



NEW:  
02/07/2017

JOB TITLE:	ACCOUNTS PAYABLE CONTROL CLERK
DIVISION:	BUSINESS SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 5
WORK YEAR:	260
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Works with all phases of accounts payable. Requires daily review type work to perform error checks, research invoices, vendors and outstanding checks, open and sort mail, assist with departmental filing, and communications with vendors and other departments.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assist with scanning documents into content manager system.  
Perform research into payments, vendors, and archived files.  
Compare invoices to payment documents to identify errors.  
Enter journal entries for certain transactions.  
Assist with department filing and archiving.  
Assist with opening and distributing department mail.  
Assist with obtaining W-9s and correcting vendor files.  
Orders and distributes office supplies and equipment purchases as necessary.  
Performs 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 and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.  
Demonstrated ability to add, subtract, multiply and divide quickly and accurately  
Two (2) years of clerical experience

#### DESIRABLE QUALIFICATIONS

Two (2) years of business experience in related field



NEW  
02/07/17

JOB TITLE:	ASSOCIATE PRINCIPAL – EARLY CHILDHOOD
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	230
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Assumes responsibility for planning, implementing, supervising, and maintain the educational program and is directly or indirectly responsible for attainment of the district, state, federal mandates, regulations, standards, and goals. Establishes and maintains effective and efficient operations that provide a safe, positive, and healthy learning environment in the services of families and children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Reviews plans and goals with designated supervisor and program staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems, and services.
Guides, facilitates, and supports the curriculum, instruction, and assessment.
Applies concept of curriculum, best practices, research, theory, and design to achieve academic expectations.
Supervises and evaluates classified and certified staff and personnel as assigned to the school or center.
Works cooperatively with the designated coordinator and staff development personnel to provide training for staff, parents, and volunteers in area of assignment.
Provides, plans, and maintains appropriate and confidential records, monthly programs, and other program reports as required and needed.
Provides technical assistance to district and school staff in area of assignment.
Works cooperatively with the designated coordinators, program directors, and specialists in developing, reviewing, and revising programs or activities as assigned.
Assures compliance with federal, state, and local policy, administrative procedures and regulations to area of assignment.
Duties may include the performance of health services, for which training will be provided.
Performs other duties as assigned by the designated director.

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
Master's Degree and Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
Kentucky Teacher's Certification in area of specialty appropriate for instruction
Three (3) years successful teaching, preferably in the area of specialty
Demonstrated ability to handle stressful situations

DESIRABLE QUALIFICATIONS
Administrative experience in area of assignment
Ability to set priorities
Experience in development and implementation of school-based in-service



NEW:  
02/07/2017

JOB TITLE:	PROJECT MANAGER-EDUCATION AND BUSINESS/INDUSTRY ALIGNMENT
DIVISION:	BUSINESS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assist in advancing the industry alignment between workforce needs and career pathway/curriculums across multiple industries and creating a smooth transition between levels for students, i.e. from secondary to post-secondary to work

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Support the execution of a comprehensive project plan aligning industry focus with school curriculums

In partnership with KentuckianaWorks, GLI, and JCPS, convene, communicate with, and coach the appropriate employers/industry representatives, education leaders, community organization representatives, and other relevant parties as needed, to develop career pathway documents that detail education, skills, and training for progression in careers across six identified industries with the goal of having these groups play an ongoing role in advising on curriculum and certifications.

Coordinate communications, meetings, and presentations on Industry Alignment

Assist JCPS project leadership in aligning career pathway work into curriculum at the secondary and post-secondary levels under the guidance of the Director of College & Career Readiness at JCPS and the Dean of Technical Education at Jefferson Community and Technical College

With guidance from JCPS leadership, develop and coordinate approaches, processes, tools, and systems, e.g. handbooks, training modules, and other collateral materials to facilitate the ongoing engagement of employers for continuous improvement and relevancy of the JCPS Talent Development Academies in collaboration with the School Business Partnership Coordinator at JCPS

Perform other related duties as determined within the time allotted for the project

#### 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, and reaching, with the ability to lift, carry, push, or pull light weights.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

At least one (1) year relevant work experience

Valid Driver's License

#### DESIRABLE QUALIFICATIONS

Experience in human resources, workforce development, or education fields