

NEW: REVISED:
07/01/2012 07/01/2018

(Submitted 6/12/18)

JOB TITLE:	COORDINATOR HEAD-START EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8233
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Develop and supervise the implementation of a-specialized the early childhood program to meet the Department of Health and Human Services' performance standards for a specific clientele needs of students and parents.
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinate and implement one or more components of the Head-Start early childhood program and update as appropriate.
Visit classrooms and/or homes regularly to demonstrate and maintain a quality program.
Review plans and make suggestions for improvement.
Work with teachers and other staff to determine equipment and supplies needed for classroom and other uses.
Assess training needs of staff and develop inservice training covering assigned components.
Provide management with periodic reports on the progress of the assigned components.
Coordinate activities with other Head-Start early childhood components.
Maintain current centralized files for Head-Start early childhood components.
Develop and conduct training opportunities for staff, parents and volunteers as needed; consult regularly with staff and parents regarding the-assigned-component early childhood.
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 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
Three years successful experience in the component area
DESIRABLE QUALIFICATIONS
Master's Degree



REVISED:
7/01/2018
(Submitted
~~4/24/18~~ 6/12/18)

JOB TITLE:	DIRECTOR TITLE I/II/IV and PROGRAMMATIC SUPPORT
DIVISION:	ACADEMICS <u>SERVICES DIVISION</u>
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4060
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership to and direct supervision of Title I/II/IV department and oversees Title I, Title II, and Title IV funding streams which have significant impact on district's programs, plans and implements activities which typically affect more than one organizational department or major activity; maintains contact with other departments; the public, other agencies and/or parents on districtwide matters.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and provides direction to implement goals, objectives and functions of the organizational unit.
Manage and oversee all Title I/II/IV <u>Gifted Talented/Advanced Programs and Extended School Services</u> funding streams and programmatic supports designed to support Title I schools, <u>district priorities, goals and strategic plans</u>
Initiates policy, formulates and recommends program goals and objectives as appropriate.
Develops the operating budget for Title I, and Title II, IV, Gifted Talented/Advanced Programs and Extended School Services , and assures that all functions operate within the appropriated amounts
Prepares required and special reports as requested
Provides effective leadership to implement performance evaluation procedures
Cooperates with Principals and/or other organizational units to implement common goals and objectives for Title I, Title II, and Title IV, Gifted Talented/Advanced Programs and Extended School Services
Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment
Chairs and/or participates on committees and task forces as assigned.
Works with district leadership to coordinate and oversee an intentional system and provide ongoing feedback <u>strategic planning, intentional systems, and feedback loops</u> to leverage growth and affirm implemented systems
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 with Kentucky certification in administration and/or supervision of instruction
Five (5) years successful experience related to Title I/II Programming <u>and other federal and/or state programs</u>
Experience delivering and planning professional learning
Successful leadership experience

DESIRABLE QUALIFICATIONS
Advanced training in research, development, and evaluation
Principal experience



NEW:
September 26,
2017
REVISED
6/7/20187/01/18
(Submitted
6/12/18)

JOB TITLE:	EXECUTIVE DIRECTOR ADMINISTRATOR <u>DIRECTOR</u> OF SCHOOL CHOICE
DIVISION:	ADMINISTRATION (SUPERINTENDENT'S OFFICE) <u>ACADEMIC SCHOOLS</u>
SALARY SCHEDULE/GRADE:	II/IV GRADE <u>11-14</u>
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

~~The Director of School choice is r~~ The Executive Administrator is responsible for supporting the Board of Education in its role as a charter school authorizer, including providing administrative leadership, management, and implementation of district processes and procedures relating to charter school authorization; and other projects and initiatives as directed by the Superintendent. Additionally, the department of student assignment and the magnet office will report to the Executive Administrator.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Ensures compliance with statutes and administrative regulations governing the Board's role as a charter school authorizer

Develops and implements procedures in accordance with applicable statutes and administrative regulations, to guide the Board's performance of its duties as a charter school authorizer

Coordinates training for Board and staff regarding the Board's role as a charter school authorizer

Coordinates with other departments and divisions within the District including, but not limited to Student Assignment, Financial Services, Human Resources, and Operations for the efficient and effective implementation of the Board's role as a charter school authorizer

Stays current with all legislation and administrative regulations relating to charter schools

Establishes close working relationship with KDE, DSBA, other Kentucky authorizers, and national education organizations to identify and implement evidence-based best practices for charter school authorizers

Provides administrative support and regular reports to the Board in their role as a charter school authorizer

Oversees the work of the Student Assignment Department including magnets, transfers, and all other functions involving assignment of students to schools

Collaborates with other departments to ensure the smooth operations of student assignment functions

Supports families and students as they make choices for school; facilitates problem solving with families and schools to address concerns

Oversees the work of the Demographics department and is responsible for student projections to schools

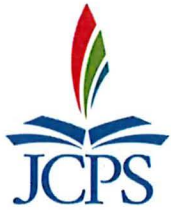
Performs all other duties as assigned by the Superintendent

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work 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. This work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS
Master's Degree or higher with Kentucky Certification in Administration or Classified Administrator with a Bachelor's Degree and Policy experience
Five (5) years of successful teaching experience or relevant classified administrative policy/regulation experience
Extensive knowledge of federal and state laws and regulations
Proven leadership experience with diverse populations

DESIRABLE QUALIFICATIONS
Master's Degree in Public Policy, Public Administration, or related field
Experience working with the Kentucky Department of Education
Extensive experience working collaboratively with diverse, external organizations



NEW:
5/12/14
REVISED:
7/01/18 (Submitted
6/12/18)

JOB TITLE:	Mental Health Counselor
DIVISION:	Academic Services Support
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8229
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for all collaborative functions related to receiving referrals, obtaining parental permissions, engaging students in counseling, and coordinating resources based upon student need; performs school-based individual and group counseling services. Promotes the mental health wellness of students by assuming responsibility for providing evidence-based interventions at the individual and group level, engaging families, coordinating with community partners, and providing training and consultation for school personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Identifies difficulties which interfere with students' attendance, adjustment, and achievement in school by utilizing established school referrals. Provides evidence-based and school-based mental health interventions (e.g., counseling) for students with moderate to severe mental health needs based on identified risk factors

Consults with referral team when gathering information to identify specific student problems. Coordinates with appropriate school, district, and community partners to ensure comprehensive services delivery

Contacts parents to obtain signed permission to work with the student and further assess student needs. Promotes family engagement

Provides individual or group counseling for referred students to address specific social/emotional needs and continues to assess student progress. Obtains district-based crisis team training and actively participates on the district crisis team

Develops intervention strategies and coordinates with appropriate school, district, and community resources. Provides acute crisis support to students

Works with parents to help increase their understanding and constructive participation in appropriate efforts to help alleviate student's problems. Plans and delivers mental health professional development for school staff

Assesses needs of student population and develops group counseling sessions. Performs record-keeping and internal and external reporting tasks in a timely and objective manner.

Maintains counseling records and statistical data for evaluation purposes.

Coordinates with school administration, grant administration, and evaluator to maintain best services and procedures for the needs of the students referred and for the program itself.

Completes required training to maintain professional licensure

Adheres to all district and professional ethical guidelines and standards

Performs other duties as assigned by the designated supervisor

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

State credential in School Social Work, School Counseling, School Psychology, Clinical Psychology or Counseling

Psychology
Three (3) years successful experience in mental health and/or behavioral counseling with elementary-aged children
<u>KY (EPSB) credential in School Social Work, School Counseling, or School Psychology OR Fully licensed Professional Counselor or Licensed Clinical Social Worker or Licensed Marriage and Family Therapist or Licensed Clinical Psychologist that does not require clinical supervision to perform responsibilities listed above</u>

DESIRABLE QUALIFICATIONS
Master's Degree and credential in Social Work, Psychology, or Mental Health Counseling
Experience with family substance abuse counseling, family counseling, and case management
Knowledge of local community referral sources
Three (3) years successful experience providing mental health and/or behavioral support with school-aged children
Experience in crisis intervention and counseling
Experience working with children exposed to trauma



REVISED:

~~7/01/2015~~ 7/01/18
(Submitted
6/12/18)

JOB TITLE:	<u>SUPERVISOR BUDGET COORDINATOR</u>
DIVISION:	<u>BUSINESSFINANCIAL</u> -SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE <u>78</u>
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

~~Prepares and coordinates~~ Supervises budget staff and works with central office department heads in budget development, budget materials and manuals for the development of the General Fund and Federal Fund Budgets including budgeting materials and manuals for school centers; works with cost centers to provide assistance in budget development, procedures and adjustments when involving staff or operational funds; coordinates on-going development and analysis of the annual budget; works with other Divisions in the planning of new programs and analysis of budget needs. Oversees, tracks and maintains changes in central office funds.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Supervises Coordinates on-going~~ budget operations including planning, compiling, analyzing, preparing and monitoring development of the annual General and Federal Fund budgets

Develops budget materials and manuals for the school centers and the system wide service offices

Develops and coordinates the operational allocations for school center and system wide service offices staffing

~~Supervises Coordinates and assists~~ with the development of site-base budgeting in school centers

Supervises and provides budget training for new principals

Reviews, analyzes and evaluates budgeting process, assuring compliance with generally accepted budgeting principles, standards and procedures

Coordinates with other divisions the cost effectiveness of existing programs and the costing of new programs prior to Board approval

~~Coordinates Supervises and provides~~ staff training, ~~and~~ budget development and expenditure control

~~Performs related duties as assigned~~ Manages chart of accounts and state mandates

Performs other duties as assigned by the Director Financial Planning and Management

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

Bachelor's degree in area of assignment

Minimum of three (3) years successful experience in accounting or budget development

DESIRABLE QUALIFICATIONS

Knowledge of generally accepted budgeting, accounting and auditing principles, standards and procedures

Knowledge of District accounting and fiscal operations

Oral and written communication skills

Knowledge of applicable sections of Kentucky Administrative regulations and other applicable laws