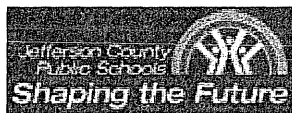


REVISED
Mar 22, 2016



JOB TITLE	DIRECTOR ACTIVITIES/ATHLETICS		
DIVISION	ADMINISTRATION		
SALARY SCHEDULE	IV GRADE 13		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	ASSISTANT SUPERINTENDENT FOR ACADEMIC ACHIEVEMENT K-12 AREA 5		
SUPERVISES	COORDINATOR ACADEMIC COMPETITION, TWO (2) CLERK II, COORDINATOR II (ACTIVITIES), AND SECRETARY II		

SCOPE OF RESPONSIBILITIES

Provides leadership to and general oversight of the district's activities/athletics programs. Supervises personnel involved in the development and implementation of district wide activity/athletic programs; monitors rules and regulations of the Kentucky High School Athletic Association and the Jefferson County Board of Education; develops and maintains an effective activity/athletic bidding procedure.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Design and implement the activities and athletics events in a fair and equitable manner throughout the school district

Work cooperatively with the Kentucky High School Athletic Association and serve as a liaison between member schools and KHSAA

Administer and enforce the activities and athletic policies, regulations and rules

Investigate all allegations of infractions and make recommendations for appropriate remedies or corrective action

Implement, enhance and review the tutoring learning centers and the homework hotline services

Implement and review eligibility standards and student participation processes

Critique the management of local school athletic/activity funds, determine compliance with policies, and implement a plan to fund district wide activities not covered by the operation budget that pertains to this office

Work cooperatively with identified community agencies, structures, athletic leagues and organizations to ensure an open dialogue with the school district

Provide leadership, supervise and evaluate assigned staff

Performs other duties as assigned by Assistant Superintendent for Academic Achievement K-12 Area 5

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/or supervision

Experience in the areas of activities, intramural, human relations and athletics

Successful supervisory experience in student activities

Demonstrated ability to work with Principals, athletic directors, game officials, community organizations and booster clubs

Ability to organize and manage programs of activities as an integral part of the total educational program of the district

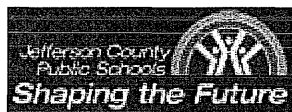
DESIRABLE QUALIFICATIONS

Three (3) years successful experience as an athletic director

NIAAA Certified Athletic Administrator

NIAAA Certified Master Athletic Administrator

NEW
MAR 22, 2016



JOB TITLE	OPEN RECORDS COORDINATOR		
DIVISION	BUSINESS SERVICES		
SALARY SCHEDULE	II GRADE 7		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	CHIEF BUSINESS OFFICER		
SUPERVISES	CLERK III		

SCOPE OF RESPONSIBILITIES

Assumes responsibility for intake and fulfillment of all open records requests to JCPS

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Responsible for intake and fulfillment of all open records requests to JCPS

The Coordinator will respond to all requests within three (3) business days, as required by law. The response will include the records or request an extension if one is needed or warranted

Coordinator will disseminate requests to appropriate departments within JCPS, compile records, redact records in accordance with Kentucky laws, and respond to requests in accordance with Kentucky laws, court precedents and opinions from the Kentucky Attorney General

Supervises, trains, and evaluates the performance of clerical personnel

Works with internal and external Departments to compile documentation needed for the open records requests

Performs other duties as assigned by the 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.

MINIMUM QUALIFICATIONS

Bachelor's degree

Extensive knowledge of Kentucky Open Records and Open Meetings laws

DESIRABLE QUALIFICATIONS

Juris Doctorate (legal degree)

Kentucky law license in good standing with the Kentucky Bar Association

Two (2) years experience as a practicing attorney

Previous experience in assisting agencies with interpreting Kentucky Open Records and Open Meetings laws

Previous experience fulfilling open records requests

NEW
MAR 22, 2016



JOB TITLE	DIRECTOR OF COLLEGE & CAREER READINESS		
DIVISION	BUSINESS SERVICES		
SALARY SCHEDULE	IV GRADE 10		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	CHIEF BUSINESS SERVICES		
SUPERVISES	DATA MANAGEMENT/RESEARCH TECHNICIAN, FIVE (5) SPECIALIST MAGNET CAREER PATHWAYS (200), SPECIALIST II, SECRETARY/BOOKKEEPER, RESOURCE TEACHER (UPS/CAREER & TECHNICAL EDUCATION) (187) 30/70		

SCOPE OF RESPONSIBILITIES

Provides leadership for planning and developing the districts K-12 College and Career Readiness Programs. Leveraging relationships within the local and national communities to ensure that all secondary school students have the means, opportunity and preparation to succeed in post-secondary education, apprenticeships, or certification programs, and to be successful in the workplace. Ensures processes are established in all schools K-12 whereby appropriate measures are systematically used to assess student preparation for college and career.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with Assistant Superintendents/Principals/Instructional Directors to establish K-12 College and Career Readiness programs along with measurable outcomes for monitoring and building success for all schools in the district

Advises and assists K-12 stakeholders in developing and evaluating College and Career Readiness programs and addressing access to career pathways, industry credentials, scheduling procedures, and monitoring student performance. Actively supports school sites' college and career readiness programs, internships and K-12 CCR services

Provides and expands support for career readiness partners, including program advisory councils, local businesses, post-secondary partners, apprenticeship councils, community based organizations, city and county municipalities, students, teachers and parents

Develops dual enrollment opportunities for students

Prepares and delivers presentations on K-12 College and Career Readiness Progress to the Board of Education, the Superintendent of Schools, and other stakeholder groups

Continuously monitors district and community workforce needs and initiates activities to meet those identified needs

Actively seeks and manages multiple funding resources and grants to support College and Career readiness

Provides consistent emphasis on and support for post-secondary and career exploration and preparation through both formal and informal student events and activities

Actively assists in the development of school site career readiness and preparation plans in accordance with city, state and federal employment trends. Establishes and maintains cooperative relationships with parents and the community to support District goals and program objectives

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, 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 Administrative Leadership or Superintendent

Five (5) years' successful leadership experience as a building level principal

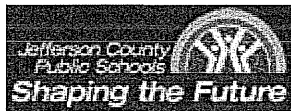
Two (2) years' successful leadership experience specific to college and career readiness at the district level

Ability to articulate vision of best practice for college and career readiness programs

Successful and proven experience working with business & industry partners and workforce development

DESIRABLE QUALIFICATIONS
Ten (10) years' successful experience teaching career and technical education
Leadership experience in implementing and directing a variety of large-scale instructional programs

NEW
March 22, 2016



JOB TITLE		COORDINATOR II SCHOOL CULTURE & CLIMATE		
DIVISION		ACADEMIC SUPPORT SERVICES		
SALARY	SCHEDULE	IV GRADE 9		
WORK YEAR		260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	ASSISTANT SUPERINTENDENT ACADEMIC SUPPORT PROGRAMS			
SUPERVISES	Coordinator I (PBIS), Resource Teacher PBIS Lead Coach (4), Resource Teacher (3), Safe Crisis Management Trainer, Safe Crisis Management Assistant (2), Intervention Specialist, Secretary/Bookkeeper, Clerk II, Clerk I			

SCOPE OF RESPONSIBILITIES

Provides leadership and oversees the district's School Culture and Climate department; analyzes and synthesizes information integrate to department divisions; collaborates with other district departments to achieve goals and objectives; requires general supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and plans for districtwide implementation of Social Emotional Learning and systems to promote positive cultures and climates.

Assists in the organization and supports the leadership of school-based and district teams through the process of establishing and maintaining the implementation of schoolwide positive behavior interventions and supports systems.

Coordinates and plans for districtwide implementation of Trauma Informed Approaches to education.

Assists schools with the implementation of school-based behavioral professional learning communities and develops and implements behavioral professional learning community training.

Conducts short term and long term planning in School Culture and Climate and aligns planning to district's strategic plan.

Supervises and supports multiple role groups to assist with implementation of the district's vision and state and federal requirements.

Manages local, state and federal grants and required responsibilities relating to each grant.

Provides leadership and training for implementation of department programs.

Communicates effectively with all district staff, local school staff and community in both verbal and written form, builds consensus among diverse groups, establishes and maintains productive working relationships with others and builds a vision for the department that is effectively articulated.

Monitors and evaluates efficiency of programs within department.

Ensures that schools and district are in compliance with the requirements for the Restraint and Seclusion law and monitors and assists safe crisis management division with the coordination and supervision of training in the area of behavior management, positive behavior supports, de-escalation strategies and physical assists.

Performs other duties as assigned by the Assistant Superintendent for Academic Support Programs

<u>PHYSICAL DEMANDS</u>

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

Master's Degree with valid Kentucky Teaching Certificate
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Five (5) years successful teaching experience

Successful leadership experience

<u>DESIRABLE QUALIFICATIONS</u>
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Kentucky Professional Certification in Administration and/or Supervision
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REVISED
MARCH 22, 2016



JOB TITLE	DIRECTOR MECHANICAL PLANNING		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 12		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR PROPERTY MANAGEMENT AND MAINTENANCE		
SUPERVISES	Supervisor Digital Control Systems, Supervisor Mechanical Systems, Clerk II, Data Entry Clerk, Energy Computer Operator Dispatcher, (2) Lead Technician, (6) HVAC General Technician, (10) HVAC Technician, (6) Pipefitter, (7) Digital Control Technician, Energy Systems Repair Technician, (2) Security Systems Technician, and (1) Helper		

SCOPE OF RESPONSIBILITIES

Prepares specifications for new equipment and replacement parts for mechanical and electronic needs; engineers and designs air conditioning and exhaust systems for all facilities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares and approves all specifications for the purchase of all equipment and replacement parts for mechanical and electronic maintenance

Prepares and approves all specifications for repairs to mechanical and electronic equipment accomplished by contractual service

Engineers and designs air conditioning systems and exhaust systems as required by district needs

Performs monthly on-site inspections of construction projects receiving mechanical and electronic equipment and prepares monthly progress reports on each project

Serves as a staff resource person to the Director Facility Planning in approving mechanical and electronic equipment for new installations

Directs and procures funds for the district's energy conservation program

Performs other duties as assigned by the Director Capital Improvement and Planning

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

MINIMUM QUALIFICATIONS

Bachelor's degree

Five (5) years of successful experience in heating, ventilation, and air conditioning

Demonstrated ability to prepare easily understood reports

Successful experience in working with employees in related fields such as general construction, architectural, engineering, etc.

Valid driver's license

DESIRABLE QUALIFICATIONS

Master's degree

Valid Kentucky engineering license

Working knowledge of Kentucky laws and codes affecting electrical/electronic installation and mechanical maintenance

REVISED
MAR 22, 2016



JOB TITLE	SCHOOL PLAN DRAFTSMAN		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	IA/GRADE 11		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR FACILITY PLANNING		
SUPERVISES			

SCOPE OF RESPONSIBILITIES

Prepares drawings and specifications for all district, in-house construction projects. Maintains facility records files, coordinates filing and storage of record documents (constructions drawings, specifications, shop drawings and "as builds"). Assists in field data evaluation and inspection of completed projects for both in-house and contract work. Conducts research and data evaluation for construction material and/or products.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Reviews district projects to insure a more safe traffic flow and for compliance with applicable building and highway codes

Responsible for design and constructions supervision of paved areas (sidewalks, driveways, and parking areas)

Determines validity of change order requests for all concrete and asphalt areas

Maintains scale-size floor and site plan drawings and revises same to show all new changes to District facilities

Determines if contractor work meets the building codes and bid specifications

Assists architects, engineers and director in obtaining drawings and specifications for use in planning new construction or renovation

Produces and updates site plans and drawings

Maintains and operates copier for architectural drawings and building plan production

Performs other duties as assigned by the Coordinator Grounds

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School diploma or G.E.D.

Architectural drawing experience/education

Valid driver's license

DESIRABLE QUALIFICATIONS

Two (2) years successful supervised drafting experience

Basic knowledge/understanding of building codes and/or regulations of various public agencies