



REVISED:
4/24/2018

JOB TITLE:	CHIEF OF SCHOOLS
DIVISION:	ACADEMIC SCHOOL DIVISION
SALARY SCHEDULE/GRADE:	IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4002
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification for Superintendent
Five (5) years successful administrative experience
Ten (10) years successful public school service in certificated position(s)
Three (3) years successful experience as a teacher
Ability to articulate vision of best practice for change management
Demonstrated leadership ability within diverse groups

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



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

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

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

DESIRABLE QUALIFICATIONS

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