

JOB TITLE
SPECIALIST II

DIVISION
AS ASSIGNED

REPORTS TO
DESIGNATED SUPERVISOR

ELA Curriculum Specialist-
Grades K-5

Academic Services

COORDINATOR V

SALARY SCHEDULE & GRADE
H/IV GRADE 9

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
JUNE 14, 2016LY 12, 2004

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the area of Elementary Grades English Language Arts curriculum and instructions of assignment and development, monitoring and implementation of Elementary Grades English Language Arts Standards assigned program or activity; provides professional development in service as assigned; surveys system wide needs in Elementary Grades English Language Arts area of assignment and determines effectiveness of Elementary Grades English Language Arts curriculum and instruction assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES

1. Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Elementary Grades English Language Arts as assigned.
2. Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising Elementary Grades English Language Arts program or activity as assigned.
3. Researches past and current practices in Elementary Grades English Language Arts all areas assigned and integrates research in all areas of responsibility.
4. Facilitates Supervises and directs the work of committees and task forces as assigned.
5. Works cooperatively with the designated coordinator and staff development personnel to provide in service training in Elementary Grades English Language Arts area of assignment.
6. Works closely with district and school staff to obtain information regarding the effectiveness of Elementary Grades English Language Arts assigned programs or activities.
7. Provides technical assistance to district and school staff in the Elementary Grades English Language Arts areas of assignment.
8. Assure compliance with local, state and federal regulations and procedures related to Elementary Grades English Language Arts area of assignment.
9. Assures compliance with Board Goals and Administrative Objectives related to Elementary Grades English Language Arts area of assignment.
- 9-10. 10. Performs other duties as assigned by designated supervisor.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

1. Master's Bachelor's Degree or higher with area or major in English with KY teacher certification area of assignment
2. Three (3) years successful experience, preferable at elementary levels in area of assignment

DESIRABLE QUALIFICATIONS

1. Three (3) years successful experience in supervision of instruction and/or curriculum development Master's Degree
2. Kentucky certification in supervision and/or administration and/or supervision
3. Demonstrated knowledge of learning theory, program planning, development, management and evaluation Successful experience in area of research methods and strategies
4. Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses

070412
03152-39-000

JOB TITLE
SPECIALIST II

DIVISION
AS ASSIGNED

REPORTS TO
DESIGNATED SUPERVISOR

ELA Curriculum Specialist
Grades 6-8

Academic Services

COORDINATOR V

SALARY SCHEDULE & GRADE
H/IV GRADE 9

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
JUNE 14, 2016-LY-12, 2004

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the areas of Middle Grade English Language Arts curriculum and instruction assignment and development, monitoring and implementation of Middle Grade English Language Arts Standards; assigned program or activity; provides professional development in-service as assigned; surveys system-wide needs in Middle Grade English Language Arts area of assignment and determines effectiveness of Middle Grade English Language Arts assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES

1. Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Middle Grade English Language Arts as assigned.
2. Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising Middle Grade English Language Arts program or activity as assigned.
3. Researches past and current practices in Middle Grade English Language Arts all areas assigned and integrates research in all areas of responsibility.
4. Facilitates Supervises and directs the work of committees and task forces as assigned.
5. Works cooperatively with the designated coordinator and staff development personnel to provide in service training in Middle Grade English Language Arts area of assignment.
6. Works closely with district and school staff to obtain information regarding the effectiveness of Middle Grade English Language Arts assigned programs or activities.
7. Provides technical assistance to district and school staff in Middle Grade English Language Arts the areas of assignment.
8. Assure compliance with local, state and federal regulations and procedures related to Middle Grade English Language Arts area of assignment.
9. Assures compliance with Board Goals and Administrative Objectives related to Middle Grade English Language Arts area of assignment.
- 9-10. 10. Performs other duties as assigned by designated supervisor.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

1. Master's Bachelor's Degree or higher with area or major in English with Kentucky teacher certification area of assignment
2. Three (3) years successful experience preferable at secondary levels in area of assignment

DESIRABLE QUALIFICATIONS

1. Three (3) years successful experience in supervision of instruction and/or curriculum development Master's Degree
2. Kentucky certification in supervision and/or administration and/or supervision
3. Demonstrated knowledge of learning theory, program planning, development, management and evaluation Successful experience in area of research methods and strategies
4. Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses

070412
03152-39-000

JOB TITLE
SPECIALIST III

DIVISION
AS ASSIGNED

REPORTS TO
DESIGNATED SUPERVISOR

ELA Curriculum Specialist
Grades 9-12

Academic Services

COORDINATOR V

SALARY SCHEDULE & GRADE
H/IV GRADE 10

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
JUNE 14, 2016LY-12, 2004

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the areas of Secondary English Language Arts curriculum and instruction assignment and development, monitoring and implementation of Secondary English Language Arts Standards assigned program or activity; provides professional development in service as assigned; surveys system-wide needs in Secondary English Language Arts area of assignment and determines effectiveness of Secondary English Language Arts curriculum and instruction assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES

1. Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Secondary English Language Arts as assigned.
2. Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising Secondary English Language Arts program or activity as assigned.
3. Researches past and current practices in Secondary English Language Arts all areas assigned and integrates research in all areas of responsibility.
4. Facilitates Supervises and directs the work of committees and task forces as assigned.
5. Works cooperatively with the designated coordinator and staff development Personnel to provide in service training in Secondary English Language Arts area of assignment.
6. Works closely with district and school staff to obtain information regarding the effectiveness of Secondary English Language Arts assigned programs or activities.
7. Provides technical assistance to district and school staff in Secondary English Language Arts the areas of assignment.
8. Assure compliance with local, state and federal regulations and procedures related to Secondary English Language Arts area of assignment.
9. Assures compliance with Board Goals and Administrative Objectives related to Secondary English Language Arts area of assignment.
10. Performs other duties as assigned by designated supervisor.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

1. Master's Degree or higher with area or major in English with KY teacher certification area of assignment
2. Three (3) years successful teaching experience, preferable at secondary levels in area of assignment

DESIRABLE QUALIFICATIONS

1. Kentucky certification in supervision and/or administration Three (3) years successful experience in supervision of instruction and/or curriculum development
2. Kentucky certification in administration and/or supervision Successful experience in area of research methods and strategies
3. Demonstrated knowledge of learning theory program planning, development, management and evaluation
- 2-4. Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses

070412
03154-41-000

JOB TITLE
SPECIALIST I

DIVISION
AS ASSIGNED

REPORTS TO
DESIGNATED SUPERVISOR

Math Curriculum Specialist
Grades K-5!

Academic Services

COORDINATOR V

S
ALARY SCHEDULE & GRADE
H/IV GRADE 8

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
JULY 12, 2004 JUNE 14, 2016

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the areas of ~~assignment and development~~, Elementary Mathematics curriculum and instruction monitoring and implementation of ~~assigned program or activity~~; of Elementary Mathematics Standards provides ~~inservice professional development~~ as assigned; surveys ~~systemwide system-wide~~ needs in Elementary Mathematics area of assignment and determines effectiveness of ~~assigned program~~ Elementary Mathematics curriculum and instruction; or ~~activity~~; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES

1. Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Elementary Mathematics as assigned.
2. Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising ~~program or activity as assigned~~ Elementary Mathematics.
3. Researches past and current practices in Elementary Mathematics all areas assigned and integrates research in all areas of responsibility.
4. ~~Facilitates~~ Supervises and directs the work of committees and task forces as assigned.
5. Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in Elementary Mathematics area of assignment.
6. Works closely with district and school staff to obtain information regarding the effectiveness of Elementary Mathematics assigned programs or activities.
7. Provides technical assistance to district and school staff in Elementary Mathematics in the areas of assignment.
8. Assure compliance with local, state and federal regulations and procedures related to Elementary Mathematics area of assignment.
9. Assures compliance with Board Goals and Administrative Objectives related to area of Elementary Mathematics assignment.
10. Performs other ~~duties~~ 1-1 ties as assigned by designated supervisor.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

1. Master's degree or higher with area or major in Mathematics with KY teacher certification. Bachelor's Degree
2. Three (3) years successful experience, preferably at elementary levels in area of assignment

DESIRABLE QUALIFICATIONS

1. Certification/licensure in area of assignment where applicable Three (3) years successful experience in supervision of instruction and/or curriculum development
2. Kentucky certification in administration and/or supervision
3. Demonstrated knowledge of learning theory, program planning, development, management and evaluation
4. Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses

070412
03150-37-000

JOB TITLE
SPECIALIST-III

DIVISION
AS ASSIGNED

REPORTS TO
DESIGNATED SUPERVISOR

Math Curriculum Specialist
Grades 6-12

Academic Services

COORDINATOR V

SALARY SCHEDULE & GRADE
H/IV GRADE 10

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
JUNE 14, 2016LY 12, 2004

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the areas of Secondary Mathematics curriculum and instruction, assignment and development, monitoring and implementation of Secondary Mathematics Standards assigned program or activity; provides professional development in service as assigned; surveys system wide needs in Secondary Mathematics area of assignment and determines effectiveness of Secondary Mathematics curriculum and instruction assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES

1. Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Secondary Mathematics as assigned.
2. Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising Secondary Mathematics program or activity as assigned.
3. Researches past and current practices in Secondary Mathematics all areas assigned and integrates research in all areas of responsibility.
4. Facilitates Supervises and directs the work of committees and task forces as assigned.
5. Works cooperatively with the designated coordinator and staff development pPersonnel to provide in-service training in Secondary Mathematics area of assignment.
6. Works closely with district and school staff to obtain information regarding the effectiveness of Secondary Mathematics assigned programs or activities.
7. Provides technical assistance to district and school staff in Secondary Mathematics the areas of assignment.
8. Assures compliance with local, state and federal regulations and procedures related to Secondary Mathematics area of assignment.
9. Assures compliance with Board Goals and Administrative Objectives related to Secondary Mathematics area of assignment.
10. Performs other duties as assigned by designated supervisor.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

1. Master's Degree or higher with area or major in Mathematics with Kentucky Teacher certification area of assignment
2. Three (3) years successful teaching experience preferably at secondary levels in area of assignment

DESIRABLE QUALIFICATIONS

1. Three (3) years successful experience in supervision of instruction and/or curriculum development
- 1.2. Kentucky certification in supervision and/or administration and/or supervision
3. Demonstrated knowledge of learning theory, program planning, development, management and evaluation - Successful experience in area of research methods and strategies
- 2.4. Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses

070412
03154-41-000

JOB TITLE
SPECIALIST III

DIVISION
AS ASSIGNED

REPORTS TO

DESIGNATED
SUPERVISOR

Science Curriculum Specialist
Grades K-12

Academic Services

COORDINATOR V

SALARY SCHEDULE & GRADE
H/IV GRADE 10

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
JUNE 14, 2016LY-12, 2004

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the areas of K-12 Science curriculum and instruction assignment and development, monitoring and implementation of K-12 Science Standards assigned program or activity; provides professional development in service as assigned; surveys system-wide needs in K-12 Science area of assignment and determines effectiveness of K-12 Science curriculum and instruction assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES

1. Assumes responsibility for and assists designated supervisor in short-range and long-range planning for K-12 Science as assigned.
2. Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising K-12 Science program or activity as assigned.
3. Researches past and current practices in K-12 Science all areas assigned and integrates research in all areas of responsibility.
4. Facilitates Supervises and directs the work of committees and task forces as assigned.
5. Works cooperatively with the designated coordinator and staff development Personnel to provide in service training in K-12 Science area of assignment.
6. Works closely with district and school staff to obtain information regarding the effectiveness of K-12 Science assigned programs or activities.
7. Provides technical assistance to district and school staff in K-12 Science the areas of assignment.
8. Assure compliance with local, state and federal regulations and procedures related to K-12 Science area of assignment.
9. Assures compliance with Board Goals and Administrative Objectives related to K-12 Science area of assignment.
10. Performs other duties as assigned by designated supervisor.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

1. Master's Degree or higher with area or major in Science with KY teacher certification area of assignment
2. Three (3) years successful experience in area of assignment

DESIRABLE QUALIFICATIONS

1. Three (3) years successful experience in supervision of instruction and/or curriculum development
- 1.2. Kentucky certification in supervision and/or administration and/or supervision
3. Demonstrated knowledge of learning theory, program planning, development, management and evaluation-Successful experience in area of research methods and strategies
- 2.4. Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses

070412
03154-41-000

JOB TITLE
SPECIALIST III

DIVISION
AS ASSIGNED

REPORTS TO
DESIGNATED SUPERVISOR

Social Studies Curriculum Specialist
Grades K-12

Academic Services

COORDINATOR V

SALARY SCHEDULE & GRADE
II/IV GRADE 10

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
JUNE 14, 2016 JULY 12, 2004

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the areas of K-12 Social Studies curriculum and instruction assignment and development, monitoring and implementation of K-12 Social Studies Standards assigned program or activity; provides in service as assigned; surveys system wide needs in area of assignment and determines effectiveness of K-12 Social Studies curriculum and instruction assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES

1. Assumes responsibility for and assists designated supervisor in short-range and long-range planning as for K-12 Social Studies as assigned.
2. Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising K-12 Social Studies program or activity as assigned.
3. Researches past and current practices in K-12 Social Studies all areas assigned and integrates research in all areas of responsibility.
4. Facilitates Supervises and directs the work of committees and task forces as assigned.
5. Works cooperatively with the designated coordinator and staff development Personnel to provide in service training in K-12 Social Studies area of assignment.
6. Works closely with district and school staff to obtain information regarding the effectiveness of K-12 Social Studies assigned programs or activities.
7. Provides technical assistance to district and school staff in K-12 Social Studies the areas of assignment.
8. Assure compliance with local, state and federal regulations and procedures related to K-12 Social Studies area of assignment.
9. Assures compliance with Board Goals and Administrative Objectives related to K-12 Social Studies area of assignment.
10. Performs other duties as assigned by designated supervisor.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

1. Master's Degree or higher with area or major in Social Studies with KY teacher certification area of assignment
2. Three (3) years successful teaching experience, preferable at both elementary and secondary levels in area of assignment

DESIRABLE QUALIFICATIONS

1. Three (3) years successful experience in supervision of instruction and/or curriculum development
2. Kentucky certification in supervision and/or administration and/or supervision
3. Demonstrated knowledge of learning theory, program planning, development, management and evaluation
4. Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses
- 2.5. Successful experience in area of research methods and strategies

070412
03154-41-000

REVISED
 JUNE 14, 2016
 EFFECTIVE
 JULY 1, 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 SAFETY AND ENVIRONMENTAL SERVICES, DIRECTOR PROPERTY MANAGEMENT AND MAINTENANCE, DIRECTOR LABOR MANAGEMENT AND EMPLOYEE RELATIONS, DIRECTOR FACILITY PLANNING, DIRECTOR SECURITY AND INVESTIGATIONS, DIRECTOR SUPPLY SERVICES, FISCAL MANAGER OPERATIONS, SUPERVISOR GRAPHIC ARTS/PRINTING, 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 Safety and Environmental Services, Transportation Services, Nutrition Services, Property Management and Maintenance, Performance and Technology, Facilities Planning, Security, 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, and Informational Technology and other non
- Integrates the operational activities with the programs of other District organizational units to provide the most efficient and effective education possible for students
- Provides strategic planning and executive leadership in the verification and validation of programs and practices within the division
- Establishes, monitors and maintains procedures that enable the division to operate in a manner that is fiscally sound while maximizing the use of human resources operational staff 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 related to the Operational division of the District 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

REVISED
Feb 23, 2016
JULY 1, 2016



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

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:

- a. Payroll functions
- b. Accounts payable functions
- c. Financial accounting and reporting for all centralized funds
- d. Federal and state program budget development and control, accounting and reporting
- e. Food service accounting
- f. 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 Chief Financial 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
JULY 1, 2016



JOB TITLE	FISCAL MANAGER OPERATIONS		
DIVISION	OPERATIONS SERVICES BUSINESS SERVICES		
SALARY SCHEDULE	II/GRADE 9		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	CHIEF OPERATIONS OFFICER DIRECTOR ACCOUNTING		
SUPERVISES	TWO (2) CONSTRUCTION/FACILITIES TECHNICIAN, AND ACCOUNTING CLERK, AND CLERK III		

SCOPE OF RESPONSIBILITIES

Manages the financial operations of the Operations Division which includes monitoring expenditures and maintaining financial records in accordance with each funding source. Performs quantitative analysis to ensure proper tracking of construction project budgets to completion.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Oversees all financial matters of the division and works with division directors on budget needs and oversight issues
- Ensures timely payments for contractors and suppliers
- Coordinates payment disputes and liens
- Communicates with Labor Cabinet on prevailing wage and other labor payment issues
- Monitors financial tracking and advises on bond and annual capital outlay projects
- Supervises accounting and contracting staff
- Manages and oversees the input of information into the project tracking software system
- Coordinates the procurement of equipment for the division
- Represents the supervisor on issues related to the delivery of support services when assigned
- Performs other duties as assigned by Director Accounting

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration
- Three (3) years work experience in accounting, budget development or business
- Ability to communicate effectively both written and orally
- Knowledge of general financial and business practices

DESIRABLE QUALIFICATIONS

- Knowledge of computer applications
- Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions
- Evidence of ability to work with groups and agencies responsible for and concerned with school budgets

REVISED JUNE 14,
2016
SEPTEMBER 28,
2015
EFFECTIVE
JULY 1, 2016



JOB TITLE	SUPERVISOR-PRINTING PRODUCTION SERVICES		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 7		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	SUPERVISOR GRAPHIC ARTS		
SUPERVISES	TWO (2) BINDERY/DISTRIBUTION CLERK, TWO (2) PRODUCTION PRINTER, TWO (2) BINDERY/COPY TECHNICIAN, DIGITAL PRINT TECHNICIAN, SENIOR PRODUCTION PRINTER		

SCOPE OF RESPONSIBILITIES

Assigns work to printing personnel and observes/supervises to ensure efficient work flow and high quality publications. Consults with supervisor to establish priorities/deadlines. Performs all tasks involved in the printing and publications facility. **Supervises the production services team and provides leadership in the development of printed and curriculum support materials. Consults with district personnel to determine printing needs and scope of work. Coordinates work with JCPS Curriculum & Instruction personnel to meet district needs. Schedules and tracks jobs, requirements, progress, changes, timelines, and other project variables. Tracks data and creates reports.**

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises the operation and maintenance of all offset printing presses and the high speed copier. Maintains a working knowledge of spot, color printing and four-color process printing, plate making, stripping, trimming, binding, collating and padding. Organizes the distribution of printed materials **Supervises and leads the Production Services team by appropriately assigning/delegating projects, monitoring the progress of jobs, providing direction, review, and feedback. Develops and implements processes for ensuring errors are avoided; properly supports and trains staff when they make mistakes.**

Supervises and schedules all work in the department and maintains an inventory of all supplies and materials to maximize the utilization of both equipment and personnel. Requisitions, through proper channels, all equipment and supplies related to printing and publishing **Participates as a team member in helping in with production as needed. Maintains working knowledge of all equipment.**

Schedules, supervises and evaluates all employees in time management and quality control of printed documents **Practices LEAN management concepts to continuously promote the production of high-quality services.**

Serves as a member of the management team of the materials production department **Manages the flow of work and resources to ensure timely and successful project completion through the use of strong project management and organizational skills; maintains production schedule for Production Services.**

Coordinates and maintains all maintenance contracts on equipment **Effectively manages multiple projects, processes, and groups of workers. Determines best methods for production based on time and resources. Maximizes the utilization of equipment and personnel.**

Operates efficiently all equipment and trains staff in its operation **Positively and confidently interacts with colleagues at all levels; builds confidence in those he or she supervises.**

Uses computer technology to supervise and organize the print shop to insure the most efficient operation **Writes printing specifications for large projects that occasionally must be outsourced; orders paper, equipment, and printing supplies; understands and adheres to model procurement and JCPS purchasing policies.**

Works in coordination with personnel and community agencies in the establishment and distribution of district printed documents **Works closely with colleagues in the other areas of Materials Production to ensure that projects flow smoothly, deadlines are met, and that quality standards are upheld. Always looks for better ways to do things.**

Evaluates all graphic arts produced documents to determine the best method/practice for printing and publishing **Collaborates with interdepartmental teams to develop production plans for large projects that will be produced over long periods of time.**

Performs other duties as assigned by Supervisor Graphic Arts **Manager Creative Services**

PHYSICAL DEMANDS

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

machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

~~High School Diploma or G.E.D. and two years post-secondary training~~ **Associate degree or equivalent**
~~Five (5) years experience in offset printing, mimeographing, and book binding~~ **or more years successful experience in the printing industry/working knowledge of printing equipment**
~~Experience in graphics and layout~~
~~Working knowledge of printing equipment~~
~~Successful experience supervising personnel~~

DESIRABLE QUALIFICATIONS

~~Ability to delegate responsibility~~
~~Flexible in scheduling a variety of tasks to be performed simultaneously in meeting production deadlines~~ **Ability to schedule a variety of simultaneous tasks to meet production deadlines**
~~Initiative to proceed with limited supervision~~ **Ability to be self-directed**

REVISED
 SEPTEMBER 28,
 2015
 JUNE 14, 2016
 EFFECTIVE JULY 1,
 2016



JOB TITLE	SUPERVISOR GRAPHIC ARTS MANAGER CREATIVE SERVICES		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 8 9		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR PERFORMANCE AND TECHNOLOGY		
SUPERVISES	SUPERVISOR PRINTING PRODUCTION SERVICES , SYSTEMS COORDINATOR, THREE (3) ASSOCIATE GRAPHIC DESIGNER, FOUR (4) GRAPHIC DESIGNER, CLERK-II , TWO THREE (3) EDITORIAL ASSISTANT, PUBLICATIONS SPECIALIST , SECRETARY/BOOKKEEPER II, AND SECRETARY II		

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Evaluates/approves the work of the graphics staff, and oversees the printing and production unit **Provides leadership, direction, supervision for the department—schedules projects; monitors progress; provides art direction, review, and feedback; assesses quality. Promotes services across the district.**

Creates presentation materials for the superintendent's office and provides direction for development of district publications **Creates graphic forms of visual communication as needed; also has strong oral and written communication skills. Learns new processes, trends, and techniques to continuously promote the production of high-quality creative services.**

Consults with district personnel regarding printing needs and develops appropriate printing plans based on budgets and time restraints. Coordinates all printing among the print shop **Monitors equipment performance; replaces aging equipment; oversees the purchase of equipment, maintenance agreements, paper, and supplies used in production.**

Creates new job tickets in the department's database; writes printing specifications; collects bids; and coordinates the printing of jobs to ensure quality and client satisfaction **Manages the flow of work and resources to ensure timely and successful project completion through the use of strong project management and organizational skills.**

Supervises set-up, operation, and maintenance of computer graphics equipment; issues requisitions for purchase of graphic materials and supplies; maintains an inventory of supplies **Works collaboratively with colleagues from different departments, utilizing creative and marketing knowledge to help develop creative campaigns for various JCPS departments/schools/programs.**

Utilizes the computer and learns new software packages to design various documents (booklets [curriculum guides], brochures, certificates, charts, posters, fliers, programs, invitations, etc.); understands all proofreader marks to make accurate revisions of documents utilizing software's text editing functions **Has strong interpersonal skills and effective relation-building capacity; interacts positively and confidently with colleagues at all levels; has strong salesmanship skills; builds confidence in those he or she supervises.**

Communicates printing instructions and works closely with the printing department to help ensure a quality finished product **Writes printing specifications for outsourcing; works with Purchasing Dept. to annually procure supplies for large-format print production; understands and adheres to model procurement and JCPS purchasing policies.**

Initiates new design techniques and shares expertise with others within the unit and across the district; provides training and seeks opportunities for professional growth for self and graphics staff **Directs the job flow process from entry through billing, ensuring recovery of costs.**

Maintains current knowledge of technology advances in material production **Provides production reports to Director of Performance and Technology.**

Performs other duties as assigned by the Director Performance and Technology

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's degree in fine or commercial art

Five (5) or more years successful experience in graphics **the field**

Formal training in art school

Successful experience supervising personnel

Some Macintosh computer experience

DESIRABLE QUALIFICATIONS

Ability to be self-directed

Knowledge of suitability of graphic materials for various age levels and situations

Knowledge of photographic equipment

Knowledge of District policies, procedures, and organizational goals and objectives

Ability to produce camera-ready artwork entirely on the Macintosh from conception to completion

JOB TITLE
CRT OPERATOR
WAREHOUSE CLERK

DIVISION
OPERATIONS SERVICES

REPORTS TO
~~APPROPRIATE SUPERVISOR~~
MANAGER DISTRIBUTION
SERVICES

SALARY SCHEDULE & GRADE
IA, GRADE 4

LENGTH OF WORK YEAR
260 DAYS/HOURLY

DATE
JULY 1, 2015
REVISED JUNE 14, 2016
EFFECTIVE JULY 1, 2016

SCOPE OF RESPONSIBILITIES

Performs daily operational office tasks using a CRT terminal. **including ordering and receiving.**

PERFORMANCE RESPONSIBILITIES

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. ~~Proficient in use of CRT terminal~~ **Organized, detailed and capable of multi-tasking.**
3. ~~Proficient in typing (40 w.p.m.) and general office procedures~~
4. Two (2) years CRT experience **with inventory control systems.**

DESIRABLE QUALIFICATIONS

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

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NEW JULY 1, 2016

Job Title	CUSTOMER SERVICE REPRESENTATIVE
Division	OPERATIONS SERVICES
Salary Schedule	1A, GRADE 4
Work Year	260 Days
Reports To	JCPS CALL CENTER SPECIALIST



Scope of Responsibilities

Provides friendly and professional customer service for incoming customer requests. Answers calls, researches required information using available resources, routes calls to appropriate departments, handles complaints, troubleshoots problems and provides information.

Performance Responsibilities & Evaluation Criteria

1. Represents JCPS in an effective, professional and respectful way to the customer community.
2. Handles customer inquiries by telephone, chat, web service and email.
3. Researches requested information using available resources.
4. Provides customers with requested information.
5. Demonstrates good call procedures as outlined by supervisor.
6. Routes calls or tickets to the appropriate resource.
7. Documents all call information according to standard operating procedures.
8. Manages and resolves customer complaints.
9. Follows up with customer calls where necessary.
10. Performs other duties as assigned by 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.

Minimum Qualifications

1. High School Diploma or G.E.D.
2. Knowledge of customer service principles and practices.
3. Proficient in relevant computer applications.
4. Exceptional verbal and written communication skills.
5. Good data entry and typing skills.

Desirable Qualifications

1. Some experience in a call center or customer service environment.
2. Successful completion of a customer service representative certification.
3. Exceptional interpersonal skills, with a focus on listening, team work and adaptability.
4. Excellent organizational skills and attention to detail.

NEW JULY 1, 2016

Job Title	SUPERVISOR JCPS CALL CENTER
Division	OPERATIONS SERVICES
Salary Schedule	II, GRADE 7
Work Year	260 DAYS
Report To	DIRECTOR PERFORMANCE AND TECHNOLOGY
Supervises	JCPS CALL CENTER SPECIALIST (1)



Scope of Responsibilities

Oversees the JCPS Call Center and ensures customers are receiving quality and efficient customer service. Manages all procedures related to the identification, prioritization and resolution of customer requests, including the monitoring and tracking of requests throughout the District. Evaluates procedures, gathers metrics and analyzes performance in an effort to improve service. Responsible for hiring, scheduling, evaluation, motivation and training of staff.

Performance Responsibilities & Evaluation Criteria

1. Manages the JCPS Call Center. Analyzes metrics through a central tracking system and provides performance reviews to upper management to show quality of service and plans for improvement.
2. Develops procedures for staff that are designed to provide consistency to customers and other district staff when receiving requests through calls, chat, web services or email.
3. Interfaces with departments to make sure procedures are in place to create a streamlined work flow originating from the call center. Builds and maintains strong interdepartmental relationships.
4. Develops ways to continually promote the use of the call center to the community and District staff.
5. Development of knowledgebase and FAQs for customer service representatives and customers.
6. Writes and conducts employee performance evaluations, makes employment decisions and sets up performance targets for team.
7. Ensures employees have appropriate training to meet performance targets.
8. Creates and maintains a high quality work environment.
9. Works closely with the Customer Service Representative Supervisor to develop employees and make sure the call center quality and performance targets are met.
10. Performs other duties as assigned by the Director Performance and Technology

Physical Demands

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations.

Minimum Qualifications

1. Associate's Degree
2. 5 years of experience in a call center or customer service environment.
3. Proficient in relevant computer applications.
4. Excellent communication and interpersonal skills.

Desirable Qualifications

1. Bachelor's Degree
2. Customer service certification
3. Prior experience using a customer relationship management system.
4. Solid project management skills.
5. Demonstrated experience in managing a successful team and the ability to effectively prioritize and execute tasks in a high pressure environment.