

REVISED:

November 15, 2016

JOB TITLE:	COORDINATOR BUS DRIVER TRAINING
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8810
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates and conducts bus driver training activities and maintains necessary records. Plans and implements safety training for all District school bus drivers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Writes curriculum, develops, and implements School Bus Driver Training programs.

Develops, updates, and implements Student and Traffic Safety activities and Commercial Driver's License training for District personnel.

Supervises and evaluates assigned staff.

Maintains compliance with Federal and State regulations and District policies and procedures as relates to transportation services.

Maintains records and statistics of all vehicle accidents and monitors the motor vehicle records of all employees driving District vehicles and contracted services drivers.

Recruits, recommends and trains personnel for school bus drivers and transportation support personnel.

Develops and presents all in-service programs to ensure state required certification of transportation services personnel.

Oversees daily operations and coordinates the use of District computer programs.

Provides effective communication with parents, students, community organizations, news media and District personnel.

Performs other duties as assigned by the Director Transportation 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 and fine manipulations. The work requires reaching with the ability to lift, carry, push, or pull medium 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.

Three (3) years of experience in pupil transportation activities

Effective written and verbal communication skills

Possesses the ability to use Transportation computer programs

School Bus Driver Certification issued by the Kentucky Department of Education

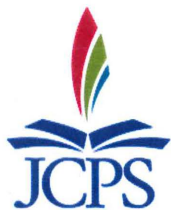
Valid commercial driver's license with evidence of a good driving record

State Certified Driving Instructor Certificate issued by the Kentucky Department of Education

DESIRABLE QUALIFICATIONS

Knowledge of all school system policies and procedures

Knowledge of Federal and State Pupil Transportation regulations



REVISED
November 15, 2016

JOB TITLE:	SUPERVISOR JCPS CALL CENTER
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II GRADE 7
WORK YEAR:	260
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8469
BARGAINING UNIT:	CLAS

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

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.

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.

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.

Develops ways to continually promote the use of the call center to the community and District staff.

Development of knowledgebase and FAQs for customer service representatives and customers.

Writes and conducts employee performance evaluations, makes employment decisions and sets up performance targets for team.

Ensures employees have appropriate training to meet performance targets.

Creates and maintains a high quality work environment.

Works closely with the Customer Service Representative Supervisor to develop employees and make sure the call center quality and performance targets are met.

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

Bachelor's Degree

Five (5) years of experience in a call center or customer service environment

Proficient in relevant computer applications

Excellent communication and interpersonal skills

DESIRABLE QUALIFICATIONS

Customer service certification

Prior experience using a customer relationship management system.

Solid project management skills

Demonstrated experience in managing a successful team and the ability to effectively prioritize and execute tasks in a high pressure environment



NEW:

November 15, 2016

JOB TITLE:	COORDINATOR OF ADULT BASIC EDUCATION
DIVISION:	COMMUNICATIONS & COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II/GRADE 7
WORK YEAR:	260
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership and coordination of multiple projects and programs within the Adult and Continuing Education Unit including implementation and monitoring of standard practices and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and coordination of projects and programs directly related to program implementation and performance.

Assumes the responsibility for and assists designated supervisor with short-range and long-range planning as assigned.

Serves as liaison between all staff and departments within JCPS Adult and Continuing Education as required.

Makes recommendations regarding programmatic projects and evaluates effectiveness as assigned.

Maintains communication and works closely with district staff and the community regarding information, developments, and implementation of projects, programs, and activities.

Prepares and/or assists in preparation of reports, records, and other documentation as required.

Accumulates and researches data documents and other pertinent information as required.

Assures compliance with federal, state, and district policy, including administrative procedures and negotiated agreements as applicable to assignment.

Prepares, delivers, or assists with training opportunities as appropriate.

Performs other duties as assigned by 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, climbing, reaching, with the ability to lift, carry, push, or pull light weights. The work requires activities involving driving automotive equipment.

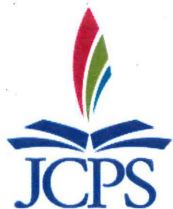
MINIMUM QUALIFICATIONS

Bachelor's degree or higher with area or major in area of assignment

Three (3) years of successful experience in area of assignment

DESIRABLE QUALIFICATIONS

Master's degree



REVISED:

November 15, 2016

JOB TITLE:	MATH CURRICULUM SPECIALIST Grades K-5
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV GRADE 9
WORK YEAR:	260
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4192
BARGAINING UNIT:	CERX

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

Three (3) years successful teaching experience, preferably at elementary levels

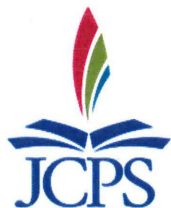
DESIRABLE QUALIFICATIONS

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



NEW

November 15, 2016

JOB TITLE:	WEBSITE/DIGITAL MEDIA COORDINATOR
DIVISION:	COMMUNICATIONS & COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	1A GRADE 7
WORK YEAR:	260
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLA5

SCOPE OF RESPONSIBILITIES

Serves as technical assistant and back up for district webmaster. Coordinates content production of news and information for the district website, employee app and Intranet. Proofs and edits content submitted by website contributors.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists webmaster with technical maintenance of website.
Assists webmaster in conducting trainings for employees in Drupal content management.
Must become proficient in Drupal content management.
Will serve as backup for district webmaster.
Prepares news and feature articles for district home page.
Maintains online calendars in district website.
Recommends organization of content for website audience pages.
Maintains communication and works closely with district staff and local school staff regarding information relevant to district website.
Monitors content on district website for accuracy and relevance.
Works with IT department on CMS updates and trouble shooting.
Performs other duties as assigned by designated Chief Communications Officer.
Help develop district intranet.
Help implement digital app for employees.

PHYSICAL DEMANDS

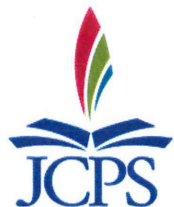
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MINIMUM QUALIFICATIONS

Bachelor's or associate degree
Experience in content management, web site management and website content production
Organization and planning skills, and basic knowledge of computer operating systems
One year successful experience in digital content management

DESIRABLE QUALIFICATIONS

Experience using Drupal Content Management System or similar PHP CMS
Experience with Adobe Software (Photoshop, Dreamweaver)
Knowledge of HTML, PHP, CSS and MySQL



NEW

November 15,
2016

JOB TITLE:	EARLY CHILDHOOD COUNSELOR
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV GRADE 9
WORK YEAR:	195
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The early childhood counselor is responsible for the development of a guidance program at the local school level that will implement the district's guidance plans. Counselors provide systematic and ongoing individual and group counseling services related to the academic, social, vocational and personal development of students. Early childhood counselors provide information, consultation, coordinator, testing and referral services designed to meet the needs of students, parents, and staff in a total guidance program. An essential function of the counselor's role is the implementation of federal, state and local educational and title mandates.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, implements and evaluates a developmental, preventative guidance program which enhances the services provided to students.

Provides individual, small group, and classroom guidance and counseling for students, parents, and staff to promote student success in academics, career, and personal/social development.

Assumes responsibility for administration of the school in the absence of the Principal/Site Administrator.

Collaborates with staff to assist the district's compliance with federal, state, and local school mandates.

Coordinates and interprets state and district testing programs in the school.

Directs the maintenance of the permanent record system and provides such records to parents or legal guardians upon request.

Promotes positive school-community relationships through active participation in school and civic organizations and functions.

Coordinates the health programs and services for the local school.

Plans for and provides orientation, transition, and school programs information to students, parents, and staff.

Coordinates services and programs for the strengthening of parenting skills.

Collaborates with staff in placing students in the most appropriate instructional program and classroom setting.

Refers to and consults with district, local, and state resources and agencies in order to promote student success.

Duties may include performance of health services, for which training will be provided.

Performs other duties as assigned by the building level administrator.

PHYSICAL DEMANDS

The work is performed while walking or standing. 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.

MINIMUM QUALIFICATIONS

Master's Degree with major in guidance and counseling

Certification in guidance and counseling by Kentucky Department of Education

Three (3) years successful teaching experience

Successful leadership experience

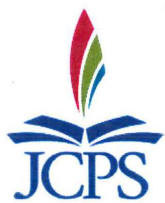
DESIRABLE QUALIFICATIONS

Rank 1 with Standard Guidance Certification

Kentucky Professional Certification in Administration and/or Supervision

Instructional experience

Experience working with Early Childhood students and families



NEW 11/15/16

JOB TITLE:	BUS DRIVER – PERMANENT/PART-TIME, NO ESCROW
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8818
BARGAINING UNIT:	CLAT

SCOPE OF RESPONSIBILITIES

Provides safe transportation of students to their assigned school. Drivers must successfully complete a school bus driver training program and remain current on all pupil transportation policies and procedures. This position will not have equalized (escrow) checks.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools.

Observes the schedule and routes provided by transportation services.

Reports promptly to the area coordinator when unable to drive allowing adequate time for the assignment of a substitute driver.

Successfully demonstrates acceptable student management techniques and follows established procedures for reporting student management concerns to building principals.

Reports all accidents and/or injuries to assigned compound and transportation offices.

Submits required reports and attends meetings when required by administrative staff.

Performs a minimum of four (4) emergency bus evacuation drills annually at each school under the supervision of the principal.

Completes appropriate form to report all vehicle safety and mechanical concerns.

Provides effective communication with parents, students, and district personnel.

Performs other duties as assigned by the Area Coordinator.

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 requires bending squatting, crawling, climbing, reaching, with the ability to carry, push, or pull medium 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.

Valid commercial driver's license with evidence of a good driving record

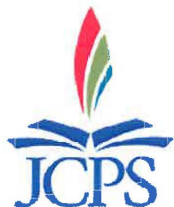
Must be 21 years of age

Practices effective written and verbal communication skills

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures

Experience working with children.



REVISED:
11/15/16

JOB TITLE:	ASSISTANT FACILITATOR
DIVISION:	DISTRICTWIDE INSTRUCTIONAL PROGRAMS
SALARY SCHEDULE/GRADE:	JOB FAMILY II / GRADE 2 *
WORK YEAR:	200 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8224
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Assists the supervisor in planning, implementing and administering to meet the established requirements of the district and the Kentucky Day Care Licensure. Must annually complete at least six (6) hours of child development training that enhances the quality of child care and is approved by the Cabinet of Human Resources and maintains certification in pediatric first aid and CPR.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with the operation and maintenance of the TAPP Co-op Child Development Center.

Maintains physical facilities necessary to meet licensure requirements.

Assumes the responsibilities of the supervisor when assigned.

Assists in supervising and monitoring the performance of center staff and co-op students.

Serves as a role model for TAPP's teen mothers.

Maintains records and prepares reports as directed by the supervisor.

Insures that infants receive age appropriate activities and stimulation.

Responds to individual child's basic needs.

Performs other activities as assigned by the Child Care Center Facilitator and/or Principal.

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 driving automotive equipment.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) or more years experience in a licensed day care center with infants.

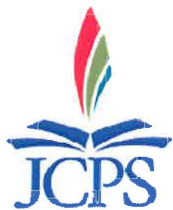
Certification in Pediatric First Aid and CPR.

DESIRABLE QUALIFICATIONS

Early Childhood education and/or training

Assistant supervisor experience

* After 11/15/16, future placement in this position will be reclassified to salary schedule IA, Grade 7.



REVISED:

11/15/16

JOB TITLE:	SCHOOL SOCIAL WORKER	
DIVISION:	DISTRICTWIDE INSTRUCTIONAL PROGRAMS	
SALARY SCHEDULE/GRADE:	JOB FAMILY II / GRADE 3*	
WORK YEAR:	215 DAYS	
FLSA STATUS:	NON-EXEMPT	EXEMPT
JOB CLASS CODE:	8765	8775
BARGAINING UNIT:	CLA5	CLAS

SCOPE OF RESPONSIBILITIES

Provides individual, group and family counseling and life skills development while providing school-related social services to the students. Works with administration to implement school and district policies and objectives. Provides a communication link with the community, and serves as a liaison between school and community groups. Works irregular hours.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides individual group and family counseling that will promote and support student academic and social success.

Assesses needs of students and develops intervention strategies utilizing appropriate school and community resources.

Works cooperatively as a team member to facilitate the successful daily operation of the school.

Makes home visits and telephone calls, sends correspondence, and maintains accurate documentation of case folders, maintaining confidentiality.

Responsible for monitoring and promoting student attendance, including daily phone calls, home visits, letters, and conferences as needed.

Assesses needs of student population and develops group counseling sessions.

Participates in planning sessions to discuss implementation of ad hoc student enrichment programs and shares appropriate information with other school personnel.

Provides child care center information and resource referrals as needed.

Duties may include performance of health services, for which training will be provided.

Performs other duties as assigned by the coordinator and/or 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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree in social work, counseling or related field

Three (3) years successful experience in individual counseling with adolescents and in social service delivery

Valid drivers license

Working knowledge of community agencies and resources

DESIRABLE QUALIFICATIONS

Master's Degree in Social Work

Teaching experience/certificate

Good oral and written communication skills

- * Steps 0-5 Non-Exempt, paid hourly based on Federal exempt minimum
- * Steps 6-14 Exempt, paid daily as salaried employee



REVISED:
11/15/16

JOB TITLE:	SCHOOL ADMINISTRATION MANAGER	
DIVISION:	ADMINISTRATION	
SALARY SCHEDULE/GRADE:	JOB FAMILY II / GRADE 3*	
WORK YEAR:	220 DAYS	
FLSA STATUS:	NON-EXEMPT	EXEMPT
JOB CLASS CODE:	8055	8038
BARGAINING UNIT:	CLAJ	CLAP

SCOPE OF RESPONSIBILITIES

Assists the principal in managing school activities, including supervision of classified support personnel. Coordinates such activities as special events, transportation, and building maintenance.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and evaluates all non-instructional classified staff at the site.

Manages all school scheduling, special events, field trips, cafeteria, transportation, maintenance, playgrounds and cleaning.

Manages community use of school site.

Manages school budget.

Responsible for disaster preparation, fire drills, student, staff and public safety, student health.

Maintains equipment, textbook and supply inventories.

Monitors student attendance and coordinates effort to improve student attendance.

Coordinates with the principal to maintain a positive, safe learning environment for students by enforcing the school discipline plan.

Promotes the school and district through positive relations with community, business, parents, and students.

Performs other duties as assigned by the Principal.

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.

MINIMUM QUALIFICATIONS

60 credit hours in a college/university program

Experience in public school or a business of similar size and complexity

Proficient in computer, telephone, and alarm systems

Demonstrated ability to communicate effectively and manage conflict

DESIRABLE QUALIFICATIONS

Bachelor's degree

- * Steps 0-5 Non-Exempt, paid hourly based on Federal exempt minimum
- * Steps 6-14 Exempt, paid daily as salaried employee



REVISED:
11/15/16

JOB TITLE:	ASSISTANT AREA COORDINATOR	
DIVISION:	OPERATIONS	
SALARY SCHEDULE/GRADE:	JOB FAMILY II / GRADE 3 *	
WORK YEAR:	230 DAYS	
FLSA STATUS:	NON-EXEMPT	EXEMPT
JOB CLASS CODE:	8763	8782
BARGAINING UNIT:	CLAJ	CLAP

SCOPE OF RESPONSIBILITIES

Assists in coordinating all aspects of pupil transportation in an assigned geographical area of the school district. Requirements include all district programs which qualify students for transportation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in coordinating and supervising all aspects of pupil transportation to ensure safe and economical transportation of district students to and from school on a daily basis.

Assists in developing, implementing and updating district school bus route system.

Assists in assigning and supervising employees in the area assigned to ensure all scheduled bus routes are completed daily.

Maintains compliance with Federal and State regulations and district policies and procedures, including all aspects of payroll, reports and Commercial Drivers License.

Assists in overseeing daily compound operations and proficient use of district computer services.

Assists supervisor in coordinating the scheduling of school bus fleet for maintenance to ensure safe transportation for district students.

Provides effective communication with parents, students, community organizations, news media and district personnel.

Performs other duties as assigned by the Area Coordinator.

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 requires bending, reaching with the ability to lift, carry, push or pull medium 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.

Two (2) years experience in pupil transportation activities

Valid drivers license

Effective written and verbal communication skills

Ability to develop and utilize computer data for transportation

DESIRABLE QUALIFICATIONS

Knowledge of all school system policies and procedures

Knowledge of Federal and State Pupil Transportation guidelines

- * Steps 0-5 Non-Exempt, paid hourly based on Federal exempt minimum
- * Steps 6-14 Exempt, paid daily as salaried employee



REVISED:
11/15/16

JOB TITLE:	CHILD CARE CENTER FACILITATOR	
DIVISION:	DISTRICTWIDE INSTRUCTIONAL PROGRAMS	
SALARY SCHEDULE/GRADE:	JOB FAMILY II / GRADE 4 *	
WORK YEAR:	AS APPROVED BY THE BOARD	
FLSA STATUS:	NON-EXEMPT	EXEMPT
JOB CLASS CODE:	8259	8222
BARGAINING UNIT:	CLAJ	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates the implementation of a comprehensive child care program for infants and preschool age children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides a comprehensive child care program which promotes the social, emotional, physical and cognitive development of assigned children.

Creates and maintains an appropriate, wholesome learning environment which nurtures the growth and development of young children.

Plans regularly with, supervises and evaluates the lead child care center assistants, child care assistants, other staff and volunteers.

Coordinates parent support activities for the parents of the children receiving child care.

Selects and orders supplies, equipment and furniture for the child care centers.

Works with supervisor to plan and implement budgets.

Assures compliance and appropriate rules and regulations for child care as prescribed by the licensing agency and programmatic guidelines, and assures compliance with the child care feeding program.

Supervises the collection of fees; works with the bookkeeper to maintain accurate financial records for center(s).

Duties may include performance of health services, for which training will be provided.

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

MINIMUM QUALIFICATIONS

CDA (Child Development Associate) or Associate of Arts with emphasis in child development or Bachelor's degree in a related field or three (3) years full time paid experience in a child care facility

Three (3) years of successful experience in working with young children in a group

Two (2) years experience in supervision and training day care center staff

Certification in Pediatric First Aid and CPR

DESIRABLE QUALIFICATIONS

Experience in working with infants or children with special needs

Experience in arranging or implementing parenting skills training

Curriculum development experience

Bachelor's degree or master's degree in Early Childhood

- * Steps 0-2 Non-Exempt, paid hourly based on Federal exempt minimum
- * Steps 3-14 Exempt, paid daily as salaried employee



REVISED:
11/15/16

JOB TITLE:	PROGRAM SPECIALIST I	
DIVISION:	DISTRICTWIDE INSTRUCTIONAL PROGRAMS	
SALARY SCHEDULE/GRADE:	JOB FAMILY II / GRADE 3*	
WORK YEAR:	AS APPROVED BY THE BOARD	
FLSA STATUS:	NON-EXEMPT	EXEMPT
JOB CLASS CODE:	8289	8248
BARGAINING UNIT:	CLA5	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for providing support services, technical assistance, training and supervision in the implementation of education, parent involvement and social services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works closely with program administrator in developing and implementing educational programs and support services.
Provides training and supervision for program staff.
Works with staff in determining and ordering equipment and supplies needed for component areas.
Meets with program staff regularly to monitor effectiveness of services.
Maintains accurate records on the program and provides data and reports to appropriate personnel.
Evaluates effectiveness of program.
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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

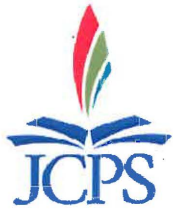
MINIMUM QUALIFICATIONS

Bachelor's Degree in area of responsibilities
Two (2) years successful experience in program administration/supervision
Three (3) years experience in working with families with multi-cultural, multi-ethnic backgrounds

DESIRABLE QUALIFICATIONS

Experience in working with different age groups
Experience in working with community organizations and agencies

- * Steps 0-5 Non-Exempt, paid hourly based on Federal exempt minimum
- * Steps 6-14 Exempt, paid daily as salaried employee



REVISED:
11/15/16

JOB TITLE:	PLANT OPERATOR I (SUPERVISES LESS THAN 4)
DIVISION:	DISTRICTWIDE INSTRUCTIONAL PROGRAMS
SALARY SCHEDULE/GRADE:	IB-5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8582
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Responsible for the safe and healthful operation of the physical plant and grounds; directs and participates with the housekeeping staff in custodial functions and preventative maintenance. Supervises less than four (4) custodial staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervise and organize the work of the housekeeping staff and participates in custodial activities to accomplish daily, periodic, and annual cleaning.

Implement the established cleaning standards and methods using approved products and equipment.

Conduct preventative maintenance program (minor maintenance) of facilities and grounds. Arrange for maintenance beyond capabilities.

In cooperation with the principal/building manager, evaluate, recommend promotion, transfer and disciplinary action of custodial staff.

Observe established severe weather procedures and performs building checks.

Insure proper maintenance of the grounds to include snow and weed removal from sidewalks and steps.

Maintain an inventory of custodial supplies and equipment, reordering as necessary.

Schedule custodial services as necessary for extra-curricular (after hours) activities.

Perform other duties as assigned by the principal/building manager.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Recommendation of principal or school center head

Successful completion of JCPS plant operator assessment and training program

DESIRABLE QUALIFICATIONS



REVISED:
11/15/16

JOB TITLE:	PLANT OPERATOR II (SUPERVISES 4 OR MORE)	
DIVISION:	DISTRICTWIDE INSTRUCTIONAL PROGRAMS	
SALARY SCHEDULE/GRADE:	SALARY SCHEDULE II, GRADE 3*	
WORK YEAR:	260 DAYS	
FLSA STATUS:	NON-EXEMPT	EXEMPT
JOB CLASS CODE:	8607	8580
BARGAINING UNIT:	CLAJ	CLAP

SCOPE OF RESPONSIBILITIES

Responsible for the safe and healthful operation of the physical plant and grounds; directs and participates with the housekeeping staff in custodial functions and preventative maintenance. Supervises four (4) or more custodial staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervise and organize the work of the housekeeping staff and participates in custodial activities to accomplish daily, periodic, and annual cleaning.
- Implement the established cleaning standards and methods using approved products and equipment.
- Conduct preventative maintenance program (minor maintenance) of facilities and grounds. Arrange for maintenance beyond capabilities.
- In cooperation with the principal/building manager, evaluate, recommend promotion, transfer and disciplinary action of custodial staff.
- Observe established severe weather procedures and performs building checks.
- Insure proper maintenance of the grounds to include snow and weed removal from sidewalks and steps.
- Maintain an inventory of custodial supplies and equipment, reordering as necessary.
- Schedule custodial services as necessary for extra-curricular (after hours) activities.
- Perform other duties as assigned by the principal/building manager.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Recommendation of principal or school center head
- Successful completion of JCPS plant operator assessment and training program

DESIRABLE QUALIFICATIONS

- * Steps 0-5 Non-Exempt, paid hourly based on Federal exempt minimum
- * Steps 6-14 Exempt, paid daily as salaried employee



REVISED:
11/15/16

JOB TITLE:	HOUSEKEEPING ASSISTANT	
DIVISION:	OPERATIONS	
SALARY SCHEDULE/GRADE:	JOB FAMILY II / GRADE 4 *	
WORK YEAR:	260	
FLSA STATUS:	NON-EXEMPT	EXEMPT
JOB CLASS CODE:	8637	8579
BARGAINING UNIT:	CLAJ	CLAP

SCOPE OF RESPONSIBILITIES

Assists the Manager Housekeeping Services by serving as a resource for all cost centers within the district and assisting with the planning and facilitation of training programs. Performs all phases of physical labor required within housekeeping services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with the planning and facilitating of training programs for substitute custodians, custodians, plant operator trainees, and plant operators. This includes initial employment, promotional, and annual training as well as ongoing professional development programs.

Assists with the development of training materials.

Assists with housekeeping employee retraining as needed.

Assists with the management and assignment of substitute and floater custodians.

Assists with the evaluation of all district facilities and district housekeeping evaluation programs.

Assists cost centers with time and motion studies.

Assists cost centers with the scheduling of custodians.

Assists cost centers with project and non-routine scheduling.

Performs other duties as assigned by Manager Housekeeping Services.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in housekeeping practices and procedure

Valid drivers license

DESIRABLE QUALIFICATIONS

Plant operator experience

- * Steps 0-2 Non-Exempt, paid hourly based on Federal exempt minimum
- * Steps 3-14 Exempt, paid daily as salaried employee



REVISED:
11/15/16

JOB TITLE:	BUS DRIVER TRAINER	
DIVISION:	OPERATIONS	
SALARY SCHEDULE/GRADE:	JOB FAMILY II / GRADE 4 *	
WORK YEAR:	260 DAYS	
FLSA STATUS:	NON-EXEMPT	EXEMPT
JOB CLASS CODE:	8831	8812
BARGAINING UNIT:	CLAJ	CLAP

SCOPE OF RESPONSIBILITIES

Conducts on-the-road phases of bus driver training and assists in planning and implementing the safety training for all school bus drivers in Jefferson County Public Schools.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts classroom and on-the-road driver training for assigned district and contracted services personnel.
 Conducts classroom training for transportation support personnel such as bus monitors.
 Supervises, schedules and documents all aspects of driver training.
 Assists in planning and conducting of all bus driver in-services relative to state required bus driver certification.
 Assists in the reviewing, screening, selection and interviewing of all bus driver candidates.
 Conducts the Student Bus Safety Programs.
 Works with transportation personnel and school principals concerning school bus related safety issues.
 Assists in maintaining records and statistics of all vehicle accidents and monitors the motor vehicle records of all employees who drive district vehicles.
 Provides effective communication with parents, students, community organizations news media and district personnel.
 Performs other duties as assigned by the Coordinator/Bus Driver Training.

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 requires bending, squatting, crawling, climbing, reaching, with the ability to carry, push, or pull medium 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.
 Valid commercial drivers license with evidence of a good driving record
 School Bus Driver Instructor certification issued by Kentucky Department of Education
 Five (5) successful years of driving experience
 Ability to instruct in the areas of safety and traffic education curriculum

DESIRABLE QUALIFICATIONS

Satisfactory experience as a school bus driver
 Knowledge of all Federal and State Pupil Transportation regulations

- * Steps 0-2 Non-Exempt, paid hourly based on Federal exempt minimum
- * Steps 3-14 Exempt, paid daily as salaried employee



REVISED:
11/15/16

JOB TITLE:	FUNDING/SERVICES SPECIALIST	
DIVISION:	DISTRICTWIDE INSTRUCTIONAL PROGRAMS	
SALARY SCHEDULE/GRADE:	JOB FAMILY II / GRADE 3 *	
WORK YEAR:	260	
FLSA STATUS:	NON-EXEMPT	EXEMPT
JOB CLASS CODE:	8243	8221
BARGAINING UNIT:	CLAJ	CLAP

SCOPE OF RESPONSIBILITIES

Administratively assists with non-academic components of the program and is responsible for supervision of non-academic staffs and components. Coordinates and implements component management systems for the program components; is responsible to the government agencies and private foundations for all contracts and quarterly, annual and special reports; maintains good relationships cross-program; serves as a communication link with community, parents, and funding sources as assigned. Maintains positive public relations/communication with county, state, and national agencies/organizations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administratively assists with the non-academic components of the program in implementing new components, in fulfilling budgetary obligations, and services as a resource and research person for available grants, funds and federal monies; assists in state and federal grant and proposal writing.

Assumes responsibility for fund raising requirements: typing of proposals, contracts, and letters, printing of TAPP brochures, and related resource materials for dissemination locally and throughout the United States.

Assumes responsibility for the program component accounting and bookkeeping requirements and procedures including revisions and amendments of budgets, preparation of budgets annually, order and receiving, and all quarterly, annual, and special reports for each component.

Supervises and evaluates component support personnel in the collection of all monies, fees, and monthly billing procedures.

Participates in public relations and funding-related presentations at conferences and meetings in the community and statewide.

Serves as the resource contact for the TAPP program in the dissemination of statistics, information, and program planning on a state and national level.

Responsible for all conference travel accommodations and plans.

Conducts tours and gives presentations at the TAPP facility for visitors, i.e., Nursing Schools, community agencies, school personnel, government officials, from local, state and national programs.

Supervises personnel and acts as liaison for bi-weekly payroll reporting and distribution of checks for total program staff.

Performs other duties as assigned by the Assistant Superintendent for Academic Achievement K-12.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three(3) years secretarial and bookkeeping experience

Excellent typing and accounting skills

Working knowledge of community agencies and resources

Willingness to work irregular hours

Demonstrated initiative and ability to organize

Ability to handle routine administrative details independently

DESIRABLE QUALIFICATIONS
Proficiency in oral communications
Knowledge of research techniques

- * Steps 0-5 Non-Exempt, paid hourly based on Federal exempt minimum
- * Steps 6-14 Exempt, paid daily as salaried employee