file storage.
7. Maintains and coordinates the operations of the computer-to-plate equipment and troubleshoots electronic files received for output.
8. Maintains inventory and supplies for digital print production.
9. Performs routine daily maintenance on digital presses and digital copiers and troubleshoots quality issues.
10. Performs other duties as assigned by the designated supervisor.

#### 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 bending, squatting, climbing and 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 being around moving machinery, noise, and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

#### MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Detail-oriented and above-average computer skills
3. Experience with computer-to-plate technology
4. Working knowledge of digital formats as relates to the printing industry
5. Excellent customer service skills

#### DESIRABLE QUALIFICATIONS

1. Post-secondary education in graphics related area
2. Knowledge and operation of high-speed printing/copying equipment
3. Knowledge of variable data printing and database technologies
4. Mechanical aptitude

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REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>DIRECTOR ACCOUNTING</b>		
<b>DIVISION</b>	<b>BUSINESS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II/GRADE 14</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>CHIEF BUSINESS OFFICER</b>		
<b>SUPERVISES</b>	<b>MANAGER GRANTS AND AWARDS ACCOUNTING, SPECIALIST I, MANAGER PAYROLL AND CASH MANAGEMENT, COORDINATOR ACCOUNTING AND COORDINATOR ACCOUNTS PAYABLE</b>		

#### SCOPE OF RESPONSIBILITIES

Supervises the management of the accounting and disbursement functions of the District. It receives a minimum amount of supervision while providing supervision (either direct or through managers) to approximately forty-five (45) people. The functions supervised include payroll, expense control, federal program accounting, financial reporting, cash flow, and revenue.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises the management of the accounting and disbursement functions of the district including:

- Payroll functions
- Accounts payable functions
- Financial accounting and reporting for all centralized funds
- Federal and state program budget development and control, accounting and reporting
- Food service accounting
- Revenue function

Works closely with Internal Audit to ensure local school accounting conformance

Assists in the development of the double-entry bookkeeping system and other system development efforts

Supervises the preparation of monthly and year-end financial reports for all centralized funds and federal and state funds

Works cooperatively with external and federal auditors in the auditing of all financial and program records. Attends exit interviews and coordinates replies as to corrective action either taken or planned

Participates in the analysis and assessment of the district's cash flow and investment procedures

Performs other duties as assigned by Business Officer

#### PHYSICAL DEMANDS

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, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree with a major in accounting or business administration

Three (3) years of successful supervisory and administrative experience in accounting

Demonstrated ability to complete assignments accurately and effectively with established time schedules

Ability to communicate effectively and clearly with local school staffs and systemwide cost center heads

#### DESIRABLE QUALIFICATIONS

CPA certificate and/or Kentucky certificate as a School Business Administrator

JOB TITLE  
DIRECTOR ADMINISTRATOR  
RECRUITMENT AND DEVELOPMENT

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DIRECTOR HUMAN RESOURCES

SALARY SCHEDULE & GRADE  
IV, GRADE 13

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, coordinating and managing the district's administrative recruitment and development program.

PERFORMANCE RESPONSIBILITIES

1. Researches, plans, organizes and conducts training programs, seminars and conferences for certified and classified personnel designed to improve leadership, supervisory and evaluation skills.
2. Designs and implements promotional procedures; makes timely announcements of dates to be observed by personnel aspiring to managerial positions.
3. Counsels applicants, providing feedback and advice.
4. Recommends management transfers, dismissals and promotions.
5. Coordinates and directs administrative intern programs for the district.
6. Provides input for identifying and defining present and future training needs by assisting with coordinating and conducting needs analysis.
7. Coordinates the administrative and managerial staffing activities, including internal and external recruitment.
8. Ensures compliance with district goals and objectives and with state and federal regulations.
9. Performs other duties as assigned by the Director Human Resources.

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

1. Master's Degree and Kentucky Professional Certification in Administration and Supervision
2. Three (3) years successful experience in local school administration
3. Three (3) years successful experience in personnel administration

DESIRABLE QUALIFICATIONS

1. Knowledge of management recruitment techniques and programs
2. Doctorate degree

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## DELETE EFFECTIVE JULY 1, 2015

### JOB TITLE

DIRECTOR DIGITAL TECHNOLOGY

### DIVISION

OPERATIONS SERVICES

### REPORTS TO

CHIEF OPERATIONS OFFICER

### SALARY SCHEDULE & GRADE

II, GRADE 14

### LENGTH OF WORK YEAR

260 DAYS

### DATE

JULY 1, 2012

### SCOPE OF RESPONSIBILITIES

Administers the Digital Technology Program for the District. Evaluates new technological advances. Responsible for all electronic voice and data communications in the District. Responsible for all terminal, printer and microcomputer maintenance. Responsible for the terminal and minicomputer networks, both installations and maintenance. In addition to supervision of the Telecommunications unit, is responsible for providing interfacing for all voice and data communications and all long-range plans dealing with associated hardware.

### PERFORMANCE RESPONSIBILITIES

1. Supervises the installation and operation of the district's microwave, telephone, terminal and networking systems.
2. Interfaces the terminal network and voice communications with the microwave carrier system and the local telephone company.
3. Responsible for all terminal, printer and network installations.
4. Responsible for maintenance of all microcomputer school based networks, both hardware and software replacement where applicable.
5. Responsible for preparation of long-range mainframe and minicomputer hardware plans and procurement of equipment.
6. Responsible for all capital expenditures as it relates to terminals, printers and the administrative networks.
7. Develops and presents board reports for the Telecommunications unit as it pertains to performance of the unit and the objectives of the district.
8. Provides technical guidance and assistance to the district in matters relating to telecommunications and networking; maintains a working knowledge of present and future telecommunications software and hardware and advises management of significant developments in this area.
9. Advances the telecommunications and network capabilities of the district through design, development and implementation of new concepts where productivity opportunities exist.
10. Establishes the equipment needs for implementing the Technology Education Program
11. Coordinates with the State Department of Education the purchase of equipment with matching technology funds.
12. Ensures that KERA requirements for technology are being met.
13. Coordinates all administrative technology systems in the district.
14. Performs other duties as assigned by the Chief Operations Officer.

### PHYSICAL DEMANDS

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 being around moving machinery, exposure to marked changes in temperature, driving automotive equipment and exposure to dust, fumes and gases.

### MINIMUM QUALIFICATIONS

1. Master's Degree
2. Five (5) years experience in electronic data processing and data communications
3. Demonstrates thorough knowledge of voice and data communications
4. Demonstrated ability to effectively communicate and work with vendors, management and users

### DESIRABLE QUALIFICATIONS

1. Master's Degree in business or technically related area



REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>DIRECTOR FINANCIAL PLANNING AND MANAGEMENT</b>		
<b>DIVISION</b>	<b>BUSINESS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II/I4 GRADE 14</b>		
<b>WORK YEAR</b>	<b>260 DAY</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>CHIEF BUSINESS OFFICER</b>		
<b>SUPERVISES</b>	<b>BUDGET COORDINATOR</b>		

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility of the district Five-Year Financial Plan. Assists in budget preparation, development and monitoring for the school district. Assumes a technical role on financial impact reports as needed and assists in the financial management of the long-range facilities project.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans and develops the total financial plan for the school district which would include long-range facilities, Special Voted Building Fund, General Fund, and finance reports/assignments as needed

Develops a fiscal year and a five-year estimate of revenue and expenditures for operating the school system

Develops the annual planning and budgeting calendar which includes a prescribed format and dates upon which the cost center manager may submit program plans and budgets

Assists and develops procedures for compiling the information for the Program Planning Budgeting, and Evaluation System (PPBES) and the Handbook I I, revised

Assists in scheduling budget work sessions and public hearing on the annual school budget

Plans a process for developing the Special Voted Building Fund Budget preparation priorities and preparing the budget

Assists in the technical management of non-personnel insurance and related items as needed for the Chief Financial Officer

Assists in the planning of new school needs and facility utilization plans

Performs other duties as assigned by Chief Business Officer

#### 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

Master's Degree in Business Administration or Educational Administration or a bachelor's degree with significant finance/accounting experience

Three (3) years successful experience in management position with responsibility for the formulation and documentation of a comprehensive program budget

#### DESIRABLE QUALIFICATIONS

Successful experience with the development and implementation of a Program Planning, Budgeting, and Evaluation System (PPBES) that interfaces with a Management Information System

Successful experience in the administration of planning functions, to include pupil projection techniques, facility utilization planning and the development of computerized budget information systems

Evidence of academic excellence, ability to work with groups and self-motivating work habits is an essential attribute for this position

REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>DIRECTOR HUMAN RESOURCES</b>		
<b>DIVISION</b>	<b>BUSINESS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 14</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>CHIEF BUSINESS OFFICER</b>		
<b>SUPERVISES</b>	<b>DIRECTOR ADMINISTRATOR RECRUITMENT AND DEVELOPMENT, DIRECTOR DISTRICT PERSONNEL, DIRECTOR III, MANAGER BENEFITS, AND DATA MANAGEMENT/RESEARCH TECHNICAIN</b>		

#### SCOPE OF RESPONSIBILITIES

Provides leadership, general oversight and direct supervision and direction to management of the district's Human Resources programs and activities including employment, compensation, employee benefits, and employee assistance.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides general oversight and direction to personnel services and employee relations programs in the district

Formulates and recommends Human Resources policies for the district

Determines and recommends practices necessary to establish a positive employer-employee relationship and to promote a high level of employee morale

Provides leadership and general direction to the process of job design, job evaluation and performance appraisal program

Provides leadership and direction to wage and hour compliance, administration of unemployment claims, workers compensation, compensation schedules and procedures and related policies

Provides leadership and general direction to manpower forecasting activities including recruiting and placement practices and procedures

Provides leadership and general direction to the district's employee benefits programs and services, employee assistance programs and pre

Defines the district's Human Resources programs and ensures that duties, areas of authority/responsibility and accountability are understood and that effective coordination of the activities within the Division are accomplished

Analyzes, interprets, prepares, distributes and maintains the district's job descriptions, organizational charts and related files

Responsible for management of the district's personnel records in compliance with Board Policy and applicable laws. Responds to open records request, subpoenas, Kentucky retirement requests, audit requests, and employment verifications

Performs other duties as assigned by Chief Business Officer

#### PHYSICAL DEMANDS

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

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Five (5) years successful experience in human resources

Diverse combination of education

#### DESIRABLE QUALIFICATIONS

Generalist background with broad knowledge of employment, compensation, organizational planning, employee relations, employee benefits, employee assistance programs and employee training

Demonstrated ability and experience leading a Human Resources department

Demonstrated ability to supervise employees

Knowledge of practices and regulations guiding the employment process and employment law

REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>DIRECTOR INFORMATION TECHNOLOGY</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 14</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>CHIEF OPERATIONS OFFICER</b>		
<b>SUPERVISES</b>	<b>ONE (1) SENIOR MANAGER INFRASTRUCTURE SERVICES, ONE (1) MANAGER TECHNOLOGY SUPPORT SERVICES, ONE (1) ASSISTANT DIRECTOR SYSTEMS DEVELOPMENT, ONE (1) SECRETARY III</b>		

#### SCOPE OF RESPONSIBILITIES

Oversees the day to day operations of the district's Information Technology division that includes Systems Development, Technology Support Services, and Infrastructure Services. Responsible for supporting the district's administrative technology activities and assisting in meeting the district's instructional technology objectives; assumes overall responsibility for planning and implementing new systems, evaluating advances in information technology, and developing managerial and technical abilities in the staff; acts as the chief contact between the district's Information Technology and those outside the unit, and reviews requests for new technology needs and determines the relative merit of proposed applications

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs the activities of the Information Technology division which includes supervision of Systems Development, Infrastructure Services and Technology Support Services groups comprising of application development, voice and data network, data center operations, and technology support activities.

Works closely with the district's stake holders and provides leadership in the planning and development of the district's short-term and long-term information technology capabilities based on annual and long-range goals of the Information Technology Department which are recommended by the Superintendent and approved by the Board of Education.

Formulates and recommends operational policies and programs that guide the organization in maintaining and improving its competitive position and efficiency of operation; works closely with the Chief Operations Officer to draft district technology standards to promote and sustain operational efficiency.

Establishes IT project priorities and reviews, analyzes, and approves the department's operational and project budgets.

Works closely with the Kentucky Department of Education (KDE) to insure the district's technology infrastructure remains compliant with the KDE guidelines and mandates.

Identifies technology trends and provides leadership in the evaluation and selection of the district's technology equipment and software systems as well as assess the risks that may impede the business.

Supervises recruitment, training, retention, and organization of all IT staff in accordance with the district's hiring and personnel policies.

Establishes standards of performance and monitors conformance for staff (through performance reviews) and vendors (through service level agreements).

Shares knowledge, mentors, and educates staff and management with regard to the district's technological vision, opportunities, and challenges.

Performs other duties as assigned by the Chief Operations Officer.

#### PHYSICAL DEMANDS

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

#### MINIMUM QUALIFICATIONS

Master's Degree.

Five (5) years successful administrative experience directing large-scale information technology division, with seven (7) years total information technology experience.

Demonstrated ability to develop short and long-range plans and to complete these plans as scheduled.
Demonstrated ability to communicate effectively.

<u>DESIRABLE QUALIFICATIONS</u>
Prior experience with school-related applications.
Experience with instructional technology and school district information technology issues.



## **DELETE EFFECTIVE JULY 1, 2015**

### JOB TITLE

DIRECTOR

INTERNAL AUDIT

### DIVISION

ADMINISTRATION

### REPORTS TO

SUPERINTENDENT

### SALARY SCHEDULE & GRADE

I I/IV, GRADE 13

### LENGTH OF WORK YEAR

260 DAYS

### DATE

APRIL 22, 2002

### SCOPE OF RESPONSIBILITIES

The primary purpose of this position is to affect reliable Internal Financial Controls which involves an in-depth knowledge of all the various complex financial systems of the District. This position involves supervising auditors and clerks.

### PERFORMANCE RESPONSIBILITIES

1. Administers and directs the Department of Internal Audit.
2. Challenges continually the extent to which internal controls can be relied upon to assure the accurate and responsible handling of all funds.
3. Conducts annual audits of each elementary, middle, special, and high school Activity accounts.
4. Participates in and monitors any new or modified financial systems.
5. Performs "Model Procurement" audits and financial and compliance audits of Grants & Awards Programs.
6. Coordinates the annual auditing plans, including internal control reviews, external audit, and compliance audits.
7. Verifies the accuracy of all Board and contract bus drivers' payrolls.
8. Conducts audits relative to vendor payments, payroll, cash and revenue.
9. Reviews and checks accuracy on all monthly school activity fund financial reports.
10. Performs other duties as assigned by the Superintendent.

### PHYSICAL DEMANDS

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

### MINIMUM QUALIFICATIONS

1. Master's Degree in accounting or business administration or Certified Public Accountant
2. Successful supervisory and administrative experience in auditing or accounting

### DESIRABLE QUALIFICATIONS

1. Five (5) years experience in school district auditing or accounting
2. Five (5) years experience in governmental auditing or accounting
3. Kentucky certification in supervision and/or administration

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REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>DIRECTOR LABOR MANAGEMENT &amp; EMPLOYEE RELATIONS</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II/GRADE 13</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>CHIEF OPERATIONS OFFICER</b>		
<b>SUPERVISES</b>	<b>MANAGER EMPLOYEE DEVELOPMENT, MANAGER LABOR MANAGEMENT &amp; EMPLOYEE RELATIONS, SPECIALIST II, SECRETARY III</b>		

#### **SCOPE OF RESPONSIBILITIES**

Provides leadership, expertise and general oversight to the Labor Management and Employee Relations programs and activities including contract administration and negotiations, grievance adjudication, employee development and other employee and labor relations services

#### **PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Responsible for the overall activities of the Labor Management and Employee Relations department
- Provides leadership and expertise in the interpretation and administration of agreements and contracts with employee organizations and is responsible for providing advice to principals, managers and employees with respect to administration of collective bargaining agreements, disciplinary action, promotions, demotions, transfers, separations, layoffs, wage and salary adjustments, employee development, employee evaluation, employee coaching, employee performance corrective action, non-renewal of limited contracts and other employee performance related issues
- Responsible for the adjudication of grievances at all levels including mediation and arbitration arising under established grievance procedures for both collective bargained and non-collective bargained employee groups. Makes policy and procedure change recommendations to ensure compliance with collective bargaining agreements and advises administrators of course of action
- Guides the formulation and development of proposals for negotiations with employee organizations and serves on negotiation teams and as chief spokesperson for the district when assigned
- Collects, integrates, prepares, and distributes data and information for use in contract administration and negotiations and maintains a complete and current database
- Assists in the formulation, development and implementation of procedures to comply with regulations and policies as assigned
- Chairs the Employment Practices Review Committee; prepares and distributes appropriate reports and recommendations
- Responsible for development and implementation of formal training for principals, managers and other supervisory role groups regarding the interpretation and application of collective bargaining agreements, policies, contract administration, employee corrective action and other supervision related functions
- Responsible for reporting information on behalf of the district and Superintendent of Schools to the Education Professional Standards Board as required by law
- Serves on district-wide committees as assigned
- Analyzes, interprets, prepares, distributes and maintains the district's job descriptions, organizational charts and related files
- Performs other duties as assigned by the Chief Operations Officer

#### **PHYSICAL DEMANDS**

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

#### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- Five (5) years successful experience in Labor Management and Employee Relations
- Demonstrated ability in verbal and written communication

DESIRABLE QUALIFICATIONS
PHR/SPHR certification
Successful experience in local school administration
Working knowledge of the district's administrative organization and functions
Knowledge of basic principles of research
General Knowledge of Kentucky education law and federal employment law

REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>DIRECTOR PERFORMANCE AND TECHNOLOGY</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II/GRADE 14</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>CHIEF OPERATIONS OFFICER</b>		
<b>SUPERVISES</b>	<b>SECRETARY III</b>		

#### SCOPE OF RESPONSIBILITIES

Responsible for the overall planning, organizing, and execution of technology functions of the District including all Information Technology operations to meet customer requirements as well as the support and maintenance of existing applications and development of new technical solutions.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Evaluate the new technology and compile reports of cost effectiveness as assigned

Organize and oversee technology related projects to ensure the efficient use of district resources as well as the secure operation of information systems.

Implement initiatives that improve the effectiveness of operational services

Support operation managers to develop plans to address technology performance in relation to delivery of high quality, efficient services

Identify key technology concerns and problems; advise on the potential impact of these to operation managers to ensure the development and implementation of appropriate solutions

Develop a culture of performance, improvement and appraisal as a foundation for excellent organizational performance

Work with operation managers to identify suitable benchmarking opportunities for improved productivity, efficiency and technology quality

Prepares reports and recommendations for the Chief Operations Officer as assigned

Contribute to and support an operational culture of continuous improvement of quality and efficiency of services

Responsible for cost-effective and timely implementation of projects as assigned

Performs other duties as assigned by Chief Operations Officer

#### PHYSICAL DEMANDS

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.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Five (5) years successful administrative and management experience

Management experience with Information Technology systems

Experience with work order management

Demonstrated leadership ability within diverse groups

#### DESIRABLE QUALIFICATIONS

Master's Degree or equivalent years experience

Experience in urban/suburban school district with student population representing cultural plurality

REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>DIRECTOR PURCHASING</b>		
<b>DIVISION</b>	<b>BUSINESS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II/12</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>CHIEF BUSINESS OFFICER</b>		
<b>SUPERVISES</b>	<b>COORDINATOR PURCHASING/BIDS, SECRETARY II AND FIVE (5) BUYERS</b>		

#### SCOPE OF RESPONSIBILITIES

Directs the procurement procedures in accordance with Kentucky Model Procurement Code, Board regulations and policies; ensures a high degree of professionalism to the purchasing operation; ensures the procurement process is carried out through accepted business procedures; and acts as the contracting officer for the Board of Education.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs all phases of centralized bidding and purchasing of goods and services in compliance with the Kentucky Model Procurement Code and Board policies

Supervises the development and/or reviews all specifications submitted for bidding and consults with users as necessary

Supervises the awarding of bids

Approves all purchase orders and contracts

Negotiates contracts for the procurement of goods and services

Assists as a contract grievance officer as prescribed by Model Procurement Code

Renders tax exemption certificates on all goods and services where exemption is appropriate

Supervises maintenance of a vendor usage file and evaluates vendor performance

Directs the audit of all invoices to assure materials received are as bid and/or ordered

Instructs in the proper purchasing procedures and regulations

Assumes responsibility and supervises the district computerized bidding and purchasing system

Performs other duties as assigned by Chief Business Officer

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

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Six (6) years work experience in purchasing with three (3) years experience in a supervisory role

Knowledge of computerized purchasing systems

Ability to communicate effectively

#### DESIRABLE QUALIFICATIONS

Three (3) years experience in municipal purchasing

Knowledge of Kentucky Model Procurement Code

REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>DIRECTOR SUPPLY SERVICES</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II/GRADE 10</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>CHIEF OPERATIONS OFFICER</b>		
<b>SUPERVISES</b>	<b>SECRETARY III, FOUR (4) PROPERTY RECORDS AUDITOR, TWO (2) CRT OPERATOR, TWO (2) LEAD MAIL SERVICE, SENIOR MAIL CLERK, MAINTENANCE WAREHOUSE SUPERVISOR, DRIVER/COURIER, WAREHOUSE AND TRANSPORTATION SUPERVISOR, AND THREE (3) DRIVERS</b>		

#### SCOPE OF RESPONSIBILITIES

Assists in the performance of the basic activities including procurement processes, estimating materials requirements, dispersing materials, and monitoring the status of materials as a current asset; supervises maintenance of property records and textbook distribution.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates all phases of centralized purchasing and warehousing of goods and services in compliance with the Kentucky Model Procurement Code and Board policies
- Coordinates the supervision of receiving, storing, distributing and inventorying supply items and conducts an annual inventory
- Manages mailrooms and the courier service
- Prepares necessary forms and procedures for requisitioning warehouse withdrawal for items stored in the various warehouses
- Assists in the supervision of the processing of all purchase orders and warehouse requisitions
- Assists principals and other cost center heads with recording data for all real property being added, deleted or transferred to/from each cost center
- Assists in planning, designing and implementing MIS systems to maintain and improve the purchasing and warehousing processing systems
- Coordinates sale and disposition of surplus materials and equipment
- Performs other duties as assigned by Chief Operations Officer

#### 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 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 or equivalent experience
- Five (5) years successful experience in accounting or purchasing functions
- Basic knowledge of computerized accounting systems
- Ability to communicate effectively

#### DESIRABLE QUALIFICATIONS

- Masters Degree in Business Administration

## DELETE EFFECTIVE JULY 1, 2015

### JOB TITLE

DIRECTOR  
VEHICLE MAINTENANCE

### DIVISION

OPERATIONS SERVICES

### REPORTS TO

DIRECTOR TRANSPORTATION  
SERVICES

### SALARY SCHEDULE & GRADE

I I, GRADE 12

### LENGTH OF WORK YEAR

260 DAYS

### DATE

JULY 1, 2012

### SCOPE OF RESPONSIBILITIES

Assumes District responsibility of providing mechanically efficient vehicles for student transportation. Supervises the purchasing, disbursement and accounting of multiple bus compound gasoline service areas.

### PERFORMANCE RESPONSIBILITIES

1. Supervises the development of specifications, licensing, priority assignment and maintenance of all vehicles owned by the Board of Education.
2. Directs all phases of the vehicle maintenance program and coordinates the activities with the Executive Director Facilities/Transportation.
3. Establishes a preventive maintenance program and plans maintenance schedules and assigns work either directly or through designated subordinates.
4. Provides inservice activities for garage personnel to ensure that garage staff stay abreast of the latest technological developments in the automotive-trucking industry.
5. Assumes responsibility for the supervision and evaluation of garage staff.
6. Maintains accurate maintenance record for all vehicles.
7. Orders gas, oil and other supplies for all Board-owned vehicles.
8. Prepares and submits to State Pupil Transportation monthly inspection report on condition of all Board-owned buses.
9. Assumes responsibility for cost center budget of operation in accordance with Board of Education procedure.
10. Performs other duties as assigned by the Director Transportation Services.

### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

### MINIMUM QUALIFICATIONS

1. Bachelor's Degree
2. Five (5) years successful experience as a manager of vehicular/truck maintenance
3. Several years of training and experience in budgetary responsibilities
4. Ability to communicate, organize, plan and direct

### DESIRABLE QUALIFICATIONS

1. Previous experience as administrator of vehicle maintenance in urban school district
2. Skills in preparing written composition
3. Ability to work with people in a positive manner

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01124-15-430

JOB TITLE  
DRIVER/COURIER

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
DIRECTOR SUPPLY  
SERVICES

SALARY SCHEDULE & GRADE  
IB, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Assumes responsibility for providing pickup and delivery service of mail to and from the post office for the VanHoose Education Center; acts as courier for the VanHoose Education Center; makes daily bank deposits and picks up tax checks as necessary.

PERFORMANCE RESPONSIBILITIES

1. Provides driver maintenance and operates assigned vehicle.
2. Picks up and delivers mail between the VanHoose Education Center and the post office.
3. Acts as courier for the VanHoose Education Center for in-town and out-of-town pickup and delivery.
4. Makes daily bank deposits and picks up tax checks as required.
5. Assists in the VanHoose Center Mailroom as needed.
6. Performs all other duties as assigned by the Director Supply Services.

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 requires lifting, bending, squatting, crawling, climbing, reaching, carrying, pushing, pulling up to 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 G.E.D.
2. Licensed to operate a vehicle

DESIRABLE QUALIFICATIONS

1. Knowledge of Board Policy
2. Knowledge of unit, department and school locations

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07199-01-429



REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>FIELD SERVICES ENGINEER</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 8</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>COORDINATOR TECHNOLOGY SUPPORT SERVICES</b>		
<b>SUPERVISES</b>	<b>FOUR (4) LEAD FIELD TECHNICIANS, TWELVE (12) FIELD TECHNICIANS</b>		

#### SCOPE OF RESPONSIBILITIES

Directly supervises Field Technicians and assists the Coordinator Technology Support Services in the daily operations including handling multiple hands-on projects. Acts as a direct liaison between various district technical departments and directs activity of the field technology services staff to ensure that end users are receiving service in a timely and efficient manner. Assists with development of process, procedure, and policies that apply to technician standards and work standards. Serves as the direct contact for any escalation of complaints or issues involving computer technicians, district staff, and state vendors. Continually maintains a professional working relationship with state approved vendors.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages and mentors Field Technicians with respect to their work and day-to-day progress of assigned projects, as well as providing technical assistance as needed by being on call 24x7.

Liaises directly with district technology customer support, CES and other technical departments throughout district.

Provides assistance with and maintains development of process, procedure, and policies that apply to technician standards and work standards. Defines, designs, implements, and creates reports and statistics that measure work output and efficiency of Field Technicians.

Assists with surplus property allocation and donation throughout and to the district.

Maintains professional working relationship between technology vendors who support Jefferson County Public Schools and attends vendor showcases and presentations of new technology when permissible and applicable.

Assists the coordinator /manager and executes multiple hands-on projects including but not limited to hardware and software upgrades updates, wireless access point installations, and surplus allocation. Utilizes effective time management, planning and people skills to liaise with district personnel, customers, management, and other team members to insure timely completion of projects and provide timely status updates.

Effectively handles escalation of any complaint or issue involving computer technicians, district staff, and state vendors, and acts as a direct liaison between management and maintains a working relationship with shop Union representative.

Assists Lead Field Technicians in creating, maintaining, submitting, and following up on warranty repair cases to assigned technology vendors and stays current on certifications by successfully completing updated certification exams.

Assists management in planning, organizing, and scheduling training, and in the selection of technology for the district.

Performs other duties as assigned by the Coordinator Technology Support Services.

#### PHYSICAL DEMANDS

The work is performed while standing, walking and sitting. It requires the ability to communicate effectively using speech, vision and hearing. The work at times is sedentary. It routinely involves using computer software to assist with daily work. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work involves being exposed to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree and/or Five (5) years of directly related experience.

At least one (1) year of proven experience managing a team of enterprise technology field support staff.

Valid driver's license.

Solid project management skills along with strong written and oral communication skills.

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

Master's Degree.

Desktop and server virtualization experience.



JOB TITLE  
FINANCE SYSTEM TECHNICIAN

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
IA, GRADE 8

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Assists with system security for all financial systems. Assists with creating system reports, queries and data extract files. Plans, develops and implements training programs. Assumes responsibility of liaison between the department, locations and vendors.

PERFORMANCE RESPONSIBILITIES

1. Assists with the maintenance of permissions security and system tables for all financial systems.
2. Develops ad hoc reports, queries and extract files.
3. Troubleshoots system set-up and data issues.
4. Assists with maintaining and updating data information.
5. Assists with developing training manuals for documenting processes and procedures.
6. Assumes responsibility of liaison between the department and district locations and/or vendors regarding system security and data reporting.
7. Assists with fiscal and calendar year-end closing to meet required deadlines.
8. Compiles information as requested by district departments and/or open record requests.
9. Performs data research and reconciliations.
10. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primary 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.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years experience in business finance or accounting
3. Ability to maintain accurate records and meet established deadlines

DESIRABLE QUALIFICATIONS

1. Experience in analyzing data and writing ad hoc reports
2. Experience in information technology or system maintenance
3. Ability to work well in a team situation

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## JOB TITLE

GENERAL COUNSEL

## DIVISION

ADMINISTRATION

## REPORTS TO

BOARD OF EDUCATION  
AND SUPERINTENDENT

## SALARY SCHEDULE & GRADE

IV, GRADE 18

## LENGTH OF WORK YEAR

260 DAYS

## DATE

JULY 1, 1993

## SCOPE OF RESPONSIBILITIES

This position is the primary legal advisor to the Board of Education, superintendent and staff on legal matters affecting the school system. It has the administrative responsibility for the management of the office of General Counsel. This office has the responsibility of coordinating all legal affairs involving the school system including litigation and the relationship with the retained legal firm.

## PERFORMANCE RESPONSIBILITIES

1. Serves as the Principal legal advisor to the school system, including the School Board.
2. Serves as legal advisor to the superintendent, superintendent's cabinet and deputies, staff, and School Board.
3. Prepares legal documents, such as contracts and deeds.
4. Provides assistance to staff, and participates in deliberations with employee organizations concerning contracts, agreements and professional negotiations.
5. Interprets federal, state and local statutes affecting the school district.
6. Attends all meetings of the Board of Education.
7. Serves as liaison with the retained law firm.
8. Performs other duties as assigned by the Board of Education and Superintendent.

## 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

1. Bachelor's Degree
2. Law Degree from a recognized law school
3. Admission to the Kentucky Bar
4. Five (5) years successful experience in general practice or educational practice, or with a governmental agency involving a non-specialized law function

## DESIRABLE QUALIFICATIONS

1. Previous experience in educational law

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REVISED  
JULY 1, 2015



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

#### 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

JOB TITLE  
HUMAN RESOURCES ASSISTANT

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
I I, GRADE 6

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Provides technical assistance in the area of Human Resources, as assigned, 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

1. Resolves administrative problems with applicants, employees, and District departments.
2. Handles inquiries and complaints to ensure quick, equitable resolution.
3. Develops information and statistical data to prepare reports and applications required for District decision-making and by law.
4. Maintains contact with administrative agencies outside the District to ensure prompt and accurate compliance with Human Resources.
5. Arranges and conducts employee information presentations.
6. Advises and counsels District personnel on Human Resources related issues and programs.
7. Coordinates meetings, conferences, and appointments and performs general office functions.
8. Provides assistance to Human Resources personnel in matters relating to the general business of the office.
9. Provides information to the other departments and the public, applying significant knowledge of District policies and procedures.
10. Performs other duties as assigned by the designated supervisor.

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.

MINIMUM QUALIFICATIONS

1. Bachelor's degree
2. Three (3) years experience in the Human Resources functions
3. Effective written and verbal communications skills
4. Ability to organize a variety of duties

DESIRABLE QUALIFICATIONS

1. Experience in human resources management
2. Experience in audio visual presentations as well as graphic communication

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JOB TITLE  
INSURANCE TECHNICIAN

DIVISION  
BUSINESS SERVICES

REPORTS TO  
MANAGER GRANTS AND  
AWARDS ACCOUNTING

SALARY SCHEDULE & GRADE  
IA, GRADE 8

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Coordinates various non personnel related insurance programs, such as the vehicle and school bus program, the fire and extended coverage program, the boiler insurance program, etc. Communication is required with staff and vendors. Requires general supervision while working toward specific objectives.

PERFORMANCE RESPONSIBILITIES

1. Maintains financial reports, follow-up and disposition of claims and losses in various non-personnel related insurance programs.
2. Assists in the preparation of bid specifications and bid analysis for all insurance and benefits programs.
3. Communicates with staff and vendors regarding insurance claims and their disposition.
4. Processes vendor invoices for premium payments for the various insurance programs.
5. Maintains the necessary files for each of the insurance programs and the status of their associated claims.
6. Maintains schedules of vehicles and other property covered by the various insurance programs.
7. Performs other duties as assigned by the Manager Grants and Awards Accounting.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires reaching, bending, squatting with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D. with two (2) years of office experience
2. Ability to organize work functions and communicate in a businesslike manner
3. Working knowledge of insurance contract language
4. Two (2) years insurance claims experience
5. Good typing ability

DESIRABLE QUALIFICATIONS

REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>LEAD FIELD TECHNICIAN</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>1B GRADE 13</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>FIELD SERVICES ENGINEER</b>		
<b>SUPERVISES</b>	<b>FIELD TECHNICIAN(S)</b>		

#### SCOPE OF RESPONSIBILITIES

Supervises assigned field technicians and provides onsite installation, support, troubleshooting and maintenance of district technology to include data and communications network equipment. Tracks and expedites hardware and software warranty repair utilizing district approved vendor support. Continually communicates with Student Technology Coordinator and district staff. Provides second tier support and leadership to Field Support Technicians as well as ensuring efficient and timely service to end users.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Installs, maintains, upgrades/updates and repairs computers, analog/VoIP telephones, printers, scanners, networking and wireless equipment and all associated peripherals.

Supervises assigned Field Support Technicians and assists the network team with installation, upgrade, and maintenance of all networking peripherals including but not limited to cabling, ports, switches, patch panels and wireless access points, and uses appropriate tools when provided.

Installs, maintains, upgrades/updates, and repairs interactive visual classroom aid equipment.

Provides assistance and guidance on new technology purchased with KETS funding throughout district as well as assists Student Technology Coordinator with annual site inventory.

Effectively and routinely communicates with district staff and end users on district technology.

Continually adheres to and follows change management protocols, policies, procedures and performance standards mandated by management.

Performs proper sanitization and disposal of technology equipment per district policy and procedures.

Completes assigned work orders in a timely manner and effectively utilizes the ticketing system platform as required by management.

Continually attends, improves and maintains technical certifications and technical skills as required by management.

Tracks and expedites hardware and software warranty repair utilizing district approved vendor support.

Routinely communicates with the Field Services Engineer about issues and/or concerns pertaining to assigned duties and jobs to be performed.

Performs all other duties as assigned by the Field Services Engineer.

#### PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively. The work requires the use of hands and tools 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 medium weights. The work involves being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

Associate's Degree in electronics or computer related field and/or five (5) years of experience in computer repair field.

In-depth knowledge of computer and networking hardware as well as all Microsoft Operating Systems and Microsoft Office products.

Strong understanding of TCP/IP and network architecture and ability to effectively troubleshoot network related issues.

Excellent written and oral communication skills coupled with proven leadership qualities and ability to work independently of others, with and without supervision.

Valid driver's license.

#### DESIRABLE QUALIFICATIONS

Bachelor's Degree

Industry-recognized certifications

Experience with Voice over IP (VoIP) systems

Specialized training in a manufacturer's certification program.





JOB TITLE  
LEAD MAIL SERVICE

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
DIRECTOR  
SUPPLY SERVICES

SALARY SCHEDULE & GRADE  
IA, GRADE 11

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES  
Leads district mail distribution.

PERFORMANCE RESPONSIBILITIES

1. Receives, sorts and distributes mail from all school centers and systemwide office complexes.
2. Is in charge of all operations of the Central or VanHoose mailrooms.
3. Accounts for the use and operation of the mail metering machines used for mail going through the U.S. Postal System.
4. Assumes responsibility for all mail and packages placed in the 'Pony' bags for delivery by the drivers to the schools and all locations in the District (C.B. Young Service Center only).
5. Responsible for mail distribution and pick up within the C.B. Young Service Center, or VanHoose Education Center and C.B. Young Service Center.
6. Performs other duties assigned by the Director Supply Services.

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, climbing, reaching, with the ability to lift, 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 G.E.D.
2. Three (3) years working experience in mailroom operation preferred

DESIRABLE QUALIFICATIONS

1. Knowledge of current postal regulations and requirements

071201  
07033-15-426

JOB TITLE  
MAIL CLERK

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
DIRECTOR  
SUPPLY SERVICES

SALARY SCHEDULE & GRADE  
IA, GRADE 3

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Reports to the senior mail clerk who delegates daily functions as required.

PERFORMANCE RESPONSIBILITIES

1. Assists with internal operation of the mailrooms.
2. Sorts all mail for the different locations in the system.
3. Makes distribution of all mails within the headquarters.
4. Assists in accounting for postal expenses.
5. Performs other duties assigned by the Director Supply Services.

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, climbing, reaching, with the ability to lift, 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 G.E.D.
2. Two (2) years work experience
3. Valid commercial driver's license

DESIRABLE QUALIFICATIONS

1. Knowledge of Board policies
2. Knowledge of unit, department and school locations

071201  
06006-06-426

JOB TITLE  
MAINTENANCE WAREHOUSE  
SUPERVISOR

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
DIRECTOR  
SUPPLY SERVICES

SALARY SCHEDULE & GRADE  
I I, GRADE 6

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Coordinates the stocking and procurement of materials for nine (9) shops located at various locations within the school system. Responsible for the warehousing and the efficient distribution of USDA donated commodities, and for all operational aspects of food service equipment in the local schools. Interfaces between the warehouse, maintenance and transportation units.

#### PERFORMANCE RESPONSIBILITIES

1. Supervises the ordering and disbursement of supplies in the following shops: paint/glass, carpenter, metal, plumbing, electrical, grounds (tractor), heating/ventilating and air conditioning, automotive parts and lock.
2. Supervises warehousing and distribution of commodities.
3. Supervises the inventory of the nine (9) shops to ensure maintenance of accurately kept records of all issues and receipts. Controls the stock, through record keeping, to maintain stock levels on a current basis.
4. Oversees procedures for the removal, transfer and recording of lunchroom equipment.
5. Assumes responsibility for distribution at railhead.
6. Assumes responsibility for assigning drivers to delivery routes.
7. Works with the maintenance and automotive departments to assure the coordination of their needs with the ordering of stocks.
8. Assures that receipts on all deliveries are made, checked for correct quantities and that billing is checked for correct pricing.
9. Monitors staffing to meet seasonal requirements for delivery of commodities to local schools.
10. Performs other duties as assigned by the Director Supply 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, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work requires lifting, bending, squatting, climbing, reaching, carrying, pushing, pulling up to medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Knowledge of maintenance and automotive parts
3. Experience with food service equipment and distribution of commodities
4. Five (5) years experience in warehousing
5. Valid driver's license

#### DESIRABLE QUALIFICATIONS

1. Knowledge of computerized inventory system
2. Knowledge of BICS procedures and coding systems
3. Knowledge of inventory handling standards
4. College degree in job related area

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## DELETE EFFECTIVE JULY 1, 2015

### JOB TITLE

MANAGER ADVANCED SYSTEMS

### DIVISION

OPERATIONS SERVICES

### REPORTS TO

DIRECTOR  
DIGITAL TECHNOLOGY

### SALARY SCHEDULE & GRADE

I I, GRADE 10

### LENGTH OF WORK YEAR

260 DAYS

### DATE

JULY 1, 2012

### SCOPE OF RESPONSIBILITIES

Researches new technologies and develops technology strategies. Defines and provides leadership to cross departmental teams for information technology research and development projects. Analyzes, designs, develops and implements information technology projects in such a manner that high levels of user satisfaction are achieved. Manages business opportunities that provide income to the district and information technology division, including Erate, granting opportunities, and KETS funding.

### PERFORMANCE RESPONSIBILITIES

1. Researches, designs and coordinates the implementation of various objectives and goals across the multiple departments of information technology.
2. Prepares required and special reports as directed by the Executive Director Information Technology.
3. Develops and implements external funding opportunities for the technology division.
4. Develops information technology request for proposals for information technology services and products.
5. Participates in and assists in the development of information technology strategic planning directions.
6. Remains current with laws, tariffs and rules affecting various technology systems in the district to ensure compliance with federal, state, and district policies and procedures.
7. Provides process, procedure and documentation for all projects assigned.
8. Solicits and maintains collaborative relationships with technology partners both within the district and outside the district, including governments and educational agencies.
9. Chairs and participates on committees and task forces as assigned.
10. Performs other duties as assigned by the Director Digital Technology.

### 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

1. Bachelor's degree in a technically related area
2. Five (5) years management experience in a computer related position
3. Demonstrated ability to prepare reports
4. Demonstrated familiarity with federal and state education funding related laws and rules
5. Successful school and district planning experience

### DESIRABLE QUALIFICATIONS

1. Master's degree with computer specialization
2. Familiarity with administration of school district grants, funding and budgeting
3. Knowledgeable in the areas of networking, software development and computer education

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JULY 1, 2015



<b>JOB TITLE</b>	<b>MANAGER EMPLOYEE DEVELOPMENT</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IV/GRADE 9</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>DIRECTOR LABOR MANAGEMENT &amp; EMPLOYEE RELATIONS</b>		
<b>SUPERVISES</b>	<b>Clerk III</b>		

#### SCOPE OF RESPONSIBILITIES

Provides specialized expertise regarding labor management and employee relations to all principals, managers and supervisors including employee development, employee evaluation, employee coaching, employee performance corrective action, non-renewal of limited contracts and other employee performance related issues.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides advice, counsel and expertise to principals, managers and employees with respect to employee development, employee evaluation, employee coaching, employee performance corrective action, non-renewal of limited contracts and other employee performance related issues

Acts as management representative in contract with union officials on matters pertaining to employee performance corrective action and non-renewal of limited contracts.

Represents the Labor Management and Employee Relations department on committees and acts as a liaison with principals and managers with regard to employee effectiveness as needed

Assists with interpretation of collective bargaining agreement, settlement of grievances and other cross departmental labor relation functions as needed

Compiles and retains labor management and employee relation data and prepares and presents reports and briefings as necessary.

Develops and conducts formal training for principals and managers regarding employee corrective action, non-renewal, supervision techniques and other employee performance topics

Performs and promotes all activities in compliance with equal employment and nondiscrimination policies of the Jefferson County Board of Education

Performs other duties as assigned by the Director Labor Management and Employee Relations

#### 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

Master's Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Three (3) years successful experience as a School Principal

Ability to accurately evaluate certified and classified district employees

#### DESIRABLE QUALIFICATIONS

Knowledge and experience in employee evaluation

General Knowledge of Kentucky education law and federal employment law

JOB TITLE  
MANAGER GRANTS AND  
AWARDS ACCOUNTING

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DIRECTOR ACCOUNTING

SALARY SCHEDULE & GRADE  
I I/IV, GRADE 11

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Manages the administrative functions related to grants and awards accounting; working toward unit and department goals and requiring judgment in the adaptation and interpretation of established practices and procedures to meet daily problems; works with direction only, referring matters to the Director Accounting and when interpretation of organization policy is necessary.

#### PERFORMANCE RESPONSIBILITIES

1. Assumes managerial responsibilities in the operation of grants and awards accounting.
2. Assists categorically funded program directors in the accounting operation process.
3. Maintains contact with federal, state, and local officials to ensure accounting compliance with program guidelines.
4. Works with management information services, financial planning and management, personnel services, and payroll and cash management to ensure that necessary reports are generated for the operation of grants and awards accounting.
5. Works directly with auditors from various agencies when audits are being conducted on federal programs.
6. Supervises the maintenance of adequate controls to ensure the accuracy of financial reports that are prepared on a timely basis.
7. Supervises and evaluates the performance of all personnel in the unit.
8. Supervises the accounts receivable collection procedures relative to all school food service funds and grants and awards programs.
9. Supervises and maintains the food service investment fund.
10. Performs other duties as assigned by the Director Accounting.

#### 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

1. Bachelor's Degree in Business Administration and/or Accounting or School Business Certification
2. Three (3) years experience in accounting functions
3. Working knowledge of federal regulations, contracts, and accounting practices
4. Ability to effectively communicate
5. Ability to meet established deadlines and to work accurately

#### DESIRABLE QUALIFICATIONS

1. Experience in federal program accounting
2. Master's Degree in Accounting or Business Administration

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JULY 1, 2015



<b>JOB TITLE</b>	<b>MANAGER LABOR MANAGEMENT &amp; EMPLOYEE RELATIONS</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II/GRADE 9</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>DIRECTOR LABOR MANAGEMENT &amp; EMPLOYEE RELATIONS</b>		
<b>SUPERVISES</b>	<b>Clerk III</b>		

#### SCOPE OF RESPONSIBILITIES

Provides specialized expertise regarding labor management and employee relations to all principals, managers and supervisors including contract administration, grievance/complaint processing, advise on employee discipline and the development of processes to deal effectively with employee/labor relations and performance issues.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in preparing and conducting research for labor-management contract negotiations; assists with administering all provisions of collective bargaining agreements

Acts as management representative in contract with union officials on all matters pertaining to management's decision with regard to disciplinary action, promotions, demotions, transfers, separations, layoffs, and wage and salary adjustments as assigned

Provides advice, counsel and expertise to managers, employees, and HR professionals with respect to the interpretation and application of Board policies and practices. Reviews and approves staff disciplinary actions, terminations and layoffs. Provides expertise and coaching on sound employee and labor relations practices to HR and other department leadership that will positively affect operations

Interprets as needed, collective bargaining agreements and represents management in the settlement of grievances under established grievance procedures, issuing grievance resolutions and recommending changes to policy and processes to ensure compliance with agreements; advises supervisors on course of action. Acts as management representative as needed, with counsel on preparation and adjudication of arbitrations and mediations

Participates in meetings between labor and management to discuss and attempt to resolve issues of mutual concern

Processes unemployment claims including gathering factual information and attending hearings as necessary as the School District's representative. Monitors for trends and reports to Human Resource leadership as necessary

Compiles and retains labor management and employee relation data and prepares and presents reports and briefings as necessary. Responds to open records requests and subpoenas as appropriate

Develops and conducts formal trainings for managers and HR staff regarding the interpretation and application of collective bargaining agreements, policies, basic supervision and contract administration

Performs and promotes all activities in compliance with equal employment and nondiscrimination policies of the Jefferson County Board of Education

Performs other duties as assigned by the Director Labor Management and Employee Relations

#### PHYSICAL DEMANDS

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

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years successful experience in Labor Management and Employee Relations

#### DESIRABLE QUALIFICATIONS

PHR/SPHR certification

General Knowledge of Kentucky education law and federal employment law



REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>MANAGER NETWORK SERVICES</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 10</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>Sr. MANAGER INFRASTRUCTURE SERVICES</b>		
<b>SUPERVISES</b>	<b>ONE (1) NETWORK ENGINEER, TWO (2) NETWORK ADMINISTRATOR, ONE (1) VOICE ENGINEER</b>		

#### SCOPE OF RESPONSIBILITIES

Hands-on manages the day-to-day operations of the JCPS data and voice networks to ensure 24x7 network monitoring and availability. Directs the activities of the network services staff and ensures that end users are receiving service in a timely and efficient manner. Communicates outage, restoration, change management and other alerts to relevant staff and vendors and coordinates all vendor related activity. Works closely the Sr. Manager Infrastructure Services and manages all data and voice network activities related to selection, architecture, analysis, design, implementation, disaster recovery, policy and procedures. Liaises with KDE, Metro Government, data and voice Network vendors and JCPS departments.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Solid communicator who directs the network services team in data and voice network analysis, design, maintenance and 24x7 support and works closely with other team members to assist in the maintenance and day-to-day operations of the data center.

Coordinates with staff performing network monitoring, alert notification, outage diagnosis, and restoration, and is available off hours for support and notification.

Serves as the subject matter expert and provides mentoring, technical guidance and assistance in the planning, design, standardization, and implementation of all data and voice networks and provides input into network continuity related to business continuity and disaster recovery scenarios.

Acts as the network liaison with the Kentucky Department of Education, the metro government, network vendors and JCPS departments for all telecommunication and data and voice network related activities.

Works closely with management and the technology service departments to establish and implement network best practices, architecture standards, policies and procedures, and with vendors and team members to thoroughly document, communicate, and maintain design and change documentation related to network infrastructure throughout the district.

Oversees network fiber construction, troubleshooting, support and restoration, which includes working with multiple vendors and outside contractors and provides input and consultation with the selection, evaluation, purchase and implementation of network technology.

Mentors team members and stays current on certifications(s) by successfully completing updated certification exams, and stays abreast of emerging threats and vulnerabilities and implements appropriate mitigation measures.

Serves as the main point of contact for network needs related to new building construction, building renovation network filtering, intrusion detection, and KDE firewall issues. Insures the network is safe, reliable and protected.

Designs and implements appropriate change control methodologies and insures required timely maintenance is performed on network equipment to realize 24x7 operations, and assists management with data metrics, performance management reporting and E-rate filing.

Performs other duties as assigned by Sr. Manager Infrastructure Services.

#### PHYSICAL DEMANDS

The work is primarily sedentary, with occasional field work. 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

Bachelor's degree in related field.

Five (5) years of proven hands-on experience managing and supporting large enterprise networks and daily telecommunication support operations, and hands-on experience managing technology support staff.

Solid project management experience coupled with strong knowledge of current industry-standard network monitoring, intrusion protection, filtering and network infrastructure design and thorough knowledge of enterprise data, wireless, and voice networks.
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A current, relevant, and industry-recognized certification or ability to complete department-designated and department-paid certification(s) within twelve (12) months of hire.
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Strong written and verbal communications skills and proven experience establishing and coordinating relationships with telecommunication/telephony vendors.
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<b><u>DESIRABLE QUALIFICATIONS</u></b>
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Master's degree in Business or technology-related area.
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Project Management and technical RFP processes.
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Familiarity with E-Rate processing and filing.
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JOB TITLE  
MANAGER PAYROLL AND  
CASH MANAGEMENT

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DIRECTOR ACCOUNTING

SALARY SCHEDULE & GRADE  
I I/IV, GRADE 11

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for the salary payments and related functions for all employees, for the processing and validating of all invoices, and for the Food Service accounting for the school district; continues to refine the control and accuracy of the district's major business accounting functions; requires considerable judgment applying policies and procedures dealing with a wide range of problems in an area that is constantly changing. Independence of job responsibility is stressed and work is reviewed through results obtained.

#### PERFORMANCE RESPONSIBILITIES

1. Directs and plans the work of the payroll, accounts payable and food services, accounting sections and all related functions including supervision of accounts receivable collection procedures – general and school activity funds.
2. Supervises the maintenance of adequate controls in both the payroll and accounts payable functions to ensure the accuracy of checks and reports produced including salary overpayment collection procedures.
3. Serves as a liaison between employees, management information services, personnel and the accounting department.
4. Assists as needed in implementing and maintaining double entry accounting system including coordination of monthly and annual fiscal closing.
5. Supervises the preparation of federal, state, city, and county tax returns including the preparation of FICA, occupational tax reports and ensures preparation of annual income tax statements (W-2's).
6. Supervises preparation of Kentucky Teachers' Retirement System reports and County Employees Retirement System reports.
7. Plans and works with payroll deduction representatives and all payroll deduction reports.
8. Supervises and maintains procedures which ensure payment of all voucher payments such as utilities, sanitation services, payments to consultants and facilitators, etc.
9. Maintains procedures for reimbursement of travel expenses.
10. Performs other duties as assigned by the Director Accounting.

#### 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

1. Bachelor's Degree
2. Three (3) years successful experience in supervision and/or payroll and/or accounting functions
3. Demonstrated ability to effectively communicate
4. Demonstrated ability to meet established deadlines and to work accurately

#### DESIRABLE QUALIFICATIONS

1. Master's Degree
2. Kentucky Certification endorsed as School Business Official

REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>MANAGER TECHNOLOGY SUPPORT SERVICES</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 10</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>DIRECTOR INFORMATION TECHNOLOGY</b>		
<b>SUPERVISES</b>	<b>ONE (1) COORDINATOR TECHNOLOGY SUPPORT SERVICES AND ALL OF THE SUPPORT SERVICES TEAM</b>		

<u>SCOPE OF RESPONSIBILITIES</u>
Coordinates systems development efforts of all ad hoc reporting relating to existing systems. Directs the Coordinator Technology Support Services and oversees the Technology Support Services group and ensures that end users are receiving the appropriate assistance. Manages all procedures related to the identification, prioritization, and resolution of end user help requests, including the monitoring, tracking, and coordination of technology support services throughout the district. Contributes to problem resolution by giving in-person, hands-on support to end users at the desktop level. Assists in tracking and maintaining technology inventory, reporting and works with internal and external customers on required reporting.

<u>PERFORMANCE RESPONSIBILITIES &amp; EVALUATION CRITERIA</u>
Analyzes technical specifications of all requests and assigns accordingly; manages technical enhancement requests of off-the-shelf software.
Manages the processing of incoming calls to the Technology Support Services group via both telephone and e-mail to ensure courteous, timely, and effective resolution of end user issues.
Establishes and enforces service level agreements in consultation with end users as well as implements ITIL best practices and change management methodologies to establish problem resolution expectations and timeframes (SLA); insures district architectural standards and established policies and procedures are followed throughout the technology services operations.
Coordinates and/or performs hands-on fixes at the desktop level, including installing and upgrading software, installing hardware, implementing file backups, and configuring systems and applications and monitors and tests fixes to ensure problems have been adequately resolved.
Interfaces directly with district customers, vendors and other stake holders and analyzes performance of the technology support services activities and documented resolutions, identifies problem areas, and devises and delivers solutions to enhance quality of service and to prevent future problems; performs root cause analysis and updates ticketing system accordingly.
Tracks trends in service requests and generates statistical reports; analyzes tracked data to design and implement measures to enhance operational efficiency.
Assesses need for any system reconfigurations (minor or significant) based on request trends and makes recommendations.
Identifies, recommends, develops, and implements end user training programs to increase computer literacy and self-sufficiency.
Oversees development and dissemination of help sheets, usage guides, and FAQ lists for end users.
Performs other duties as assigned by the Director Information Technology.

<u>PHYSICAL DEMANDS</u>
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

<u>MINIMUM QUALIFICATIONS</u>
Bachelor's degree in the field of computer science, information sciences, or related field.
Five (5) years of experience leading an enterprise information technology support group.
Proven application and enterprise technology support experience with knowledge of programming languages and scripts.

Excellent written and oral communication skills coupled with extensive project management experience and knowledge of enterprise computing and network infrastructure and support as well as HDI best practices and ITIL.
A current, relevant, and industry-recognized certification or ability to complete department-designated and department-paid certification(s) within twelve (12) months of hire.

<u>DESIRABLE QUALIFICATIONS</u>
Master's degree
ITIL certification

REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>NETWORK ADMINISTRATOR</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 7</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>MANAGER NETWORK SERVICES</b>		
<b>SUPERVISES</b>	<b>N/A</b>		

#### SCOPE OF RESPONSIBILITIES

Maintains the computing environment by identifying network requirements, installing upgrades/updates, and monitors network and IPT performance. Provides daily technical support for identifying, troubleshooting and resolving data and voice network issues. Works closely with the network and infrastructure services teams to insure network uptime and insures all network equipment are updated/upgraded and backed up as per industry-standard best practices. Assists network engineer and other team members in identifying and mitigating risks and vulnerabilities.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes LAN/WAN network specifications according to established policies and procedures by analyzing workflow, access, information, and security requirements.

Maintains network performance by performing network monitoring, analysis, and performance tuning; troubleshooting and resolving network problems utilizing appropriate analytical tools and test equipment; escalating problems to vendor; follows ITIL standards and established SLAs to conduct root-cause analysis of events and coordinates with vendor tickets to insure complete issue resolution.

Administers and configures routers and related equipment including interface configuration and routing protocols.

Secures the network by developing network access, monitoring, control, and evaluation, and is available on call 24x7.

Assists the network engineer in the creation and maintenance of the network documentation and follows enterprise change control methodologies to affect necessary changes to the network infrastructure.

Upgrades the network by conferring with vendors and team members; developing, testing, evaluating, and installing enhancements, and communicates effectively and promptly with the team, internal and external customers & vendors.

Protects the organization's value by keeping information confidential and assists end-users in data/network security related matters

Accomplishes organization goals by accepting ownership for accomplishing new and different requests and explores opportunities to add value to job accomplishments.

Keeps abreast of emerging trends and threats and implements appropriate mitigation measures; stays current on certifications by successfully completing updated certification exams.

Performs other duties as assigned by the Manager Network 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, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in a related field and/or three years of demonstrable experience in a directly related field.

Two (2) years of demonstrable experience supporting an enterprise network infrastructure in the said capacity.

Excellent written and oral communication skills coupled with thorough knowledge of enterprise networking methodologies and protocols including configuring and managing enterprise network equipment.

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

#### DESIRABLE QUALIFICATIONS

Master's degree.

Experience leading a team of network support staff.

Experience in enterprise LAN/WAN design and network security.



REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>NETWORK ENGINEER</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 9</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>MANAGER NETWORK SERVICES</b>		
<b>SUPERVISES</b>	<b>N/A</b>		

#### SCOPE OF RESPONSIBILITIES

Designs, implements, secures, and monitors the JCPS data, voice and wireless networks and provides on-site and/or remote restoration support. Provides field support, installation, trouble-shooting and maintenance of all data, voice/VoIP and wireless network-related equipment. Supervises, advises and coordinates field technicians in work related to network equipment and operations. Liaises with network vendor staff on analysis, design and implementation of solutions to meet JCPS business needs.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Installs and configures data, voice, and wireless network equipment, and provides 24x7 operational support.

Assists with the analysis and design of data, voice/VoIP, and wireless equipment and networks.

Proactively monitors all JCPS networks and network related activities on a daily basis to identify outages, security risks, and manages mitigation/restoration activities. This includes ensuring 24x7 on-call support.

Conducts in-depth analysis of all JCPS networks on a daily basis to identify problem areas and root causes of network outages, interruptions, spikes, and reported issues. Implements corrective actions within change management procedures and manages to completion.

Plans and implements routine preventative maintenance measures on all equipment to keep them up-to-date on patches, fixes, upgrades/updates, and security, and conducts appropriate tests to insure their efficient operation

Assists with content filtering, intrusion prevention, and Kentucky Department of Education firewall issues.

Creates, revises, and maintains current documentation related to all hardware, software, vendor products, designs, support/user guides, maintenance guides, etc.

Concurrently executes multiple projects and utilizes effective time management, planning, and people skills to liaise with management, team members, vendor field staff, field technicians and customers in coordinating all activities related to network and infrastructure tasks and insure timely delivery of projects and status update(s) to all stakeholders.

Stays current on certification(s) by successfully completing updated certification exam(s), keeps related skills updated, and mentors other staff members including assisting in technical certification efforts.

Performs other duties as assigned by the Manager, Network Services and Sr. Manager Platform Services.

#### PHYSICAL DEMANDS

The work involves field as well as back office activities. 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

Bachelor's degree in a related field.

Three (3) years of proven hands-on experience in the design, implementation, and management of enterprise network infrastructure and telecommunications field support and maintenance.

Strong knowledge of data, voice and wireless networking and telecommunications, and demonstrated ability to effectively work with management, outside vendors and end users.

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

Project management experience.

Strong understanding of technology and infrastructure monitoring systems.





## **DELETE EFFECTIVE JULY 1, 2015**

### JOB TITLE

OPERATOR  
WORD PROCESSING CENTER

### DIVISION

ACADEMIC SERVICES

### REPORTS TO

DIRECTOR EXCEPTIONAL  
CHILD EDUCATION

### SALARY SCHEDULE & GRADE

IA, GRADE 4

### LENGTH OF WORK YEAR

AS ASSIGNED

### DATE

JULY 8, 2013

### SCOPE OF RESPONSIBILITIES

Produces and revises copy, meeting established quality standards, for the school system by operating accurately and efficiently all word processing equipment using skills acquired through an in-depth training process. Examines assigned documents/text and applies appropriate procedures to ensure excellence in final product.

### PERFORMANCE RESPONSIBILITIES

1. Operates all word processing equipment accurately and efficiently to produce quality copy for originators and for publication.
2. Formats, produces, and revises documents using all text editing functions.
3. Transcribes and manipulates text from various sources (dictation, handwritten, rough, or edited copy) and retrieves text and data from electronic files.
4. Exercises independent action when interpreting instructions and assumes responsibility for document accuracy and completeness.
5. Understands proofreader marks and proofreads own and other's work.
6. Maintains production records reporting to supervisor as indicated.
7. Manually prepares and mounts graphics, drawings, and charts on printed copy and assists as needed in any other work area within the Materials Production Unit.
8. Keeps all work received confidential.
9. Performs other duties as assigned by the Director Exceptional Child Education.

### 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, 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, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, and exposure to dust, fumes and gases.

### MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Demonstrates typing proficiency (40 w.p.m.)
3. Knowledge of spelling, punctuation, and English grammar in order to recognize and correct errors
4. Availability to work flexible hours
5. Ability to work in close surroundings with others doing similar work as part of the word processing team

### DESIRABLE QUALIFICATIONS

1. Experience operating information processing systems
2. Post-secondary secretarial training
3. Mechanical dexterity to maintain equipment performance

071308

06051-12-504

## **DELETE EFFECTIVE JULY 1, 2015**

### JOB TITLE

OPERATOR/ANALYST  
WORD PROCESSING CENTER

### DIVISION

ACADEMIC SERVICES

### REPORTS TO

DIRECTOR EXCEPTIONAL  
CHILD EDUCATION

### SALARY SCHEDULE & GRADE

IA, GRADE 5

### LENGTH OF WORK YEAR

260 DAYS

### DATE

JULY 8, 2013

### SCOPE OF RESPONSIBILITIES

Produces and revises copy meeting established quality standards for the school system by operating accurately and efficiently all information processing equipment. Analyzes requirements for specific projects, selects appropriate procedures, reviews and streamlines current operations, and produces accurate and complete documents.

### PERFORMANCE RESPONSIBILITIES

1. Operates all word processing equipment accurately and efficiently to produce quality copy for originators and for publication.
2. Formats, produces, and revises documents using all text editing functions, understanding proofreader marks and proofreads own and other's work.
3. Transcribes and manipulates text from various sources (dictation, handwritten, rough, or edited copy) and retrieves text and data from electronic files.
4. Exercises independent action when interpreting instructions and assumes responsibility for document accuracy and completeness, keeping all work received confidential.
5. Maintains production records, reporting to supervisor as indicated.
6. Performs and recommends to other procedures for completion of documents by utilizing information processing functions such as list processing, decision processing and abbreviations.
7. Assists with preparation of presentation materials for the superintendent's office.
8. Coordinates own work and shares expertise with others to ensure maximum utilization of center.
9. Enhances requisite skills, as time permits, by independent or supervised training to acquire knowledge of other systems, i.e., desktop publishing.
10. Performs other duties as assigned by the Director Exceptional Child Education.

### 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, 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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, and exposure to dust, fumes and gases.

### MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Demonstrated typing proficiency (50 w.p.m.)
3. Knowledge of spelling, punctuation, and English grammar in order to recognize and correct errors
4. Two (2) years experience and mastery of information processing equipment and procedures
5. Availability to work flexible hours
6. Ability to work in close surroundings with others doing similar work as part of the word processing team

### DESIRABLE QUALIFICATIONS

1. Experience using advanced techniques on information processing systems
2. Post-secondary secretarial training
3. Mechanical dexterity to maintain equipment performance

071308

06059-14-504

JOB TITLE  
PAYROLL CLERK

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED COORDINATOR

SALARY SCHEDULE & GRADE  
IA, GRADE 7

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Processes a portion of cost center time reports, extra service forms, substitute time reports, and miscellaneous salary payments, in preparation for preparing the payroll checks; require skill in reviewing preliminary computer printouts as a part of payroll processing; answers telephone inquiries and handles personal visits; processes a portion of new employees forms and related documents for classified and certified personnel; works under general supervision using a wide range of procedures.

#### PERFORMANCE RESPONSIBILITIES

1. Receives, verifies and processes payroll reporting for regular, substitute, coaching, extra service and supplemental payroll for assigned district locations.
2. Assumes responsibility for correction of error printouts from the payroll edits and supplementary payroll.
3. Assumes responsibility for reviewing and releasing personnel changes for assigned classified and certified employees; sets-up applicable pay plan, retirement, fringe pay, leave days, and tax withholding; and calculates and processes retro pay due.
4. Assists in receiving and sending payroll documents via the pony and assumes responsibility for all documentation and filing for assigned payroll time reporting and deduction/withholding reporting.
5. Corresponds with employees, locations, vendors and retirement systems to answer payroll related questions and resolve issues.
6. Insures that assigned deductions/withholdings and direct deposits are set-up and withheld appropriately; insures that deduction reporting is balanced and submitted by required deadlines; and reconciles applicable liability accounts.
7. Reviews all Benefits Retirement Worksheets and TSA deferrals for accuracy and processes in accordance with district and IRS guidelines.
8. Assumes responsibility for verifying salaries paid, completes in-depth payroll research to verify earnings, and makes complex adjustments to the KTRS annual report.
9. Assumes responsibility all phases of assigned KY Teachers Retirement Systems reporting and insures compliance with KTRS eligibility requirements.
10. Calculates, prepares and submits supplementary worksheets to process hand-typed checks to correct regular pay and to process retirement/separation pay-outs, sick bank days, retro pay, refunds, voids, etc.
11. Performs other duties as assigned by 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, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Two (2) years successful bookkeeping experience
3. Good math ability
4. Ability and desire to maintain accurate records

#### DESIRABLE QUALIFICATIONS

1. Two (2) years payroll experience
2. One (1) year accounting college unit

JOB TITLE  
PAYROLL PROGRAM ASSISTANT

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED COORDINATOR

SALARY SCHEDULE & GRADE  
I I, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Assumes responsibility for general implementation and maintenance of payroll programs; maintains security permissions for the payroll system; maintains payroll auxiliary tables; monitors and audits payroll programs and processes; develops and implements training programs; verifies payroll calculations for accuracy.

PERFORMANCE RESPONSIBILITIES

1. Implements and maintains payroll processing programs as related to the payroll system, time reporting, health insurance, retirement and vendor processing.
2. Responsible for auditing and verifying payroll calculations for compliance with district, state, local and federal requirements.
3. Maintains payroll security for access to the payroll system and maintains auxiliary tables for payroll deductions and pay types.
4. Develops and implements training manuals for documenting payroll processes and procedures.
5. Supervises payroll edit reports to ensure the accuracy of payroll calculations and identifies new edit procedures as needed.
6. Trains and evaluates the performance of clerical payroll personnel.
7. Assists with fiscal and calendar year-end closing to meet required deadlines.
8. Works with internal and external auditors to compile documentation needed for the annual audit of payroll data.
9. Performs complex research and payroll reconciliations.
10. Performs other duties as assigned by the designated coordinator.

PHYSICAL DEMANDS

The work is primary 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.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years successful accounting or payroll experience
3. Successful system implementation experience
4. Ability to maintain accurate records and meet established deadlines

DESIRABLE QUALIFICATIONS

1. One (1) year successful management experience.
2. Ability to work well in a team situation

071201  
02165

JOB TITLE  
PRODUCTION PRINTER

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
SUPERVISOR  
PRINTING PRODUCTION

SALARY SCHEDULE & GRADE  
IA, GRADE 9

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Responsible for operation of print room equipment and the production and distribution of high quality printed materials.

PERFORMANCE RESPONSIBILITIES

1. Set-ups and operates single and multi-color presses and other equipment in pressroom. Responsible for stripping negatives and processing plates.
2. Produces quality printed material while maintaining exact register and color.
3. Maintains and makes minor adjustments to presses and press room equipment.
4. Operates computerized paper cutters and equipment with accuracy using correct paper calculations.
5. Maintains ink, paper, and other pressroom supply inventories.
6. Produces four-color printing using quality instruments.
7. Assists in the training of students assigned through co-op programs.
8. Produces work in a timely manner while meeting deadlines.
9. Performs other duties as assigned by the Supervisor Printing Production.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Experience in operation of print room equipment
3. Ability to work independently and follow directions both oral and written

DESIRABLE QUALIFICATIONS

1. Experience running two color presses and envelope feeder
2. Knowledge of operation of copy equipment
3. Ability to assemble film negatives and process metal printing plates

071201  
06053-13-504

JOB TITLE  
PROPERTY RECORDS  
AUDITOR

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
DIRECTOR  
SUPPLY SERVICES

SALARY SCHEDULE  
IA, GRADE 9

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Coordinates equipment inventory, identification, marking, and auditing. Produces, updates, and audits completed inventories for the school system, and forwards to management information services for processing.

#### PERFORMANCE RESPONSIBILITIES

1. Gathers sufficient information to accurately and completely inventory a local school, system-wide service office location or program and accurately records and audits the information on the proper forms including state paid vocational inventory.
2. Ensures, at the time of inventory, that all equipment is identified with proper stencil and etching information.
3. Submits completed inventory forms to management information services for processing and edits computer reports for accuracy.
4. Communicates the proper inventory procedures to various personnel in the local schools, system-wide service office locations, and various programs.
5. Works with the various system-wide service office personnel responsible for handling of furniture and equipment to effectively audit and update all inventories.
6. Audits various cost centers, system-wide service offices and special programs to verify accuracy of their inventory reports.
7. Works with the Director Supply Services in analyzing the work of the unit and updating inventory procedures when necessary.
8. Assists the Director Supply Services in maintaining the record of work accomplished by the unit and preparing necessary statistical and special reports for the Director Supply Services.
9. Performs other duties as assigned by the Director Supply 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, reaching, with the ability to lift, carry, push or pull light weights. The work requires 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 G.E.D.
2. Demonstrated ability to perform accurate inventory and auditing functions, prepare reports, and maintain appropriate records
3. Demonstrated ability to supervise personnel and to work with individuals and diverse groups
4. Possesses a working knowledge of equipment and furniture used in the school system
5. Knowledge of computerized inventory systems and procedures
6. Valid driver's license

#### DESIRABLE QUALIFICATIONS

1. Knowledge of computerized inventory systems and procedures
2. Knowledge of BICS procedures and coding systems
3. Ability to communicate procedural requirements with MIS programming staff

071201  
03215-11-426

JOB TITLE  
PURCHASING/BID CLERK

DIVISION  
BUSINESS SERVICES

REPORTS TO  
COORDINATOR  
PURCHASING/BIDS

SALARY SCHEDULE & GRADE  
IA, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Performs the clerical duties required in the preparation and maintenance of purchase orders, tabulation of bids, competitive negotiations, agendas and contracts. Assists with the purchase of equipment, goods and services for the District complying with model procurement laws. Communicates with cost center heads, vendors, schools, and staff in relation to purchase orders, bids, contracts, preparation of contracts, automated purchasing system, bidders' list, tabulations, and agendas.

#### PERFORMANCE RESPONSIBILITIES

1. Examines requisitions and purchase orders for completeness, accuracy and clarity and develops and prepares bid documents for publishing/distribution to prospective bidders using computer systems and/or other office equipment.
2. Inputs data into the computer for preparation of purchase orders and bids; processes purchase orders and bids according to established procedures and/or prepares bid documents as required by the model procurement code of the state of Kentucky. Helps to insure all documentation is in compliance with Kentucky purchasing law (KRS 45.A) as well as, Board approved regulations.
3. Assists in determining sources for purchase of materials as necessary and assists in the tabulation of bids insuring all stated bid criteria are evaluated.
4. Assists in the preparation of agenda items which go to the Board and ensures the processing of agenda items in a timely manner insuring accuracy and correctness for the Superintendent.
5. Maintains on-line purchasing and bid information and accurate data files.
6. Duplicates all purchasing and bid information for ready access for auditing on request under the open records law.
7. Answers inquiries and requests pertaining to purchasing, bids and model procurement regulations.
8. Expedites orders and resolves related issues where appropriate.
9. Assists with clerical duties in support of departmental operations.
10. Performs other duties as assigned by the Coordinator Purchasing/Bids.

#### 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 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 G.E.D.
2. Previous successful clerical experience
3. Proficient in typing (40 w.p.m.) and general office procedures

#### DESIRABLE QUALIFICATIONS

1. Experience in procurement procedures
2. Knowledge of Kentucky purchasing law
3. Knowledge of JCPS Board policy

071201  
06076



REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>RECRUITER</b>		
<b>DIVISION</b>	<b>BUSINESS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 8</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>DIRECTOR HUMAN RESOURCES</b>		
<b>SUPERVISES</b>	<b>N/A</b>		

#### SCOPE OF RESPONSIBILITIES

This position will lead and support a wide variety of recruitment projects, initiatives and activities that focus on the identification of top talent for JCPS. This role will be responsible for full-cycle recruitment, implementing processes and procedures involving recruitment, employing creative strategies to develop and cultivate talent pipelines for critical certified and classified positions.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manage all aspects of the recruitment life-cycle for all needed certified/classified positions.

Develop and implement a position specific targeted search strategy to source active and passive candidates.

Partner with Certified Staffing Consultants, Human Resource Assistants, department heads & principals, to become a valued resource and trusted advisor to achieve business objectives.

Proactively utilize sourcing techniques including direct sourcing, internet data mining, search engines, and social media.

Develop and maintain a strong network of candidates for critical need areas.

Capture candidate feedback from interview team.

Cultivate relationships within community to build positive branding.

Maintain contact with administrative agencies outside the District to ensure prompt and accurate compliance with Human Resources.

Coordinate job fairs, attend job fairs, college recruiting.

Performs other duties as assigned by Director Human Resources

#### PHYSICAL DEMANDS

The work requires the ability to communicate effectively using speech, vision and hearing. In-state and out-of-state travel is required on a regular basis, heavy travel required during recruitment "season". The work requires the use of hands for simple grasping and fine manipulations, and at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Human Resources or related field.

Proven ability to excel in a recruitment role with a minimum of 4 years' experience.

Effective written and verbal communications skills.

Strong business acumen with organizational skills, a sense of urgency and initiative, and a commitment to quality.

Proficient with MS Word and applicant tracking systems.

Demonstrated experience managing a high-volume of candidates, developing sourcing strategy to attract a high-volume of quality candidates, and properly assessing candidate's qualifications.

#### DESIRABLE QUALIFICATIONS

Previous experience working in a corporate recruiting capacity.

Experience utilizing job boards, target company cold calling, LinkedIn Recruiter, Facebook, and other social recruiting platforms to identify candidates.

JOB TITLE  
REVENUE CLERK

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
IA, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Assumes responsibility for processing all revenue received by the district, preparing necessary invoices and cash receipts, preparing daily bank deposits, and conducting an intensive follow-up on outstanding accounts receivables. Requires general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES

1. Prepares daily deposits for all bank accounts and maintains a daily receipts log.
2. Matches invoices with payments, and prepares request to invoice forms as necessary.
3. Prepares invoices and cash receipts using a computer terminal, maintains necessary accounting controls, and distributes invoices/cash receipts as necessary.
4. Prepares and mails monthly statements for outstanding accounts receivables and provides necessary follow-up on overdue accounts receivables.
5. Maintains fund-to-date ledger on all 91 and 94 codes for federal programs accounts.
6. Writes necessary checks to reimburse the general fund from the various federal program bank accounts.
7. Reconciles bond interest and redemption bank accounts.
8. Files all General Fund and Special Voted Building Fund checks.
9. Prepares necessary documents for building rentals and tuition payments.
10. Performs other duties as assigned by the designated supervisor.

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. High School Diploma or G.E.D.
2. Two (2) years clerical experience
3. Ability to maintain accurate accounting records and controls
4. Typing/transcription skills (40 wpm)
5. Good mathematical ability

DESIRABLE QUALIFICATIONS

1. Experience in using a computer terminal
2. Two (2) years bookkeeping experience or training

071201  
06017-05-402

JOB TITLE  
SENIOR ACCOUNTING CLERK

DIVISION  
BUSINESS SERVICES

REPORTS TO  
COORDINATOR GRANTS AND  
AWARDS ACCOUNTING

SALARY SCHEDULE & GRADE  
IA, GRADE 6

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Works under the supervision of the coordinator, performing the training activities of the accounting clerks and their activities. Must be flexible in daily work schedule and set the scheduling of activities performed by each accounting clerk. Performs work that is varied and generally complicated. Requires minimum supervision checking with the coordinator when in doubt.

#### PERFORMANCE RESPONSIBILITIES

1. Performs training activities related to the functions of the accounting clerks, including all supplemental functions, when new processes are added, when present employees need assistance, or when new employees are hired.
2. Assists accounting clerks in solving accounting problems that arise in their daily work assignments in order to maintain and report accurate records.
3. Assists the coordinator in meeting special requests of the office, implementing use of new financial and control reports, implementing accounting code conversions, etc., in order to fulfill requests of project directors and other systemwide service office administrators.
4. Assumes responsibility for the accounting on program contracts as schedule will allow, especially the unique contracts and those requiring special attention, in order to maintain the office work load requirements.
5. Performs supplemental functions as schedule will permit in order to complete monthly work cycle requirements.
6. Assists in the close-out procedure at the end of each fiscal year by coordinating the activities within the office with the approved close out calendar deadlines in order to achieve a fund balance on schedule.
7. Assists in providing information to the auditors in cooperation with the accounting clerk responsible for the contract in question in order to meet auditors' requests.
8. Coordinates the sending of old records to archives annually.
9. Coordinates the organization of all accounting clerk records in files, open shelves and the general maintenance throughout the accounting clerk work areas.
10. Distributes the work load and back-up assignments of the accounting clerks as new contracts are received or new functions are added within the office to keep the work load of accounting clerks evenly distributed.
11. Performs other duties as assigned by Coordinator Grants and Awards Accounting.

#### 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.

#### MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Four (4) years experience as accounting clerk
3. Knowledge of mathematical functions to perform accurate computations
4. Skills in using equipment in general use in an accounting office

#### DESIRABLE QUALIFICATIONS

1. Skills in using a typewriter and other general office equipment
2. Ability to use a computer terminal

071201  
06098-03-406

## DELETE EFFECTIVE JULY 1, 2015

### JOB TITLE

SENIOR AUDITOR

### DIVISION

ADMINISTRATION

### REPORTS TO

DIRECTOR INTERNAL AUDIT

### SALARY SCHEDULE & GRADE

I I, GRADE 7

### LENGTH OF WORK YEAR

260 DAYS

### DATE

JUNE 11, 2007

### SCOPE OF RESPONSIBILITIES

Coordinates annual school audits, including activity fund, lunchroom, student attendance, and grant funded programs. Performs audits of the district's departmental accounts in Finance, Accounting, Facilities, Maintenance, Payroll, Transportation, Pupil Personnel, etc., which require considerable technical work involving complex factors and decision-making in areas where there is little precedent. Develops, updates and revises instructions, manuals and procedures to improve the accounting functions in the schools and district offices.

### PERFORMANCE RESPONSIBILITIES

1. Schedules and performs annual school audits in the following areas: activity fund, lunchroom, student attendance, Extended School Services and Family Resource/Youth Service Center.
2. Audits the district's office accounts located in Finance, Accounting, Facilities, Maintenance, Payroll, Transportation, Pupil Personnel, Adult Education, etc.
3. Performs follow-up visits and reviews school compliance with the CPA audit comments and recommendations on the school activity fund accounts.
4. Develops, updates and revises audit forms, instructions, manuals, and procedures to improve the accounting functions performed by the individual school bookkeepers and district office staff.
5. Assists external auditors with fiscal year-end financial audit of JCPS by performing special audits as requested.
6. Provides training and assistance to auditors, school bookkeepers and principals on accounting policies, procedures, regulations and state law compliance.
7. Conducts workshops with bookkeepers and attendance clerks.
8. Assumes supervisory duties of the Internal Audit department during director's absence.
9. Provides other duties as assigned by the Director Internal Audit.

### 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 driving automotive equipment.

### MINIMUM QUALIFICATIONS

1. Bachelor's degree in accounting or business
2. Three (3) years successful experience in auditing

### DESIRABLE QUALIFICATIONS

1. MBA or CPA
2. Work experience in a school system

060711

03025

JOB TITLE  
SENIOR EXPENSE CONTROL  
CLERK

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED COORDINATOR

SALARY SCHEDULE & GRADE  
IA, GRADE 7

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Works with all phases of accounts payable. Ensures vendor checks are processed and distributed in accordance with established procedures. Processes payroll time reporting as needed. Maintains a high degree of accuracy in vendor check processing and accounts payable related matters. Works with a minimum amount of supervision and confers with coordinator when appropriate.

#### PERFORMANCE RESPONSIBILITIES

1. Ensures financial controls are met, including controls for all vendor check writing.
2. Serves as liaison for accounts payable, accounting and purchasing on expense matters.
3. Performs all phases of vendor check: writing, voiding and distribution.
4. Assumes responsibility for Purchase Order Maintenance.
5. Assumes responsibility for training activities related to accounts payable clerk functions, including supplemental functions, when new processes are added, when present employees need assistance, or when new employees are hired.
6. Assumes responsibility for payroll time report processing and employee inquiries as needed.
7. Assists the coordinator in meeting special requests of the office including the implementation of additional functionalities.
8. Assumes responsibility for electronic document storage functions – scanning and importing documentation.
9. Develops, updates and revises all forms, instructions, manuals and procedures for accounts payable functions.
10. Assumes responsibility for reconciling accounts payable.
11. 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, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

1. High school diploma or G.E.D.
2. Two (2) years experience in accounts payable, accounts receivable or related accounting functions
3. Good math ability
4. Demonstrated ability to maintain accurate records
5. Bookkeeping experience

#### DESIRABLE QUALIFICATION

1. One (1) year college credit in accounting
2. One (1) year business experience in related field

071201  
06008-404

JOB TITLE  
SENIOR MAIL CLERK

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
DIRECTOR  
SUPPLY SERVICES

SALARY SCHEDULE & GRADE  
IA, GRADE 4

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Assumes responsibility for mail distribution for an administrative office complex.

PERFORMANCE RESPONSIBILITIES

1. Receives and sorts mail from U.S. Postal Services and central mailroom for a particular administrative office complex.
2. Operates metering machines for U.S. Mail for the particular administrative complex at which he/she is located.
3. Maintains adequate amounts of mailing fees on metering machine at all times.
4. Assumes responsibility for all mail being sent to and from his/her location and all mail processed within his/her environment.
5. Distributes and picks up all mail to offices within his/her administrative office complex on a timely basis.
6. Performs other duties as assigned by the Director Supply Services.

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, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires 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 G.E.D.
2. Three (3) years working experience in mailroom operation preferred
3. Valid driver's license

DESIRABLE QUALIFICATIONS

1. Knowledge of current postal regulations and requirements

071201  
06070-24-426

JOB TITLE  
SENIOR PAYROLL CLERK

DIVISION  
BUSINESS SERVICES

REPORTS TO  
DESIGNATED COORDINATOR

SALARY SCHEDULE & GRADE  
IA, GRADE 8

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Responsible for coordinating all payroll functions and assisting in implementation of MUNIS and BEAPS/Payroll procedures. Requires skills in all areas of the payroll procedures and processing. Works under general supervision using a wide range of procedures.

#### PERFORMANCE RESPONSIBILITIES

1. Assumes responsibility for coordinating all phases/functions of payroll including all payroll information and procedures.
2. Assumes responsibility for reconciling and closing supplementary payroll.
3. Serves as liaison with District staff to coordinate payroll processing and reporting including confirming the proper usage of check and advice transactions.
4. Trains payroll staff and District locations regarding payroll processing procedures.
5. Assumes responsibility for confirming edit and final payroll totals, identifying cross-foot errors and resolving issues with the deductions report.
6. Assumes responsibility for reconciling direct deposit totals and sending the direct deposit files by the required deadline.
7. Assumes responsibility for bank account transfers to cover all payroll expenses for each payroll period.
8. Assumes responsibility for reconciling ending bank account balance each month and transferring the ending balance to the General Fund.
9. Assumes responsibility for reviewing daily bank account reports and resolving ACH credits or debits in the Payroll Direct Deposit account.
10. Assumes responsibility for verifying employee deferrals to 403B, 401K and 457 do not exceed the IRS annual limits.
11. Assists with MUNIS processing and implementation including maintaining certain auxiliary tables for calendars and bank account numbers.
12. 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, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D. and working knowledge of business English, spelling and math
2. Three (3) years successful bookkeeping payroll experience or maintaining financial transactions
3. Requires math skills

#### DESIRABLE QUALIFICATIONS

1. Ability to work well in a team situation
2. Associate degree in general business

071201  
06021-06-404

JOB TITLE  
SENIOR PRODUCTION PRINTER

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
SUPERVISOR PRINTING  
PRODUCTION

SALARY SCHEDULE & GRADE  
IA, GRADE 10

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Responsible for operation of print room equipment and production of high quality full color printed materials.

PERFORMANCE RESPONSIBILITIES

1. Sets up and operates four-color and multi-color presses in pressroom. Responsible for stripping negatives and processing plates.
2. Produces quality full color printed material while maintaining exact register and color.
3. Maintains and makes minor adjustments to presses and pressroom equipment.
4. Operates computerized paper cutters and all other equipment in the pressroom with accuracy using correct paper calculations.
5. Produces four-color printing using quality instruments.
6. Maintains ink, paper, and other pressroom supply inventories.
7. Assists in the training of students assigned through co-op programs.
8. Produces work in a timely manner while meeting deadlines.
9. Performs other duties as assigned by the Supervisor Printing Production.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Experience in operation of print room equipment
3. Experience running four-color, two-color, single-color presses and envelope feeder
4. Ability to work independently and follow directions both oral and written

DESIRABLE QUALIFICATIONS

1. Knowledge of bindery equipment
2. Knowledge of operation of copy equipment
3. Ability to assemble film negatives and process metal printing plates

071201  
06043



JOB TITLE  
SENIOR PURCHASING/BID CLERK

DIVISION  
BUSINESS SERVICES

REPORTS TO  
COORDINATOR  
PURCHASING/BIDS

SALARY SCHEDULE & GRADE  
IA, GRADE 6

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for providing technical services to all staff in the areas of bidding/purchasing, and equipment evaluation and assists District staff with the evaluation of products bid. Assists with purchasing processes, bid preparation and tabulation.

#### PERFORMANCE RESPONSIBILITIES

1. Works closely with all staff providing technical assistance and advice regarding the delivery of support services related to purchasing and bidding product/equipment evaluation.
2. Develops, prepares and proofs bid documents for distribution to prospective bidders and assists in the tabulation results of said bids.
3. Assists the director with product and bid evaluation activities providing technical advice where needed regarding product quality and compliance with specifications.
4. Maintains communication with systemwide offices and vendors regarding the products that are bid by the district.
5. Prepares and proofreads purchasing and bids correspondence and other materials for signature, duplication and distribution.
6. Maintains and updates records relating to the evaluation of product services that are bid.
7. Operates office machines and equipment and performs clerical functions necessary for the successful completion of the job tasks.
8. Performs other duties as assigned by the Coordinator Purchasing/Bids.

#### 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 being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years successful experience in aspects of school support services
3. Proficient in typing (50 w.p.m)
4. Ability to develop specifications/knowledge of Kentucky Purchasing Law
5. Thorough knowledge of business English, spelling and punctuation

#### DESIRABLE QUALIFICATIONS

1. Demonstrated skill in and successful experience with numbers and statistical data
2. Working knowledge of the organization, policies, procedures and practices of the district related to product evaluation and specifications
3. Successful experience working with and providing assistance to the public

071201  
06078

REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>SENIOR MANAGER INFRASTRUCTURE SERVICES</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 11</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>DIRECTOR INFORMATION TECHNOLOGY</b>		
<b>SUPERVISES</b>	<b>ONE (1) MANAGER NETWORK SERVICES, ONE (1) VIRTUALIZATION ENGINEER, THREE (3) SYSTEMS ENGINEERS, ONE (1) SYSTEMS ADMINISTRATOR, ONE (1) SYSTEMS SECURITY ADMINISTRATOR, ONE (1) BUSINESS CONTINUITY ANALYST</b>		

#### SCOPE OF RESPONSIBILITIES

Provides and manages a secure, compliant, robust, reliable, scalable and efficient IT infrastructure and directs IT infrastructure support strategy and operations. Manages the district's technology infrastructure activities including the on premise data center, Infrastructure as a Service (IaaS) systems, JCPS Network, server maintenance and deployment, patching, performance monitoring, incident management, problem management, change management, and SLA management. Oversees the day to day support of all production platforms to ensure their availability, integrity, and security of their systems and data. Leverages change management principles (like ITIL) to protect the production environment from unapproved, untested changes. Works on extremely complex problems where analysis of situations and data requires an evaluation of multiple factors. Develops processes and criteria for evaluating technical alternatives to make important decisions.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees all IT infrastructure elements (on premise and service/cloud-based) including but not limited to Active Directory Provisioning, servers, storage management, business continuity and disaster recovery, network and voice management, virtualization, recovery management, upgrades/migrations, data communication, threat management, network performance and availability and Open Records Requests.

Creates strategic and long range planning items for IT Infrastructure resource management and prepares and keeps current documentation on all managed systems, including IT business continuity and disaster recovery plans and capacity planning.

Establishes Architecture Standards, standard operating procedures (SOP), practices, and security measures to assure effective and consistent information and operations.

Ensures security best practices are implemented and revised, as needed, to maintain the availability, integrity and confidentiality of the information stored on and accessed through the network (firewalls, file rights, backup systems, account management, vulnerability testing, etc).

Provides leadership in development, testing and support of the institutional risk management programs for business continuity and IT disaster recovery with redundancy and cost control/reduction within JCPS and KDE limits.

Coordinates and ensures JCPS-wide multi-user computing systems and virtualized systems are well managed/administered to provide the required services to staff. Coordinates efforts with other JCPS departments.

Conducts studies of projected enhancements to IT Infrastructure and data center design and operation and proposes recommendations to the Director IT.

Develops, prepares and recommends budget for purchasing, upgrading and maintaining components and services of IT Infrastructure. Negotiates purchasing efforts with various vendors and work with internal JCPS purchasing.

Provides consultation with administrative and research departments on design, implementation and integration issues of new or upgraded systems, and approves the development and implementation of major IT Infrastructure project timelines.

Consults, Negotiates and assists with other teams on projects and integration issues. Serves as a liaison and works closely with JCPS IT and other JCPS Departments, KDE, regulated service providers, vendors and telecommunications organizations.

Performs other duties as assigned by the Director Information Technology.

#### 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.
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<b><u>MINIMUM QUALIFICATIONS</u></b>
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Bachelor's Degree in Information Technology or Computer Science.
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Strong communications skills and experience working alongside other IT and business management professionals.
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5 years of demonstrable experience leading technical projects and people in an Enterprise IT environment.
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Strong analytical and problem solving skills coupled with in-depth knowledge of system integration techniques, IT compliance and governance as it relates to operational efficiency and technical support.
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<b><u>DESIRABLE QUALIFICATIONS</u></b>
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ITIL Certification (or equivalent experience).
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PMP Certification (or equivalent experience).
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Master's Degree in Information Technology or similar.
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Cyber Security experience.
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JOB TITLE  
SUPERVISOR GRAPHIC ARTS

DIVISION  
COMMUNICATIONS AND  
COMMUNITY RELATIONS

REPORTS TO  
CHIEF COMMUNICATIONS AND  
COMMUNITY RELATIONS  
OFFICER

SALARY SCHEDULE & GRADE  
I I, GRADE 8

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Supervises printing production and graphic arts staff, conceptualizes the design of many of the wide variety of documents that are produced; initiates new design techniques to promote the image of the district; advises district personnel/clients of printing needs and pricing; works closely with editing staff and printing staff to ensure the accuracy of all documents; and critiques production to maintain the highest quality and established standards of excellence.

#### PERFORMANCE RESPONSIBILITIES

1. Evaluates/approves the work of the graphics staff, and oversees the printing and production unit.
2. Creates presentation materials for the superintendent's office and provides direction for development of district publications.
3. Consults with district personnel regarding printing needs and develops appropriate printing plans based on budgets and time restraints. Coordinates all printing among the print shop.
4. Creates new job tickets in the department's database; writes printing specifications; collects bids; and coordinates the printing of jobs to ensure quality and client satisfaction.
5. Supervises set-up, operation, and maintenance of computer graphics equipment; issues requisitions for purchase of graphic materials and supplies; maintains an inventory of supplies.
6. Utilizes the computer and learns new software packages to design various documents (booklets [curriculum guides], brochures, certificates, charts, posters, fliers, programs, invitations, etc.); understands all proofreader marks to make accurate revisions of documents utilizing software's text editing functions.
7. Communicates printing instructions and works closely with the printing department to help ensure a quality finished product.
8. Initiates new design techniques and shares expertise with others within the unit and across the district; provides training and seeks opportunities for professional growth for self and graphics staff.
9. Maintains current knowledge of technology advances in material production.
10. Performs other duties as assigned by Chief Communications and Community Relations Officer.

#### 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, pushing and pulling of arm controls 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 being around moving machinery and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

1. Bachelor's Degree in fine or commercial art
2. Five (5) or more years successful experience in graphics
3. Formal training in art school
4. Successful experience supervising personnel
5. Some Macintosh computer experience

#### DESIRABLE QUALIFICATIONS

1. Ability to be self-directed
2. Knowledge of suitability of graphic materials for various age levels and situations
3. Knowledge of photographic equipment
4. Knowledge of District policies, procedures, and organizational goals and objectives
5. Ability to produce camera-ready artwork entirely on the Macintosh from conception to completion

071308  
03029-07-504

JOB TITLE  
SUPERVISOR  
PRINTING PRODUCTION

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
CHIEF OPERATIONS OFFICER

SALARY SCHEDULE & GRADE  
I I, GRADE 7

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Assigns work to printing personnel and observes/supervises to ensure efficient work flow and high quality publications. Consults with supervisor to establish priorities/deadlines. Performs all tasks involved in the printing and publications facility.

#### PERFORMANCE RESPONSIBILITIES

1. Supervises the operation and maintenance of all offset printing presses and the high speed copier. Maintains a working knowledge of spot, color printing and four-color process printing, plate making, stripping, trimming, binding, collating and padding. Organizes the distribution of printed materials.
2. Supervises and schedules all work in the department and maintains an inventory of all supplies and materials to maximize the utilization of both equipment and personnel. Requisitions, through proper channels, all equipment and supplies related to printing and publishing.
3. Schedules, supervises and evaluates all employees in time management and quality control of printed documents.
4. Serves as a member of the management team of the materials production department.
5. Coordinates and maintains all maintenance contracts on equipment.
6. Operates efficiently all equipment and trains staff in its operation.
7. Uses computer technology to supervise and organize the print shop to insure the most efficient operation.
8. Works in coordination with personnel and community agencies in the establishment and distribution of district printed documents.
9. Evaluates all graphic arts produced documents to determine the best method/practice for printing and publishing.
10. Performs other duties as assigned by the designated supervisor.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping, fine manipulations, pushing and pulling of arm controls. The work requires being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

#### MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D. and two years post-secondary training
2. Five years experience in offset printing, mimeographing, and book binding
3. Experience in graphics and layout
4. Working knowledge of printing equipment
5. Successful experience supervising personnel

#### DESIRABLE QUALIFICATIONS

1. Ability to delegate responsibility
2. Flexible in scheduling a variety of tasks to be performed simultaneously in meeting production deadlines
3. Initiative to proceed with limited supervision

071201  
03022-04-504

JOB TITLE  
SYSTEMS COORDINATOR

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
SUPERVISOR PRINTING  
PRODUCTION

SALARY SCHEDULE  
IA, GRADE 7

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Assumes responsibility for all operating system software related to computers in the materials production department. Maintains current knowledge of software and hardware products and functionality areas. Assists the supervisors in maintaining performance responsibilities to effect proficient utilization of staff and equipment.

PERFORMANCE RESPONSIBILITIES

1. Assumes responsibility for ensuring all networks and computers in the materials production unit are on-line daily.
2. Assumes responsibility for installation and maintenance of the computers, peripherals, and software.
3. Assumes responsibility for trouble-shooting hardware and software user-related problems both in and out of the unit. Involves technical contact with manufacturers and technical support centers.
4. Assumes responsibility for maintenance and documentation of existing software applications.
5. Trains end users in specific software applications.
6. Assists in maintaining production and inventory records for the unit, providing summary reports as required.
7. Maintains electronic backup system of file servers and functions as network administrator for three networks.
8. Provides telephone software support to users and serves as a technical resource in achieving specific advanced function end results.
9. Assumes responsibility for the District's community relations database.
10. Performs other duties as assigned by the director.

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, 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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Five years training or experience in the use of computer operating systems
3. Demonstrated knowledge of system software
4. Excellent verbal and written communication skills
5. Availability to work flexible hours

DESIRABLE QUALIFICATIONS

1. Ability to design logical solutions to business problems.
2. Demonstrated ability to effectively work with technical personnel
3. Demonstrated ability to supervise personnel

071201  
06063-16-504

## **DELETE EFFECTIVE JULY 1, 2015**

### JOB TITLE

TITLE I COMPONENT  
COORDINATOR

### DIVISION

ADMINISTRATION

### REPORTS TO

APPROPRIATE DIRECTOR

### SALARY SCHEDULE & GRADE

IV, GRADE 10

### LENGTH OF WORK YEAR

260 DAYS

### DATE

FEBRUARY 25, 2002

### SCOPE OF RESPONSIBILITIES

Provides leadership in designing, planning, developing, refining, implementing, monitoring and evaluating the Title I Elementary Reading and Math components; provides leadership for designing, planning, developing, implementing and evaluating component inservice; assists in the coordination of the Title I component with the regular program; supervises component clerks, central office component specialists, and supervises supportive services to school-based personnel in reading and math at public elementary schools during the regular school year as assigned.

### PERFORMANCE RESPONSIBILITIES

1. Provides leadership for component development, implementation and evaluation.
2. Provides leadership for curriculum development and refinement.
3. Assists in the coordination of the Title I elementary program components, reading and math lab components, and the regular program as appropriate.
4. Designs, plans and implements inservice for component staff and assists in providing inservice for Title I parents as appropriate.
5. Prepares and disseminates component information as appropriate.
6. Analyzes, evaluates and summarizes data regarding component implementation and pupil progress and monitors component management system.
7. Monitors and provides leadership/support to component staff.
8. Assists in the resolution of component concerns.
9. Assists in developing and monitoring component budget.
10. Assists in monitoring component for compliance with Title I legislation and guidelines.
11. Performs other duties as assigned by the appropriate Director.

### 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 exposure to marked changes in temperature and humidity and driving automotive equipment.

### MINIMUM QUALIFICATIONS

1. Master's Degree with Kentucky certification in Administration and/or Supervision
2. Three (3) years of successful teaching experience at the elementary level
3. Additional hours in reading and math as appropriate

### DESIRABLE QUALIFICATIONS

1. Successful experience in supervision of the instruction and/or curriculum development
2. Knowledge of federal programs, preferably Title I, knowledge of learning theory, program planning, development, management, evaluation and current literature in the appropriate content area
3. Ability to interpret test results and develop/refine corrective instructional interventions
4. Demonstrated ability to work with a wide range of people in different roles

020225

02412-07-206

REVISED  
JULY 1, 2015



<b>JOB TITLE</b>	<b>VOICE ENGINEER</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II GRADE 8</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>MANAGER NETWORK SERVICES</b>		
<b>SUPERVISES</b>	<b>N/A</b>		

#### SCOPE OF RESPONSIBILITIES

Plans, designs, implements and supports enterprise VoIP solutions. Manages VoIP infrastructure for optimum performance and insures voice system availability, redundancy, performance and recovery/backups. Works closely with team members in the Infrastructure Services group to track, analyze, and manage call flows and other related metrics and engages directly with customers and vendors to insure uninterrupted voice services and to improve services throughout the district.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, designs, implements and supports enterprise VoIP solutions including Unified Communications and SIP based platforms.

Installs configures, maintains, validates, troubleshoots and supports routers, switches, call manager, PBX networks and related equipment/systems and insures compliance with E911 and other FCC regulations as well as E-rate requirements.

Monitors VoIP infrastructure for optimum performance, and is available on call 24x7.

Insures voice system's availability, redundancy, performance and recovery/backups, and tracks and analyzes trends in call data to insure uninterrupted services to all stake holders and facilitates call reporting detail and open record requests.

Completes voice system updates/upgrades to hardware and software and works closely with the Manager Network Services and other team members in the infrastructure services group to serve as the subject matter expert in assessing, designing and extending voice solutions throughout the district.

Thoroughly documents telecommunication systems and system changes by employing effective change control methodologies, and provides network administration and integration as necessary; oversees moves, adds and changes (MAC) throughout the district.

Manages call flows and provides call center automation assistance utilizing system APIs/scripts.

Provides a high level of customer service with a sense of responsibility, and takes initiative and ownership, and engages directly with the district's customers to resolve any issues with the service.

Employs excellent verbal and written communication skills and engages with staff, vendors, the state, and key customer contacts and develops and maintains relationships with clients and partners; coordinates with carriers and team members to order and maintain demarcations in a pro-active manner.

Mentors and develops junior staff, keeps abreast of emerging technologies, and stays current on certifications by successfully completing updated certification exams.

Performs other duties as assigned by the Manager Network Services/Sr. Manager Infrastructure 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, reaching, with the ability to lift, carry, push or pull light weights

#### MINIMUM QUALIFICATIONS

Bachelor's degree in a related field and/or three years of demonstrable experience in a directly related field.

Three (3) years of experience managing voice implementation with voice equipment in a carrier/enterprise environment.

Excellent written and oral communication skills coupled with proven hands-on experience designing and deploying enterprise level VoIP solutions and thorough knowledge of traditional call flows, signaling protocols, LAN switching, routing protocols, device configuration, VLAN etc.

A current, relevant, and industry-recognized certification or ability to complete department-designated and department-



paid certification(s) within twelve (12) months of hire.
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<u>DESIRABLE QUALIFICATIONS</u>
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Technical certifications with vendor VoIP products.
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Experience managing technical support teams and enterprise VoIP implementation.
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Experience designing, evaluating and recommending IP solutions.
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JOB TITLE  
WAREHOUSE AND  
TRANSPORTATION SUPERVISOR<sup>1</sup>

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
DIRECTOR SUPPLY SERVICES

SALARY SCHEDULE & GRADE  
II, GRADE 6

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Supervises and coordinates the receipt, inspection, storage, assembly, and distribution of all materials, commodities, and equipment. Responsible for compliance with federal and state regulations for all transportation and storage requirements. Responsible for facility security including stock and the physical plant.

PERFORMANCE RESPONSIBILITIES

1. Supervises and coordinates inventory control to ensure the accuracy of issues and receipts.
2. Prepares daily, weekly, and monthly work schedules and monitors work flow activities.
3. Responsible for all reports as relates to the warehouse and transportation functions of the Center, including maintaining perpetual and semi-annual inventories as required by USDA regulation.
4. Responsible for maintaining appropriate stock levels of all warehoused items.
5. Supervises, evaluates and trains all employees in the warehouse and transportation area.
6. Responsible for removal, transfer and recording of all food service equipment districtwide.
7. Develops and implements the Hazard Analysis and Critical Control Points program for the warehouse and transportation areas, in conjunction with supervisor, and is responsible for the safety program for the warehouse and transportation areas.
8. Supervises, coordinates, and authorizes all shipments to and from the Center, including prepared and warehoused items.
9. Performs other duties as assigned by the Director Supply 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, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years successful experience in warehousing or institutional food service programs
3. Hazard Analysis and Critical Control Points certification
4. Valid driver's license

DESIRABLE QUALIFICATIONS

1. Professional training in management
2. Knowledge of policies and procedures of the school district

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07010

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

JOB TITLE  
WAREHOUSE  
LEAD PERSON

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
DIRECTOR  
SUPPLY SERVICES/  
MAINTENANCE  
WAREHOUSE SUPERVISOR

SALARY SCHEDULE & GRADE  
IB, GRADE 6

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Provides leadership and supervision to drivers and warehouse workers; insures efficient flow of materials to schools, office and maintenance units including mail, government food commodities, films, instructional materials and maintenance supplies, etc.

PERFORMANCE RESPONSIBILITIES

1. Processes computer reports, through the use of a computer data terminal, that are needed to fill, ship and maintain inventory of warehoused materials.
2. Provides supervision and direction to warehouse personnel in filling, shipping, stocking and inventorying warehoused supplies and government food commodities.
3. Assists in making driver and warehouse personnel assignments.
4. Assists the materials information supervisor in training supply services personnel.
5. Assists the materials information supervisor in processing and correcting any computerized information, and reports any variation of same in a timely manner.
6. Performs other duties as assigned by the Director Supply Services and/or the maintenance warehouse supervisor.

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, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires 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 G.E.D.
2. Two(2) years supervisory experience in warehousing
3. Training in computerized inventory systems
4. Knowledge of CRT operation
5. Possesses valid driver's license

DESIRABLE QUALIFICATIONS

1. Knowledge of computer programs and materials handling procedures
2. Previous experience in all phases of warehouse operations

071201  
07008-07-426