



REVISED:  
12/11/18

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

#### SCOPE OF RESPONSIBILITIES

Provides the lead in evidence-based strategies to support a coordinated school accelerated improvement 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 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
- 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
- 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

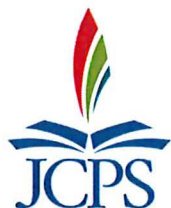
The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple 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



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JOB TITLE:	AUDITOR
DIVISION:	ADMINISTRATION
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

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

Determines compliance with relevant policies, procedures, contracts and regulations

Performs audits designed to identify fraud risk on cash transactions

Performs audits designed to identify theft of non-cash items

Performs investigations and documents results, as needed

Performs follow up activities on corrective action plans developed based on the audits performed

Communicates the results of the audit activities orally and in writing

Maintains an independent and objective attitude in the performance of all activities

Performs other duties as assigned by Director of Internal Audit

#### PHYSICAL DEMANDS

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#### 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





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JOB TITLE:	EXECUTIVE ADMINISTRATOR ACCELERATED IMPROVEMENT SCHOOLS
DIVISION:	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4200
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 strategies. Assists the assistant superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of school accelerated improvement. Assist assistant superintendent and other district staff in evaluations of programs and strategies designed to promote school accelerated improvement.

#### 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 process

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



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JOB TITLE:	EXECUTIVE ADMINISTRATOR DIGITAL 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





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JOB TITLE:	EDUCATION TECHNOLOGY TEACHER
DIVISION	TECHNOLOGY DIVISION
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 inservice 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 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