



NEW: 03/27/2018

JOB TITLE:	CHIEF OF HUMAN RESOURCES
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, Grade 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Organize, plan, direct, and implement the district's human resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance; supervise and evaluate the performance of assigned personnel. Ensures district compliance with current, applicable labor laws.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Organizes, plans, directs, and implements the district's human resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance
- Develops and recommends human resources policies and objectives for the district; develop recruiting and placement practices and procedures; develop and implement practices to ensure equitable hiring
- Determines and recommends employee relations and contract administration practices to establish positive employer-employee relationships and to promote a high level of employee morale
- Develops, processes, and implements job design, job evaluation, and performance appraisal programs
- Assures compliance with wage and hour policies, compensation schedules, and procedures and other policies related to human resources
- Administers and oversees the district's employee benefits programs and services, employee assistance programs and pre-employment screening activities
- Provides management training programs for employees; design training programs to meet districtwide human resources programs policies and procedures; assure responsibilities and accountabilities are understood and assure coordination of activities within the division are accomplished
- 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
- Supervises and evaluates the performance of assigned personnel
- Establishes overall direction and strategic initiatives for the Human Resource division.
- Oversees the work of HR directors
- 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 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 business administration, human resources, or closely related field
- Combination of five (5) years experience and education required to provide knowledge and ability of responsibilities
- Ability to read, analyze, interpret, and explain technical journals and legal documents
- Ability to express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience
- Reputation for integrity, transparency, and accountability with sound technical skills, analytical ability and good judgment

#### DESIRABLE QUALIFICATIONS

- Advanced preparation or certification in Human Resources



NEW: 03/27/2018

JOB TITLE:	CHIEF OF SCHOOLS
DIVISION:	ACADEMIC SCHOOL DIVISION
SALARY SCHEDULE/GRADE:	IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

The Chief of Schools will oversee assistant superintendents who are directly responsible for leveraging high quality teaching and learning in every school, in every classroom, every day, for every child. Additionally, the Chief of Schools will oversee the school choice programs for the district.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Leads the change management process, which focuses on transforming schools resulting in a dramatic increase in student achievement with particular attention to the achievement and opportunity gap
- Allocates resources to provide differentiated support to schools and monitors to ensure effectiveness
- Implements a process to consistently monitor the effectiveness of classroom instructional and cultural practices and ensures that practices are adjusted to meet the individual students' needs and the district's learning expectations
- Coordinates with District staff to provide tools, services, and strategies for differentiated school level support for principals and instructional leadership teams that drive school improvement
- Fosters meaningful relationships with families and community partners to provide holistic support for students within and across schools, responds to opportunities and challenges presented by a diverse community, and creates a strong neighborhood support structure to ensure all students are achieving
- Oversees the school choice and athletics and activities programs in the district
- Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
- Works collaboratively with district and school leaders to create a seamless PreK-12 learning community; Creates a climate of professional collaboration and sharing of best practices by establishing structures that foster shared learning, information and resource exchanges
- Develops communication and collaboration systems, in collaboration with the Executive Leadership Team, that ensure smooth flow of information, both vertically and horizontally, to enable all resources to be focused on high priority goals for each school and ensure the sharing and implementation of best practices across schools
- Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures
- Attends all meetings of the Board of Education and provides input
- 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 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 successful public school service in certificated position(s)
- Three (3) years successful experience as a teacher
- Ability to articulate vision of best practice for change management
- Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS
Ten (10) years experience as a school principal
Experience as a Superintendent or Assistant Superintendent
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: 03/27/2018

JOB TITLE:	CHIEF OF STAFF
DIVISION:	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Ensures effective operations of the superintendent's office; provides comprehensive support to assigned areas; provides strategic communications counsel to the Superintendent; serves as a credible representative of the superintendent within the district, in the community, and at state and national levels.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists the Superintendent and other executive leaders in the preparation and delivery of communications necessary to advance the district's vision, mission, and strategic goals
- Orchestrates effective communication between the superintendent's office and employees
- Serves as frontline advocate for the superintendent's strategic initiatives and priorities within the district and the community
- Serves as a confidential advisor to the superintendent on district issues
- Coordinates official meetings and related functions of the Board to ensure efficiency and enhance the Board's effective governance of the school system
- Supports Board members' participation in activities conducted by external organizations
- Oversees the secretarial operations that support productivity and effectiveness within the superintendent's office
- Prepares and manages the annual budget for the superintendent's office
- Facilitates communication and cooperation among senior management related to the successful, timely completion of work assigned
- Represents the superintendent at functions and on committees as assigned
- Ensures the dissemination of accurate, timely, and helpful information from the superintendent's office to other entities and individuals, internally and externally
- Accompanies the superintendent and supports his/her participation as a member of various local, state, and federal commissions, task forces, and coalitions dealing with public education issues
- Serves as a member of the superintendent's senior staff
- Attends all meetings of the Board of Education and provides input
- Provides leadership in all areas 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 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
- Valid Kentucky Educational Leadership Certificate or equivalent
- Five (5) years successful experience in a central office administrative/leadership position
- Written and oral communication; overall knowledge of the total operation of the school system; organization; ability to deal with and communicate effectively with individuals and groups.

#### DESIRABLE QUALIFICATIONS

- 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:  
03/27/2018

JOB TITLE:	GENERAL COUNSEL
DIVISION:	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8001
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Provides legal services for the district and coordinates the work of contractual attorneys when appropriate of the local school district through consultation, observation, and legal information relevant to the local school district. Consults with local Board members, superintendent, and other staff members in planning, implementing, and evaluating legal needs of the district.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Handles complex legal issues that require a high level of original legal research and analysis
- Acts as a legal resource, researching and becoming thoroughly familiar with routine, as well as specialty areas of the law
- Performs specialized legal services relating to one or more specific areas of the law
- Prepares, tries, and argues complex cases before state and federal courts and administrative forums and/or consults with and supports contractual attorney's as they do this work
- Drafts, reviews, and comments on proposed legislation and administrative regulations as directed
- Serves on inter-and intra-district committees as directed
- Represents the superintendent and/or advises the district during meetings of the local school board, various state boards, commissions, or similar entities
- Conducts administrative hearings on behalf of the district and prepares appropriate recommended orders for district action
- Prepares legal documents for school district
- Prepares legal opinions
- Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
- Perform such other tasks and assume such other responsibilities 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 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

- Law Degree from a bona fide school of law and knowledge of school law
- Five (5) years experience in the practice of law
- Maintain current license to practice law in the Commonwealth of Kentucky or continue to comply with SCR 2.111 Limited Certification of Admission to Practice or SCR 2.112 Attorney Participants in Defender or Legal Services Programs for the length of employment in this classification
- Perform duties in both office and courtroom settings
- Valid Kentucky driver's license; travel is required

#### DESIRABLE QUALIFICATIONS

- Knowledge of Kentucky Statutes and Regulations
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Basic public speaking techniques



NEW: 07/01/2018

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

#### SCOPE OF RESPONSIBILITIES

Provides the lead in evidence-based strategies to support a coordinated and effective school climate, classroom management, social-emotional learning, restorative practices, and behavioral interventions process at schools as part of MTSS. Leads the development of positive school climate and culture throughout the district. Ensures that schools and other district staff can integrate the social, emotional, and academic needs of their students into instructional design, school management, and MTSS processes.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Consults with administrators on matters relating to attendance, misconduct and incidents, and looks for trends in order to assist schools in managing these issues in a proactive manner
- Mentors school administrators to support effective leadership at the intersection of social, emotional, and academic issues
- Integrates school climate, social emotional learning (SEL) and behavioral intervention strategies in professional development to support schools in supporting student needs with particular attention paid to the goal of reducing the achievement and opportunity gap
- Reviews and responds to appeals for suspensions where required and, when appropriate, participates in alternative placement meetings to determine best next steps for students (intervention, placement, etc.)
- Monitors schools' attendance and discipline data in in order to support truancy interventions, suspensions reduction efforts, and expulsion alternatives and collaborates with assistant superintendents to address strategies to support students
- Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
- Advises and assists principals in developing and evaluating programs addressing attendance, suspensions, and discipline; focused attention on the gap between student groups
- Conducts and/or coordinates on-site school visits to assess climate and culture in order to provide recommendations and further support to assistant superintendents, administrators, and school teams
- Facilitates community social service partnerships and linkages for schools
- Provides general technical assistance to assistant superintendents and schools on data analysis for attendance, climate improvement and policy development
- Supports services for students transitioning into schools from juvenile justice, residential placement, or other prolonged absence and connects schools to key city, county and district resources necessary to support high risk students
- Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures
- 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 successful public school service in certificated position(s)
- Three (3) years successful experience as a teacher
- Ability to articulate vision of best practice for Climate and Culture
- 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 programs and/or operations in a large urban school district
Advanced preparation or doctorate



NEW: 07/01/2018

JOB TITLE:	ASSISTANT SUPERINTENDENT
DIVISION:	ACADEMIC SCHOOL DIVISION
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
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 the 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 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 deeper learning initiatives

Creates and maintains instructional evaluation procedures; provides direction for measured improvement of instructional practices, student achievement, and equitable opportunities

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

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

Confers with the superintendent and SBDM councils on principal hiring

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

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

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 policies, rules, and procedures

Confers with school leaders on parent and community concerns and complaints

Performs other duties as assigned by the Chief of Schools

#### PHYSICAL DEMANDS

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#### MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification for Superintendent

Five (5) years successful administrative experience

Ten (10) years successful public school service in 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: 07/01/2018

JOB TITLE:	EXECUTIVE ADMINISTRATOR OF CULTURE AND CLIMATE
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to assist principals and school leadership teams in the implementation of evidence-based strategies to support a coordinated and effective school climate, classroom management, social-emotional learning, restorative practices, and behavioral interventions process at schools as part of MTSS. Assists the Executive Director of Climate and Culture in the development of positive school climate and culture throughout the district. Assists schools and other district staff to integrate the social, emotional, and academic needs of their students into instructional design, school management and MTSS processes.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coaches principals in schools to create a climate and culture that is supportive to all students with particular attention paid to closing the achievement and opportunity gaps
- Focuses on using multiple sources of data to assist principals in determining strategies to support student success; identifies professional development needs based on data indicating schools' needs
- Supports and assists planning professional development and helps school leaders address culture and climate challenges to support student success
- Engages in meaningful dialogue with principals and school leadership teams to address social/emotional and other needs of students and families
- Completes data reports and analyses as requested by the Assistant Superintendent of Culture and Climate
- Supports parents, students, families, and community members in resolving conflicts
- Assists principals and school leadership teams to expand their repertoire of strategies to ensure deeper learning
- Identifies recurring obstacles to student success through the study of common causes of discipline problems and works with school and district leadership to address these problems with particular attention to the achievement and opportunity gaps
- Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs
- Performs other duties as assigned by the Assistant Superintendent of Culture and Climate

#### 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 higher with Kentucky Certification in Administration (Principal Certification)
- Five (5) years successful administrative experience
- Three (3) years successful experience as a teacher
- Experience in the evaluation of classroom teachers
- Experience leading diverse groups of people

#### DESIRABLE QUALIFICATIONS

- Successful experience as a principal
- Leadership experience in implementing programs in a school district



NEW: 07/01/2018

JOB TITLE:	EXECUTIVE ADMINISTRATOR OF SCHOOL SUPPORT (ELEMENTARY, MIDDLE, HIGH)
DIVISION:	ACADEMIC SCHOOL DIVISION
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to assist principals and school leadership teams in the implementation of an effective academic program. Assists the assistant superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for students and families. Assist assistant superintendent in evaluations of school principals.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coaches principals in schools to achieve higher achievement levels for students with particular attention paid to closing the achievement gap
- Focuses on using multiple sources of data to assist principals in determining strategies to support student success; identifies professional development needs based on data indicating schools' needs
- Supports and assists planning professional development and helps school leaders address academic and other challenges to support student success
- Engages in meaningful dialogue with principals to address instructional, social and emotional, and other needs of students and families
- Completes performance evaluations of principals as requested by assistant superintendent
- Supports parents, students, families, and community members in resolving conflicts
- Assists principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning
- Identifies recurring obstacles to student success through the study of common causes of discipline problems and works with school leadership to address these problems with particular attention to the achievement gap
- Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs
- Performs other duties as assigned by the assistant 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 or higher with Kentucky Certification in Administration (Principal Certification)
- Five (5) years successful administrative experience
- Three (3) years successful experience as a teacher
- Experience in the evaluation of classroom teachers
- Experience leading diverse groups of people

#### DESIRABLE QUALIFICATIONS

- Successful experience as a principal
- Leadership experience in implementing programs in a school district



REVISED:  
07/01/2018

JOB TITLE:	CHIEF ACADEMIC OFFICER
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4001
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the operations of the Academic Services Division. Oversees the planning, development, assessment, and improvement of educational programs, instructional, and student support with particular attention given to closing the achievement and opportunity gaps. 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 district policies and programs related to instruction and educational services.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Administers the overall instructional activities of the district's PreK-12 schools and integrates the overall instructional program with the services of other district organizational units to provide the most efficient and effective education possible for students
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the district educational goals and objectives
- 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
- 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
- Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources assigned to the Chief of Academic Services
- Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs
- Provides leadership for regular review of district instructional goals and objectives, program development, implementation, evaluation, and redesign
- 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 administered in a manner which promotes student learning and accomplishes the goals of the district
- Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
- 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 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 Professional Certification in Administration
- Five (5) years successful administrative and management experience
- Three (3) years successful experience as a teacher
- Ability to absorb, analyze, organize, and communicate information and ideas
- Knowledge of current instructional programs and innovations; knowledge of student needs in the area of instruction
- Understanding of systems management
- Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS
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Experience in urban/suburban school district with student population representing cultural plurality
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Advanced preparation or doctorate
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REVISED:  
07/01/2018

JOB TITLE:	CHIEF COMMUNICATIONS AND COMMUNITY RELATIONS OFFICER
DIVISION:	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8429
BARGAINING UNIT:	CLAS

**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 communication.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Develops communication strategies that ensure 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 procedures to support district initiatives
- 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
- Ensures compliance with federal laws
- 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 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 communications or community relations
- Five (5) years related work experience
- Ability to articulate vision of the district
- Demonstrated leadership ability within diverse groups

**DESIRABLE QUALIFICATIONS**

- Experience with media outlets, community groups, or similar agencies
- Leadership experience in implementing operations in school district



REVISED:  
07/01/2018

JOB TITLE:	CHIEF EQUITY OFFICER
DIVISION:	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4005
BARGAINING UNIT:	CERX

#### 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 to 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, chairing 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

#### 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 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 Culturally Responsive Teaching and pedagogical practices



REVISED:  
07/01/2018

JOB TITLE:	CHIEF OF DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION
DIVISION:	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4105
BARGAINING UNIT:	CLAS

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 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.

MINIMUM QUALIFICATIONS
Master's Degree
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 Doctorate Degree

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





REVISED:  
07/01/2018

JOB TITLE:	CHIEF OPERATIONS OFFICER
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4283
BARGAINING UNIT:	CERX

#### 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-instructional projects
- 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 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 or Bachelor's Degree with equivalent years experience within the field of Operations

Five (5) 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

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

Advanced preparation or doctorate



REVISED:  
07/01/2018

JOB TITLE:	CHIEF FINANCIAL OFFICER
DIVISION:	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8066
BARGAINING UNIT:	CLAS

#### 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

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 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.

#### MINIMUM QUALIFICATIONS

Master's Degree or Bachelor's Degree 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