

REVISED
JUNE 14, 2016
EFFECTIVE
JULY 1, 2016



JOB TITLE	ELA CURRICULUM SPECIALIST GRADES K-5		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	IV, GRADE 9		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	COORDINATOR V (PD)		

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Elementary Grades English Language Arts as assigned.
- 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.
- Researches past and current practices in Elementary Grades English Language Arts and integrates research in all areas of responsibility.
- Facilitates and directs the work of committees and task forces as assigned.
- Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in Elementary Grades English Language Arts.
- Works closely with district and school staff to obtain information regarding the effectiveness of Elementary Grades English Language Arts programs or activities.
- Provides technical assistance to district and school staff in Elementary Grades English Language Arts.
- Assures compliance with local, state and federal regulations and procedures related to Elementary Grades English Language Arts.
- Assures compliance with Board Goals and Administrative Objectives related to Elementary Grades English Language Arts.
- 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

- Master's degree or higher with area or major in English with Kentucky Teacher certification.
- Three (3) years successful teaching experience, preferable at elementary levels

DESIRABLE QUALIFICATIONS

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

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JOB TITLE	ELA CURRICULUM SPECIALIST GRADES 6-8		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	IV, GRADE 9		
WORK YEAR	220 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	COORDINATOR V (PD)		

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Middle Grades English Language Arts as assigned.
- 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 Grades English Language Arts.
- Researches past and current practices in Middle Grades English Language Arts and integrates research in all areas of responsibility.
- Facilitates and directs the work of committees and task forces as assigned.
- Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in Middle Grades English Language Arts.
- Works closely with district and school staff to obtain information regarding the effectiveness of Middle Grades English Language Arts programs or activities.
- Provides technical assistance to district and school staff in Middle Grades English Language Arts.
- Assures compliance with local, state and federal regulations and procedures related to Middle Grades English Language Arts.
- Assures compliance with Board Goals and Administrative Objectives related to Middle Grades English Language Arts.
- 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

- Master's degree or higher with area or major in English with Kentucky Teacher certification.
- Three (3) years successful teaching experience, preferable at secondary levels

DESIRABLE QUALIFICATIONS

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

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JOB TITLE	ELA CURRICULUM SPECIALIST GRADES 9-12		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	IV, GRADE 10		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	COORDINATOR V (PD)		

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Secondary English Language Arts as assigned.
- 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.
- Researches past and current practices in Secondary English Language Arts and integrates research in all areas of responsibility.
- Facilitates and directs the work of committees and task forces as assigned.
- Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in Secondary English Language Arts.
- Works closely with district and school staff to obtain information regarding the effectiveness of Secondary English Language Arts programs or activities.
- Provides technical assistance to district and school staff in Secondary English Language Arts.
- Assures compliance with local, state and federal regulations and procedures related to Secondary English Language Arts.
- Assures compliance with Board Goals and Administrative Objectives related to Secondary English Language Arts.
- 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

- Master's degree or higher with area or major in English with Kentucky Teacher certification.
- Three (3) years successful teaching experience, preferable at secondary levels

DESIRABLE QUALIFICATIONS

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

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JOB TITLE	MATH CURRICULUM SPECIALIST GRADES K-5		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	IV, GRADE 8		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	COORDINATOR V (PD)		

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Elementary Mathematics as assigned.
- 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 Mathematics.
- Researches past and current practices in Elementary Mathematics and integrates research in all areas of responsibility.
- Facilitates and directs the work of committees and task forces as assigned.
- Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in Elementary Mathematics.
- Works closely with district and school staff to obtain information regarding the effectiveness of Elementary Mathematics programs or activities.
- Provides technical assistance to district and school staff in Elementary Mathematics.
- Assures compliance with local, state and federal regulations and procedures related to Elementary Mathematics.
- Assures compliance with Board Goals and Administrative Objectives related to Elementary Mathematics.
- 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

- Master's degree or higher with area or major in Mathematics with Kentucky Teacher certification.
- Three (3) years successful teaching experience, preferable at elementary levels

DESIRABLE QUALIFICATIONS

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

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JOB TITLE	MATH CURRICULUM SPECIALIST GRADES 6-12		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	IV, GRADE 10		
WORK YEAR	230 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	COORDINATOR V (PD)		

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Secondary Mathematics as assigned.
- 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.
- Researches past and current practices in Secondary Mathematics and integrates research in all areas of responsibility.
- Facilitates and directs the work of committees and task forces as assigned.
- Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in Secondary Mathematics.
- Works closely with district and school staff to obtain information regarding the effectiveness of Secondary Mathematics programs or activities.
- Provides technical assistance to district and school staff in Secondary Mathematics.
- Assures compliance with local, state and federal regulations and procedures related to Secondary Mathematics.
- Assures compliance with Board Goals and Administrative Objectives related to Secondary Mathematics.
- 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

- Master's degree or higher with area or major in Mathematics with Kentucky Teacher certification.
- Three (3) years successful teaching experience, preferable at secondary levels

DESIRABLE QUALIFICATIONS

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

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JOB TITLE	SCIENCE CURRICULUM SPECIALIST GRADES K-12		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	IV, GRADE 10		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	COORDINATOR V (PD)		

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for and assists designated supervisor in short-range and long-range planning for K-12 Science as assigned.
- 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.
- Researches past and current practices in K-12 Science and integrates research in all areas of responsibility.
- Facilitates and directs the work of committees and task forces as assigned.
- Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in K-12 Science.
- Works closely with district and school staff to obtain information regarding the effectiveness of K-12 Science programs or activities.
- Provides technical assistance to district and school staff in K-12 Science.
- Assures compliance with local, state and federal regulations and procedures related to K-12 Science.
- Assures compliance with Board Goals and Administrative Objectives related to K-12 Science.
- 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

- Master's degree or higher with area or major in Science with Kentucky Teacher certification.
- Three (3) years successful teaching experience, preferable at both elementary and secondary levels

DESIRABLE QUALIFICATIONS

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

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JOB TITLE	SOCIAL STUDIES CURRICULUM SPECIALIST GRADES K-12		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	IV, GRADE 10		
WORK YEAR	210 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	COORDINATOR V (PD)		

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for K-12 Social Studies as assigned.

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.

Researches past and current practices in K-12 Social Studies and integrates research in all areas of responsibility.

Facilitates and directs the work of committees and task forces as assigned.

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in K-12 Social Studies.

Works closely with district and school staff to obtain information regarding the effectiveness of K-12 Social Studies programs or activities.

Provides technical assistance to district and school staff in K-12 Social Studies.

Assures compliance with local, state and federal regulations and procedures related to K-12 Social Studies.

Assures compliance with Board Goals and Administrative Objectives related to K-12 Social Studies.

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

Master's degree or higher with area or major in Social Studies with Kentucky Teacher certification.

Three (3) years successful teaching experience, preferable at both elementary and secondary levels

DESIRABLE QUALIFICATIONS

Three (3) years successful experience in supervision of instruction and/or curriculum development

Kentucky certification in administration and/or supervision

Demonstrated knowledge of learning theory, program planning, development, management and evaluation

Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses

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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 PROPERTY MANAGEMENT AND MAINTENANCE, DIRECTOR SAFETY AND ENVIRONMENTAL SERVICES, DIRECTOR FACILITY PLANNING, DIRECTOR SECURITY AND INVESTIGATIONS, PLANT OPERATOR, AND ADMINISTRATIVE SECRETARY I		

SCOPE OF RESPONSIBILITIES

SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the management of the Operational Services division. Oversees the planning, development, assessment, and improvement of operational services programs. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of operational services in support of educational opportunities for K-12 school students. Responsible for 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 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 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 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 Services
Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to instructional programs
Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that the division is organized and administrated in a manner which promotes student learning and accomplishes the goals of the District
Administers the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operation and services
Administers the establishment and maintenance of effective conditions for successfully implementing the approved operational activities and ensures that materials and services necessary for the accomplishment of District operational goals are provided
Interprets the policies and regulations of the Board of Education and administrative directives of the Superintendent of Schools and monitors all programs to ensure consistency with District policies and fiscal responsibility

Performs other duties as assigned by Superintendent of Schools

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Ten (10) years successful administrative and management experience
- Ability to absorb, analyze, organize and communicate information and ideas
- Understanding of systems management
- Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS

- Master's Degree or equivalent years experience
- Experience in urban/suburban school district with student population representing cultural plurality
- Advanced preparation or doctorate

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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 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. Accounts payable functions
- b. Financial accounting and reporting for all centralized funds
- c. Federal and state program budget development and control, accounting and reporting
- d. Food service accounting
- e. 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 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

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

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

NEW

JULY 1, 2016



JOB TITLE	COORDINATOR TECHNOLOGY AND SUPPORT SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE	II, GRADE 7
WORK YEAR/FLSA STATUS	260 DAYS/EXEMPT
REPORTS TO	DIRECTOR PERFORMANCE AND TECHNOLOGY
SUPERVISES	none

SCOPE OF RESPONSIBILITIES

Responsible for the overall planning, designing, and implementation of technology and systems solutions to support the department. Assist in the development of state and federal mandated technology reports and grants and serve as the backup e-rate coordinator. Coordinates technical support with Information Technology, Computer Education Support and other stakeholders.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Ensure all business operations within the department are automated via modern technology.
- Provide systems support to ensure all users are providing timely, effective and efficient services.
- Implement, train and support all technology used for the new 311 Call center.
- Assist in the development of state and federal mandated technology reports.
- Coordinates the day-to-day use of technology and systems across the department to ensure all operations are fully automated and supported.
- Assist in planning, designing and implementing systems to maintain and improve asset tracking, supply tracking, and warehouse management. Specifically using modern data capture technology (scanning) and modern tracking systems.
- Ensure all staff are trained and properly using the work order system as well as other innovative new technologies.
- Serve as the back-up district e-rate coordinator.
- Other duties as assigned.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

- Associate's degree or equivalent experience
- Five (5) years' experience working in technical support or related environment.
- Expertise with designing, and leading the deployment of new technology and systems.
- Strong communication and organization skills and ability to work independently.

DESIRABLE QUALIFICATIONS

- Bachelor's degree.
- Experience managing a small team.
- Experience with Asset Management and Inventory operations.

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JOB TITLE	SUPERVISOR PRODUCTION SERVICES		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 7		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR MATERIALS MANAGEMENT		
SUPERVISES	TWO (2) BINDERY/DISTRIBUTION CLERK, TWO (2) BINDERY/COPY TECHNICIAN, SR. PRODUCTION PRINTER, TWO (2) PRODUCTION PRINTER,		

SCOPE OF RESPONSIBILITIES

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 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.
- Participates as a team member in helping in with production as needed. Maintains working knowledge of all equipment.
- Practices LEAN management concepts to continuously promote the production of high-quality services.
- 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.
- 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.
- Positively and confidently interacts with colleagues at all levels; builds confidence in those he or she supervises.
- 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 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.
- 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 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, 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

- Associates degree or equivalent
- Five (5) or more years successful experience in the printing industry/working knowledge of printing equipment
- Successful experience supervising personnel

DESIRABLE QUALIFICATIONS

- Ability to delegate responsibility
- Ability to schedule a variety of simultaneous tasks to meet production deadlines
- Ability to be self-directed

REVISED
 JUNE 14, 2016
 EFFECTIVE
 JULY 1, 2016



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

SCOPE OF RESPONSIBILITIES

Directs the Materials Production team and oversees production operations. Provides leadership in the development of creative assets/concepts. Consults with district personnel to determine creative needs and scope of work. Develops and promotes the implementation of JCPS Brand Standards. Schedules and tracks jobs, requirements, progress, changes, timelines, and other project variables. Tracks data and creates reports. Ensures quality and efficiency in production.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- 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 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.
- Monitors equipment performance; replaces aging equipment; oversees the purchase of equipment, maintenance agreements, paper, and supplies used in production.
- Manages the flow of work and resources to ensure timely and successful project completion through the use of strong project management and organizational skills.
- Works collaboratively with colleagues from different departments, utilizing creative and marketing knowledge to help develop creative campaigns for various JCPS departments/schools/programs.
- 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.
- 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.
- Directs the job flow process from entry through billing, ensuring recovery of costs.
- Provides production reports to Director of Performance and Technology.
- Performs other duties as assigned by the Director of 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
- Five (5) or more years successful experience in the field
- Successful experience supervising personnel

DESIRABLE

- Ability to be self-directed
- Knowledge of district policies, procedures, goals, and objectives
- Expert abilities in the area of graphic design, photography, writing/editing, or all three

REVISED
 JUNE 14, 2016
 EFFECTIVE
 JULY 1, 2016



JOB TITLE	WAREHOUSE CLERK
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE	IA, GRADE 4
WORK YEAR/FLSA STATUS	260 DAYS/HOURLY
REPORTS TO	MANAGER DISTRIBUTION SERVICES
SUPERVISES	NONE

SCOPE OF RESPONSIBILITIES

Performs daily operational office tasks including ordering and receiving.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in daily operations of office.

Furnishes information to schools and offices concerning logistical support.

Maintains stock records.

Assures correct accountability for all receipts disbursements.

Assists in ordering of warehoused supplies.

Initiates and maintains records and reports for the buying control area in purchasing unit.

Assists in bid preparation in conjunction with the parts workers.

Assists in record maintenance in conjunction with the scheduling & quality control unit.

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

High School Diploma or G.E.D.

Organized, detailed and capable of multi-tasking.

Two (2) years' experience with inventory control systems.

DESIRABLE QUALIFICATIONS

Experience in warehousing and procurement procedures

Knowledge of computerized inventory control