



REVISED:  
07/01/2019  
(Submitted 02/12/19)

JOB TITLE:	ACADEMIC INSTRUCTIONAL COACH
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	190 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides instructional support and leadership in schools focused on the Three Pillars and Six Systems. Responsible for attending all district meetings and trainings for this specific role group and working with the Principal to ensure authentic and effective implementation in classrooms.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Serves as the MAP experts for instructional implications in literacy and numeracy and acceleration planning to track student progress with teachers in core instruction and short/long term supports
Co-designs and plans school-based professional development based on grade level, school-wide and individual teacher needs targeting specific student outcomes and walkthrough data
Coaches and models (in classrooms) focused on improving teaching and learning to transform core instructional practices for deeper learning
Provides support and coaching for cohorts of teachers that will create assessments that are directly aligned to the standards
Provides job embedded PLC support for teachers to implement the curriculum/instructional frameworks aimed at personalizing learning for students, and facilitating the analysis of student work samples for quality and instructional implications
Supports cultural competency and the racial equity plan implementation to meet the needs of diverse learners (to support the ensuring equity across all the system components)
Facilitates school-wide improvement on systems, helping the ILT and principal identify trends classroom by classroom to share effective practices more consistently
Provides new teacher support (with school mentor) to help establish positive learning environments and rapport with students (culture and climate) based on the district's new teacher support model
Duties may include performance of health services, for which training will be provided
Performs other duties as assigned by the designated administrator

PHYSICAL DEMANDS
The work is performed while standing or walking. 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
Master's degree with valid Kentucky Teacher Certificate
Three (3) years successful teaching experience
Ability to work successfully with people
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize data
Experience in planning, developing, and conducting in-service programs



REVISED:  
02/12/19

JOB TITLE:	ASSISTANT SUPERINTENDENT ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV ,Grade 16
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4007
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership for planning and developing the District's support service for students including Early Childhood, English Language Learners; Family Resource and Youth Services Centers (FRYSCs), both Guidance Counselors and Mental Health Practitioners, Community Support Services, School Health Services and the Crisis Response Team. Collaborates with instructional program leadership to ensure alignment with district vision and goals and with other Assistant Superintendents to determine school needs and plan for supports. Provides leadership to the District in complying with federal and state laws and regulations as applicable to areas of supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Creates systems for assessing need and providing adequate and equitable supports for schools
Coordinates the Early Childhood program and services focusing on quality, consistency and compliance and alignment with district vision and goals
Coordinates the English as a Second Language/English Language Learners program (Title 3) and services focusing on quality, consistency, compliance and alignment with district vision and goals
Oversees work of (school Guidance Counselors and Mental Health Practitioners), FRYSC, Community Support and School Health personnel, ensuring alignment with district vision and goals
Collaborates with other Assistant Superintendents to determine and plan for school needs and supports
Develops the operating budget for the organizational unit and assures all functions operate within the appropriated allotment
Monitors and oversees the performance appraisal process for designated areas of supervision
Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to areas of supervision
Performs all other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. 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 experiences
Ten (10) years of successful public school service in a certificated position/s
Three (3) years successful experience as a teacher
Ability to articulate vision of best practice for instructional programs
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

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:  
2/12/19

JOB TITLE:	ASSISTANT SUPERINTENDENT FOR TEACHING AND LEARNING
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4008
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership for the planning, development and implementation of the District's curricular and instructional resources, professional learning, federal programs including Title 1, 2, and 4, Gifted and Talented, District Teacher and Leader Development initiatives and Library Media Services. Collaborates with other Assistant Superintendents to determine school and district academic, instructional and professional learning needs and on-going plans for support. Provides leadership to the District in complying with federal and state regulations as applicable to areas of supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Leads the development, monitoring, and revising of a comprehensive plan for adequate and equitable access of recommended district curriculum, instructional resources and assessments.
Designs, develops and/or recommends instructional approaches, resources and tools to support teachers in design and implementation
Ensures that instructional resources are aligned with the district's curriculum and recommended instructional approaches
Creates and maintains effective systems used to determine the impact of the Teaching and Learning staff, continually monitoring to ensure supports are provided equitably to schools
Creates and maintains effective systems to determine professional learning needs based on student achievement
Directs district-wide capacity through professional development and training with focus on achievement gap
Collaborates with other Assistant Superintendents in all matters relating to instructional program development and implementation, and the use of assessment data for improved student learning
Coordinates the Gifted and Talented program and services focusing on quality, consistency, alignment with district vision and goals
Coordinates compliance and quality of federal programs in Titles 1, 2, and 4, and ensuring alignment with district vision and goals
Coordinates District Teacher and Leader Development needs and initiatives, ensuring alignment with district vision and goals
Coordinates District Library Media Services, ensuring alignment with district vision and goals
Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules and procedures relating to areas of supervision
Performs all other duties as assigned by Supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. 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 of successful public school service in a certificated position(s) Three (3) years successful experience as a teacher
Ability to articulate vision of best practice for instructional programs
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

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:  
02/12/19

JOB TITLE:	DIRECTOR EARLY CHILDHOOD
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4118
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Develops and implements a plan with appropriate staff for implementing a program for pre-school children that meets the requirements of state and district guidelines; provides direct supervision of the early childhood program; collaborates with district leadership and schools to assure a seamless educational transition for early childhood students into elementary school, direct the development of early childhood curriculum within the context of district goals and federal and state guidelines, ensures alignment with district vision and goals and assumes fiscal responsibility for early childhood programs and activities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops and reviews program plans with the supervisor and district leadership that meets the requirements of state, federal, and district guidelines
Continually reviews and revises early childhood curriculum and programming in collaboration with district leadership and schools to ensure students are transition ready
Provides direction, supervision and evaluation of early childhood programs
Monitors program needs continuously , both educational and operations, and makes well-researched recommendations
Ensures compliance with federal and state statutes and regulations and district policies and administrative procedures
Develops budget and approves all expenditures in order to maintain budget control to assure that all functions operate within appropriated allocations
Maintains open lines of communication with principals and other unit administrators to ensure compliance with state and federal guidelines and alignment with district vision and goals
Collaborates with appropriate district leadership to meet program needs
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. 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 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
Three (3) years successful leadership experience as a building principal or equivalent
Experience working with low-income children and families
Kentucky certification in administration and supervision
Successful experience managing multiple funding streams
Demonstrated successful experience working with multiple partners

DESIRABLE QUALIFICATIONS
Five (5) years experience teaching early elementary
Extensive knowledge and background in early childhood and pre-school education



REVISED:  
2/12/19

JOB TITLE:	DIRECTOR ENGLISH AS A SECOND LANGUAGE
DIVISION:	ACADEMIC SUPPORT
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4086
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Plans and delivers district supports for English language learners to provide equitable access to meaningful English language development and content instruction so that all English language learners have the same opportunity to achieve college and career readiness. Provides leadership to and direct supervision of the ESL Department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Manages and coordinates the overall ESL Department administration, ESL instructional programs, the ESL intake center and language services
Provides district leadership for the support of English language learners
Supports the JCPS testing unit with the administration of ACCESS for ELLs as required by federal (Title III) and state (703:KAR:5070) regulations
Works with the ESL specialist to monitor the performance of exited ELL students who are in the first and second year of monitoring status
Develops ESL summer programming with the use of the Refugee School Impact Grant including creation of timelines, budgets, staffing, and materials to properly resource the ESL summer programs
Manages and develops the federal Title III budget
Manages the Refugee School Impact Grant and completes the Grant report
Manages the General Fund budget
Anticipates and projects General Fund budget requests for each school year
Performs all other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. 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 with Kentucky certification in administration and/or supervision
Five (5) years successful experience in area of assignment
Endorsement for Teaching English as a Second Language, all grades
Current experience working with English language learners
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced training in area of assignment
Five (5) years teaching or school administration experience



NEW:  
07/01/19  
(Submitted  
02/12/19)

JOB TITLE:	ECE IMPLEMENTATION COACH
DIVISION:	ACADEMIC SUPPORT
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Coordinate and assist the school based Exceptional Child Education (ECE) team to support student achievement; administer, score and interpret assessments; and maintain compliance with district Exceptional Child Education procedures. Provide technical assistance and support for the implementation of the Kentucky Administration Regulations (KARs) and the Individuals with Disabilities Education Act (IDEA).

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Schedules and chairs Admission and Release Committee (ARC) meetings according to policies and procedures/timelines, complete ARC forms correctly and accurately

Assists staff, parents, etc. in referral procedures, collect required information at the ARC to act upon referral (updated screenings, documentation of interventions, etc.)

Adheres to policies for completing evaluations within specified timelines and prepares data in conjunction with the evaluation team, competently administers, scores, and interprets assessments

Participates in decision making for program planning and development of Individual Education Programs aimed at improving individual student achievement

Guides and coaches teams to implement appropriate evidence-based practices and builds teacher capacity for successful implementation of classroom and student based strategies

Analyzes student performance data to increase college, career and citizenship readiness

Provides input for effective and efficient scheduling to maximize student access to general curriculum

Enters Exceptional Child Education data into the state student information system and assists with the development of mid-year and end-of-year reports

Develops and maintains a positive rapport with families and staff

Monitors discipline/suspensions of students with disabilities to ensure alignment with ECE procedures, KARs, and the IDEA

Attends trainings and meetings as directed by Chief Exceptional Child Education

Performs other duties as assigned by the supervisor

#### PHYSICAL DEMANDS

The work is performed while standing or walking. 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

Kentucky Teaching Certificate in Special Education

Master's Degree or higher

Three (3) years successful teaching experience in special education or equivalent professional experience

Ability to work successfully with people

Working knowledge of federal and state laws and regulations regarding programs for exceptional children

Ability to work cooperatively in a team situation

Demonstrated decision-making abilities

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data





NEW:  
7/1/19  
(Submitted 2/12/19)

JOB TITLE:	MENTAL HEALTH PRACTITIONER
DIVISION:	ACADEMIC SUPPORT
SALARY SCHEDULE/GRADE:	MHP/GRADE MHP
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLA1

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, collaboration 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 and universal screenings (e.g. anxiety, bullying, anger management, suicide prevention)
Collaborates with school-based administrators to prioritize individual school needs based on needs assessment and data
Obtains district-level Trauma Informed Care trainings and acts as the lead support for TIC in assigned school(s)
Participates in school-based committees for attendance and behavioral or mental health support as an active collaborator in the development of interventions
Coordinates with appropriate school, district, and community partners to ensure comprehensive services delivery
Promotes family engagement by providing parent support groups, family collaboration meetings, and home visits
Obtains district-based crisis team training and actively participates on the district crisis team
Provides acute crisis support to students
Performs record-keeping and internal and external reporting tasks in a timely and objective manner
Increases knowledge in culturally responsive practices and utilize these practices when working with students
Attends all monthly Mental Health Practitioner meetings
Serves as a provider for the related services of counseling on Individual Education Program (IEP) when appropriate, maintain all documentation required by IDEA, and attend Admissions and Release Committee (ARC meetings when necessary)
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
The work is primarily sedentary. 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 exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
KY (EPSB) credential in School Social Work, School Counseling, or School Psychology or Fully KY Licensed Professional Counselor or Licensed Clinical Social Worker or KY Licensed Marriage and Family Therapist or KY Licensed Clinical Psychologist that does not require clinical supervision to perform responsibilities listed above
Ability to work well with people
Effective communication skills
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