

NEW:
07/01/18

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

SCOPE OF RESPONSIBILITIES

Responsible for the overall planning, designing, and implementation of support systems solutions to support the department. Assists in the development of district level projects and their implementation. Coordinates technical support with all departments and other stakeholders. Organizes projects for multiple stakeholders and communicates processes and status of projects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Ensures all projects within and outside the department are automated and effective
Provides systems support to ensure all users are providing timely, effective and efficient services
Implements, trains and supports all staff involved in projects and provides necessary support
Assists in the development communication around projects and delivers regular updates
Coordinates the day-to-day use of systems and procedures of districtwide projects and works to solve any issues that arise
Assists in planning, designing and implementing systems to improve project planning and implementation
Ensures all staff are communicated with and understand timelines and other details around projects both before and during major district projects
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 requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull weights and being around moving machinery, exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree
Two (2) years of demonstrable experience supporting projects
Expertise with designing and leading the deployment of new projects

DESIRABLE QUALIFICATIONS

Experience managing a small team
Strong communication and organization skills and ability to work independently



NEW:
07/01/18

JOB TITLE:	DIRECTOR OF INTERNAL AUDIT
DIVISION:	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Serves as the organization's audit executive. Oversees advanced-level, professional, internal auditing/investigative work as a key component of the District's governance structure, with emphasis on a risk-based approach designed to assist management in the attainment of their objectives. Work involves directing a comprehensive internal audit/investigations program, including performance, operational, financial, and compliance audit projects; fraud/waste/abuse investigations, providing consulting services to the organization's management and staff; providing direction to development of the annual internal audit plan; and providing ongoing training, coaching, and supervision to Internal Audit staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs audit/investigative staff in the planning, organizing, directing, and monitoring of internal auditing/investigative operations, including assisting in hiring, training, and evaluating staff, and taking effective actions to address performance matters

Directs the identification and evaluation of the organization's audit risk areas and oversees the development of the annual audit plan based on identified risks

Directs the overall performance of audit/investigative procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence and documenting client processes and procedures

Directs the audit staff in conducting interviews, reviewing documents, composing summary memos, and preparing working papers including school activity account audits

Directs the audit staff in the identification, development, and documentation of audit/investigative issues and recommendations for improvement

Communicates the results of audit/investigations and consulting projects including school activity account audits

Develops and maintains productive team-oriented client, staff, management, and Board/Superintendent relationships through individual contacts and group meetings

Benchmarks audit work processes and promotes continuous process improvement

Represents office of Internal Audit at management and Board meetings and with external organizations

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

Bachelor's degree from an accredited university with 24 hours in Accounting and a Certified Internal Auditor (CIA), and/or Certified Public Accountant (CPA) and/or Certified Fraud Examiner (CFE)

Three (3) years related work experience

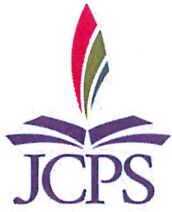
Knowledge and exemplary use of web-based communication tools

Knowledge of professional development and training

DESIRABLE QUALIFICATIONS

Skill in conflict resolution, mediation, negotiating issues and resolving problems

Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines



NEW:
07/01/18

JOB TITLE:	EXECUTIVE ADMINISTRATOR GOVERNMENT AND COMMUNITY RELATIONS
DIVISION:	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II/14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates legislative efforts by working with state, local, and federal governments as well as community groups. Meets legislative goals by creating policy proposals and working with government agencies and citizens. Performs research and manages internal and external committee work on policies and joint ventures with the community and other partners.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts policy research and monitors legislation that affects the district or education priorities and communicates the information to stakeholders both within and outside of the district

Works closely with communications team to craft messages for stakeholders and community groups around issues or priorities concerning government partners

Tracks government work and decisions that could affect the district and proactively researches policies to see what changes could be advantageous and what trends might negatively impact the district

Works with government officials, including senators, house members, council members, advocacy groups and citizens to convey legislative and policy goals

Works with local government officials including the mayor's office, Metro Council representatives, smaller city mayors, etc. to represent the district and its priorities

Represents the districts at events such as industry forums, community councils, etc. and is a representative for the district to share goals and priorities

Coordinates efforts for input from the community and other stakeholders in regards to policies and procedures

Identifies recurring obstacles to success through the study of common causes of problems and critical attributes 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 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 Communications, Political Science, Public Relations or other applicable field

Three (3) years related work experience

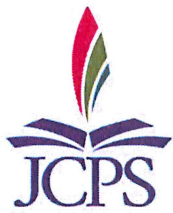
Experience in the public sector

Understanding of the legislative process

DESIRABLE QUALIFICATIONS

Excellent public speaking skills

Experience in implementing policies and procedures



NEW:
07/01/18

JOB TITLE:	PERMANENT SUBSTITUTE TEACHER
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB
WORK YEAR:	187
FLSA STATUS:	
JOB CLASS CODE:	
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES

The select substitute teacher carries out the duties in the absence of the teacher of record. Assignment of a Permanent Substitute Teacher is restricted to temporary use during an absence of a teacher or temporarily while a teacher vacancy is being filled. Select Substitute Teachers are assigned to a specific location but expected to fill assignments in other locations as needed. A select substitute teacher organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Meets and instructs assigned classes in the locations and at the times designated

Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interest of students

Guides the learning process toward the achievement of curriculum goals.

Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes

Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner

Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students

Immediately reports safety concerns to a school official

Maintains accurate complete and correct records as required by law, district policy, and administrative regulation

Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments

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

Performs other duties as assigned by principal, school center head, or Sub Center Specialist

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

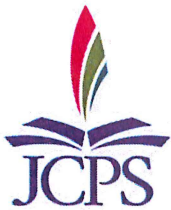
Kentucky Emergency Substitute Teacher Certification

64 College credit hours from an accredited college or university with a 2.45 minimum GPA

Experience working with school-age children

DESIRABLE QUALIFICATIONS

Experience working in a school setting



NEW:
07/01/18

JOB TITLE:	SUBSTITUTE TEACHER
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB
WORK YEAR:	Varies by Assignment
FLSA STATUS:	
JOB CLASS CODE:	4727
BARGAINING UNIT:	SUB7

SCOPE OF RESPONSIBILITIES

The substitute teacher carries out the duties in the absence of the teacher of record. Assignment of a substitute teacher is restricted to temporary use during an absence of a teacher or temporarily while a teacher vacancy is being filled. A substitute teacher organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Meets and instructs assigned classes in the locations and at the times designated
Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interest of students
Guides the learning process toward the achievement of curriculum goals.
Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
Immediately reports safety concerns to a school official
Maintains accurate complete and correct records as required by law, district policy, and administrative regulation
Duties may include performance of health services, for which training will be provided
Performs other duties as assigned by principal, school center head, or Sub Center Specialist

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Kentucky Emergency Substitute Teacher Certification
64 College credit hours from an accredited college or university with a 2.45 minimum GPA

DESIRABLE QUALIFICATIONS

Experience working with school-age children
Experience working in a school setting