



NEW:
7/01/18
(Submitted 6/12/18)

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

SCOPE OF RESPONSIBILITIES

Assists the Assistant Superintendent for Teaching and Learning to organize, develop and implement a comprehensive system for professional learning, ensuring all professional learning is designed to create coherence across districtwide initiatives. Collaborates with district, state and national networks to advance quality professional learning for JCPS educators leading to improved outcomes for students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, evaluates and provides direction to staff assigned to district professional development department
Provides regular updates on innovations in professional learning and development
Coordinates the identification of professional learning needs districtwide
Collaborates with district staff to create coherent plans for districtwide professional learning opportunities
Effectively organizes, coordinates and manages large scale professional learning initiatives on simultaneous projects
Understands and communicates best practices in professional learning for impacting student outcomes
Collaborates across departments to ensure professional development requirements are provided as outlined in the Racial Equity Policy
Collaborates to provide opportunities and supports for personalized professional learning pathways for teachers
Ensures effective strategies are in place for evaluating professional learning
Provides an annual summary report and evaluation of professional learning and development initiatives
Provides support for schools in identifying professional learning needs and resources
Ensures compliance with policies and regulations for professional learning and development
Performs other duties as assigned by the Assistant Superintendent of Teaching and Learning

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

Master's Degree with Kentucky certification in administration
Five years successful leadership experience as a building level leader
Three years successful teaching experience

DESIRABLE QUALIFICATIONS

Certification in Supervision of Instruction
Experience delivering professional development to large groups of teachers and administrators, and running large scale professional learning initiatives on simultaneous projects
Successful leadership experience in school turnaround, teacher leadership and/or implementation of innovation practices
Visionary leadership style
Experience with developing, coaching and monitoring leadership teams
Experience with district leadership to develop and manage new ideas and innovation and their implementation



EFFECTIVE
07/01/18
(Submitted 6/12/18)

JOB TITLE:	EXECUTIVE ADMINSTRATOR PAYROLL
DIVISION:	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership, oversight and direct supervision and direction to management and development of the district's Payroll Department as well as payroll systems, reports and processes to insure internal control, accuracy and compliance with applicable laws, district policies, contracts, and remittance deadlines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and direction related to all district payroll systems, reports and processes to ensure internal control, accuracy and compliance with multiple remittance deadlines, federal & state laws, district policies and union contracts

Provides leadership and oversees the district's complex payroll processing to insure pay/deduction accuracy, and confirms mandatory deadlines are met for direct deposit, tax and withholding remittances

Provides leadership and direction in the administration of HR/Payroll systems related to system maintenance/upgrades, permissions, and control tables including the development of tax tables, leave accruals, calendars, and salary schedules

Communicates and provides payroll guidance to district leadership and employees as well as vendors, auditors, union representatives, Kentucky Department of Education, Department of Employee Insurance, KTRS and KRS staff

Analyzes HR/Payroll data and directs the development of internal controls and system edit reports to maintain data integrity and reduce risk of errors or fraud

Provides leadership and direction to ensure compliance and accuracy of the district reporting for W-2s, Professional Salary Data (PSD), Classified Salary Data (CSD), Kentucky Teachers' Retirement Systems (KTRS), County Employees' Retirement Systems (CERS) and Department of Employee Insurance (DEI) data exchanges

Provides leadership and direction of the general ledger posting of all payroll expenses including the reconciliation of deduction liability accounts, payroll bank reconciliation and the fiscal end of year reconciliation of escrow/salaries

Reviews and interprets Kentucky Revised Statutes, union contracts, federal & state laws to insure compliance and impact on the school district to formulate and recommend Payroll policies for the district

Provides leadership and direction in response to Open Records requests, subpoenas, audits and employment verifications

Performs other duties as assigned by the Chief Financial Officer

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using writing, 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

Three (3) years successful supervisory and administrative experience in payroll.

Demonstrated ability to communicate effectively.

Demonstrated ability to meet established deadlines.

DESIRABLE QUALIFICATIONS

Master's degree

Kentucky Certified School Financial Manager



NEW:
7/1/18
(submitted 6/12/18)

JOB TITLE:	SOCIAL SERVICES SUPPORT WORKER
DIVISION:	ACADEMIC SUPPORT
SALARY SCHEDULE/GRADE:	JOB FAMILY II/GRADE 5
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8775
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Responsible for the coordination of social support services to students and their families; collaborating effectively with school personnel and community agencies.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and maintains collaborative relationships with community agencies; sharing information to increase the level of service to students and their families

Researches and keeps up-to-date on program and community resources and identifies gaps in services

Identifies student difficulties which interfere with attendance, adjustment and achievement in school through referral by parents/guardians, local school staff, central office staff, and/or community agencies

Maintains contact and communication with families through a variety of means

Provides intervention supports

Works with parents, custodial guardians, foster care parents and court-appointed designees to help increase their understanding and constructive participation in removing barriers to student achievement

Maintains confidentiality

Performs other duties as assigned by designated supervisor.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree in Social Work, Counseling or related field

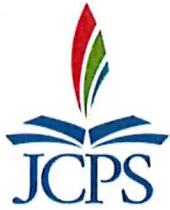
DESIRABLE QUALIFICATIONS

Working knowledge of community agencies and resources

Master's Degree in Social Work

Teaching experience/certificate

Good oral and written communication skills



NEW:
6/12/2018

JOB TITLE:	SUPERVISOR ACCOUNTING
DIVISION:	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Under the direction of the Director Accounting, the Supervisor Accounting supervises members of the accounting team and assists in financial activities of the school district to ensure accuracy, efficiency, and consistency of accounting information and processes. Provides assistance and technical direction on a wide range of accounting operations including accounting systems, internal controls, audit preparation, financial reporting, and technical support for all areas of Financial Services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists the Director Accounting in the management of accounting and disbursement functions of the district including, accounts payable functions, financial accounting and reporting for all centralized funds

Conducts formal training on accounting policies and procedures for district employees including bookkeepers and principals

Responsible for mentoring, oversight, and evaluation of Accounting Services staff

Assists with monthly, quarterly, and annual reconciliations of key accounts

Assists in reviewing all accounting adjustments and reconciliations

Maintains banking and investment relationships

Identifies, develops, and implements new and/or improved financial systems and processes

Responsible for compiling data for various reports required by oversight agencies, and assisting outside auditors

Responsible for financial operations in the absence of the Director Accounting

Performs other duties as assigned by the Director Accounting

PHYSICAL DEMANDS

The work is primarily sedentary and 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 and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree with a major in Accounting, Finance, or Business Administration

Three (3) years successful supervisory and administrative experience in accounting

Demonstrated ability to complete assignments accurately and effectively with established time schedules

Ability to communicate effectively and clearly with local school staffs and system wide cost center heads

Knowledge of and experience with accounting, accounts payable, payroll and financial management systems and technical support of these systems

DESIRABLE QUALIFICATIONS

CPA or CIA certification

Knowledge of Kentucky Model Procurement laws, Kentucky school laws, and Board policy

Experience with state mandated accounting system

Sound foundation of governmental accounting including Generally Accepted Accounting Principles (GAAP), application of Governmental Accounting Standards Board (GASB), pronouncements, and other requirements of state and federal reporting

Demonstrated ability to develop and maintain efficient financial systems and internal controls over those systems and working experience in systems reviews and/or development



NEW:
7/01/18
(Submitted 6/12/18)

JOB TITLE:	SUPERVISOR GRANTS AND AWARDS ACCOUNTING
DIVISION:	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Manages the administrative functions related to grants and awards accounting; working toward unit and department goals and guidance in interpretation of established practices and procedures, referring matters to the Executive Administrator Accounting when interpretation of organization policy is necessary.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes managerial responsibilities in the operation of Grants and Awards Accounting
 Assists categorically funded program directors in the accounting operation process
 Maintains contact with federal, state, and local officials to ensure accounting compliance with program guidelines
 Works with Information Technology, Financial Planning and Management, Human Resources, and Payroll and Cash Management to ensure necessary reports are generated for the operation of Grants and Awards Accounting
 Works directly with auditors from various agencies when audits are being conducted on federal programs
 Supervises the maintenance of adequate controls to ensure accuracy of financial reports and reports are prepared on a timely basis
 Supervises and evaluates the performance of all personnel in the unit
 Supervises the accounts receivable collection procedures relative to all school food service funds and grants and awards programs
 Maintains record of all grant reports both financial and programmatic
 Ensures all district grant financial reports are submitted accurately and timely to the appropriate agency
 Performs other duties as assigned by the Executive Administrator Accounting

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

Bachelor's Degree in Business Administration or equivalent experience in grant accounting
 Three (3) years experience in accounting functions
 Working knowledge of federal regulations, contracts, and accounting practices
 Ability to effectively communicate, meet established deadlines, and work accurately

DESIRABLE QUALIFICATIONS

Experience in federal program accounting
 Bachelor's Degree in Accounting or Business Administration



NEW:
07/01/18
(Submitted 6/12/18)

JOB TITLE:	SUPERVISOR SATELLITE OFFICES
DIVISION:	DIVERSITY EQUITY AND POVERTY
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	

SCOPE OF RESPONSIBILITIES

Coordinates efforts and programs at satellite offices. Works with both community and district partners to ensure access to district programs and activities at satellite office(s). Partners with multiple departments to ensure equitable access for students and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supports and creates programs designed to meet the needs of students and families in satellite office(s)
Works closely with communications team to craft messages for stakeholders and community groups to ensure that programs are well-advertised to ensure equitable access
Seeks and develops opportunities to expand satellite offices
Works with local officials and district departments to ensure cohesive partnerships to provide services to families and students
Works with students and families to determine needs and programs and then partners with stakeholders to address those needs
Represents the district at events and serves on committees as assigned by supervisor
Partners with schools and municipalities
Identifies recurring obstacles to success for students and works with appropriate internal and external partners to address
Monitors compliance with federal laws, Kentucky statutes, JCPS Board of Education regulations, and JCPS policies and procedures
Develops accessible opportunities for community and students
Facilitates community need assessments as to needs
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

Bachelor's Degree
Three (3) years related work experience
Experience working with children and families

DESIRABLE QUALIFICATIONS

Experience as school administrator
Experience in working with community partners