



NEW  
07/01/17

JOB TITLE:	DATA MANAGEMENT SPECIALIST
DIVISION:	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Design, develop, and test software systems for assessments, surveys, and reporting. Collaborate with district and school leaders to modify systems to meet district needs. Maintain and troubleshoot systems to meet industry standards. Ensure projects are completed in a timely fashion.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

Consults with designated coordinators, program directors, and specialist to design, develop, implement, and maintain web-based application systems addressing district needs.

Programs and develops specific software in support of schools and district including, but not limited to, assessments, district surveys, secure data sharing platforms, and accountability. Writes code for SQL database access, modifications, and constructions including stored procedures.

Leads and executes multiple concurrent projects utilizing time management, planning, organization, and communication, ensuring timely delivery of projects and providing timely status updates to management and stakeholders.

Researches emerging software development technologies and/or methodologies, develops standards and processes to facilitate use of cutting edge programming languages, development tools, and programming methodologies, and implements technology processes for increasing productivity.

Mentors others and works within the team to provide highly efficient solutions, reports, and products.

Provides customized support, technical assistance, and professional training to schools, teachers, administrator role groups, and district departments. Troubleshoots issues with existing or developed systems and works with appropriate resources to resolve issues. Looks for ways to improve existing applications.

Assures compliance with local, state, and federal regulations and procedures as related to data management, including ensuring student, school, and teacher data are maintained and shared securely.

Assures compliance with Board Goals and Administrative Objectives related to area of assignment.

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 requires the use of hands for simple grasping and fine manipulations.

#### MINIMUM QUALIFICATIONS

Bachelor's degree with computer specialization

Five (5) years successful experience in area of assignment

Knowledge of a variety of concepts, practices, and procedures within a particular field (e.g. HTML, JavaScript, C#, SQL, relational database concepts, client-server concepts)

Ability to rely on experience and judgment to plan and accomplish goals.

#### DESIRABLE QUALIFICATIONS

Excellent communication and interpersonal skills

Experience in web development, .Net technologies, and database design



NEW:  
07/01/17

JOB TITLE:	BEHAVIOR SUPPORT SYSTEMS COORDINATOR
DIVISION:	ACADEMIC ACHIEVEMENT K-12 AREA 5
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership for the coordination of the JCPS Behavior Support System. Coordinates practices and procedures for the implementation of the Behavior Support System.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership for the implementation of the JCPS Behavior Support System, and evaluates staff as assigned.

Develops, establishes, and administers training to schools regarding Positive Behavior Intervention and Restorative Practices.

Effectively communicates with schools and outside agencies as required.

Makes recommendations regarding the program's implementation, and evaluates to ensure effectiveness.

Maintains communication and works closely with district staff, local school staff, and the community regarding information and program implementation.

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

Gathers district and school level data, documents, and other pertinent documentation to analyze and determine future course of action.

Performs other duties as assigned by supervisor.

#### 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, 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

Three (3) years successful teaching experience

Successful leadership experience

Kentucky Professional Certification in Administration and/or Supervision

#### DESIRABLE QUALIFICATIONS

Proven leadership ability

Experience with diverse populations



REVISED:  
07/01/17

JOB TITLE:	BEHAVIOR SUPPORT SYSTEMS RESOURCE TEACHER
DIVISION:	ACADEMIC ACHIEVEMENT K-12 AREA 5
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4744
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Provides support, assistance, and coaching to system wide service center and/ or school staff in the area of assignment.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Designs, prepares, and delivers professional trainings for school-based teams and whole school implementation  
 Provides support, assistance, and advice to schools and teams (e.g. effective instructional and class management techniques)  
 Monitors the implementation of Positive Behavior Intervention System and Restorative Practices at the local school level  
 Delivers technical assistance on the design and implementation of the Behavior Support System  
 Monitors completion of school level activities to ensure the validity of implementation  
 Gathers data, prepares reports, records and documents as required by supervisor or designee  
 Assists school teams with the application of the evaluation results so they are used to identify next steps  
 Performs other duties as assigned by the Coordinator of the Behavior Support System

#### 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, 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 valid Kentucky Teaching Certificate  
 Five (5) years successful teaching experience  
 Excellent interpersonal skills

#### DESIRABLE QUALIFICATIONS

Demonstrated leadership ability  
 Demonstrated ability to write clearly and professionally  
 Demonstrated ability to organize data  
 Training/willingness to train in Safe Crisis Management  
 Experience in planning, developing, and conducting professional development  
 Experience in planning, developing, and conducting coaching experiences

REVISED  
JANUARY 12, 2015



## Behavior Support Systems

JOB TITLE	RESOURCE TEACHER <del>POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)</del> LEAD COACH *Name change*		
DIVISION	ACADEMIC SUPPORT PROGRAMS		
SALARY SCHEDULE	III		
WORK YEAR	195 DAYS	FLSA STATUS	NONEXEMPT
REPORTS TO	COORDINATOR I <del>POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS</del>		
SUPERVISES	NA		

Behavior Support Systems

### SCOPE OF RESPONSIBILITIES

Provides support, assistance, and coaching to system wide service center and/or school staffs in the area of assignment.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Designs, prepares, and delivers professional trainings for school-based teams and coaches  
 Provides support, assistance, and advice to school-based PBIS teams and coaches (i.e., effective instructional and class management techniques)  
~~Assists with the collection and analysis of PBIS specific data (i.e., Team Implementation Checklists, BoQ, SAS, etc)~~  
 Monitors the implementation of PBIS systems at the local school level  
~~Trains and supports school-based district coaches in the evaluation components of PBIS~~  
 Delivers technical assistance in the design and implementation of the PBIS online evaluation tools  
~~Monitors completion of PBIS schools' evaluation activities to ensure the validity of their evaluation data~~  
~~Reviews and distributes evaluation results, including PBIS surveys and qualitative outcomes of PBIS activities~~  
 Assists school teams with the application of the evaluation results so they are used to identify next steps  
~~Researches past and current practices in PBIS to integrate research in all areas of responsibility~~  
~~Trains district personnel to become PBIS district wide trainers~~  
~~Assists with the development of district wide PBIS trainings and strategic plans~~  
 Gathers data, prepares reports, records, and documentation as required by the supervisor or designee  
 Performs other duties as assigned by the Coordinator

Behavior Support Systems

### 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, 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 valid Kentucky Teaching Certificate  
 Five (5) years successful teaching experience  
 Ability to work successfully with people

### DESIRABLE QUALIFICATIONS

Demonstrated leadership ability  
 Demonstrated ability to write clearly and professionally  
 Demonstrated ability to organize data  
 Safe Crisis Management trained/willing to be trained  
 Experience in planning, developing, and conducting professional development  
 Experience in planning, developing, and conducting coaching experiences



NEW:  
07/01/17

JOB TITLE:	SAFE CRISIS MANAGEMENT COORDINATOR
DIVISION:	ACADEMIC ACHIEVEMENT K-12 AREA 5
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership and coordination of district-wide Safe Crisis Management and routinely affects more than one major unit or department; involves diversified but generally standardized choice of action defined by a wide range of established rules and procedures; decisions routinely and generally have short/ long term impact; outside the unit requires judgement to modify conditions and resolve misunderstandings; refers unusual matters to supervisor.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of Safe Crisis Management and evaluates staff assigned.

Develops, establishes, and oversees the implementation of Safe Crisis Management; prepares/delivers/assists with training opportunities as appropriate, including facilitation of on-going training of Safe Crisis Management.

Serves as liaison with other units, departments or outside agencies as required.

Makes recommendations regarding implementation of Safe Crisis Management and evaluates effectiveness as assigned; maintains communication and works closely with district staff, local school staff, and the community regarding information, developments, and implementation of Safe Crisis Management.

Ensures accuracy and prepares and/or assists in preparation or reports, records and other documentation as required.

Ensures school and district compliance with the requirements of KAR 7:16 and assures compliance with federal, state, and district policy, administrative procedures, and negotiated agreements as applicable to assignment.

Responsible for the coordination and supervision in the area of behavior management, positive behavioral supports, de-escalation strategies, and physical assists to school personnel identified by school administration in Safe Crisis Management techniques.

Provides direction to Safe Crisis Management instructors; makes site visits to ensure correct implementation of Safe Crisis Management

Performs other duties as assigned by supervisor.

#### PHYSICAL DEMANDS

At times the work is primarily sedentary, however it will require the ability to model and demonstrate Safe Crisis Management techniques and strategies. 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 to heavy weights. The work requires the use of hands for grasping and fine manipulations. The work requires activities involving 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

Three (3) years successful teaching experience

Kentucky Professional Certification in Administration and/or Supervision

Safe Crisis Management Certification

#### DESIRABLE QUALIFICATIONS

Proven leadership ability

Experience with diverse populations



NEW:  
07/01/17

JOB TITLE:	STUDENT RELATIONS DIRECTOR
DIVISION:	ACADEMIC ACHIEVEMENT K-12 AREA 5
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of an organizational unit or program. Plans, organizes, and implements activities which typically affect an entire department or major activity; maintains contact with other units, departments, and outside the district on matters involving corrections, adjustments or problem resolutions.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and provides direction to implement goals, objectives, and functions of the office of student relations.

Initiates policy, formulates, and recommends student relation goals and objectives as appropriate.

Develops the operating budget for the office of student relations and assures that all functions operate within the appropriate amounts.

Prepares required and special reports as requested.

Provides effective leadership to implement the placement of students in Behavior Support & Choice Schools.

Cooperates with Principals and/or other organizational units to implement common goals and objectives.

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

Assures effective implementation of district goals and objectives where applicable.

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, 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

Master's Degree

Three (3) years successful teaching experience

Kentucky Administrator Certification

Successful leadership experience

#### DESIRABLE QUALIFICATIONS

Experience with diverse populations





NEW:  
07/01/17

JOB TITLE:	STUDENT RELATIONS RESOURCE TEACHER
DIVISION:	ACADEMIC ACHIEVEMENT K-12 AREA 5
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Provides support, recommendations, and advice relating to referral, entrance, and exit of students to behavior support schools. Assists with designing, implementing, and reporting district program. Assists schools and students in the entrance, exit, and referral to behavior support schools by providing case management using relevant data.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assist in planning databases and data retrieval systems and provides liaison with data processing specialists for implementation

Provides technical assistance to district and school staff in the area of student placements to and from behavior support schools

Collaborates with Principals, Assistant Principals, and/or other organizational units in case management of student data

Provides assistance to school and district administrators in the area of behavior intervention and support training.

Reviews student data, administers due process, and recommends alternative placement while assuring compliance with federal, state, and district policy, administrative procedures, and negotiated agreements as applicable to assignment.

Assists in carrying out procedures, protocols, and policies outlined in the Student Support and Behavior Intervention Handbook

Professionally and effectively communicates, collaborates, and meets with relevant stakeholders regarding the results of due process hearings and placement of students at alternative sites.

Assists in the management, review, and analysis of student level data as it pertains to student placements, supports, and behavior.

Performs other duties as assigned by the designated administrator

#### 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 and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull weights.

#### MINIMUM QUALIFICATIONS

Master's Degree with valid Kentucky Teaching Certificate

Five (5) years successful teaching experience

#### DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data

Administrative experience



NEW:  
07/01/17

JOB TITLE:	STUDENT RELATIONS SPECIALIST
DIVISION:	ACADEMIC ACHIEVEMENT K-12 AREA 5
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides support, recommendations and advice to relating to the referral, entrance, and exit of students to behavior support schools. Administers Due Process to students who have been recommended for placement in alternative schools.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides technical assistance to district and school staff in the area of student placements to and from behavior support

Works cooperatively with district personnel to support staff development and relevant trainings as they relate to the Student Support and Behavior Intervention Handbook.

Reviews student data, administers due process, and recommends alternative placement while assuring compliance with federal, state, and district policy, administrative procedures, and negotiated agreements as applicable to assignment.

Assists in carrying out procedures, protocols, and policies outlined in the Student Support and Behavior Intervention Handbook.

Professionally and effectively communicates, collaborates, and meets with relevant stakeholders the results of due process hearings and placement of students at alternative sites.

Provides assistance to school and district administrators in the area of behavior intervention and support.

Assists in the management, review, and analysis of student level data as it pertains to student placements, supports, and behavior.

Collaborates with district and school staff to gather, analyze, and document student data.

Prepares and reports accurate data and conduct analysis of data for evaluation of programming.

Performs other duties as assigned by the designated administrator.

#### PHYSICAL DEMANDS

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

Three (3) years successful teaching experience

Kentucky Professional Certification in Administration and/or Supervision

#### DESIRABLE QUALIFICATIONS

Experience with Diverse Populations

Demonstrated leadership ability





NEW:  
07/01/17

JOB TITLE:	SECONDARY SCHOOL COUNSELOR STUDENT RELATIONS
DIVISION:	ACADEMIC ACHIEVEMENT K-12 AREA 5
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership and coordination of student placements in non-behavior alternative school sites.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

Assists in the management, review, and analysis of student level data as it pertains to student placements, supports, and behavior in non-behavior support alternative school sites.

Provides guidance to schools, students, and families regarding appropriate placement at non-behavior support alternative schools sites.

Communicates protocols and procedures regarding the placement of students into non-behavior support alternative schools.

Oversees the referral, entrance, and exit of students for non-behavior schools.

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

Collaborates with principals to maintain accurate information pertaining to school enrollment and capacity

Assists in the tracking and maintaining of student enrollment data as it pertains to student drop outs, attendance, and transfers between school sites.

Performs other duties as assigned by the designated administrator

#### PHYSICAL DEMANDS

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

Certification in guidance and counseling by the Kentucky Department of Education

Three (3) years successful teaching experience or relevant school based experience

#### DESIRABLE QUALIFICATIONS

Knowledge of curriculum, course offerings, transcripts, and high school graduation requirements.

Demonstrated communication skills



NEW:  
07/01/17

JOB TITLE:	MARKETING MANAGER
DIVISION:	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Manage and implement marketing and communications efforts supporting the overall Brand Strategy for the Jefferson County Public School District and its Career/Talent Academies. This includes advertising, digital marketing, public relations, promotions, events, research, performance-based outcomes, and community relations. Responsible for managing vendor, consultative and internal relationships as it pertains to marketing and communication objectives being met. This position will also coordinate district level events and programs that support the district and the Career/Talent academies.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists Communications and College and Career Readiness in the development and implementation of JCPS Brand Strategy and Career/Talent Academies.

Assists in all aspects of public relations including the preparation of press releases.

Collaborates to develop community outreach and coordinate related activities for advertisement and promotion.

Assist with development of content for internal and external communications, including news releases, case studies, presentations, reports, print and digital materials, websites, blogs and social-networking platforms.

Work with Communications team members to create a Social Media content plan on a weekly, monthly, or quarterly basis.

Assist with implementation and operation of appropriate social media engagement/measurement programs (radian6, social mention, etc.)

Provide a summary of social media traffic and metrics on a regular basis.

Assist in the development and implementation of marketing and communication campaigns and/or events.

Monitors and tracks marketing objectives and return on investment for all public relations, communication, marketing and advertising campaigns.

Conducts market research and surveys to garner information to inform all marketing and communications initiatives for JCPS.

Participates with website and school intranet content, editing, and creative design.

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

#### MINIMUM QUALIFICATIONS

Bachelor's Degree with an emphasis in marketing

Excellent knowledge of the fundamentals of brand strategy.

Outstanding written and oral communication skills

Ability to think creatively and execute ideas

Good organizational and time management skills

Strong Word, Excel, PowerPoint and Publisher skills

Seven (7) to ten (10) years' experience in Marketing

Must be comfortable working effectively in a fast-paced, deadline driven environment

#### DESIRABLE QUALIFICATIONS

Familiarity with various design software such as InDesign and Illustrator



NEW  
July 1, 2017

JOB TITLE:	ESL SPECIALIST
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	230 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Building the capacity of ESL school-based teachers and mainstream/content teachers to accelerate the learning of English Language Learners (ELLs) in K-12 schools across the district. Responsible for developing and delivering standards based-professional development in support of English as a Second Language teachers and students to build content knowledge and pedagogical skills in ESL and content teachers through mentoring, modeling, and coaching.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with the ESL Director to identify the professional development needs of staff by examining the education outcomes of the ELL students as indicated by results on state assessments (ACCESS for ELLs and KPREP) and district assessments (Reading, Math, Science, and Social Studies Proficiency Assessments), and results of ESL classroom walkthroughs

Coordinates and delivers high quality professional development designed to improve the instruction and assessment of ELLs

Enhances the ability of teachers to understand the use of curricula, assessment measures, and instructional strategies for ELLs that is based on scientifically-based research (SBR)

Demonstrates strategies that focus on increasing the English language proficiency of ELLs

Works to substantially increase the subject matter knowledge, teaching knowledge, and teaching skills of teachers of ELLs

Focuses on building the capacity of ESL school-based teachers and mainstream/content teachers to accelerate the learning of ELLs in the schools

Facilitates, plans and participates in PLCs for ESL teacher groups across the district

Works with the ESL Director to evaluate the effectiveness of professional development through an analysis of ELL student performance as measured by ACCESS for ELLs results that demonstrate progress and proficiency in learning English, as measured by ELL progress and achievement results on KPREP, ELL achievement gap data, and ELL and former ELL graduation rate.

#### 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

Bachelor's Degree in specific content area

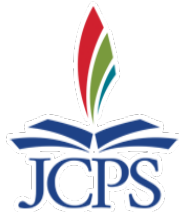
Master's degree in Teaching

ESL Certificate

Five (5) years teaching experience in area of assignment

#### DESIRABLE QUALIFICATIONS

Certificate in Administration and/or Supervision



NEW  
July 1, 2017

JOB TITLE:	ESL INTAKE ASSESSMENT COORDINATOR
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	240 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Supervises the ESL Intake Assessment unit, oversees scheduling of appointments of ELL families, and trains and supervises assigned intake personnel.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides training and supervises the work of Bilingual Assessment Facilitators

Meets with ESL Intake Center Assessment Team regularly to monitor effectiveness of services.

Serves as a certified Infinite Campus Registrar, and trains assessment personnel

Aids parents in the online student application process.

Maintains accurate Intake records related to student registration and school enrollment.

Provides data and reports to ELL Director, ELL Specialist

Provides technical assistance to District staff regarding English language assessments

Assures compliance with District, state, and federal regulations and procedures related to areas of ELL assignment.

Designs and provides professional learning opportunities for ELL Intake Assessment Team, school staff, and community representatives.

Processes and schedules assessments for ELL referrals from Private Non Profit and Home Schools.

Processes and schedules assessments for ELL referrals from the District.

Performs other duties as assigned by the Director ESL.

#### 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

Bachelor's Degree

Three (3) years successful experience in area of assignment

One year successful experience in administration/supervision

#### DESIRABLE QUALIFICATIONS

Experience in working with different age groups

Experience in working with community organizations and agencies



NEW:  
07/01/17

JOB TITLE:	BILINGUAL TRANSPORTATION LIAISON
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	230 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAR

#### SCOPE OF RESPONSIBILITIES

Plan and implement transportation for ELL students enrolled in JCPS and serve as a liaison between the ESL office and the JCPS Transportation Department. Maintain accurate data pertaining to students registering through the ESL Intake Office.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Research and establish school transportation for ELL students  
 Serves as liaison with the JCPS Transportation Department for the ESL Office  
 Notifies bus compounds, schools, families, and refugee resettlement agencies of bus transportation for ELL students  
 Processes address changes with proper proof of address for ELL students changing addresses resulting in the change of school  
 Maintains accurate data of address changes for ELL families  
 Researches and establishes transportation for ELL students participating in the after school programs and JCPS Summer programs  
 Assists ELL families during the registration process at the ESL Office with translations and interpretation  
 Provides language support for parents requesting school information and needing assistance  
 Serves as liaison with the JCPS Transportation Department for the ESL Office  
 Works with Demographics when processing address changes for ELL families  
 Works closely with the ECE transportation services  
 Supports the work of the Student Assignment Department and the Homeless Education Program  
 Serves as a certified Infinite Campus Registrar  
 Maintains accurate email distribution lists for emailing transportation and enrollment information  
 Collaborates with the ESL Intake Center Coordinator in coordinating transportation for special events  
 Performs other duties as assigned by ESL Intake Center Coordinator

#### 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 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

Associate's degree or approved equivalent training (64 college semester hours) and experience  
 One (1) year successful experience  
 Demonstrated proficiency in two (2) languages: English and another appropriate language  
 Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds  
 Knowledge of or receptive to philosophy, policy, and methodology of the U.S. educational system

#### DESIRABLE QUALIFICATIONS

Bachelor's degree  
 Experience in teaching multi-age group



NEW  
July 1, 2017

JOB TITLE:	BILINGUAL LANGUAGE SUPPORT FACILITATOR
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAR

#### SCOPE OF RESPONSIBILITIES

Works with the Language Services Coordinator to facilitate and oversee district-wide requests for interpreters and translators. Communicates with parents, school personnel, and outside agencies. Translates documents when appropriate. Proofreads Spanish translations. Maintains accurate records of interpreter and translation requests that are received.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Fills in when Language Services Coordinator is absent  
 Assigns interpreters and/or translators to specific jobs  
 Provides interpreters with specifics for the job  
 Keeps requesters updated while job is being processed  
 Emails outcomes to requesters after parents are contacted  
 Proofreads translations when appropriate  
 Receives and distributes faxes accordingly  
 Gathers, reviews, and validates time sheets submitted by BAIs  
 Follows up with BAIs to obtain paperwork regarding payroll  
 Data collection and reports  
 Serves as liaison for Transact, Language Line Solutions, and Catholic Charities  
 Performs other duties as assigned by Language Services Coordinator

#### 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 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

Bachelor's Degree  
 Three (3) years successful experience  
 Demonstrated proficiency in two (2) languages: English and another appropriate language  
 Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds  
 Knowledge of, or receptive to, philosophy, policy, and methodology of the U.S. educational system

#### DESIRABLE QUALIFICATIONS

Master's degree  
 Experience in teaching multi-age group



NEW  
July 1, 2017

JOB TITLE:	BILINGUAL LANGUAGE SERVICES COORDINATOR
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	240 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Facilitates and oversees district-wide language services operation. Provides technical assistance to district and program staff. Communicates with international parents, school personnel, and outside agencies. Develops, monitors and implements procedures to access bilingual support.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and directs the work of interpreters and translators

Oversees the work of Bilingual Language Support Facilitators

Provides training for Bilingual Associate Instructors who serve as interpreters

Evaluates the effectiveness of services

Suggests and implements changes to improve effectiveness of services

Provides technical assistance to district and school staff in need of bilingual support

Facilitates communication between schools/programs and international families

Assists in planning and implementation of special events and activities

Collaborates with all programs/departments to provide effective services

Receives interpreter and translation requests

Prepares interpreter and/or translation requests

Assigns interpreters and/or translators to specific jobs

Provides interpreters with specifics for the job

Keeps requesters updated while job is being processed

Emails outcomes to requesters after parents are contacted

Refers JCPS callers for on-demand interpretation

Proofreads appropriate translations

Performs other duties as assigned by the Director ESL

#### 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

Bachelor's Degree

Three (3) years successful experience in area of assignment

One (1) year successful experience in administration/supervision

#### DESIRABLE QUALIFICATIONS

Experience in working with different age groups

Experience in working with community organizations and agencies





NEW:  
07/01/17

JOB TITLE:	BILINGUAL ENROLLMENT FACILITATOR
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAR

#### SCOPE OF RESPONSIBILITIES

Greet visitors including parents, local school personnel, and community persons. Assist callers by answering inquiries relative to Intake operations, and routing phone calls. Assist parents with student registration and assessment and student scheduling. Gather information and documents relative to student registration. Maintain reports relative to registration.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as first contact for ELL families in person or via telephone  
 Interprets for ELL families in person or via telephone  
 Assists families requesting additional language support  
 Answers general Intake inquiries and routes incoming calls  
 Maintains a neat and orderly waiting area  
 Schedules appointments for student registration and assessment  
 Gathers information and documentation relative to student registration  
 Assists ELL families in completing registration forms  
 Requests student records  
 Maintains student registration reports  
 Prepares and prints daily student appointment schedule  
 Operates and maintains office copiers, computers and printers.  
 Prepares and distributes correspondence as directed by supervisor  
 Creates and maintains student data as directed by supervisor  
 Performs other duties as assigned by the ESL Intake Coordinator

#### 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 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

Associate's degree or approved equivalent training (64 college semester hours) and experience  
 One (1) year successful experience  
 Demonstrated proficiency in two (2) languages: English and another appropriate language  
 Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds  
 Knowledge of or receptive to philosophy, policy, and methodology of the U.S. educational system

#### DESIRABLE QUALIFICATIONS

Bachelor's degree  
 Experience in teaching multi-age group



NEW:  
07/01/17

JOB TITLE:	BILINGUAL COMMUNITY LIAISON
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAR

#### SCOPE OF RESPONSIBILITIES

Serves as a JCPS/ESL Liaison for local Refugee Resettlement Agencies as well as for the School and Community Nutrition Services. Assists ELL students and families with school enrollment.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Builds/Updates Households in Infinite Campus and creates initial PSPs (Program Service Plan) for new and returning students including Refugee Resettlement Agencies.

Communicates with Refugee Resettlement Agency representatives and schedules ESL School Registrations at their locations.

Creates/maintains ESL student Registration Lists and reports from Refugee Resettlement Agencies.

Provides translations and interpretations (phone and/or in person).

Coordinates with FNS (Food and Nutrition Services) by forwarding applications for students registered at ESL Intake.

Assists in the enrollment of ELL students.

Guides ELL students and families in the process of school registration, Magnet, and Optional Application and Student Transfer.

Answers and routes phone calls and requests from schools.

Supports administration of initial English language proficiency assessment for ELL families.

Participates actively in PD Sessions related to ELL students, refugees and immigrants, and other JCPS policies.

Leads community sessions about school choices and other JCPS Programs available for ELL students and families (local Refugee Resettlement Agencies and JCPS Showcase of Schools)

Assists parents in the online student application process.

Performs other duties as assigned by the ESL Intake Coordinator

#### 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 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

Associate degree or approved equivalent training (64 college semester hours) and experience

One (1) year successful experience

Demonstrated proficiency in two (2) languages: English and another appropriate language

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Knowledge of or receptive to philosophy, policy, and methodology of the U.S. educational system

#### DESIRABLE QUALIFICATIONS

Bachelor's degree

Experience in teaching multi-age group



NEW:  
07/01/17

JOB TITLE:	BILINGUAL ASSESSMENT FACILITATOR
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAR

#### SCOPE OF RESPONSIBILITIES

Assist English language learner families with information about school enrollment, as well as administer the initial English language proficiency assessment.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists international families with the school enrollment process  
 Administers the initial English language proficiency assessment for school placement.  
 Discusses results of the initial English language proficiency assessment with parents and students.  
 Guides students and families in the process of school registration, Magnet and Optional application, and Student Transfer Applications.  
 Builds and/or updates Households in Infinite Campus and creates initial Program Services Plans for new and returning English language learners enrolling with JCPS including students from the refugee resettlement agencies.  
 Provides interpretations over phone and/or in-person  
 Serves as a certified Infinite Campus Registrar  
 Provides placement, bus, and school information to new ELL students and families by phone or in-person  
 Complies with policies, rules, and regulations of the School District and of any state and/or federal regulatory agency where appropriate  
 Performs other duties as assigned by the ESL Intake Assessment Coordinator

#### 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 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

Associate's Degree or approved equivalent training (64 college semester hours) and experience  
 One (1) year successful experience  
 Demonstrated proficiency in two (2) languages: English and another appropriate language  
 Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds  
 Knowledge of or receptive to philosophy, policy, and methodology of the U.S. educational system

#### DESIRABLE QUALIFICATIONS

Bachelor's Degree  
 Experience in teaching multi-age group



NEW:  
07/01/17

JOB TITLE:	BILINGUAL DATA TECHNICIAN
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAR

#### SCOPE OF RESPONSIBILITIES

Operate computer terminals to enter data from a number of sources; maintain accurate and current files, records and database files. Assist international families with school enrollment. Collaborate with other JCPS departments to ensure enrollment and academic progress of ELL students.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains accurate LEP records and provides data to appropriate personnel.  
Guides students and families in the process of school registration, Magnet and Optional application, and Student Transfer Applications.  
Provides language support for ELL students and families in school related activities.  
Provides training to new Infinite Campus Registrars.  
Answers and routes phone calls and requests from schools and other JCPS departments.  
Works closely with Magnet Office, Student Transfer Department, Student Assignment, Early Childhood Department and Demographics Office.  
Prepares and submits Caregiver Affidavit, Non-parental Enrollment Affidavit and Power of Attorney Forms for ELL families  
Supports administration of initial English language proficiency assessment for ELL students  
Administers the initial English language proficiency assessment.  
Assists ESL Intake Coordinator on school placements.  
Performs other duties as assigned by the ESL Intake Coordinator

#### 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 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

Associate's degree or approved equivalent training (64 college semester hours) and experience  
One (1) year successful experience  
Demonstrated proficiency in two (2) languages: English and another appropriate language  
Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds  
Knowledge of or receptive to philosophy, policy, and methodology of the U.S. educational system

#### DESIRABLE QUALIFICATIONS

Bachelor's degree  
Experience in teaching multi-age group



NEW  
July 1, 2017

JOB TITLE:	ESL INTAKE COORDINATOR
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Responsible for the operations of the ESL Intake Center which assists ELL families with the school enrollment process. Provide technical assistance to District, school staff and the community in the areas of assignment involving the development, monitoring and implementation of protocols related to the English as a Second Language Program and English language learners. Lead regular community educational sessions about JCPS.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides training and supervision of ESL Intake Center staff.
Oversees and directs the work of the Infinite Campus registrars, Bilingual Transportation Manager, Bilingual Data Technician, Bilingual Enrollment Facilitator, Bilingual Community Liaison, Receptionist, Data Management / Research Technician, and Clerks.
Meets with ESL Intake Center staff regularly to monitor effectiveness of services.
Assures placement of ELL students registering through the ESL Intake Center using Student Assignment System (SAS).
Facilitates transitioning plan for newcomer students at ESL NCA Academy.
Aids parents in the online student application process.
Maintains accurate ESL Intake records related to student registration, school enrollment and LEP identification.
Provides data and reports to ESL Director, ESL Specialist and other JCPS departments.
Provides technical assistance to District staff, schools and the community in the areas of school assignment and LEP identification.
Assures compliance with District, state and federal regulations and procedures related to areas of student assignment and LEP identification.
Designs and provides professional learning opportunities for EL Intake center staff, school staff, and community representatives.
Processes ELL referrals from Private Non Profit and Home Schools.
Processes ELL referrals for student identification (LEP) from the District.
Support students and schools during crisis as a certified responder with JCPS Guidance office.
Collaborate with local and state colleges and universities facilitating access to secondary education for JCPS high school students.

#### 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

Bachelor's Degree
Three (3) years successful experience in area of assignment
One year successful experience in administration/supervision

#### DESIRABLE QUALIFICATIONS

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



NEW:  
04/25/2017

JOB TITLE:	HOUSEKEEPING SERVICES ASSISTANT MANAGER
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Manages and supervises Area Housekeeping Supervisors to ensure all buildings are maintained in a manner that provides a clean and healthy environment suitable for education for students and staff. Ensures all building level maintenance tasks are completed according to JCPS procedures.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standards

Assists with development and execution of professional training programs, including custodial in-service and seminars for housekeeping area supervisors, plant operators, plant operator trainees, night leads, custodians, and substitute custodians

Manages and supervises Housekeeping area supervisors

Assists with the preparation of bid specifications and manages evaluation programs for selection of quality custodial supplies and equipment; maintains liaison with other departments to maintain a full up to date inventory of quality custodial supplies and equipment

Assists with the production of professional training films, instructional programs, and preparation of the written housekeeping manual

Assists with supervision of plant operator trainees and substitute custodians, evaluates their work performance, and initiates disciplinary action as necessary

Participates in the interview process to screen and select quality applicants for entry level housekeeping positions

Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned

Performs other duties as assigned by the Manager Housekeeping 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 the use of feet for repetitive movements. 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, 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 successful experience in housekeeping practices and procedures or other equivalent experience

Valid driver's license

#### DESIRABLE QUALIFICATIONS

Experience managing housekeeping programs and personnel

Bachelor's degree

Knowledge of a variety of housekeeping supplies, materials and equipment



NEW:  
04/25/2017

JOB TITLE:	HOUSEKEEPING SERVICES SUPERVISOR
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Responsible for the safe and healthful operation of the physical plants and grounds of buildings in assigned area; Directs housekeeping staff in custodial functions and preventative maintenance.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Ensures daily, periodic and annual housekeeping activities are accomplished for assigned area  
Ensures implementation of established cleaning standards and methods using approved products and equipment  
Ensures completion of preventative maintenance of facilities and grounds for assigned area  
Cooperates with Plant Operators to evaluate, recommend promotion, transfer and disciplinary action of custodial staff  
Assists with the production of professional training films, instructional programs and preparation of the written housekeeping manual  
Ensures established severe weather procedures and building checks are performed for assigned area  
Ensures proper maintenance of grounds to include snow and weed removal from sidewalks and steps for assigned area  
Maintains correct inventory of custodial supplies and equipment for assigned area  
Performs other duties as assigned by the Assistant 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, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.  
Successful completion of JCPS plant operator assessment and training program  
Valid driver's license

#### DESIRABLE QUALIFICATIONS

Experience managing housekeeping programs and personnel





NEW:  
07/01/17

JOB TITLE:	PRODUCTION NUTRITION ASSISTANT
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 1
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAG

#### SCOPE OF RESPONSIBILITIES

Under the direction of the designated supervisor is responsible for preparation, processes, packaging and storing of production food items. May be assigned to work in any of several production areas including Bakery, Cook Chill, Packaging and Assembly, and Warewash.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow team members to ensure maximum efficiency of food production.  
 Maintains the highest safety, sanitation, and personal hygiene standards.  
 Maintains the highest safety, sanitation, and personal hygiene standards.  
 Complies with Kentucky Department of Health and Wellness Regulation, ensures proper storage/use of food including required record keeping and safe use of equipment, food storage, and proper sanitation procedures.  
 Complies with required portions of Hazard Analysis and Critical Control Points procedures and monitoring processes and SSOP's.  
 Must be able to read and interpret recipes, weigh and measure ingredients, do basic mathematical calculations.  
 Operates a wide variety of commercial packaging, material handling, and production equipment under supervision.  
 Performs other duties as assigned by Supervisor.

#### 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 requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.  
 Strong oral and written communication skills  
 Strong basic math skills

#### DESIRABLE QUALIFICATIONS

Experience in food manufacturing setting  
 Jefferson Co. Kentucky or nationally recognized food handler certification



NEW:  
07/01/17

JOB TITLE:	PRODUCTION NUTRITION LEAD ASSISTANT
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 1 + APPROPRIATE INCREMENT
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAG

#### SCOPE OF RESPONSIBILITIES

Under the direction of the designated supervisor is responsible for preparation, processes, packaging and storing of production food items. May be assigned to work in any of several production areas including Bakery, Cook Chill, Packaging and Assembly, and Warewash.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow team members to ensure maximum efficiency of food production.

Maintains the highest safety, sanitation, and personal hygiene standards.

Complies with Kentucky Department of Health and Wellness Regulation, ensures proper storage/use of food including required record keeping and safe use of equipment, food storage, and proper sanitation procedures.

Complies with required portions of Hazard Analysis and Critical Control Points procedures and monitoring processes and SSOP's.

Must be able to read and interpret recipes, weigh and measure ingredients, do basic mathematical calculations.

Operates a wide variety of commercial packaging, material handling, and production equipment under supervision.

Assumes duties of Supervisor in their absence

Directs staff work flow.

Performs other duties as assigned by Supervisor.

#### 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 requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Strong oral and written communication skills

Strong basic math skills

#### DESIRABLE QUALIFICATIONS

Experience in food manufacturing setting

Jefferson Co. Kentucky or nationally recognized food handler certification



REVISED:  
07/01/17

JOB TITLE:	COORDINATOR OF PROFESSIONAL AND DEEPER LEARNING
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4242
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership to and direct supervision of district innovation, curriculum and coordination of district-wide professional learning related to the district's vision and mission objectives. Assists the Chief Academic Officer in promoting overall efficiency and maximizing of district innovation, curriculum, and professional learning services in support of educational achievement for K-12 teachers and students. Collaborates with district, state, national networks and policymakers to ensure optimal access to resources. Informs across all departments the ways in which the district continues to develop and manage new ideas.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises, evaluates and provides direction to staff assigned to district innovation, curriculum and professional learning.
Identifies professional learning needs districtwide and in the areas of innovation and curriculum and provides delivery and monitoring of the professional learning results.
Collaborates with district staff to ensure achievement for teachers and students.
Performs data analysis to determine innovation/curriculum/professional learning scorecard aligned to district vision and communicates recommendations for innovation and teacher leadership development.
Ensures innovation, curriculum and professional learning alignment for all levels and areas of content connected to district goals and objectives aligned to district vision.
Understands and communicates best-practice instruction/innovation/curriculum strategies and teacher leadership best practices for professional learning.
Ensures effective implementation of district goals and objectives.
Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules and procedures relating to instructional programs.
Collaborates with other departments and divisions of JCPS and with the Kentucky Department of Education to ensure communication and achievement for schools.
Formulates effective new ideas and innovative strategies for innovation, teacher leadership and professional training opportunities, discerning new solutions to old problems
Recognizes promising ideas and finds ways to introduce them into the district's future plans and discards ideas that are ineffective, costly, or beyond the scope of the district's mission or abilities to develop
Strategizes with idea development teams to transform general ideas into workable solutions
Analyzes existing practices to isolate areas ripe for improvement or enhancement
Encourages creative thinking in team members and finds ways to nurture innovative thinking across all areas of the district
Follows needs assessment survey results tied to new ideas, tracks and analyzes the success of new approaches, and responds to district/school concerns
Monitors research and development of other organizations to spot trends in innovation and supplement research findings in the district's plan
Allocates resources to maintain the organization's existing agenda while accounting for new projects
Evaluates the progress of innovation and adjusts the pace or direction of new projects in accordance
Performs other duties as assigned by the Chief Academic 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.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky certification in administration
Five (5) years successful leadership experience as a building level leader
Five (5) years successful teaching experience
Certification in Supervision of Instruction
Successful leadership experience in school turnaround, teacher leadership and/or implementation of innovation practices.

DESIRABLE QUALIFICATIONS
Advanced preparation in area of assignment with strategic insight
Continuous improvement with strong relationship-building mindset
Experience delivering professional development to large groups of teachers and administrators and running large scale professional learning initiatives on simultaneous projects
Visionary leadership style
Able to develop, coach and monitor leadership teams
Experience with district leadership to develop and manage new ideas and innovation and their implementation through



NEW:  
07/01/17

JOB TITLE:	ACADEMIC/COMMUNITY INTEGRATION SPECIALIST
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Collaborate with content specialists, school leadership teams, and external partners to ensure access to quality in and out of school time learning opportunities supporting advanced learning and college/career disposition and skill building opportunities across content areas to ensure students' successful postsecondary transitions.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for short and long range planning and provides technical assistance to district and school staff in the area of advanced learning opportunities including but not exclusive to dual credit, Advanced Placement, Cambridge, International Baccalaureate, and AVID programs.

Designs, implements, and continuously improves college access/success programming including college/career advising programs, supports, and learning opportunities in collaboration with community and postsecondary partners to reduces opportunity gaps

Represents JCPS on various external projects/boards where cross-content integration and/or college/career skills and disposition development are a part of the partner's mission.

Collaborates with community and postsecondary partners to improve understanding the financial landscape of postsecondary education including improving FAFSA completion rates.

Liaisons with business and community partners on local scholarship programs and supports school personnel to connect students to scholarship opportunities

Assures compliance with local, state, and federal policy in the area of high school graduation regulations including but not exclusive of the JCPS Student Progression, Promotion, and Grading policies, early graduation, and performance-based credit procedures.

Collaborate with various departments in area of specialization to support intradepartmental work and efficacy

Provides professional development in the area of specialty

Performs data analysis to determine and communicate recommendations for improving academic/community integration

Performs other duties as assigned by the Director of Curriculum Management.

#### PHYSICAL DEMANDS

This 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

Master's Degree or higher with Kentucky Certification in secondary guidance, supervision, and/or administration

Three (3) years successful experience in area of assignment

#### DESIRABLE QUALIFICATIONS

Mindset of continuous improvement

Successful experience in area of research methods and strategies

Successful experience working with community and/or postsecondary partners



NEW:  
07/01/17

JOB TITLE:	DIRECTOR OF LITERACY
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provide system-wide leadership in K-12 reading/English language arts curriculum, instruction, assessment and professional development to support and coach senior leadership, principals and literacy staff in the work of implementing the District's overall vision for literacy instruction and program design of literacy initiatives.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Leads the ELA/Literacy department to improve student outcomes via the District's vision, strategies, and priorities.

Directs the key activities within the ELA/Literacy department.

Manages a team which supports the design and implementation of ELA/Literacy curriculum and professional development; assess needs of ELA and content area teachers and school leaders, steer the selection and creation of all new literacy curricula; design and facilitate trainings for all levels of staff on literacy instruction and curriculum.

Communicates clear expectations and goals for the work that the ELA/Literacy department.

Supervises the creation of professional development opportunities to address those needs and increase the quality of ELA/literacy instruction.

Provides support to the Superintendent, Chief Academic Officer, and senior leadership in project management and implementation of literacy programming.

Collaborates across departments to ensure alignment and coherence.

Performs data analysis to determine and communicate recommendations for curriculum modifications.

Helps manage the analysis and presentation of data and progress of data-driven initiatives for senior management team and external audiences; communicates progress to key stakeholder groups; and incorporates their input.

Manages literacy initiatives and develops strategy and clear, specific and performance measures for outcome data and/or continuous improvement.

Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to instructional programs.

#### 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

Master's Degree in Education, Literacy or a related field of study with KY certification in Administration or Supervision of Instruction

Five (5) years extensive literacy teaching and/coaching experience or related work

Deep understanding of research-based effective practices in teaching and learning, including students with disabilities and English language learners

Ability to use multiple sources of data to inform short- and long-term decisions

#### DESIRABLE QUALIFICATIONS

Doctorate Degree in Education, Literacy or a related field of study

Strong working knowledge of Response to Intervention framework

Strong leadership and team building skills

Three years supervisory/administrative/leadership experience in an educational setting



REVISED:  
07/01/17

JOB TITLE:	DIRECTOR OF TITLE I/TITLE II
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4060
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of Title 1 department and oversees Title I and Title II funding streams which have significant impact on district's programs, plans and implements activities which typically affect more than one organizational department or major activity; maintains contact with other departments; the public, other agencies and/or parents on districtwide matters.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and provides direction to implement goals, objectives and functions of the organizational unit.

Manage and oversee all Title I and II funding streams

Initiates policy, formulates and recommends program goals and objectives as appropriate.

Develops the operating budget for Title I and Title II and assures that all functions operate within the appropriated amounts.

Prepares required and special reports as requested.

Provides effective leadership to implement performance evaluation procedures.

Provides effective leadership to implement performance evaluation procedures.

Cooperates with Principals and/or other organizational units to implement common goals and objectives for Title i and Title II.

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

Chairs and/or participates on committees and task forces as assigned.

Work with district leadership to coordinate and oversee an intentional system for district walk-throughs and provide ongoing feedback to leverage growth and affirm implemented systems

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, 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 temperatures and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

Master's Degree with Kentucky certification in administration and/or supervision of instruction

Five (5) year's successful experience related to Title I/II Programming

Experience delivering and planning professional learning

Successful leadership experience

#### DESIRABLE QUALIFICATIONS

Advanced training in research, development, and evaluation

Principal experience





NEW:  
07/01/17

JOB TITLE:	DISTRICT RESOURCE TEACHER –PROFESSIONAL AND DEEPER LEARNING
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Provides support, assistance and advice to system wide service center and/or school staffs in the area of assignment

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides technical assistance to district and school staff in area of assignment

Provides feedback to appropriate district and school staff on implementation of and compliance with policies and standards related to area of assignment

Delivers technical assistance in the design and implementation of workshops and training programs as required.

Provides staff training as assigned to meet district goals and objectives.

Gathers data as needed to complete assignments

Provides assistance to teachers and other staff in the area of effective instructional and class management techniques.

Researches past and current practices in area of assignment, integrates research in all areas of responsibility; submits reports and recommendations as required.

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

Performs other duties as assigned by the designated administrator.

#### PHYSICAL DEMANDS

This 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 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 valid Kentucky Teaching Certificate

Five (5) years successful teaching experience

#### DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to organize data

Experience in planning, developing, and conducting in-service programs



REVISED:  
07/01/17

JOB TITLE:	ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4008
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership for planning and developing the District's curriculum, instructional, and evaluation programs. Collaborates with instructional program leadership and is responsible for representing the best interests of the K-12 school programs. Provides direct supervision of staff responsible for curriculum and instructional development. Provides leadership to the District in complying with federal and state laws and regulations.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers the development, monitoring, and updating of a comprehensive plan for design and delivery of curriculum and assessment for K-12 content.

Responsible for the design and development of a written curriculum and pacing guides for all K-12 content including tools aligned to assist the classroom teacher with the design of lessons to deliver the written curriculum.

Ensures that textbooks and resources are aligned with the written curriculum.

Responsible for the development and implementation of a District Instructional Model including Characteristics of Highly Effective Teaching and Learning (CHETL) principles.

Directs district-wide capacity through professional development and training.

Collaborates with other Assistant Superintendents in matters relating to K-12 instructional program development and the use of assessment data for the improvement of instruction.

Creates and maintains instructional evaluation procedures to quantify instructional staff performance; provides direction for measured improvement of instructional practices, student achievement, and certified teacher leadership.

Confers with the Chief Academic Officer regarding the selection, assignment and transfer of staff members and other administrative personnel

Monitors and oversees the performance appraisal process for designated areas of supervision

Developing the operating budget for the department and assures that all functions operate within the appropriated allotment.

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.

Performs other duties as assigned by the Chief Academic 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.

#### MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification for Superintendent

Five (5) years successful administrative experience

Ten (10) years of successful public school service in a certificated position (s)

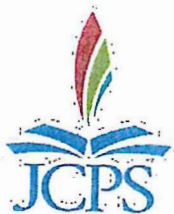
Three (3) years successful experience as a teacher

Ability to articulate vision of best practice for instructional programs

Understanding of systems management

Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS
Ten (10) years’ experience as a school principal
Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district
Advanced preparation or doctorate



NEW or  
REVISED:  
DATE

JOB TITLE:	ASSISTANT SUPERINTENDENT FOR <u>ACADEMIC SERVICES</u> <u>CURRICULUM AND INSTRUCTION</u>
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GRADE 16
WORK YEAR:	261
FLSA STATUS:	
JOB CLASS CODE:	
BARGAINING UNIT:	

### SCOPE OF RESPONSIBILITIES

Provides leadership for planning and developing the District's curriculum, instructional, and evaluation programs. Collaborates with instructional program leadership and is responsible for representing the best interests of the K-12 school programs. Provides direct supervision of staff responsible for curriculum and instructional development. Provides leadership to the District in complying with federal and state laws and regulations.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

1. Administers the development, monitoring, and updating of a comprehensive plan for design and delivery of curriculum and assessment for K-12 content.
2. Responsible for the design and development of a written curriculum and pacing guides for all K-12 content including tools aligned to assist the classroom teacher with the design of lessons to deliver the written curriculum.
3. Ensures that textbooks and resources are aligned with the written curriculum.
4. Responsible for the development and implementation of a District Instructional Model including Characteristics of Highly Effective Teaching and Learning (CHETL) principles.
5. Directs district-wide capacity through professional development and training.
6. Collaborates with other Assistant Superintendents in matters relating to K-12 instructional program development and the use of assessment data for the improvement of instruction.
7. Creates and maintains instructional evaluation procedures to quantify instructional staff performance; provides direction for measured improvement of instructional practices, student achievement, and certified teacher leadership.
8. Confers with the Chief Academic Officer regarding the selection, assignment and transfer of staff members and other administrative personnel
9. Monitors and oversees the performance appraisal process for designated areas of supervision
10. Developing the operating budget for the department and assures that all functions operate within the appropriated allotment.
11. 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.
12. Performs other duties as assigned by the Chief Academic 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.

### MINIMUM QUALIFICATIONS

1. Master's Degree with Kentucky Certification for Superintendent
2. Five (5) years successful administrative experience
3. Ten (10) years of successful public school service in a certificated position (s)
4. Three (3) years successful experience as a teacher
5. Ability to articulate vision of best practice for instructional programs
6. Understanding of systems management
7. Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS
1. Ten (10) years' experience as a school principal
2. Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district
3. Advanced preparation or doctorate



NEW:  
07/01/17

JOB TITLE:	BEHAVIOR ANALYST
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	

#### SCOPE OF RESPONSIBILITIES

This position of Behavior Analyst facilitates functional behavioral assessments (FBAs) and develops behavior intervention plans (BIPs) for students with autism spectrum disorders (ASD), intellectual disabilities (ID) and Emotional Behavior Disabilities (EBO). This position participates in the development of individualized education plans (IEP) and confers with and/or trains staff, administrators, parents and others on a weekly basis. The specialist provides continuous progress monitoring (data analysis) related to behavior intervention plans and other evidence based practices for students with ASD, ID and EBD.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provide professional development to teachers and paraprofessionals, school wide and team based, including topics such as FBA/BIP, 24 evidence based practices related autism, Individualized Education planning, rage cycle, systematic instruction, visual supports, Comprehensive Autism Planning System (CAPS), social skills instruction and a variety of other related topics.

Work collaboratively with other specialists within exceptional child education programs as well as outside support agencies for programming needs, placement, and progress monitoring.

Responsible for monitoring and supporting the most extreme behaviors. Creates plans for students transitioning to and from the school environment.

Writes crisis and behavior plans as needed. Plans will be modeled and shared with school staff, outside agencies, and parents.

Assess student abilities using various assessment tools to analyze areas for growth. The assessments will allow for plan development that is individualized to assist students.

Data collection is critical to development of student plans and student growth. This position will collect and analyze data to determine areas of concern, plan development, and revisions to an existing plan. Data will also be provided to outside agencies to assist families when requested.

Assists in the development and planning to address school wide behavior systems to move toward positive behavior supports across the school setting (e.g. classroom, hallways, transportation, etc.)

Performs other duties as assigned by supervisor.

#### 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 and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights.

#### MINIMUM QUALIFICATIONS

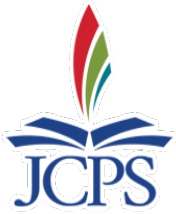
Master's Degree

Board Certified Behavior Analyst with current license

Experience working with students clinically diagnosed with behavior disorders

#### DESIRABLE QUALIFICATIONS





NEW:  
04/25/17

JOB TITLE:	LEAVE CENTER COUNSELOR
DIVISION:	BUSINESS SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for general administration and maintenance of employee leaves of absence; counsels employees on leave policies and procedures; maintains confidential records and audits district reports related to absences; calculates leave return dates and other return dates that impact staffing; verifies eligibility for leaves of absence and coordinates leave actions with external departments.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Counsels employees regarding leaves of absence and provides employees with accurate and timely information on absences, medical certification requirements, return to work dates, building rights dates, etc. with a high level of customer service.

Coordinates employee leaves of absence with other departments including; but not limited to, Human Resources, Payroll, Risk Management & Benefits, and sick leave bank administrators.

Processes leaves of absence, including preparation and maintenance of documents, reports, and records; determines eligibility for leaves, including leave under the Family and Medical Leave Act (FMLA).

Reviews leave documents for missing and/or unclear information, accuracy, and completeness.

Monitors and processes district reports pertaining to leaves of absences, including biweekly sick, dock, FMLA, and worker's compensation reports.

Maintains confidential medical information and documents in accordance with HIPAA regulations.

Identifies and prepares District letters to employees including; but not limited to, leave designation, insufficient documentation, expired leaves, and docked days.

Ensures all appropriate documentation is complete to allow Leave Administrator to approve the leave.

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 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 General Equivalency Diploma (GED)

Three (3) years of experience in area of assignment

Ability to communicate effectively, both orally and in writing

Excellent customer service skills

#### DESIRABLE QUALIFICATIONS

Working knowledge of State and Federal laws, statutes and regulations

Working knowledge of policies, and procedures related to leaves





<b>JOB TITLE</b>	<b>COORDINATOR II SOCIAL EMOTIONAL LEARNING</b>		
<b>DIVISION</b>	<b>ACADEMIC SUPPORT SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IV GRADE 9</b>		
<b>WOR YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>

**SCOPE OF RESPONSIBILITIES**

Provides leadership and oversees the district's Social Emotional Learning department; analyzes and synthesizes information integral to department divisions; collaborates with other district departments to achieve goals and objectives.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Coordinates and plans for districtwide implementation of Social Emotional Learning and systems to promote positive cultures and climates.

Coordinates and plans for districtwide implementation of Trauma Informed Approaches to education.

Conducts short term and long term planning aligning with the district's strategic plan.

Supervises and supports multiple role groups to assist with implementation of the district's vision and state and federal requirements.

Manages local, state and federal grants and required responsibilities relating to each grant.

Provides leadership and training for implementation programs.

Communicates effectively with all district staff, local school staff and community in both verbal and written form, builds consensus among diverse groups, establishes and maintains productive working relationships with others and builds a vision for the department that is effectively articulated.

Monitors and evaluates efficiency of programs within department.

Performs other duties as assigned by the Assistant Superintendent for Academic Support Programs

**PHYSICAL DEMANDS**

The work is performed while standing and walking. 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 driving automotive equipment.

**MINIMUM QUALIFICATIONS**

Master's Degree with valid Kentucky Teaching Certificate

Five (5) years successful teaching experience

Successful leadership experience

**DESIRABLE QUALIFICATIONS**

Kentucky Professional Certification in Administration and/or Supervision



NEW  
07/01/17

JOB TITLE:	INSTRUCTIONAL TECHNOLOGY DATA MANAGEMENT TECHNICIAN
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Assist with planning, coordinating, developing, and implementing a technology database system that supports: input, monitoring, retrieval, analysis, and evaluation of instructional technology initiatives related to, but not limited to emerging hardware and software technology initiatives. Serve as instructional technology database liaison and technical support for standards-aligned curricular resources for curriculum and instruction content specialists.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assist staff with automated equipment operation and database application software used to implement and support curriculum and instruction initiatives.

Monitor and maintain services and troubleshoot databases as the liaison between instructional technology support and curriculum and instruction.

Assist in designing, planning, implementing and supporting databases and data retrieval systems to provide accurate reporting for district, state, and federal programs related to instructional technology and curriculum and instruction.

Prepare specifications for adhoc reports and mass updates and produce reports from databases.

Assist in preparing, maintaining and updating data/information.

Prepare instructional technology studies for departments, offices, and agencies as required.

Assist in compliance with district and/or community requests for special data requirements related to instructional technology and curriculum and instruction.

Prepare annual and interim reports for district, state and federal programs.

Maintain accurate data and conduct analysis of data for evaluations using electronic data processing equipment.

Combines information and material from several sources and transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form.

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

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Five (5) years' experience working in technical support or related environment.

Three (3) years responsible research and evaluation experience.

Two (2) years data processing experience.

Demonstrated ability to add, subtract, multiply and divide quickly and accurately

Strong communication and organizational skills and ability to work independently.

#### DESIRABLE QUALIFICATIONS

Associate's degree or equivalent experience.

Experience in writing technical/analytical evaluation reports.

Ability to work with various role groups.



NEW:  
07/01/17

JOB TITLE:	SOCIAL WORKER FOSTER CARE
DIVISION:	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Implements and maintains foster care system mandates and coordinates with appropriate district personnel. Identifies and addresses pupil difficulties with students and parents. Functions as a member of JCPS crisis team to respond during critical situations.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements and maintains foster care system mandates and coordinates with appropriate district personnel.

Maintains regular contact with local staffs, agencies, personnel, court workers, doctors, lawyers, parents and pupils

Establishes individual plans with other school personnel to gather information to better address specific needs for the child

Identifies pupil difficulties which interfere with attendance, adjustment, and achievement in school through referrals from courts, principals, lawyers, and other personnel

To serve as a member of an internal committee that focuses on the needs of the child

Works with individual pupils toward correction of certain personal, social, and emotional maladjustments

Works with parents to help increase their understanding, and constructive participation in appropriate efforts to alleviate pupils problems

Utilized planned consultation with the school district and represented community agencies (foster care) within the court system to identify individual children, families, and foster parents in need of services not currently offered and to work collaboratively with these entities to create services

Function as a member Jefferson County Public schools, crisis team to respond to schools during critical situations that affect foster students, staff, parents, etc. of the community

Performs other duties as assigned by the Chief Equity Officer

#### PHYSICAL DEMANDS

The work is active in that the employee with meet, visit, and work with a variety of community members throughout the course of a week. The work requires that the employees has Kentucky driver's license.

#### MINIMUM QUALIFICATIONS

Master's Degree in Social work

Kentucky certification in public school social work

Five (5) or more successful years of social work experience

Valid driver's license and the ability to travel to various work locations

#### DESIRABLE QUALIFICATIONS

High degree of dedication to the profession of school social work

Knowledge of community resources

Knowledge of the functionality of the court system as it relates to Foster Care

Demonstrated expertise in working with students, parents, school personnel, and community members of varying goals and cultural backgrounds.