

REVISED:
07/01/2018
(Submitted 6/12/18)

JOB TITLE:	COORDINATOR 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 the early childhood program to meet the needs of students and parents.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinate and implement one or more components of the 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 early childhood components
 Maintain current centralized files for early childhood components
 Develop and conduct training opportunities for staff, parents and volunteers as needed; consult regularly with staff and parents regarding 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



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

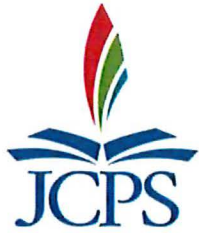
SCOPE OF RESPONSIBILITIES
Provides leadership to and direct supervision of Title I/II/IV department and oversees Title I, Title II, and Title IV funding streams which have significant impact on district's programs, plans and implements activities which typically affect more than one organizational department 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 Gifted Talented/Advanced Programs and Extended School Services funding streams and programmatic supports designed to support Title I schools, district priorities, goals and strategic plans
Initiates policy, formulates and recommends program goals and objectives as appropriate.
Develops the operating budget for Title I,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, II, 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 strategic planning, intentional systems, and feedback loops 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 and other federal and/or state programs
Experience delivering and planning professional learning
Successful leadership experience

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



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JOB TITLE:	EXECUTIVE ADMINISTRATOR OF SCHOOL CHOICE
DIVISION:	ACADEMIC-SCHOOLS
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

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

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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 relevant 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



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JOB TITLE:	MENTAL HEALTH COUNSELOR
DIVISION:	ACADEMIC SUPPORT
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8229
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

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

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

Coordinates with appropriate school, district, and community partners to ensure comprehensive services delivery

Promotes family engagement

Obtains district-based crisis team training and actively participates on the district crisis team

Provides acute crisis support to students

Plans and delivers mental health professional development for school staff

Performs record-keeping and internal and external reporting tasks in a timely and objective manner.

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

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

DESIRABLE QUALIFICATIONS

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



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JOB TITLE:	SUPERVISOR BUDGET
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

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 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 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

Supervises and provides staff training, budget development and expenditure control

Manages chart of accounts and state mandates

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

PHYSICAL DEMANDS

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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