



NEW:
10/16/18

JOB TITLE:	DIRECTOR MECHANICAL MAINTENANCE
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	II/GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides effective management of district mechanical maintenance programs including heating, air conditioning, food service refrigeration, plumbing, sprinkler, metal repair, and elevator.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and supervises mechanical maintenance program to include preventative and corrective methods
 Supervises the installation, maintenance and repair of all HVAC, refrigeration, plumbing, and sprinkler systems
 Accountable for the efficient completion of mechanical work orders
 Administers the district funded elevator maintenance and repair program
 Responsible for implementation and administration of the maintenance work order software for the Property Management and Maintenance department. Trains all appropriate district staff on the use of maintenance work order software.
 Ensures immediate response to emergency mechanical failures and outages to provide for safe and quick restoration of property
 Coordinates with other Property Management and Maintenance Management on district maintenance, repair, and renovation as needed
 Represents Mechanical Maintenance on Building Modification Committee
 Communicates with Building Principal's and Department Heads as necessary to ensure satisfactory customer service
 Performs other duties as assigned by the Director Property Management and Maintenance

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, being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases

MINIMUM QUALIFICATIONS

Bachelor's Degree
 Five (5) years of successful experience managing maintenance employees
 Experience in computer operation and data entry
 Valid driver's license

DESIRABLE QUALIFICATIONS

Master's Degree
 Experience in HVAC, plumbing, elevator, or sprinkler maintenance



NEW:
10/16/18

JOB TITLE:	EARLY CHILDHOOD TRANSPORTATION COORDINATOR
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	JOB FAMILY II/GRADE 3
WORK YEAR:	230DAYS
FLSA STATUS:	NON-EXEMPT/EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAJ/CLAP

SCOPE OF RESPONSIBILITIES

Assists in coordinating all aspects of early childhood student transportation. Requirements include all District programs which qualify early childhood students for transportation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in coordinating all aspects of early childhood pupil transportation to ensure safe and economical transportation of District students to and from school on a daily basis

Maintains compliance with Federal and State regulations and District policies and procedures, including all aspects of payroll, reports and Commercial Drivers License

Coordinates with transportation department early childhood routes

Provides effective communication with parents, students, community organizations, and District personnel related to preschool transportation needs

Performs other duties as assigned by the Early Childhood Operations Services Specialist

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 requires bending, reaching with the ability to lift, 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.

Two (2) years experience in pupil transportation activities

Valid driver's license

Effective written and verbal communication skills

Ability to develop and utilize computer data for transportation

DESIRABLE QUALIFICATIONS

Knowledge of all school system policies and procedures

Knowledge of Federal and State Pupil Transportation guidelines

FOOTNOTE

Steps 0-5 Non-Exempt, paid hourly based on Federal exempt minimum



NEW:
10/16/18

JOB TITLE:	GENERALIST MARKETING
DIVISION:	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Specializes in telling stories and building brands (from social/digital to video to print). Makes an impact in the community, leads the district in a variety of best practices and helps communications efforts to produce tangible results. Works with students, educators, administrators, schools, businesses, and community partners on projects. Supports the Communications department, assisting in advertising and marketing campaigns, works with the press and other related media outlets, as well as coordinates events, promotions and external community events.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, creates and implements a marketing strategy; develops implements and assists in advertising, marketing and PR strategies to promote internal and external initiatives on behalf of the district

Plans, manages, budgets, activates, attends and evaluates on-site events and promotions

Assists with the successful management of social channel activities for various brands; creates timely and engaging content optimized for intended audience

Develops social presence and advocates brand effectively; leads content creation across various media channels and engages with social communities for initiatives and schools (e.g., Facebook, Instagram, Snapchat, Twitter, etc.)

Assists with writing, design, social media, videography, digital efforts, print materials and events

Maintains awareness and understanding of best-in-class tactics being used by others, as well as looks for opportunities to innovate and develops existing initiatives

Maintains awareness of emerging trends and platforms to use as necessary

Oversees productions of print materials that will enhance the work of the district

Monitors compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures

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

Bachelor's Degree in advertising, marketing, public relations, communications or other applicable field

Three (3) years related work experience

Understanding of social media platforms

DESIRABLE QUALIFICATIONS

Excellent project management skills

Excellent writing and speaking skills



NEW:
10/16/18

JOB TITLE:	RISK INVESTIGATOR
DIVISION:	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Under the direction of the Director of Internal Audit, evaluates, performs and coordinates investigations from any and all sources regarding any matter related to the organization. Supports the work of the department by helping with audits or other investigative work as necessary. Works closely with the audit team to support the work of other departments. Assists in the organization of the work of the anonymous hotline.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, organizes, performs investigative activities (e.g. safety, staff misconduct, fraud, physical abuse/neglect, etc.)
 Conducts interviews, reviews documents, composes summary memos and prepares working papers
 Communicates the results of investigation activities
 Performs investigations of individuals or functions within the organization as determined with supervisor
 Follows up on investigations to ensure satisfactory implementation of needed corrective action
 Assists in the administration of the anonymous hotline for staff and citizen complaints
 Collaborates with internal partners when appropriate (e.g., Compliance, Security, etc.)
 Collaborates with external partners on investigations when appropriate (e.g., police, Child Protective Services, etc.)
 Works with team to support audit functions when necessary
 Works with supervisor to create and implement a risk-based plan to monitor district compliance with federal and state regulations
 Performs all 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 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 from an accredited university
 Certification as a Fraud Examiner (CFE) or three (3) years equivalent workplace experience
 Three (3) years experience in planning, organizing and performing investigations
 Proficient written and oral communication skills
 Effective active listening skills
 Knowledge and exemplary use of web-based communication tools
 Knowledge of professional development and training

DESIRABLE QUALIFICATIONS

Skill in conflict resolution, mediation, negotiating issues and resolving problems
 Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines
 General knowledge of Kentucky education statutes
 Certification of Risk Management Assurance