



NEW
DATE 07/01/18

JOB TITLE:	ADULT BASIC EDUCATION COORDINATOR
DIVISION:	ACADEMICS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	187
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity. Provides in-services as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works closely with ABE/GED program personnel in developing curriculum and instruction

Provides training, mentoring, and supervision for ABE/GED program staff, while providing field support to all ABE/GED locations

Oversees and directs the work of committees and task forces, as assigned

Meets with ABE/GED program staff regularly to monitor effectiveness of services

Maintains accurate ABE/GED records on the program and provides data and reports to appropriate personnel

Evaluates effectiveness of assigned ABE/GED programs or activities

Provides technical assistance to district and school staff in the areas of assignment

Assures compliance with local, state and federal regulations and procedures related to areas of assignment

Researches past and current practice in areas assigned and integrates research in areas of responsibility.

Other duties as assigned by supervisor

PHYSICAL DEMANDS

The work requires regular, local travel, through one's personal vehicle and is required for meeting with participants and local entities. Valid driver's license and proof of insurance is required. This work 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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree in area of responsibilities

Three (3) years' experience in area of assignment

One (1) year successful experience in administration/supervision

DESIRABLE QUALIFICATIONS

Experience in working with different age groups

Experience in working with community organizations and agencies

Master's Degree in related field

FOOTNOTE

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.



NEW:
DATE
07/01/18

JOB TITLE:	ADULT EDUCATION ESL PROGRAMS COORDINATOR
DIVISION:	ACADEMICS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	187
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides technical assistance to district and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity. Supports English Second Language (ESL) students in the Adult Education program. Provides in-services as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works closely with ESL program personnel in developing curriculum and instruction
Provides training, mentoring, and supervision for ESL program staff, while providing field support to all ESL locations
Oversees and directs the work of committees and task forces, as assigned
Meets with ESL program staff regularly to monitor effectiveness of services
Maintains accurate ESL records on the program and provides data and reports to appropriate personnel
Evaluates effectiveness of assigned ESL programs or activities
Provides technical assistance to district and school staff in the areas of assignment
Assures compliance with local, state and federal regulations and procedures related to areas of assignment
Researches past and current practice in areas assigned and integrates research in areas of responsibility
Other duties as assigned by supervisor

PHYSICAL DEMANDS
The work requires regular, local travel, through one's personal vehicle and is required for meeting with participants and local entities. Valid driver's license and proof of insurance is required. This work 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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's degree in area of responsibilities
Three (3) years' experience in area of assignment
One (1) year successful experience in administration/supervision

DESIRABLE QUALIFICATIONS
Experience in working with different age groups and nationalities
Experience in working with community organizations and agencies
Master's Degree in related field

FOOTNOTE
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.



NEW:
7/01/18

JOB TITLE:	ASSISTANT SUPERINTENDENT OF SCHOOL TURNAROUND
DIVISION:	ACADEMIC SCHOOL DIVISION
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 school turnaround program. Leads the work around school turnaround for 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 turnaround practices. Serves as the link between Kentucky Department of Education turnaround staff and schools and district programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with other assistant superintendents and district leaders on matters relating to school turnaround

Mentors school and district administrators to support effective leadership around turnaround efforts for both state-identified schools and district-identified schools that need support

Integrates turnaround strategies, instructional, and social-emotional intervention strategies in professional development to support schools with particular attention paid to the goal of reducing the achievement and opportunity gap

Monitors schools' data in order to support schools and students, and collaborates with assistant superintendents to address strategies to support school turnaround

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

Advises and assists principals and school leadership teams in developing and evaluating programs addressing school turnaround

Conducts and/or coordinates on-site school visits to assess effectiveness of turnaround strategies in order to provide recommendations and further support to assistant superintendents, administrators, and school teams

Facilitates community and Kentucky Department of Education partnerships and linkages for schools in relation to turnaround practices

Provides general technical assistance to assistant superintendents and schools on data analysis for school turnaround

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 of Schools

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree 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 school turnaround

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:
7/01/18

JOB TITLE:	ASSISTANT SUPERINTENDENT OF TRANSITION READINESS
DIVISION:	ACADEMICS
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 transition readiness program, with particular emphasis, but not limited to, high schools. Leads the work around preparation for post K-12 transitions including, career and technical education, dual credits, etc. Ensures that schools and other district staff can integrate college and career needs of their students into instructional design. Serves as the link between business and community partners and schools and district programs. Oversees the Carl D. Perkins Career and Technical Education funds.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with other assistant superintendents and district leaders on matters relating to transition readiness

Mentors school and district administrators to support effective leadership around transition readiness

Integrates college and career readiness, dual credit opportunities and 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

Monitors schools' career and technical education (CTE) data in order to support schools and students, and collaborates with assistant superintendents to address strategies to support students

Builds collaborative working groups within the academics department, community/business partnerships, and communicates for the continuous improvement of the district's transition plans

Supervises and manages the Carl D. Perkins Career and Technical Education program and activities including budgetary, data standards, and other organizational systems

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

Advises and assists principals and school leadership teams in developing and evaluating programs addressing transition readiness strategies

Conducts and/or coordinates on-site school visits to assess transition readiness in order to provide recommendations and further support to assistant superintendents, administrators, and school teams

Facilitates community and business partnerships and linkages for schools

Provides general technical assistance to assistant superintendents and schools on data analysis for transition readiness

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 transition readiness

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:
07/01/18

JOB TITLE:	COORDINATOR INTERNATIONAL POPULATIONS
DIVISION:	DIVERSITY EQUITY AND POVERTY
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates efforts and programs that support international students and their families. Works with both community and district partners to ensure access to district programs and activities for international students and their families. Partners with multiple departments to ensure equitable access for international students and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supports and creates programs designed to meet the needs of international students and families

Works closely with the communications team to craft messages for stakeholders and community groups to ensure that programs are well-advertised to ensure equitable access

Tracks effectiveness of programs and makes decisions and changes based on data and interactions with stakeholders

Works with local officials and district departments to ensure cohesive partnerships to provide services to international families and students

Works with students and families to determine needs and programs and then partners with stakeholders to address those needs

Represents the district at events and serves on committees as assigned by supervisor

Partners with schools to ensure international student needs are addressed

Identifies recurring obstacles to success for international students and works with appropriate internal and external partners to address

Monitors compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures

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, Master's Degree Supervision

Three (3) years related work experience

DESIRABLE QUALIFICATIONS

Experience with international community

Experience in working with community partners



NEW: 07/01/2018

JOB TITLE:	COORDINATOR PARTS AND REPAIR
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Coordinates the day-to-day activities of the technology field operations team by ensuring adequate and timely availability of the necessary parts and other components. Works closely with the Infrastructure and Technology Support Services to ascertain repair and project needs, and leads procurement of necessary hardware/software and other components. Continuously reviews work tickets and projects to plan current and future repair/maintenance tasks and procures required components in a timely manner. Aids field service delivery operations to achieve cost efficiency in all aspects of service delivery. Ensures operational adherence to ITIL-based service management, policies, and procedures.
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates the procurement of all components required for day-to-day technology field operations, projects, maintenance, and support.
Manages day-to-day service delivery escalations related to parts and components to ensure all work is done in an efficient and timely manner, and is available on call 24x7. Maintains adequate parts and supply inventories by verifying inventory levels.
Works closely with approved vendors and all stakeholders to address technology supply issues, component failures, recalls, warranty, returns, quality of work, and other related issues. Communicates effectively with management, team members and district stakeholders to ensure uninterrupted and superior technology service delivery.
Organizes and maintains technology component inventory by utilizing technology measures to forecast, track, and order components, and ensures compliance with established SLAs, district-wide technology architectural standards, hardware policies and procedures. Continuously reviews work tickets to ensure the timely availability of components to deliver prompt service to customers.
Anticipates needed equipment, parts, and supplies related to special technology projects and routine preventive maintenance, and works closely with management to procure the same in a timely manner. Identifies and executes continual service improvement initiatives and liaises with project teams to ensure operational readiness of all IT projects.
Keeps abreast of emerging technologies to identify service trends, and works closely with other information technology teams to review, design, test, implement, and support innovative enterprise technology solutions.
Works closely with management and the support teams to establish and implement best practices, and follows effective change management strategies. Interfaces with team members, approved vendors, and stakeholders to schedule technology maintenance and repair initiatives.
Utilizes effective communication skills to interact with internal clients and external stakeholders at all levels to help resolve IT-related issues and provides answers in a timely manner.
Works closely with the IT team management to design, track, and report key performance indicators.
Mentors team members and stays current on certifications(s) by successfully completing updated certification exams.

Recommends and implements cost efficient measures to increase operational efficiencies.

Performs other duties as assigned by the designated supervisor

PHYSICAL DEMANDS

The work is performed while standing, walking and sitting. It requires the ability to communicate effectively using speech, vision, and hearing. The work at times is sedentary. It routinely involves using computer software to assist with daily work. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work involves being exposed to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Associate's degree in computer science or related field and/or five (5) years of direct experience in technology field service delivery in an enterprise setting

In-depth knowledge of information technology support and technology service delivery. Proven ability to think independently and resolve technology field support issues and effective personnel resource management.

Excellent written and oral communication skills coupled with thorough knowledge of enterprise technology field services and project delivery. Operational knowledge of industry-standard hardware, software and networking technologies used in school district settings.

A current, relevant, and industry-recognized certification or ability to complete department-designated and department-paid certification(s) within twelve (12) months of hire.

DESIRABLE QUALIFICATIONS

Bachelor's Degree

ITIL certification

PMP certification



NEW: 07/01/2018

JOB TITLE:	COORDINATOR SERVICE DELIVERY
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II/GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Coordinates the day-to-day activities of the technology field operations to provide operational support for technology used in the district. Works closely with the Infrastructure and Technology Support Services to deliver timely support services. Reviews work tickets to plan, recommend, and operationalize field operations resources to achieve operational efficiency in all aspects of service delivery and to promote cross-training of staff. Ensures operational adherence to ITIL-based service management, policies, and procedures.
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates all activities concerning field operations in the areas of technology projects, maintenance, and support.
Manages day-to-day service delivery escalations, ensures all work is done in an efficient and timely manner, and is available on call 24x7.
Designs and implements best practices, standards, and operational guidelines for providing optimum service delivery of all technology support services.
Insures compliance with established SLAs, district-wide technology architectural standards, hardware policies and procedures.
Identifies and executes continual service improvement initiatives and liaises with project teams to ensure operational readiness of all IT projects.
Keeps abreast of emerging technologies to identify service trends, and works closely with other information technology teams to review, design, test, implement, and support innovative enterprise technology solutions.
Works closely with management and the support teams to establish and implement best practices, and follows effective change management strategies.
Utilizes effective communication skills to interact with internal clients and external stake holders at all levels to help resolve IT-related issues and provides answers in a timely manner.
Works closely with the IT team management to design, track, and report key performance indicators.
Mentors team members and stays current on certifications(s) by successfully completing updated certification exams.
Recommends and implements cost efficient measures to increase operational efficiencies.
Performs other duties as assigned by the designated supervisor

PHYSICAL DEMANDS

The work is performed while standing, walking and sitting. It requires the ability to communicate effectively using speech, vision, and hearing. The work at times is sedentary. It routinely involves using computer software to assist with daily work. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work involves being exposed to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Associate's degree in computer science or related field and/or five (5) years of direct experience in technology field service delivery in an enterprise setting

In-depth knowledge of information technology support and technology service delivery. Proven ability to think independently and resolve technology field support issues and effective personnel resource management.

Excellent written and oral communication skills coupled with thorough knowledge of enterprise technology field services and project delivery. Operational knowledge of industry-standard hardware, software and networking technologies used in school district settings.

A current, relevant, and industry-recognized certification or ability to complete department-designated and department-paid certification(s) within twelve (12) months of hire.

DESIRABLE QUALIFICATIONS

Bachelor's Degree

ITIL certification

PMP certification



NEW:
07/01/18

JOB TITLE:	DIRECTOR OF ACADEMIC PROJECT MANAGEMENT
DIVISION:	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Works closely with Chief Academic Officer on projects that involve community partners and internal or external partners. Assists Chief Academic Officer in promoting overall efficiency and maximizing academic services in support of educational achievement for students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Partners with staff assigned to academic departments to achieve goals of the department
 Identifies needs in the area of academics and works with internal and external partners to address those needs
 Collaborates with district staff to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps
 Performs analysis to determine and communicate recommendations for utilizing community supports
 Understands and communicates the needs of academic departments to internal and external partners to enhance effective partnerships
 Ensures effective partnerships with community stakeholders through meaningful interactions
 Assist principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning
 Collaborates with other community regulatory groups including the Department of Education
 Supports compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to academics
 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 or higher with Kentucky Certification in Administration
 Three (3) years successful experience as a teacher
 Successful leadership experience

DESIRABLE QUALIFICATIONS

Successful experience as an administrator
 Leadership experience in implementing programs in a school district



NEW:
07/01/18

JOB TITLE:	DIRECTOR OF CURRICULUM DESIGN AND LEARNING INNOVATION
DIVISION:	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership in curriculum and learning that creates innovative opportunities for students to achieve and addresses the achievement and opportunity gaps. Works to align curricula within and among grade levels and courses so that student learning is maximized. Understands and utilizes curricular guidance from state and national partners in order to best serve students and to help teachers and school leaders provide the best learning experiences possible for students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with Assistant Superintendent to provide leadership to content area staff so that teachers and school leaders are supported

Identifies training needs for various stakeholders groups and works to create opportunities for learning in various formats (e.g., in-person; on-line etc.)

Collaborates with district staff across multiple departments to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps

Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives

Works with others in the department to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Assist principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning

Collaborates with other regulatory groups including the Department of Education

Supports compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to academics

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 as a teacher

Five (5) years related work experience

DESIRABLE QUALIFICATIONS

Successful experience as an administrator

Leadership experience in implementing programs in a school district

Experience delivering professional development to large groups of teachers and administrators



NEW:
7/01/18

JOB TITLE:	DIRECTOR ENGLISH AS A SECOND LANGUAGE
DIVISION:	ACADEMICS
SALARY SCHEDULE/GRADE:	II/IV GRADE 13
WORK YEAR:	260
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Plans and delivers district supports for English language learners to provide equitable access to meaningful English language development and content instruction so that all English language learners have the same opportunity to achieve college and career readiness. Provides leadership to and direct supervision of the ESL Department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages and coordinates the overall ESL Department administration, ESL instructional programs, the ESL intake center and language services
Provides district leadership for the support of English language learners
Supports the JCPS testing unit with the administration of ACCESS for ELLs as required by federal (Title III) and state (703:KAR:5070) regulations
Works with the ESL specialist to monitor the performance of exited ELL students who are in the first and second year of monitoring status
Develops ESL summer programming with the use of the Refugee School Impact Grant including creation of timelines, budgets, staffing, and materials to properly resource the ESL summer programs
Manages and develops the federal Title III budget
Manages the Refugee School Impact Grant and completes the Grant report
Manages the General Fund budget
Anticipates and projects General Fund budget requests for each school year
Performs other duties as assigned by the assistant superintendent for Academic 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 activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky certification in administration and/or supervision
Five (5) years successful experience in area of assignment
Endorsement for Teaching English as a Second Language, all grades
Current experience working with English language learners

DESIRABLE QUALIFICATIONS

Advanced training in area of assignment
Five (5) years teaching or school administration experience



NEW:
7/01/18

JOB TITLE:	EXECUTIVE ADMINISTRATOR OF SCHOOL TURNAROUND (ELEMENTARY, SECONDARY)
DIVISION:	ACADEMIC SCHOOLS
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 and coordinate school turnaround strategies. Assists the assistant superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of school turnaround initiatives. Assist assistant superintendent and other district staff in evaluations of programs and strategies designed to promote school turnaround.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coaches principals in schools to achieve higher achievement levels for 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; identifying professional development needs based on data indicating schools' needs in the turnaround process

Supports and assists planning professional development and helps school leaders address academic and other challenges to support success in the turnaround process

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, and families in resolving conflicts

Assist 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 problems and works with school 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 and school turnaround

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



NEW:
7/01/18

JOB TITLE:	EXECUTIVE ADMINISTRATOR TECHNOLOGY INNOVATION AND PROGRAM MANAGEMENT
DIVISION:	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II/IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS/CERX

SCOPE OF RESPONSIBILITIES

Provides leadership in the development of a coherent and aligned professional and digital development plan to ensure all teachers and staff are provided with a quality learning experience. Provides leadership in the development of all digital learning systems, training modules, support and possible expansion of current educational technology opportunities. Works closely with other departments but primarily with the Academics department to ensure a seamless technology experience for staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Participates in and formalizes district short and long range planning in areas of possible growth, expansion, and new educational opportunities in technology

Directs the establishment and ongoing operations of professional development to ensure long-term professional development programs are in place In conjunction with Teaching and Learning department

Coordinates the development, implementation, and ongoing refinement of professional and digital development and training programs necessary to ensure that teachers and other staff know the specific knowledge and skills to be taught and learned at each grade and in each subject, and how to utilize appropriate platforms to support deeper learning

Supports the Academic Division with the operational logistics needed for school leadership professional developments and trainings, including districtwide trainings

Works in conjunction with multiple departments to facilitate the use of technology to meet district needs

Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to technology programs

Performs other duties as assigned by the Chief Information 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 or higher from an accredited university in related field

Three (3) years successful experience as a teacher or equivalent

Experience with technology and training

DESIRABLE QUALIFICATIONS

Organizational, communication, and interpersonal skills

Skill in planning and project management

Knowledge of the educational processes



NEW:
07/01/18

JOB TITLE:	GENERALIST PARENT OUTREACH
DIVISION:	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Specializes in telling stories and building brands (from social/digital to video to print). Makes an impact in the community, leads the district in a variety of best practices and helps communications efforts to produce tangible results. Works with students, educators, administrators, schools, businesses, and community partners on projects. Supports the Communications department, assisting in advertising and marketing campaigns, works with the press and other related media outlets, as well as coordinates events, promotions and external community events.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, creates and implements a marketing strategy; develops implements and assists in advertising, marketing and PR strategies to promote internal and external initiatives on behalf of the district

Plans, manages, budgets, activates, attends and evaluates on-site events and promotions

Assists with the successful management of social channel activities for various brands; creates timely and engaging content optimized for intended audience

Develops social presence and advocates brand effectively; leads content creation across various media channels and engages with social communities for initiatives and schools (e.g., Facebook, Instagram, Snapchat, Twitter, etc.)

Assists with writing, design, social media, videography, digital efforts, print materials and events

Maintains awareness and understanding of best-in-class tactics being used by others, as well as looks for opportunities to innovate and develops existing initiatives

Maintains awareness of emerging trends and platforms to use as necessary

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

Monitors 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 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



NEW: 07/01/2018

JOB TITLE:	GRANT DEVELOPER
DIVISION:	ACCOUNTABILITY, RESEARCH, AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	230 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates and oversees the grant application process including identification of potential new funding sources, development of funding resources for existing and proposed programs/or services, writing grants, developing budgets, collaborating on grant applications with various district units and community organizations. Support and assist with the processing, monitoring and coordination of grant awards including reporting and compliance.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Leads development and submission of large, multi-school, multi-partner grants to federal, state and foundations funders including forming and facilitating grant development teams

Researches and promote grant opportunities to secure additional resources for the district and schools

Supports grant processes including reporting, budgeting, evaluation, etc., for the purpose of assuring compliance with all district, state, and federal guidelines

Represents JCPS with community organizations and external entities to develop collaborative grant applications, funding opportunities, and partnerships

Communicates with federal, state and foundation program officers to request budget revisions, seek information, resolve problems, and develop ongoing relationships with funder

Assists with developing project plans that are aligned with district's strategic plan and educational best practices

Develops grant related documents including budgets, timelines, partner agreements, letters of commitment, contracts, and reports

Provides ongoing technical assistance to Project Directors and district and school staff regarding the implementation of grants programs and fiscal and program compliance

Provides training for district and school staff and community partners in grant proposal writing

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

Bachelor's Degree in job-related area

Three (3) years related work experience

Experience with grant writing

DESIRABLE QUALIFICATIONS

Excellent grammar and strong research skills needed

Knowledge of the field of education



NEW:
7/01/18

JOB TITLE:	INSTRUCTIONAL COACH DIGITAL LITERACY
DIVISION:	INFORMATION
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	195 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Supports teachers and other staff members in effectively using multiple technology platforms to meet the goals of the school and/or district. Works with Professional Learning Communities (PLCs) and other employee groups to utilize technology efficiently to further academic understanding and reduce the achievement and opportunity gaps.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with PLCs on how to effectively use technology to meet the needs of learners

Collaborates with colleagues in the Information and Technology department as well as colleagues in Academics to meet the needs of schools/teachers

Works closely with school and district staff to determine how to support teachers in using multiple technology platforms

Researches current technology strategies to share with fellow teachers to support student learning and address the achievement and opportunity gaps

Participates on committees as assigned

Works closely with teachers in schools to determine needs in the assigned curricular areas and teacher needs to improve pedagogy that will reduce the achievement and opportunity gaps

Works closely with colleagues to support deeper learning strategies that will improve fellow teachers toolkits to address achievement and opportunity gaps

Collaborates with school PLCs to analyze student work to help teachers plan next steps that will improve student learning

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

Three (3) years successful experience as a teacher

Expertise in equity, inclusion and culturally responsive education

DESIRABLE QUALIFICATIONS

Three (3) years experience in the use of computers, programming and classroom computer use

Knowledge of appropriate pedagogy that will address achievement and opportunity gaps



NEW:
7/01/18

JOB TITLE:	INSTRUCTIONAL LEAD
DIVISION:	ACADEMICS & ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Supports fellow teachers in assigned curricular area. Supports groups of teachers in Professional Learning Communities (PLCs) or other collegial learning groups to implement learning strategies in assigned content area(s). Supports fellow teachers in the classroom with peer coaching, sharing pedagogical insights, and instructional strategies.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with fellow teachers on planning to deliver instruction in assigned content area

Works with supervisor to determine curricular and instructional needs and how to spend time to address those needs

Collaborates with literacy and math partners to ensure strong professional learning experiences for identified schools

Researches current educational strategies to share with fellow teachers to support student learning and address the achievement and opportunity gaps

Participates on committees as assigned

Works closely with teachers in schools to determine needs in the assigned curricular areas and teacher needs to improve pedagogy that will reduce the achievement and opportunity gaps

Works closely with other instructional leads to support deeper learning strategies that will improve fellow teachers toolkits to address achievement and opportunity gaps

Collaborates with school PLCs to analyze student work to help teachers plan next steps that will improve student learning

Works with supervisor to address any course needs or standards work that is required by the Kentucky Department of Education or other regulatory entity

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

KY teacher certification

Master's Degree or higher with area of major in the assigned curricular area

Three (3) years successful experience as a teacher

Expertise in equity, inclusion and culturally responsive education

DESIRABLE QUALIFICATIONS

Knowledge of standards in assigned curricular area

Knowledge of appropriate pedagogy that will address achievement and opportunity gaps



NEW
7/01/18

JOB TITLE:	INSTRUCTIONAL LEAD CAREER PATHWAYS
DIVISION:	ACADEMICS
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS1

SCOPE OF RESPONSIBILITIES

Supports fellow teachers in career pathways work. Supports groups of teachers in Professional Learning Communities (PLCs) or other collegial learning groups to implement learning strategies in Career and Technical Education (CTE). Supports fellow teachers in the classroom with peer coaching, sharing pedagogical insights, and instructional strategies. Partners with community and businesses to support CTE in schools.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with fellow teachers on planning to deliver instruction in CTE classrooms
 Works with supervisor to determine CTE needs and how to spend time to address those needs
 Collaborates with community and business partners to ensure strong professional learning experiences for identified schools
 Researches current Career and Technical educational strategies to share with fellow teachers to support student learning and address the achievement and opportunity gaps
 Participates on committees as assigned
 Works closely with teachers in schools to determine needs in CTE and to improve pedagogy in order to reduce the achievement and opportunity gaps
 Works closely with other instructional leads to support deeper learning strategies that will improve fellow teachers toolkits to address achievement and opportunity gaps
 Collaborates with school PLCs to analyze student work to help teachers plan next steps that will improve student learning
 Works with supervisor to address any course needs or standards work that is required by the Kentucky Department of Education or other regulatory entity
 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

Bachelor's Degree or higher with area of major in the assigned area
 Three (3) years successful experience in area of assignment
 Expertise in equity, inclusion and culturally responsive education

DESIRABLE QUALIFICATIONS

KY teacher certification
 Master's Degree
 Knowledge of CTE
 Knowledge of appropriate pedagogy that will address achievement and opportunity gaps



NEW: 07/01/2018

JOB TITLE:	MANAGER FIELD OPERATIONS
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II/GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Manages and directs all activities of the technology field operations team and leads the field operations projects and initiatives. Effectively communicates with all internal and external business groups. Manages the development of processes, procedures, and policies that apply to technology field operations. Serves as the direct contact for any escalation of complaint or issue related to field operations. Solves complex problems including, but not limited to technology projects, field operations personnel, stakeholders, and vendors. Continually maintains a professional working relationship with approved vendors and district stakeholders

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs and manages the technology field operations team. Monitors, documents, and tracks the day-to-day progress of ongoing and scheduled projects, and provides technical assistance as needed, by being on call 24x7. Monitors, schedules, and operationalizes projects to create an efficient and productive service team

Liaises and collaborates effectively with other business units in the design, implementation, and delivery of technology initiatives. Advises Information Technology staff and other departments on technology initiatives. Provides assistance and direction in the maintenance and development of processes, procedures, and policies that apply to technology initiatives across all JCPS facilities. Removes barriers and solves problems to increase team productivity and on-time completion of technology projects and services

Ensures effective execution of the core operational duties including driving the quality and productivity procedures, in order to better the existing ones and help in achieving the mission and goals of the organization. Balances attention to detail with swift execution

Maintains professional working relationship with technology vendors who support Jefferson County Public Schools, and attends vendor showcases and presentations on new technology, when permissible and applicable

Utilizes analytical methods to plan, organize, execute, and evaluate IT projects to comply with assigned schedule and specifications. Prepares operations schedules and monitors the work progress against the allotted budget and requirements. Monitors the variances in material and labor in coordination with direct reports

Leads, motivates, develops and coaches the Field Service Delivery team. Effectively handles and mitigates escalation of complaints or issues involving field services staff, district staff, and vendors. Acts as a direct liaison between management and stakeholders, and maintains a collaborative relationship with collective bargaining representatives

Assists the Information Technology leadership in creating, maintaining, and submitting all field operations Projects. Ensures cost effective solutions are being used at all times and consistently seeks to implement new and improved methods. Strives constantly to build positive relationships with the district stakeholders and to serve the needs of the district

Performs other duties as assigned by the designated supervisor

PHYSICAL DEMANDS
The work is performed while standing, walking and sitting. It requires the ability to communicate effectively using speech, vision, and hearing. The work at times is sedentary. It routinely involves using computer software to assist with daily work. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work involves being exposed to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Bachelor's degree in computer science or related field and five (5) years of direct experience managing technology operations teams and projects in an enterprise setting.
Ability to effectively prioritize and execute tasks in a high-pressure environment.
Solid project management skills along with strong written and oral communication skills.
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
PMP and ITIL certification
Electronic and network IT equipment support experience



NEW:
7/01/18

JOB TITLE:	MECHANIC
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 7
WORK YEAR:	260
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

This is an entry level mechanical position which responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable of participating in a continuing educational development program in upgrading technical skills.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule and accurate records of assigned vehicles
Processes work orders for parts used on vehicles
Repairs heating, venting, air-conditioning, and electrical systems on all vehicles
Diagnose, repair, or replace all diesel internal combustion engines
Repairs interior and/or exterior of vehicles as needed
Repairs all frames (chassis), transmissions, axles, wheels, brakes, and clutch assemblies
Repairs and/or replaces the power plant and maintains the engine lubrication system
Repairs and/or replaces exhaust and fuel systems
Assumes responsibility of proper use of tools, equipment and standard maintenance and safety inspection
Performs other duties as assigned by the designated foreman

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulation. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull heavy weights. The work requires activities involving being around moving machinery, 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.
Working knowledge of gas and diesel buses, truck, and cars
Ability to obtain at least one Automotive Service Excellence certification during the first year of employment
Technical vocational training or commensurate work experience
Ability to secure CDL when eligible (21 years of age)

DESIRABLE QUALIFICATIONS

Knowledge of applicable school system policies and procedures
Ability to analyze combustible engine failure by using electronic test equipment



NEW:

07/01/2018

JOB TITLE:	PRINCIPAL JEFFERSON COUNTY HIGH SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4320
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes overall responsibility for the total operation of the Jefferson County High School including directing and evaluating school operations; implementing and evaluating programs, operating the school; supervising and evaluating personnel assigned to the programs, providing leadership for the instructional program and serving as a communication link with community, parents, and other school system employees.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership for the instructional program

Plans, executes and evaluates school operations and implements and evaluates school programs in accordance with Board policy, existing laws, and administrative directives

Exercises administrative authority and responsibility for decision-making

Provides leadership in the determination of educational needs and in the formulation of necessary plans, programs, and budgets

Supervises and evaluates all personnel assigned to the school

Directs the utilization of available services and resources according to clearly established priorities and needs.

Provides communication linkage among the Jefferson County High School, systemwide service offices, local school personnel, parents, community, and citizen groups; remains knowledgeable of their activities and concerns.

Develops and implements a comprehensive plan of staff development

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

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 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 (Principalship Certificate)

Three (3) years of successful teaching experience in public schools 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
Teaching experience at level of assignment as defined in KRS 161.220 and KRS 161.720
Evidence of preparation for school program administration at level of assignment as defined in KRS 161.220 and KRS 161.720
Successful experience in school administration as defined in KRS 161.220 and KRS 161.720
Experience with/working knowledge of current program(s) and procedures



NEW:
07/01/18

JOB TITLE:	SPECIALIST OF ASSESSMENT LITERACY
DIVISION:	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Works with school and district staff to develop a deep understanding of assessments and how to use the data resulting from them to impact instruction. The goal is to improve student achievement and to reduce the achievement and opportunity gaps. Assists with technical aspects of assessments as well as utilizing results.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Partners with staff assigned to academic departments to achieve goals of the department

Identifies teacher and school leader needs concerning assessment literacy and plans professional development to support understanding

Collaborates with district staff to support achievement for all students particularly through the lens of effective use of assessment data with attention paid to closing the achievement and opportunity gaps

Performs analysis to determine and communicate recommendations for utilizing data to influence instruction to meet individual student needs

Understands engaging pedagogy and works to use assessment data to support teachers and school leaders in developing authentic learning for students

Works with technical aspects of district-wide assessments to support schools in implementation

Assist principals and school leadership teams to expand their knowledge of assessment literacy

Supports compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to academics

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 as a teacher

Expertise in assessment literacy

DESIRABLE QUALIFICATIONS

Successful experience as an administrator

Leadership experience in implementing programs in a school district



NEW:
07/01/18

JOB TITLE:	SPECIALIST COMMUNITY AFFAIRS
DIVISION:	DIVERSITY EQUITY AND POVERTY
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates efforts and programs that support the community and employees. Develops relationships with community and district stakeholders to ensure the district's equity goals are being met. Creates and builds a Community Affairs unit to address equity issues and to partner with the community and district offices to meet needs to support students and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Creates and plans programs that engage and support the community and employees

Develops and expands relationships with civic organizations, parents, and others as to strengthen the district's equity goals

Works closely with stakeholders and employees committed to (racial equity policy)

Provides supports to the community and program providers as to improve outcomes for students and parents as it relates to access and equity

Receives and responds to reports from the community about equity concerns

Reports to the community the status of the equity initiatives in JCPS

Ensures that project/department milestones and goals around equity are met

Works in partnership with community-based program providers to develop and implement programs that promote community equity

Works with internal departments to develop a internal and external equity plan that promotes a culturally responsive and inclusive workplace, community, and classroom

Works with community coalitions to develop programs, events and new initiatives that promote equity

Establishes a unit of Community Affairs to address the equity needs as defined by the equity scorecard, the policy, and the strategic plan

Collaborates and coordinates with other operating units as needed

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, Master's Degree in Supervision

Three (3) years related work experience

DESIRABLE QUALIFICATIONS

Experience with community partners

Skill in public speaking and working with multiple partners and stakeholder groups



NEW: 07/01/2018

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

SCOPE OF RESPONSIBILITIES

Supervises field technicians, and provides support for onsite installation, support, troubleshooting, and maintenance of district technology including, but not limited to, computing devices, data and communication network equipment, business machines and other electronic equipment and associated peripherals. Oversees the technology repair processes and provides technical support to district staff. Communicates effectively with customers throughout the technology support process. Effectively tracks and annotates work performed according to policies, procedures, and performance standards mandated by management.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises field technicians, and assists in staff scheduling, installation, maintenance, upgrade/updates and repair of computing equipment, legacy/VoIP equipment, business machines, audiovisual equipment, scanners, integrated surveillance & access control systems, networking and wireless equipment and all associated peripherals.

Supervises the Field Technician team(s) during installation, upgrade, and maintenance of all networking peripherals, including, but not limited to, cabling, ports, switches, patch panels and wireless access points and provides the team with appropriate resources.

Supervises the installation & maintenance as well as upgrades/updates, and repairs of interactive audiovisual classroom aid equipment.

Provides assistance and guidance on new technology purchased with KETS funding throughout the district, and assists school technology coordinator with annual site inventory.

Effectively and routinely communicates with district staff and end users regarding district technology, and addresses quality of service issues with business owners and managers.

Continually adheres to, and follows, change management protocols, policies, procedures and performance standards, as mandated by management, and follows continuous process improvement methodologies to create and maintain lean, effective and efficient technology field support operations.

Performs proper sanitization and disposal of technology equipment per district policy and procedures, and maintains standard equipment list. Supervises Field Technicians and assists the Field Service Engineer in the upkeep of fleet equipment inventory and cleanliness of technician fleet vehicles.

Ensures the timely completion work tickets assigned to the field technicians, suggests enhancements to the ticketing system platform as dictated by field observations, and communicates effectively and proactively to promote and sustain cross-training among Field Technicians.

Stays current on certification(s) by completing updated certification exam(s) while keeping abreast of technology advances and personal technical skills related to the job.

Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is performed while standing, walking and sitting. It requires the ability to communicate effectively using speech, vision, and hearing. The work at times is sedentary. It routinely involves using computer software to assist with daily work. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights and being around moving machinery. The work involves being exposed to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Associate's degree in information technology or related field and/or five (5) years of direct experience in computing/electronic equipment repair or related field

In-depth knowledge of information technology and electronic equipment. Ability to effectively prioritize and execute tasks in a high-pressure environment.

Excellent written and oral communication skills coupled with a strong understanding of TCP/IP, network architecture and ability to effectively troubleshoot with technicians and other IT staff. Ability to interpret schematics and keep documentation up to date.

Must be able to work with and independently of others, with and without supervision.

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 with project management experience

Specialized training in a manufacturer's certification program.

Electronic and network IT equipment support experience