

Script for Org Chart/JD PPT

This PowerPoint, rationale, and description of the Organizational Chart changes recommended to the Board is meant to be a guide and an aide to assist in explaining the proposed updates. Some may also include a job description that has been revised to be specific or a new job description that is being brought forward for approval. If that is the case, it will also be highlighted.

If approved, these updates will all be effective for July 1, 2017. We hope that you find this new tool helpful in what can be a confusing process.

AD1 Administration is our first change. Please follow along with the arrows. These changes are recommended to correct and move some clerk positions.

Slide 3

1. The Director of Curriculum position is being returned to Academics, and will be explained in more detail when we get to that Org Chart.

Slide 4

2. The Clerk III position that supports the Coordinator School Business Partnerships is vacant. This should be a Clerk II position. The Clerk III position will be moved to Human Resources Support Services to replace clerk services currently being provided by an outside temp agency.
3. One (1) vacant Clerk II position will be moved from Business Services to provide the Coordinator School Business Partnerships with a Clerk II.

Slide 5

This is the updated Administration AD1 Organizational Chart.

Slide 7

This is the Business Services BS1 Organizational Chart.

1. One (1) vacant Clerk II position is being moved from Business Services to Administration AD1 to report to the Coordinator of School Business Partnerships.
2. Add one (1) Clerk III position that will report to the LAM Building. This position will assist with the large volume of phone calls, greeting walk-ins and parents seeking support, as well as other duties

Slide 8

This is the updated Business Services BS1 Organizational Chart.

Slide 9

This is the Human Resources Support Services CS1 Organizational Chart.

1. One (1) vacant Clerk III position is being added from Administration AD1. The position is being added to replace temporary clerk services that have been needed for bus driver recruitment and hiring since the transportation application center moved to HR.

Slide 10

This is the updated Human Resources Support Services CS1 Organizational Chart.

BA1 Risk Management and Benefits is slide 11, and the next recommended change. In the Human Resources Restructure the Leave Center was combined with the Benefits Department to improve effectiveness and efficiency. This has proven to be a very successful change. The Clerk III positions in the Leave Center have job responsibilities and accountability in their daily duties that are very similar to, and are at the same level as our Assistant Benefit Counselors. The positions have been evaluated, and the recommendation is to reclassify and retitle the three (3) generic Clerk III positions to Leave Center Counselors. An updated, specific job description is also included.

Slide 11

1. Three (3) Clerk III positions are being reclassified and retitled as a new position, Leave Center Counselor, to more accurately reflect work duties.

Slide 12

This is the updated Risk Management and Benefits BA1 Organizational Chart.

Slide 13

1. This is the GA1 Grants and Awards Accounting Organizational Chart. One (1) Clerk III position is being deleted. This position is vacant, and is being deleted to make the one (1) added Clerk II position in DV1 cost-neutral, meaning there is no additional budget required for the addition of the Clerk II to Diversity, Equity, and Poverty Programs.

Slide 14

This is the updated Grants and Awards Accounting GA1 Organizational Chart.

CC1 Communications and Community Relations is slide 16, and the next recommended Organizational change. Communications is requesting the addition of a Marketing Manager. This is a new position, and a new, specific job description is also included. The Marketing Manager is directly connected to advancing Vision 2020, with collaborative, cross-departmental functions to promote and market JCPS. The position will be tasked with engaging families in choice, marketing JCPS schools, JCPS Career Academies, and JCPS employment opportunities.

Slide 16

1. Add one (1) new Marketing Manager position to Communications & Community Relations.

Slide 17

This is the updated Communications and Community Relations CC1 Organizational Chart.

DV1 Diversity, Equity, and Poverty Programs is slide 19, and the next recommended Organizational Chart change, with the movement of some clerk positions and the addition of a new and specific job description for a Social Worker Foster Care, which is also included. These updates and changes are being recommended to best meet the needs of our students.

Slide 19

1. One (1) Clerk I (220 days) is being deleted to provide funding dollars as support to the Community Data Unit.

Slide 20

2. One (1) Clerk II is being added to support the Volunteer/Clothing Assistance Program, and specifically the Parent Relations Specialist.

Slide 21

3. A new Social Worker Foster Care job description has been written, and is included, and one (1) position added to this Organization Chart to support the ESSA standards and expectations to document and advocate for students in the Foster Care system. All within JCPS agree that our foster care students and their families need a dedicated person to ensure compliance, equity, and equality.

Slide 22

This is the updated Diversity, Equity, and Poverty Programs DV1 Organizational Chart.

EV1 Data Management, Planning, and Program Evaluation Services Division (2 of 4) is slide 24, and the next request being submitted. This is for the addition of a new, and specific job description, Data Management Specialist, which is also included. This recommendation is needed to ensure that Data Management can continue to meet the research and program evaluation needs of our schools and the district.

Slide 24

1. Add one (1) new Data Management Specialist position. This is a new, specific job description that is needed to meet the advancing technological needs of our schools and the district.

Slide 25

This is the updated Data Management, Planning, and Program Evaluation Services Division (2 of 4) Organizational Chart.

Operations begins with slide 26.

SN1 School and Community Nutrition Services (1 of 2) and (2 of 2) are the next recommended Organizational Chart updates. These requests are needed to ensure that the impacted positions will be direct lined to the appropriate department supervisor in the central kitchen at the Nutrition Services Center, and the new, specific job descriptions will ensure that the central office positions are not confused with the school-based positions that currently have the same name. The new, specific job descriptions for Production Nutrition Lead Assistant and Production Nutrition Assistant are included. The changes are cost-neutral, and will eliminate the incorrect placement of new hires that sometimes occurs.

Slide 7

Each food production department at the Nutrition Service Center's central kitchen has had a designated Lead Assistant. In order to clarify where they actually perform their duties, each position will be moved to page 2 of the organizational chart, and be a direct line to the appropriate department supervisor.

1. For SN1 (1 of 2), move one (1) 187 day and two (2) 260 day Nutrition Services Lead Assistants to Nutrition Service Center as new position, Production Nutrition Lead Assistant.

Slide 28

1. For SN2 (2 of 2), change the job title in all three (3) boxes of all of the Nutrition Services Assistants to the new, specific position of Production Nutrition Assistant. Again, this is needed to stop the confusion between the school-based and central office positions, and to ensure that the specific duties of these positions are clear and outlined in a new job description.
2. Add one (1) Production Nutrition Lead Assistant (187 days) from the SN1 Page 1 (formerly Nutrition Services Lead Assistant) reporting to the Bakery Supervisor.
3. Add one (1) Production Nutrition Lead Assistant (260 days) from the SN1 Page 1 (formerly Nutrition Services Lead Assistant) reporting to the Packaging/Assembly Supervisor.
4. Add one (1) Production Nutrition Lead Assistant (260 days) from the SN1 Page 1 (formerly Nutrition Services Lead Assistant) reporting to the Food Production Supervisor.

Slide 29

This is the updated School and Community Nutrition Services SN1 (1 of 2) Organizational Chart.

Slide 30

This is the updated School and Community Nutrition Services SN1 (2 of 2) Organizational Chart.

PM1 Property Management and Maintenance (1 of 2) and (2 of 2) are the next recommended Organizational Chart changes. The first recommendation begins with slide 31, and involves the centralization of district housekeeping services. This plan has been researched, surveyed, and developed to better serve, and meet the custodial needs of our schools. Two (2) new, specific job descriptions have also been written, and are included.

This organizational chart also includes Mechanical Planning, and we are requesting to reclassify and retitle three (3) positions to an already existing job description of Digital Control Technician to reflect the current responsibilities of these positions.

PM1 (2 of 2) includes the addition of General Maintenance positions that will allow the creation of preventative maintenance blitz crews that will better support the needs of our facilities.

Slide 31

1. A reorganization of the organizational chart, with an intentional movement of boxes has occurred to more easily understand and follow the organizational structure. Positions in the original large box (top left) have been placed in individual boxes (now middle right).

Slide 32

2. Add one (1) Housekeeping Services Assistant Manager. This is a new, specific job description in the centralization of district housekeeping. The new job description is included. This position will assist the Manager of Housekeeping Services, and help to oversee the new Housekeeping Services Supervisors.

Slide 33

3. Add one (1) Bookkeeper/Clerk to assist with the purchasing and ordering that will now be centralized rather than a school responsibility.

Slide 34

4. Add seven (7) Housekeeping Services Supervisors. This is another new, specific job description in the centralization of district housekeeping. The new job description is included. These supervisors will oversee the Plant Operators and custodians in each school, and will be divided into seven areas of supervision.

Slide 35

5. Move all Plant Operators, Lead Custodians, and Custodians to central office as part of the centralization of district housekeeping services.

Slide 36

6. Reclassify and retitle one (1) Energy Systems Technician and two (2) Security Systems Technicians to Digital Control Technicians to better reflect the current responsibilities of these positions.

Slide 37

1. Add four (4) Electricians, four (4) Plumbers, four (4) Painters/Glazers, and four (4) General Technicians to the current organizational chart to create preventative maintenance blitz crews that will be better equipped to meet facility needs.

Slide 38

This is the updated Property Management and Maintenance PM1 (1 of 2) Organizational Chart.

Slide 39

This is the updated Property Management and Maintenance PM1 (2 of 2) Organizational Chart.

FI1 Academic Achievement K-12 Area 5 is the next recommendation for Organizational Restructuring, beginning here with slide 40. The new organizational design for Achievement Area 5 has four major divisions; School Support & Data Management, Student Relations, Due Process, & Data Management, Behavior Support Systems, and Safe Crisis Management. The organizational chart being proposed will not require additional funds, and none of the positions in the new design involve promotions for current staff or the elimination of any current employees. We have repurposed some vacant positions, and have written, six (6) new, specific job descriptions, which will be included here. One other job description has been revised to better describe support needed for our students.

Slide 41

1. Change the Coordinator I (Positive Behavior Interventions & Supports) to one (1) new, specific job description, Behavior Support Systems Coordinator. The job description is included. Our Behavior Support Systems are driving the implementation of Restorative Practice/Positive Behavior Interventions & Supports, and are continuing to support schools not participating in the whole school implementation. Originally, we had two Directors, one for Positive Behavior Interventions & Supports, and one for Restorative Practice. The model we are creating and implementing in JCPS is integrated and unified. The team felt it appropriate to unite these two positions into one. The reduction not only eliminates confusion and maintains focus, but it has enabled us to redirect funds to the case management of alternative students, and supports the expansion of the Safe Crisis Management Coordinator.

Slide 42

2. Change Resource Teacher (PBIS Lead Coach) 195 days to the revised job description, Behavior Support Systems Resource Teacher (195 days), and move three (3) Resource Teachers originally reporting to the Director I (Restorative Practice) to this box, increasing the total number of Behavior Support Systems Resource Teachers, in this box, to six (6). The revised job description is included.
3. Change the title of the Resource Teacher (PBIS Lead Coach) to Behavior Support Systems Resource Teacher (195 days). There are four (4) in this box. This change now has a total of ten (10) Behavior Support Systems Resource Teachers reporting to the Behavior Support Systems Coordinator.

Slide 43

4. Delete the vacant Director I (Restorative Practice) 220 day position.

Slide 44

5. Delete the vacant Safe Crisis Management Trainer (195 days) position.
6. Add one (1) new, specific position and job description (included), Safe Crisis Management Coordinator. The Safe Crisis Management Coordinator is vital as the responsibilities around training, monitoring, supporting, and accounting for the certifications and data management for SCM are extensive. The new position will ensure not only expertise, but leadership experience. Our new Coordinator will also be responsible for quality control and consistency with our trainers. The Coordinator will facilitate the receipt of professional development proposals and maintenance of attendance and credit for trainings, practices, and state mandated annual updates, with direct oversight of the two (2) Safe Crisis Management Assistants.

Slide 45

7. Change the Director II (Student Due Process) to the new, specific position and job description, Student Relations Director. The new job description is included. The remaining Student Relations positions are designed to offer increased customer service and case management to our families enrolling in any of our alternative choices. The new design will also guarantee better consistency of experience and placement. Currently, retired administrators rotate daily through this department. Not only does this prevent us from providing consistent service experiences, it also makes it challenging to guarantee consistency in placement decisions for our behavior support schools. Often, schools provide insight on certain incidents to one administrator, but the family actually meets with a different administrator, on a different day. With the new staffing arrangement, we will have full-time staff members trained to ensure equitable treatment and attention to families and students interested, or directed, into an alternative school. This will cut down on miscommunications and frustration. Student transcripts and records will be managed by a certified counselor to ensure that credits are not lost or sacrificed due to the nature or timing of the transition. Finally, the new staffing arrangement will allow us to restore the "assessment" service provided by our Student Relations office in the past. Students and families can be referred for crucial and strategic conversations about their choice making and how that might impact their ability to graduate prepared. Our Drug and Alcohol Assessment Counselors can refer students and families for other services, as needed, to ensure deeper and lasting solutions to issues plaguing our students and their families, for full wraparound support and services.

Slide 46

8. Change Resource Teacher (200 days) to new, specific position and job description, Student Relations Resource Teacher (195 days). This new job description is included.

Slide 47

9. Change the generic Specialist II position to the new, specific Student Relations Specialist job description (included), and change the reporting relationship of this position to the Student Relations Director.

Slide 48

10. Add the new, specific position Secondary School Counselor Student Relations (215 days) to this organization chart. The new proposed job description is included.

Slide 49

This is the updated Academic Achievement Area K – 12 Area 5 FI1 Organizational Chart.

The final recommendations for changes and updates belong to Academic Services. Various departments have requested review. We will take each one, with the rationale and step-by-step changes by each organizational chart. There are various reasons for these recommendations, and some involve funding that has been decreased. Others, include changes that restore “normal” academic structure. All have been reviewed and recommended by the Chief Academic Officer and her team as changes that will support moving the district forward with better support to schools and students. Any additions are covered by the funding provided in the budgeting process.

AO1 Academic Services Division recommends a restructure that begins to better define divisions of services and support for our schools and students. On this first page, we start with Professional Learning, Curriculum Management, and Academic Services.

Slide 51

1. The generic Director IV position is being vacated. The newly proposed, specific job description for one (1) Director of Title I/Title II (included) not only drops by one Grade from a 13 to a 12 for a cost savings, but gets specific to how this position can begin to work more closely with our Title I schools to implement and monitor Title I programming, and monitor student achievement with connections to the larger systems of support.

Slide 52

2. Add one (1) new, specific Director of Literacy position, reporting directly to the Chief Academic Officer. This specific job description is included, and will be covered for now through our collaboration with the Bellarmine Literacy Project. However, having this position permanently in the organizational structure is important to ensure that this focus and work for our students continues.

Slide 53

3. Move four (4) Resource Teachers (195 days) from Curriculum Management to report to the Director of Literacy, and specifically support Reading Recovery.

Slide 54

4. Move the current, generic Coordinator V position from Curriculum & Instruction, having this position now report directly to the Chief Academic Officer, and change the title to the new, specific Coordinator of Professional and Deeper Learning, to focus specifically on our shift to Deeper Learning and its impact on teaching and learning. New job description included.
5. Move one (1) Specialist I from Curriculum & Instruction to the Coordinator of Professional and Deeper Learning, with an intentional focus on supporting Professional Learning and its impact on teaching and learning, and student success.
6. Add one (1) Secretary II to the Coordinator of Professional and Deeper Learning
7. Move one (1) Clerk II from Curriculum & Instruction to the Coordinator of Professional and Deeper Learning
8. Add one (1) Specialist I (Teacher Leadership & Innovation) to support Professional and Deeper Learning
9. Add four (4) Resource Teachers to support Professional and Deeper Learning

Slide 55

10. Change the title of Assistant Superintendent for Curriculum & Instruction to Assistant Superintendent for Academic Services. Updated job description with title change included.

Slide 56

11. Change the title of Director of Curriculum and Community Engagement to Director of Curriculum Management and change the reporting relationship to have the Director of Curriculum Management report directly to the Chief Academic Officer.

Slide 57

12. Add a dotted, indirect line for the Assistant Superintendents of Academic Achievement Areas K-12 to report to the Chief Academic Officer. A solid, direct line still remains to the Superintendent.

Slide 58

This is the updated Academic Services Division AO1 Organizational Chart.

Slide 59

Updating the TI1 Title I and Title II Organizational Chart to reflect the recommended changes.

1. Change the title and generic position Director IV to one (1) new, specific Director Title I/Title II job description (included), with intentional support and monitoring for Title I programming and schools. This is also a cost savings, taking the Grade from a 13 to a 12.

Slide 60

Increasing the number of Title I Component Specialist to have one per “regular” Achievement Area, will ensure more hands-on, boots on the ground support to our Title I schools, with better services and support related to programming in all of our schools.

1. Add one (1) Title I Component Specialist (260 days).
2. Add two (2) Title I Component Specialists (220 days).
3. Add one (1) Clerk III to support Title I/Title II support within the department and schools.

Slide 61

This is the updated Title I and Title II TI1 Organizational Chart.

Slide 62

With this restructure, creating a clear division between Curriculum and Academic Services is key. These changes on CA1 Curriculum & Instruction continue to update the organizational charts within Academic Services Division impacted by this reorganization.

1. Change the title of Assistant Superintendent of Curriculum & Instruction to Assistant Superintendent of Academic Services. This now gives us Academic Support and Academic Services. We are beginning to create a structure that is more equitable and manageable with clear role alignment, setting Curriculum & Instruction and Professional Learning apart from all other things.

Slide 63

2. Change the title of Director of Curriculum and Community Engagement to Director of Curriculum Management, and move to Chief Academic Officer direct report.

Slide 64

3. Change the title of Coordinator Advance Program to Advance Program/Gifted & Talented Coordinator.
4. Add one (1) Resource Teacher (Gifted & Talented) 195 days to support these programs.

Slide 65

5. Move Coordinator V to Academic Services Division Organizational Chart with direct reporting to the Chief Academic Officer, and change the title to a new, specific job description, Coordinator Professional and Deeper Learning.

Slide 66

6. Move Director IV (Title I Services) to Academic Services Division Organizational Chart with direct reporting to the Chief Academic Officer, and change the title to a new, specific job description, Director Title I/Title II

Slide 67

Numbers 7 – 13. Move all of the Curriculum Specialists to the Curriculum Management Organizational Chart with direct reporting to the Director of Curriculum Management.

Slide 68

14. Move one (1) Clerk II to Academic Services Division Organizational Chart with direct reporting to the Coordinator of Professional and Deeper Learning.
15. Move one (1) Specialist I to Academic Services Division with direct reporting to the Coordinator of Professional and Deeper Learning.
16. Move one (1) Resource Teacher (195 days) to Academic Services Division with direct reporting to the Coordinator of Professional and Deeper Learning.

Slide 69

17. Move Program Consultant III (ESL) from Curriculum Management to this organizational chart as a part of Academic Services with the Assistant Superintendent for Academic Services.

Slide 70

This is the updated Curriculum and Instruction CA1 Organization Chart.

Slide 71

CM1 Curriculum Management and these recommended updates move all of the curriculum related positions back to this organizational chart.

1. The generic Specialist II position and job description is being recommended with a new, specific job description, Academic Community Integration Specialist (included) that better describes and outlines the duties of the position.

Slide 72

2. Change the title of the Director of Curriculum and Community Engagement to Director Curriculum Management, with director reporting relationship to the Chief Academic Officer.

Slide 73

3. Move one (1) Resource Teacher (195 days) from Curriculum & Instruction to this organizational chart for a total of two (2).

Slide 74

4. Move twenty-six (26) Goal Clarity Coaches (190 days) from site based assignments to Curriculum Management. These are what we have referred to as the Content GCCs. They are a resource that is needed, to be kept trained and informed, and then deployed to schools when there is a critical need. The intent is to have them in schools the majority of the time.

Slide 75

5. Move the Academic Program Consultant III (ESL) to Curriculum & Instruction with the Assistant Superintendent for Academic Services.

Slide 76

6. Move four (4) Resource Teachers to Academic Services Division.

Slide 77

Numbers 7 – 13 are moving all of the Curriculum Specialists back to the Director of Curriculum Management.

Slide 78

This is the updated Curriculum Management CM1 Organizational Chart.

LE1 ESL English as a Second Language brings these requests and recommendations to ensure that students and families are receiving the appropriate level of service during critical times of the year, and that the employees within ESL have specific job descriptions that reflect their job responsibilities, and the appropriate number of days in their working calendar. Many of the job descriptions are generic, and roles are very different. All new, specific job descriptions are included, with updates to the title and performance responsibilities, but they are not reclassified or upgraded in any way. Some positions to include an increase in base days to make sure that the summer weeks are covered when our ESL populations, and intakes are increasing.

Slide 79

1. Change the generic title and job description from Program Specialist III (Bilingual Language Services) to the new, specific Bilingual Services Coordinator. Job description included.

Slide 80

2. Title change from generic Staff Developer job description to new, specific ESL Specialist job description (included).

Slide 81

3. Add one (1) Resource Teacher (195 days).

Slide 82

4. Delete one (1) vacant Clerk 1 position. Then, increase three (3) Clerk 1 (210 days) to (220 days) to better serve and meet the needs of students and families. (multiple locations on Organizational Chart)

Slide 83

5. Add one (1) Receptionist/Clerk.

Slide 84

6. Change the reporting relationship of the Clerk/Bookkeeper to report directly to the Academic Program Consultant III (ESL).

Slide 85

7. Change the title and generic job description of Program Specialist III to the new, specific ESL Intake Coordinator. Job description included.

Slide 86

8. Delete eight (8) generic Bilingual Associate Instructor positions and replace them with new, specific job descriptions and positions. See them spread throughout the organizational chart updates—Bilingual Community Liaison (220 days), Bilingual Enrollment Facilitator (220 days), Bilingual Transportation Liaison (230 days), Bilingual Data Technician (220 days), and three (3) Bilingual Associate Facilitators (220 days), as well as other specific job descriptions to meet the needs of our ESL students and families.
9. Add two (2) Bilingual Assessment Facilitators (220 days).
10. Add one (1) Bilingual Language Support Facilitator (220 days).
11. Add one (1) ESL Intake Assessment Coordinator.

Slide 87

12. Increase one (1) Clerk II from 210 days to 220 days.

Slide 88

13. Add one (1) Secretary II.

Slide 89

14. Change the reporting relationship of one (1) Data Management Technician (260 days) from the Counselor to the ESL Intake Coordinator.

Slide 90

This is the updated ESL LE1 Organizational Chart.

Slide 91

Due to Corrective Action, it is necessary for our Exceptional Child Education Department to locate \$3.5 million to support programs and schools. After careful thought and review, these are the changes for EC1 (1 of 3), (2 of 3), (3 of 3), and EP1 ECE Placement and Assessment.

1. Delete one (1) Bookkeeper (220 days).

Slide 92

This is the updated Exceptional Child Education EC1 (1 of 3) Organizational Chart.

Slide 93

1. Delete fifteen (15) ECE Instructional Assistants (187 days)
2. Delete one (1) ECE Instructional Assistant (187 days)

Slide 94

This is the updated Exceptional Child Education EC1 (2 of 3) Organizational Chart.

Slide 95

1. Change the funding of five (5) Clerk I (220 days) from categorical to general fund.

Slide 96

This is the updated Exceptional Child Education EC1 (3 of 3) Organizational Chart.

Slide 97

EP1 ECE Placement and Assessment has categorically funded positions that can be changed to general fund.

1. Change funding of two (2) Clerk 1 (260 days) and four (4) Clerk I (220 days) from Categorical to General
2. Change funding of two (2) Records Clerks (260 days) and one (1) Records Clerk (220 days) from Categorical to General.
3. Change funding of one (1) Clerk 1 (260 days) and three (3) Clerk 1 (220 days) from Categorical to General.

Slide 98

This is the updated ECE Placement and Assessment EP1 Organizational Chart.

The final Organizational Chart change is a recommendation from CE1 Computer Education Support. Our secretarial and clerical needs have declined, but our need for planning, coordinating, developing, implementing learning systems to support student use of technology for learning has grown. In direct line with Vision 2020, this position will primarily exist to support the instructional technology initiatives supporting curriculum and instruction.

Slide 99

1. Delete one (1) Secretary II position.
2. Add one (1) Instructional Technology Data Management Technician position.

Slide 100

This is the updated Computer Education Support CE1 Organizational Chart.

Slide 101

This slide includes all of the job descriptions mentioned above.