

JOB TITLE
ASSISTANT SUPERINTENDENT
FOR ACADEMIC ACHIEVEMENT K-12

DIVISION
ACADEMIC SERVICES
ADMINISTRATION

REPORTS TO
CHIEF ACADEMIC OFFICER
SUPERINTENDENT

SALARY SCHEDULE & GRADE
IV, GRADE 16

LENGTH OF WORK YEAR
260 DAYS

DATE
~~NOVEMBER 7, 2011~~
FEB 23, 2016

SCOPE OF RESPONSIBILITIES

Provides leadership for planning and developing the District's instructional programs supervising approximately 25 schools. Collaborates instructional program leadership for the district with all assistant superintendents. Responsible for representing the best interests of the K-12 school programs. Provides direct supervision of school principals. Serves as the link between the assigned schools and other District programs, services and the community.

PERFORMANCE RESPONSIBILITIES

1. Collaborates with other Assistant Superintendents in matters relating to K-12 instructional program development and the use of assessment data for the improvement of instruction.
2. Supports the implementation of the Kentucky Core Academic Standards and student assessment within the Kentucky Core Content Test (KCCT) within assigned schools.
3. Creates and maintains instructional evaluation procedures to quantify instructional staff performance; provides direction for measured improvement of instructional practices, student achievement, and certificated teacher leadership.
4. Creates cross-content and cross-grade communication and integration systems to improve educational services, instructional programs, and organizational accountability for improved student achievement.
5. Supervises the development of systematic approaches to improving student achievement through observation, assessment, and precedent; monitors recent research and development in the areas of instructional and educational support.
6. Prepares and delivers presentation on instructional academic accountability and progress to the Board of Education, the Superintendent of Schools, and other stakeholder groups.
7. Confers with the ~~Chief Academic Officer~~ Superintendent regarding the selection, assignment and transfer of principals, staff members, and other administrative personnel.
8. Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment.
9. Monitors and oversees the performance appraisal process for designated area of supervision including evaluation of principals and teachers.
10. Advises and assists principals in developing and evaluating programs addressing attendance, suspensions, and discipline, as well as resolving instructional issues.
11. 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.
12. Performs other duties as assigned by the ~~Chief Academic Officer~~ 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, 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

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

DESIRABLE QUALIFICATIONS

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

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Salary range \$127,631.92 to \$155,268.88

REVISED
FEB 23, 2016



JOB TITLE	CHIEF BUSINESS OFFICER		
DIVISION	BUSINESS SERVICES		
SALARY SCHEDULE	II/IV GRADE 18		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	SUPERINTENDENT		
SUPERVISES	ADMINISTRATIVE SECRETARY, TWO (2)THREE (3) INTERNAL AUDITORS, DIRECTOR FINANCIAL PLANNING AND MANAGEMENT, DIRECTOR ACCOUNTING, CHIEF FINANCIAL OFFICER, DIRECTOR PURCHASING, DIRECTOR HUMAN RESOURCES, DIRECTOR III (CAREER AND TECHNICAL EDUCATION), AND DIRECTOR LABOR MANAGEMENT AND EMPLOYEE RELATIONS		

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
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<u>PHYSICAL DEMANDS</u>

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.
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<u>MINIMUM QUALIFICATIONS</u>

Master's Degree or equivalent years experience in business administration, finance, or closely related field
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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
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Reputation for integrity, transparency, and accountability with sound technical skills, analytical ability and good judgment
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<u>DESIRABLE QUALIFICATIONS</u>
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Advanced preparation, executive certification or doctorate
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Experience in complex multifaceted organization

Human Resources experience

Salary range \$126,317.60 to \$175,995.63

REVISED
FEB 23, 2016



JOB TITLE	CHIEF FINANCIAL OFFICER		
DIVISION	BUSINESS SERVICES		
SALARY SCHEDULE	II/GRADE 18		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	CHIEF BUSINESS OFFICER		
SUPERVISES	DIRECTOR FINANCIAL PLANNING AND MANAGEMENT, DIRECTOR ACCOUNTING, DIRECTOR PURCHASING, MANAGER PAYROLL AND CASH MANAGEMENT, AND ADMINISTRATIVE SECRETARY		

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

Salary range \$126,317.60 to 175,995.62

REVISED
FEB 23, 2016



JOB TITLE	CHIEF OPERATIONS OFFICER		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/IV GRADE 18		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	SUPERINTENDENT		
SUPERVISES	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, DIRECTOR PROPERTY MANAGEMENT MAINTENANCE, DIRECTOR SAFETY AND ENVIRONMENTAL SERVICES, FISCAL MANAGER OPERATIONS, PLANT OPERATOR, CLERK II, AND ADMINISTRATIVE SECRETARY I,		

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, Information Technology
- 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

Salary range \$107,482.28 to 175,995.63

REVISED
FEB 23, 2016



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

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

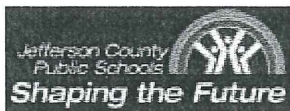
Ability to communicate effectively and clearly with local school staffs and systemwide cost center heads

DESIRABLE QUALIFICATIONS

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

Salary range \$108,075.55 to \$150,410.87

REVISED
FEB 23, 2016



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

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

Salary range: \$108,075.55 to \$150,410.87

REVISED
FEB 23, 2016



JOB TITLE	DIRECTOR HUMAN RESOURCES		
DIVISION	BUSINESS SERVICES		
SALARY SCHEDULE	II GRADE 14		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	CHIEF BUSINESS OFFICER		
SUPERVISES	DIRECTOR ADMINISTRATOR RECRUITMENT AND DEVELOPMENT, DIRECTOR DISTRICT PERSONNEL, DIRECTOR III, MANAGER BENEFITS, RESOURCE TEACHER (195), AND DATA MANAGEMENT/RESEARCH TECHNICIAN		

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
FEB 23, 2016



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

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

Salary range \$103,830.54 to 144,674.38

REVISED
FEB 23, 2016



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

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

Salary range: \$100,044.45 to \$139,167.34

JOB TITLE
EVALUATION AND
TRANSITION COORDINATOR

DIVISION
ACADEMIC SERVICES
ADMINISTRATION

REPORTS TO
ASSISTANT SUPERINTENDENT
FOR ACADEMIC
ACHIEVEMENT K-12

SALARY SCHEDULE & GRADE
IV, GRADE 12

LENGTH OF WORK YEAR
260 DAYS

DATE
~~MARCH 26, 2012~~
FEB 23, 2016

SCOPE OF RESPONSIBILITIES

Provides leadership to assistant principals K-12 in the implementation of a teacher professional growth and effectiveness evaluation system. Assists the Assistant Superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for K-12 school students.

PERFORMANCE RESPONSIBILITIES

1. Coaches principals in the Transformation Zone and other schools to achieve higher achievement levels for students.
2. Identifies professional development needs based on data indicating regional needs, schools' needs, and instructional needs.
3. Collaborates with all Evaluation and Transition Coordinators in different regions to support and assist planning the professional development and support needs of schools across the District.
4. Engages in meaningful dialogue with principals to assist achievement in terms of learning targets, identifying strengths and needs of instructional practices, and informing the revision of the Individual Growth Plans.
5. Focuses on using multiple sources of data to assist principals in determining teacher professional growth and effectiveness.
6. Coordinates efforts for intentional transitions from one instructional level to the next.
7. Assist principals to expand their repertoire of instructional strategies, match strategies to student needs, and learn skills for effective peer support and collaboration.
8. Analyzes evidence of teachers' work across the standards, including areas such as planning and assessment, capacity to motivate students and communicate consistently high expectations, and repertoire of instructional and classroom management strategies.
9. Identifies recurring obstacles to student success through the study of common causes of discipline problems, critical attributes of class climate, and the use of assessments and the design of learning experiences.
10. Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to instructional programs.
11. Performs other duties as assigned by the Assistant Superintendent for Academic Achievement K-12.

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

1. Master's Degree or higher with Kentucky Certification in Administration
2. Five (5) years related work experience
3. Three (3) years successful experience as a teacher
4. Experience in the evaluation of classroom teachers

DESIRABLE QUALIFICATIONS

1. Successful experience as a principal or assistant principal
2. Leadership experience in implementing programs in school district

031226 Salary range \$91,722.37 to 135,335.71
4119

REVISED
FEB 23, 2016



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

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

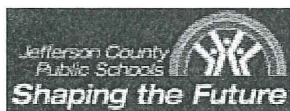
DESIRABLE QUALIFICATIONS

Knowledge and experience in employee evaluation

General Knowledge of Kentucky education law and federal employment law

Salary range \$78,237.08 to \$121,930.37

REVISED
FEB 23, 2016



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

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

Salary range: \$88,915.66 to 123,678.81

JOB TITLE
MANAGER PAYROLL AND
CASH MANAGEMENT

DIVISION
BUSINESS SERVICES

REPORTS TO
DIRECTOR ACCOUNTING
CHIEF FINANCIAL OFFICER

SALARY SCHEDULE & GRADE
I I/IV, GRADE 11

LENGTH OF WORK YEAR
260 DAYS

DATE
Feb 23, 2016

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~~ Chief Financial 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

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

Salary range \$96,028.91 to \$133,775.04

071201

02305-01-404

JOB TITLE
PAYROLL PROGRAM ASSISTANT

DIVISION
BUSINESS SERVICES

REPORTS TO
DESIGNATED COORDINATOR
MANAGER PAYROLL AND CASH
MANAGEMENT

SALARY SCHEDULE & GRADE
I I, GRADE 5

LENGTH OF WORK YEAR
260 DAYS

DATE
JULY 1, 2015
Feb 23, 2016

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

Salary range \$47,388.30 to 71,086.73

071201
02165