

REVISED NEW:
12/11/18 7/01/18

JOB TITLE:	ASSISTANT SUPERINTENDENT OF SCHOOL TURNAROUND ACCELERATED IMPROVEMENT SCHOOLS
DIVISION:	ACADEMIC SCHOOL DIVISION
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	<u>4021</u>
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides the lead in evidence-based strategies to support a coordinated school ~~accelerated improvement~~turnaround program. Leads the work around school turnaround for the district. Ensures that schools and other district staff can integrate the social, emotional, and academic needs of their students into instructional design, school management, and ~~accelerated improvement~~turnaround practices. Serves as the link between Kentucky Department of Education turnaround staff and schools and district programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with other assistant superintendents and district leaders on matters relating to ~~accelerated school improvement~~school turnaround

Mentors school and district administrators to support effective leadership around turnaround efforts for both state-identified schools and district-identified schools that need support

Integrates turnaround strategies, instructional, and social-emotional intervention strategies in professional development to support schools with particular attention paid to the goal of reducing the achievement and opportunity gap

Monitors schools' data in order to support schools and students, and collaborates with assistant superintendents to address strategies to support ~~accelerated school improvement~~school turnaround

Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Advises and assists principals and school leadership teams in developing and evaluating programs addressing school turnaround

Conducts and/or coordinates on-site school visits to assess effectiveness of turnaround strategies in order to provide recommendations and further support to assistant superintendents, administrators, and school teams

Facilitates community and Kentucky Department of Education partnerships and linkages for schools in relation to turnaround practices

Provides general technical assistance to assistant superintendents and schools on data analysis for school turnaround

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

Performs other duties as assigned by the Chief of Schools

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 for Superintendent

Five (5) years successful administrative experience

Ten (10) years successful public school service in certificated position(s)

Three (3) years successful experience as a teacher

Ability to articulate vision of best practice for school turnaround

Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS
Ten (10) years experience as a school principal
Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district
Advanced preparation or doctorate



REVISED:

07/01/2015 12/11/18

JOB TITLE:	AUDITOR
DIVISION:	<u>ADMINISTRATION</u> BUSINESS SERVICES
SALARY SCHEDULE/GRADE:	II/ GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8070
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Recommends and monitors internal controls relative to fiscal compliance, inventories, budgets, personnel management, etc. Must be able to work independently with minimal supervision. This position requires considerable technical work involving complex factors and decision making, in areas where there is little precedent

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Performs compensation payment audits relating to reimbursable programs (federal, state and local grants)~~ Under the direction of the Director of Internal Audit, performs risk based audits of activities throughout JCPS. This includes planning, determining the scope, organizing, performing detail testing of transactions and documenting the results of audit steps performed

~~Performs fiscal year-end audits in conjunction with external auditors~~

~~Performs audits relating to budgets to determine whether budgets and forecasts accurately reflect revenues, expenditures, capital expenditures, and cash flow~~ Determines compliance with relevant policies, procedures, contracts and regulations

~~Reviews school revenue and expenditure transactions to ensure against fraud transactions, and reports expected fraud cases to Chief Business Officer~~ Performs audits designed to identify fraud risk on cash transactions

~~Performs school audits semi-annually, including fiscal year-end, to include activity funds and lunchroom accounts in all schools~~

~~Performs audits designed to identify theft of non-cash items~~

~~Reviews budgets and forecasts submitted to management to ensure established timetables are met and budget variances are reported and analyzed~~ Performs investigations and documents results, as needed

~~Performs audits relating to inventory to determine: (1) inventory physically exists, (2) accuracy of detailed inventory in relation to items and fiscal year reporting, (3) items are priced in conformity with generally accepted accounting principles and applied on a consistent basis (4) items are the property of the Jefferson County School Board, and (5) are usable in the normal course of business~~

~~Provides training for all activity fund bookkeepers~~ Performs follow up activities on corrective action plans developed based on the audits performed

~~Performs school bus audits relative to time determination and scheduled pickup times~~ Communicates the results of the audit activities orally and in writing

~~Performs attendance audits~~ Maintains an independent and objective attitude in the performance of all activities

Performs other duties as assigned by ~~Chief Business Officer~~ Director of Internal Audit

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. The work requires activities involving driving automotive equipment

MINIMUM QUALIFICATIONS

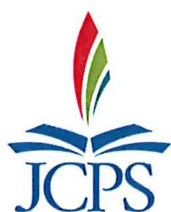
Bachelor's Degree

Three (3) years experience in accounting or audit

DESIRABLE QUALIFICATIONS

Bachelor's Degree in accounting or business

Certified Internal Audit designation



REVISED NEW:
12/11/187/01/18

JOB TITLE:	EXECUTIVE ADMINISTRATOR OF SCHOOL TURNAROUND (ELEMENTARY, SECONDARY) <u>ACCELERATED</u> <u>IMPROVEMENT SCHOOLS</u>
DIVISION:	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	<u>4200</u>
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to assist principals and school leadership teams in the implementation of evidence-based strategies to support and coordinate school ~~accelerated improvement turnaround~~ strategies. Assists the assistant superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of school ~~accelerated improvement turnaround initiatives~~. Assist assistant superintendent and other district staff in evaluations of programs and strategies designed to promote school ~~accelerated improvement turnaround~~.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coaches principals in schools to achieve higher achievement levels for students with particular attention paid to closing the achievement and opportunity gaps

Focuses on using multiple sources of data to assist principals in determining strategies to support student success; identifying professional development needs based on data indicating schools' needs in the ~~accelerated improvement turnaround~~ process

Supports and assists planning professional development and helps school leaders address academic and other challenges to support success in the ~~accelerated improvement turnaround~~ process

Engages in meaningful dialogue with principals to address instructional, social and emotional, and other needs of students and families

Completes performance evaluations of principals as requested by assistant superintendent

Supports parents, students, and families in resolving conflicts

Assist principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning

Identifies recurring obstacles to student success through the study of common causes of problems and works with school leadership to address these problems with particular attention to the achievement and opportunity gaps

Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs and school turnaround

Performs other duties as assigned by the assistant superintendent

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 (Principal Certification)

Five (5) years successful administrative experience

Three (3) years successful experience as a teacher

Experience in the evaluation of classroom teachers

Experience leading diverse groups of people

DESIRABLE QUALIFICATIONS

Successful experience as a principal

Leadership experience in implementing programs in a school district



REVISED NEW:
12/11/18
7/01/18

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIGITAL TECHNOLOGY INNOVATION AND PROGRAM MANAGEMENT
DIVISION:	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II/IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS/CERX

SCOPE OF RESPONSIBILITIES

Provides leadership in the development of a coherent and aligned professional and digital development plan to ensure all teachers and staff are provided with a quality learning experience. Provides leadership in the development of all digital learning systems, training modules, support and possible expansion of current educational technology opportunities. Works closely with other departments but primarily with the Academics department to ensure a seamless technology experience for staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Participates in and formalizes district short and long range planning in areas of possible growth, expansion, and new educational opportunities in technology

Directs the establishment and ongoing operations of professional development to ensure long-term professional development programs are in place In conjunction with Teaching and Learning department

Coordinates the development, implementation, and ongoing refinement of professional and digital development and training programs necessary to ensure that teachers and other staff know the specific knowledge and skills to be taught and learned at each grade and in each subject, and how to utilize appropriate platforms to support deeper learning

Supports the Academic Division with the operational logistics needed for school leadership professional developments and trainings, including districtwide trainings

Works in conjunction with multiple departments to facilitate the use of technology to meet district needs

Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to technology programs

Performs other duties as assigned by the Chief Information 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 or higher from an accredited university in related field

Three (3) years successful experience as a teacher or equivalent

Experience with technology and training

DESIRABLE QUALIFICATIONS

Organizational, communication, and interpersonal skills

Skill in planning and project management

Knowledge of the educational processes



REVISED:

07/01/2012 12/11/18

JOB TITLE:	EDUCATION TECHNOLOGY TEACHER
DIVISION	<u>ACADEMIC SERVICES</u> <u>TECHNOLOGY</u> <u>DIVISION</u>
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	195 DAYS + EXTENDED DAYS AS NECESSARY
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4460
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Assists in the installation of computers in the schools. Coordinates the activities of implementing computers in the educational process. These activities include coordinating local school committees, assisting in hardware and software acquisitions and training of instructional staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in the planning of a sequence of computer in-service courses consistent with the district's developing computer education program.

Works in pilot computer education programs to assist staff in learning to use computers in schools.

Collaborates with staff development personnel to schedule and implement a sequence of computer in-service courses.

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

Works with JCTA staff to assure that teachers' concerns regarding computer in-service are properly incorporated in planning.

Performs other duties as assigned by the Director-Computer-Education-supervisor

Works in pilot computer education programs to determine effective strategies for computer in-service.

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 requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light 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

Master's Degree or higher

Kentucky teacher certification

Five (5) years successful teaching experience

DESIRABLE QUALIFICATIONS

Experience in planning, organizing and conducting in-service

Three (3) years successful experience in the use of computers, programming and classroom computer use