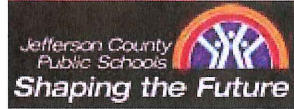


REVISED
 FEB 23, 2016
 NEW 7/01/2018



JOB TITLE	ASSISTANT SUPERINTENDENT FOR ACADEMIC ACHIEVEMENT K-12		
DIVISION	ADMINISTRATION ACADEMIC SCHOOL DIVISION		
SALARY SCHEDULE	II GRADE 16		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	SUPERINTENDENT		
SUPERVISES	EVALUATION AND TRANSITION COORDINATOR, SECRETARY V, CLERK II		
JOB CLASS CODE:	Elementary: 4020, Middle: 4015, High: 4010		
BARGAINING UNIT:	CERX		

SCOPE OF RESPONSIBILITIES

Provides leadership for planning and developing the district's instructional programs supervising approximately 25-30 schools. Collaborates instructional program leadership for the district with all assistant superintendents. Responsible for representing the best interests of the school programs. Provides direct supervision of school principals. Serves as the link between the assigned schools and other district programs, services, and community Leads school leaders to promote student success, equitable opportunities, and engaging opportunities to deepen student engagement.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with other assistant superintendents in matters relating to instructional program development and the use of assessment data for the improvement of instruction including the incorporation of strategies to address the achievement gap

Supports the implementation of the Kentucky Core Academic Standards and student assignment with the Kentucky Core Content Test (KCCT) with assigned schools deeper learning initiatives

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

Creates cross-content and cross-grade communications and integration systems to improve educational services, instructional programs, and organizational accountability for improved student achievement success; particular focus on strategies to address the achievement gap

Supervises the development of systematic approaches to improving student achievement; through observation, assessment, and precedent; monitors recent research and development in the areas of instructional and educational support for all students

Prepares and delivers presentation on instructional academic accountability and progress to the Board of Education, the Superintendent of Schools, and other stakeholder groups

Confers with the Superintendent regarding the selection, assignment and transfer of principals, staff members, and other administrative personnel and SBDM councils on principal hiring

Develops the operating budget for the organizational unit and assures that all functions operator within the appropriated allotment

Monitors and oversees the performance appraisal process for designated area of supervision including evaluation of principals and teachers

Advises and assists principals, in developing and evaluating programs addressing attendance, suspensions, and discipline, as well as resolving instructional issues; focused attention on the gap between student groups

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

Confers with school leaders on parent and community concerns and complaints

Performs other duties as assigned by the Chief of Schools-Superintendent

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

JOB TITLE
CHIEF ACADEMIC OFFICER

DIVISION
ACADEMIC SERVICES

REPORTS TO
SUPERINTENDENT OF
SCHOOLS

SALARY SCHEDULE & GRADE
IV, GRADE 18

LENGTH OF WORK YEAR
260 DAYS

DATE
JANUARY 11, 2016 Revised:
July 1, 2018

SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the operations of Academic Services Division. Oversees the planning, development, assessment, and improvement of ~~instructional and~~ educational programs, ~~instructional, and student support with particular attention given to closing the achievement and opportunity gaps.~~ ~~Assists the Superintendent of Schools~~ Collaborates with the chief of schools in promoting overall efficiency and maximizing of educational opportunities for PreK-12 school students. Responsible for the implementation of ~~D~~district policies and programs related to instruction and educational services.

PERFORMANCE RESPONSIBILITIES

1. Administers the overall instructional activities of the ~~D~~district's PreK-12 schools and integrates the overall instructional program with the services of other ~~D~~district organizational units to provide the most efficient and effective education possible for students.
- ~~2.~~ Provides leadership and expertise in assessing, identifying, formulating, and implementing the ~~D~~district educational goals and objectives.
- ~~3.~~ ~~Holds the schools accountable for achieving results in student learning.~~
- ~~4.~~ Provides strategic planning and executive leadership in the verification and validation of instructional programs and practices.
Prepares reports and recommendations for the superintendent of schools and the Board of Education for all aspects of the PreK-12 instructional programs
- ~~5.~~ ~~Establishes, monitors and maintains procedures that enable the division of Academic Services to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the District mission.~~
- ~~6.~~ ~~Prepares reports and recommendations for the Superintendent of Schools and the Board of Education for all aspects of the PreK-12 instructional programs.~~
- ~~7.~~ Attends all meetings of the Board of Education and interprets, when requested by the Superintendent of Schools, the instructional programs and support efforts to the Board of Education and the public.
- ~~8.~~ Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources assigned to the Chief of Academic Services.
- ~~9.~~ Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and ~~Jefferson County Public Schools-JCPS~~ policies, rules, and procedures relating to instructional programs.
- ~~10.~~ Provides leadership for regular review of district instructional goals and objectives, program development, implementation, evaluation, and redesign.
- ~~11.~~ Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives ~~and partners with the Chief of Schools~~ to ensure that schools are organized and administrated in a manner which promotes student learning and accomplishes the goals of the District.
- ~~12.~~ Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment.
- ~~13.~~ Performs other duties as assigned by the Superintendent of Schools.

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 Professional Certification in Administration
2. Five (5) years successful administrative and management experience
3. Three (3) years successful experience as a teacher
4. Ability to absorb, analyze, organize and communicate information and ideas
5. Knowledge of current instructional programs and innovations; knowledge of student needs in the area of instruction
6. Understanding of systems management
7. Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS

1. Experience in urban/suburban school district with student population representing cultural plurality

2. Advanced preparation or doctorate

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REVISED
SEPTEMBER 22,
2014
 July 1, 2018



JOB TITLE	CHIEF COMMUNICATIONS AND COMMUNITY RELATIONS OFFICER
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE	II GRADE 16 18
WORK YEAR	260 DAYS FLSA STATUS EXEMPT
REPORTS TO	SUPERINTENDNT OF SCHOOLS
SUPERVISES	DIRECTOR I (ADULT & CONTINUING EDUCATION), TWO (2) SPECIALIST PUBLICATIONS, GENERALIST COMMUNICATIONS AND INFORMATION, SUPERVISOR GRAPHIC ARTS/PRINTING, SPECIALIST COMMUNITY RELATIONS, SPECIALIST INFORMATION AND COMMUNICATIONS, WEBMASTER, AND SECRETRY-V

SCOPE OF RESPONSIBILITIES
Provides administrative leadership for the management of Communications and Community Relations division. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for K-12 school students. Ensures the alignment of projects with foundations, grants and business partnerships, parent involvement, special projects, public information and communications.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops communication strategies that ensure that accurate information is communicated clearly and succinctly to all stakeholders
Supports all areas of the system in order to present a unified, coherent message to its various audiences through an integrated communication approach
Ensures that releases/communications to media are accurate and time sensitive and build positive relationships
Responsible for the development and implementation of high-quality communications and marketing programs that effectively promote the District's services
Develops engagement strategies to ensure that all parts of the community are engaged with the District
Ensures that District staff is represented on professional, governmental, and community committees, task forces, and commissions and in problem-solving conferences with community representatives and District staff
Communicates Board approved student assignment procedures to provide equal access to every family procedures to support district initiatives
Communicates, monitors and maintains procedures that enable the division to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the District mission; develops the operating budget for the organizational unit and ensures that all functions operate within the appropriated allotment
Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
Aligns resources (financial and human) in identifying, developing and executing a program of work that advocates, educates and thus, broadens the system's ability supports its mission
Attends all meetings of the Board of Education and provides input
Ensures compliance with federal laws
Performs other duties as assigned by the Superintendent of Schools

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

~~Bachelor's~~ ~~Master's~~ Degree or Bachelor's Degree with equivalent years experience within the field of communications or community relations

Five (5) years related work experience

Ability to articulate vision of ~~best practice for instructional programs of the district~~

~~Understanding of systems management~~

Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS

~~Master's Degree or equivalent years experience~~ Experience with media outlets, community groups, or similar agencies

Leadership experience in implementing operations in school district

REVISED
JULY 28, 2014
 July 1, 2018



JOB TITLE	CHIEF EQUITY OFFICER		
DIVISION	DIVERSITY, EQUITY AND POVERTY PROGRAMS		
SALARY SCHEDULE	IV/GRADE 16 18		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	SUPERINTENDENT OF SCHOOLS		
SUPERVISES	SPECIALIST II (VOLUNTEER CENTER), DIRECTOR II (STUDENT DUE PROCESS), COORDINATOR HOMELESS EDUCATION, COORDINATOR II, DIRECTOR COMPLIANCE AND INVESTIGATIONS		

SCOPE OF RESPONSIBILITIES

Plans, promotes and coordinates all district systemic and communal educational equity, fairness, compliance, inclusion and poverty efforts including affirmative action, minority affairs, and poverty-related programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership, training and guidance to all district initiatives, programs, services and activities with regard to diversity, equity, poverty and inclusion
- Provides leadership for programs that promote racial and ethnic diversity and integration within the district for students in schools at all levels of the system
- Provides leadership to ensure diverse faculties and administrative staffs at all levels of the school system
- Develops programs to ensure equity for all students and equal access to all educational programs including the evaluation of the effectiveness of such programs
- Works closely with representatives of community organizations and groups to formulate recommendations which relate to diversity, equity and poverty issues. Chairs external equity committee and makes recommendations to the district on issues of importance to global majority groups
- Analyzes community needs, trends and legislative activity that improve or threaten inclusion, fairness and/or access and make recommendations to district administration for improvement
- Analyzes and assists in the formulation, development and implementation of procedures to comply with policies adopted by the Board related to diversity, equity and poverty
- Provides and promotes cultural awareness programs for staff, students and community
- Analyzes district data and provides risk assessments regarding discrimination, (in)equity, and district culture and climate
- Provides leadership in developing plans and programs designed to establish good working relationships with district staff and the community in the diversity/equity/ poverty area
- Prepares and delivers presentations and workshops to staff, stakeholders and partner organizations
- Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment**
- Attends all meetings of the Board of Education and provides input**
- Performs other duties as assigned by the Superintendent **of Schools**

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

- Master's Degree with Kentucky Certification in Administration and/or Supervision (Superintendent certification)
- Five (5) years administrative experience in education and/or governmental related positions
- A general knowledge of federal and state regulations affecting compliance in an educational agency
- Technical knowledge of and experience in affirmative action programs

DESIRABLE QUALIFICATIONS

- Prior experience in program development
- Knowledge of Civil Rights enforcement agencies and procedures

Demonstrated ability to work with agencies and community organizations
General Knowledge of Kentucky School Law
Knowledge of Cultural Responsive Teaching and Pedagogical practices

REVISED
 SEPTEMBER 14,
 2015
 07/01/2018



JOB TITLE	CHIEF OF DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION		
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION		
SALARY SCHEDULE	II, IV GRADE 18		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	SUPERINTENDENT		
SUPERVISES	DIRECTOR RESOURCE DEVELOPMENT, DIRECTOR III (PLANNING AND PROGRAM EVALUATION), SPECIALIST II (TESTING), SPECIALIST III (DATA MANAGEMENT AND RESEARCH), SUPERVISOR ATTENDANCE SYSTEMS DATA CONTROL/STUDENT RECORDS, DIRECTOR PUPIL PERSONNEL, DIRECTOR STUDENT ASSIGNMENT AND SECRETARY V		

SCOPE OF RESPONSIBILITIES

Plans, directs, implements and reports district's research, testing and evaluation. Provides direction to the district's student demographics programs and activities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Directs the development of student membership projections by schools, programs, and district on short and long term basis
- Directs the planning, development and implementation of the District's student assignment plan. Oversees attendance systems data control and student records
- Directs and supervises the gathering of student membership data by school, grade, and race and makes recommendations on assignment of students to schools and the establishment of attendance boundaries and sub-zones according to Board goals
- Provides leadership for the development of district research and evaluation services and supervises implementation
- Provides technical assistance in the development of School Board goals and objectives
- Provides consultation to facilitate division efforts in research and evaluation
- Provides leadership for the district testing program by serving as the District's Assessment Coordinator and communicates the results to staff and others as appropriate
- Supervises the development and refinement of norm reference, criterion reference and proficiency testing program
- Provides leadership for the planning and development of the district's evaluation program to obtain information on achievement of systemwide and individual school goals and objectives
- Provides leadership for the planning and implementation of institutional research
- Provides leadership in developing data bases that will be used to research and evaluate district goals and programs
- Provides technical assistance and data for the educational assessment and assistance process
- Performs other duties as assigned by the Superintendent

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

- Master's Degree
- ~~Ten~~ Five (5) years successful administrative and management experience
- Ability to absorb, analyze, organize and communicate information and ideas
- Academic preparation and experience in educational research, measurement and testing and education management
- Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS
Doctorate Degree
Evidence of academic excellence, ability to work with groups and self-motivating work habits
Successful experience in school administration

REVISED
JULY 1, 2015
REVISED:
07/01/2018



JOB TITLE	CHIEF OPERATIONS OFFICER		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/IV GRADE 18		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	SUPERINTENDENT		
SUPERVISES	DIRECTOR INFORMATION TECHNOLOGY, DIRECTOR SCHOOL AND COMMUNITY NUTRITION SERVICES, DIRECTOR TRANSPORTATION SERVICES, DIRECTOR PERFORMANCE AND TECHNOLOGY, DIRECTOR FACILITIES AND ENVIRONMENTAL SERVICES, DIRECTOR LABOR MANAGEMENT AND EMPLOYEE RELATIONS, DIRECTOR SECURITY AND INVESTIGATIONS, DIRECTOR SUPPLY SERVICES, SUPERVISOR GRAPHIC ARTS/PRINTING, PLANT OPERATOR, CLERK II, AND ADMINISTRATIVE SECRETARY I		

SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the management of the Operational and Administrative Services division. Oversees the planning, development, assessment, and improvement of operational services and administrative programs, including non-instructional projects. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for K-12 school students. Responsible for the implementation of District policies and programs related to Labor Relations, Facilities and Environmental Services, Transportation Services, Nutrition Services, Informational Technology and other non-instructional projects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Administers the overall operational activities of the District with responsibility for Labor Relations, Facilities and Environmental Services, Transportation Services, Nutrition Services, Informational Technology and other non
- Integrates the operational activities with the programs of other District organizational units to provide the most efficient and effective education possible for students
- Provides strategic planning and executive leadership in the verification and validation of programs and practices within the division
- Establishes, monitors and maintains procedures that enable the division to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the District mission; develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
- Prepares reports and recommendations for the Superintendent of Schools and the Board of Education for all aspects of the operational and administrative services
- Attends all meetings of the Board of Education and provides input, when requested by the Superintendent of Schools, related to programs and support services to the Board of Education and the public
- Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources assigned to the division of Operational and Administrative Services
- 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
- Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that the division is organized and administrated in a manner which promotes student learning and accomplishes the goals of the District
- Administers the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operation and services
- Administers the establishment and maintenance of effective conditions for successfully implementing the approved operational activities and ensures that materials and services necessary for the accomplishment of District operational goals are provided
- Interprets the policies and regulations of the Board of Education and administrative directives of the Superintendent of

Schools and monitors all programs to ensure consistency with District policies and fiscal responsibility
Performs other duties as assigned by Superintendent of Schools

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 or Bachelor's Degree with equivalent years experience within the field of Operations

Ten-Five (5-10) years successful administrative and management experience

Ability to absorb, analyze, organize and communicate information and ideas

Understanding of systems management

Demonstrated leadership ability within diverse groups

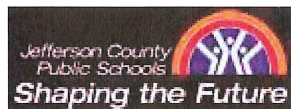
DESIRABLE QUALIFICATIONS

Master's Degree or equivalent years experience

Experience in urban/suburban school district with student population representing cultural plurality

Advanced preparation or doctorate

REVISED
 JULY 1, 2015
 07/01/2018



JOB TITLE	CHIEF FINANCIAL OFFICER		
DIVISION	BUSINESS SERVICES <u>FINANCIAL SERVICES</u>		
SALARY SCHEDULE	II/GRADE 18		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	CHIEF BUSINESS OFFICER		
SUPERVISES	ADMINISTRATIVE SECRETARY		

SCOPE OF RESPONSIBILITIES

Administers both operational and programmatic support to the District. Provides leadership to establish communications between the District and the business community; analyzes and provides alternative solutions to the District's fiscal issues and concerns. Is the chief financial spokesperson for the organization on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and securing of new funding.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Review, analyzes and evaluates effectiveness of fiscal management operations and recommends changes where necessary
- Monitors, supervises and evaluates assigned staff
- Develops and recommends appropriate operational policies and defines, recommends and establishes objectives and administrative policies related to functions supervised
- Establishes and maintains communications and other collaborative relationships with the business/financial community
- Serves as District Treasurer and treasurer of the Jefferson County School District Finance Corporation
- Coordinates and correlates activities within the assigned area and with other district staff
- Ensures within the assigned area compliance with District policies, governmental regulations and administrative procedures
- Performs other duties as assigned by Chief Business Officer

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, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- Master's Degree or Bachelor's Degree and graduate work towards MBA or CPA with equivalent years experience within the field of accounting, finance or business
- Five (5) years successful experience in the field of business management with responsibilities in financial accounting, budgeting, cost accounting and finance
- Successful experience as a financial officer
- Working knowledge of automated accounting and budgeting systems

DESIRABLE QUALIFICATIONS

- Kentucky certification endorsed for Superintendent or School Business Official
- Major education emphasis in Business Administration, Accounting or Finance
- Successful experience in an educational setting
- Master's Degree