



REVISED:
07/01/2018

JOB TITLE:	ASSISTANT SUPERINTENDENT FOR TEACHING AND LEARNING
DIVISION:	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4008

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

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

Ensures that textbooks and resources are aligned with the written curriculum

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

Directs district-wide capacity through professional development and training with focus on achievement gap

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

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

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

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

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

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

Performs other duties as assigned by the Chief Academic Officer

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification for Superintendent

Five (5) years successful administrative experience

Ten (10) years of successful public school service in a certificated position(s)
Three (3) years successful experience as a teacher
Ability to articulate vision of best practice for instructional programs
Understanding of systems management
Demonstrated leadership ability within diverse groups

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



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JOB TITLE:	CHIEF of ACCOUNTABILITY, RESEARCH, and SYSTEMS IMPROVEMENT
DIVISION:	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II-II GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8455
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides administrative leadership for the management of Accountability, Research, and Systems Improvement division. Oversees the district's research and evaluation agenda and coordinates the improvement planning cycle at the district and school levels. Responsible for the implementation of district policies related to accountability and improvement planning. Ensures the alignment of strategies, initiatives, and programs with the district's strategic plan and reports data on both implementation and outcome metrics.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership for the development of district research and evaluation services and supervises implementation
Provides technical assistance in the development of district's strategic plan
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 the district's testing program
Provides leadership for the planning and development of the district's evaluation program to obtain information on achievement of system wide 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 district and school improvement planning process
Performs other duties as assigned by the Superintendent
Attends all meetings of the Board of Education and provides input

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
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



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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 Facilities and Environmental Services, Transportation Services, Nutrition Services, and other non-instructional projects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers the overall operational activities of the District with responsibility for Facilities and Environmental Services, Transportation Services, Nutrition Services, 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 positions 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

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
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Ability to absorb, analyze, organize and communicate information and ideas
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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
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Advanced preparation or doctorate



REVISED:
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JOB TITLE:	COORDINATOR SUPPORT SERVICES
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	

SCOPE OF RESPONSIBILITIES
Responsible for the overall planning, designing, and implementation of support systems solutions to support the department. Assists in the development of district level projects and their implementation. Coordinates technical support with all departments and other stakeholders.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Ensures all business operations within the department are automated and effective
Provides systems support to ensure all users are providing timely, effective and efficient services
Implements, trains and supports all staff involved in projects and provides necessary support
Assists in the development of state and federal mandated reports
Coordinates the day-to-day use of systems across the department to ensure all operations are fully automated and supported
Assists in planning, designing and implementing systems to maintain and improve asset tracking, supply tracking, and warehouse management. Specifically using modern data capture technology (scanning) and modern tracking systems
Ensures all staff are trained and properly using the work order system as well as other innovative new technologies
Other duties as assigned

PHYSICAL DEMANDS
The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull weights and being around moving machinery, exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Associate's Degree or equivalent experience
Five (5) years' experience working in technical support or related environment
Expertise with designing and leading the deployment of new technology and systems
Strong communication and organization skills and ability to work independently

DESIRABLE QUALIFICATIONS
Bachelor's degree
Experience managing a small team
Experience with Asset Management and Inventory operations



REVISED:
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JOB TITLE:	DATA ANALYST
DIVISION:	ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, Grade 7
WORK YEAR:	260 Days
FLSA STATUS:	Exempt
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Conducts data analysis and provides technical assistance to support district personnel, district research, district systems, program evaluations, and schools. Data analysis will primarily consist of statistical analysis of internal files. The analysis will be used as one of the components in the district decision-making process.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts descriptive and inferential statistical analyses and data visualizations
 Works cooperatively with the designated coordinator, program directors and specialists in analyzing data to support district priorities and needs
 Researches past and current practices in areas assigned and integrates research in all areas of responsibility
 Prepares technical data reports in support of district research and evaluations
 Supports committees and task forces with data reports as assigned
 Performs studies for departments, offices and agencies as required
 Assist external researchers as required. Additionally, this person will need to independently evaluate external research as needed
 Assures compliance with local, state and federal regulations and procedures related to area of assignment
 Assures compliance with Board Goals and Administrative Objectives related to area of assignment
 Performs other duties as assigned by designated supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree
 Experience with statistical analysis tools (i.e. R, SPSS, and/or Stata)
 Experience with descriptive and inferential statistical analysis of large data sets
 Experience with Microsoft Office

DESIRABLE QUALIFICATIONS

Master's or Doctoral Degree in a research field (statistics, program evaluation, experimental psychology, data analytics, sociology)
 Ability to complete advanced statistical data analysis (i.e. hierarchical linear modeling, structural equation modeling, item response theory, forecasting)
 Experience with data visualization tools (i.e. Tableau, Power BI)



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JOB TITLE:	DIRECTOR TEACHER AND LEADER DEVELOPMENT
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4065
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, coordinating and managing the district's development programs; provides oversight of technical support for district's professional development and leave.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Researches, plans, organizes and conducts training programs, seminars and conferences for certified personnel designed to improve leadership, supervisory and evaluation skills

Designs and implements promotional procedures; makes timely announcements of dates to be observed by personnel aspiring to managerial positions

Counsels applicants, providing feedback and advice. Coordinates and conducts leadership training

Provides input for identifying and defining present and future training needs by assisting with coordinating and conducting needs analysis

Ensures compliance with district goals and objectives, and with state and federal regulations

Performs other duties as assigned by the supervisor

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, climbing, reaching and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree and Kentucky Professional Certification in Administration and Supervision

Three (3) years successful experience as a principal

Three (3) years successful experience in personnel management

DESIRABLE QUALIFICATIONS

Knowledge of management recruitment techniques and programs

Doctorate degree



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JOB TITLE:	DIGITAL SERVICES LIBRARIAN
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	194 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4160
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Applies the school library media specialists' techniques of careful selection, classification, and cataloging to the Internet. Uses standard classification schemes or controlled vocabularies to organize or provide enhanced access to Internet resources through each school's online public access catalog. Creates a set of well-described sources from which an inexperienced user may make a selection with confidence.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Uses AACR2 and the full MARC format to create bibliographical records.

Updates electronic location of files regularly to guarantee accuracy of site locations.

Develops and teaches school library media specialists to use a framework for developing their collection of online records.

Makes judgments on the basis of professional experience regarding Internet material acquisition suitable for younger Internet users.

Uses the Dewey Decimal system to classify Internet resources and presents them in an expanding classification browser.

Hosts a district discussion list with archived messages of interest to Internet catalogers. Subjects covered include: various field tag queries, problems created by change of WebPage titles, etc.

Provides authoritative Internet bibliographic guidance that helps school library media specialists meet their users' needs.

Keeps abreast of current trends in Internet resource acquisition/ organization and shares knowledge regularly with school library media specialists on site.

Performs other duties as assigned by the director.

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Masters degree in education or library science

School library media specialist certification

Successful experience as a school librarian

Experience with organizing web-based resources using standard library tools

DESIRABLE QUALIFICATIONS

Demonstrated ability to work cooperatively with, and relate to, teaching staff at all levels



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JOB TITLE:	DIRECTOR POST SECONDARY PLANNING
DIVISION:	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4236
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

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

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

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

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

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

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

Provides professional development in the area of specialty

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

Performs other duties as assigned by supervisor

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

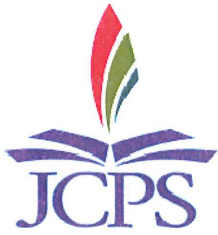
Three (3) years successful experience in area of assignment

Successful leadership experience

DESIRABLE QUALIFICATIONS

Successful experience in area of research methods and strategies

Successful experience working with community and/or postsecondary partners



REVISED:
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JOB TITLE:	DIRECTOR SUPPORT SERVICES AND SPECIAL PROJECTS
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II/GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8601
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Responsible for the overall planning, organizing, and execution of support functions of the District including support operations to meet customer requirements as well as the support of any special project.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Evaluates the new projects and compile reports of cost effectiveness as assigned

Organizes and oversees projects to ensure the efficient use of district resources as well as the secure operation of information systems

Implements initiatives that improve the effectiveness of operational services

Supports operation managers to develop plans to address performance in relation to delivery of high quality, efficient services

Identifies key concerns and problems; advises on the potential impact of these to operation managers to ensure the development and implementation of appropriate solutions

Develops a culture of performance, improvement and appraisal as a foundation for excellent organizational performance

Works with operation managers to identify suitable benchmarking opportunities for improved productivity, efficiency and quality

Prepares reports and recommendations for the Chief Operations Officer as assigned

Contributes to and support an operational culture of continuous improvement of quality and efficiency of services

Responsible for cost-effective and timely implementation of projects as assigned

Performs other duties as assigned by Chief Operations 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

Bachelor's Degree

Five (5) years successful administrative and management experience

Management experience with Information Technology systems

Experience with work order 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



REVISED:
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JOB TITLE:	DIRECTOR TITLE I/II/IV and PROGRAMATIC SUPPORT
DIVISION:	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4060
BARGAINING UNIT:	CERX

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and provides direction to implement goals, objectives and functions of the organizational unit.
Manage and oversee all Title I/II/IV funding streams and programmatic supports designed to support Title I schools
Initiates policy, formulates and recommends program goals and objectives as appropriate.
Develops the operating budget for Title I and Title II and assures that all functions operate within the appropriated amounts
Prepares required and special reports as requested
Provides effective leadership to implement performance evaluation procedures
Cooperates with Principals and/or other organizational units to implement common goals and objectives for Title I, Title II, and Title IV
Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment
Chairs and/or participates on committees and task forces as assigned.
Work with district leadership to coordinate and oversee an intentional system and provide ongoing feedback to leverage growth and affirm implemented systems
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work 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 of instruction
Five (5) years successful experience related to Title I/II Programming
Experience delivering and planning professional learning
Successful leadership experience

DESIRABLE QUALIFICATIONS
Advanced training in research, development, and evaluation
Principal experience



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JOB TITLE:	INSTRUCTIONAL COACH
DIVISION	AS ASSIGNED
SALARY	III
WORK YEAR:	190 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4743
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Analyzes a variety of student performance data to make decisions about professional development needs

Develops and provides professional development that will directly impact student achievement

Provides support and coaching for cohorts of teachers that will design and implement rigorous lessons that are aligned to the standards

Provides support and coaching for cohorts of teachers that will create assessments that are directly aligned to the standards

Designs and implements a plan to use multiple sources of data to intervene with students and adjust practices

Creates intentional work plans that provide equitable support for the teachers in order to increase student achievement and close the achievement gap

Works collaboratively with district leadership and school leadership teams to align school initiatives with district strategic plans and initiatives

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

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

Performs other duties as assigned by the designated administrator

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Master's degree with valid Kentucky Teaching Certificate

Three (3) years successful teaching experience

Ability to work successfully with people

DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data

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



REVISED:
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JOB TITLE:	MANAGER MARKETING and OUTREACH
DIVISION:	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8029
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

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

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

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

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

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

Provides a summary of social media traffic and metrics on a regular basis

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

Oversees productions of print materials that will enhance work of the district

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

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

Performs other duties as assigned by the Chief of Communications and Community Relations

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 Degree in advertising, marketing, public relations, communications or other applicable field

Three (3) years related work experience

Understanding of social media platforms

DESIRABLE QUALIFICATIONS

Excellent project management skills

Excellent writing and speaking skills



REVISED:
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JOB TITLE:	METADATA LIBRARIAN
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	4163
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Creates original MARC records for library media center materials centrally to free school library media specialists to work with students and teachers. Supervises the work of designated clerical staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Classifies and catalogs print and non-print instructional materials using technology applications and prevailing cataloging trends, rules and regulations.

Catalogs resources for the Audiovisual Center collection.

Responds to cataloging related questions by school library media specialists.

Maintains master database and appropriate authority files for all resources cataloged.

Provides cataloging related in-service training to school library media specialists.

Compiles reports and makes recommendations as needed.

Assists with project planning and implementation.

Participates in managing and coordinating workflow and logistical issues related to departmental special projects.

Keeps current with new research databases and techniques, library technology programs, and Internet applications as they become available in the library.

Performs other duties as assigned by the Director.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's degree in education or library science

Valid Kentucky Teaching Certificate and library media specialist endorsement

Ability to work successfully with people

Competency with the use of library media related technology

DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data

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



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JOB TITLE:	PROPERTY RECORDS TECHNICIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8072
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Coordinates equipment inventory, identification, marking, and auditing. Produces, updates, and audits completed inventories for the school system, and forwards to management information services for processing.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Gathers sufficient information to accurately and completely inventory- a local school, system-wide service office location or program and accurately records and audits the information on the proper forms including state paid vocational inventory

Ensures, at the time of inventory, that all equipment is identified with proper stencil and etching information

Submits completed inventory forms to management information services for processing and edits computer reports for accuracy

Communicates the proper inventory procedures to various personnel in the local schools, system-wide service office locations, and various programs

Works with the various system-wide service office personnel responsible for handling of furniture and equipment to effectively audit and update all inventories

Audits various cost centers, system-wide service offices and special programs to verify accuracy of their inventory reports

Works with the Director Supply Services in analyzing the work of the unit and updating inventory procedures when necessary

Assists the Director Supply Services in maintaining the record of work accomplished by the unit and preparing necessary statistical and special reports for the Director Supply Services

Performs other duties as assigned by the Director Supply Services

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Demonstrated ability to perform accurate inventory and auditing functions, prepare reports, and maintain appropriate records

Demonstrated ability to supervise personnel and to work with individuals and diverse groups

Possesses a working knowledge of equipment and furniture used in the school system

Knowledge of computerized inventory systems and procedures

Valid driver's license

DESIRABLE QUALIFICATIONS
Knowledge of computerized inventory systems and procedures
Knowledge of BICS procedures and coding systems
Ability to communicate procedural requirements with MIS programming staff



REVISED
07/01/2018

JOB TITLE:	SECONDARY SCHOOL PRINCIPAL TRANSITIONAL EDUCATION
DIVISION:	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4330
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, implementing, supervising, and maintaining the educational program of a transitional education school; directly or indirectly responsible for attainment of the District's educational goals. The scope is related to the size of the school, the characteristics of the students, the activity and educational programs mandated by student needs and community expectations which may require development and management of a non-traditional work day and work year.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serve as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment, specific to the vision and mission of the school

Serve as the instructional leader for a transitional high school for students seeking an alternative learning setting

Provide leadership in using and integrating technology as an integral part of the curriculum in seeking, manipulating, and using information to expand learning

Promote multi-cultural awareness, gender sensitivity, and racial and ethnic appreciation

Allocate and manage resources (staff, materials, dollars and time) to effectively and accountably ensure successful student learning

Supervise and evaluate all personnel assigned to the school

Administer and supervise the maintenance of the physical facilities

Provide liaison with students, parents, staff, parent groups, district schools, community agencies and promote positive public and school-community relations

Enforce appropriate state and federal regulations, School Board policies, administrative directives, and accreditation standards.

Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system wide accounting practices

Provide leadership and direction of guidance programs

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

Performs other duties as assigned by the designated supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. At times 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 Supervision on level of assignment (Principal Certification)

Three (3) years successful teaching experience as defined in KRS 161.220 and KRS 161.720

Satisfactory performance on district administrative application processes

Satisfactory interviews with Superintendent designees

Satisfactory record of job history and performance

Satisfactory job references

DESIRABLE QUALIFICATIONS

Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Successful experience as an Assistant Principal or Principal

Experience with/working knowledge of current school programs and procedures relating to an alternative educational program

Demonstrated ability to work with various groups including those with diversified background



REVISED:
07/01/2018

JOB TITLE:	SPECIALIST CREATIVE SERVICES
DIVISION:	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II/GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8009
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Directs the Materials Production team and over sees production operations. Provides leadership in the development of creative assets/concepts. Consults with district personnel to determine creative needs and scope of work. Develops and promotes the implementation of JCPS Brand Standards. Schedules and tracks jobs, requirements, progress, changes, timelines, and other project variables. Tracks data and creates reports. Ensures quality and efficiency in production.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership, direction, supervision for the department—schedules projects; monitors progress; provides art direction, review, and feedback; assesses quality. Promotes services across the district

Creates graphic forms of visual communication as needed; also has strong oral and written communication skills. Learns new processes, trends, and techniques to continuously promote the production of high-quality creative services

Monitors equipment performance; replaces aging equipment; oversees the purchase of equipment, maintenance agreements, paper, and supplies used in production

Manages the flow of work and resources to ensure timely and successful project completion through the use of strong project management and organizational skills

Works collaboratively with colleagues from different departments, utilizing creative and marketing knowledge to help develop creative campaigns for various JCPS departments/schools/programs

Has strong interpersonal skills and effective relation-building capacity; interacts positively and confidently with colleagues at all levels; has strong salesmanship skills; builds confidence in those he or she supervises

Writes printing specifications for outsourcing; works with Purchasing Dept. to annually procure supplies for large-format print production; understands and adheres to model procurement and JCPS purchasing policies

Directs the job flow process from entry through billing, ensuring recovery of costs

Provides production reports to Director of Performance and Technology

Performs other duties as assigned by the Director of Performance and Technology

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, pushing, and pulling of arm controls 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 being around moving machinery and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree

Five (5) or more years successful experience in the field

Successful experience supervising personnel

DESIRABLE QUALIFICATIONS

Ability to be self-directed

Knowledge of district policies, procedures, goals, and objectives

Expert abilities in the area of graphic design, photography, writing/editing, or all three



REVISED:
7/01/18

JOB TITLE:	SYSTEMS & CYBER SECURITY ADMINISTRATOR
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II/GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Plans, coordinates, and monitors systems hardware and application software. Provisions and manages Active Directory users and groups as well as email mailboxes, distribution lists and resources. Creates and maintains documentation on Active Directory and all other systems managed by Infrastructure Services to comply with security audit requirements. Promotes and sustains enterprise change management practices across all teams.
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provisions and manages users and groups in Active Directory, assigns approved resource(s) & network access, and manages and administers email mailboxes, distribution lists, and resources
Provisions and manages all aspects of systems security and ensures auditing requirements are met for all security access
Creates and maintains documentation as changes are made to roles in AD and all other systems managed by Business Continuity Analyst, and engages other staff to promote and sustain effective enterprise change management practices
Diagnoses and troubleshoots enterprise hardware and application software and provides satisfactory resolution in a timely fashion by employing polite business communications, and delivering projects on time
Monitors data center systems and security, in particular user and group account administration and integrated systems, including defining and running daily health checks as required. Responds to system alerts and security incidents in a primary contact role while engaging other team members to mitigate cyber-security risks. Identifies opportunities to reduce information security risk and documents remediation options regarding acceptance or mitigation of risk scenarios
Resolves trouble tickets as well as ad-hoc requests to the satisfaction of the initiator in a timely fashion and insures the tickets complete their lifecycle
Tests data center hardware and software changes prior to deployment to ensure security best practices. Promptly documents and disseminates findings to the team members and subsequently collaborates with team members to satisfactorily resolve issues discovered during the tests, including identifying cyber-security risks
Executes concurrent multiple projects and utilizes effective time management, planning, and people skills to liaise with other team members and customers to insure timely delivery of projects and to provide timely status update to all project stakeholders
Conducts data security tests and ensures integrity and confidentiality of sensitive data in the district to achieve the cyber-security goals, and reports on findings and recommendations for corrective action
Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related hardware and software skills updated
Performs other duties as assigned by the designated supervisor

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

MINIMUM QUALIFICATIONS
Associate's degree in computer science or related field.
Two (2) years of demonstrable experience supporting the hardware and systems infrastructure in an enterprise data center setting
A current, relevant, and industry-recognized certification, or the ability to complete department designated and department-paid certification(s) within twelve (12) months of hire.
DESIRABLE QUALIFICATIONS
Bachelor's degree in computer specialization and PowerShell scripting
Analytical, conceptual, and problem-solving abilities



REVISED:
7/01/18

JOB TITLE:	WEB CONTENT LIBRARIAN
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	194 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4165
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

The primary function of this position is to conduct original, and/or analytic and simple copy cataloging and other cataloging duties for the conversion of retrospective materials into the automated database and system. While being supervised by the Director, this person must take responsibility for problem identification, analysis and resolution, and share supervision of the clerical staff as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Participates in formulation of procedures, implementation of special projects, and planning on-going activities.

Identifies, creates, and maintains documentation on best practices and authority control list.

Provides professional development workshops to school library media specialists.

Contributes to department newsletter and initiates listserv messages as appropriate.

Continues to acquire new skills, knowledge and competencies needed to improve work processes and shares them with center staff.

Maintains knowledge of trends in cataloging standards and library automation through participation in regional and national meetings and listservs.

Conducts site visits for problem identification, analysis and resolution.

Works with systems analyst to develop recommendations for database management to facilitate functionality.

Provides information related to the organization of instructional resources.

Performs other duties as assigned by the Director.

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree

School library certification

Knowledge of current practices, new computer technologies and trends in bibliographic control

Ability to communicate clearly, knowledgeably and personally orally and in writing

DESIRABLE QUALIFICATIONS

Strong service orientation