

DELETE

Effective 7/01/18



NEW:

07/10/2006

JOB TITLE:	ACADEMIC PROGRAM CONSULTANT III
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4258
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a project, program or activity having significant impact on the district routinely affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside the unit require exercise of judgment to obtain approval.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of a project, program or activity and evaluates staff as assigned.

Develops, establishes or administers project, program or activity.

Serves as liaison with other units, departments or outside agencies as required.

Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned.

Maintains communication and works closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.

Prepares and/or assists in preparation or reports, records and other documentation as required.

Accumulates and researches data, documents and other pertinent information as required.

Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.

Prepares, delivers or assists with training opportunities as appropriate.

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, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years successful experience in area of assignment

Successful leadership experience

Supervisor of Instruction or Consultant Certificate

DESIRABLE QUALIFICATIONS

Master's Degree

Kentucky Professional Certification in Administration and/or Supervision

DELETE

Effective 7/01/18

REVISED

September 27, 2016



JOB TITLE	ARTS CURRICULUM SPECIALIST II GRADES K-12		
DIVISION	CURRICULUM MANAGEMENT		
SALARY SCHEDULE	II/IV GRADE 9		
WORK YEAR	210 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR OF CURRICULUM AND COMMUNITY ENGAGEMENT		

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in K-12 Arts (Visual Arts, Dance, and Theatre) curriculum and instruction, monitoring and implementation of K-12 Arts (Visual Arts, Dance, and Theatre) Standards; provides professional development as assigned; surveys system-wide needs and determines effectiveness of K-12 Arts (Visual Arts, Dance, and Theatre) curriculum and instruction; coordinates and/or manages district-wide student dance, theatre, and visual arts events and competitions as assigned; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for K-12 Arts (Visual Arts, Dance, and Theatre) as assigned.

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising K-12 Arts (Visual Arts, Dance, and Theatre).

Researches past and current practices in K-12 Arts (Visual Arts, Dance, and Theatre) and integrates research in all areas of responsibility.

Supervises and directs the work of committees and task forces as assigned.

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in K-12 Arts (Visual Arts, Dance, and Theatre).

Works closely with district and school staff to obtain information regarding the effectiveness of K-12 Arts (Visual Arts, Dance, and Theatre) programs or activities.

Provides technical assistance to district and school staff in K-12 Arts (Visual Arts, Dance, and Theatre).

Assure compliance with local, state and federal regulations and procedures related to K-12 Arts (Visual Arts, Dance, and Theatre).

Assures compliance with Board Goals and Administrative Objectives related to K-12 Arts (Visual Arts, Dance, and Theatre).

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 at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree or higher with area or major in Visual Arts with Kentucky Teacher Certification.

Three (3) years successful teaching experience in visual arts, preferably at both elementary and secondary levels.

DESIRABLE QUALIFICATIONS

Master's Degree

Three (3) years successful experience in supervision of instruction and/or curriculum development.

Kentucky certification in supervision and/or administration

DELETE

Effective 7/01/18



NEW:

07/12/2004

	CLERK/TYPIST
	DISTRICT-WIDE
SCHEDULE/GRADE:	1A, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8726
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Performs general typing and clerical duties for the office and is responsible for typing, filing, processing and maintaining records, preparing and distributing materials and expediting telephone communications.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs all other duties as assigned by the appropriate supervisor.

Performs general typing and clerical duties.

Processes requisitions and maintains accurate records.

Receives and relays telephone communications to and from staff.

Maintains accurate files of all correspondence and materials.

Assists in preparing instructional materials including typing and technical drawing

Maintains an inventory of available materials.

Participates in staff development activities.

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

High School Diploma or G.E.D.

Demonstrated skill in typing and using other office machines

Ability to follow directions and to perform general office duties efficiently

DESIRABLE QUALIFICATIONS

Ability to follow directions and to perform general office duties efficiently

Ability to work well with people

Ability to maintain pleasant and polite telephone manners and to relay messages accurately

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.

DELETE

Effective 7/01/18



REVISED:
07/01/17

JOB TITLE:	COORDINATOR OF PROFESSIONAL AND DEEPER LEARNING
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4242
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of district innovation, curriculum and coordination of district-wide professional learning related to the district's vision and mission objectives. Assists the Chief Academic Officer in promoting overall efficiency and maximizing of district innovation, curriculum, and professional learning services in support of educational achievement for K-12 teachers and students. Collaborates with district, state, national networks and policymakers to ensure optimal access to resources. Informs across all departments the ways in which the district continues to develop and manage new ideas.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, evaluates and provides direction to staff assigned to district innovation, curriculum and professional learning.

Identifies professional learning needs districtwide and in the areas of innovation and curriculum and provides delivery and monitoring of the professional learning results.

Collaborates with district staff to ensure achievement for teachers and students.

Performs data analysis to determine innovation/curriculum/professional learning scorecard aligned to district vision and communicates recommendations for innovation and teacher leadership development.

Ensures innovation, curriculum and professional learning alignment for all levels and areas of content connected to district goals and objectives aligned to district vision.

Understands and communicates best-practice instruction/innovation/curriculum strategies and teacher leadership best practices for professional learning.

Ensures effective implementation of district goals and objectives.

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

Collaborates with other departments and divisions of JCPS and with the Kentucky Department of Education to ensure communication and achievement for schools.

Formulates effective new ideas and innovative strategies for innovation, teacher leadership and professional training opportunities, discerning new solutions to old problems

Recognizes promising ideas and finds ways to introduce them into the district's future plans and discards ideas that are ineffective, costly, or beyond the scope of the district's mission or abilities to develop

Strategizes with idea development teams to transform general ideas into workable solutions

Analyzes existing practices to isolate areas ripe for improvement or enhancement

Encourages creative thinking in team members and finds ways to nurture innovative thinking across all areas of the district

Follows needs assessment survey results tied to new ideas, tracks and analyzes the success of new approaches, and responds to district/school concerns

Monitors research and development of other organizations to spot trends in innovation and supplement research findings in the district's plan

Allocates resources to maintain the organization's existing agenda while accounting for new projects

Evaluates the progress of innovation and adjusts the pace or direction of new projects in accordance

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 in administration

Five (5) years successful leadership experience as a building level leader

Five (5) years successful teaching experience

Certification in Supervision of Instruction

Successful leadership experience in school turnaround, teacher leadership and/or implementation of innovation practices.

DESIRABLE QUALIFICATIONS

Advanced preparation in area of assignment with strategic insight

Continuous improvement with strong relationship-building mindset

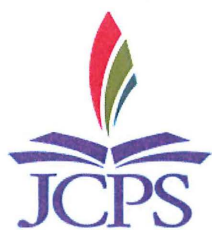
Experience delivering professional development to large groups of teachers and administrators and running large scale professional learning initiatives on simultaneous projects

Visionary leadership style

Able to develop, coach and monitor leadership teams

Experience with district leadership to develop and manage new ideas and innovation and their implementation through

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NEW:
07/01/2016

JOB TITLE:	COORDINATOR TECHNOLOGY SUPPORT SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8505
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates the day-to-day operations of the JCPS technology support services teams that provide operational support for all system-wide technology used in the district. Works closely with the Manager Technology Support Services to direct the activities of the technology services staff and ensures that end users are receiving service in a timely and efficient manner. Insures district-wide compliance with all technology policies and procedures related to the proper purchase, operation, end-of-life, sanitization, and disposal of technology equipment. Coordinates technical support with Infrastructure Services, Computer Education Support and other stakeholders.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates the activities of the technology support services teams in the area of technology maintenance and support. Insures all work is done in an efficient and timely manner and is available on call 24x7.

Insures the enterprise antivirus software is in compliance with State requirements.

Designs and implements best practices, standards, and operational guidelines for providing software updates, computer services, and associated images including mobile devices for all JCPS users.

Insures compliance with established SLAs, all district-wide technology architectural standards, hardware policies and procedures. Specifically, ensures all technology related equipment is purchased, operated, maintained, secured, inventoried, tracked, ret

Coordinates with and assists JCPS school-based staff in maintaining and reporting hardware inventories and consults with school-based administrators on the selection, purchase, and implementation of school-based technology.

Keeps abreast of emerging technologies and threats to identify service trends, and works closely with the infrastructure services group to review, design, test, implement, and support innovative enterprise computing environments and mitigation services, a

Works closely with management and the support teams to establish and implement technical support best practices and measures as well as effective change management strategies.

Utilizes effective communication skills to interact with internal clients and external stake holders on all levels to help resolve IT-related issues and provides answers in a timely manner.

Works closely with the Manager Technology Support Services and other IT team members to design, track, and report, key performance indicators, and implements measures to sustain high levels of technology support performance among staff.

Mentors team members and stays current on certifications(s) by successfully completing updated certification exams. Assists management with the creation and delivery of the annual KDE Technology Activity Report (TAR), the annual KDE Technology Readiness-R

Performs other duties as assigned by the Manager Technology Support Services.

PHYSICAL DEMANDS

The work is primarily sedentary, with occasional field work. 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

Bachelor's degree in related field

Five (5) years of proven hands-on experience managing enterprise technical teams and providing technology support using ITIL best practices.

Excellent written and oral communication skills coupled with thorough knowledge in the areas of support desk, client support, infrastructure support, hardware maintenance, support and warranty, and hardware sanitization and disposal as well as knowledge

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

Master's degree.

Project Management training.

Knowledgeable with technology grants and managing state provided technology funds.

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Effective 7/01/18

JCPS

NEW:

03/22/2016

	DIRECTOR COLLEGE/CAREER READINESS
	BUSINESS SERVICES
ROLE/GRADE:	IV GRADE 10
	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4083
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership for planning and developing the districts K-12 College and Career Readiness Programs. Leveraging relationships within the local and national communities to ensure that all secondary school students have the means, opportunity and preparation to succeed in post-secondary education, apprenticeships, or certification programs, and to be successful in the workplace. Ensures processes are established in all schools K-12 whereby appropriate measures are systematically used to assess student preparation for college and career.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with Assistant Superintendents/Principals/Instructional Directors to establish K-12 College and Career Readiness programs along with measurable outcomes for monitoring and building success for all schools in the district

Advises and assists K-12 stakeholders in developing and evaluating College and Career Readiness programs and addressing access to career pathways, industry credentials, scheduling procedures, and monitoring student performance.

Actively supports school sites' college and career readiness programs, internships and K-12 CCR services.

Provides and expands support for career readiness partners, including program advisory councils, local businesses, post-secondary partners, apprenticeship councils, community based organizations, city and county municipalities, students, teachers and parents

Develops dual enrollment opportunities for students.

Prepares and delivers presentations on K-12 College and Career Readiness Progress to the Board of Education, the Superintendent of Schools, and other stakeholder groups.

Continuously monitors district and community workforce needs and initiates activities to meet those identified needs.

Actively seeks and manages multiple funding resources and grants to support College and Career readiness.

Provides consistent emphasis on and support for post-secondary and career exploration and preparation through both formal and informal student events and activities.

Actively assists in the development of school site career readiness and preparation plans in accordance with city, state and federal employment trends. Establishes and maintains cooperative relationships with parents and the community to support District

Performs other duties as assigned by Chief Business Officer.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision, and hearing. The work at times requires bending, squatting, 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 Administrative Leadership or Superintendent

Five (5) years successful leadership experience as a building level principal

Two (2) years successful leadership experience specific to college and career readiness at the district level

Ability to articulate vision of best practice for college and career readiness programs

Successful and proven experience with business & industry partners and workforce development
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DESIRABLE QUALIFICATIONS

Ten (10) years successful experience teaching career and technical education
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Leadership experience in implementing and directing a variety of large scale instructional programs

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Effective 7/01/18

REVISED
MAY 10, 2016



JOB TITLE	DIRECTOR OF CURRICULUM AND COMMUNITY ENGAGEMENT		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	IV GRADE 13		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	ASSISTANT SUPERINTENDENT CURRICULUM AND INSTRUCTION		
SUPERVISES	SECRETARY III, CLERK I, SPECIALIST II (5), NATURALIST, RESOURCE TEACHER (7), ACADEMIC PROGRAM CONSULTANT III (ESL)		

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of curriculum development within the Related Arts field to ensure the alignment of the Kentucky Academic Standards. Promote overall efficiency and maximizing of curriculum and community services in support of educational achievement for K-12.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, evaluates, and provides direction to staff assigned to K-12 curriculum development for Related Arts, College/Career Readiness, and intervention supports

Ensures Related Art K-12 curriculum alignment

Performs CCR data analysis to determine and communicate recommendations for curriculum modifications

Understands and communicates best practice instruction and assessment

Deepens relationships with various community stakeholders to enhance student learning and equitable access

Provides community engagement advice and support to external partners

Coordinates community engagement plans for projects and initiatives

Serves as a liaison with other units, departments, and community organizations

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

Collaborates with District staff to ensure achievement for all and each student

Collaborates with other departments and decisions of JCPS and with the Kentucky Department of Education to ensure achievement for each student

Performs other duties as assigned by the Assistant Superintendent Curriculum and Instruction and the Superintendent

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Administration

Five (5) years related work experience

Three (3) years successful experience teaching

Certification/licensure in area of assignment

Successful leadership experience

DESIRABLE QUALIFICATIONS

Advanced preparation in area of assignment

Continuous improvement mindset

Experience developing and maintaining relationships with external partners, provides effective stewardship with existing resources and assets

Experience delivering professional development to large groups of teachers and administrators

DELETE

Effective 7/01/18



NEW:

07/01/2016

JOB TITLE:	ELA CURRICULUM SPECIALIST GRADES K-5
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4183
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the area of Elementary Grades English Language Arts curriculum and instruction, monitoring and implementation of Elementary Grades English Language Arts Standards; provides professional development as assigned; surveys system-wide needs in Elementary Grades English Language Arts and determines effectiveness of Elementary Grades English Language Arts curriculum and instruction; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Elementary Grades English Language Arts as assigned.

Works cooperatively with the designated coordinator, program directors, and specialists in assessing and addressing the district's priorities and needs, and in developing, reviewing, and revising Elementary Grades English Language Arts.

Researches past and current practices in Elementary Grades English Language Arts and integrates research in all areas of responsibility.

Facilitates and directs the work of committees and task forces as assigned.

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in Elementary Grades English Language Arts.

Works closely with district and school staff to obtain information regarding the effectiveness of Elementary Grades English Language Arts programs or activities.

Provides technical assistance to district and school staff in Elementary Grades English Language Arts.

Assures compliance with local, state, and federal regulations and procedures related to Elementary Grades English Language Arts.

Assures compliance with Board Goals and Administrative Objectives related to Elementary Grades English Language Arts.

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 at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Master's Degree or higher with area or major in English with Kentucky Teacher certification.

Three (3) years successful teaching experience, preferably at elementary levels.

DESIRABLE QUALIFICATIONS
Three (3) years successful experience in supervision of instruction and/or curriculum development
Kentucky certification in administration and/or supervision
Demonstrated knowledge of learning theory, program planning, development, management, and evaluation.
Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses.

DELETE

Effective 7/01/18



NEW:

07/01/2016

	ELA CURRICULUM SPECIALIST GRADES 6-8
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4184
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the area of Middle Grades English Language Arts curriculum and instruction, monitoring, and implementation of Middle Grades English Language Arts Standards; provides professional development as assigned; surveys system-wide needs in Middle Grades English Language Arts and determines effectiveness of Middle Grades English Language Arts curriculum and instruction; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Middle Grades English Language Arts as assigned.

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising Middle Grades English Language Arts.

Researches past and current practices in Middle Grades English Language Arts and integrates research in all areas of responsibility.

Facilitates and directs the work of committees and task forces as assigned.

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in Middle Grades English Language Arts programs or activities.

Works closely with district and school staff to obtain information regarding the effectiveness of Middle Grades English Language Arts programs or activities.

Provides technical assistance to district and school staff in Middle Grades English Language Arts.

Assures compliance with Board Goals and Administrative Objectives related to Middle Grades English Language Arts.

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 at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Master's Degree or higher with area or major in English with Kentucky Teacher certification

Three (3) years successful teaching experience, preferable at secondary levels

DESIRABLE QUALIFICATIONS

Three (3) years successful experience in supervision of instruction and/or curriculum development

Kentucky certification in administration and/or supervision
Demonstrated knowledge of learning theory, program planning, development, management, and evaluation.
Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses.

Effective 7/01/18

DELETE



NEW:
07/01/2016

	ELA CURRICULUM SPECIALIST GRADES 9-12
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4191
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides technical assistance to district and school staff in the area of Secondary English Language Arts curriculum and instruction, monitoring and implementation of Secondary English Language Arts Standards; provides professional development as assigned; surveys system-wide needs in Secondary English Language Arts and determines effectiveness of Secondary English Language Arts curriculum and instruction; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Secondary English Language Arts as assigned.
Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising Secondary English Language Arts.
Researches past and current practices in Secondary English Language Arts and integrates research in all areas of responsibility.
Facilitates and directs the work of committees and task forces as assigned.
Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in Secondary English Language Arts programs or activities.
Works closely with district and school staff to obtain information regarding the effectiveness of Secondary English Language Arts programs or activities.
Provides technical assistance to district and school staff in Secondary English Language Arts.
Assures compliance with Board Goals and Administrative Objectives related to Secondary English Language Arts.
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 at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Master's Degree or higher with area or major in English with Kentucky Teacher certification
Three (3) years successful teaching experience, preferable at secondary levels

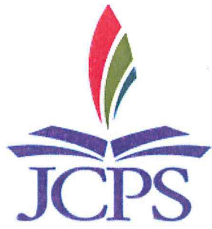
DESIRABLE QUALIFICATIONS
Three (3) years successful experience in supervision of instruction and/or curriculum development
Kentucky certification in administration and/or supervision

Demonstrated knowledge of learning theory, program planning, development, management, and evaluation.

Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses.
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Effective 7/01/18

DELETE



NEW:

07/01/2016

JOB TITLE:	LEAD FIELD TECHNICIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B/GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8370
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Supervises assigned field technicians and provides installation, support, troubleshooting and maintenance services for district technology including, but not limited to, voice and data equipment, computing equipment, business machines, electronic and audiovisual equipment, network and other district technology equipment. Tracks and expedites hardware and software warranty repair utilizing district-approved vendor support. Continually communicates with School Technology Coordinator and district staff. Provides second tier support and leadership to Field Technicians as well as ensuring efficient and timely service to end users.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Effectively, professionally, and respectfully represents Information Technology to other teams and business owners, works cooperatively with peers and superiors to cross-train, and to deliver excellent customer service.

Assists with communication between identified students and the home, school, teachers, community groups, and school administrative staff.

Installs, maintains, upgrades/updates and repairs computing equipment, legacy/VoiP telephones, business machines, networking and wireless equipment, electronic equipment associated with access control, interactive and other audiovisual classroom equipment

Coordinates curricular and extracurricular activities (before, during and after school hours) designed to assist identified students succeed with personal, social and emotional growth goals.

Provides support for the district's Information Technology products and services, including answering questions, interpreting schematics, troubleshooting problems, teaching or instructing customers regarding software or hardware functionality, and in comm

Attends meetings of community organizations serving as liaison between the school and such groups for the purpose of discussing and working on mutual needs and concerns including school security and safety measures.

Collects and maintains record of attendance, grades and number of disciplinary referrals on each identified student as a basis for decision-making and program development.

Continually adheres to and follows change management protocols, policies, procedures and performance standards mandated by management. Maintains accurate and well-organized inventory in fleet vehicle, and keeps vehicle clean, at all times.

Establishes and maintains an ongoing program of home contact with parents of identified students and works with parents to increase understanding and constructive participation in the school program.

Completes assigned task tickets in a timely manner and effectively utilizes the ticketing system platform as required by management.

Performs other duties as assigned by the principal.

Tracks and expedites hardware and software warranty repair utilizing district-approved vendor support.

Routinely communicates with the Supervisor Technology Services and/or Field Services Engineer about issues and/or concerns pertaining to assigned duties and jobs to be performed.

Performs all other duties as assigned by the Supervisor Technology Services and/or Field Services Engineer.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively. The work requires the use of hands and tools 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 medium weights. The work involves being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Associate's Degree in electronics or computer related field and/or five (5) years of experience in computer repair field.

In-depth knowledge of computer and networking hardware as well as all Microsoft Operating Systems and Microsoft Office products.

Good communication skills

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

Valid driver's license.

DESIRABLE QUALIFICATIONS

Bachelor's Degree

Hardware manufacturer certification.

Project management experience



REVISED:
11/15/2016

DELETE

Effective 7/01/18

JOB TITLE:	MATH CURRICULUM SPECIALIST GRADES K-5
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV GRADE 9
WORK YEAR:	260
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4192
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the area of Elementary Mathematics curriculum and instruction, monitoring and implementation of Elementary Mathematics Standards; provides professional development as assigned; surveys system-wide needs in Elementary Mathematics and determines effectiveness of Elementary Mathematics curriculum and instruction; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Elementary Mathematics as assigned.

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising Elementary Mathematics.

Researches past and current practices in Elementary Mathematics and integrates research in all areas of responsibility.

Facilitates and directs the work of committees and task forces as assigned.

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in Elementary Mathematics.

Works closely with district and school staff to obtain information regarding the effectiveness of Elementary Mathematics programs or activities.

Provides technical assistance to district and school staff in Elementary Mathematics.

Assures compliance with local, state and federal regulations and procedures related to Elementary Mathematics.

Assures compliance with Board Goals and Administrative Objectives related to Elementary Mathematics.

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 at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Master's degree or higher with area or major in Mathematics

Three (3) years successful teaching experience, preferably at elementary levels

DESIRABLE QUALIFICATIONS

Three (3) years successful experience in supervision of instruction and/or curriculum development

Kentucky certification in administration and/or supervision

Demonstrated knowledge of learning theory, program planning, development, management and evaluation

Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses

DELETE

Effective 7/01/18

REVISED
JUNE 14, 2016
EFFECTIVE
JULY 1, 2016



JOB TITLE	MATH CURRICULUM SPECIALIST GRADES 6-12		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	IV, GRADE 10		
WORK YEAR	230 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	COORDINATOR V (PD)		

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the area of Secondary Mathematics curriculum and instruction, monitoring and implementation of Secondary Mathematics Standards; provides professional development as assigned; surveys system-wide needs in Secondary Mathematics and determines effectiveness of Secondary Mathematics curriculum and instruction; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Secondary Mathematics as assigned.

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising Secondary Mathematics.

Researches past and current practices in Secondary Mathematics and integrates research in all areas of responsibility.

Facilitates and directs the work of committees and task forces as assigned.

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in Secondary Mathematics.

Works closely with district and school staff to obtain information regarding the effectiveness of Secondary Mathematics programs or activities.

Provides technical assistance to district and school staff in Secondary Mathematics.

Assures compliance with local, state and federal regulations and procedures related to Secondary Mathematics.

Assures compliance with Board Goals and Administrative Objectives related to Secondary Mathematics.

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 at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Master's degree or higher with area or major in Mathematics with Kentucky Teacher certification.

Three (3) years successful teaching experience, preferable at secondary levels

DESIRABLE QUALIFICATIONS

Three (3) years successful experience in supervision of instruction and/or curriculum development

Kentucky certification in administration and/or supervision

Demonstrated knowledge of learning theory, program planning, development, management and evaluation

Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses

1199
DELETE

Effective 7/01/18

REVISED

September 27, 2016



JOB TITLE	MUSIC CURRICULUM SPECIALIST II GRADES K-12		
DIVISION	CURRICULUM MANAGEMENT		
SALARY SCHEDULE	I I/IV GRADE 9		
WORK YEAR	210 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR OF CURRICULUM AND COMMUNITY ENGAGEMENT		

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in K-12 Music curriculum and instruction, monitoring and implementation of K-12 Music Standards; provides professional development as assigned; surveys system-wide needs and determines effectiveness of K-12 Music curriculum and instruction; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for K-12 Music as assigned.

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising K-12 Music.

Researches past and current practices in K-12 Music and integrates research in all areas of responsibility.

Supervises and directs the work of committees and task forces as assigned.

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in K-12 Music.

Works closely with district and school staff to obtain information regarding the effectiveness of K-12 Music programs or activities.

Provides technical assistance to district and school staff in K-12 Music.

Assure compliance with local, state and federal regulations and procedures related to K-12 Music.

Assures compliance with Board Goals and Administrative Objectives related to K-12 Music.

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 at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree or higher with area or major in Music with Kentucky Teacher Certification.

Three (3) years successful experience in area of assignment

DESIRABLE QUALIFICATIONS

Master's Degree

Three (3) years successful experience in supervision of instruction and/or curriculum development.

Kentucky certification in supervision and/or administration

Successful experience in area of research methods and strategies

Demonstrated knowledge of learning theory, program planning, development, management, and evaluation

DELETE

Effective 7/01/18



NEW:
07/01/2012

JOB TITLE:	NATURALIST
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8260
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the safe operation of individual programs at Project ID sites: for care, cleaning, proper use and inventory of all equipment used by Project ID; for providing leadership and scheduling for school field trips (including occasional overnight camps); and for ensuring the safety of all participants.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for the efficient and safe operation of the field component.

Plans and implements field activities including in-service and student programs.

Develops printed materials appropriate for field activities, including pre- and post-activities.

Conducts ongoing research and development for new programs and materials.

Maintains and inventories supplies, materials and equipment.

Assumes responsibilities for program documentation.

Monitors threatening weather and other natural hazards which could adversely affect students and/or staff.

Coordinates a community and school advisory committee to gather and garner ideas and interaction.

Assumes responsibility for programs in the absence of the program coordinator.

Performs other duties as assigned by the director.

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 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 light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree

Two (2) years successful experience in an environmental education program

First Aid Certification

Ability to work with community organizations and agencies

Willing to work flexible hours including evenings and weekends

DESIRABLE QUALIFICATIONS

Curriculum writing experience

Emergency medical technician

1003
DELETE

Effective 7/01/18

REVISED

September 27, 2016



JOB TITLE	PRACTICAL LIVING CURRICULUM SPECIALIST II GRADES K-12		
DIVISION	CURRICULUM MANAGEMENT		
SALARY SCHEDULE	I I/IV GRADE 9		
WORK YEAR	210 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR OF CURRICULUM AND COMMUNITY ENGAGEMENT		

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in K-12 Practical Living curriculum and instruction, monitoring and implementation of K-12 Practical Living Standards; provides professional development as assigned; surveys system-wide needs and determines effectiveness of K-12 Practical Living curriculum and instruction; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for K-12 Practical Living as assigned.

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising K-12 Practical Living.

Researches past and current practices in K-12 Practical Living and integrates research in all areas of responsibility.

Supervises and directs the work of committees and task forces as assigned.

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in K-12 Practical Living.

Works closely with district and school staff to obtain information regarding the effectiveness of K-12 Practical Living programs or activities.

Provides technical assistance to district and school staff in K-12 Practical Living.

Assure compliance with local, state and federal regulations and procedures related to K-12 Practical Living.

Assures compliance with Board Goals and Administrative Objectives related to K-12 Practical Living.

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 at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree or higher with area or major in Health Education and Physical Education with Kentucky Teacher Certification.

Three (3) years successful teaching experience in Health Education and Physical Education, preferably at both elementary and secondary levels.

DESIRABLE QUALIFICATIONS

Master's Degree

Three (3) years successful experience in supervision of instruction and/or curriculum development.

Kentucky certification in supervision and/or administration

Successful experience in area of research methods and strategies

DELETE

Effective 7/01/18



NEW:

02/07/2017

	PROJECT MANAGER - EDUCATION AND BUSINESS/INDUSTRY ALIGNMENT
DIVISION	BUSINESS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8263
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assist in advancing the industry alignment between workforce needs and career. pathway/curriculums across multiple industries and creating a smooth transition between levels for students, i.e. from secondary to post-secondary to work

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Support the execution of a comprehensive project plan aligning industry focus with school curriculums

In partnership with KentuckianaWorks, GLI, and JCPS, convene, communicate with, and coach the appropriate employers/industry representatives, education leaders, community organization representatives, and other relevant parties as needed, to develop care

Coordinate communications, meetings, and presentations on Industry Alignment

Assist JCPS project leadership in aligning career pathway work into curriculum at the secondary and post-secondary levels under the guidance of the Director of College & Career Readiness at JCPS and the Dean of Technical Education at Jefferson Community a

With guidance from JCPS leadership, develop and coordinate approaches, processes, tools, and systems, e.g. handbooks, training modules, and other collateral materials to facilitate the ongoing engagement of employers for continuous improvement and relevant

Perform other related duties as determined within the time allotted for the project

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, and reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's Degree

At least one (1) year relevant work experience

Valid Driver's License

DESIRABLE QUALIFICATIONS

Experience in human resources, workforce development, or education fields

DELETE

Effective 7/01/18

REVISED
JUNE 14, 2016
EFFECTIVE
JULY 1, 2016



JOB TITLE	SCIENCE CURRICULUM SPECIALIST GRADES K-12		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	IV, GRADE 10		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	COORDINATOR V (PD)		

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the area of K-12 Science curriculum and instruction, monitoring and implementation of K-12 Science Standards; provides professional development as assigned; surveys system-wide needs in K-12 Social Studies and determines effectiveness of K-12 Science Studies curriculum and instruction; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for K-12 Science as assigned.

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising K-12 Science.

Researches past and current practices in K-12 Science and integrates research in all areas of responsibility.

Facilitates and directs the work of committees and task forces as assigned.

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in K-12 Science.

Works closely with district and school staff to obtain information regarding the effectiveness of K-12 Science programs or activities.

Provides technical assistance to district and school staff in K-12 Science.

Assures compliance with local, state and federal regulations and procedures related to K-12 Science.

Assures compliance with Board Goals and Administrative Objectives related to K-12 Science.

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 at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Master's degree or higher with area or major in Science with Kentucky Teacher certification.

Three (3) years successful teaching experience, preferable at both elementary and secondary levels

DESIRABLE QUALIFICATIONS

Three (3) years successful experience in supervision of instruction and/or curriculum development

Kentucky certification in administration and/or supervision

Demonstrated knowledge of learning theory, program planning, development, management and evaluation

Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses

JOB TITLE
SECONDARY SCHOOL PRINCIPAL
BUECHEL METROPOLITAN
HIGH SCHOOL

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
EXECUTIVE DIRECTOR
ALTERNATIVE SCHOOLS

DELETE

Effective 7/01/18

SALARY SCHEDULE & GRADE
IV, GRADE 13

LENGTH OF WORK YEAR
260 DAYS

DATE
AUGUST 13, 2012

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, implementing supervising, and maintaining the educational program of Buechel Metropolitan High 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 program mandated by student needs, and community expectations.

PERFORMANCE RESPONSIBILITIES

1. Provides leadership for the planning and management of the total instructional program of the school and supervises and evaluates all personnel assigned to the school.
2. Provides administrative management and supervises the maintenance of the physical facilities when Principals are not on duty.
3. Enforces appropriate state and federal regulations, School Board policies, administrative directives, and accreditation standards.
4. Provides leadership for the development and management of a comprehensive program of student services and of a well-balanced student activities program.
5. Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and systemwide accounting practices.
6. Provides liaison with pupils, parents, staff, parent groups, community agencies and promotes positive public and school-community relations.
7. Cooperates in the development, preparation, and alteration of policies, rules, regulations, and administrative directives.
8. Duties may include performance of health services, for which training will be provided.
9. Performs other duties as assigned by the Executive Director Alternative Schools, Pupil Personnel and Safety.

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

1. Master's degree with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
2. Three (3) years successful teaching¹ experience in public schools
3. Teaching² experience at the secondary school level
4. Satisfactory performance on district administrative application processes
5. Satisfactory interviews with Superintendent designees
6. Satisfactory record of job history and performance
7. Satisfactory job references

DESIRABLE QUALIFICATIONS

1. Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
2. Successful experience as an assistant principal
3. Experience with/working knowledge of current secondary school programs and procedures
4. Demonstrated ability to work with various groups including those with diversified background
5. Background and experience working with problem-behavior students

081213

05114

¹ As defined in KRS 161.220 and KRS 161.720

² As defined in KRS 161.220 and KRS 161.720

DELETE

Effective 7/01/18



NEW:

07/01/2009

	SITE ADMINISTRATOR
	DISTRICTWIDE INSTRUCTIONAL PROGRAMS
SCHEDULE/GRADE:	I I/IV, GRADE 10, 230 DAYS
WORK YEAR:	230 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4278
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, implementing, supervising, and maintaining the educational program and is directly or indirectly responsible for attainment of the district, state, federal mandates, regulations, standards, and goals. Establishes and maintains effective and efficient operations that provide a safe, positive, and healthy learning environment in the service of families and children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Reviews plans and goals with designated supervisor and program staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems, and services.

Guides, facilitates, and supports the curriculum, instruction, and assessment.

Applies concept of curriculum, best practices, research, theory, and design to achieve academic expectations.

Supervises and evaluates component staff and personnel as assigned to the school or center.

Works cooperatively with the designated coordinator and staff development personnel to provide training for staff, parents, and volunteers in area of assignment.

Provides, plans, and maintains appropriate and confidential records, monthly programs, and other program reports as required and needed.

Provides technical assistance to district and school staff in area of assignment.

Works cooperatively with the designated coordinators, program directors, and specialists in developing, reviewing, and revising programs or activities as assigned.

Assures compliance with federal, state, and local policy, administrative procedures and regulations to area of assignment.

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

Performs other duties as assigned by the designated director.

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

Bachelor's degree in area of assignment

Three (3) years successful leadership experience in area of assignment

Knowledge of community resources, federal and state laws, and regulations regarding preschool programs

Technology skills including word processing and data collection

Ability to multi-task and communicate effectively with others

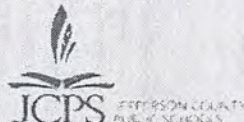
Ability to keep accurate records and documentation

DESIRABLE QUALIFICATIONS
Master's degree
Kentucky Administration and/or Supervision certification or endorsement

DELETE

Effective 7/01/18

REVISED
JUNE 14, 2016
EFFECTIVE
JULY 1, 2016



JOB TITLE	SOCIAL STUDIES CURRICULUM SPECIALIST GRADES K-12		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	IV, GRADE 10		
WORK YEAR	210 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	COORDINATOR V (PD)		

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the area of K-12 Social Studies curriculum and instruction, monitoring and implementation of K-12 Social Studies Standards; provides professional development as assigned; surveys system-wide needs in K-12 Social Studies Mathematics and determines effectiveness of K-12 Social Studies curriculum and instruction; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for K-12 Social Studies as assigned.

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising K-12 Social Studies.

Researches past and current practices in K-12 Social Studies and integrates research in all areas of responsibility.

Facilitates and directs the work of committees and task forces as assigned.

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in K-12 Social Studies.

Works closely with district and school staff to obtain information regarding the effectiveness of K-12 Social Studies programs or activities.

Provides technical assistance to district and school staff in K-12 Social Studies.

Assures compliance with local, state and federal regulations and procedures related to K-12 Social Studies.

Assures compliance with Board Goals and Administrative Objectives related to K-12 Social Studies.

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 at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Master's degree or higher with area or major in Social Studies with Kentucky Teacher certification.

Three (3) years successful teaching experience, preferable at both elementary and secondary levels

DESIRABLE QUALIFICATIONS

Three (3) years successful experience in supervision of instruction and/or curriculum development

Kentucky certification in administration and/or supervision

Demonstrated knowledge of learning theory, program planning, development, management and evaluation

Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses

DELETE

Effective 7/01/18



NEW:
07/01/2012

JOB TITLE:	SPECIALIST MAGNET CAREER PATHWAYS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	I I/IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4197
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in one of the five overarching magnet career themes: Business and Information Technology; Medicine, Health and the Environment; Human Services, Education, and International Studies; Engineering (Aeronautics, Architecture, Construction, and Manufacturing); and Communications, Media, and the Arts. Assists in the development, monitoring and implementation of assigned program or activity; provides inservice as assigned; surveys system wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with key business and community partnerships that support the themes to develop grant proposals, identify potential funding resources, and determine partnerships to provide direction and support for implementation of career and technical educ

Extends the knowledge and skills of staff through ongoing professional learning that includes the study of research and theory; collaboration with local, state, and national experts; affiliation with national networks; and participation in critical friend

Collaborates with community-based organizations to complement, supplement, deepen, and enhance the district's career and technical education programs.

Works cooperatively with district personnel in assessing and addressing the district's priorities and needs and in developing, reviewing and revising program or activity as assigned.

Assists administrators and teachers in building strong and cohesive career and technical programs.

Promotes collaboration among the staff at the high schools that offer programs in the same overarching theme.

Improves the partnerships between schools, businesses, and community groups focusing on a specific set of careers.

Assists schools in their efforts to offer an array of courses that reflect a range of skills and knowledge levels as well as reflecting a wide range of career opportunities within the school of study.

Recruits career coaches and community volunteers.

Supervises and directs the work of committees and task forces as assigned

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 at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree or higher with area or major in area of assignment

Three (3) years successful experience in area of assignment

DESIRABLE QUALIFICATIONS

Master's Degree

Kentucky certification in supervision and/or administration

Successful experience in area of research methods and strategies
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DELETE

Effective 7/01/18

REVISED

September 27, 2016



JOB TITLE	WORLD LANGUAGE CURRICULUM SPECIALIST II GRADES K-12		
DIVISION	CURRICULUM MANAGEMENT		
SALARY SCHEDULE	I I/IV GRADE 9		
WORK YEAR	210 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR OF CURRICULUM AND COMMUNITY ENGAGEMENT		

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in K-12 World Language curriculum and instruction, monitoring and implementation of K-12 World Language Standards; provides professional development as assigned; surveys system-wide needs and determines effectiveness of K-12 World Language curriculum and instruction; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for K-12 World Language as assigned.

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising K-12 World Language.

Researches past and current practices in K-12 World Language and integrates research in all areas of responsibility.

Supervises and directs the work of committees and task forces as assigned.

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in K-12 World Language.

Works closely with district and school staff to obtain information regarding the effectiveness of K-12 World Language programs or activities.

Provides technical assistance to district and school staff in K-12 World Language.

Assure compliance with local, state and federal regulations and procedures related to K-12 World Language.

Assures compliance with Board Goals and Administrative Objectives related to K-12 World Language.

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 at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree or higher with area or major in a World Language with Kentucky Teacher Certification.

Three (3) years successful experience in a world language.

DESIRABLE QUALIFICATIONS

Master's Degree

Three (3) years successful experience in supervision of instruction and/or curriculum development.

Kentucky certification in supervision and/or administration

Successful experience in area of research methods and strategies