

NEW
9-27-16



JOB TITLE	Human Resources Organizational Technician		
DIVISION	Business Services		
SALARY SCHEDULE	1A Grade 14		
WORK YEAR	260	FLSA STATUS	NONEXEMPT
REPORTS TO	Director Human Resources		

SCOPE OF RESPONSIBILITIES

Provides technical assistance and support in the Human Resources department with maintaining organizational charts, job descriptions, the application system, and the human resources functions of the district website.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Monitors and supports the maintenance of the human resources content posted on the district website.
- Maintains and posts all vacant positions on the application system.
- Maintains and updates all organizational charts for all departments.
- Maintains and updates all job descriptions.
- Liaison with the district webmaster, IT department, and other departments regarding the human resources functions of the website.
- Provides assistance and information to human resources personnel, schools, and other departments in matters related to organization charts, job descriptions, and the application system.
- Implements human resources website content and design changes as necessary.
- Performs other duties as assigned by the 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, reading and the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Human Resources or related field.
- Experience with web-based systems.
- Proficient technology skills.
- Ability to organize and multi-task a variety of duties.
- Effective written and verbal communication skills.

DESIRABLE QUALIFICATIONS

- Experience in graphic communication.
- Three years of experience in web publishing.

REVISED

September 27, 2016



JOB TITLE	PRACTICAL LIVING CURRICULUM SPECIALIST II GRADES K-12		
DIVISION	CURRICULUM MANAGEMENT		
SALARY SCHEDULE	I I/IV GRADE 9		
WORK YEAR	210 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR OF CURRICULUM AND COMMUNITY ENGAGEMENT		

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for K-12 Practical Living 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 Practical Living.

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

Supervises 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 Practical Living.

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

Provides technical assistance to district and school staff in K-12 Practical Living.

Assure compliance with local, state and federal regulations and procedures related to K-12 Practical Living.

Assures compliance with Board Goals and Administrative Objectives related to K-12 Practical Living.

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

Bachelor's Degree or higher with area or major in Health Education and Physical Education with Kentucky Teacher Certification.

Three (3) years successful teaching experience in Health Education and Physical Education, preferably at both elementary and secondary levels.

DESIRABLE QUALIFICATIONS

Master's Degree

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

Kentucky certification in supervision and/or administration

Successful experience in area of research methods and strategies

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

REVISED

September 27, 2016



JOB TITLE	ARTS CURRICULUM SPECIALIST II GRADES K-12		
DIVISION	CURRICULUM MANAGEMENT		
SALARY SCHEDULE	I I/IV GRADE 9		
WORK YEAR	210 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR OF CURRICULUM AND COMMUNITY ENGAGEMENT		

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in K-12 Arts (Visual Arts, Dance, and Theatre) curriculum and instruction, monitoring and implementation of K-12 Arts (Visual Arts, Dance, and Theatre) Standards; provides professional development as assigned; surveys system-wide needs and determines effectiveness of K-12 Arts (Visual Arts, Dance, and Theatre) curriculum and instruction; coordinates and/or manages district-wide student dance, theatre, and visual arts events and competitions as assigned; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for K-12 Arts (Visual Arts, Dance, and Theatre) 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 Arts (Visual Arts, Dance, and Theatre).

Researches past and current practices in K-12 Arts (Visual Arts, Dance, and Theatre) and integrates research in all areas of responsibility.

Supervises 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 Arts (Visual Arts, Dance, and Theatre).

Works closely with district and school staff to obtain information regarding the effectiveness of K-12 Arts (Visual Arts, Dance, and Theatre) programs or activities.

Provides technical assistance to district and school staff in K-12 Arts (Visual Arts, Dance, and Theatre).

Assure compliance with local, state and federal regulations and procedures related to K-12 Arts (Visual Arts, Dance, and Theatre).

Assures compliance with Board Goals and Administrative Objectives related to K-12 Arts (Visual Arts, Dance, and Theatre).

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

Bachelor's Degree or higher with area or major in Visual Arts with Kentucky Teacher Certification.

Three (3) years successful teaching experience in visual arts, preferably at both elementary and secondary levels.

DESIRABLE QUALIFICATIONS

Master's Degree

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

Kentucky certification in supervision and/or administration

Successful experience in area of research methods and strategies
Demonstrated knowledge of learning theory, program planning, development, management and evaluation.

REVISED

September 27, 2016



JOB TITLE	MUSIC CURRICULUM SPECIALIST II GRADES K-12		
DIVISION	CURRICULUM MANAGEMENT		
SALARY SCHEDULE	I I/IV GRADE 9		
WORK YEAR	210 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR OF CURRICULUM AND COMMUNITY ENGAGEMENT		

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for K-12 Music 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 Music.

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

Supervises 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 Music.

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

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

Assure compliance with local, state and federal regulations and procedures related to K-12 Music.

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

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

Bachelor's Degree or higher with area or major in Music with Kentucky Teacher Certification.

Three (3) years successful experience in area of assignment

DESIRABLE QUALIFICATIONS

Master's Degree

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

Kentucky certification in supervision and/or administration

Successful experience in area of research methods and strategies

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

REVISED

September 27, 2016



JOB TITLE	WORLD LANGUAGE CURRICULUM SPECIALIST II GRADES K-12		
DIVISION	CURRICULUM MANAGEMENT		
SALARY SCHEDULE	I I/IV GRADE 9		
WORK YEAR	210 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR OF CURRICULUM AND COMMUNITY ENGAGEMENT		

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for K-12 World Language 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 World Language.

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

Supervises 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 World Language.

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

Provides technical assistance to district and school staff in K-12 World Language.

Assure compliance with local, state and federal regulations and procedures related to K-12 World Language.

Assures compliance with Board Goals and Administrative Objectives related to K-12 World Language.

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

Bachelor's Degree or higher with area or major in a World Language with Kentucky Teacher Certification.

Three (3) years successful experience in a world language.

DESIRABLE QUALIFICATIONS

Master's Degree

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

Kentucky certification in supervision and/or administration

Successful experience in area of research methods and strategies

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