



REVISED:

07/01/2018

Submitted For

Approval: 5/14/2019

Effective: 7/1/2019

JOB TITLE:	ANALYST DEMOGRAPHICS ANALYST
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 911
WORK YEAR:	260-DAYS 220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8766
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Projects student membership by school, grade, and race on short and long-term bases; helps assign students to schools using school census, race, grade, facilities, and programs data; helps with planning of facility needs; works with pupil personnel, transportation, program placement, and other staff; provides information to the general public regarding student school assignment and ~~B~~board ~~M~~member ~~D~~istrict and other boundary lines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains and documents all school attendance boundary lines, sub-zones and satellites for the student assignment plan and maintains data documentation file for each school, prepares studies and reports for changes in school attendance boundary lines

Maintains and documents all ~~B~~board ~~M~~member and other ~~D~~istrict school attendance boundary lines and feeder patterns, updates the Dual Integrated Map Encoding (DIME) File and coordinates data functions with ~~Management Information Services~~ Information Technology (MIS/IT)

Provides information for control of student assignment to schools including monitoring school magnet and special programs

Assists in projecting student membership on long and short-range bases and prepares reports related to membership and attendance including mobility and other related data

Develops and maintains data base and technology appropriate to function of department

Assists in auditing and documenting student data base programs in Pupil Personnel and ~~ITMIS~~

Collects and maintains a record of all new housing starts and other information which reflect changes in housing patterns

Provides liaison as assigned with the Census Bureau, Louisville and Jefferson County planning and zoning, economic development, Kentuckiana Regional Planning and Development Agency, and other agencies dealing with population and other pertinent data

Develops and prepares student membership projections by schools, programs, and district on a short and long term basis

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

Evaluates staff as assigned

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree
Proficiency in knowledge and use of computer technology
Three (3) years successful experience in the analysis and management of highly technical data
Ability to work with groups, agencies and organizations concerned with census data and projections
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience in applying census and demographics data to school system uses
Experience in using data management program
<u>Experience in a diverse workplace</u>



Submitted for approval: 5/14/2019

New: 7/1/2019

JOB TITLE:	ASSOCIATE TEACHER EMPLOYEE RETENTION Retention Coordinator
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IIIIV, GRADE 8/8
WORK YEAR:	AS APPROVED BY THE BOARD 200 plus 20
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX CLAS

SCOPE OF RESPONSIBILITIES
Provides leadership to coordination of JCPS employee retention efforts with a primary focus on teacher retention

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Analyzes and reports retention metrics and maintains local and national trend data that impact retention
Makes recommendations regarding implementation of research-based retention strategies
Serves as the primary point of contact for each class of newly hired JCPS teachers for at least three years utilizing a gradual release of support each year
Coordinates retention support for individual teachers beyond the third year as needed
Maintains regular communication with members of the new teacher cohort regarding successes and needs
Provides new teachers with access to various resources necessary for their first years of teaching
Acts as a liaison to schools and departments regarding culture and climate at the school level
Refers new teachers for mentoring services provided by the Professional Learning Department and others as needed
Establishes and maintain a list of school-based points of contact for new teachers in each location
Approves retention-related tasks in a timely manner
Assures compliance with federal, state and D district policy, administrative procedures and negotiated agreements as applicable to assignment
Prepares, delivers, or assists with training opportunities as appropriate
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, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years of successful experience in recruitment and retention
Effective written and verbal communication skills
Successful leadership experience
Kentucky Teacher Certification
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Kentucky Teacher Certification
Kentucky Professional Certification in Administration and/or Supervision
Experience in a diverse workplace



NEW:
05/24/2018

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

JOB TITLE:	<u>CLERK CERTIFICATION AND LEAD CERTIFICATION & LEAD CLERK</u>
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	<u>1A, 51A, GRADE 5</u>
WORK YEAR:	<u>ASAs APPROVED BY THE BOARD</u> <u>200 DAYS</u>
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical and/or specialized clerical duties related to educator certification and the LEAD report. Performs 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 departmental functions, policies, and practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Types and/or transcribes routine and non-routine, confidential and non-confidential reports, communication, and records; has unrestricted daily access to confidential non-public, information and material including the District human resources information system, teacher course assignment information system, and the state certification database

Receives, classifies, and routes incoming certification applications, LEAD correspondence, and other reports

Conducts research of certification and course assignment records for information relating to departmental needs

Makes accurate and complete postings to complex departmental records including employee certification records and establishes and maintains a filing systems in accordance with departmental policies and procedures

Prepares or assists in preparation of legal, statistical, or technical papers, documents, reports, and/or manuals

Supports the Certification & LEAD Specialist to file reports, communicate with employees, supervisors, directors and program coordinators to address issues of employee certification and LEAD reporting

Answers certification inquiries in person and in written reports or correspondence

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 at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations.

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

Successful experience with teacher certification and the LEAD report

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 Human Resources practices and skills

Associate Degree in business or related field

Experience in a diverse workplace



REVISED:

07/01/2015

Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	CLERK SENIOR ACCOUNTING SENIOR ACCOUNTING-CLERK
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 76
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8044
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Works under the supervision of the coordinator, performing the training activities of the accounting clerks and their activities. Must be flexible in daily work schedule and set the scheduling of activities performed by each accounting clerk. Performs work that is varied and generally complicated. Requires minimum supervision. ~~checking with the coordinator when in doubt.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs training activities related to the functions of the accounting clerks, including all supplemental functions, when new processes are added, when present employees need assistance, or when new employees are hired

Assists accounting clerks in solving accounting problems that arise in their daily work assignments in order to maintain and report accurate records

Assists the coordinator in meeting special requests of the office, implementing use of new financial and control reports, implementing accounting code conversions, etc., in order to fulfill requests of project directors and other systemwide service office

Assumes responsibility for the accounting on program contracts as schedule will allow, especially the unique contracts and those requiring special attention, in order to maintain the office work load requirements

Performs supplemental functions as schedule will permit in order to complete monthly work cycle requirements

Assists in the close-out procedure at the end of each fiscal year by coordinating the activities within the office with the approved close out calendar deadlines in order to achieve a fund balance on schedule

Assists in providing information to the auditors in cooperation with the accounting clerk responsible for the contract in question in order to meet auditors' requests.

Coordinates the sending of old records to archives annually

Coordinates the organization of all accounting clerk records in files, open shelves and the general maintenance throughout the accounting clerk work areas

Distributes the work load and back-up assignments of the accounting clerks as new contracts are received or new functions are added within the office to keep the work load of accounting clerks evenly distributed

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.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Four (4) years experience as accounting clerk
Knowledge of mathematical functions to perform accurate computations
Skills in using equipment in general use in an accounting office
Effective communication skills

DESIRABLE QUALIFICATIONS
Skills in <u>word processing</u> using a typewriter and other general office equipment
Ability to use a computer terminal
<u>Experience in a diverse workplace</u>



NEW:

07/01/2017

Submitted For

Approval: 5/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>COORDINATOR DATA SYSTEMS</u> <u>MANAGEMENT</u> <u>SPECIALIST</u>
DIVISION	ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8043
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Designs, develops, and tests software systems for assessments, surveys, and reporting. Collaborates with ~~district~~District and school leaders to modify systems to meet ~~district~~District needs. Maintains and troubleshoots systems to meet industry standards. Ensures projects are completed in a timely fashion.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned
Consults with designated coordinators, program directors, and specialist to design, develop, implement, and maintain web-based application systems addressing district District needs
Programs and develops specific software in support of schools and district District including, but not limited to, assessments, district District surveys, secure data sharing platforms, and accountability; W rites code for SQL database access, modifications, and constructions including stored procedures
Leads and executes multiple concurrent projects utilizing time management, planning, organization, and communication, ensuring timely delivery of projects and providing timely status updates to management and stakeholders
Researches emerging software development technologies and/or methodologies, develops standards and processes to facilitate use of cutting edge programming languages, development tools, and programming methodologies, and implements technology processes for increasing productivity
Mentors others and works within the team to provide highly efficient solutions, reports, and products
Provides customized support, technical assistance, and professional training to schools, teachers, administrator role groups, and district District departments; T roubleshoots issues with existing or developed systems and works with appropriate resources to resolve issues; L ooks for ways to improve existing applications
Assures compliance with local, state, and federal regulations and procedures as related to data management, including ensuring student, school, and teacher data are maintained and shared securely
Assures compliance with Board Goals and Administrative Objectives related to area of assignment
<u>Completes all trainings and other compliance requirements as assigned by the designated deadline</u>
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.

MINIMUM QUALIFICATIONS

Bachelor's d egree with computer specialization
Five (5) years successful experience in area of assignment
Knowledge of a variety of concepts, practices, and procedures within a particular field (e.g. HTML, JavaScript, C#, SQL, relational database concepts, client-server concepts)

Ability to rely on experience and judgment to plan and accomplish goals
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in web development, .Net technologies, and database design
<u>Experience in a diverse workplace</u>



REVISED:

11/24/2014

Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>COUNSELOR</u> ASSESSMENT COUNSELOR
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION <u>ACADEMIC SERVICES</u>
SALARY SCHEDULE/GRADE:	IV ₂ Grade 9
WORK YEAR:	260-DAYS <u>AS APPROVED BY BOARD</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4405
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assists local school and ~~systemwide~~ system wide service staff in placement and service delivery to students returning from institutions, referred by agencies, and new to the system. Screening of referrals to alternative programs is also a priority. Requires no direct supervision of other personnel, but indirect supervision of local school counselors does exist.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists the Director and ~~a~~ Assistant Directors of ~~s~~ Student ~~S~~ services in making referrals to alternative educational programs and in recommending and implementing adjustment transfers (i.e., Metropolitan School); supports decisions made by ARC's

Counsels with students and families for personal, social, emotional, educational and career growth

Provides assessment and placement counseling services to public, private and governmental agencies (i.e., CHR, DHS, local schools)

Disseminates resource information to local schools, groups, agencies, and individuals

Evaluates a recommended program with a counselor and special education personnel for students with special needs

Provides system wide service office and the Kentucky ~~State~~ Department of Education with appropriate information for research

Assists students in self-understanding, in making appropriate choices, and in implementing their plans to realize their fullest potential through interpreting test results, records, and other assessment information

Plans, evaluates, develops, and administrates with guidance program of the Office of Student Services and communicates the purpose to students, parents, and staff

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 lights weights.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Secondary Guidance

One (1) year successful teaching experience

Working knowledge of community agencies and resources

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrate ability to work with diverse groups

Demonstrate ability to advise a variety of school staff on resources and programmatic needs



NEW:

07/01/2015

Submitted: 5/14/2019

Effective: 7/1/2019

JOB TITLE:	DIRECTOR LABOR MANAGEMENT AND EMPLOYEE RELATIONS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 12 3
WORK YEAR:	<u>AS APPROVED BY BOARD 260 DAYS</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8437
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership, expertise and general oversight to the Labor Management and Employee Relations programs and activities including contract administration and negotiations, grievance adjudication, employee development and other employee and labor relations services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Coordinates~~Responsible for the overall activities of the Labor Management and Employee Relations department

Provides leadership and expertise in the interpretation and administration of agreements and contracts with employee organizations and is responsible for providing advice to ~~p~~Principals, managers and employees with respect to administration of collective bargaining agreements, disciplinary actions, promotions, demotions, transfers, separations, and layoffs; wage and salary adjustments, employee development, employee evaluations, employee coaching, employee performance, corrective action, non-renewal of limited contracts, and other employee related issues

~~Responsible for the adjudication of~~Adjudicates ~~of~~ grievances at all levels including mediation and arbitration arising under established grievance procedures for both collective bargained and non-collective bargained employee groups; ~~M~~makes policy and procedure changes. responds to and coordinates all unemployment concerns, issues, and claims

Guides the formulation and development of proposals for negotiations with employee organizations and serves on negotiation teams and as chief spokesperson for the ~~district~~District when assigned

Collects, integrates, prepares, and distributes data and information for use in contract administration and negotiations and maintains a complete and current database

Assists in the formulation, development and implementation of procedures to comply with regulations and policies as assigned

~~Coordinates~~Chairs the Employment Practices Review Committee; prepares and distributes appropriate reports and recommendations

~~Responsible for d~~Development and implementsation of formal training for ~~P~~principals, managers, and other supervisory role groups regarding the interpretation and application of collective bargaining agreements, policies, contract administration, employee corrective action and other supervision related functions

Acts as management representative in contact with union officials on all matters pertaining to Management's decision with regard to disciplinary action, promotions, demotions, transfers, separations, layoffs and wage and salary adjustments as assigned

~~Responsible for r~~Reportsing information on behalf of the ~~district~~District and Superintendent of Schools to the Education Professional Standards Board as required by law

Serves on ~~district~~District-wide committees as assigned

~~Analyzes, interprets, prepares, distributes and maintains the district's job descriptions, organizational charts and related files~~Guides the formulation and development of proposal for negotiations with employee organizations and serves on negotiation teams as chief spokesperson for the District when assigned

Responds to and coordinates all unemployment concerns, issues and claims

Oversees management and maintenance of the District employee personnel records in compliance with Board Policy and applicable laws

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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 driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Five (5) years successful experience in Labor Management and Employee Relations

Demonstrated ability in verbal and written communication

Effective communication skills

DESIRABLE QUALIFICATIONS

PHR/SPHR certification

Successful experience in local school administration

Working knowledge of the ~~district~~District's administrative organization and functions

Knowledge of basic principles of research

General Knowledge of Kentucky education law and federal employment law

Experience in a diverse workplace



SUBMITTED FOR
APPROVAL:
5/14/2019NEW:
EFFECTIVE: 7/01/2019
07/01/2012

JOB TITLE:	DIRECTOR EXECUTIVE ADMINISTRATOR SCHOOL AND COMMUNITY NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 1413
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8440
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Directs <u>all USDA school meal programs including National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Fresh Fruit and Vegetable Grant Program to ensure a</u> financially sound food services program in compliance with <u>all federal, and state, and local regulations and policies.</u> Prepares and maintains necessary data and reports, ensures optimum food service to all students, and ensures increase to comply with federal, state, and local reporting requirements and utilizes the information to make sound program decisions that ensure school meal access to all students and improved <u>in</u> operational efficiency and accountability.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Directs total program <u>all USDA school meal programs</u> to ensure compliance with requirements of <u>with</u> federal, and state, and local policies and regulations and policies of the Board
Assumes responsibility for procedures to maintain a viable and financially sound food service operation and to develop programs which expand services and ensure services, ensures optimal school meal access and offerings to all students, and increases the efficiency and accountability of all department operations. equality and availability of service offerings to students
Directs collection and maintenance of necessary statistical <u>program</u> data <u>to prepare timely claims and produce other reports necessary to make informed program decisions; pertaining to the school lunch program, prepares necessary reports, and</u> disseminates such information to appropriate d District and state personnel and agencies
<u>Monitors site productivity and adjusts labor hours based on acceptable meals per labor hours, program implementation, service delivery method, and site configuration to ensure efficient and effective delivery of the school meal programs at each site</u>
Assumes <u>responsibility</u> for procurement, receipt, and equitable disbursement of processing of government commodities, USDA Foods and monitor <u>ings</u> operations to <u>ensure</u> optimum use of these <u>resources</u>
Approves the replacement and/or addition of equipment for the program based upon justified needs and to ensure <u>food safety</u> , improved services to students, and maximum <u>utilization of allowable efficiency of labor usage hours</u>
<u>Oversees</u> Directs the operation of central the Nutrition Service Center's inventory storage, <u>food</u> preparation, and <u>food and supply</u> distribution facility to ensure maximum levels of quality and efficiency
Supervises preparation of specifications and conditions of bidding for <u>Monitors procurement all items requiring this procedure as outlined in the Model Procurement Code and Board regulations of program foods, supplies, and equipment to ensure compliance with federal, state, and local procurement regulations and policies</u>
Plans effective ways of presenting the program to provide a clear understanding by the Board, its staff, <u>students, parents, and the community, and coordinates the planning and delivery of training programs for all department personnel that provides a clear understanding of the program's benefits and importance</u>
Plans, develops and implements such programs as are advisable and necessary to increase student participation in the program and to increase the efficiency and accountability of all department operations <u>Oversees the planning and delivery of training for all staff members to ensure compliance with USDA and KDE requirements and to ensure employees have necessary skills to provide quality school meals and customer service</u>

Directs creation and implementation of departmental strategic and operational plans that promote student participation in school meal programs and support the District's vision

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 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

Bachelor's degree in School Administration, Nutrition, or Home Economics

Five (5) years successful experience in food service programs

Five (5) years successful experience in food service area at the national/local level

Valid driver's license

School Nutrition Specialist Credential or Level 2 School Nutrition Association Certification

Effective communication skills

DESIRABLE QUALIFICATIONS

Professional training in the food service area

Knowledge of policies and procedures of the school district

Five (5) years successful administrative experience in public education or communications

Experience in a diverse workplace



SUBMITTED FOR
 APPROVAL: 5/14/2019
 EFFECTIVE 7/01/2019
 NEW:
 07/01/2012

JOB TITLE:	DIRECTOR EXECUTIVE ADMINISTRATOR TRANSPORTATION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 13 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8778
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Organizes and delivers e District transportation objectives to all students identified as transported by pupil attendance records. Requires communication skills to dialogue with parents, community representatives and the general public.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Administers, coordinates and supervises all aspects of transportation services, including maintenance of all Board-owned vehicles
Develops, monitors and interprets all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures
Assesses transportation system needs; develops the District's long range transportation services plan; establishes department goals and objectives; recommends transportation policies for Board action; determines priorities and implements changes to meet goals and objectives to maximize system efficiency and cost effectiveness
Prepares budget and capital outlay requests; formulates purchase specifications; authorizes expenditures for entire transportation operations
Represents Transportation with community and school organizations to ensure sensitivity to local attitudes and objectives; represents transportation programs at all levels within the District
Represents Transportation with the Kentucky Department of Education and supervises the preparation and filing of all reports required by the state or District
Represents Transportation in collective bargaining, grievances and mediations and recommends collective bargaining contract revisions
Oversees Board-owned vehicles, bus fleet maintenance and bus replacement schedules
<u>Evaluates staff as assigned</u>
Performs other duties as assigned by supervisor
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>

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
Bachelor's Degree
Five (5) years of successful work experience in the area of pupil transportation, <u>supply chain, or logistics</u>
Previous experience as administrator in urban student transportation program

Proven experience managing a large organization/enterprise

Successful supervisory experiences in a transportation operation

Effective communication skills

DESIRABLE QUALIFICATIONS

Advanced educational degree

Degree in transportation

Process improvement background and training

Knowledge of school system policies and procedures

Experience in a diverse workplace



SUBMITTED FOR
APPROVAL: 5/14/2019
EFFECTIVE:
7/01/2019 ~~NEW:~~
~~07/01/2012~~

JOB TITLE:	DIRECTOR EXECUTIVE ADMINISTRATOR SECURITY AND INVESTIGATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 12 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8456
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Administers investigation and security activities, including investigations that may involve violations of District policies and procedures, and state and federal criminal and civil violations. Establishes and administers d Districtwide emergency plans.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Initiates and conducts investigations of criminal, civil and administrative activities
Gathers, prepares, and presents evidence and testifies, as necessary
Monitors the effectiveness of policies in the department and initiates change
Monitors department monthly cost performance against budget and adjusts activities to meet budget restrictions
Administers comprehensive training for security personnel, both in-school and central office, in security policies and procedures
Administers District security activities, including contract services
Responsible for investigating and resolving serious conflicts involving District personnel
Reviews security deployment to ensure services are deployed to the areas with greatest need
Coordinates facility and personnel in conjunction with the city and county during emergencies
<u>Evaluates staff as assigned</u>
Performs other duties as assigned by supervisor
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's degree
Five (5) years successful experience in security and investigatory activities
<u>Effective communication skills</u>

DESIRABLE QUALIFICATIONS
Working knowledge of the District's administrative organization and functions

Experience in a diverse workplace



REVISED:

07/01/2016

Submitted:

4/23/2019 5/14/2019

Effective: 7/1/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIRECTOR DISTRICT PERSONNEL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IV, GRADE 1412
WORK YEAR:	260 DAYS 260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4072
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of an organization unit, program or department; plans, organizes, and implements activities which may affect more than one organizational department or major activity; maintains contact with other departments internally and externally on routine matters where significant judgment is required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and provides direction to implement goals, objectives and functions of the ~~District Personnel~~
~~department~~~~organizational unit~~ Initiates policy, formulates and recommends program goals and objectives, as appropriate

Initiates policy, formulates and recommends program goals and objectives as appropriate

Completes performance evaluation of Human Resource staff as assigned

Develops the operating budget for the organizational unit and assures that all functions operate with the appropriated amounts

Prepares required and special reports as requested

~~Provides effective leadership to implement performance evaluation procedures~~

Assists ~~Cooperates~~ with Principals and/or other organizational units to implement common goals and objectives

Assures compliance with federal, state and ~~d~~District policy, administrative procedures and negotiated agreements as applicable to assignment

Assures effective implementation of ~~d~~District goals and objectives where applicable

Provides leadership and direction to an hour compliance and compensation schedules and procedures and related policies

Provides leadership and general direction to staff forecasting activities including recruiting and placement practices and procedures

Responds to open records requests, subpoenas, Kentucky retirement requests, audit requests, and employment verifications

Leads the District's Human Resources Personnel and ensures that duties, areas of authority/responsibility and accountability are understood, and that effective coordination of the activities within the Division are accomplished

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree
Three (3) years successful experience in human resources
Kentucky teaching certificate
Successful leadership experience

DESIRABLE QUALIFICATIONS
Advanced preparation in area of assignment



NEW:

07/08/2013

Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	DIRECTOR STRATEGY EXECUTIVE ADMINISTRATOR POLICY AND SYSTEMS
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 14 GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8449
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assists the ~~Chief of Staff~~Superintendent in efficiently and effectively maximizing and aligning the operational and administrative services in support of students; assists in the development and coordination of activities on the calendar; works to develop and promote a transparent two-way communication strategy; acts as a strategic consultant; acts as a sounding board for ideas.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Acts as the ~~Superintendent's~~ representative of the Chief of Staff and District ambassador to external constituencies as directed

Works to solve problems and deal with issues

Ensures information flows to and from the ~~office of the Chief of Staff~~Superintendent's office and ensures alignment of all projects

~~Understands organizational policies and procedures necessary to ensure appropriate decision making protocols are followed Oversees special projects and contractors who lead them~~

~~Manages the process for the development and dissemination of Board policies and procedures, and works with Chief of Staff to develop systems to monitor implementation~~

~~Supports the Chief of Staff in the development, dissemination, implementation and monitoring of systems to ensure compliance with State and Federal laws, Board policies, and to improve performance to achieve District priorities~~

~~As assigned r~~ Represents the school system at local, state and national governmental meetings

Assists in the development, implementation, and dissemination of the District's legislative program and Strategic Plan

Obtains support for the District's educational goals in interagency and community settings

~~Assists in the development and maintenance of Establishes a~~relationships between business, labor, and governmental agencies, highlighting education

~~As assigned A~~ attends and gives testimony at appropriate meetings and hearings

Develops and implements collaborative efforts with professional, civic and community organizations

Establishes and maintains on-going communication with community agencies and organizations to further education

Establishes and maintains liaison relationships with appropriate local, state, and national organizations, elected officials, governmental agencies, other school districts and school-community groups

Ensures planning for key committee and Board meetings to include: ~~• i~~ Trackings, monitorings, and followings the progress of projects, action items, strategies that emanate from the ~~Board and its committees; executive's cabinet, executive committee, etc. • a~~Arranges and conducts regular meetings

~~Evaluates staff as assigned~~

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

Performs other duties as assigned by supervisor ~~the Superintendent~~

PHYSICAL DEMANDS
The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Experience in strategic integrated communications
Understanding of systems management
Experience in governmental relations
Experience in community development
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree or equivalent years of experience
Successful experience in area of research methods and strategies
Established skills in planning and managing diverse priorities
Ability to think strategically while balancing complex agendas
Excellent managerial and problem-solving skills
Ability to bring work to completion within deadline
Exceptional interpersonal skills and strong managerial ability; a Ability to interact and influence at the most senior levels of an organization and to work collaboratively across functions, levels, and departments toward shared objectives
Ability to work cooperatively and strategically in a team environment
Experience in a large organization
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 5/4/1430/2019
EffectiveNew: 7/1/2019

JOB TITLE:	<u>EXECUTIVE ADMINISTRATOR RESEARCH AND SYSTEMS IMPROVEMENT</u> DIRECTOR <u>RESEARCH AND EVALUATION</u>
DIVISION:	ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II GRADE <u>142</u>
WORK YEAR:	<u>260</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides technical assistance to District and school staff in the areas of research and program evaluation, monitoring and implementation of assigned program or activity; provides professional development as assigned; surveys system-wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of staff, committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and provides direction to implement goals, objectives and functions of the organizational unit
Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated amounts
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 research and program evaluations as needed
Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
Supervises and directs the work of staff, committees and task forces as assigned
Works cooperatively with the designated coordinator and staff development personnel to provide professional development in research and program evaluation as needed
Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities
Provides technical assistance to District and school staff in the areas of research and program evaluation
Assures compliance with local, state and federal regulations and procedures related to research and program evaluation
Assures compliance with Board Goals and Administrative Objectives related to research and program evaluation
<u>Completes all trainings and other compliance requirements as assigned by the designated deadline</u> Performs other duties as assigned by supervisor
Evaluates staff as assigned
<u>Performs other duties as assigned by supervisor</u>

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
Master's Degree or higher in area of research, program evaluation, statistics, or related field
Three (3) years successful experience in area of assignment
Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky certification in supervision and/or administration
Successful experience in area of research methods and strategies
Experience in a diverse workplace



NEW:

07/12/2004

Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	MANAGER DIVERSITY COORDINATOR I CERTIFIED
DIVISION	DIVERSITY, EQUITY, POVERTY PROGRAMS AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 10 IV, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8498
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to the Diversity Equity Poverty department in collaboration with the Chief. Works closely with both internal and external partners. coordination of a project, program or activity having limited overall impact on the district and requiring limited variety of standard practices and procedures; contact outside the unit are limited to routine matters; requires routine supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination ~~of a of~~ projects, programs and activities ~~or activity and evaluates staff as assigned~~

Develops, establishes ~~and/or~~ administers projects, programs and activities ~~or activity~~

Serves as liaison with other units, departments or outside agencies as required

Makes recommendations regarding implementation of projects, programs and/or activities ~~activity~~ and evaluates effectiveness as assigned

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 or reports, records and other documentation as required

Accumulates and researches data, documents and other pertinent information as required

Assures compliance with federal, state and ~~D~~ district policy, administrative procedures and negotiated agreements as applicable to assignment

Prepares, delivers or assists with training opportunities as appropriate

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

Evaluates staff as assigned

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, 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

Bachelor's Degree

Three (3) years successful experience in area of assignment

Successful leadership experience

Kentucky Professional Certification in Administration and/or Supervision

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree or higher

Kentucky Professional Certification in Administration and/or Supervision

Experience in a diverse workplace



NEW or REVISED:

DATE

DRAFT

Submitted: 4/23/2019 5/14/2019

New: 7/1/2019

JOB TITLE:	MANAGER HR QUALITY CONTROL
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 10H/10
WORK YEAR:	AS APPROVED BY THE BOARD 260
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	NEW
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
The Manager of HR Quality Control assists the Chief of HR to provide high quality human resources interaction and efficiency for all staff and potential candidates. The Manager of HR Quality Control knows all aspects of the Human Resource Department and measures the effectiveness and efficiency of the department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Establishes and maintains a strong, positive working relationship with HR staff, central office staff, and school p Principals to support the performance of the HR staff
Monitors the processes of the HR department for effectiveness, efficiency, and quality assurance
Oversees the performance related to customer service of the HR department
Supports the department when Substitutes for HR leadership team members who may be on extended leave
Oversees special projects of the HR department ensuring project design, implementation and quality assurance
Reviews communications, procedures, and practices of the HR department for accuracy and proper implementation
Serves as a point of contact for customer services for the HR department
Assists in analyzing relevant HR data regarding employee quality, turnover, absenteeism, and other significant levers in improving workforce excellence
Keeps current with human capital needs of the district District
Supports the planning for and assignment of educational staff, including projected vacancies, excess and transfer actions, long-term substitute teacher assignments, and other HR implications of the p Principal's budgetary and staffing decision-making
Analyzes, interprets, prepares, distributes, and maintains the District's job descriptions, organizational charts and related files
Completes all trainings and other compliance requirements as assigned by the designated deadline
Evaluates staff as assigned
Other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years of experience with Human Resources Management; some of which has been at a large organization
Strong analytical skills that inform problem-solving and decision-making capacity
Knowledge of human resources processes in educational settings, legal, or employment procedures
Effective communication skills

DESIRABLE QUALIFICATIONS
Working knowledge of HRIS systems
Leadership experience at a large organization
Human Resource Certifications
Experience in a diverse workplace



REVISED:

07/01/2012

Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>MANAGER SPECIALIST</u> INFORMATION AND COMMUNICATIONS
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	<u>III-H</u> , GRADE <u>108</u>
WORK YEAR:	<u>260 DAYS</u> <u>AS APPROVED BY THE BOARD</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8497
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

~~Under general supervision, p~~Provides assistance in implementation of public information programs of the ~~D~~istrict and works to promote JCPS and the Board of Education through increasing the awareness of the community at large.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with writing and distribution of news releases and a wide variety of public and ~~D~~istrictwide information material that support the District goals

Assists in writing speeches, talking points and other external and internal items for use by the Superintendent and other JCPS staff

Monitors web-based and other electronic and paper forms of media related to education

Assists the ~~D~~istrict with media relations activities including contacting media representatives, collecting information for requests, and generating story ideas for publicity

Assists in planning and implementation of special events and activities

Develops and implements collaborative efforts with professional, civic and community organizations

Manages and supervises social media content, internal communication and video production

~~Processes and responds to open records requests in accordance with Kentucky Statutes~~

Assists with planning, development, and communication of informational programs to maintain favorable public and stakeholder perceptions of the ~~D~~istrict

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

Evaluates staff as assigned

Generates and secures placement of story ideas based on current events in education

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, crawling, reaching with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years successful experience in area of assignment

Effective communication skills

DESIRABLE QUALIFICATIONS
Prior experience in an educational institution
<u>Experience in a diverse workplace</u>



NEW:

11/28/2017

Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>MANAGER</u> MULTI-TIERED SYSTEMS OF SUPPORT DIRECTOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GRADE 11 <u>10</u>
WORK YEAR:	260-DAYS <u>AS APPROVED BY BOARD</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4042
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

This position is responsible for coordinating and implementing a Multi-Tiered System of Support model in the school settings and districtwide. The MTSS Director will assist with academic and behavior interventions to support high quality instruction for all students, and to meet students' individual needs, utilize measurement tools for various levels of assessment, maintain professional competence through professional reading and attending appropriate workshops, courses, and conferences in keeping with the needs of students, and conduct short-term and long-term planning of MTSS. The MTSS Director will align planning to the district's strategic plan, supervise and support multiple role groups to assist with implementation of MTSS, and the district's vision and state and federal requirements, monitoring and evaluating the efficiency of programs within the department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of a Multi-Tiered System of Supports (MTSS) at the district and school levels (e.g. observations, feedback, modeling, implementation of a reading universal screener, interpreting data and other supportive assistance necessary to implement a Multi-Tiered System of Supports)

Monitors the fidelity of implementation of MTSS at the school level including both academic and behavior support systems

Maintains effective and timely written and oral communication with parents, staff and other school personnel

Coordinates MTSS staff development activities for school-based and district personnel and attends all professional development and district-level MTSS meetings

Encourages and models skillful use of data to inform decision making

Maintains cooperative and positive working relationships with parents, staff, and other district personnel

Works collaboratively with various district departments

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

The work is performed while standing and walking. 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

Master's degree with valid Kentucky Teaching Certificate

Kentucky Professional Certification in Administration and Supervision <u>(Principal Certification)</u>
Five(5) years of successful teaching experience
Effective communication skills

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



REVISED- SUBMITTED
FOR APPROVAL:
5/14/2019
07/01/2018 EFFECTIVE:
7/01/2019

JOB TITLE:	DIRECTOR SUPPORT SERVICES AND MANAGER SPECIAL PROJECTS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 102
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Responsible for the planning, organizing, and execution of support functions of the District including support operations to meet customer requirements as well as the support of special projects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Evaluates the new projects and compiles reports of cost effectiveness as assigned
Organizes and oversees projects to ensure the efficient use of district resources
Implements initiatives that improve the effectiveness of operational services
Supports <u>department heads</u> operation managers to develop plans to address performance in relation to delivery of high quality, efficient services
Identifies key concerns and problems; advises on the potential impact of these to <u>department heads</u> operation managers to ensure the development and implementation of appropriate solutions
Develops a culture of performance, improvement and appraisal as a foundation for excellent organizational performance
Works with <u>department heads</u> operation managers to identify suitable benchmarking opportunities for improved productivity, efficiency and quality
Prepares reports and recommendations for the Chief Operations Officer as assigned
Contributes to and supports an operational culture of continuous improvement of quality and efficiency of services
Responsible for cost-effective and timely implementation of projects as assigned
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, and reaching, with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Five (5) years successful administrative and management experience
Project Management experience
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Master’s Degree or equivalent years’ experience
Experience in <u>diverse workplace</u> urban/suburban school district with student population representing cultural plurality



REVISED:

07/01/2015

Submitted: 5/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>SPECIALIST HUMAN RESOURCES CERTIFIED STAFFING CONSULTANT</u>
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	<u>II, GRADE 9IV, GRADE 8</u>
WORK YEAR:	<u>AS APPROVED BY THE BOARD 260 DAYS</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4186
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The Human Resource partner leads a team to provide high quality human resources and talent management services to principals and central office staff. The HR partner is the customer service point of contact for principals and central office leaders for talent management and other HR functions and effectiveness measures for all staff. Provides support, assistance, and advice to systemwide service center and/or school staffs in the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and maintains a strong, positive working relationship with school principals and central office staff to support the sourcing, assignment, induction, retention, development, and performance of high-quality candidates for all school-based and central office positions
Provides technical assistance to district and school staff related to staffing-certified positions

Supports the planning for and assignment of educational staff, including projected vacancies, excess and transfer actions, long-term substitute teacher assignments, and other HR implications of the principal's budgetary and staffing decision-making
Provides feedback to appropriate district and school staff on implementation of and compliance with policies and standards related to staffing (i.e., contract compliance, budgeted allocations...)

Assists in analyzing relevant HR data regarding teacher quality, turnover, absenteeism, and other significant levers in improving workforce excellence
Delivers technical assistance in the design and implementation of workshops and training programs related to staffing

Keeps current with school student achievement data to ensure human capital needs are met to continually improve student outcomes
Uses knowledge of teacher certification to recruit and maintain a diverse pool of high-quality candidates for certified positions

Participates in the recruitment of instructional staff through job fairs and other recruitment events and collaborates with the recruitment team on best matches for vacancies
Gathers and reports data as needed to complete assignments

Implements screening and selection procedures and finalizes candidate eligibility before final processing
Provides assistance to principals and other staff in the area of HR practices

Prepares reports for principals and academic superintendents to keep them apprised of human capital needs and staffing issues
Research past and current recruitment and staffing practices, integrates research in all areas of responsibility, submits reports and recommendations as required

Utilize all HR information technology and adapts to new technologies quickly

Utilizes data to make informed decisions and support principals in human capital management

Supervises employees responsible for staffing

Evaluates staff as assigned

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 performed while standing or walking. The work requires the use of hands for simple grasping, and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Master's degree from an accredited college in public administration, education, human resources management, business, management science, operations research, organizational behavior, or a closely related field
~~Master's degree with valid Kentucky Teaching Certificate~~

Three years of experience with Human Resources Management; some of which has been at a large organization
~~Five (5) years successful teaching experience~~

Strong analytical skills that inform problem-solving and decision-making capacity
~~Experience in screening, interviewing, and recommending candidates for certified positions~~

Knowledge of human resources processes in educational settings, legal, or employment procedures
~~Ability to work successfully with people~~

Effective communication skills

DESIRABLE QUALIFICATIONS

Working knowledge of HRIS systems
~~Demonstrated In-Depth Understanding Of Teacher Certification Requirements~~

Leadership experience at a large organization
~~Demonstrated Ability To Write Distinctly And To Organize Data~~

Experience in a diverse workplace
~~Experience On An Instructional Leadership Team, Interview Committee, Transfer Committee, And/Or Other Leadership Team~~



NEW:

07/12/2004

Submitted For

Approval: 5/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>SPECIALIST MIDDLE SCHOOL ATHLETICS COORDINATOR-III</u>
DIVISION	<u>ACADEMIC SCHOOLS-AS ASSIGNED</u>
SALARY SCHEDULE/GRADE:	<u>II/IV-H/IV, GRADE 910</u>
WORK YEAR:	<u>220 DAYS-AS APPROVED BY THE BOARD</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	<u>4240</u>
BARGAINING UNIT:	CERX CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of ~~the athletics department, a project, program or activity having significant impact on the district routinely affecting more than one unit or department;~~ This job requires adaptation and interpretation of standard practices and procedures. ~~contacts outside the unit require exercise of judgment to obtain approval.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of a project, program or activity and evaluates staff as assigned

Develops, establishes or administers project, program or activity

Serves as liaison with other units, departments or outside agencies as required

Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned

Maintains communication and works closely with ~~district~~District staff, local school staff and the community regarding information, developments and implementation of project, program or activity

Prepares and/or assists in preparation or reports, records and other documentation as required

Accumulates and researches data, documents and other pertinent information as required

Assures compliance with federal, state and ~~district~~District policy, administrative procedures and negotiated agreements as applicable to assignment

Prepares, delivers or assists with training opportunities as appropriate

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years successful experience in area of assignment

Successful leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Kentucky Professional Certification in Administration and/or Supervision
<u>Experience in a diverse workplace</u>



REVISED:

07/01/2012

Submitted: 4/30/2019

Effective: 7/1/2019

JOB TITLE:	SPECIALIST PHYSICAL THERAPY/OCCUPATIONAL THERAPY SERVICES
DIVISION	EXCEPTIONAL CHILD EDUCATION ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD 220-260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8488
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to ~~district~~District and school-center staff to ensure consistent and equitable physical therapy and occupational therapy services. Supervises and coordinates the physical and occupational therapy staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops, disseminates, evaluates programs for physical therapy and occupational therapy in conjunction with procedures for assessment

Reviews physical/occupational therapy reports (agency) for compliance

Coordinates responsibilities of physical and occupational therapy staff

Monitors and consults, relating to the quantity and quality of physical therapy and occupational therapy services provided by the ~~district~~District and develops, coordinates, plans to improve upon those services including the recruiting of staff in conjunction with systemwide service staff

Coordinates the physical therapy and occupational therapy referral and record system to maintain consistency with state law and ~~district~~District uniformity

Provides inservice training for physical therapy, occupational therapy staffs and other school ~~district~~District personnel.

Reviews therapy goals and plans established for each pupil and offers appropriate suggestions as needed in conjunction with physical therapy and occupational therapy staffs

Serves as the primary communication link among the physical therapy and occupational therapy staffs as the spokesperson for the PT/OT program in meetings with school and community personnel

Researches, evaluates and interprets data and other information pertaining to the PT/OT program and its effectiveness and submits periodic reports as requested

Prepares the PT/OT budget, including the ordering and maintenance of equipment and supplies

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

MINIMUM QUALIFICATIONS

Graduate of an accredited program in physical therapy or occupational therapy

Licensed as a physical therapist or occupational therapist in Kentucky
Two (2) years or more experience in pediatric physical therapy or occupational therapy
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Administrative experience in physical therapy or occupational therapy
Knowledge of federal and state laws and regulations relating to special education
<u>Experience in a diverse workplace</u>



NEW:

11/08/2014

Submitted for approval:

5/14/2019

Effective: 7/1/2019

JOB TITLE:	COORDINATOR <u>SPECIALIST</u> SCHOOL BUSINESS PARTNERSHIPS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II/ IV , GRADE 9
WORK YEAR:	260 <u>220</u> DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8035
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

~~Provides leadership to coordination of a project, program or activity having moderate impact on the district occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside unit are limited to routine matters where approval is needed; requires general supervision. Leads and coordinates projects, programs and systems to strengthen, expand, and support JCPS school and business partnerships for the purpose of enhancing the educational opportunities, inform instructional practices, and increase student achievement.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Provides leadership to coordination of a project, program or activity and evaluates staff as assigned~~ Evaluates effectiveness of Academies of Louisville School Business Partnerships and ensures partnership activities, programs, or projects are having an impact on student achievement

~~Develops, establishes or administers project, program or activity~~ an onboarding protocol around developing and strengthening school and business partnerships

~~Serves as liaison with other units, departments or outside agencies as required~~ for developing and strengthening school, business, and community partnerships to support student achievement

~~Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned~~ Supports the expansion of work based learning opportunities and collaborates with instructional leads to build a robust career pathway co-op, apprenticeship, and internship system

~~Maintains communication and works closely with~~ District staff, local school staff and the community regarding school, business, and community partnerships

~~Prepares and/or assists in preparation of reports and maintains records and other documentation as required~~ to track school and business partnerships in terms of time, talent, and investment to schools

~~Accumulates and researches data, documents and other pertinent information as required~~

~~Assures compliance with federal, state and~~ District policy, administrative procedures and negotiated agreements as applicable to assignment

~~Prepares, delivers or assists with training opportunities as appropriate~~ Design and develop the partnership process and system for partnerships between local businesses and Academy of Louisville Schools that provides equitable access for all students to relevant learning opportunities connected to their career pathway

~~Develop a recruitment system with community partners (GLS, KY Works) and serve as lead recruiter to grow Academy of Louisville school, community, and business partnerships~~

~~Provide ongoing support and opportunities for learning to business partners including but not limited to training session, evaluation processes online platform for sharing information, and tracking of investment from business partners~~

~~Work with JCPS Instructional Leads to provide support to teachers and administrators on best ways to engage and leverage business partners to improve student success~~

~~Serve as the primary liaison between the JCPS Office of Transition Readiness and~~ GLI/KentuckianWorks for efforts on workforce and talent development (Guiding Team, Industry Collaboratives, KWIB alignment, etc.)

~~Facilitate bi-weekly Academy Coach meetings including logistics, agenda, and follow-up~~

Liaison to the Summer Works initiative

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, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Successful leadership experience

Experience with creating and maintaining partnerships with local business and organizations

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree or higher

Kentucky Professional Certification in Administration and/or Supervision

Experience in a diverse workplace



REVISED:

07/01/2012

Submitted For

Approval: 5/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSISTANT DIRECTOR <u>SPECIALIST</u> STUDENT SERVICES
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION <u>ACADEMIC SCHOOL</u>
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	260 DAYS <u>220 DAYS</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4110
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Implements and monitors the student transfer process. Prepares reports and provides communications regarding all aspects of the student transfer process.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises the submission and approval of transfer applications and the assignment of students to school via the transfer process

Develops the timeline for the transfer process and monitors the effective implementation of the timeline

Coordinates the publication and dissemination of transfer applications

Collaborates with District and school staff so that the transfer process ensures that schools comply with diversity guidelines

Prepares reports regarding all aspects of the transfer process

Manages the on-line transfer application database

Manages the transfer appeal process

Assists the Director Student Assignment with assignment procedures throughout the school year

Collaborates with District and school staff in the school assignment of students who are involved in crisis situations

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's degree with Kentucky certification in Administration and Supervision or Director Pupil Personnel

Successful administrative experience in pupil personnel services, the local school or central office

Demonstrated ability to communicate positively with diverse groups

Working knowledge of ECE procedures

Effective communication skills

DESIRABLE QUALIFICATIONS
Leadership experience in shared management activities
Sensitivity to minority student issues
<u>Experience in a diverse workplace</u>



~~REVISED- SUBMITTED~~
 FOR APPROVAL:
 5/14/2019
~~09/28/2015~~ EFFECTIVE:
 7/01/2019

JOB TITLE:	DIRECTOR SUPPLY SERVICES MANAGER SPECIALIST WAREHOUSE AND DISTRIBUTION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 9 10
WORK YEAR:	260-DAYS AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8826
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Assists in the performance of the basic activities including procurement processes, estimating materials requirements, dispersing materials, and monitoring the status of materials as a current asset; supervises maintenance of property records and textbook distribution.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates all phases of centralized purchasing and warehousing of goods and services in compliance with the Kentucky Model Procurement Code and Board policies
Coordinates the supervision of receiving, storing, distributing and inventorying supply items and conducts an annual inventory
Manages mailrooms and the courier service
Prepares necessary forms and procedures for requisitioning warehouse withdrawal for items stored in the various warehouses
Assists in the supervision of the processing of all purchase orders and warehouse requisitions
Assists principals and other cost center heads with recording data for all real property being added, deleted or transferred to/from each cost center
Assists in planning, designing and implementing MIS systems to maintain and improve the purchasing and warehousing processing systems
Coordinates sale and disposition of surplus materials and equipment
<u>Evaluates staff as assigned</u>
Performs other duties as assigned by supervisor
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>

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
Bachelor's degree or equivalent experience
Five (5) years successful experience in accounting or purchasing functions
Basic knowledge of computerized accounting systems
Ability to communicate effectively

Effective communication skills

DESIRABLE QUALIFICATIONS

~~Masters~~Master's Degree in Business Administration

Experience in a diverse workplace



~~NEW-~~ SUBMITTED FOR
APPROVAL: 5/14/2019
~~07/01/2018~~ EFFECTIVE:
7/01/2019

JOB TITLE:	SUPERVISOR COORDINATOR-SUPPORT SERVICES ASSETS, SURPLUS, AND AUCTION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8027
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Responsible for the overall planning, designing, and implementation of support systems solutions to support the department. Assists in the development of d District level projects and their implementation. Coordinates technical support with all departments and other stakeholders. <u>Coordinates assets, surplus, and auctions.</u>

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Ensures all business operations within the department are automated and effective
Provides systems support to ensure all users are providing timely, effective and efficient services
Implements, trains and supports all staff involved in projects and provides necessary support
Assists in the development of state and federal mandated reports <u>assets, surplus, and auction services</u>
Coordinates the day-to-day use of systems across the department to ensure all operations are fully automated and supported
Assists in planning, designing and implementing systems to maintain and improve asset tracking, supply tracking, and warehouse management- s Specifically using modern data capture technology (scanning) and modern tracking systems
Ensures all staff are trained and properly using the work order system as well as other innovative new technologies
<u>Evaluates staff as assigned</u>
Other duties as assigned by supervisor
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights and being around moving machinery, exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Associate's degree or equivalent experience
Five (5) years' experience working in technical support or related environment.
Expertise with designing and leading the deployment of new technology and systems
Strong communication and organization skills and ability to work independently.

DESIRABLE QUALIFICATIONS
Bachelor's degree.

Experience managing a small team.
Experience with Asset Management and Inventory operations.
<u>Experience in a diverse workplace</u>



REVISED:

08/12/2013

Submitted:

4/30/2019

Effective: 7/1/2019

JOB TITLE:	<u>SUPERVISOR ECE</u> <u>IMPLEMENTATION/PLACEMENT SPECIALIST</u>
DIVISION	<u>EXCEPTIONAL CHILD EDUCATION/ACADEMIC SERVICES</u>
SALARY SCHEDULE/GRADE:	IV, GRADE <u>89</u>
WORK YEAR:	<u>220 DAYS</u> AS DETERMINED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4410
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinates and monitors due process procedures on behalf of students with disabilities. Ensures compliance with the Individuals with Disabilities Education Act (IDEA), Kentucky Administrative Regulations (KARs) and District ECE policies/procedures. Provides technical assistance and support for the implementation of the KARs and the IDEA~~and Administrative Admissions and Release Committee (AARC) meetings. Chairs AARC meetings as the district's decision-making representative.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in coordination of supports on behalf of students with disabilities~~Serves as chairperson of Administrative Admissions and Release Committee meetings~~

Monitors IDEA compliance~~Facilitates committee members understanding of assessment data and placement options related to appropriate educational programming for the individual student~~

Provides training to District staff in ARC processes and IDEA compliance

Serves as Admissions and Release Committee (ARC) Chair as necessary~~Coordinates the collection of Administrative Admissions and Release Committee due process data~~

Coordinates ARCs as necessary to ensure participation by parents, school staff, and ECE District staff; facilitates committee members' understanding of assessment data and placement options related to appropriate educational programming for the individual student~~Assists School-Based Admissions and Release Committee(s) by providing inservice information as it relates to appropriate due process and educational programming for students~~

Communicates and assists parents with understanding ECE, placement options and decisions, based on programmatic needs~~Assists with development of mid-year and end of year reports~~

Develops and maintains a positive rapport with families and staff

Assists with development of mid-year and end of year reports

Facilitates Kindergarten Transition and placement options following the continuum of services

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Department of Education Certification in Administration, Supervision, and/or Counseling

Kentucky Department of Education certification in special education or Guidance and Counseling
Three (3) years successful teaching experience in special education or equivalent professional experience
Extensive knowledge of federal and state laws and regulations regarding programs for exceptional children
Demonstrated ability to work cooperatively in a team situation
Demonstrated decision-making abilities
Effective communication skills

DESIRABLE QUALIFICATIONS
Certification and training in regular education
Successful administrative, supervisory and/or consultant experience in special education
Educational mediation or arbitration training
Experience in a diverse workplace

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.



NEW:

07/01/2018

Submitted For

Approval: 5/14/2019 for

approval: 4/30/2019

Effective: 7/1/2019

JOB TITLE:	<u>SUPERVISOR ECE PROGRAMS</u> SPECIALIST II
DIVISION	<u>EXECPTIONAL CHILD EDUCATION</u> ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	<u>II/IV, GRADE 89</u>
WORK YEAR:	<u>220 DAYS</u> 220 Days
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	4753
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Supports ~~fellow~~ teachers in meeting the needs of students with disabilities and adhering to the Individuals with Disabilities Education Act (IDEA) ~~assigned curricular area~~. Supports ~~groups of teachers in Professional Learning Communities (PLCs) or other~~ collegial learning groups to implement learning strategies in exceptional child education (ECE) ~~assigned content area(s)~~. Supports ~~fellow~~ teachers in the classroom with peer coaching, sharing pedagogical insights, and instructional strategies to improve outcomes of students with disabilities ~~disabilities~~.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with ~~fellow teachers on schools on~~ planning ~~to deliver~~ instruction in assigned content area and supporting students protected under IDEA

~~Works with supervisor to d~~ Determines curricular and instructional needs and how to spend time to address those needs

Collaborates with ECE department personnel ~~literacy and math partners~~ and school staff to ensure strong professional learning experiences for identified schools

Researches current educational strategies ~~to share with fellow teachers~~ to support student learning and address the achievement and opportunity gaps

Participates on committees as assigned

Works closely with ~~teachers in~~ schools to determine needs in ECE ~~the assigned curricular areas~~ as well as and teacher needs to improve pedagogy that will reduce the achievement and opportunity gaps

~~Works closely with other instructional leads to s~~ Supports deeper learning strategies that will support schools; improve fellow teachers toolkits to address achievement and opportunity gaps

Collaborates with schools PLCs to analyze student work to help teachers plan next steps that will improve student learning

~~Works with supervisor to a~~ Addresses any ~~course~~ needs or ~~standards~~ work that is required by the Kentucky Department of Education or other regulatory entity

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Kentucky ~~Y~~ teacher certification in Special Education

Master's Degree or higher with area of major in the assigned curricular area
Three (3) years successful experience as a teacher
Expertise in equity, inclusion and culturally responsive education
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of standards in assigned curricular area
Knowledge of appropriate pedagogy that will address achievement and opportunity gaps
<u>Experience in a diverse workplace</u>



JOB TITLE:	SUPERVISOR GRANTS AND AWARDS
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	220 260-DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8040
BARGAINING UNIT:	CLAP

Submitted for approval:
4/23/2019
Effective:
7/1/2019

SCOPE OF RESPONSIBILITIES

Manages the administrative functions related to Grants and Awards Accounting; work toward department goals and guidance in interpretation of established practices and procedures; refer matters to the Executive Administrator Accounting when interpretation of organization policy is necessary.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes managerial responsibilities in the operation of Grants and Awards Accounting
Assists categorically funded program directors in the accounting operation process
Maintains contact with federal, state, and local officials to ensure accounting compliance with program guidelines
Works with Information Technology, Budget, Human Resources, and Payroll and Cash Management to ensure necessary reports are generated for the operation of Grants and Awards Accounting
Works directly with auditors from various agencies when audits are being conducted on federal programs
Supervises the maintenance of adequate controls to ensure accuracy of financial reports and reports are prepared on a timely basis
Supervises and evaluates the performance of all personnel in the unit
Supervises the accounts receivable collection procedures relative to all school food service funds and grants and awards programs
Maintains record of all grant reports both financial and programmatic
Ensures all District grant financial reports are submitted accurately and on time to the appropriate agency
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
Evaluates staff as assigned
Performs other duties as assigned by supervisor

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 activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Business Administration or equivalent experience in grant accounting
Three (3) years experience in accounting functions
<u>Effective Communication Skills</u>
Working knowledge of federal regulations, contracts, and accounting practices
Ability to effectively communicate, meet established deadlines, and work accurately

DESIRABLE QUALIFICATIONS
Experience in federal program accounting
Bachelor's Degree in Accounting or Business Administration
Experience in a diverse workplace



SUBMITTED FOR

APPROVAL: 5/14/20/2019

EFFECTIVE: 7/01/2019

JOB TITLE:	HVAC TECHNICIAN TECHNICIAN MECHANICAL MAINTENANCE
DIVISION:	-OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	-260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	-8348
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Maintains, repairs, and replaces refrigeration, heating, ventilating, and air conditioning systems for the school District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Maintains all boiler safety controls in a safe operating condition
Maintains, repairs, and replaces gas; gas/oil or oil fired burners
Maintains, repairs, and replaces all electrical/electronic components of heating and air conditioning equipment
Maintains, repairs, and replaces all chillers and associated controls
Maintains, repairs, and replaces all rooftop, central air condition units, heat pumps, and window type units
Repairs and rebuilds semi-hermetic reciprocating compressors and compressors for refrigeration machines
Maintains, repairs, and replaces all force air furnaces and unit heaters
Maintains, repairs, and replaces all water treatment equipment and all types of heating, cooling, and domestic hot water pumps
Maintains, repairs, and replaces exhaust fans and related ventilating equipment
Replaces motors on unit ventilators, fan coils, and air handling equipment
Checks and maintains hot water heaters
Maintains, repairs, and replaces food service and refrigeration equipment
Completes accurate work orders with respect to labor and material used
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 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.
Completed an apprenticeship or equivalent combination of experience and training
Three (3) years experience in commercial heating, air conditioning, and controls
Refrigeration Handling Certification Type I or Type II
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Valid Kentucky HVAC Journeyman license
Knowledge of state and local heating codes
Experience in a diverse workplace