



Submitted for approval:

5/14/2019

New: 7/1/2019

JOB TITLE:	ADMINISTRATIVE ASSISTANT COMMUNICATIONS COMMUNITY RELATIONS
DIVISION:	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Provides support and assistance to the Communications Department with various community events centered on District initiatives. Responsibilities will also include coordinating internal and external events to help communicate information to employees and key stakeholders. Performs cross-departmental project management and implementation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates activities, projects and programs designed to improve community relations for the district
Conducts customer service trainings as professional development for employees
Conducts new employee orientations for individuals recently hired by the district
Assists in the coordination of the Superintendent's Student Advisory Council meetings
Organizes and facilitates ExCEL Award presentations across the district, as well as the ExCELebration event at the end of the school year
Coordinates the yearly retirement dinner for outgoing employees
Organizes and coordinates activities for the State of the District and Vogt Achievement Scholarship Luncheon.
Assists with the District's administrator kick-off event before the start of the school year
Provides assistance for the annual event, Showcase of Schools
Visits schools and other sites for stories or other media events
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by 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, reaching, carrying or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

MINIMUM QUALIFICATIONS
High School diploma or G.E.D
At least one year experience in related field
Ability to establish and maintain rapport with a variety of people and different community groups
General knowledge of the district, good organization and planning skills, and basic computer operations
Effective communication skills

DESIRABLE QUALIFICATIONS
Extensive knowledge of the school district's programs and operations as well as the dynamics of Jefferson County.
Experience in a diverse workplace

Experience in planning, developing, and implementing school level programming
Experience in a diverse workplace



Submitted for approval:
5/14/2019
New: 7/1/2019

JOB TITLE:	CLERK HUMAN RESOURCES PROCESSING
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Checks, analyzes and cross references onboarding related forms to transfer and enter personnel actions into the district Human Resources Information System before the designated payroll lockdown date. Assumes responsibility for monitoring and tracking actions to assist with accurate payroll processing in accordance with district policy, state and federal guidelines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Corresponds with employees, locations and assigned area to answer related personnel action questions
Enters accurate personnel actions into the district Human Information Resources Systems, by assigned district locations, before the designated payroll lockdown date
Monitors and tracks personnel actions workflow and alerts assigned area of issues to be addressed, to ensure all actions are approved by the assigned approver before the designated payroll lockdown date
Receives and distributes onboarding documents via email, pony, and postal mail or by hand.
Establishes and maintains files and filing systems in accordance with departmental policies and procedures.
Reviews, Preps, Scans and indexes documents into the district electronic storage system
Administers background tests with an electronic finger print scanner
Successfully uses software and operates computers, printers and other equipment as required
Answers phones calls and responds to emails with accurate information researched from district policy, state or federal guidelines
Completes all trainings and other compliance requirements as assigned and by the designated deadline
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.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D and working knowledge of business English, spelling and arithmetic
Two (2) years successful experience in clerical functions
Type/transcription skills, ability to operate calculator accurately and efficiently
Successful experience with computer word processing/file management functions
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work well in a team situation
Efficient time management
Training or education in business practices and skills
Experience in a diverse workplace



Submitted for approval:

5/14/2019

New: 7/1/2019

JOB TITLE:	CLERK HUMAN RESOURCES WELCOME CENTER
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Provides a pleasant and welcoming onboarding experience for all prospective employees. Assumes responsibility for assisting customers and employees with Human Resources inquiries over the phone or in person and facilitates the onboarding of all applicants by collecting and providing pertinent information in accordance with District policy, state and federal guidelines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides technical assistance to external and internal customers with various District software
Answers phone calls and responds to emails with accurate information researched from District policy, state or federal guidelines
Facilitates new hire contract signings to welcome and provide onboarding documents and information to new hires
Assists applicants with completing District, state and federal documents and reviews documents for accuracy to ensure all policy and federal guidelines are met
Maintains an electronic database of pending onboarding documents and sends communication out to obtain documents
Administers background tests with an electronic finger print scanner
Collects payments for background checks, maintains receipts and a balances drawer
Establishes and maintains applicant files and operates computers, printers and other equipment as required
Administers tests for the Kentucky Para Educator Assessment (KPA)
Opens, sorts, and distributes incoming mail, and other written communications, taking appropriate action in routine situations
Completes all trainings and other compliance requirements as assigned by the designated deadline
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.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D and working knowledge of business English, spelling and arithmetic
Two (2) years successful experience in clerical functions
Word processing/transcription skills, ability to operate calculator accurately and efficiently
Successful experience with computer word processing/file management functions
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work well in a team situation
Efficient time management
Training or education in business practices and skills
Experience in diverse workplace



Submitted for approval:
5/14/2019
New: 7/1/2019

JOB TITLE:	CLERK RECRUITMENT AND STAFFING
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Assumes responsibility for technical and/or specialized HR clerical duties including performing advanced clerical work requiring application of various complex work methods and procedures, thorough knowledge of the laws and regulations controlling the employing department and with HR departmental functions, policies, and practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Types and/or transcribes routine and non-routine, confidential and non-confidential reports, memoranda, letters and records
has unrestricted daily access to confidential non-public, information and material
Receives, classifies, and routes incoming mail
Establishes and maintains files; retrieves information; prepares invoices and cross-references
Operates standard office equipment and machines including computers, typewriter, adding machine, calculator, copier, and other office machines
Conducts research of records for information relating as needed
Makes accurate and complete job postings, maintaining complex departmental records and establishes and maintains files and filing systems in accordance with HR policies and procedures
Makes accurate job offers and schedules contract signings in collaboration with other Human Resources departments
Checks, analyzes, and classifies materials
Transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form
Prepares or assists in preparation of legal, statistical, or technical papers, documents, reports, and/or manuals.
Answers human resources inquiries in person and in written reports or correspondence, or may interview persons regarding problems or complaints.
Completes all trainings and other compliance requirements as assigned and by the designated deadline
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 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
High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
Two (2) years successful experience in clerical functions in human resources
Type/transcription skills, ability to operate office equipment accurately and efficiently
Successful experience with computer software, word processing, and file management functions
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work well in a team situation
Efficient time management
Training or education in business practices and skills
Associate Degree in business or related field
Experience in a diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/1/2019

JOB TITLE:	CLERK RETIREMENT
DIVISION:	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Responsible for completing all phases of Kentucky Teacher Retirement Systems (KTRS) reporting by the required deadlines. Provides customer service and guidance to employees regarding retirement related questions. Assists with testing and implementing system programs. Assumes responsibility as liaison between the Payroll Department, Human Resources, KTRS and employees. Works under general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assumes responsibility for all phases of assigned KTRS and CERS retirement reporting and insures compliance with eligibility requirements
Assumes responsibility for completing documents associated with retirement including KTRS and CERS forms, reports and out-of-state verifications/certifications
Coordinates the completion of KTRS and CERS retirement applications with the Benefits Department, KTRS and employee; completes assigned sections by required deadlines; monitors applications and submits necessary adjustments after final payroll processing
Reviews all Benefits Retirement Worksheets and associated 401K, 403B and 457 deferrals for accuracy; coordinates retirement pay-out processing with the Benefits Department and Payroll staff
Completes in-depth payroll research to verify earnings and retirement withholding history; completes required CERS and KTRS reporting and adjustments ; remits payment for omitted contributions
Reviews payroll warrant summary totals and insures KTRS deduction totals are reasonable and withheld on scheduled pay dates
Assumes responsibility for completing and remitting the CERS Monthly Packet and CERS Annual Report by the required deadlines
Assists with completing the KTRS end of year reconciliation by the required deadlines
Assumes responsibility for completing required training and maintaining proficiency in the district HR/Payroll systems as well as the systems mandated by the Retirement Systems
Prepares and submits supplemental payroll related to deduction refunds
Assumes responsibility as liaison between the Payroll Department, Benefits Department, KTRS and employees to coordinate requests related to retirement
Assists with planning and developing procedure documentation
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by 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, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Two (2) years payroll or bookkeeping experience
Ability to maintain accurate records and meet established deadlines
Ability to work well in a team environment
Ability to communicate in a professional effective manner

DESIRABLE QUALIFICATIONS
Two (2) years Human Resources or Benefits experience
Experience in Kentucky school financial systems and reporting
Experience in a diverse workplace



Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	CLERK SENIOR DEDUCTION
DIVISION:	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Responsible for insuring employee deductions for assigned benefits are maintained and processed accurately by the required deadlines. Reviews, reconciles and processes billings and data files related to state benefit deductions. Assists with testing and implementing system programs. Provides customer service and guidance to employees regarding assigned benefit deductions. Assumes responsibility as liaison between the Payroll Department, Human Resources, State Department of Employee Insurance and employees. Works under general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assumes responsibility for reviewing personnel actions; determines impact on eligibility of state benefit deductions and processes necessary adjustments to employee deduction records
Verifies and import files received from the State Department of Employee Insurance; establishes, updates and discontinues deductions; ensures changes are captured in the payroll warrant
Assumes responsibility for processing health termination effective dates on the employee master; generates the state health termination file; ensures files are received and processed by the state
Analyzes deduction edit reports and ensures compliance with district policies, procedures, union contracts and the Affordable Care Act (ACA); assumes responsibility for the resolution to errors and exceptions
Reviews payroll warrant summary totals for assigned benefit deductions; ensures deduction totals are reasonable and withheld on scheduled pay dates
Assumes responsibility for processing health insurance applications for new hires and qualifying events; ensures changes are updated in the system based on the effective date of coverage
Completes bi-weekly and monthly reconciliation of state-sponsored benefit deductions; ensures associated liability accounts are in balance; submits billing remittance, ACH and journal entries
Verifies deduction records and withholding history; processes retroactive deductions or refunds as necessary via the regular and supplemental payroll warrants
Corresponds with employees regarding state sponsored insurance inquiries including resolution of missed premium deductions and administrators repayment arrangements
Assumes responsibility for completing required training and maintaining proficiency in the district HR/Payroll systems as well as the systems mandated by the KY Department of Education and State Department of Employee Insurance
Assumes responsibility as liaison between the Payroll Department, the Department of Employee Insurance, Benefits Department and employees regarding payroll related questions regarding assigned deductions, policies and procedures
Assists with planning and developing procedure documentation
Completes all trainings and other compliance requirements as assigned and by the designated deadline
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.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Two (2) years payroll or bookkeeping experience
Ability to maintain accurate records and meet established deadlines
Ability to work well in a team environment
Effective communication skills

DESIRABLE QUALIFICATIONS
Two (2) years Human Resources or Benefits experience
Experience in Kentucky school financial systems and reporting.
Experience in a diverse workplace



Submitted for approval:

5/14/2019

Effective: 7/01/2019

JOB TITLE:	CLERK WAREHOUSE
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	260 DAYS/HOURLY
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Performs daily operational office tasks including ordering and receiving

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with the daily operations of the JCPS warehouses and mail rooms
Furnishes information to schools and offices concerning logistical support
Assures correct accountability for all receipts disbursements
Assists with the JCPS Online Auction operation
Initiates and maintains records and reports for the buying control area in purchasing unit
Assists with the clerical needs of the Science Kit Operation
Assists in record maintenance in conjunction with the scheduling & quality control unit
Performs all other duties as assigned by the appropriate supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 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.
Organized, detailed and capable of multi-tasking.
Two (2) years' experience with inventory control systems.

DESIRABLE QUALIFICATIONS
Experience in warehousing and procurement procedures
Knowledge of computerized inventory control
Experience in a diverse workplace
Effective communication skills



Submitted for approval:
5/14/2019
Effective: 7/1/2019

JOB TITLE:	COORDINATOR CURE VIOLENCE
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	MHP
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	MHP

SCOPE OF RESPONSIBILITIES
Promotes health and 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 and community personnel/care providers. The Coordinator Cure Violence will specifically focus their support on gun involved youth, youth experience trauma due to violence, and youth or victims of youth threatening violence.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides training, consultation and other support to administrators, teachers, school-based leadership and community teams to facilitate the design, coordination, and implementation of trauma informed responses to violence and youth engaged in or victimized by violence
Supports schools in designing and implementing effective restorative plans for students who have threatened violence, been in possession of a weapon, or students victimized by violence
Collaborates with the Louisville Metro Office of Safe and Healthy Neighborhoods (Cure Violence) centers to provide wrap-around supports to students and families experiencing trauma due to domestic or gun violence
Monitors the fidelity of implementation of District and School threat assessment practices
Identifies professional learning needs for both school and district personnel and coordinates trainings as needed as related to Trauma Informed Care, "Red Flag" analysis of students in crisis, and referrals for assistance
Encourages and models skillful use of data to inform decision-making as related to violence prevention and youth empowerment through early intervention and prevention of retaliation
Maintains cooperative and positive working relationships with school and District staff
Collaborates closely with other District staff to ensure student related trauma is handled properly as it relates to students they are serving
Serves as requested on District committees
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This 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.

MINIMUM QUALIFICATIONS
KY (EPSB) credential in Social Work, School Counseling, or School Psychology, or Fully KY Licensed Professional Counselor or Licensed Clinical Social Worker or KY Licensed Clinical Psychologist that does not require clinical supervision to perform responsibilities listed above
Ability to work well with others
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
Experience in diverse workplace



Submitted for approval:
5/14/2019
New: 7/1/2019

JOB TITLE:	COORDINATOR SOCIAL MEDIA CONTENT
DIVISION:	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Assumes the responsibility of overseeing content displayed on JCPS social media platforms and assists with content development of key stories for the District on the website. Develops relationships with school leaders to generate new ideas to share with the community in an effort to give stakeholders a look inside JCPS.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans and executes strategies to grow the District's audience on all social media platforms
Develops a long term plan to bring content to key audiences through social media
Records and edits short videos to share on social media around key district initiatives, events or programs at schools
Develops District awareness and online reputation through social media platforms
Organizes strategic plan around key points and target audiences online
Gathers content used on social media that can be developed into a longer format for the district website
Sets goals for measured targets on audience engagement on social media
Works closely with marketing to implement a plan to directly reach families with key communications
Expands community outreach efforts through social media
Visits schools or other sites for stories or media events
Completes all trainings and other compliance requirements as assigned and by the designated deadline
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
Bachelor's Degree with at least one year experience in a related field
Ability to establish an online voice that appropriately represents the District on social media
General knowledge of the school district, good organizational and planning skills and knowledge of trends on social media
Effective communication skills including effectively using writing and video editing skills

DESIRABLE QUALIFICATIONS
Video editing and previous broadcast or print reporting experience, in addition to knowledge of the District and Jefferson County
Excellent speaking skills
Excellent organization skills
Experience in a diverse workplace



Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	COORDINATOR TECHNICAL SERVICES
DIVISION:	TECHNOLOGY
SALARY SCHEDULE/GRADE	IB/ GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Provides hands-on technical support services for the District's technology implementations. Analyzes, researches, resolves, and documents everyday operational issues with district systems. Provides world-class technical assistance with professionalism and courtesy to all district users and stakeholders and communicates professionally with all stakeholders. Reviews, recommends, and improves technical service processes and techniques, to management and other team members.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works directly with customers to provide exceptional customer service in person, via the phone, and email as needed, and provides prompt and courteous technical services to troubleshoot and resolve hardware, software, and other system issues
Investigates, conducts root-cause analysis, diagnoses, repairs, updates, documents, tests, and resolves problems related to District technology and systems. Employs pro-active strategies and industry-standard best practices to prevent problems and enhance the availability, reliability, and security of all district technology and systems
Collects detailed information about the issue to categorize the request and determine the method of resolution. Documents details of the resolution and diagnosis in the ticketing system
Uses effective time management to resolve issues on time to ensure customer satisfaction, eliminate downtime, and prevent cost overruns; organizes service tools and associated components to achieve accurate inventory and to maintain peak operational efficiency of all aspects of service delivery
Responds promptly to service issues/requests and communicates professionally and effectively with users, stakeholders, and management on the status of the issues and their resolutions; educates end users regarding the best practices that promote information security
Develops, plans, tests, deploys and maintains new and existing technology and systems to promote operational efficiency and to enhance the availability of technology to staff and students throughout the District
Pursues process improvement opportunities. Stays current on industry-standard certification(s) by completing updated certification exam(s) and continuously improves technical and interpersonal skills
Implements and follows established procedures, standards, SLAs, and policies to meet the client, management, and district objectives; works cooperatively across teams to promote a positive work culture
Demonstrates commitment to excellence and quality of service by constantly engaging with customers and the management to solicit feedback and improve on the services performed
Stays current with required trainings which may include out of town travel
Performs other duties as assigned by designated supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is performed while standing, walking or sitting. The work at times requires bending, squatting, crawling, climbing and reaching with the ability to lift, carry, push, or pull medium weights. The work involves being exposed to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Associate's Degree in Computer Science and Electronics or a related field and/or four (4) years of direct experience maintaining and supporting school technology and systems
In-depth knowledge of hardware and software troubleshooting, coupled with hands-on servicing of technology systems typically found in K-12 organizations
Excellent written and oral communication skills coupled with a strong understanding of network and communication system protocols and standards
Ability to work with and independently of others, with or without supervision

A current, relevant, and industry-recognized certification, or the ability to complete department-designated and department-paid certification(s) within twelve (12) months of hire
A valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
Hardware manufacturer certification(s)
Project management experience
Experience in a diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/1/2019

JOB TITLE:	COORDINATOR TECHNOLOGY SUPPORT
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	IA/GRADE 15
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Leads, coordinates, and assists the Technology Customer Support Team. Provides technical consultation, training and support to ensure that exceptional customer support is provided to all customers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Leads staff in the performance of assigned duties and works closely with the Manager Technology and Integration Support Services to implement measures to advance the service quality as well as to gather key metrics to measure performance of the technology support group

Verifies the accuracy and completeness of work performed by assigned staff and effectively communicates ideas of improvement to management in a pro-active manner

Represents the technology customer support team to other teams and business owners, works cooperatively with peers to deliver excellent customer service

Resolves the customer's issue and diligently engages in self-directed research and in-depth troubleshooting to resolve technical issues; works closely with other customer support team members and engages other technical service groups when necessary

Coordinates communication with schools and vendors to make sure devices are serviced quickly and inventory at schools is accurate

Coordinates the student technology apprentices as they deliver excellent customer service

Creates a positive team environment and empowers staff to perform at their best

Maintains accurate and updated records of the customer problem and resolution information in the ticketing system; closes the tickets with resolution entered upon completion of the job and verification that the suggested solutions effectively resolves the issue

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

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.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D

Five (5) years of experience with current desktop operating systems with at least two (2) years in a customer service or service desk setting

Extensive application support experience coupled with advanced computer hardware and software troubleshooting experience

Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Associates Degree
Experience in managing a successful team of technical support personnel and the ability to effectively prioritize and execute tasks in a high-pressure environment
Project management experience
Experience in a diverse workplace



Submitted for approval:
5/14/2019
New: 7/1/2019

JOB TITLE:	COORDINATOR WELCOME CENTER
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides leadership and coordination of the Welcome Center and oversees technical assistance. Coordinates new employee training and onboarding including contract signing. Ensures compliance with federal, state statutes and District policies and procedures. Supervises the day-to-day operations of the Welcome Center.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership and oversight to the Welcome Center
Develops, establishes and facilitates new employee welcoming, onboarding and training including fingerprinting, collection of paperwork, creation of staff identification cards and new employee orientation
Coordinates and oversees annual contract renewal processing
Reviews and oversees annual salary increases and off step processing
Oversees receipt and routing of criminal background records and Child Abuse and Neglect checks
Accumulates and researches data, documents, and other pertinent information as it relates to the function and processes within the unit
Reviews, evaluates and/or establishes operational policies and procedures and makes modifications based on analysis of operations and other research information
Prepares, delivers or assists with training for staff
Prepares and/or assists in preparation of reports, records, and other documentation, as required
Maintains communication and works closely with other administrators and staff within the unit and serves a liaison with other outside agencies, as required
Evaluates assigned staff
Assures compliance with federal, state and District policy and administrative procedures and negotiated agreements
Monitors and tracks the progress of new and current technology software and data base management systems used by the department
Completes all trainings and other compliance requirements as assigned by the designated deadline
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 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 in Human Resources or related discipline
Three (3) successful experience in Human Resources knowledge and experience with various HRIS Effective written and verbal communication skills
Ability to work effectively and collaboratively with others
Effective written and verbal communication skills
Ability to organize and multi-task a variety of duties
Must maintain a high degree of confidentiality

DESIRABLE QUALIFICATIONS
Master’s degree in related field
Human Resource Certifications
Experience in a diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/01/2019

JOB TITLE:	DRAFTSMAN SCHOOL PLAN / INSPECTOR PROJECTS
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Prepares drawings and specifications for all District, in-house construction projects. Maintains facility record files, coordinates filing and storage of record documents (construction drawings, specifications, shop drawings and "as built"). Assists in field data collection, evaluation and inspection of completed projects for both in-house and contract work. Conducts research and data evaluation for construction material and/or products.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Reviews District projects to ensure a more safe traffic flow and for compliance with applicable building and highway codes
Assumes responsibility for design and construction supervision of paved areas (sidewalks, driveways, and parking areas)
Determines validity of change order requests for all concrete and asphalt areas
Maintains scale-size floor and site plan drawings and revises same to show all new changes to District facilities
Determines if contractor work meets the building codes and bid specifications
Assists architects, engineers and director in obtaining drawings and specifications for use in planning new construction or renovation
Produces and updates site plans and drawings
Maintains and operates copier for architectural drawings and building plan production
Completes all trainings and other compliance requirements as assigned and by the designated deadline
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, 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
High school diploma or G. E. D.
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Two (2) years successful supervised drafting experience
Basic knowledge/understanding of building codes and/or regulations of various public agencies
Experience in a diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/01/2019

JOB TITLE:	FOREMAN MECHANICAL MAINTENANCE
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Supervises and coordinates activities of mechanical maintenance employees

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and coordinates work of mechanical maintenance employees
Implements production schedules and records worker – hour requirements for completion of job assignment
Assists with enforcement of policies and regulations especially safety regulations
Interprets specifications, blueprints, and job orders to workers, and assigns duties
Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment
Recommends measures to improve production methods, equipment performance, and quality of product; suggest changes in working conditions, and use equipment to increase efficiency of shop department or work crew; analyzes and helps resolve work problems, and suggests plans to motivate workers
Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures
Trains workers new to mechanical maintenance assignment
Estimates, requisitions, and inspects materials
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by designated supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. 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 movement. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull heavy 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.
Three (3) years experience in commercial heating, air conditioning and controls
Refrigeration Handling Certification Type I and Type II
Ability to supervise
Knowledge of basic codes, standards, and operations in mechanical maintenance
Valid driver's license
Effect communication skills

DESIRABLE QUALIFICATIONS
Leadership experience
Experience in a diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/1/2019

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

SCOPE OF RESPONSIBILITIES
Supports teachers and other staff members in effectively providing gifted services to identified students to meet the goals of the school and/or District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Analyzes a variety of student performance data to make decisions about professional development needs
Develops and provides professional development that will directly impact student achievement
Provides support and coaching for cohorts of teachers that will create assessments and tools for identifying gifted students
Provides support and coaching for cohorts of teachers that will provide differentiated learning experiences for gifted students
Works collaboratively with District and school leadership teams to align school initiatives with District strategic plans and initiatives
Creates intentional work plans that provide equitable support for the teachers in order to increase student opportunities to develop their gifts and talents
Provides assistance to teachers and other staff in the area of instructional and class management techniques
Performs health services if needed for which training will be provided
Performs other duties as assigned by Principal or supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This 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.

MINIMUM QUALIFICATIONS
Master's degree with valid KY Teaching Certificate
Gifted endorsement
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 organize data
Experience in planning, developing, and conducting professional development for educators
Experience in diverse workplace and with diverse student populations



Submitted for approval:
5/14/2019
Effective: 7/1/2019

JOB TITLE:	INSTRUCTIONAL COACH LITERACY K-5
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	190 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provide leadership, coordination, and support for K-5 literacy instruction in the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Analyzes a variety of student performance data to make decisions about professional learning needs in the area of literacy
Develops and provides literacy focused professional development that will directly impact student achievement including a focus on culturally literate strategies that will help eliminate the achievement and opportunity gap
Provides support and coaching for teachers in literacy instruction that will design and implement rigorous lessons that are aligned to standards
Designs and implements a literacy plan with the school that ensures alignment with the JCPS Curriculum and Instructional Frameworks
Creates intentional literacy work plans that provide equitable support for teachers in order to increase student learning outcomes and opportunity gaps
Ensures the school's literacy plan uses multiple sources of data to provide instructional supports and intervention with students
Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategic plans and initiatives
Provides assistance to teachers and other staff in the area of effective literacy instruction
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This 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.

MINIMUM QUALIFICATIONS
Master's degree with valid Kentucky teaching certificate
Three (3) years successful teaching experience
Ability to work successfully with others
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership experience
Demonstrated ability to write distinctly and to organize data
Experience in planning, developing, and conducting professional development sessions
Experience with diverse groups of students



Submitted for approval:
5/14/2019
Effective: 7/1/2019

JOB TITLE:	INSTRUCTIONAL LEAD DIGITAL INNOVATION
DIVISION:	TECHNOLOGY
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	195 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Supports the on-going District digital transformation with an emphasis in digital learning and digital innovation coaching. Individuals selected will coordinate the implementation of digital transformation initiatives and be responsive to new and emerging district needs. This position will also require individuals to coordinate with operational leads (from respective teams within the technology department) to ensure mature successful alignment and partnership towards the departments collective digital transformation strategy.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Increases access to personalized, rigorous learning experiences supported through emerging technologies
Supports planning activities including development of new instructional models (e.g. blended learning technology software and platforms), the purchase of digital instructional resources and initial and ongoing PD activities
Supports ongoing professional development for teachers, principals, other school leaders, designed to support digital implementation, adoption, and learning success
Assists schools with Identifying and addressing technology readiness needs, including devices, access to digital content libraries, Internet connectivity, and student digital products
Supports schools with the implementation of the District's digital citizenship strategy
Provides assistance to schools with use technology, consistent with universal design for learning, to support the learning needs of all students including students with disabilities and English language learners, and building capacity for principals and other school leaders to support teachers in using data and technology to improve instruction and student centered personalization
Assists with Implementation of anytime, anywhere access strategy development (1:1/Bring-Your-Own-Device), including student and teacher digital workflow and digital relationship strategies, digital collaboration, and digital instructional design
Develops and utilizes strategies for delivering specialized or rigorous academic courses and curricula through technology, which may include increased access to dual or concurrent enrollment opportunities, CTE, and programs leading to a credential
Provides teachers, paraprofessionals, school libraries and media personnel special instructional support; while also providing administrators with the skills and knowledge to use technology effectively, including (activities to support) effective integration of technology to improve instruction and student achievement
Facilitates school and district leaders with the professional learning tools to personalize learning to improve academic achievement
Discovers, adapts, and shares relevant high-quality educational resources
Uses technology effectively in the classroom, including by administering computer based assessments and blended learning strategies
Implements and supports school and District-wide approaches for using technology to inform instruction, support teacher collaboration, and personalize learning
Provides procurement guidance on high quality digital content
Develops and utilizes effective or innovative strategies for the delivery of specialized or rigorous academic courses and curricula through the use of technology, including digital learning technologies and assistive technology
Provides professional development in the use of technology to enable teachers and instructional leaders to increase student project-based achievement in the areas of STEM (including computer science and arts)
Participate on assigned committees
Perform other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 automobile equipment.

MINIMUM QUALIFICATIONS
Master's Degree or higher
Kentucky Teacher Certification
Five (5) years successful experience as a teacher
Expertise in equity, inclusion and culturally responsive education
Effective communication skills

DESIRABLE QUALIFICATIONS
Three (3) years experience in the use of computers, programming and classroom computer use
Knowledge of appropriate pedagogy that will address achievement with opportunity gaps
Experience in a diverse workplace



Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	ITINERANT TEACHER GIFTED
DIVISION:	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Plans, organizes, and delivers gifted services at assigned locations based on identified student needs and approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students and secures and maintains school property and materials. May be transferred to other locations or clusters of locations as District needs change during the school term and from school year to school year.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Meets and instructs assigned classes in the locations and at the times designated
Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
Guides the learning process toward the achievement of curriculum goals and establishes objectives for all lessons, units, projects, and the like in order to communicate these objectives to students.
Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes, and maintains written evidence of preparation
Assists the administration in implementing Board policies, administrative regulations, and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
Assess the accomplishments of students on a regular basis and provides progress reports and counseling to parents as required concerning academic and behavioral progress of all assigned students
Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities
Continues personal professional growth and upgrading of skills appropriate to teaching assignments
Attends staff meetings, serves on staff committees, and accepts a share of responsibility for extracurricular activities
Performs health services if needed for which training will be provided
Performs other duties as assigned by Principal or supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This 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.

MINIMUM QUALIFICATIONS
KY certification appropriate to the grade level and curricular assignment
Gifted endorsement
Experience and preparation required by the Board
Effective communication skills

DESIRABLE QUALIFICATIONS
Has access to private vehicle for transportation purposes as needed
Has appropriate vehicle insurance as required by the District

Experience in diverse workplace and with diverse student populations



Submitted for approval:
5/14/2019
Effective: 7/01/2019

JOB TITLE:	LEAD TECHNICIAN PREVENTATIVE MAINTENANCE NUTRITION SERVICE CENTER
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Primary technician responsible for Preventative Maintenance on building and equipment at the nutrition service center. Assist in installation, repair, and maintenance of commercial food production, handling, storage, packaging and related equipment, appliances, and building systems. Coordinates with Lead Tech on ordering and maintaining stock of items necessary for preventative maintenance, repairs, priorities and processes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates preventative maintenance with lead technician to ensure efficient workflow and high level of performance for facility and equipment
Coordinates and supervises contracted maintenance and repairs on building and equipment service
Assists in ordering of replacement parts and supplies
Changes filters and services air handlers and exhaust hoods on rooftop units
Lubricates, services, and cleans exhaust fans
Performs preventative maintenance on equipment as required by manufacture specifications
Assists in repair and replacement of all equipment as needed
Maintains air compressors needed for pneumatic equipment
Maintains a Hazard Analysis and Critical Control Points environment
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
High School Diploma or GED
Three (3) years of experience in maintenance of commercial food service equipment or equivalent
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Master electrical or plumbing license
Experience working in a Hazard Analysis and Critical Control Points environment
Valid Universal Certification for refrigerants removal, recycling and purchasing
Valid Kentucky HVAC Journeyman's license
Experience in a diverse workplace



Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	LIAISON IT3 PROJECT MANAGEMENT
DIVISION:	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II/GR 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Performs cross-departmental project visioning and implementation. Develops and implements customer service strategy for IT3. Ensures JCPS Google Domain maintains best practice standards as a G Suite For Education primary administrator. Partners with IT3 Technical Liaison on district/school level support.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supports IT3 Technical Support Liaisons with project implementation
Conducts school site visits with IT3 Technical Support Liaisons on a routine and recurring basis to provide assistance and obtains feedback
Works with IT3 Technical Support Liaisons to coordinate technical problem resolution between the local school District, partner/vendor community and the appropriate technology department teams
Leads JCPS Digital Backpack technical support strategy
Serves as the primary JCPS Google Domain Super Administrator
Initiates training opportunities for Technology Department staff regarding Google EDU support and administration
Explores new resources and technologies for the streamlining and automation of digital initiatives and device management
Meets with school-level and district-level personnel as requested by district leadership to provide thought leadership on technology issues and assist with technology discussions
Facilitates partnerships between regional K-12 technology organizations
Ensures customer service needs are being met and helps establish customer service support strategy
Serves as customer support training specialist for all units within Technology Division
Performs other duties assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 automobile equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree and/or 5 years' experience in related field
Experience in K-12 educational setting.
G Suite Domain Administrator Certification
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in employee supervision.
Industry certifications in multiple platforms
Experience in a diverse workplace



Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	MANAGER CAREER TECHNICAL INSTRUCTIONAL SUPPORT
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GR 10
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Assist the Assistant Superintendent for Transition Readiness to organize, develop, and support occupational based and career and technical education teachers, Academies of Louisville Academy Teams, and Professional Learning Communities (PLC's) to implement six essential teaching and learning systems. Supports teachers, business partners, and academy coaches in the classroom instruction and engaging learning experiences.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Oversees instructional content leads, academy coaches, CTE teacher teams on ensuring grade level standards are aligned for high levels of learning and ensures mastery of standards in all Career and Technical Education classrooms (System 1)
Collaborates with all CTE teachers, coaches, and instructional CTE leads to support CTE teachers in effective use of data through MAP, Common Formative Assessments, Certification Skills Checks, End of Program Exams to ensure increased outcomes for transition readiness (System 2)
Works closely with CTE teachers to collaboratively plan units, lesson, and assessments to reinforce high levels of learning and ensure mastery for all students (System 3)
Leads teams of teachers and school leadership to collect, review, and analyze student data to progress towards mastery and application of standards and performance benchmarks (System 4)
Participates in supporting CTE teachers and academy teams in developing academic support systems (System 5)
Provides instructional feedback through structured walkthroughs, feedback and coaching, and professional learning to improve CTE leadership and instructional practices (System 6)
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This 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.

MINIMUM QUALIFICATIONS
Master's degree or higher with Kentucky Certification in Administration
Three (3) years successful experience as a teacher
Five (5) years successful administrative experience as a building level
Ability to articulate vision of best practice for instructional programs and understanding of six essential systems
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience with developing, coaching, and monitoring teaching teams
Kentucky Professional Certification in Administration, Supervision, and or Instructional Leadership
Experience in diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/1/2019

JOB TITLE:	MANAGER LITERACY SUPPORT
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GR 10
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Supports schools in the design, coordination, and implementation of elementary literacy plans for academics. This includes supporting schools in the design of acceleration plans for students who are behind in literacy. Will facilitate the work of the K-5 Literacy Coaches to ensure the students have accelerated literacy opportunities and are making the necessary growth in literacy to be transition ready. They will assist with the identification of appropriate core, supplement, and intervention instructional supports. This work will be coordinated with various role groups aimed at improving academic achievement. They will align planning to the District's strategic plan, all state and federal requirements, and will work closely with other departments across the District to ensure coherence in planning and implementation for academic improvement.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides training, consultation, and other support to administrators, teachers, and school-based leadership teams in literacy improvement including culturally literate strategies designed to eliminate the achievement and opportunity gaps
Supports school in designing and implementing effective school-wide literacy plans supporting the implementation of curricular and instructional framework
Coordinates and supervises the work of the literacy coaches to best meet school and district student needs
Monitors the fidelity of implementation of literacy at the school level for academics
Identifies professional learning needs for both school and district personnel and coordinates training as needed as related to elementary (K-5) literacy
Encourages and models skillful use of data to inform decision making as related to K-5 literacy improvement
Maintains cooperative and positive working relationships with school and District staff
Collaborates closely with District-wide departments to ensure coherence
Serves as requested on District committees
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This 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.

MINIMUM QUALIFICATIONS
Master's degree with valid KY teaching certificate
Five (5) years successful experience as a teacher
Expertise in equity, inclusion, and culturally responsive education
Effective communication skills

DESIRABLE QUALIFICATIONS
Proven leadership ability
Knowledge of appropriate pedagogy that will address literacy improvement and achievement and opportunity gaps
Experience with diverse populations

Experience in planning, developing, and implementing professional learning programs
Experience in a diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/1/2019

JOB TITLE:	MANAGER SKILLS U
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II/ GR 10
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides program leadership and direction; plans, develops, implements, and evaluates all aspects of program and personnel. Supervises Skills U staff. The Assistant Director classification is limited to one staff member per funded agency (i.e., Board of Education, community college, etc.). Other complementary responsibilities will include: administrative, accountability, and instructional leadership; human resource and fiscal management; community engagement; organizational progress; and professional development.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Oversees the day-to-day operation of program
Initiates and facilitates change for continuous program involvement
Understands, interprets, and assures compliance with applicable federal and state laws and regulations
Initiates program planning, develops goals, and plans for meeting objectives
Promotes a safe work environment
Establishes procedures for collecting, documenting, and reporting data, and ensures accountability
Communicates regularly with staff and involves them in planning through a variety of formal and informal means
Oversees recordkeeping, fiscal management, and programming
Uses program data in order to make data-informed decisions
Ensures compliance with contract and Implementation Guidelines
Creates and carries out strategic plans
Establishes and maintains effective teaching and learning practices program-wide
Ensures high-quality, evidence-based instruction by overseeing the following: design of learner-centered instruction and classroom environments; design of standards based instructional units and lesson plans; use of instructional techniques that are effective with adult learners; design of instruction to build learners technology and digital media literacy skills; and design of instruction to build learners higher order thinking, communication, and problem solving skills (Adult Teacher Competencies)
Monitors and manages student learning and performance through data; specifically ensures assessment of learners prior knowledge, learning needs, and college and career readiness goals; sets learning goals and course of study; monitors learning through summative and formative assessment; adapts instruction based on formative and summative student assessment data (Adult Education Teacher Competencies)
Assures effective communication intended to motivate and engage learners through conveying high expectations, motivating learners to persist in meeting their goals, and engaging student in active listening, dialogue, and questioning to facilitate and support learning (Adult Education Teacher Competencies)
Supports curricula design and promotes effective instructional strategies using the Kentucky Skills U Employability Standards to ensure instruction is contextualized for workforce preparation through standards based lesson plans and units
Reinforces effective classroom management techniques
Hires and validates staff that possess the qualifications outlined in the job descriptions below
Assures effective and efficient program staffing
Supervises, observes, evaluates, and coaches staff

Coordinates activities of instructional staff to ensure effective and efficient program operation
Supervises staff in developing professional development plans targeting student success and ensures staff will complete professional development requirements and adheres to professional development guidelines
Manages fiscal resources and reports financial information and seeks resources through foundations, grants, and the like
Prepares and monitors all aspects of budget
Monitors contract compliance and cooperative agreements
Advocates and promotes adult education program within service area
Builds partnerships to enhance the availability, quality, and delivery of services
Participates in local organizations and initiatives (P-20 councils, local Workforce Innovation Boards, KY Career Centers, local chambers, Work Ready Communities Teams, etc.)
Builds and maintains collaborative relationships with workforce service providers to ensure effective service referrals and seamless service delivery system
Models professional behavior and requires other staff members to act in a professional manner
Promotes the philosophy, goals, and objectives of adult education at local, state, and national levels
Promotes an environment in which cultural and philosophical diversity is valued and appreciated
Cultivates an atmosphere of respect for all staff and students
Recruits and retains students to meet local and state performance goals
Accesses and evaluates the need/demand for services on an ongoing basis in order to determine the most effective and efficient use of resources and personnel
Establishes processes and procedures for using data (enrollment hours of participation, etc.) to allocate instructional resources to most in-demand areas
Adheres to the expectations for Skills U Directors in professional development guidelines requirements
Ensures the use of technology resources by all service area instructors to engage in ongoing professional development and lifelong learning
Assesses personal strengths and weaknesses of staff as a basis for developing professional development plan
Pursues professionalism and continually builds knowledge and skills by processing content area knowledge and teaching skills required for subjects and populations taught; participating in professional development networks and teaching skills required for subjects and populations taught; participating in professional development networks and learning communities; refining instructional practices through reflection on experience, evidence, and data; and participating in and contributing to program improvement efforts (Adult Education Teacher Competencies)
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This 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.

MINIMUM QUALIFICATIONS
Master's degree
Three (3) years of administrative/management experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Doctorate degree in administration, education, or a related field
Valid KY Teacher Certification

Valid Instructional Leadership or Administrative Certificate
Experience in diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/1/2019

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

SCOPE OF RESPONSIBILITIES
As part of the Multi-tiered System of Supports the Mental Health Practitioner is responsible for all transitions of students exiting alternative school placement. The Mental Health Practitioner acts as a case manager and consultant, providing counseling and/or therapeutic support. This intentional support will ensure a successful transition for each student including options beyond high school, and ensuring a restorative approach to addressing student needs. The Mental Health Practitioner functions as an advocate for both students exiting alternative placement and all students needing additional behavioral supports, primarily at the middle and high school levels.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates and facilitates transition meetings for students exiting alternative placement
Provides behavior support primarily for students at the middle and high school level
Functions as a case manager for students exiting alternative placement and other students as required
Collaborates with schools to provide modeling of evidence-based and school-based mental health interventions (e.g., counseling) for students with moderate to severe mental health needs
Assists, if needed, with the initial screening of students as they enroll in alternative placement, and add support transitions when students have successfully completed their programs
Provides supports for students who need therapeutic services and/or counseling, using a culturally responsive lens
Completes required trainings to perform job duties (e.g., Restorative Practices, Trauma-informed Care, etc.) and professional licensure
Promotes the mental health wellness of students by assuming responsibility for providing and/or coordinating evidence based interventions at the individual and group level, engaging families, coordinating with community partners, and providing training, collaboration and consultation for school personnel
Provides training and expertise to schools in addressing student behavior, and works collaboratively with schools
Serves as requested on District committees
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This 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
KY (EPSB) credential in Social Work, School Counseling, or School Psychology or fully KY Licensed Professional Counselor or Licensed Clinical Social Worker 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
Experience in a diverse workplace



Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	PROFESSIONAL CUSTOMER CARE TECHNOLOGY
DIVISION:	TECHNOLOGY
SALARY SCHEDULE/GRADE:	IA/GR 12
WORK YEAR:	260
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Supports teacher and student device integration the schools. Works with teachers, students, School Technology Coordinators and other staff members to integrate technology in the classrooms

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Effectively, professionally, and respectfully represents the technology division to other teams and business owners, works cooperatively with peers to deliver excellent customer service
Researches, gathers, and shares knowledge to develop better processes and creative solutions that improve technical integration and streamline technology support operations
Resolves the customer's issue and diligently engages in self-directed research and in-depth troubleshooting to resolve technical issues; works closely with other customer support team members and engages other technical service groups when necessary.
Communicates effectively with schools and vendors to make sure devices are serviced quickly and inventory at schools is accurate
Instructs on best practices to individuals and groups when it comes to device integration
Creates documentation, videos and processes to help with device integration
Works closely with students and staff to help create service desks within schools as a first point of contact for staff and students
Provides on-site training
Maintains accurate and updated records of the customer problem and resolution information in the ticketing system. Closes the tickets with resolution entered upon completion of the job and verification that the suggested solutions effectively resolves the issue
Provides support of the mobile device management and content filtering system
Performs all other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands and tools for simple grasping and fine manipulations. The work, at times, requires bending, squatting, crawling, climbing and reaching with the ability to lift, carry, push or pull medium weights. The work involves 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.
(4) years' experience with current desktop operating system
(2) years' experience in a customer service or service desk setting
Application support experience and advanced computer hardware and software troubleshooting experience
Valid driver's license
A current, relevant, and industry-recognized certification, or the ability to complete department-designated and department-paid

certification(s) within twelve (12) months of hire
Effective communication skills

DESIRABLE QUALIFICATIONS
Associate's Degree, or above, in Computer Science and Electronics or a related field
Project management experience
Experience with Mobile Device Management Systems
Experience in a diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/1/2019

JOB TITLE:	SPECIALIST MENTAL HEALTH SERVICES
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV GR 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides leadership to the District's comprehensive Mental Health Services, Crisis Response and Suicide Prevention programs. This includes oversight and accountability the design, coordination, and implementation of comprehensive mental health services along with training and consultation for the implementation of a tiered system for mental health support to students. The Specialist Mental Health Services also facilitates the work of school based mental health practitioners to implement school based services, intervention programs, engage families, and coordinate with community partners. The Specialist Mental Health Services will align planning to the District's strategic plan, all state and federal requirements, and will work closely with other departments to ensure coherence in mental health support.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership in coordination of mental health supports and implementation to schools and students
Provides leadership and oversight in District crisis response efforts including coordinating, leading, and responding to crisis events and the District and school level
Provides leadership and collaboration with Guidance Services, Health Service, an School Psychologists to train District, school personnel, and students in suicide prevention efforts throughout the school year according to HB30 and HB51
Provides District consultation in risk and threat assessment procedures and participates in District's threat assessment team
Coordinates and provides training for Mental Health Practitioners in risk and threat assessment procedures
Provides leadership to school based Mental Health Practitioners through coordination, communication, training, and support
Coordinates Mental Health Practitioners and mental health services focusing on quality, consistency, and compliance and alignment with District vision and goals
Trains, consults, and provides support to administrators, teachers, school based leadership and mental health professionals to facilitate the design, coordination, and implementation of a tiered system for mental health support to students at the District and school level
Monitors the fidelity of implementation of mental health services at the school and District level
Identifies professional learning needs for both school and District personnel and coordinates trainings as needed related to mental health
Collaborates closely with Guidance Services, Health Services, and School Psychologist to ensure coherence with mental health services and implantation District-wide
Coordinates and organizes community based mental health services in schools including monitoring their services, ensuring collaborative partnerships, and accepting applications for new providers
Develops, establishes or administers project, program, or activity
Serves as liaison with other units, departments, or outside agencies as required
Maintains communication and works closely with District staff, local school staff, and the community regarding information, developments, and implementation of project, program, or activity
Prepares and/or assists in preparation of reports, records, and other documentation as required
Accumulates and researches data, documents, and other pertinent information as required
Coordinates with appropriate school, district, and community partners to ensure comprehensive services delivery

Prepares, delivers or assists with training opportunities as appropriate
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This 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.

MINIMUM QUALIFICATIONS
KY (EPSB) credential in School Social Work, School Counseling, or School Psychology or Fully KY Licensed Professional Counselor or KY 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
Three (3) years successful experience in area of assignment
Ability to work well with people
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful leadership experience
KY Professional Certification in Administration and/or Supervision
Experience in diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/1/2019

JOB TITLE:	SUPERVISOR BULLYING PREVENTION
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GR 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership for the coordination of Bullying Prevention department. Coordinates with outside agencies, JCPS, and the local community to support prevention of bullying through education. Supports schools in the design, coordination and implementation of bullying prevention policies and curriculum. Additionally, the supervisor will delegate responsibilities for monitoring and facilitating the Bullying Tipline.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides training, consultation and other support to administrators, teachers, school-based leadership and community teams to facilitate the design, coordination, and implementation of Bullying Prevention education curriculum at both the district and school levels
Supports schools in designing and implementing effective restorative plans for students who are bullies and for victims
Coordinates and supervises the work of the resource teachers to best meet school and District student needs
Monitors the fidelity of implementation of District and school level bullying policies
Identifies professional learning needs for both school and District personnel and coordinates trainings as needed related to bullying prevention
Encourages and models skillful use of data to inform decision making as related to bullying prevention
Maintains cooperative and positive working relationships with school and District staff
Collaborates closely with social emotional learning staff to ensure student related trauma is handled properly as it relates to bullying
Serves as requested on District committees
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This 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 valid KY Teaching Certificate
Five (5) years successful experience as a teacher
KY Professional Certification in Administration and Supervision
Effective communication skills

DESIRABLE QUALIFICATIONS
Proven leadership abilities
Experience with diverse populations
Experience in planning, developing, and implementing professional learning programs



Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	SUPERVISOR IT OPERATIONS
DIVISION:	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II/GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Manages and implements all business-critical technical infrastructure components and supported technologies in the District. The scope of responsibilities includes the design, engineering, maintenance, upgrades, and implementation of all systems and peripherals associated with the delivery of technology and services to District staff and students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists in preparing and managing information technology specifications and project components of the District's capital construction projects, and provides day-to-day technical, operational, and maintenance support to the Information Technology technical operations, within established budget constraints
Supervises technical staff and leads the implementation of standards, targets, policies, and plans to maintain and increase the operational efficiency, effectiveness, and meet project deadlines; manages all resources (people, funding, materials, equipment, and contractual services) efficiently to meet or exceed the quality, service, and value expectations of our customers
Ensures the operational integrity of all systems by focusing on the quality, environment, reliability, scalability, health, safety, and security of the technical operations
Develops and implements cost-effective solutions to meet customer expectations and technical requirements, and implements best practices and innovation across all technical operational areas
Implements effective reporting processes and provides analysis and support to Information Technology with information required for various reports, budgets, ordering process and plans
Ensures effective personnel management policies and practices are developed and implemented (e.g., time and attendance, workforce management, etc.) and ensures that resources are developed and deployed appropriately
Works collaboratively with other functional leads to mitigate business risks
Implements and adopts effective communication strategies at all levels of Information Technology operations
Provides effective leadership that will enhance the teams' abilities to remain flexible and effective to the changing business needs
Contributes to effective communication by listening and providing constructive feedback; supporting the creation of an open and honest work environment; cascading and sharing knowledge and information relevant to other members of the team and colleagues across the business
Evaluates staff as assigned
Performs other duties as assigned by the designated supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is performed while standing, walking or sitting. The work at times requires bending, squatting, crawling, climbing and reaching with the ability to lift, carry, push, or pull medium weights. The work involves being exposed to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Bachelor's Degree or Five (5) years of directly related experience
Three (3) years of verifiable experience managing a technical services team
Project management experience with resource and cost planning, and estimation
A current, relevant, and industry-recognized certification, or the ability to complete department designated and department-paid certification(s) within twelve (12) months of hire
Effective communication skills

DESIRABLE QUALIFICATIONS
PMP, ITIL, Vendor Related Certifications
Experience in a diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/1/2019

JOB TITLE:	SUPERVISOR LEADERSHIP AND PROFESSIONAL DEVELOPMENT
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GR 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Organizes, plans, directs, and supports the District's leadership development programs and coordinates the professional learning opportunities for system-wide improvement. This position collaborates with other departments to plan, implement and monitor the effectiveness of professional learning sessions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates the leadership development programs designed to increase capacity for improved student learning outcomes
Integrates policy, formulates and recommends program goals and objectives as appropriate
Provides effective leadership in planning and implementing programs that align to state standards
Stays abreast of the current research on leadership development and professional learning
Collaborates with external partners to ensure program goals are met
Monitors and tracks the progress of the District's leadership programs
Coordinates and maintains the record keeping and reporting of professional development for District and school personnel
Provides input for identifying and defining the present and future training needs by assisting with coordinating and conducting needs analysis
Provides technical assistance to school and District staff in the area of professional development and understanding the use of school-based funds to support school professional development
Coordinates and supports the implementation of the District's professional learning opportunities
Determines the quality and effectiveness of professional development opportunities requesting approved credit
Prepares required and special reports as requested
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This 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.

MINIMUM QUALIFICATIONS
Master's degree and KY Certification in Administration and/or Supervision of Instruction
Experience delivering and planning professional learning
Successful experience in program management
Successful experience in implementing and designing leadership development programming
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of management, recruitment, and retention techniques and programs for principal and teacher development
Doctorate degree
Experience in a diverse workplace



Submitted For
Approval: 5/14/2019
New: 7/1/2019

JOB TITLE:	SUPERVISOR SYSTEMS IMPROVEMENT AND PLANNING
DIVISION:	ACCOUNTABILITY, RESEARCH & SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides technical assistance to District and school staff in the areas of systems improvement and school improvement planning, monitoring and implementation of assigned program or activity; provides professional development as assigned; and determines effectiveness of assigned program or activity

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned
Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising program or activity as assigned
Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities
Prepares required and special reports and briefs
Provides technical assistance to District and school staff in the areas of systems improvement and planning
Assure compliance with local, state and federal regulations and procedures related to area of systems improvement and school improvement planning
Assures compliance with Board Goals and Administrative Objectives related to area of systems improvement and school improvement planning
Completes all trainings and other compliance requirements as assigned by the designated deadline
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.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years successful experience in area of assignment
Effective communication and writing skills

DESIRABLE QUALIFICATIONS
Master's Degree
KY teacher certification
Experience in a diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/1/2019

JOB TITLE:	SUPERVISOR TITLE IV
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GR 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides instructional and programmatic support to school and District departments; assists in planning, implementation, evaluation, and monitoring of Title I, Title II, and Title IV programs; participates in planning, developing, and implementing the Summer Backpack League; provides guidance, monitoring, and support of federal programs in private/nonpublic schools.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Serves as a resource by providing a variety of instructional services to personnel at schools and District offices
Assist in program planning, implementation, and evaluation
Assist in planning, developing, and implementing professional development and/or trainings
Provides technical expertise for school and District office staff in implementing Title I, Title II, and Title IV programs
Collects, compiles, and analyzes management system data
Disseminates information about federal programs as appropriate
Works with appropriate personnel to resolve concerns
Assists in monitoring compliance with Title I, Title II, and Title IV, legislation and guidelines
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This 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 exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's degree with KY certification in Administration and/or Supervision (Principal Certification)
Three (3) years successful teaching experience at the appropriate level
Knowledge of current literature, instructional strategies and materials in the math or English language arts areas
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to interpret test results and assist in developing/refining, where appropriate, corrective instructional interventions
Demonstrated ability to work with a wide range of people in different roles
Experience in diverse workplace



Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	TECHNICAL LEAD DIGITAL INNOVATION
DIVISION:	TECHNOLOGY
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	195 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides assistance to schools in the implementation and support of district-managed services including but not limited to Office 365, Financial Management System (MUNIS), School Digital Readiness Survey, Kentucky Student Information System (Infinite Campus), Active Directory, Google Domain, Little SIS, Lightspeed integration, Clever integration, inventory management. To provide oversight of all the District's technology hardware and software applications to insure all components of the Comprehensive District Improvement Plan are met in regard to technology integration.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Conducts quarterly STC Meetings to disseminate technology department/district-related information utilizing an approved agenda
Conducts school site visits on a routine and recurring basis to provide assistance and obtain feedback
Provides an overview of STC supports to any newly hired STC to include, technology department policies, standards, and procedures and how they apply to the District
Provides in-depth and ongoing technology guidance to all newly assigned STC's
Serves as the primary STC escalation point for all school-related technology department issues and initiatives
Reviews, and validate the annual Digital Readiness Report submitted by the District to the KDE
Ensures technology department standards are communicated and maintained
Coordinates technical problem resolution between the school, partner/vendor community, and the appropriate technology department teams
Provides guidance on the 1:1 district match initiative, as well as periodically monitor school participation in the program to ensure the maximum benefit to the school and most efficient use of this funding program for the school
Works with the school leadership to identify all programmatic funding sources and work with the STC to maximize the use of these funds
Supports and participate in all STLP Regional events
Meets with school-level and district-level personnel as requested by District leadership to provide thought leadership on technology issues and assist with technology discussions
Facilitates partnerships between regional K-12 technology organizations; work with them to promote effective technology learning and positive group discussions for the growth of the participants
Provides assistance and guidance to STC's and/or school leadership in focusing on establishing visionary decision-making, based on research and data sources, to enhance student learning
Leads efforts in Digital Citizenship, appropriate uses of technology, and Acceptable/Responsible Use Policies
Provides training to classified and certified personnel in the areas of computer hardware and software
Provides (MDM) Mobile Device Management support
Performs other duties assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 automobile equipment.

MINIMUM QUALIFICATIONS
Master's Degree or higher
Kentucky Teacher Certification
Five (5) years successful teaching experience

Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in a tech-related field
Experience in employee supervision
Experience in a diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/01/2019

JOB TITLE:	TECHNICIAN DIETETIC
DIVISION:	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	II/ GRADE 4
WORK YEAR:	220
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides direct support to the Coordinator of Menu Planning and Special Dietary Needs (CMPSDN) in assigned areas of food service management. Processes special dietary needs requests and coordinates communication with school staff and parents to ensure student safety. Participates in a variety of data entry and other computer functions including allergen tracking, menus, and recipes. Teaches principles of food and nutrition under the supervision of the CMPSDN

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works under the direction of Coordinator of Menu Planning and Special Dietary Needs (CMPSDN) to adhere to the USDA requirements for Accommodating Special Dietary Needs and ensuring student safety
Communicates with physicians' offices, school staff, and parents maintaining confidentiality under HIPAA and FERPA guidelines
Processes Student Health Plan forms and communicates and/or clarifies special dietary needs information as needed
Assists in entry of recipes, menus, allergens and special dietary needs information in software programs
Implements therapeutic diet orders/plans by training Managers in food production and service for students with special dietary needs under the supervision of the CMPSDN
Assists in product specification development and uses available resources to procure items needed for special diets
Maintains data and assists in analysis of metrics related to menus, allergies, costs, and other key performance indicators
Assists and conducts in-service trainings
Assists in analysis of school menus; visits schools to assist with menu compliance
Assists in cost controls as it relates to food and supplies
Participates in culinary topics such as recipe development and testing of new products to improve school meals
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary. The work at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Two (2) years Associates degree in Nutrition and Dietetics or equal program
Registered Dietetic Technician credentialed by the Commission on Dietetic Registration (CDR)
Work experience to demonstrate organizational, communication, management, and interpersonal skills required to achieve the goals of the position
Demonstrated knowledge and understanding of sanitation, food safety, and food preparation
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Louisville Metro Department of Public Health and Wellness food safety certification.
Bachelor's Degree in Nutrition
Nutrition analysis software experience
SNA Level 3 Certificate or SNS Credential

Experience in a diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/1/2019

JOB TITLE:	TECHNICIAN HUMAN RESOURCES POSITION CONTROL
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Provides technical assistance to the Human Resources team, as assigned. Support the HR Partners by maintaining position control checks and balances. Serves as a liaison for Human Resources, Budget, and Payroll regarding position control management.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Resolves administrative problems regarding position control numbers
Handles position control inquiries and provides HR team, schools, and departments with accurate, timely position information
Develops information and statistical data to prepare reports and applications required for District decision-making and by law
Regularly reviews and manages position control and conducts weekly audits using error reports and other checks and balances systems
Works closely with Budget office to provide summary class codes for new positions as needed
Advises and counsels school personnel position management related issues
Coordinates meetings, conferences, and appointments and performs general office functions
Provides assistance to HR Assistants in matters relating to the general business of the office and as a backup for personnel action approvals
Provides information to the other departments and the public, applying significant knowledge of District policies and procedures
Completes all trainings and other compliance requirements as assigned and by the designated deadline
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, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's degree (additional experience may be substituted for education)
Three (3) years experience in the Human Resources functions
Effective written and verbal communications skills
Ability to organize a variety of duties
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in human resources management
Experience in audiovisual presentations as well as graphic communication
Experience in a diverse workplace



Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	TECHNICIAN PAYROLL
DIVISION:	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Responsible for insuring employee records and transactions related to pay, deductions and leave accruals are maintained accurately according to associated personnel actions. Assists with validating and insuring District time reporting and pay calculations are accurate and finalized by the required deadlines. Analyzes payroll time reporting and coordinates the resolution to exceptions. Assists with testing and implementing system programs. Provides customer service, training and guidance to District staff and employees. Assumes responsibility as liaison between the Payroll Department, Human Resources, District locations and employees. Works under general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assumes responsibility for managing the processing of personnel actions for assigned workflow locations; confirms the accuracy of data maintained in employee master, job pay, deduction and leave accrual records; coordinates corrections with Human Resources; approves final posting of personnel changes in the live database by the required deadlines
Responsible verifying and processing payroll for regular, substitute, coach, extra service and supplemental pay; ensures personnel changes are captured accurately in Time & Attendance and the payroll warrant; coordinates changes with reporting locations
Ensures locations have finalized all time reporting by the required deadlines; assists locations with resolution to reporting issues
Analyzes payroll edit reports for compliance with District policies, procedures, union contracts and Wage & Hour Law; assumes responsibility for the resolution to errors and exceptions
Verifies accuracy of salaries paid; calculates and processes complex retroactive salary adjustments; administrators repayment arrangements resulting from salary overpayments
Assumes responsibility for calculating and processing the coordination of sick and assault pay with Worker Compensation
Assumes responsibility for accurately maintaining employee escrow withholdings and pay-outs
Calculates, prepares and submits supplemental payroll related to corrected/omitted time reporting, retirement/separation pay-outs, sick bank days and voided pay.
Assumes responsibility for maintaining proficiency in all District payroll and Time & Attendance systems as well as the appropriate usage of pay, deduction and leave accrual transactions.
Effectively, professionally and respectfully corresponds and provides guidance to District management, support staff and employees regarding payroll related questions regarding time reporting, policies and procedures
Ensures required payroll documentation is received and maintained in accordance with the records retention schedule
Assists with planning, developing and implementing training programs and system procedure documentation
Performs self-directed data research and in-depth troubleshooting; works collaboratively with other Payroll team members to effectively maintain the accuracy of HR/Payroll data
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by 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, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years successful payroll or bookkeeping experience
Ability to maintain accurate records and meet established deadlines
Ability to work well in a team environment
Ability to communicate in a professional, effective manner

DESIRABLE QUALIFICATIONS
Two (2) years Human Resources or Benefits experience
Experience in Kentucky school financial systems and reporting
Experience in a diverse workplace



Submitted for approval:
5/14/2019
Effective: 7/1/2019

JOB TITLE:	TECHNICIAN WORK VERIFICATION
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Assists with compiling and reporting district, state, and federal data. Maintains local and state job postings and all other digital/social media postings. Provides technical support to the Human Resources department and serves as the point of contact for the District's human resources information system, applicant tracking system, and other human resources-specific intranet-based systems. Secures and assigns, and maintains employee and user permissions across human resources systems (excluding the substitute assignment system). Troubleshoots the data system. Acts as a liaison between the Human Resources department and other internal and external partners.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists staff with automated equipment operation and application of HR software programs
Monitors service and troubleshoots as the liaison between the department and IT
Assists in planning data bases and data retrieval systems, and provides liaison with data HR administrators for implementation
Prepares specifications for ad hoc HR reports and mass updates and produce reports from databases
Assists in preparing, maintaining and updating data/information
Updates state and local job postings and social media postings
Assists in compliance with district and/or community requests for special data requirements including but not limited to HR-related Open Records Requests
Prepares annual and interim reports for district, state and federal programs
Maintains accurate data and conduct analysis of data for evaluations using electronic data processing equipment
Completes all trainings and other compliance requirements as assigned and by the designated deadline
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.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years responsible research and evaluation experience
Two (2) years data processing experience
Demonstrated ability to add, subtract, multiply and divide quickly and accurately
Experience with social/digital media postings
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in writing technical/analytical evaluation reports
Experience with maintaining websites, social media accounts, and digital media campaigns
Ability to work with various role groups
Experience in a diverse workplace