

REVISED  
FEB 23, 2016



<b>JOB TITLE</b>	<b>ASSISTANT SUPERINTENDENT FOR ACADEMIC ACHIEVEMENT K-12</b>		
<b>DIVISION</b>	<b>ADMINISTRATION</b>		
<b>SALARY SCHEDULE</b>	<b>IV GRADE 16</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>EVALUATION AND TRANSITION COORDINATOR, SECRETARY V, CLERK II</b>		

#### 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 community

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

Supports the implementation of the Kentucky Core Academic Standards and student assessment with the Kentucky Core Content Test (KCCT) with assigned schools

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

Creates cross-content and cross-grade communication and integration systems to improve educational services, instructional programs, and organizational accountability for improved student achievement

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

Prepares and delivers presentation on instructional academic accountability and progress to the Board of Education, the Superintendent of Schools, and other stakeholder groups

Confers with the Superintendent regarding the selection, assignment and transfer of principals, staff members, and other administrative personnel

Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Monitors and oversees the performance appraisal process for designated area of supervision including evaluation of principals and teachers

Advises and assists principals in developing and evaluating programs addressing attendance, suspensions, and discipline, as well as resolving instructional issues

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to instructional programs

Performs other duties as assigned by 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

Master's Degree with Kentucky Certification for Superintendent

Five (5) years successful administrative experience

Ten (10) years of successful public school service in certificated position(s)

Three (3) years successful experience as a teacher

Ability to articulate vision of best practice for instructional programs

Understanding of systems management

Demonstrated leadership ability within diverse groups

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

REVISED  
FEB 23, 2016



<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, THREE (3) INTERNAL AUDITORS, CHIEF FINANCIAL OFFICER, DIRECTOR HUMAN RESOURCES, DIRECTOR III (CAREER AND TECHNICAL EDUCATION), AND DIRECTOR LABOR MANAGEMENT AND EMPLOYEE RELATIONS</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

REVISED  
FEB 23, 2016



<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>DIRECTOR FINANCIAL PLANNING AND MANAGEMENT, DIRECTOR ACCOUNTING, DIRECTOR PURCHASING, MANAGER PAYROLL AND CASH MANAGEMENT, AND 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  
FEB 23, 2016



<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 SECURITY AND INVESTIGATIONS, DIRECTOR PROPERTY MANAGEMENT MAINTENANCE, DIRECTOR SAFETY AND ENVIRONMENTAL SERVICES, FISCAL MANAGER OPERATIONS, 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 Information Technology, Transportation Services, Nutrition Services, Performance and Technology, Security and Investigations, Property Maintenance Management, Safety and Environmental Services, Fiscal Manager Operations, and other non-instructional projects.

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

Administers the overall operational activities of the District with responsibility for Transportation Services, Nutrition Services, Information Technology, Performance and Technology, Security and Investigations, Property Maintenance Management, Safety and Environmental Services, Fiscal Manager Operations and other non-instructional projects

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.
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#### 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

REVISED  
FEB 23, 2016



<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 FINANCIAL OFFICER</b>		
<b>SUPERVISES</b>	<b>MANAGER GRANTS AND AWARDS ACCOUNTING, SPECIALIST I, 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



REVISED  
FEB 23, 2016



<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 FINANCIAL 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  
FEB 23, 2016



<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, RESOURCE TEACHER (195), AND DATA MANAGEMENT/RESEARCH TECHNICIAN</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  
FEB 23, 2016



<b>JOB TITLE</b>	<b>DIRECTOR LABOR MANAGEMENT &amp; EMPLOYEE RELATIONS</b>		
<b>DIVISION</b>	<b>BUSINESS 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 BUSINESS OFFICER</b>		
<b>SUPERVISES</b>	<b>MANAGER EMPLOYEE DEVELOPMENT, MANAGER LABOR MANAGEMENT &amp; EMPLOYEE RELATIONS, 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

<b><u>DESIRABLE QUALIFICATIONS</u></b>
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  
FEB 23, 2016



<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 FINANCIAL 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  
FEB 23, 2016



<b>JOB TITLE</b>	<b>EVALUATION AND TRANSITION COORDINATOR</b>		
<b>DIVISION</b>	<b>ADMINISTRATION</b>		
<b>SALARY SCHEDULE</b>	<b>IV GRADE 12</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>ASSISTANT SUPERINTENDENT FOR ACADEMIC ACHIEVEMENT K-12</b>		
<b>SUPERVISES</b>	<b>N/A</b>		

#### 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 service in support of educational opportunities for K-12 school students

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coaches principals in the Transformation Zone and other schools to achieve higher achievement levels for students

Identifies professional development needs based on data indicating regional needs, schools' needs, and instructional needs

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

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

Focuses on using multiple sources of data to assist principals in determining teacher professional growth and effectiveness

Coordinates efforts for intentional transitions from one instructional level to the next

Assist principals to expand their repertoire of instructional strategies, match strategies to student needs, and learn skills for effective peer support and collaboration

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

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

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

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

Master's Degree or higher with Kentucky Certification in Administration

Five (5) years related work experience

Three (3) years successful experience as a teacher

Experience in the evaluation of classroom teachers

#### DESIRABLE QUALIFICATIONS

Successful experience as a principal or assistant principal

Leadership experience in implementing programs in school district

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FEB 23, 2016



<b>JOB TITLE</b>	<b>MANAGER EMPLOYEE DEVELOPMENT</b>		
<b>DIVISION</b>	<b>BUSINESS 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



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FEB 23, 2016



<b>JOB TITLE</b>	<b>MANAGER LABOR MANAGEMENT &amp; EMPLOYEE RELATIONS</b>		
<b>DIVISION</b>	<b>BUSINESS 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



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FEB 23, 2016



<b>JOB TITLE</b>	<b>MANAGER PAYROLL AND CASH MANAGEMENT</b>		
<b>DIVISION</b>	<b>BUSINESS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>II/IV GRADE 11</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>CHIEF FINANCIAL OFFICER</b>		
<b>SUPERVISES</b>	<b>COORDINATOR PAYROLL, FINANCE SYSTEM TECHNICIAN, PAYROLL PROGRAM ASSISTANT</b>		

#### 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 & EVALUATION CRITERIA

Directs and plans the work of the payroll, accounts payable and food services, accounting sections and all related functions including supervision of account receivable collection procedures—general and school activity funds

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

Serves as a liaison between employees, management information services, personnel and the accounting department

Assists as needed in implementing and maintaining double entry accounting system including coordination of monthly and annual fiscal closing

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)

Supervises preparation of Kentucky Teachers' Retirement System reports and County Employees Retirement System reports

Plans and works with payroll deduction representatives and all payroll deduction reports

Supervises and maintains procedures which ensure payment of all voucher payments such as utilities, sanitation services, payments to consultants and facilitators, etc

Maintains procedures for reimbursement of travel expenses

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 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

Three (3) years successful experience in supervision and/or payroll and/or accounting functions

Demonstrated ability to effectively communicate

Demonstrated ability to meet established deadlines and to work accurately

#### DESIRABLE QUALIFICATIONS

Master's Degree

Kentucky Certification endorsed as School Business Official

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FEB 23, 2016



<b>JOB TITLE</b>	<b>PAYROLL PROGRAM ASSISTANT</b>		
<b>DIVISION</b>	<b>ADMINISTRATION</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>MANAGER PAYROLL AND CASH MANAGEMENT</b>		
<b>SUPERVISES</b>	<b>N/A</b>		

#### 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 & EVALUATION CRITERIA

Implements and maintains payroll processing programs as related to the payroll system, time reporting, health insurance, retirement and vendor processing

Responsible for auditing and verifying payroll calculations for compliance with district, state, local and federal requirements

Maintains payroll security for access to the payroll system and maintains auxiliary tables for payroll deductions and pay types

Develops and implements training manuals for documenting payroll processes and procedures

Supervises payroll edit reports to ensure the accuracy of payroll calculations and identifies new edit procedures as needed

Trains and evaluates the performance of clerical payroll personnel

Assists with fiscal and calendar year-end closing to meet required deadlines

Works with internal and external auditors to compile documentation needed for the annual audit of payroll data

Performs complex research and payroll reconciliations

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, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful accounting or payroll experience

Successful system implementation experience

Ability to maintain accurate records and meet established deadlines

#### DESIRABLE QUALIFICATIONS

One (1) year successful management experience

Ability to work well in a team situation