



REVISED:

~~11/15/16~~

8/28/18

JOB TITLE:	BUS DRIVER TRAINER
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	JOB FAMILY II/GRADE 4*
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT EXEMPT
JOB CLASS CODE:	8831 8812
BARGAINING UNIT:	CLAJ CLAP

SCOPE OF RESPONSIBILITIES

Conducts on-the-road phases of bus driver training and assists in planning and implementing the safety training for all school bus drivers in Jefferson County Public Schools.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts classroom and on-the-road driver training for assigned District and contracted services personnel.
 Conducts classroom training for transportation support personnel such as bus monitors.
 Supervises, schedules and documents all aspects of driver training.
 Assists in planning and conducting of all bus driver inservices relative to state required bus driver certification.
 Assists in the reviewing, screening, selection and interviewing of all bus driver candidates.
 Conducts the Student Bus Safety Programs.
 Works with transportation personnel and school principals concerning school bus related safety issues.
 Assists in maintaining records and statistics of all vehicle accidents and monitors the motor vehicle records of all employees who drive district vehicles.
 Provides effective communication with parents, students, community organizations, news media and District personnel.
 Performs other duties as assigned by the Coordinator Bus Driver Training.

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 requires bending, squatting, crawling, climbing, reaching, with the ability to carry, push, or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
 Valid commercial driver's license with evidence of a good driving record
 School Bus Driver Instructor certification issued by Kentucky Department of Education
 Five (5) successful years of driving experience
 Ability to instruct in the areas of safety and traffic education curriculum

DESIRABLE QUALIFICATIONS

Satisfactory experience as a school bus driver
 Knowledge of all Federal and State Pupil Transportation regulations

* ~~Steps 0-2 Non-Exempt, paid hourly based on Federal exempt minimum~~

* ~~Steps 3-14 Exempt, paid daily as salaried employee~~



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JOB TITLE:	CHILD CARE CENTER FACILITATOR
DIVISION:	DISTRICTWIDE INSTRUCTIONAL PROGRAMS
SALARY SCHEDULE/GRADE:	JOB FAMILY II/GRADE 4*
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT — EXEMPT
JOB CLASS CODE:	8259 — 8222
BARGAINING UNIT:	CLAJ — CLAP

SCOPE OF RESPONSIBILITIES

Coordinates the implementation of a comprehensive child care program for infants and preschool-age children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides a comprehensive child care program which promotes the social, emotional, physical and cognitive development of assigned children.

Creates and maintains an appropriate, wholesome learning environment which nurtures the growth and development of young children.

Plans regularly with, supervises and evaluates the lead child care center assistants, child care assistants, other staff and volunteers.

Coordinates parent support activities for the parents of the children receiving child care.

Selects and orders supplies, equipment and furniture for the child care centers.

Works with supervisor to plan and implement budgets.

Assures compliance with appropriate rules and regulations for child care as prescribed by the licensing agency and programmatic guidelines, and assures compliance with the child care feeding program.

Supervises the collection of fees; works with the bookkeeper to maintain accurate financial records for center(s).

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

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

MINIMUM QUALIFICATIONS

CDA (Child Development Associate) or Associate of Arts with emphasis in child development or Bachelor's degree in a related field or three (3) years full time paid experience in a child care facility

Three (3) years of successful experience in working with young children in a group

Two (2) years experience in supervision and training day care center staff

Certification in Pediatric First Aid and CPR

DESIRABLE QUALIFICATIONS

Experience in working with infants or children with special needs

Experience in arranging or implementing parenting skills training

Curriculum development experience

Bachelor's degree or master's degree in early childhood

* ~~Steps 0-2 Non-Exempt, paid hourly based on Federal exempt minimum~~

* ~~Steps 3-14 Exempt, paid daily as salaried employee~~



REVISED:
11/15/2016
8/28/18

JOB TITLE:	HOUSEKEEPING ASSISTANT
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	JOB FAMILY II/GRADE 4*
WORK YEAR:	260
FLSA STATUS:	NON-EXEMPT — EXEMPT
JOB CLASS CODE:	8637 — 8579
BARGAINING UNIT:	CLAJ — CLAP

SCOPE OF RESPONSIBILITIES

Assists the Manager Housekeeping Services by serving as a resource for all cost centers within the district and assisting with the planning and facilitation of training programs. Performs all phases of physical labor required within housekeeping services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with the planning and facilitating of training programs for substitute custodians, custodians, plant operator trainees, and plant operators. This includes initial employment, promotional, and annual training as well as on-going professional development programs.

~~Assists with the development of training materials.~~

~~Assists with housekeeping employee retraining as needed.~~

~~Assists with the management and assignment of substitute and floater custodians.~~

~~Assists with the evaluation of all district facilities and district housekeeping evaluation programs.~~

~~Assists cost centers with time and motion studies.~~

~~Assists cost centers with the scheduling of custodians.~~

~~Assists cost centers with project and non-routine scheduling.~~

~~Performs other duties as assigned by Manager Housekeeping Services.~~

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, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in housekeeping practices and procedure

Valid driver's license

DESIRABLE QUALIFICATIONS

Plant operator experience

* ~~Steps 0-2 Non-Exempt, paid hourly based on Federal exempt minimum~~

* ~~Steps 3-14 Exempt, paid daily as salaried employee~~