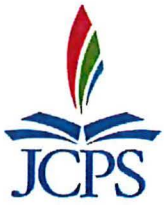


DELETE EFFECTIVE 7/01/2018



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 |



NEW:

07/01/2016

| | |
|------------------------|--------------------------------|
| JOB TITLE: | EARLY HEAD START INSTRUCTOR II |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IA/Grade 7 |
| WORK YEAR: | 187 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8177 |
| BARGAINING UNIT: | CLAA |

SCOPE OF RESPONSIBILITIES

Implements an education program for infants and toddlers by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible preprimary students under the supervision of the designated supervisor.

Implements procedures for assessing, recording and reporting student progress.

Maintains daily attendance records for students in compliance with district, state and federal procedures and contacts parents if a student's participation in the program is irregular.

Plans and implements a parent involvement program, which includes volunteers, parent/child activities, transition activities and home visitations as required by state and federal guidelines.

Maintains accurate records on the program and provides data to appropriate program personnel. Plans regularly with staff and participates in appropriate school meetings and activities. Participates in professional development as required by state and federal guidelines.

Performance of health services, for which training will be provided, and demonstrates ability to attend to basic student personal care/hygiene.

Complies with policies, rules, and regulations of the School District and of any state and/or federal regulatory agency where appropriate.

Performs other duties as assigned by the principal/designated supervisor.

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

MINIMUM QUALIFICATIONS

One (1) year successful experience working in an Early Childhood educational setting

Child Development Associate- Infants and Toddlers (COA-I&T) or Associate Degree of General Studies in Early Childhood

Passing score on Kentucky Par educator Assessment or 48 college hours

Experience in working with children with special needs and their parents, multi-cultural-ethnic backgrounds

Program specific certifications/training

All required training will be complete within 90 days of employment

DESIRABLE QUALIFICATIONS

Experience in teaching multi-age groups with students under the age of three years old

Understanding of developmentally appropriate practices for infants and toddlers.



NEW:

07/01/2016

| | |
|------------------------|---------------------------------|
| JOB TITLE: | EARLY HEAD START INSTRUCTOR III |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IA/Grade 8 |
| WORK YEAR: | 187 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8176 |
| BARGAINING UNIT: | CLAR |

SCOPE OF RESPONSIBILITIES

Implements an education program for infants and toddlers by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible preprimary students under the supervision of the designated supervisor.

Implements procedures for assessing, recording and reporting student progress.

Maintains daily attendance records for students in compliance with district, state and federal procedures and contacts parents if a student's participation in the program is irregular.

Plans and implements a parent involvement program which includes volunteers, parent-child activities, transition activities and home visitations as required by state and federal guidelines.

Maintains accurate records on the program and provides data to appropriate program personnel. Plans regularly with staff and participates in appropriate school meetings and activities. Participates in professional development as required by state and federal

Performance of health services, for which training will be provided, and demonstrates ability to attend to basic student personal care/hygiene.

Complies with policies, rules, and regulations of the School District and of any state and/or federal regulatory agency where appropriate.

Performs other duties as assigned by the principal/designated supervisor.

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

MINIMUM QUALIFICATIONS

One (1) year successful experience working in an Early Childhood educational setting

Bachelor's Degree of General Studies in Early Childhood

Experience in working with children with special needs and their parents, multi-cultural-ethnic backgrounds

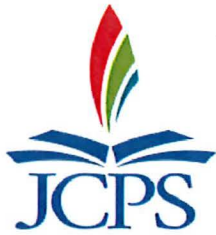
Program specific certifications/training

All required training will be complete within 90 days of employment

DESIRABLE QUALIFICATIONS

Experience in teaching multi-age groups with students under the age of three years old

Understanding of developmentally appropriate practices for infants and toddlers.



NEW:

03/25/2013

| | |
|------------------------|-------------------------------------|
| JOB TITLE: | HEAD START INSTRUCTOR II |
| DIVISION | DISTRICTWIDE INSTRUCTIONAL PROGRAMS |
| SALARY SCHEDULE/GRADE: | |
| WORK YEAR: | AS ASSIGNED |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8155 |
| BARGAINING UNIT: | CLAA |

SCOPE OF RESPONSIBILITIES

Implements an educational program for preprimary students by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible preprimary students under the supervision of the designated supervisor and the Early Childhood resource teacher.

Implements procedures for assessing, recording and reporting student progress.

Maintains daily attendance records for students in compliance with district, state and federal procedures and contacts parents if a student's participation in the program is irregular.

Plans and implements a parent involvement program which includes volunteers, parent/child activities, transition activities and home visitations as required by state and federal guidelines.

Maintains accurate records on the program and provides data to appropriate program personnel.

Plans regularly with staff and participates in appropriate school meetings and activities.

Participates in professional development as required by state and federal mandates.

Complies with policies, rules, and regulations of the School District and of any state and/or federal regulatory agency where appropriate.

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

Rides bus as needed.

Performs other duties as assigned by the principal/designated supervisor.

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

MINIMUM QUALIFICATIONS

Associate degree in Early Childhood education or an associate degree in a field related to Early Childhood education and coursework equivalent to a major relating to Early Childhood Education

One year successful experience working in an Early Childhood educational setting

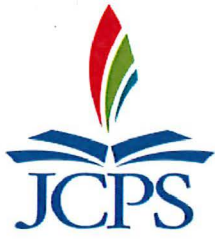
Experience in working with children and parents with special needs, multi-cultural-ethnic backgrounds

Early Childhood bus monitor training provided by the district's transportation department

Program specific certifications/training

DESIRABLE QUALIFICATIONS

Experience in teaching multi-age groups with students under the age of five



NEW:

03/25/2013

| | |
|------------------------|-------------------------------------|
| JOB TITLE: | HEAD START INSTRUCTOR III |
| DIVISION | DISTRICTWIDE INSTRUCTIONAL PROGRAMS |
| SALARY SCHEDULE/GRADE: | |
| WORK YEAR: | AS ASSIGNED |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8173 |
| BARGAINING UNIT: | CLAR |

SCOPE OF RESPONSIBILITIES

Implements an educational program for preprimary students by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible preprimary students under the supervision of the designated supervisor and the Early Childhood resource teacher.

Implements procedures for assessing, recording and reporting student progress.

Maintains daily attendance records for students in compliance with district, state and federal procedures and contacts parents if a student's participation in the program is irregular.

Plans and implements a parent involvement program which includes volunteers, parent/child activities, transition activities and home visitations as required by state and federal guidelines.

Maintains accurate records on the program and provides data to appropriate program personnel.

Plans regularly with staff and participates in appropriate school meetings and activities.

Participates in professional development as required by state and federal mandates.

Complies with policies, rules, and regulations of the School District and of any state and/or federal regulatory agency where appropriate.

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

Rides bus as needed.

Performs other duties as assigned by the designated supervisor.

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

MINIMUM QUALIFICATIONS

Baccalaureate or advanced degree in Early Childhood education or Baccalaureate or advanced degree in any field and coursework equivalent to a major relating to Early Childhood education or Baccalaureate degree in any field and admitted into the Teach For

One year successful experience working in an Early Childhood education setting

Experience in working with children and parents with special needs, multi-cultural-ethnic backgrounds

Early Childhood bus monitor training provided by the district's transportation department

DESIRABLE QUALIFICATIONS

Experience in teaching multi-age groups with students under the age of five

DELETE EFFECTIVE 7/01/2018

NEW:
07/01/18

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

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

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

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

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

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

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

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

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration

Three (3) years successful experience as a teacher

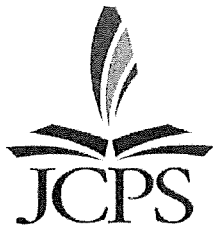
Expertise in assessment literacy

DESIRABLE QUALIFICATIONS

Successful experience as an administrator

Leadership experience in implementing programs in a school district

DELETE EFFECTIVE 9/01/18



| | |
|------------------------|---------------------|
| JOB TITLE: | COORDINATOR PAYROLL |
| DIVISION | BUSINESS SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 8 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8290 |
| BARGAINING UNIT: | CLAP |

NEW:

07/01/2015

SCOPE OF RESPONSIBILITIES

Plans, organizes and supervises payroll functions to assure accuracy and timely completion of the district's payroll processing to ensure payroll complies with all federal, state and local regulations as well as district policies, and procedures, and collective bargaining agreements. Trains, supervises and evaluates assigned personnel. Responsible for application of standard practices of the payroll operation

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Trains, supervises and evaluates the performance of assigned payroll personnel; monitors and adjusts workflow and assignments to meet established timelines.

Coordinates, generates and finalizes the district's bi-weekly payroll processing; runs edit/data integrity reports to ensure all time reporting and deductions are imported and processed in accordance with required processing schedules.

Coordinates communication with various District departments and personnel to answer questions, obtain information and resolve complex and unusual issues.

Prepares quarterly and annual tax reports, submits bi-weekly tax deposits; assists with reconciling W-2s and the reporting of third party sick pay.

Reviews transactions entered by Payroll and Human Resources staff for accuracy and coordinates corrections as necessary.

Prepares payroll processing schedules including complex fiscal year-end closing schedules to ensure timely and accurate processing of all pay and deductions.

Reviews and approves remittance of payroll direct deposit files and vendor ACH payments in compliance with mandated deadlines.

Recommends improved procedures and policies; tests all new system functionality related to payroll processing; reports and tracks resolution; assists with recommendation of system upgrades.

Performs internal audits; checks and reviews a variety of records, accounts and reports for accuracy, conformance and timeliness; assists with complex calculations.

Performs other duties as assigned by the Manager Payroll and Cash Management.

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 or equivalent work experience

Five (5) years responsible payroll processing experience.

Experience in an automated accounting environment

| DESIRABLE QUALIFICATIONS |
|--|
| Master's degree |
| Experience in Kentucky school finance. |