



Submitted for
Approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	SYSTEMS-ADMINISTRATOR <u>CYBERSECURITY</u>
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	III-H , GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8524
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Plans, coordinates, and monitors systems hardware and application software. ~~Supports project tasks including monitoring customer systems performance, receiving, analyzing, and tracking customer trouble tickets, defining/coordinating solutions, testing hardware and software solutions, and deploying hardware and software solutions as required. Maintains and monitors data center hardware and configurations. Provisions~~ Equips and manages Active Directory users and groups as well as email mailboxes, distribution lists and resources. Coordinates information security initiatives with vendors and auditors. Monitors information security risks and enhances the district's cybersecurity posture by implementing, testing, and managing information security best practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Diagnoses and troubleshoots enterprise hardware and application software and provides satisfactory resolution in a timely fashion. Equips~~ Provisions and manages users and groups in Active Directory and assigns approved resources and network privileges; manages and administers email mailboxes, distribution lists, and related resources

~~Monitors data center systems, including defining and running daily health checks as required, and responds to system alerts in a primary contact role while engaging other team members. Equips~~ Provisions and manages all aspects of systems security and ensures auditing requirements are met for all security access; works with internal stakeholders and coordinates with outside vendors/agencies during information/cybersecurity assessments, audits, and exercises

~~Resolves trouble tickets to the satisfaction of the initiator in a timely fashion and insures the tickets complete their lifecycle. Creates, records, verifies, audits, and maintains the changes effected to privileged access across the technology infrastructure, and engages with other staff in promoting and sustaining effective enterprise change management practices~~

Tests data center hardware and software changes prior to deployment to ensure security best practices; promptly documents and disseminates findings to the team members and subsequently collaborates with team members to satisfactorily resolve issues discovered during the tests

~~Executes concurrent multiple projects and utilizes effective time management, planning, and people skills to liaise with other team members and customers to insure timely delivery of projects and to provide timely status update to all project stakeholders. Performs risk analysis and implements recommendations for application security, access control, and enterprise data safeguards to defend systems against unauthorized access, modification or destruction~~

~~Provides excellent and timely customer service by utilizing polite business communications, delivering projects on time, and satisfying ad-hoc requests. Identifies opportunities to reduce information security risks and promptly documents and communicates mitigation options to team members and management~~

~~Creates and maintains data center documentation and diagrams and coordinates with vendors and other business units to insure viability of the datacenter infrastructure. Conducts data and system security tests to ensure compliance with applicable laws, SLAs, and policies; enhances the District's overall cybersecurity posture by designing, implementing, testing, and maintaining verifiable and repeatable industry-standard practices to ensure the integrity, availability, and confidentiality of sensitive data and reports on findings and recommendations for corrective action~~

~~Performs data center hardware upgrades, maintains system configurations, deploys patches and software packages, and monitors systems and resolves problems outside normal business hours. Monitors system, access, and security logs and reviews threat analytics including defining and running daily health checks on applicable technology and infrastructure systems as required; responds to system alerts and security incidents in a primary contact role during or after business hours, while engaging with other team members and stakeholders within and outside of the organization, to mitigate cyber-security risks~~

~~Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related hardware and software skills updated~~ Stays abreast of emerging threats and vulnerabilities and designs, communicates, and implements best practices to secure information and to enhance the availability and integrity of information and infrastructure systems; assesses, tests, and recommends new security products and technologies where necessary

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's degree in a computer science or related field

Two (2) years of demonstrable and verifiable experience supporting the hardware and systems infrastructure ~~in an enterprise data center setting~~ focused on information security

A current, relevant, and industry-recognized certification or ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire

Effective communication skills

DESIRABLE QUALIFICATIONS

~~Master's degree with computer specialization~~ Strong understanding of NIST, ISO cybersecurity frameworks

Analytical, conceptual, and problem-solving abilities

Ethical hacking and penetration testing/vulnerability assessment experience

Experience in a diverse workplace



NEW:

07/12/2004

Submitted For

Approval:

6/11/195/14/2019

Effective: 7/1/2019

JOB TITLE:	ADMINISTRATOR PART-TIME COORDINATOR II CLASSIFIED
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	AS NEEDED DETERMINED BY THE BOARD IV, GRADE 9
WORK YEAR:	AS NEEDED APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4255 8491 4720
BARGAINING UNIT:	RCEACERX RCEA

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a project, program or activity having moderate impact on the ~~district~~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.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops, establishes or ~~supports~~~~administers~~ project, program or activity

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

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

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

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

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

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

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, 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

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

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	ADVISOR EMPLOYEE BENEFITS ASSISTANT LIAISON BENEFITS EMPLOYEE COUNSELOR
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8614
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assists with various employee benefits activities including counseling employees and processing insurance enrollments, changes, and payroll deductions. Provides excellent customer service by answering benefit and retirement related questions by phone and walk-in visitors. Compiles benefit related reports and files.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides excellent customer service to employees, vendors, and guests by handling phone calls, answering questions, and assisting walk-in visitors to the department as it relates to benefits

Assists in counseling employees regarding benefit options and retirements, both ~~certified~~ certified and classified

Distributes and reviews employee benefit information and ~~assists~~ assists employees and applicants with processing enrollments, forms and payroll deductions for benefit plans

Assists in calculating early retirement benefit compensation

Assists in implementation of the retirement benefit compensation programs (early retirement, TRS and CERS) including preparation, processing and maintenance of appropriate applications, reports and records

~~Assists~~ in the annual open enrollment process including counseling employees, assisting employees with making enrollments and changes, and processing enrollments and changes

~~Collaborates~~ with other departments including but not limited to; Human Resources, Payroll and the Leave Center as it relates to benefits

Compiles and maintains employee benefits reports

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) ~~years experience~~ years' experience in business and office setting

Excellent customer service skills

Good computer skills

Effective communication skills

DESIRABLE QUALIFICATIONS
Specialized training in insurance enrollment and processing
Working knowledge of laws, statutes, regulations, policies, and procedures related to benefits
<u>Experience in a diverse workplace</u>



NEW:

04/25/2017

Submitted For

Approval: 5/14/2019

6/11/2019/23/2019

Effective: 7/1/2019

JOB TITLE:	ADVISOR EMPLOYEE LEAVE EMPLOYEE LEAVES LIAISON CENTER COUNSELOR
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA1A , GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8037
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assumes responsibility for general administration and maintenance of employee leaves of absence; counsels employees on leave policies and procedures; maintains confidential records and audits ~~district~~District reports related to absences; calculates leave return dates and other return dates that impact staffing; verifies eligibility for leaves of absence and coordinates leave actions with external departments.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Counsels employees regarding leaves of absence and provides employees with accurate and timely information on absences, medical certification requirements, return to work dates, building rights dates, etc. with a high level of customer service

Coordinates employee leaves of absence with other departments including; but not limited to, Human Resources, Payroll, Risk Management & Benefits, and sick leave bank administrators

Processes leaves of absence, including preparation and maintenance of documents, reports, and records; determines eligibility for leaves, including leave under the Family and Medical Leave Act (FMLA)

Reviews leave documents for missing and/or unclear information, accuracy, and completeness

Monitors and processes ~~district~~District reports pertaining to leaves of absences, including biweekly sick, dock, FMLA, and worker's compensation reports

Maintains confidential medical information and documents in accordance with HIPAA regulations

Identifies and prepares ~~District~~District letters to employees including; but not limited to, leave designation, insufficient documentation, expired leaves, and docked days

Ensures all appropriate documentation is complete to allow Leave Administrator to approve the leave

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or General Equivalency Diploma (GED)

Three (3) years of experience in area of assignment

Ability to communicate effectively, both orally and in writing

Excellent customer service skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Working knowledge of State and Federal laws, statutes and regulations
Working knowledge of policies, and procedures related to leaves
<u>Experience in a diverse workplace</u>



REVISED:

07/01/2004

Submitted For

Approval: 6/11/2019

5/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>AIDE</u> SUPPORT SERVICES AIDE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 2
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8744
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Performs simple, routine tasks under the direction of the assigned supervisor(s) in such areas as food service, housekeeping, supply services, and in general office areas. Practices cleanliness and neatness at all times.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with cleaning, scraping, washing, mopping, dusting and emptying trash

Assists with opening, stamping, assembling, collating, and stapling materials of all kinds

Assists with shoveling, raking, picking up, and sweeping

Assists with stocking, counting, sorting and preparing materials for use

Delivers messages and materials as requested

Operates simple, routine equipment and machines as required

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

MINIMUM QUALIFICATIONS

Certificate of Achievement from an Exceptional Child Education Program or equivalent

Demonstrated ability to comprehend and follow simple instructions, time schedules and work assignments

Demonstrated ability to work independently when job responsibilities are learned

Demonstrated ability to operate simple, routine machines and equipment

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful participation in a vocational training program during last year in school

Experience in a diverse workplace



REVISED:

Submitted For

Approval:

6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	AMERICORPS PARTICIPANT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	STIPEND STIPULATED IN AMERICORPS GRANT
WORK YEAR:	227 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8267
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

AmeriCorps members will mentor truant students, provide parent support, recruit community volunteers for their schools, and engage in community outreach to support children and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides mentorship to truant students

Recruits community members and parents to serve as Every 1 Reads volunteers in the school

Engages in community outreach to involve school staff and community volunteer opportunities

Participates in on-going professional development

Attends AmeriCorps training and programs on citizenship and volunteer recruiting

Maintains a tutoring and a recruitment/community outreach log

Attends training with the Kentucky Commission on Community Volunteerism and Service

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High school diploma or GED

Excellent interpersonal, organizational, and written and oral communication skills

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in diverse workplace



~~REVISED-~~ Submitted For
Approval: 6/11/2019
Submitted for
Approval: 6/11/2019
Effective: 7/1/2019
~~07/01/2012~~ EFFECTIVE:
7/01/2019

JOB TITLE:	ARCHITECT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	260 DAYS <u>AS APPROVED BY THE BOARD</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8492
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibilities for directing and supervising the preparation of architectural plans and specifications for new and existing buildings; assists with the District's KETS program; conducts site visits and attends progress meetings to coordinate the architectural requirements for all assigned construction projects insuring that they meet or exceed all regulations; and assists other entities within JCPS with architectural expertise.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs the work of architectural and engineering consultants in the preparation of contract documents for new construction and renovation work

Provides architectural design as required by District needs for implementation by Jefferson County Public Schools construction forces

Serves as a staff resource person to the Director of Facility Planning and Mechanical/Electronic Maintenance in reviewing plans and specifications for construction projects

Conducts periodic site visits and attends project progress meetings to coordinate the work being done

Reviews and authorizes change orders and payment requests with the Director Facility Planning and Mechanical/Electronic Maintenance

Assists the project team by ensuring compliance with all local, state, and federal codes, regulations, and requirements

Assists other support units with drawings and specifications, cost estimates, and material evaluation for work administered by the units of buildings and grounds, general maintenance and renovations, and mechanical and electronic maintenance

Performs other duties as may be 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, 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

Bachelor's degree in Architecture

Minimum of five (5) years architectural experience

Current professional architectural registration in the Commonwealth of Kentucky

Effective communication skills

DESIRABLE QUALIFICATIONS
Excellent oral and written communication skills
Ability to work well with others
Ability to utilize CAD systems
Knowledgeable of the construction process as it relates to construction techniques and administration
<u>Experience in a diverse workplace</u>



REVISED:

07/12/2004

Submitted For

Approval: 6/11/2019

5/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>ASSISTANT</u> CO-OP CHILD DEVELOPMENT CENTER ASSISTANT
DIVISION	ACADEMIC <u>SCHOOL SERVICES</u>
SALARY SCHEDULE/GRADE:	1A, GRADE 4
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8188
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists in all aspects of the Co-op Child Development Center's operations. Must annually complete at least six (6) hours of training designated to improve the quality of child care and approved by the Cabinet of Human Resources. Must maintain certification in Pediatric First Aid and CPR.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Responds to individual child's basic needs (physical, social and psychological)

Organizes and participates in daily stimulation activities with the children to enhance each child's development

Provides outdoor experience for children

Acts as a role model for TAPP's teen mothers

Assists and works cooperatively with TAPP co-op students

Maintains records and reports for the center as indicated by the supervisor

Participates in maintaining the physical facility necessary to meet licensure requirements

Establishes a room environment that nurtures children and promotes their development

~~Duties may include p~~Performsance of health services, if needed, for which training will be provided

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. ~~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

High School Diploma or G.E.D.

Experience in infant care in a licensed center.

Certification in Pediatric First Aid, CPR and six (6) hours of state approved child care training

Effective communication skills

DESIRABLE QUALIFICATIONS

Workshop training in child care

Certification or degree in early childhood education.

Experience in a diverse workplace

Footnote
<p>This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.</p>



REVISED- Submitted For
Approval: 6/11/2019
~~10/16/2018~~Effective:
7/01/2019

JOB TITLE:	ASSISTANT- AREA -COORDINATOR <u>BUS COMPOUND</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	230 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8782
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists in coordinating all aspects of pupil transportation in an assigned geographical area of the school ~~d~~District. Requirements include all District programs which qualify students for transportation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in coordinating and supervising all aspects of pupil transportation to ensure safe and economical transportation of ~~D~~istrict students to and from school on a daily basis

Assists in developing, implementing and updating ~~d~~District school bus route system

Assists in assigning and supervising employees in the area assigned to ensure all scheduled bus routes are completed daily

Maintains compliance with Federal and State regulations and District policies and procedures, including all aspects of payroll, reports and Commercial Driver's License

Assists in overseeing daily compound operations and proficient use of ~~D~~istrict computer services

Assists supervisor in coordinating the scheduling of school bus fleet for maintenance to ensure safe transportation for District students

Provides effective communication with parents, students, community organizations, news media and district personnel

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 requires bending, reaching with the ability to lift, carry, push or pull medium 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.

Two (2) years of experience in pupil transportation activities

Valid driver's license

Effective written and verbal communication skills

Ability to develop and utilize computer data for transportation

DESIRABLE QUALIFICATIONS

Knowledge of all school system policies and procedures

Knowledge of Federal and State Pupil Transportation guidelines

Experience in a diverse workplace



REVISED:

01/23/2018

Submitted For

Approval for approval:

6/11/2019 5/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSISTANT DIRECTOR SENIOR MANAGER APPLICATION AND DATA SERVICES
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	260-DAYS <u>AS APPROVED BY BOARD</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8514
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Plans, coordinates, and supervises all activities related to the design, development, implementation of the organization's application development, data warehousing and business intelligence functions. Manages multiple teams supporting different products or lines of businesses. Directs and guides team members, reviews project requests, timeline and cost. Interfaces with business owners to assess project requests, establishes project priorities and manages projects to insure timely delivery of projects. Develops, distributes, supports, enforces and integrates best practices in technology standards across the team. Effectively tracks and annotates work performed according to policies, procedures and performance standards established by the district and/or the department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages, supervises and leads the application development and data services personnel; ~~r~~ Respectfully represents Information Technology to other teams and business owners

Plans, coordinates, and supervises all activities related to the design, development, implementation and support of the organization's application development and data systems functions; ~~l~~ Leads the development of new business systems and works closely with business units and other stakeholders

~~Project M~~ manages multiple concurrent projects, acts as primary interface with business units to understand their needs and assists business units in accomplishing their goals through effective use of business systems and technology

Determines project priorities and manages project resources throughout the project lifecycles; ~~p~~ Provides consistent and effective leadership and direction to the application development and data services teams

Keeps abreast of current software development and data visualization trends, security and privacy challenges, and emerging threats; ~~d~~ Develops, distributes, supports, enforces and integrates best practices and technology standards. Provides hands-on development assistance, when necessary

Monitors all aspects of application development on a daily basis and gathers metrics to assist in capacity planning and workload distribution; ~~w~~ Works closely with the ~~Executive Administrator Director~~, Information Technology, to advance ~~D~~ district initiatives in a timely manner

~~Identifies proactively~~ Proactively identifies opportunities for operational efficiency and initiates appropriate projects within IT and with other business units to address the need; ~~e~~ Engages with peers within and outside of IT to ~~e~~ ensure timely and accurate communication between teams

~~Effectively and routinely~~ Communicates effectively and routinely with the application development team members, other IT team members and end users regarding all matters pertinent to application development, issue resolution, threats ~~and~~ & attacks and customer service

~~Consistently~~ Engages consistently with other business units to gain a deep understanding of their processes, technology needs and determines the best approach to fulfilling the same in a cost-effective manner; ~~e~~ Evaluates system/data requests and provides the appropriate guidance and decision to ~~e~~ ensure that the deliverable is compliant with data privacy, security and state/federal laws

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

MINIMUM QUALIFICATIONS
Bachelor's Degree in Computer Science or related field
Five (5) years of direct experience in enterprise software development and managing medium to large enterprise application development teams
Excellent written and oral communication skills, coupled with a strong understanding of enterprise software development methodologies, software development lifecycle, database systems and data exchange methodologies
Verifiable track record of successfully implementing enterprise software solutions
A current, relevant, and industry-recognized certification in application development/project management, or the ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire
Highly motivated, with the ability to function independently and interface with business units
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree in Computer Science/Information Systems
PMP certification
Business intelligence and data warehousing experience
Experience in a diverse workplace



NEW:

07/09/2012

Submitted #For

Approval:

6/11/20195/14/2019:

4/23/2019

Effective: 7/1/2019

JOB TITLE:	ASSISTANT DIRECTOR COORDINATOR EXCEPTIONAL CHILD EDUCATION
DIVISION	EXCEPTIONAL CHILD EDUCATION ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD 260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4249
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a project, program or activity routinely affecting more than one major unit or department; involves diversified but generally standardized choice of action defined by a wide range of established rules and procedures; decisions routinely and generally have short-term impact; contact outside the unit requires judgment to modify conditions and resolve misunderstandings; refers unusual matters to supervisor.

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 projects, programs or activities-

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 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 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

Master's Degree or higher with ~~Kentucky Department of Education~~ certification in Administration, Supervision (Principal Certification), and/or Counseling

~~Kentucky Department of Education~~ Certification in Special Education or Guidance and Counseling

Five (5) 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
<u>Experience in a diverse workplace</u>



REVISED:

09/28/2015

Submitted For

Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	<u>ASSISTANT DIRECTOR SENIOR MANAGER</u> INFRASTRUCTURE SERVICES
DIVISION	<u>OPERATIONS SERVICES TECHNOLOGY</u>
SALARY SCHEDULE/GRADE:	II GRADE 11, 260 DAYS
WORK YEAR:	260 DAYS <u>AS APPROVED BY BOARD</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8557
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides and manages a secure, compliant, robust, reliable, scalable and efficient IT infrastructure and directs IT infrastructure support strategy and operations. Manages the ~~D~~istrict's technology infrastructure activities including the on premise data center, Infrastructure as a Service (IaaS) systems, JCPS Network, server maintenance and deployment, patching, performance monitoring, incident management, problem management, change management, and SLA management. Oversees the day to day support of all production platforms to ensure their availability, integrity, and security of their systems and data. Leverages change management principles (like ITIL) to protect the production environment from unapproved, untested changes. Works on extremely complex problems where analysis of situations and data requires an evaluation of multiple factors. Develops processes and criteria for evaluating technical alternatives to make important decisions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees ~~a~~ll IT infrastructure elements (on premise and service/cloud-based) including, but not limited to, Active Directory Provisioning, servers, storage management, business continuity and disaster recovery, network and voice management, virtualization, recovery management, upgrades/migrations, data communication, threat management, network performance and availability and Open Records Requests

Creates strategic and long-range planning items for IT Infrastructure resource management and prepares and keeps current documentation on all managed systems, including IT business continuity and disaster recovery plans and capacity planning.

Establishes Architecture Standards, standard operating procedures (SOP), practices, and security measures to assure effective and consistent information and operations

Ensures security best practices are implemented and revised, as needed, to maintain the availability, integrity and confidentiality of the information stored on and accessed through the network (firewalls, file rights, backup systems, account management, vulnerability testing, etc.)

Provides leadership in development, testing and support of the institutional risk management programs for business continuity and IT disaster recovery with redundancy and cost control/reduction within JCPS and KDE limits.

Coordinates and ensures JCPS-wide multi-user computing systems and virtualized systems; ~~are well~~ coordinates and ensures JCPS-wide multi-user computing systems and virtualized systems are well managed/administered to provide the required services to staff; ~~c~~oordinates efforts with other JCPS departments

Conducts studies of projected enhancements to IT Infrastructure and data center design and operation and proposes recommendations to the ~~Director of~~ Executive Administrator Information Technology

Develops, prepares and recommends budget for purchasing, upgrading and maintaining components and services of IT Infrastructure; ~~n~~egotiates purchasing efforts with various vendors and work with internal JCPS purchasing

Provides consultation with administrative and research departments on design, implementation and integration issues of new or upgraded systems, and approves the development and implementation of major IT Infrastructure project timelines

Consults, ~~n~~egotiates and assists with other teams on projects and integration issues; ~~s~~erves as a liaison and works closely with JCPS IT and other JCPS Departments, KDE, regulated service providers, vendors and telecommunications organizations

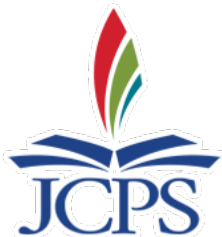
Evaluates staff as assigned

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.

MINIMUM QUALIFICATIONS
Bachelor's Degree in Information Technology or Computer Science
Strong communications skills and experience working alongside other IT and business management professionals
<u>Five (5)</u> years of demonstrable experience leading technical projects and people in an Enterprise IT environment
Strong analytical and problem solving skills coupled with in-depth knowledge of system integration techniques, IT compliance and governance as it relates to operational efficiency and technical support
Effective communication skills

DESIRABLE QUALIFICATIONS
ITIL Certification (or equivalent experience)
PMP Certification (or equivalent experience)
Master's Degree in Information Technology or similar
Cyber Security experience
<u>Experience in a diverse workplace</u>



NEW-Submitted For
Approval: 6/11/2019
Effective: 7/01/2019
~~07/01/2012~~

JOB TITLE:	MANAGER ASSISTANT DIRECTOR NUTRITION SERVICE CENTER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	I I, GRADE 11
WORK YEAR:	260-DAYS AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8470
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

~~Directs the management of the Nutrition Service Center to ensure compliance with federal and state regulations, budgetary requirement and food quality assurance and Hazard Analysis and Critical Control Points programs; ensures a financially sound program; and formulates and supervises related budgets. Manages the administrative functions related to the operation of Nutrition Service Center including food production, food and supply procurement, and food distribution. Ensures efficiency, quality and cost control, safety and sanitation, and service in accordance with federal, state, and local regulations and policies.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Directs the operation of the program Nutrition Service including~~Center including the areas of food innovation and production, transportation, and warehousing, ~~housekeeping, and maintenance~~ in a manner that supports participation in the USDA school meal programs administered by the department

~~Assumes responsibility for the District catering program to ensure quality, safety and a high level of customer satisfaction~~
Works closely with Coordinator Food Procurement to develop bid specifications, ensure good vendor relationships, and compliance with federal, state, and local procurement requirements

~~Assumes R~~responsibility ~~le~~ for the planning, development, and implementation of ~~new~~ innovative projects and programs for ~~d~~Districtwide adaptation relating to the production ~~or,~~ distribution of products ~~from the center, and catering to sites~~

~~Directs~~ Plans and provides professional development for NSC personnel to improve employee skills, compliance, and operational efficiency and ensures compliance with federal, state, and local professional training requirements ~~in managerial, production, USDA compliance and nutrition policy and procedures~~

Maintains a financially sound operation and develops and monitors systems and processes to track and optimize productivity including standards, metrics and performance indicators to ensure effective return on assets

Researches and analyzes capital equipment and computer purchases and makes appropriate recommendations to the Coordinator of Equipment Procurement and Coordinator of Operations as needed

Formulates and manages the budget including income and expenditure analysis, staffing and facility operation

~~Directs the development and implementation of the Hazard Analysis and Critical Control Points related issues and USDA commodity emergency services~~ of the food safety systems as required by law

~~Serves as a district resource person for Hazard Analysis and Critical Control Points related issues and USDA commodity emergency services~~ Supervises the hiring, placement, training, and job coaching of the Nutrition Service Center 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 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 ~~Nutrition, Food Management and/or Dietetics~~ business management, institutional food service management, or related field

Five (5) years successful administrative experience in ~~public education or~~ institutional food, ~~related operations~~ food plant management, school food service, or related field

~~Ability to communicate professionally~~ Demonstrated organizational, communication, management, and interpersonal skills

Valid driver's license

~~Knowledge of Hazard Analysis and Critical Control Points program development~~ Understanding of governmental requirements related to food safety and USDA school meal programs

Effective communication skills

DESIRABLE QUALIFICATIONS

~~Professional training in the food service area~~ Louisville Department of Public Health and Wellness Food Safety certification

~~Certificate of training as a Preventative Controls Qualified Individual from FSPCA or other accredited body~~

Knowledge of policies and procedures of the school ~~d~~District

Three (3) years successful managerial experience in institutional food service programs

~~Experience in a diverse workplace~~



NEW:

07/01/2015

Submitted For

Approval:

6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>ASSISTANT</u> DIRECTOR STUDENT ASSIGNMENT
DIVISION	<u>ACADEMIC SCHOOL ACCOUNTABILITY,</u> <u>RESEARCH and SYSTEMS IMPROVEMENT</u>
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	<u>AS APPROVED BY THE BOARD</u> <u>260-DAYS</u>
FLSA STATUS:	Exempt
JOB CLASS CODE:	8443
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes r~~Responsibility~~ble for all aspects of student assignment plans; implements and monitors student assignment procedures; maintains contact with other departments on matters involving student assignment, such as Management Information TechnologyServices, Transportation, and Exceptional Child Education/English as a Second Language student placement. Provides on-going assessment of the effectiveness of the student assignment plan using research and demographic data from a variety of sources. Ensures compliance with B~~bo~~ard policy on student assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides direction and coordination for the development and implementation of a student assignment plan that supports the values of diversity and integrated schools

Selects, reviews, collects, reports and maintains information and data relating to student assignment to ensure systemic and standardized processes

Provides for regular monitoring and periodic reports to the Board and community regarding progress in implementing the student assignment plan

Ensures the student assignment plan continues to provide choice of schools while offering coordination of school support services among cluster schools

Monitors effectiveness of school diversity of analyzing each school's attendance area using demographics that research has shown have an impact on student success in school-

Works with other department throughout the D~~is~~trict to achieve goals of student assignment

Supervises the logistics of the student assignment process, including registration, application, assignment, and transfer procedures

Develops, adjusts, and monitors timelines for the implementation of all components of the d~~D~~istrict's student assignment plan

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. 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
Three (3) years successful experience in area of assignment
Demonstrated ability to communicate positively with diverse groups
Successful administrative experience in logistics and/or quality management procedures
Effective communication skills

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



Submitted #For
 Approval:
 6/11/20195/14/2019
 Effective: 7/1/2019

JOB TITLE:	ASSISTANT DIRECTOR STUDENT RELATIONS DIRECTOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	260-DAYS AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4106
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership to and direct supervision of an organizational unit or program. Plans, organizes, and implements activities which typically affect an entire department or major activity; maintains contact with other units, departments, and outside the d istrict on matters involving corrections, adjustments or problem resolutions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and provides direction to implement goals, objectives, and functions of the office of student relations
Initiates policy, formulates, and recommends student relation goals and objectives as appropriate
Develops the operating budget for the office of student relations and assures that all functions operate within the appropriate amounts
Prepares required and special reports as requested
Provides effective leadership to implement the placement of students in Behavior Support &and Choice Schools and works to coordinate the decisions made by ARC's for students protected under IDEA
Cooperates with Principals and/or other organizational units to implement common goals and objectives
Assures compliance with federal, state, and D istrict policy, administrative procedures, and negotiated agreements as applicable to assignment
Assures effective implementation of d District goals and objectives where applicable
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, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Master's Degree
Three (3) years successful teaching experience
Kentucky Administrator Certification (Principal Certification)
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace ~~with diverse populations~~



NEW:

11/15/2016

Submitted For

Approval:

6/11/20195/14/2019

Effective: 7/1/2019

Submitted:

11/15/2016

JOB TITLE:	ASSISTANT FACILITATOR
DIVISION	ACADEMIC SCHOOL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	200 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8224
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Assists the supervisor in planning, implementing and administrating to meet the established requirements of the ~~district~~District and the Kentucky Day Care Licensure. Must annually complete at least six (6) hours of child development training that enhances the quality of child care and is approved by the Cabinet of Human Resources and maintains certification in pediatric first aid and CPR.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with the operation and maintenance of the TAPP Co-op Child Development Center

Maintains physical facilities necessary to meet licensure requirements

Assumes the responsibilities of the supervisor when assigned

Assists in supervising and monitoring the performance of center staff and co-op students

Serves as a role model for TAPP's teen mothers

Maintains records and prepares reports as directed by the supervisor

Insures that infants receive age appropriate activities and stimulation

Responds to individual child's basic needs

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

Performs other activities 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 driving automotive equipment.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) or more ~~years experience~~years of experience in a licensed day care center with infants

Certification in Pediatric First Aid and CPR

Effective communication skills

DESIRABLE QUALIFICATIONS

Early childhood education and/or training

Assistant supervisor experience

Experience in a diverse work place



NEW- Submitted For
Approval: 6/11/2019
11/15/2016Effective:
7/01/2019

JOB TITLE:	<u>ASSISTANT</u> HOUSEKEEPING <u>ASSISTANT</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8579
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Assists the Manager Housekeeping Services by serving as a resource for all cost centers within the <u>d</u> District and assisting with the planning and facilitation of training programs. Performs all phases of physical labor required within housekeeping services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with the planning and facilitating of training programs for substitute custodians, custodians, plant operator trainees, and plant operators-; <u>T</u> his includes initial employment, promotional, and annual training as well as on-going professional development programs
Assists with the development of training materials
Assists with housekeeping employee retraining as needed
Assists with the management and assignment of substitute and floater custodians
Assists with the evaluation of all <u>d</u> District facilities and <u>d</u> District housekeeping evaluation programs
Assists cost centers with time and motion studies
Assists cost centers with the scheduling of custodians
Assists cost centers with project and non-routine scheduling
<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 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 medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years successful experience in housekeeping practices and procedure
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Plant operator experience
<u>Experience in a diverse workplace</u>

Footnote
Steps 3-14 Exempt, paid daily as salaried employee



NEW:

07/01/2015

Submitted For

Approval: 6/11/2019

4/30/2019 5/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSISTANT HUMAN RESOURCES ASSISTANT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8619
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides technical assistance in the area of Human Resources (<u>HR</u>), as assigned, including recruitment, staffing, compensation, employee benefits, and employee relations ensuring compliance with federal, state statutes, and District policies and procedures. Assists with District employees, and state and local agencies for processing and dissemination of human resources information; plans and conducts employment information presentations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Resolves administrative problems with applicants, employees, and District departments
Handles inquiries and complaints to ensure quick, equitable resolution
Develops information and statistical data to prepare reports and applications required for District decision-making and by law
Follows HR procedures and policies to recruit, screen, interview, and hire personnel <u>Maintains contact with administrative agencies outside the District to ensure prompt and accurate compliance with Human Resources</u>
Arranges and conducts employee information presentations
Advises and counsels District personnel on Human Resources related issues and programs
Coordinates meetings, conferences, and appointments and performs general office functions
Provides assistance to Specialist HR Partner <u>Human Resources personnel</u> in matters relating to <u>recruitment and staffing of personnel</u> the general business of the office
Provides information to the other departments and the public, applying significant knowledge of District policies and procedures
<u>Serves as the back-up personnel action approver to the HR partner</u>
<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. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's degree
Three (3) years <u>of</u> experience in the Human Resources functions
Effective written and verbal communications skills
Ability to organize a variety of duties
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in human resources management
Experience in audio visual presentations as well as graphic communication
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
~~NEW:~~
Effective: 7/01/2019
~~07/12/2004~~

JOB TITLE:	<u>ASSISTANT</u> NUTRITION SERVICES ASSISTANT
DIVISION	<u>ACADEMIC SCHOOL</u> OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE FS
WORK YEAR:	<u>183 DAYS</u> AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8110
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Assumes responsibility for cooperating with and the completion of all assigned tasks under the direction of the supervisor.
Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow assistants to ensure maximum efficiency of food production and total program.

Prepares food using standardized recipes and completes support documentation as directed by the supervisor ~~and ensures that foods are held and/or served at the proper temperatures.~~

~~Utilizes commodities and other prepared food products effectively.~~

Assists in temperature monitoring and recording to ensure food is properly received, prepared, held, served, and cooled in accordance with the approved Hazard Analysis and Critical Control Points plan maintaining the highest safety, sanitation, personal appearance and hygiene standards.

Demonstrates proper methods of storing foods and use and care of equipment.

~~Follows quality assurance and Hazard Analysis and Critical Control Points guidelines, procedures and policies; observes and records required information.~~

Cleans assigned areas in order to maintain compliance with federal, state, local, and JCPS regulations ~~Kentucky Department of Health regulations.~~

Maintains quality standards for the presentation and service of food in a pleasant environment

Performs all other duties assigned by the supervisor.

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

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands 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, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

~~Successful experience in quantity food preparation~~

Complete Kentucky Department of Education Certification as a ~~F~~food ~~S~~service ~~E~~mployee within 40 days of employment

Effective communication skills

DESIRABLE QUALIFICATIONS
<u>Successful food service experience</u>
Participation in vocational food service courses
Jefferson County Board of Health sanitation <u>Louisville Metro Department of Public Health and Wellness food safety</u> certification
<u>Experience in a diverse workplace</u>

FOOTNOTE 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.



Submitted For
Approval:
~~6/11/2019~~NEW:
Effective: 7/01/2019
~~07/12/2004~~

JOB TITLE:	-ASSISTANT NUTRITION SERVICES SERVICES ASSISTANT PART-TIME PERMANENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, FS
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8111
BARGAINING UNIT:	CLAT

SCOPE OF RESPONSIBILITIES

Assumes responsibility for cooperating with and the completion of all assigned tasks under the direction of the supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow assistants to ensure maximum efficiency of food production and total program

Prepares food using recipes as directed by the supervisor and ensures that foods are held and/or served at the proper temperatures

Utilizes commodities and other prepared food products effectively

Assists in maintaining the highest safety, sanitation, personal appearance and hygiene standards

Demonstrates proper methods of storing foods and use and care of equipment

Follows quality assurance and Hazard Analysis and Critical Control Points guidelines, procedures and policies; observes and records required information

Cleans assigned areas in order to maintain compliance with Kentucky Department of Health regulations

Performs all other duties assigned by supervisor

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

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands 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, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful experience in quantity food preparation

Kentucky Department of Education Certification as a Food Service Employee

Effective communication skills

DESIRABLE QUALIFICATIONS

Participation in vocational food service courses

Jefferson County Board of Health sanitation certification

Experience in a diverse workplace

FOOTNOTE~~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:~~ Submitted For
Approval: 6/11/2019
~~07/01/2013~~Effective:
7/01/2019

JOB TITLE:	ASSISTANT OPERATIONS ASSISTANT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8829
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Provides assistance in food preparation, storage, delivery and staging of food and supplies and site maintenance in the Nutrition Services functions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Operates assigned vehicles in relation to Nutrition Services functions
Performs services related to assembling food and supplies
Delivers food and supplies to sites in a timely manner
Provides set-up of service at sites, as required
Assumes Responsibility <u>Assumes responsibility</u> for event/feeding site follow through including maintenance of function site and return of items to Nutrition Services
Assists in all parts of Nutrition Services operations including: receiving of stock, storage, inventory, delivery and maintenance of service equipment
Maintains standards of sanitation in preparation, transport, and service of food
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 performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work requires lifting, bending, squatting, crawling, climbing, reaching, carrying, pushing, pulling 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
Valid commercial driver's license with passenger certification
Previous successful experience in food service related function
Must be available to accept flexible scheduling including evenings and weekends
Department of Health Certification and Kentucky Department of Education/Nutrition Services Certification
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of Board policies

Knowledge off school and District office locations

Experience in a diverse workplace



REVISED:

07/01/2015

Submitted For

Approval: 5/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>ASSISTANT PAYROLL PROGRAM PAYROLL</u> <u>PROGRAM-ASSISTANT</u>
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	<u>HII</u> , GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8033
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assumes responsibility for general implementation and maintenance of payroll programs; maintains security permissions for the payroll system; maintains payroll auxiliary tables; monitors and audits payroll programs and processes; develops and implements training programs; verifies payroll calculations for accuracy.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements and maintains payroll processing programs as related to the payroll system, time reporting, health insurance, retirement and vendor processing

Assumes responsibility ~~Responsible~~ for auditing and verifying payroll calculations for compliance with D~~d~~istrict, state, local and federal requirements

Maintains payroll security for access to the payroll system and maintains auxiliary tables for payroll deductions and pay types

Develops and implements training manuals for documenting payroll processes and procedures

Supervises payroll edit reports to ensure the accuracy of payroll calculations and identifies new edit procedures as needed

Trains and evaluates the performance of clerical payroll personnel

Assists with fiscal and calendar year-end closing to meet required deadlines

Works with internal and external auditors to compile documentation needed for the annual audit of payroll data

Performs complex research and payroll reconciliations

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful accounting or payroll experience

Successful system implementation experience

Ability to maintain accurate records and meet established deadlines

Effective communication skills

DESIRABLE QUALIFICATIONS
One (1) year successful management experience
Ability to work well in a team situation
<u>Experience in a diverse workplace</u>



05/14/2012

Submitted For

Approval: 6/11/2019

5/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSISTANT PRINCIPAL ELEMENTARY SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4353
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The ~~E~~elementary ~~S~~school ~~A~~assistant ~~P~~principal, under the direction of and as assigned by the ~~P~~principal, directs, supervises, and evaluates the instructional programs and the work of all assigned personnel, maintains pupil welfare and desirable school ~~—pupil and school—~~community relations, and develops and executes building rules, regulations, and procedures consistent with general policies of system.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Enforces the ~~JCPS~~Jefferson County Code of Student ~~c~~Conduct ~~policies~~ and ~~procedures~~~~local school regulations in cooperation with the principal~~

Assists with the coordination and interpretation of state and ~~district~~District testing programs in the school

Assists in enforcing appropriate state and federal regulations, school board policies, administrative directives, and accreditation standards

Collaborates with staff to assist in the development, implementation, monitoring, and evaluation of the school's improvement plan

Assists in planning, implementing, and evaluating professional development

Assists in the integration of curriculum standards, instructional practice, and implementation of authentic assessment experiences

Engages in rigorous data analysis, results planning, and ~~Response to Intervention~~ ~~Multi:-Tiered S~~system of ~~S~~upports ~~implementation~~

Organizes and administers the school-center attendance program under direction of ~~P~~principal

Assists with the development, observation, and evaluation of the instructional program in the school center and assists in observation and evaluation of school-center personnel and support services

Assists in continuous program planning through budgeting, needs assessment and staffing

Performs general administrative and supervisory duties in total operation of school and assumes responsibilities for general administration of the school in the absence of the ~~P~~principal

Acquires, distributes, and inventories curriculum resources (i.e. textbooks, modules, etc.) and assists in the maintenance of property control records as assigned by the ~~P~~principal

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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 driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principal ship Certification)
Three (3) years <u>of</u> successful teaching experience in public schools
Effective communication skills

DESIRABLE QUALIFICATIONS
Five (5) years of successful teaching experience in public schools
Teaching experience at the elementary school level
Knowledge of current elementary school program(s) and procedures
<u>Experience in a diverse workplace</u>



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

JOB TITLE:	SECONDARY SCHOOL ASSISTANT PRINCIPAL <u>HIGH SCHOOL</u>
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4350
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The ~~A~~assistant Principal, under the direction of and as assigned by the Principal, and in the place of the Principal when absent, is responsible for the total operation of the local school program and facility including the responsibility to implement and facilitate the educational objectives of the Jefferson County Public Schools. Assistant Principals assist with supervision, management, evaluation, administration and planning for instructional programs, extracurricular activities, school personnel and school plant operation. The diversity of the duties listed herein indicate that the tasks performed by ~~A~~assistant Principals are both complex and demanding. While receiving little supervision, the ~~a~~Assistant Principal supervises students and certified and classified personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and supervises the instructional program at direction of Principal

Supervises discipline and attendance procedures

Supervises and evaluates the school program; assists with job performance evaluations as assigned

Directs the operation and maintenance of the building

Performs responsibilities in continuous planning, program budget and evaluation of school program to include curriculum development and instruction

Administers extra-curricular activities

Maintains positive public relations/communications

Coordinates transportation

Implements security and safety measures as assigned

Conducts inventories and surveys

Performs all administrative duties in the absence of the Principal

~~Duties may include p~~perform~~sance of~~ health services, if needed, for which training will be provided

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, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principal ship Certificate)
Three (3) years successful teaching experience as defined in KRS 161.220
Effective communication skills

DESIRABLE QUALIFICATIONS
Five (5) years successful teaching experience as defined in KRS 161.220
Teaching experience at the secondary school level as defined in KRS 161.220
Experience with/knowledge of current secondary school program(s) and procedures
<u>Experience in a diverse workplace</u>



Submitted For
Approval:
6/11/2019
Effective: 7/1/2019

JOB TITLE:	SECONDARY SCHOOL ASSISTANT PRINCIPAL <u>PART-TIME HIGH SCHOOL</u>
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	<u>AS ASSIGNED</u> 215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	<u>4385</u> 4350
BARGAINING UNIT:	<u>RCEA</u> CERX

SCOPE OF RESPONSIBILITIES

The ~~A~~assistant Principal, under the direction of and as assigned by the Principal, and in the place of the Principal when absent, is responsible for the total operation of the local school program and facility including the responsibility to implement and facilitate the educational objectives of the Jefferson County Public Schools. Assistant Principals assist with supervision, management, evaluation, administration and planning for instructional programs, extracurricular activities, school personnel and school plant operation. The diversity of the duties listed herein indicate that the tasks performed by ~~A~~assistant Principals are both complex and demanding. While receiving little supervision, the ~~a~~Assistant Principal supervises students and certified and classified personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and supervises the instructional program at direction of Principal

Supervises discipline and attendance procedures

Supervises and evaluates the school program; assists with job performance evaluations as assigned

Directs the operation and maintenance of the building

Performs responsibilities in continuous planning, program budget and evaluation of school program to include curriculum development and instruction

Administers extra-curricular activities

Maintains positive public relations/communications

Coordinates transportation

Implements security and safety measures as assigned

Conducts inventories and surveys

Performs all administrative duties in the absence of the Principal

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principal ship Certificate)
Three (3) years successful teaching experience as defined in KRS 161.220
Effective communication skills

DESIRABLE QUALIFICATIONS
Five (5) years successful teaching experience as defined in KRS 161.220
Teaching experience at the secondary school level as defined in KRS 161.220
Experience with/knowledge of current secondary school program(s) and procedures
<u>Experience in a diverse workplace</u>



REVISED:

07/12/2004

Submitted For

Approval: 6/11/2019

5/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSISTANT PRINCIPAL MIDDLE SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	<u>AS APPROVED BY THE BOARD</u> 215-DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4345
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The middle school ~~a~~Assistant Principal, under the direction of and as assigned by the Principal, directs, supervises, and evaluates the instructional programs and the work of all assigned personnel, maintains pupil welfare and desirable school - ~~pupil and school~~ community relations, and develops and executes building rules, regulations, and procedures consistent with general policies of system.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Enforces the ~~District Jefferson County Code of Student C~~conduct policies and local school regulations in cooperation with the Principal

Organizes and administers the school-center attendance program under direction of Principal

Assists with development, observation, and evaluation of the instructional program in the school center and assists in observation and evaluation of school-center personnel and support services

Assists with development of ~~school is non-computerized (by hand) M~~master Schedule and schedule changes in cooperation with other school-center administrative staff

Assists in continuous program planning through budgeting, needs assessment and staffing

Acquires, distributes, inventories, and disposes of textbooks and assists in the maintenance of property control records as assigned by the Principal

Assists in guidance, counseling, orientation, and activity programs as well as ~~the~~student registration

Maintains property control records

Performs general administrative and supervisory duties in total operation of school and assumes responsibilities for general administration of the school in the absence of the Principal

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principalship Certificate)
Three (3) years successful teaching experience in public schools as defined in KRS 161.220
Effective communication skills

DESIRABLE QUALIFICATIONS
Five (5) years of successful teaching experience in public schools as defined in KRS 161.220
Teaching experience at the middle school level as defined in KRS 161.220
Experience with/working knowledge of current middle school program(s) and procedures
<u>Experience in a diverse workplace</u>



JOB TITLE:	ASSISTANT PRINCIPAL TEENAGE PARENT PROGRAM
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4365
BARGAINING UNIT:	CERX

Submitted For

Approval:

6/11/20195/14/2019

Effective: 7/1/2019

SCOPE OF RESPONSIBILITIES

The ~~a~~Assistant ~~p~~Principal serves the total TAPP program sites. ~~At the assigned site and~~ assumes responsibility for the academic program, working cooperatively with the Administrative Team to implement decisions; ~~assumes~~~~has~~ the responsibility to implement and facilitate the educational objectives of the Jefferson County Public Schools; assists with supervision, management, evaluation, administration and planning for instructional programs, extracurricular activities, teaching personnel and school plant operation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in administrative duties and in implementing ~~JCBEDistrict~~ and TAPP policies and procedures, including coordinating academic component activities with the medical, social services, Family Programs and Child Development Center

Assists in supervision of teaching staff, overseeing individual student programs and instructional planning in each course area, monitors plan books, grade books, grade reporting and student progress, including assisting with teacher job performance evaluations as assigned

Assumes responsibility for supervising teachers in keeping substitute folders current and supporting the substitute during the teaching day (signing in, TAPP orientation, etc.)

Conducts intake/registration conferences with each student and parent, explaining the discipline code, TAPP rules and regulations

Supervises discipline and attendance procedures, including securing attendance contracts, arranging/holding all disciplinary conferences/counseling, including suspensions and withdrawals

Arranges supervision of nutrition breaks and lunch periods, and makes morning announcements as assigned

Assumes responsibility for the acquisition, distribution, inventory and disposal of textbooks, including the annual inventory of state textbooks and for submitting all related reports

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Three (3) years successful teaching experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Five (5) years successful teaching experience
Teaching experience at the level of assignment
<u>Experience in a diverse workplace</u>

FOOTNOTE ootnote
This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>ASSISTANT</u> PRODUCTION NUTRITION ASSISTANT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 1
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8083
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Under the direction of the designated supervisor is responsible for preparation, processes, packaging and storing of production food items. May be assigned to work in any of several production areas including Bakery, Cook Chill, Packaging and Assembly, and Warehouse, ~~ewash~~.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow team members to ensure maximum efficiency of food production

Maintains the highest safety, sanitation, and personal hygiene standards

Complies with Kentucky Department of Health and Wellness Regulation, ensures proper storage/use of food including required record keeping and safe use of equipment, food storage, and proper sanitation procedures

Complies with required portions of Hazard Analysis and Critical Control Points procedures and monitoring processes and SSOP's

~~Must be able to r~~Reads and interprets recipes, weighs and measures ingredients, ~~do~~es basic mathematical calculations

Operates a wide variety of commercial packaging, material handling, and production equipment under supervision

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Strong oral and written communication skills

Strong basic math skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in food manufacturing setting

Jefferson Co. Kentucky or nationally recognized food handler certification

Experience in a diverse workplace



REVISED:

06/13/2011

Submitted for

approvalSubmitted For

Approval:-6/11/2019:

4/30/20195/14/2019

5/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSISTANT SECRETARY TO THE BOARD
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	IA, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8648
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Prepares printed materials related to Board meetings and maintains official records of all Board meetings; supports all work of the Board and works closely with department heads to ensure the Board has all information it needs in a timely manner.
~~is supervised by the Superintendent.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Attends and records the minutes for all school Board meetings

Prepares Board meeting agenda materials for Superintendent's cabinet meeting and Board meetings

Prepares agenda topics to be considered at each Board meeting for the year

Prepares rough draft of Board minutes for Superintendent's approval and proofreads final form of Board minutes, prepares index document and document detailing actions and motions on each item acted on by the Board

Notarizes legal documents and requests for leaves of absence from official minutes

Word process Types and maintains electronic database of business transactions at Board meetings and locates daily requests for information from past Board meetings

Makes necessary preparations for Executive Session meetings

Prepares correspondence for signature of Superintendent and prepares invoices for per diem for Board members

Ensures that all technical requirements are available to support Board reports and necessary communication, both public and internal, for all work sessions and Board meetings, both regular and special called meetings

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

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

General overall knowledge of school system

Word processing skills ~~Typing/transcription skills (50 w.p.m.)~~

Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work well with the public
Five (5) years successful experience working with official records of public boards
Ability to work independently and with minimum supervision
<u>Experience in a diverse workplace</u>



~~REVISED-~~ Submitted For
 Approval: 6/11/2019
 Submitted for
 Approval: 6/11/2019
 Effective: 7/1/2019
~~07/01/2012~~Effective:
 7/01/2019

JOB TITLE:	ASSISTANT SPECIAL NEEDS TRANSPORTATION ASSISTANT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 3
WORK YEAR:	184 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8824
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Assists the bus driver in supervising, loading and unloading students transported on special needs buses. Provides direct support to students as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Adheres to schedules and routes prepared by transportation services
When on the school bus, a Adheres to the directives of the school bus driver <u>when on a school bus</u>
Utilizes acceptable student management techniques and follows established procedures for reporting student management concerns to building principals and transportation personnel
Submits required reports and attends meetings when required by administrative staff
Provides effective communication with parents, students, and District personnel
Assists the driver in securing all seat belts, harnesses, and wheelchair clamps
Follows established procedures for loading and unloading students
Duties may include P performance of health services, <u>if needed</u> , for which training will be provided
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, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Practices effective written and verbal communication skills
Possesses the ability to work effectively with children and adults
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of school system policies and procedures

Experience in working with children

Experience in a diverse workplace



REVISED:

07/01/2018

Submitted For

Approval:

6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSISTANT SUPERINTENDENT - ELEMENTARY: 4020 , MIDDLE: 4015 , HIGH: 4010		
DIVISION	ACADEMIC SCHOOL DIVISION		
SALARY SCHEDULE/GRADE:	IV, GRADE 16		
WORK YEAR:	260 DAYS		
FLSA STATUS:	EXEMPT		
JOB CLASS CODE:	4020 ELEMENTARY	4015 MIDDLE	4010 HIGH
BARGAINING UNIT:	CERX		

SCOPE OF RESPONSIBILITIES

Provides leadership for planning and developing the ~~d~~District's instructional programs supervising approximately 25-30 schools. Collaborates instructional program leadership for the ~~d~~District with all ~~a~~Assistant ~~s~~Superintendents. Responsible for representing the best interests of the school programs. Provides direct supervision of school ~~p~~Principals. Serves as the link between the assigned schools and other ~~d~~District programs, services, and the community. Leads school leaders to promote student success, equitable opportunities, and engaging opportunities to deepen student engagement.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with other ~~a~~Assistant ~~s~~Superintendents in matters relating to instructional program development and the use of data for the improvement of instruction including the incorporation of strategies to address the achievement gap

Supports the implementation of the Kentucky Core Academic Standards and deeper learning initiatives

Creates communication and integration systems to improve educational services, instructional programs, and organizational accountability for improved student success; particular focus on strategies to address the achievement gap

Supervises the development of systematic approaches to improving student achievement; monitors recent research and development in the areas of instructional and educational support for all students

Confers with the ~~s~~Superintendent and SBDM councils on ~~p~~Principal hiring

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

Monitors and oversees the performance appraisal process for designated area of supervision including evaluation of ~~p~~Principals

Advises and assists ~~p~~Principals in developing and evaluating programs addressing attendance, suspensions, and discipline, as well as resolving instructional issues; focused attention on the gap between student groups

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

Confers with school leaders on parent and community concerns and complaints

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

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification for Superintendent
Five (5) years successful administrative experience
Ten (10) years successful public school service in certificated position(s)
Three (3) years successful experience as a teacher
Ability to articulate vision of best practice for instructional programs
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Ten (10) years experience <u>years 'of experience</u> as a school principal
Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district
Advanced preparation or Doctorate
<u>Experience in a diverse workplace</u>



REVISED:

Submitted For

Approval:

6/11/20195/14/2019

Effective: 7/1/2019

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

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Leads the development, monitoring, and revising of a comprehensive plan for adequate and equitable access of recommended District curriculum, instructional resources and assessments.

Designs, develops and/or recommends instructional approaches, resources and tools to support teachers in design and implementation

Ensures that instructional resources are aligned with the District's curriculum and recommended instructional approaches

Creates and maintains effective systems used to determine the impact of the Teaching and Learning staff, continually monitoring to ensure supports are provided equitably to schools

Creates and maintains effective systems to determine professional learning needs based on student achievement

Directs District-wide capacity through professional development and training with focus on achievement gap

Collaborates with other Assistant Superintendents in all matters relating to instructional program development and implementation, and the use of assessment data for improved student learning

Coordinates the Gifted and Talented program and services focusing on quality, consistency, alignment with District vision and goals

Coordinates compliance and quality of federal programs in Titles I, 2, and 4, and ensuring alignment with District vision and goals

Coordinates District Teacher and Leader Development needs and initiatives, ensuring alignment with District vision and goals

Coordinates District Library Media Services, ensuring alignment with District vision and goals

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

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules and procedures relating to areas of supervision

Evaluates staff as assigned

Performs all other duties as assigned by Superintendent

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

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

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification for Superintendent
Five (5) years successful administrative experience
Ten (10) years of successful public school service in a certificated position(s)
Three (3) years successful experience as a teacher
Ability to articulate vision of best practice for instructional programs
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

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



NEW:

07/01/2018

Submitted For

Approval:

6/11/20195/14/2019

Effective: 7/1/2019

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

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with other ~~assistant~~ Assistant ~~superintendent~~ Superintendents and ~~district~~ District leaders on matters relating to school turnaround

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

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

Monitors schools' data in order to support schools and students, and collaborates with ~~assistant~~ Assistant ~~superintendent~~ Superintendents to address strategies to support school turnaround

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

Advises and assists ~~p~~Principals and school leadership teams in developing and evaluating programs addressing school turnaround

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

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

Provides general technical assistance to ~~assistant~~ Assistant ~~superintendent~~ Superintendents and schools on data analysis for school turnaround

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

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

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification for Superintendent
Five (5) years <u>of</u> successful administrative experience
Ten (10) years <u>of</u> successful public school service in certificated position(s)
Three (3) years <u>of</u> successful experience as a teacher
Ability to articulate vision of best practice for school turnaround
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Ten (10) years experience <u>years of experience</u> as a school principal
Leadership experience in implementing and directing a variety of large-scale instructional programs and /or operations in a large urban school district
Advance preparation or doctorate
<u>Experience in a diverse workplace</u>



NEW:

07/01/2012

Submitted For

Approval:

6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	EDITORIAL ASSISTANT <u>ASSISTANT EDITORIAL</u>
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8003
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Reviews ~~documents~~manuscripts to ensure absence of all errors including errors in standard American English grammar/usage, spelling, and diction, as well as errors in dates, type size and font, and content. Serves as a reader of mechanics to improve format, design, and readability for the purpose of high quality, finished products, and an efficient workflow.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Proofreads materials accepted for publication and verifies accuracy of grammar/usage according to content of material

Proofreads ~~word-processed~~typed/printed copy for clarity and accuracy and is able to work on deadline and under pressure and to adjust to an uneven workflow

Consults with editor and graphic designers concerning questions of content and format in printed materials

Follows directions of editors and director of unit in various aspects of proofreading and is able to work independently and cooperatively within the Editing Department and among all Materials Production departments

Assists in the print room and in word processing and with the distribution of materials as assigned

Uses dictionaries, style manuals, handbooks, and various other sources – a multitude of retrieval sources – to ensure accuracy of content

Contacts customers, as necessary, to request information or clarification of document content

Enters corrections to documents as necessary

~~Works~~ Is able to work overtime hours as necessary

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium weights. The work requires 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 in English or Journalism

Expertise in the use of standard English form and usage

Ability to use retrieval sources independently

Ability to organize and take direction

Ability to use standard proofreaders’ marks
Ability to work with computers and word processing software
Effective communication skills

DESIRABLE QUALIFICATIONS
Familiarity with District policies, publications, style, etc.
<u>Experience in a diverse workplace</u>



Submitted For
Approval:
6/11/2019/14/2019
Effective: 7/1/2019

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

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Creates systems for assessing need and providing adequate and equitable supports for schools

Coordinates the Early Childhood program and services focusing on quality, consistency and compliance and alignment with District vision and goals

Coordinates the English as a Second Language/English Language Learners program (Title 3) and services focusing on quality, consistency, compliance and alignment with District vision and goals

Oversees work of (school Guidance Counselors and Mental Health Practitioners), FRYSC, Community Support and School Health personnel, ensuring alignment with District vision and goals

Collaborates with other Assistant Superintendents to determine and plan for school needs and supports

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

Monitors and oversees the performance appraisal process for designated areas of supervision

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to areas of supervision

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification for Superintendent

Five (5) years of successful administrative experiences

Ten (10) years of successful public school service in a certificated position /s
Three (3) years <u>of</u> successful experience as a teacher
Ability to articulate vision of best practice for instructional programs
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

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



Submitted ~~For~~
~~Approval: 6/11/2019~~
~~5/14/2019~~
~~Effective: 7/1/2019~~

JOB TITLE:	ASSOCIATE DIVERSITY, EQUITY, POVERTY SPECIALIST-I
DIVISION	DIVERSITY, EQUITY, POVERTY PROGRAMS AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 8 II /IV-GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8504
BARGAINING UNIT:	CLAS

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned
Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the D istrict's priorities and needs and in developing, reviewing and revising program or activity as assigned
Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
Supervises and directs the work of committees and task forces as assigned
Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in area of assignment
Works closely with D istrict and school staff to obtain information regarding the effectiveness of assigned programs or activities
Provides technical assistance to D istrict and school staff in the areas of assignment
Assures compliance with local, state and federal regulations and procedures related to area of assignment
Assures compliance with Board Goals and Administrative Objectives related to area of assignment
<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, 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
Certification/licensure in area of assignment where applicable
<u>Experience in a diverse workplace</u>



NEW:

07/12/2004

Submitted For

Approval:

6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>ASSOCIATE COORDINATOR I CERTIFIED</u>	
DIVISION	AS ASSIGNED	
SALARY SCHEDULE/GRADE:	<u>IIIV</u> , GRADE 8	
WORK YEAR:	AS APPROVED BY THE BOARD	
FLSA STATUS:	EXEMPT	
JOB CLASS CODE:	8498	4230
BARGAINING UNIT:	<u>CERX CLAS</u>	<u>CERX</u>

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a project, program or activity having limited overall impact on the ~~d~~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 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

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
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<u>Experience in a diverse workplace</u>
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REVISED:

02/07/2017

Submitted For

Approval: 6/11/2019

5/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSOCIATE PRINCIPAL EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	230 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4351
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, implementing, supervising, and maintain the educational program and is directly or indirectly responsible for attainment of the ~~De~~district, state, federal mandates, regulations, standards, and goals. Establishes and maintains effective and efficient operations that provide a safe, positive, and healthy learning environment in the services of families and children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Reviews plans and goals with designated supervisor and program staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems, and services

Guides, facilitates, and supports the curriculum, instruction, and assessment

Applies concept of curriculum, best practices, research, theory, and design to achieve academic expectations

Supervises and evaluates classified and certified staff and personnel as assigned to the school or center

Works cooperatively with the designated coordinator and staff development personnel to provide training for staff, parents, and volunteers in area of assignment

Provides, plans, and maintains appropriate and confidential records, monthly programs, and other program reports as required and needed

Provides technical assistance to district and school staff in area of assignment

Works cooperatively with the designated coordinators, program directors, and specialists in developing, reviewing, and revising programs or activities as assigned

Assures compliance with federal, state, and local policy, administrative procedures and regulations to area of assignment

~~Duties may include the performance of~~ Performs health services, if necessary, for which training will be provided

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Master's Degree and Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Kentucky Teacher’s Certification in area of specialty appropriate for instruction
Three (3) years successful teaching, preferably in the area of specialty
Demonstrated ability to handle stressful situations
Effective communication skills

DESIRABLE QUALIFICATIONS
Administrative experience in area of assignment
Ability to set priorities
Experience in development and implementation of school-based in-service
<u>Experience in a diverse workplace</u>



REVISED:

07/08/2002

Submitted For

Approval:

6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSOCIATE PRINCIPAL <u>STATE AGENCY CHILDREN'S PROGRAMS</u> SAC
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4355
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Performs as the school center head responsible for program planning, implementation, and daily operations of a special school. -Supervises and evaluates staff assigned to that cost center.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements appropriate Federal Laws, State Statutes, and local policies with regard to school operations, fiscal management, and PL 94 142

Provides liaison with students, parents, social services staff, community schools, and other appropriate agencies and personnel within an interdisciplinary team approach

~~Supervises and evaluates all JCPS personnel assigned to the school and a~~Assists in providing ~~for staff professional~~ development for staff

Provides administrative management and instructional leadership for total operation of the school-

Prepares budgets, reports, and maintains appropriate records of internal accounts

Maintains student records and ensures due process for students in assigned programs

Plans curriculum and ensures appropriate scheduling and planning for individualized education programs and plans and supervises co-curricular and extracurricular activities

Chairs ~~all~~ Admissions and Release Committee meetings at the school and attends appropriate ARC's at other schools

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Master's Degree and Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Kentucky Teacher's Certification in area of specialty appropriate for instruction

Three (3) years successful teaching, preferably in the area of specialty

Demonstrated ability to handle stressful situations

Effective communication skills

DESIRABLE QUALIFICATIONS

Administrative experience in area of assignment

Ability to set priorities

Experience in development and implementation of school-based in-service

<u>Experience in a diverse work place</u>



NEW:

07/01/2018

Submitted for

Approval:

6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSOCIATE SUPERVISOR SATELLITE OFFICES
DIVISION	DIVERSITY, EQUITY AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD 260-DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4206
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Coordinates efforts and programs at satellite offices. Works with both community and D istrict partners to ensure access to D istrict programs and activities at satellite office(s). Partners with multiple departments to ensure equitable access for students and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supports and creates programs designed to meet the needs of students and families in satellite office(s)
Works closely with communications team to craft messages for stakeholders and community groups to ensure that programs are well-advertised to ensure equitable access
Seeks and develops opportunities to expand satellite offices
Works with local officials and D istrict departments to ensure cohesive partnerships to provide services to families and students
Represents the D istrict at events and serves on committees as assigned by supervisor
Partners with schools and municipalities
Identifies recurring obstacles to success for students and works with appropriate internal and external partners to address
Monitors compliance with federal laws, Kentucky statutes, JCPS Board of Education regulations, and JCPS policies and procedures
Develops accessible opportunities for community and students
Facilitates community need assessments as to needs
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
<u>Evaluates staff as assigned</u>
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
Bachelor's Degree
Three (3) years related work experience
Experience working with children and families
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience as school administrator
Experience in working with community partners
<u>Experience in a diverse workplace</u>



NEW:

07/12/2004

Submitted For

Approval:

6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSOCIATE SCHOOL CHOICE COORDINATOR-I CERTIFIED
DIVISION	ACADEMIC SCHOOLS-ASSIGNED
SALARY SCHEDULE/GRADE:	III/IV, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8498
BARGAINING UNIT:	CERX/CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of the School Choice division's projects, programs or activities. Supports the work of the department. ~~y 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 projects, programs or activities ~~y and evaluates staff as assigned~~

Develops, establishes or administers projects, programs or activities ~~y~~

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

Makes recommendations regarding implementation of projects, programs or activities ~~y~~ 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 projects, programs or activities ~~y~~

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 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 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 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
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<u>Experience in a diverse workplace</u>
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REVISED:

03/30/2015

Submitted For

Approval: 6/11/2019

5/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSOCIATE SOFTWARE ENGINEERENGINEER
DIVISION	TECHNOLOGY OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	260-DAYSAS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8573
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Leads and assists with the supervision of project teams. Participates hands-on in all aspects of software development including architecture, business requirements, design, development, and testing. Configures, maintains and troubleshoots hardware associated with hosting District applications. Serves as the subject matter expert and interacts with business owners and other stake holders to collect business requirements and to insure projects are completed in a timely fashion.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Leads and assists with the supervision of projects teams, employs established internal standards and participates hands-on in all aspects of software development including architecture, business requirements, design, development, and testing

Works closely with the Platform Services group to diagnoses, troubleshoot, configure and monitor hardware relevant to the hosting of software applications and provides satisfactory and timely resolution to all issues pertinent to the same thereby ensuring high availability and reliability

Leads and executes hands-on multiple concurrent projects utilizing effective time management, planning, organization, communication, and people skills to liaise with customers, developers, and other team members ensuring timely delivery of projects and providing timely status updates to management and stakeholders

Interacts with business owners and functions as a subject matter expert in applicable business areas and collects business requirements as required

Provides excellent and timely customer service by utilizing polite business communications, delivering projects on time, and satisfying ad-hoc data and/or report requests

Mentors other staff members, assists staff in technical certification efforts and employs proactive measures to resolve project problems and implements such measures throughout the team

Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related developer skills updated

Researches emerging software development technologies and/or methodologies, develops standards and processes to facilitate the use of cutting edge programming languages, development tools and programming methodologies, and implements technology and processes for increasing productivity and reducing costs

Evaluates and recommends third-party software as needed

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's degree in related field

Three (3) years of demonstrable hands-on experience in leading all phases of enterprise software development
In-depth knowledge of object-oriented programming languages and tools for the web, and enterprise database design and inquiry skills
A current, relevant, and industry-recognized certification, or ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire
One (1) year experience in Data Mining, Statistical Analysis, and Algorithmic Design for large data sets using Clustering & Classification Algorithms, Statistical Modeling, Analysis of Variance (ANOVA), Covariance and Factorial Experiments or one (1) year experience designing, configuring, and managing enterprise SharePoint and Team Foundation Server implementations
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree with computer specialization
Enterprise hardware troubleshooting which includes servers, load balancers, and related network components
Excellent communication and interpersonal skills
Supervisory experience in software development
<u>Experience in a diverse workplace</u>



REVISED:

06/27/2018

Submitted For Approval: 6/11/2019

5/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSOCIATE SYSTEMS ENGINEER
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	<u>II, I, GRADE 8</u>
WORK YEAR:	<u>260-DAYS AS APPROVED BY BOARD</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8575
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Plans, manages and executes service and support procedures and executes technical tasks associated with the implementation of physical and virtualized server and storage, switching, and Active Directory solution sets. Manages the District's Active Directory implementation including but not limited to provisioning, group policy, and access control.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages all aspects of the ~~district's~~ District's server and application infrastructure in both physical and virtualized environments

Works closely with team members in the platform services group, Digital Technology, vendors, and the Kentucky Department of Education to implement effective change control processes and establish communication and notification protocols

Manages the day-to-day operations of the District's Active Directory implementation and architects and implements strategic plans to insure the security and viability of the District's security principal via the efficient use of automation and security best practices

Evaluates periodically ~~Periodically evaluates~~ and makes appropriate changes to the Active Directory security groups and memberships to ensure security and integrity of the implementation and designs, implements and manages appropriate group policies and scripts

Designs, implements, and manages virtualized server farm(s) to consolidate District servers, data, and systems

Monitors proactively ~~Proactively monitors~~ the various server farms and clusters and implements measures to mitigate and rectify problems to ensure 24 hour, 7 day a week, 365 days a year ~~24x7x365 up year up time; t~~ Thistime; this includes monitoring and implementing appropriate host and client operating system patches, warranty upkeep and leading efforts to rectify problems

Leads concurrent multiple hands-on projects and provides excellent and timely customer service by utilizing polite business communications, fulfilling requests on time, and satisfys ~~satisfies~~ ad-hoc data, report, research or script requests

Researches emerging technologies or methodologies, develops standards and processes to facilitate the use of industry-standard best practices in virtualization and Active Directory, and implements technology and processes to increase productivity and reduce operating costs

Mentors other staff and provides technical assistance to clients and internal resources while staying current on certification(s) and related skills

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 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 moderate weights.

MINIMUM QUALIFICATIONS
Bachelor's degree in related area and three (3) years of demonstrable hands-on experience in the design, implementation and management of complex physical and virtualized server infrastructure, Active Directory, and storage solutions at a large enterprise or service provider
In-depth knowledge of Microsoft Active Directory, blade servers, chassis and switching including fiber and iSCSI, storage area network technologies and server virtualization technologies like Hyper-V. Demonstrable experience in the design and management of Active Directory access control policies and server/storage consolidation and provisioning methodologies
A current, relevant, and industry-recognized certification or ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire
Effective communication skills

DESIRABLE QUALIFICATIONS
Project management experience
Hands-on experience in implementing network resource access control, security and audit protocols
Hands-on experience in PowerShell, Microsoft Exchange, ERP Systems, information security, archival and delivery technologies
Experience in a diverse workplace



REVISED:

07/01/2018

Submitted For

Approval:

6/11/2019/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSISTANT SUPERINTENDENT CULTURE AND CLIMATE
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4012
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides ~~the lead~~ leadership in evidence-based strategies to support a coordinated and effective school climate, classroom management, social-emotional learning, restorative practices, and behavioral interventions process at schools as part of MTSS. Leads the development of positive school climate and culture throughout the ~~D~~istrict. Ensures that schools and other ~~D~~istrict staff can integrate the social, emotional, and academic needs of their students into instructional design, school management, and MTSS processes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

Provides general technical assistance to ~~a~~Assistant ~~s~~Superintendents and schools on data analysis for attendance, climate improvement and policy development

Consults with administrators on matters relating to attendance, misconduct and incidents, and looks for trends in order to assist schools in managing these issues in a proactive manner

Reviews and responds to appeals for suspensions where required and, when appropriate, participates in alternative placement meetings to determine best next steps for students (intervention, placement, etc.) and supports decisions made by ARCs

Monitors schools' attendance and discipline data in in order to support truancy interventions, suspensions reduction efforts, and expulsion alternatives and collaborates with ~~a~~Assistant ~~s~~Superintendents to address strategies to support students

Mentors school administrators to support effective leadership at the intersection of social, emotional, and academic issues

Integrates school climate, social emotional learning (SEL) and behavioral intervention strategies in professional development to support schools in supporting student needs with particular attention paid to the goal of reducing the achievement and opportunity gap

Advises and assists ~~p~~Principals in developing and evaluating programs addressing attendance, suspensions, and discipline; focused attention on the gap between student groups

Conducts and/or coordinates on-site school visits to assess climate and culture in order to provide recommendations and further support to ~~a~~Assistant ~~s~~Superintendents, administrators, and school teams

Facilitates community social service partnerships and linkages for schools

Supports services for students transitioning into schools from juvenile justice, residential placement, or other prolonged absence and connects schools to key city, county and district resources necessary to support high risk students

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

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

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification for Superintendent

Five (5) years successful administrative experience

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

Three (3) years successful experience as a teacher

Ability to articulate vision of best practice for Climate and Culture

Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

Ten (10) years of experience as a school principal

Leadership experience in implementing and directing a variety of large-scale programs and/or operations in a large urban school district

Advanced preparation or doctorate

Experience in a diverse workplace



REVISED:

07/01/2018

Submitted For

Approval: 5/14/2019

Effective: 7/1/2019

JOB TITLE:	ASSISTANT SUPERINTENDENT TRANSITION READINESS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4022
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides the lead leadership in evidence-based strategies to support a coordinated and effective transition readiness program, with particular emphasis, but not limited to, high schools. Leads the work around preparation for post K-12 transitions including, career and technical education, dual credits, etc. Ensures that schools and other D istrict staff can integrate college and career needs of their students into instructional design. Serves as the link between business and community partners and schools and D istrict programs. Oversees the Carl D. Perkins Career and Technical Education funds.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Collaborates with other A ssistant s uperintendents and district leaders on matters relating to transition readiness
Mentors school and D istrict administrators to support effective leadership around transition readiness
Integrates college and career readiness, dual credit opportunities and intervention strategies in professional development to support schools in supporting student needs with particular attention paid to the goal of reducing the achievement and opportunity gap
Monitors schools' career and technical education (CTE) data in order to support schools and students, and collaborates with A ssistant S uperintendents to address strategies to support students
Builds collaborative working groups within the academics department, community/business partnerships, and communicates for the continuous improvement of the d istrict's transition plans
Supervises and manages the Carl D. Perkins Career and Technical Education program and activities including budgetary, data standards, and other organizational systems
Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
Advises and assists P principals and school leadership teams in developing and evaluating programs addressing transition readiness strategies
Conducts and/or coordinates on-site school visits to assess transition readiness in order to provide recommendations and further support to a Assistant s uperintendents, administrators, and school teams
Facilitates community and business partnerships and linkages for schools
Provides general technical assistance to assistant superintendents and schools on data analysis for transition readiness
Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures
<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, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification for Superintendent
Five (5) years successful administrative experience
Ten (10) years successful public school service in certificated position(s)
Three (3) years successful experience as a teacher
Ability to articulate vision of best practice for transition readiness
Demonstrated leadership ability within diverse groups
Effective communication skills

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



REVISED: Submitted For
 Approval: 6/11/2019
 Submitted for
 Approval: 6/11/2019
 Effective: 7/1/2019
 07/01/2012 Effective:
 7/01/2019

JOB TITLE:	COMPOUND -ATTENDANT <u>COMPOUND</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 3
WORK YEAR:	230 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8802
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Assumes responsibility for the daily inspection and fueling of all vehicles owned by the school system. Performs preventive maintenance including minor mechanical repair on vehicles at the work site to reduce transportation to the central garage.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Pumps all fuel-
Assumes responsibility for having driver sign fuel tickets identifying the actual gallons and speedometer readings by vehicle and initialing
Receives daily trip tickets from each driver indicating vehicle condition and needed repair, if any
Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices-
Assumes responsibility for preventive maintenance including inspecting all vehicles on a monthly basis in order to stay in compliance with the State Department of Transportation regulations KAR702 .
Assumes responsibility for checking all oil levels in vehicles on a daily basis, giving number of assigned vehicles
Checks each delivery tanker with gasoline/diesel fuel to be dropped at the site, identifying the metered reading on the truck and/or the seal being intact on the valve from each compartment. Also, checks from the top of the tanker each compartment when totally unloaded; t -t Takes stick readings before and after fuel drop from tanker
Assumes responsibility for quality and completion of all work assigned
Reads and records the fuel meter on each pump when reporting on duty and when leaving at the end of his shift; t -t Takes stick readings at start of shift
Makes water test before and after each fuel drop from tanker
Keeps fuel pumps and storage tanks locked
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 performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, 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.

Knowledge of vehicle maintenance
Experience in fuel dispensing
Demonstrated ability to keep accurate records
Must have a valid driver's license
Must have a valid Commercial Driver's License (CDL)
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of computer data terminals
Ability to perform mechanical repairs to combustible engines
Ability to work with people in a positive manner
<u>Experience in a diverse workplace</u>



REVISED:

07/12/2004

Submitted For

Approval:

6/11/20195/14/20194/23/2019

Effective: 7/1/2019

JOB TITLE:	AUDIOLOGIST (CLINICAL)
DIVISION	<u>EXCEPTIONAL CHILD EDUCATION ACADEMIC SERVICES</u>
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY III</u>
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8128
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES

Assumes responsibility for assisting the audiologist in the provision of audiological services as a related service. Provides consultation for teachers, parents, and other staff on topics related to audiology.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts comprehension and periodic audiological assessments for each child enrolled in the hearing impaired program which are appropriate to the child's needs and status and provides appropriate parent and teacher conferences regarding assessment results

Drives a mobile audiological unit in order to provide audiological services at schools which house hearing impaired units

Makes impressions for earmolds and teaches earmold and hearing aid care to teachers, students, and parents

Provides consultations regarding student's use of hearing as it relates to educational strategies and auditory training and conducts in-service workshops for teachers, parents, and other staff members on topics related to audiology

Monitors classroom acoustics and the proper use of amplifying equipment (hearing aids and auditory trainers)

Provides consultation to assessment personnel and local school personnel in assessment and placement of students demonstrating significant hearing impairment

Participates in Admissions and Release Committee meetings and assists in the development of individual education programs as needed-

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, 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 and driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree in Audiology

Kentucky licensure in Audiology

Demonstrated knowledge in the area of audiological assessment

One(1) year successful experience as an audiologist

Effective communication skills

DESIRABLE QUALIFICATIONS
Certificate of Clinical Competency (CCC) in audiology issued by the American Speech and Hearing Association
Prior consultative experience
Prior experience in the area of the education of hearing impaired children and/or pediatric audiology
Three(3) years successful experience as an audiologist
<u>Experience in a diverse workplace</u>

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



REVISED:

07/01/2012

Submitted For Approval:

6/11/2019

5/14/2019 4/23/2019

Effective: 7/1/2019

JOB TITLE:	AUDIOLOGIST
DIVISION	<u>EXCEPTIONAL CHILD EDUCATION ACADEMIC SERVICES</u>
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	<u>AS APPROVED BY THE BOARD 200-DAYS</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8126
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance in developing, disseminating, and evaluating procedures for obtaining audiological services. Assists in the identification and evaluation of students who have a suspected hearing loss. Provides consultation and conducts in-service workshops for teachers, parents, and other staff members on topics related to audiology.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts comprehension and periodic audiological assessments for each child enrolled in the hearing impaired program which are appropriate to the child's needs and status and provides appropriate parent and teacher conferences regarding assessment results

Drives a mobile audiological unit in order to provide audiological services at schools which house hearing impaired units

Makes impressions for earmolds and teaches earmold and hearing aid care to teachers, students, and parents

Provides consultations regarding student's use of hearing as it relates to educational strategies and auditory training and conducts in-service workshops for teachers, parents, and other staff members on topics related to audiology

Provides recommendations regarding the selection and purchase of auditory training and audiological equipment and is responsible for distribution of the equipment, the electroacoustic evaluation, and coordinates calibration and repair of such equipment once purchased

Assesses and monitors classroom acoustics and the proper use of amplifying equipment

Develops, disseminates, and evaluates procedures for obtaining audiological services

Assists in the identification and evaluation of students who have a suspected hearing loss and participates in Admissions and Release Committee meetings and assists in the development of individual education programs as needed

Provides consultation to assessment personnel and local school personnel in assessment and placement of students demonstrating significant hearing impairment

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, 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, and driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree in Audiology

Kentucky licensure in Audiology

Three (3) years successful experience as an audiologist

Demonstrated knowledge in the area of audiological assessment and program development for the hearing impaired
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Effective communication skills

DESIRABLE QUALIFICATIONS

Certificate of Clinical Competency (CCC) in audiology issued by the American Speech and Hearing Association

Prior consultative experience

Prior experience in the area of the education of hearing impaired children
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<u>Experience in a diverse workplace</u>
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REVISED:

07/01/2012

Submitted For

Approval: 6/11/2019

5/14/2019

Effective: 7/1/2019

JOB TITLE:	AUDITOR ATTENDANCE AUDITOR
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8764
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Coordinates the Dual Integrated Map Encoding (DIME) File corrections with ~~Management~~ Information ~~Technology Services~~ (ITMIS); audits student membership; provides and maintains information and assists staff and the public in using this information; prepares maps and assists with the historical information of schools.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Audits student membership to verify correct school attendance by students

Maintains the DIME File and coordinates corrections with ~~ITMIS~~

Uses computer terminal for boundary changes, population reports, and student membership projections

Provides information to schools and to parents about school assignments in coordination with the ~~Analyst~~ Demographic ~~icsies~~ ~~Analyst~~

Helps maintain the historical information on the school boundary lines and statistical data

Assists with preparation and composition of charts and documents

Helps prepare the maps of the ~~s~~School ~~b~~Board ~~D~~istricts, school attendance areas, etc., as required

Assists with preparing the annual projections of student membership

Helps school personnel and others to use the DIME File and map reading information

~~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, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Good communications skills

Three (3) years clerical experience involving the use of automated systems

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience reading track and block information on the census maps
Experience translating computer data into information suitable for use by appropriate users
<u>Experience in a diverse workplace</u>



NEW- Submitted For
Approval: 6/11/2019
Submitted for
Approval: 6/11/2019
Effective: 7/1/2019
11/28/2015 Effective:
7/01/2019

JOB TITLE:	<u>AUDITOR</u> ENERGY AUDITOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8344
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Conducts building energy audits. Monitors energy use and cost data. Develops energy saving strategies and monitors the energy programs for the school ~~d~~District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains database of the District's energy consumption
 Conducts energy audits of facilities and analyzes results to reduce energy consumption/cost to the ~~d~~District
 Analyzes energy data and initiates action to be taken to correct any related problem
 Meets with building Principals and Plant Operators to plan, implement strategies or resolve energy concerns
 Develops energy saving strategies, develops budgets and plans to apply those strategies
 Prepares grant applications for any federal or state department of energy funding
 Completes energy reports as required by any federal or state agency
 Responsible for conformance to regulations and codes required by the Department of Energy
 Evaluates energy saving devices and equipment that may be used by the ~~d~~District
 Maintains database of the ~~D~~istrict's pressure vessels; ~~w~~Works with the insurance carriers and the state boiler inspectors to keep required records of inspections to the ~~d~~District's pressure vessels
 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, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires 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.
 Ability to read blueprints
 Working knowledge of mechanical systems
 Effective communication skills

DESIRABLE QUALIFICATIONS
Two (2) years of engineering or technical school training
A strong mathematical background
Knowledge of industrial temperature controls
Certified State Energy Auditor
<u>Experience in a diverse workplace</u>



REVISED:

12/11/2018

Submitted For

Approval: 6/11/2019

Effective : 7/1/2019

JOB TITLE:	AUDITOR
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8070
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Under the direction of the Director of Internal Audit, P~~ performs risk-based audits of activities throughout JCPS; under the direction of the Director of Internal Audit, t This includes planning, determining the scope, organizing, performing detail testing of transactions and documenting the results of audit steps performed

Determines compliance with relevant policies, procedures, contracts and regulations

Performs audits designed to identify fraud risk on cash transactions

Performs audits designed to identify theft of non-cash items

Performs investigations and documents results, as needed

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

Communicates the results of the audit activities orally and in writing

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

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of experience in accounting

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree in accounting or business

Certified Internal Audit designation

Experience in a diverse workplace



07/12/2010

Submitted For

Approval:

6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	SCHOOL BOOKKEEPER I <u>SCHOOL</u>			
DIVISION	ACADEMIC SCHOOL			
SALARY SCHEDULE/GRADE:	IA, GRADE 4			
WORK YEAR:	AS APPROVED BY THE BOARD			
FLSA STATUS:	NON-EXEMPT			
JOB CLASS CODE:	8063	<u>8064</u>	<u>8065</u>	<u>8067</u>
BARGAINING UNIT:	CLAA			

SCOPE OF RESPONSIBILITIES

Assumes responsibility for preparing and maintaining all financial aspects of school activity accounts. Serves as a receiving and purchasing agent. Prepares reports as required by federal, state and local law.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains accurate activity and lunchroom accounts pursuant to JCPS procedures

Assumes responsibility for complete banking procedures-

Prepares purchase orders, receiving forms, and invoices for all materials, supplies and equipment expenditures

Maintains bookstore and vending machine operations

Assists and maintains cost center budget; prepares and maintains budgets including those for grants

Maintains instructional supply accounts and distributes materials and supplies

Orders, receives and tracks textbooks

Monitors and updates fee waivers

Works with secretary in all capacities

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Knowledge of bookkeeping principles

Good mathematical ability

~~Typing~~Word Processing skills

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in double entry bookkeeping
Accounting skills
Bookkeeping training
Experience with government forms and reports
One (1) year successful experience in bookkeeping
<u>Experience in a diverse workplace</u>



07/12/2010

Submitted For

Approval: 6/11/2019

5/14/2019

Effective: 7/1/2019

JOB TITLE:	SCHOOL -BOOKKEEPER II <u>SCHOOL</u>
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 5 (8HRS)
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8061
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Keeps accurate account of all activity funds, using the systems required by the Jefferson County Board of Education, making it possible to trace all funds from their source to the bank, thence to the vendor, with documentation. This requires systematic accounting of all monies received and deposited daily. Makes daily assessment of accounts payable, issuing checks to vendors as needed. Prepares monthly reports and financial statement for activity accounting. Prepares all forms necessary for audit (end of school year).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Verifies and receipts all school monies; prepares bank deposits daily

Issues payment to vendors by check, maintains files of paid invoices, charging expenditures to proper activity account, balancing journal sheet daily

Distributes purchase orders as requested, maintains accurate records on expenditures of accounts and determines proper model procurement procedure to be used

Reconciles bank statements each month and prepares monthly report for internal audit

Maintains records of fee waivers and updates periodically

Prepares recapitulation of all monthly financial reports and prepares annual report for auditors

Prepares annual budgets for all activity accounts

Assists with vending machine operations

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

One (1) year successful experience in bookkeeping or related area

Typing-Word Processing skills

Knowledge of bookkeeping principles

Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge and use of calculator
Ability to relate to others
Two (2) years successful experience in bookkeeping or related area
<u>Experience in a diverse workplace</u>



REVISED:

07/12/2004

Submitted For

Approval:

6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	BOOKKEEPER
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8062
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Assumes responsibility for performing any assigned bookkeeping and clerical duties that are needed.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Maintains accurate financial records
Prepares and maintains all accounts, records and documents for the cost center budget; including preparations of all requisitions, purchase orders and receiving tickets, etc.
Keeps accounts related to the general fund budgets, Grants & <u>and</u> Awards and Special Projects
Prepares extra service forms and stipends
Compiles budgetary reports
Operates standard office equipment machines including computers, _typewriter , adding machine, calculator, copier, and other office machines
Keeps systems of bookkeeping as prescribed by the local Board of Education
<u>Completes all trainings and other compliance requirements as assigned by the designated deadline</u>
Performs other duties as assigned by the 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.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Knowledge of or successful experience in bookkeeping and accounting
<u>Word processing skills</u> Typing/transcription skills (40 w.p.m.)
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated ability to assist in preparation of budgets
Working knowledge of word processing and computer operations
Accounting skills, bookkeeping training and experience with federal, state and local forms and reports

Experience in a diverse workplace



REVISED:

01/07/2015

Submitted For

Approval: 5/14/2019

Effective: 7/1/2019

JOB TITLE:	BUYER
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8628
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Procures materials, equipment and services for the District at the lowest cost consistent with the quality and service required. Maintains standards of quality in products and service consistent with their use. Avoids duplication, waste and obsolescence of materials and equipment by keeping pace with the markets. Stays informed concerning legal requirements of purchasing for school Districts, including such federal, state, county and city laws, regulations and ordinances as may apply, including Model Procurement Statutes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Purchases supplies, services, and equipment with consideration given to quality, price and delivery for designated areas

Maintains the highest ethical business practices and standards of conduct

Assists with the preparation of bids and quotations for supplies, services, and equipment requested

Obtains pricing information, either estimated or actual, for budgetary planning purposes

Assists the user to ensure that all products purchased meet all codes, regulations and standards required by law

Furnishes advice to the user concerning purchasing regulations, sources of materials, and quality of vendor performance

Assists with the research and preparation of requisitions for the on-line purchase system

Ensures that all purchases comply with Model Procurement Regulations of Kentucky and all other state, federal, local laws, regulations, and ordinances

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years purchasing experience

Effective communication skills

DESIRABLE QUALIFICATIONS

College degree or extensive work experience in the procurement field

Experience with computers and computerized procurement systems

Experience in a diverse workplace



REVISED:

07/01/2012

Submitted for

Approval: 6/11/2019

5/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>CAREER DEVELOPER</u> ADULT EDUCATION CAREER DEVELOPER
DIVISION	<u>COMMUNICATIONS AND COMMUNITY RELATIONS</u> ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	ADULT ED HOURLY SALARY RATE
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8771
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES

Assists in the implementation of the Adult and Continuing Education Program by providing career and workforce development to all persons, age 16 or over; provides comprehensive evaluation and instructional program to meet the needs of the students, plans and coordinates programs in compliance with federal, state and local directives, and explains purpose of specific program to interested persons.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans a program of work to meet the needs and interests of the persons enrolled using local, state and federal directives

Conducts the program by providing career counseling and learning experiences to assist participants in reaching their desired goals or objectives

Uses technology to assist and track participants

Assists participants to improve their standards of living

Maintains frequent contact with participants while away from the program to provide assistance with their career development

Provides continuous evaluation of participant's achievement in the program

Promotes program and interprets purpose of program for potential participants/clients and interested persons in the community

Maintains records and reports on participants and the overall program

Becomes familiar with and works toward meeting program and unit goals

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Effective communication skills

DESIRABLE QUALIFICATIONS
Master’s Degree
Demonstrated relevant job experience
Demonstrated successful experience in working with individuals 16 years of age and older
<u>Experience in a diverse workplace</u>

FOOTNOTE 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.



REVISED:

~~01/12/2015~~

Submitted For Approval:

~~6/11/2019~~ 6/14/2019

Effective: 7/1/2019

JOB TITLE:	CAREER DEVELOPMENT ASSISTANT
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	195 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8770
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Assists in all career development duties, including maintaining accurate records, and coordinating and providing training to further educational and workforce development for at-risk youth.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collects and compiles needs assessment information

Coordinates training activities for staff and parents

Conducts evaluation of all training activities

Maintains individual training records

Prepares reports in a timely and efficient manner

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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree

Two (2) years of experience working with low income families

Good oral and written communication skills

Ability to work effectively with others

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in working with different age groups

Experience in working with community organizations and agencies

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective:
~~7/01/2019~~REVISED:

JOB TITLE:	CARPENTER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8384
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Repairs windows, doors and hardwood floors; floor and ceiling tile, framing; builds concrete forms; installs chalk and bulletin boards; and cabinet making.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Repairs and replaces all types of wood doors, door jambs, window sashes, frames and window sills

Repairs wood floors and repairs and replaces all types of floor and ceiling tile and assists roofers

Installs, replaces, and repairs all types of necessary classroom equipment; such as chalkboards, bulletin boards, and cabinets, etc.

Constructs, erects, installs and repairs structures and fixtures of wood, metal, stud, plywood and wallboard using carpenter hand tools and power tools

Prepares layout using rule, framing square and calipers

Assumes responsibility for truck, tools and equipment that have been assigned and issued to perform work

Makes withdrawals for all material used from stock

Writes work orders on all work completed by the assigned helper

Assumes responsibility for own safety and the safety of others regarding the assigned job

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 performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, 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. with four (4) years of experience in carpentry

Ability to set up and operate all carpenter shop equipment

Ability to climb and work in high places

Ability to read blueprints

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Additional experience in this field
Completed apprenticeship program
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	CHIEF ACADEMIC OFFICER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4001
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Serves as the executive chief and provides administrative leadership for the operations of the Academic Services Division. Oversees the planning, development, assessment, and improvement of educational programs, instructional, and student support with particular attention given to closing the achievement and opportunity gaps. Collaborates with the <u>C</u> chief of <u>S</u> schools in promoting overall efficiency and maximizing of educational opportunities for PreK-12 school students. Responsible for the implementation of <u>D</u> istrict policies and programs related to instruction and educational services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Administers the overall instructional activities of the District's PreK-12 schools and integrates the overall instructional program with the services of other District organizational units to provide the most efficient and effective education possible for students
Provides leadership and expertise in assessing, identifying, formulating, and implementing the District educational goals and objectives
Provides strategic planning and executive leadership in the verification and validation of instructional programs and practices
Prepares reports and recommendations for the superintendent of schools and the Board of Education for all aspects of the PreK-12 instructional programs
Attends all meetings of the Board of Education and interprets, when requested by the superintendent of schools, the instructional programs and support efforts to the Board of Education and the public
Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources assigned to the Chief of Academic Services
Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs
Provides leadership for regular review of district instructional goals and objectives, program development, implementation, evaluation, and redesign
Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives and partners with the Chief of Schools to ensure that schools are organized and administered in a manner which promotes student learning and accomplishes the goals of the <u>D</u> istrict
Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
<u>Evaluates staff as assigned</u>
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
Performs other duties as assigned by <u>supervisor</u> <u>the Superintendent</u>

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

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Professional Certification in Administration
Five (5) years successful administrative and management experience
Three (3) years successful experience as a teacher
Ability to absorb, analyze, organize and communicate information and ideas
Knowledge of current instructional programs and innovations; knowledge of student needs in the area of instruction
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in urban/suburban school district with student population representing cultural plurality
Advanced preparation or doctorate
<u>Experience in diverse workplace</u>



Submitted For
Approval:
6/11/20195/14/2019
Effective: 7/01/2019

JOB TITLE:	CHIEF ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
DIVISION	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8455
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides administrative leadership for the management of Accountability, Research, and Systems Improvement division. Oversees the e District's research and evaluation agenda and coordinates the improvement planning cycle at the D istrict and school levels. Responsible for the implementation of e District policies related to accountability and improvement planning. Ensures the alignment of strategies, initiatives, and programs with the district's strategic plan and reports data on both implementation and outcome metrics.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership for the development of e District research and evaluation services and supervises implementation
Provides technical assistance in the development of e District's strategic plan
Provides consultation to facilitate division efforts in research and evaluation
Provides leadership for the e District testing program by serving as the District's Assessment Coordinator and communicates the results to staff and others as appropriate
Supervises the development and refinement of the e District's testing program
Provides leadership for the planning and development of the e District's evaluation program to obtain information on achievement of system wide and individual school goals and objectives
Provides leadership for the planning and implementation of institutional research
Provides leadership in developing data bases that will be used to research and evaluate e District goals and programs
Provides technical assistance and data for e District and school improvement planning process
Attends all meetings of the Board of Education and provides input
<u>Evaluates staff as assigned</u>
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
Performs other duties as assigned by <u>supervisor</u> the Superintendent

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
Master's Degree

Five (5) years successful administrative and management experience
Ability to absorb, analyze, organize and communicate information and ideas
Academic preparation and experience in educational research, measurement and testing and education management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Doctorate Degree
Evidence of academic excellence, ability to work with groups and self-motivating work habits
Successful experience in school administration
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	CHIEF COMMUNICATIONS & COMMUNITY RELATIONS OFFICER
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8429
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides administrative leadership for the management of Communications and Community Relations division. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for K-12 school students. Ensures the alignment of projects with foundations, grants and business partnerships, parent involvement, special projects, public information and communications.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops communication strategies that ensure accurate information is communicated clearly and succinctly to all stakeholders

Supports all areas of the system in order to present a unified, coherent message to its various audiences through an integrated communication approach

Ensures that releases/communications to media are accurate and time sensitive and build positive relationships

~~Develops~~ Responsible for the development and implementation of high-quality communications and marketing programs that effectively promote the ~~d~~District's services

Develops engagement strategies to ensure that all parts of the community are engaged with the ~~d~~District

Ensures that ~~d~~District staff is represented on professional, governmental, and community committees, task forces, and commissions and in problem-solving conferences with community representatives and ~~d~~District staff

Communicates Board approved procedures to support ~~d~~District initiatives

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

Attends all meetings of the Board of Education and provides input

Ensures compliance with federal laws

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

Evaluates employees as assigned

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree or Bachelor's Degree with equivalent years experience within the field of communications or community relations

Five (5) years work experience
Ability to articulate vision of best practice for instructional programs
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience with media outlets, community groups, or similar agencies
Leadership experience in implementing operations in school district
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	CHIEF EQUITY OFFICER
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4005
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Plans, guides and advises Superintendent and Cabinet on diversity, equity and social justice issues. Plans, promotes and coordinates all district systemic and communal educational equity, fairness, compliance, inclusion and poverty efforts including affirmative action, minority affairs, and poverty-related programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Creates programs, plans and policies to address the inequities of marginalized students and families Provides leadership for programs that promote racial and ethnic diversity and integration within the district for students in schools at all levels of the system

Monitors, manages and adheres to all Federal guidelines as it relates to McKinney Vento Act, Every Student Succeeds Act and Title I Analyzes community needs, trends and legislative activity that improve or threaten inclusion, fairness and/or access and make recommendations to district administration for improvement

Co-designs with appropriate staff an access improvement framework for marginalized groups Analyzes district data and provides risk assessments regarding discrimination, (in)equity, and district culture and climate

Manages and creates equitable access for immigrant, refugee and migrant students and families Provides leadership in developing plans and programs designed to establish good working relationships with district staff and the community in the diversity/equity/ poverty area

Co-creates systemic plans to address disproportionality Prepares and delivers presentations and workshops to staff, stakeholders and partner organizations

Develops and implements Districtwide training to promote cultural proficiency and competency and a climate of equity and inclusion Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Directs, guides and monitors the Teacher Residence Program and the components of recruitment, hiring, orientation, training, completion and assessment for minority teachers Provides leadership to ensure diverse faculties and administrative staffs at all levels of the school system

Provides support to District and community on the efforts, impact and progress of the Racial Equity Policy Develops programs to ensure equity for all students and equal access to all educational programs including the evaluation of the effectiveness of such programs

Evaluates documentation proved and advises individuals and departments on appropriate action(s) to be taken as it relates to cultural competence, fairness and Racial Equity Works closely with representatives of community organizations and groups to formulate recommendations which relate to diversity, equity and poverty issues. Chairs external equity committee and makes recommendations to the district on issues of importance

Provides training for certified and non-certified staff with regards to Racial Equity, Gender Equity, curricular design and Implicit Bias Analyzes and assists in the formulation, development and implementation of procedures to comply with policies adopted by the Board related to diversity, equity and poverty

Advises Superintendent and the Jefferson County School Board as needed with regards to equity Provides and promotes cultural awareness programs for staff, students and community

Promotes systemic equity and a climate of acceptance and inclusion through interaction with individuals and agencies inside and outside the District Provides leadership, training and guidance to all district initiatives, programs, services and activities with regard to diversity, equity, poverty and inclusion

<u>Represents the District in regional and local associations, civic clubs, ethnic and non-profit organizations and boards</u>
<u>Sponsors and supports student groups such as Black Student Union, LGBTQ and other affinity groups</u>
<u>Gathers, researches and analyzes data for use in statistical calculations and reporting in order to meet the District goals and vision including the Racial Equity Analysis Protocol Equity Monitoring Tool and Racial Equity Metrics</u>
<u>Leads and manages community schools and satellite offices, coordinates and organizes District volunteer opportunities</u>
<u>Provides support for the schools and their Racial Equity Plans</u>
<u>Participates, supports and advises recruitment and retention of underrepresented groups and monitors, evaluates and assess adequacy of diversity of candidates in the hiring and screening process</u>
<u>Works with Human Resources to develop recruitment strategies that attract underrepresented candidates</u>
<u>Manages the department budget including developing budget proposals, justifying expenses and monitoring accounts</u>
<u>Collaborates with all consultants, committees, stakeholders, community boards, coalitions, businesses, local elected officials and trade association that impact the goals of diversity, equity and inclusion throughout project</u>
<u>Oversees and enhances the Construction Manager's work to meet and ideally surpass the Minority, Women and Local (M/W/L) workforce goals for construction labor</u>
Attends all meetings of the Board of Education and provides input
<u>Evaluates staff as assigned</u>
Performs other duties as assigned by the Superintendent <u>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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Administration and/or Supervision (Superintendent certification)

Five (5) years administrative experience in education and/or governmental related positions

A general knowledge of federal and state regulations affecting compliance in an educational agency

Technical knowledge of and experience in affirmative action programs

Effective communication skills

DESIRABLE QUALIFICATIONS

Prior experience in program development

Knowledge of Civil Rights enforcement agencies and procedures

Demonstrated ability to work with agencies and community organizations

General Knowledge of Kentucky School Law

Knowledge of Cultural Responsive Teaching and Pedagogical practices

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	CHIEF EXCEPTIONAL CHILD EDUCATION
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4003
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Serves as the executive chief and provides administrative leadership for the operations of the Exceptional Child Education (ECE) Division. Oversees the planning, development, assessment, and improvement of educational programs, instructional, and student support with particular attention given to closing the achievement and opportunity gaps for students receiving special education or 504 services. Collaborates with the Chief of Schools and the Chief Academic Officer in promoting overall efficiency and maximizing of educational opportunities for ECE students. Responsible for the implementation of <u>D</u> istrict, state and federal policies and programs related to special education services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Administers the <u>D</u> istrict's PreK-12 special education program and integrates the overall special education program with the services of other <u>D</u> istrict organizational units to provide the most efficient and effective education possible for students
Provides leadership and expertise in assessing, identifying, formulating, and implementing the <u>D</u> istrict's educational goals and objectives
Provides strategic planning and executive leadership in the verification and validation of programs and practices
Prepares reports and recommendations for the <u>S</u> uperintendent of schools and the Board of Education for all aspects of the PreK-12 special education programs
Attends all meetings of the Board of Education and interprets, when requested by the <u>S</u> uperintendent of schools, the special education programs and support efforts of the Board of Education and the public
Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources assigned to the Chief of Exceptional Child Education
Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to special education programs
Provides leadership for regular review of <u>D</u> istrict goals and objectives, program development, implementation, evaluation, and redesign
Develops and maintains current knowledge of special education, existing laws, and administrative directives and partners with the Chief of Schools to ensure that schools are organized and administered in a manner which promotes student learning and accomplishes the goals of the <u>D</u> istrict while complying with all state and federal regulations
Partners with the Kentucky Department of education to ensure compliance with all federal and state regulations and works to enhance the collaboration between the <u>D</u> istrict and state to improve special education programs for students
Collaborates with community partners and advocates to support special education students
Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
<u>Evaluates staff as assigned</u>
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
Performs other duties as assigned by <u>supervisor the Superintendent</u>

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

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Professional Certification in Administration
Director of Special Education certification
Five (5) years successful administrative and management experience
Three (3) years successful experience as a teacher
Ten (10) years <u>of</u> experience in special education
Ability to absorb, analyze, organize, and communicate information and ideas
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in urban/suburban school district with student population representing cultural plurality
Advanced preparation or doctorate
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	CHIEF FINANCIAL OFFICER
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8066
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Leads the Financial Services Division in implementing best practices in public sector financial management and planning. Administers both operational and programmatic support to the District to ensure short and long term prudent fiscal operations including management of all assets and liabilities. Provides leadership to establish communications between the District and the business community; analyzes and provides alternative solutions to the District's fiscal issues and concerns. Is the chief financial Acts as the spokesperson for the District organization on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and securing of new funding. Manages and provides oversight for all financial and related services ensuring they align with the District's strategic plan and long range goals. Collaborates with the Superintendent and Cabinet to lead the budget process and communicate with all stakeholders. Administers the distribution of financial resources in accordance with allocations determined by the state and approved by the Board of Education.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Leads the strategic plan goals regarding effective and efficient financial operations to ensure proper stewardship, equitable allocation of resources, and performance monitoring Review, analyzes and evaluates effectiveness of fiscal management operations and recommends changes where necessary

Serves as a member of the Superintendent's leadership team and acts as Superintendent's designee in division wide financial matters Monitors, supervises and evaluates assigned staff

Executes an annual budget process that communicates the needs identified by the Superintendent, cabinet, and Board of Education and results in approval of the required funding Develops and recommends appropriate operational policies and defines, recommends and establishes objectives and administrative policies related to functions supervised

Supervises major functions of the Financial Services Division including Accounting Services, Payroll, Grants and Awards Accounting, Purchasing, Insurance, and Budget Establishes and maintains communications and other collaborative relationships with the business/financial community

Leads the Financial Services Division in fiscal planning and management in development and implementation of appropriate regulations, monitoring processes, and internal audit procedures Coordinates and correlates activities within the assigned area and with other district staff

Prepares and presents long range financial plans and forecasts, and communicates fiscal matters to the Board of Education and community Ensures within the assigned area compliance with District policies, governmental regulations and administrative procedures

Establishes policies and procedures in accordance with federal, state, and local statute to ensure strong internal controls

Provides useful, timely financial reports to convey information to the School Board and division program managers on a regular basis

Directs the budgeting, accounting and reporting of all funds (e.g. assets, liabilities, revenue and expenses) in compliance with District policies, and federal, state, and local regulations and requirements

Directs the funding development of capital improvement and bonding and oversees taxes and property assessments

Assess the financial impact of legislation, ballot measures, and negotiations, and participate in bargaining negotiations

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. 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 activities involving being around moving machinery, driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Master's Degree in Finance, Business Administration, or related field required ~~or Bachelor's Degree with equivalent years experience within the field of accounting, finance or business~~

Five (5) years of successful experience in the field of business management with responsibilities in financial accounting, budgeting, cost accounting, and finance in full service school District with annual large dollar budget

Successful experience as a financial officer

Thorough knowledge of the principles, procedures, and practices of public school operations, development of a public budget, and understanding of the interaction of the various departments within a school division ~~Working knowledge of automated accounting and budgeting systems~~

Working knowledge of automated payroll, accounting and budgeting systems

Extensive knowledge of Kentucky Model Procurement Laws, Kentucky School Laws, and District procedures and guidelines and ability to effectively interpret and communicate those laws

Ability to communicate effectively (both orally and in writing) with the Board of Education, school personnel, senior leadership, parents, government agencies, and members of the community

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky certification endorsed for Superintendent or School Business Official

Major education emphasis in Business Administration, Accounting or Finance in school District or public agency with annual large-dollar budget of \$2 billion or higher

Certified Public Accountant

Experience a diverse workplace ~~Successful experience in an educational setting~~

~~Master's Degree~~_____



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	CHIEF OF HUMAN RESOURCES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, Grade 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8618
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Organizes, plans, directs, and implements the ~~D~~istrict's ~~H~~uman ~~R~~esources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance; supervises and evaluates the performance of assigned personnel. Ensures ~~D~~istrict compliance with current, applicable labor laws.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Organizes, plans, directs, and implements the ~~D~~istrict's human resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance

Develops and recommends human resources policies and objectives for the ~~d~~istrict; develops recruiting and placement practices and procedures; develops and implements practices to ensure equitable hiring

Determines and recommends employee relations and contract administration practices to establish positive employer-employee relationships and to promote a high level of employee morale

Develops, processes, and implements job design, job evaluation, and performance appraisal programs

Assures compliance with wage and hour policies, compensation schedules, and procedures and other policies related to human resources

Administers and oversees the ~~d~~istrict's employee benefits programs and services, employee assistance programs and pre-employment screening activities

Provides management training programs for employees; designs training programs to meet ~~d~~istrictwide ~~h~~uman ~~r~~esources programs policies and procedures; assures responsibilities and accountabilities are understood and assures coordination of activities within the division are accomplished

Develops the operating budget for the organizational unit and assures that all functions operate within the ~~a~~ppropriated allotment

Attends all meetings of the Board of Education and provides input

Supervises and evaluates the performance of assigned personnel

Establishes overall direction and strategic initiatives for the Human Resources ~~d~~ivision

~~Oversees the work of Human Resource ~~d~~irectors~~

~~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 the Superintendent~~

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS
Master's Degree in business administration, human resources, or closely related field
Combination of five (5) years <u>of</u> experience and education required to provide knowledge and ability of responsibilities
Ability to read, analyze, interpret, and explain technical journals and legal documents
Ability to express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience
Reputation for integrity, transparency, and accountability with sound technical skills, analytical ability and good judgment
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced preparation or certification in Human Resources
<u>Experience with diverse workforce</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	CHIEF OF HUMAN RESOURCES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, Grade 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8618
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Organizes, plans, directs, and implements the ~~D~~istrict's ~~H~~uman ~~R~~esources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance; supervises and evaluates the performance of assigned personnel. Ensures ~~D~~istrict compliance with current, applicable labor laws.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Organizes, plans, directs, and implements the ~~D~~istrict's human resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance

Develops and recommends human resources policies and objectives for the ~~d~~istrict; develops recruiting and placement practices and procedures; develops and implements practices to ensure equitable hiring

Determines and recommends employee relations and contract administration practices to establish positive employer-employee relationships and to promote a high level of employee morale

Develops, processes, and implements job design, job evaluation, and performance appraisal programs

Assures compliance with wage and hour policies, compensation schedules, and procedures and other policies related to human resources

Administers and oversees the ~~d~~istrict's employee benefits programs and services, employee assistance programs and pre-employment screening activities

Provides management training programs for employees; designs training programs to meet ~~d~~istrictwide ~~h~~uman ~~r~~esources programs policies and procedures; assures responsibilities and accountabilities are understood and assures coordination of activities within the division are accomplished

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

Attends all meetings of the Board of Education and provides input

Supervises and evaluates the performance of assigned personnel

Establishes overall direction and strategic initiatives for the Human Resources division

~~Oversees the work of Human Resource dDirectors~~

~~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 the Superintendent~~

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS
Master's Degree in business administration, human resources, or closely related field
Combination of five (5) years <u>of</u> experience and education required to provide knowledge and ability of responsibilities
Ability to read, analyze, interpret, and explain technical journals and legal documents
Ability to express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience
Reputation for integrity, transparency, and accountability with sound technical skills, analytical ability and good judgment
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced preparation or certification in Human Resources
<u>Experience with diverse workforce</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	CHIEF OF STAFF
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8002
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Ensures effective operations of the <u>S</u> uperintendent's office; provides comprehensive support to assigned areas; provides strategic communications counsel to the Superintendent; serves as a credible representative of the <u>S</u> uperintendent within the <u>D</u> istrict, in the community, and at state and national levels.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists the Superintendent and other executive leaders in the preparation and delivery of communications necessary to advance the <u>D</u> istrict's vision, mission, and strategic goals
Orchestrates effective communication between the <u>S</u> uperintendent's office and employees
Serves as frontline advocate for the <u>S</u> uperintendent's strategic initiatives and priorities within the <u>D</u> istrict and the community
Serves as a confidential advisor to the <u>S</u> uperintendent on <u>D</u> istrict issues
Coordinates official meetings and related functions of the Board to ensure efficiency and enhance the Board's effective governance of the school system
Supports Board <u>M</u> embers' participation in activities conducted by external organizations
Oversees the secretarial operations that support productivity and effectiveness within the <u>S</u> uperintendent's office
Prepares and manages the annual budget for the <u>S</u> uperintendent's office
Facilitates communication and cooperation among senior management related to the successful, timely completion of work assigned
Represents the <u>S</u> uperintendent at functions and on committees as assigned
Ensures the dissemination of accurate, timely, and helpful information from the <u>S</u> uperintendent's office to other entities and individuals, internally and externally
Accompanies the <u>S</u> uperintendent and supports his/her participation as a member of various local, state, and federal commissions, task forces, and coalitions dealing with public education issues
Serves as a member of the <u>S</u> uperintendent's senior staff
Attends all meetings of the Board of Education and provides input
Provides leadership in all areas assigned by the Superintendent
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
<u>Evaluates staff as assigned</u>
Performs other duties as assigned by <u>supervisor the Superintendent</u>

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

MINIMUM QUALIFICATIONS
Master's Degree
Valid Kentucky Educational Leadership Certificate or equivalent
Five (5) years successful experience in a central office administrative/leadership position
Written and oral communication; overall knowledge of the total operation of the school system; organization; ability to deal with and communicate effectively with individuals and groups.
Effective communication skills

DESIRABLE QUALIFICATIONS
Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district
Advanced preparation or doctorate
Experience in a diverse workplace



Submitted For
Approval: 6/11/2019

Effective:
7/1/2019

JOB TITLE:	CHIEF OPERATIONS OFFICER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	III /IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4283
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Serves as the executive chief and provides administrative leadership for the management of the Operational and Administrative Services division. Oversees the planning, development, assessment, and improvement of operational services and administrative programs, including non-instructional projects. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for K-12 school students. Responsible for the implementation of District policies and programs related to Facilities and Environmental Services, Transportation Services, Nutrition Services, and other non-instructional projects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Administers the overall operational activities of the District with responsibility for Facilities and Environmental Services, Transportation Services, Nutrition Services, and other non- instructional projects
Integrates the operational activities with the programs of other District organizational units to provide the most efficient and effective education possible for students
Provides strategic planning and executive leadership in the verification and validation of programs and practices within the division
Establishes, monitors and maintains procedures that enable the division to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the District mission; develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
Prepares reports and recommendations for the Superintendent of Schools and the Board of Education for all aspects of the operational and administrative services
Attends all meetings of the Board of Education and provides input, when requested by the Superintendent of Schools, related to programs and support services to the Board of Education and the public
Provides leadership and expertise in forming, guiding, advising, and evaluating all positions assigned to the division of Operational and Administrative Services
Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to instructional programs
Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that the division is organized and administrated in a manner which promotes student learning and accomplishes the goals of the District
Administers the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operation and services
Administers the establishment and maintenance of effective conditions for successfully implementing the approved operational activities and ensures that materials and services necessary for the accomplishment of District operational goals
Interprets the policies and regulations of the Board of Education and administrative directives of the Superintendent of Schools and monitors all programs to ensure consistency with District policies and fiscal responsibility
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
<u>Evaluates staff as assigned</u>
Performs other duties as assigned by <u>supervisor Superintendent</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
Master's Degree or Bachelor's Degree with equivalent years' <u>of</u> experience within the field of Operations
Five (5) years successful administrative and management experience
Ability to absorb, analyze, organize and communicate information and ideas
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Experience in urban/suburban school district with student population representing cultural plurality
Advanced preparation or doctorate
<u>Experience in diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	CHIEF OF SCHOOLS
DIVISION	ACADEMIC SCHOOLS DIVISION
SALARY SCHEDULE/GRADE:	IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4002
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The Chief of Schools will oversee ~~A~~assistant ~~S~~uperintendents who are directly responsible for leveraging high quality teaching and learning in every school, in every classroom, every day, for every child. Additionally, the Chief of Schools will oversee the school choice programs for the ~~d~~District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Leads the change management process, which focuses on transforming schools resulting in a dramatic increase in student achievement with particular attention to the achievement and opportunity gap

Allocates resources to provide differentiated support to schools and monitors to ensure effectiveness

Implements a process to consistently monitor the effectiveness of classroom instructional and cultural practices and ensures that practices are adjusted to meet the individual students' needs and the ~~d~~District's learning expectations

Coordinates with District staff to provide tools, services, and strategies for differentiated school level support for ~~P~~principals and instructional leadership teams that drive school improvement

Fosters meaningful relationships with families and community partners to provide holistic support for students within and across schools, responds to opportunities and challenges presented by a diverse community, and creates a strong neighborhood support structure to ensure all students are achieving

Oversees the school choice and athletics and activities programs in the ~~d~~District

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

Works collaboratively with ~~d~~District and school leaders to create a seamless PreK-12 learning community; ~~c~~Creates a climate of professional collaboration and sharing of best practices by establishing structures that foster shared learning, information and resource exchanges

Develops communication and collaboration systems, in collaboration with the Executive Leadership Team, that ensure smooth flow of information, both vertically and horizontally, to enable all resources to be focused on high priority goals for each school and ensure the sharing and implementation of best practices across schools

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

Attends all meetings of the Board of Education and provides input

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

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification for Superintendent
Five (5) years <u>of</u> successful administrative experience
Ten (10) years <u>of</u> successful public school service in certificated position(s)
Three (3) years <u>of</u> successful experience as a teacher
Ability to articulate vision of best practice for change management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Ten (10) years <u>of</u> experience as a school principal
Experience as a Superintendent or Assistant Superintendent
Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large
Advanced preparation or doctorate
<u>Experience in a diverse workplace</u>



REVISED:

~~07/01/2015~~

~~Submitted for~~

~~Approval:~~

~~6/115/14/2019~~

~~Effective: 7/1/2019~~

JOB TITLE:	CLERK ACCOUNTING ACCOUNTING-CLERK
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 5 Grade-5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8046
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Ensures accuracy through established controls and/or accounting records for receipts and/or disbursements; performs a variety of complex clerical, bookkeeping and accounting work, applying established procedures to the preparations and maintenance of expenditure documents, accounting and other records, and prepares financial, statistical and/or other technical reports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares, processes, and/or posts to a ledger or journal any or all of the following transactions as related to specific assignments: requisitions, vouchers, receipts, disbursements, correspondence, and related operating or management records

Prepares, processes, and/or audits required internal and external reports or documents relative to specific assignments to include any or all of the following: revenue, disbursements, control of expenditures, financial statements, balance sheets, and any other needed documents or supplemental functions

Practices acceptable communication skills for daily transacting of information through telephone conversations, personal contacts and mailings with all office and outside sources

Files and maintains records and/or reports pertinent to accounting and bookkeeping or technical operations

Audits and proofs accounting, bookkeeping, revenue, or other reports for clerical accuracy and conformance to stated procedures

Charts assignments and posts operations progress or other reports and makes monthly summary or recaps of such reports as needed

Prepares necessary documents for archives according to written procedures for storage of financial records

Performs general office duties such as ~~word processing~~ typing, data entry on terminals, copying, answering phones, making deliveries, etc. to maintain smooth operation of the office

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years successful experience in accounting or bookkeeping

Proficient in use of a calculator and other office machines
Knowledge of mathematical functions to perform accurate computations
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to use a computer terminal
Ability to use the OAS system
-Ability to use a microcomputer
<u>Experience in a diverse workplace</u>

Footnote
Some of these positions are categorically funded and re-employment would be subject to periodic review based on availability of funds and continued need for the project.



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	<u>CLERK</u> ACCOUNTS PAYABLE AND APPROVAL CLERK
DIVISION	<u>FINANCIAL SERVICES</u> TECHNOLOGY
SALARY SCHEDULE/GRADE:	IA, Grade 5 <u>GRADE 5</u>
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8048
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Requires daily production type work to ensure prompt and accurate payments to vendors. Works independently on routine tasks and checks with supervisor as needed. Contacts cost centers and outside vendors as needed to deal with problems with purchase orders and vouchers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Validates invoices applicable to purchase orders

Prepares and processes vouchers for invoices not covered by purchase orders

~~Types Prints~~ checks and electronic transfers as needed and processes voids and adds

Balances General Fund and Special Voted Building Fund expenditures, monthly and yearly

Processes and maintains central garage work orders and compound gasoline for internal accounting function

Prepares vouchers for utilities and posts to ledger

Contacts vendors and/or schools when discrepancies occur

Maintains open and closed purchase order files and checks open encumbrance list for errors

Allocates petty cash, balances and replenishes cash fund as needed

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years clerical experience

Effective communication skills

DESIRABLE QUALIFICATIONS

One (1) year business experience in related field

One (1) year college credit/general business

Two (2) years bookkeeping experience or training

Experience in a diverse workplace



Submitted For
Approval:
5/14/2019 6/11/2019

Effective: 7/1/2019

JOB TITLE:	<u>CLERK</u> BINDERY/DISTRIBUTION CLERK
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8018
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Responsible for operation of bindery room equipment and the distribution of high quality finished materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates collator, folder and stitching 24-bin system

Operates single unit 24-bin collator

Lays out material to be collated, checks for proper order in format as well as numerical order and makes final general check

Operates folder, paper cutter, hole drill press, and element bindery equipment

Maintains bindery equipment in efficient working order, making simple adjustments and diagnosing problems as they occur

Assists in training students assigned to unit through the co-op program

Assists in the distribution and inventory of printed materials

Expedites work flow of bindery room

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 at times requires reaching, bending, squatting, carrying of light weights. The work requires the use of hands for simple grasping, fine manipulations and pushing and pulling of arm controls. The work requires activities involving being around moving machinery, 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

High School Diploma or G.E.D.

Experience in operation of print room equipment

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in operation of offset press

Knowledge of operation of copy equipment

Ability to work independently

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	CLERK/BOOKKEEPER
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8701
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Maintains efficient office operation, accurate files and communicates with parents, local school personnel, and community persons stakeholders.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs clerical duties as assigned

Maintains accurate financial records for activities/programs as required

Prepares correspondence, reports, evaluations, proposals, budget forms and materials as required

Requisitions and receives purchases and maintains accurate records of all expenditures

Operates office computers and assists with computer training of other office staff

Receives and screens incoming calls from public, responding to inquiries and concerns, communicating procedural and status information

Works closely with schools and District offices as required by the assignment

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Proficient in word processing and bookkeeping

Two (2) years successful experience in an office environment

Demonstrated ability to communicate courteously with community and school-based staff

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated ability to assist in preparation of budgets

Working knowledge of word processing and computer operations

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
4/30/23/2019

Effective: 7/1/2019

JOB TITLE:	<u>CLERK</u> BRAILLER CLERK
DIVISION	<u>EXCEPTIONAL CHILD EDUCATION</u> ACADEMIC <u>SERVICES</u>
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8696
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Prepares adapted materials for use by visually impaired students. Operates Modified Perkins, Thiel or Romeo Braille interfaced with a microcomputer to produce brailled texts. Operates equipment to enlarge and bind materials for visually impaired students. Operates equipment, develops procedures to make tactile graphs, maps, or raised line drawings. Prepares and processes Federal Quota orders and materials. Provides support/training in computerized technology adaptations for visually impaired students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Transcribes texts into braille using a microcomputer and a modified Perkins Braille, Romeo and/or Thiel Brailers
Enlarges and binds instructional materials for visually impaired (VI) students
Assists with federal quota orders, inventories, and materials for the VI program
Produces/obtains other instructional materials as needed by VI students
<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, 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 light weights. The work requires activities involving being around moving machinery.

MINIMUM QUALIFICATIONS
High school diploma or G.E.D.
<u>Word processing</u> Typing skills (35 w.p.m.) <u>both accuracy and speed</u>
Excellent proofreading skills
Ability to determine own daily work plan by setting priorities
Previous training and/or experience in office and clerical duties
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in reading braille
Experience in operating Modified Perkins, Romeo and/or Thiel Brailers
Familiarity with software: PFS File and Report; and adaptive software: Braille Edit, BETTE, BEX, ProWords
<u>Experience in a diverse workplace</u>

FOOTNOTE~~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.



Submitted for
approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	CLERK CERTIFICATION AND LEAD
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS AS APPROVED BY THE BOARD
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
Word processes 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. 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 of 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



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	<u>CLERK</u> CURRICULUM RESOURCE CENTER TECHNICIAN
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8728
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Maintains over-all organization and function of the Curriculum Resource Center (CRC), performs any assigned technical duties that are needed for the efficient operation of the CRC, and provides support for ~~d~~District and public use of the CRC.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Gives assistance to ~~d~~District and public in the use of the CRC

Produces informational and instructional displays in the CRC

Manages the operation of the CRC including any needed clerical duties of word processing-typing, correspondence, record-keeping, duplication and filing necessary for efficient operation

Organizes and administers a current and accurate system associated with the inventory, ordering, receiving and distribution of CRC materials and supplies

Operates and maintains office machines and equipment necessary for the efficient operation of the CRC

Establishes routines and procedures to ensure proper organization and maintenance of materials, equipment and supply distribution

Assists the Coordinator of the CRC in the over-all operation of the CRC; and supervises the CRC in the absence of the Coordinator

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Ability to perform duties unsupervised

Previous experience in office and clerical duties

~~Good typing~~Word processing and materials filing skills

Ability to use resourcefulness and tact in meeting and assisting persons who make inquiries

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of business English, spelling and punctuation

Demonstrated ability to display resourcefulness and tact in dealing with difficult situations
Experience in use of computer (preferably desk-top publishing)
<u>Experience in diverse workplace</u>



Submitted For
Approval:
6/11/2019 5/14/2019

Effective: 7/01/2019

JOB TITLE:	CLERK DATA ENTRY
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8574
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Operates computers to enter data from a number of sources; operates other data processing equipment as directed; balances batch totals to assure input data is accurate and complete; maintains accurate and current files, records and data base files.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates computers and stand-alone microcomputers to enter data from a number of sources; prepares and reviews source documents to assure the accuracy and appropriateness of data to be entered

Balances batch totals to assure input data is accurate and complete

Maintains accurate and current files, records and data base files; maintain a variety of records related to such areas as payroll, budget, attendance, transportation or census information

Performs a variety of support functions, including answering the telephone, updating manuals and maintaining files and reports

Assists users as necessary in identifying and retrieving information; assists in the operation of the tape drive, printer, scantron, decollator, burster and a variety of other ancillary data processing equipment

Provides for proper update of data processing manuals to assure appropriate documentation and user information

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

Performs related duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Two years of experience in general clerical or data entry work

Word processing/transcription skills

Ability to successfully operate a computer and computer software systems and generate reports

Effective communication skills

DESIRABLE QUALIFICATIONS

Completion of a course in CRT operation

Experience in a diverse workplace



Submitted For

Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	<u>CLERK</u> DEDUCTION CLERK
DIVISION:	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8052
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Processes, reconciles and ensures that payroll withholdings are deducted. Remits deduction amounts and reports by required deadlines. Scans and maintains filing of payroll documents. Answers and responds to inquiries by telephone and personal visits. Works under general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assumes responsibility for processing assigned payroll deductions for optional benefits, CERS retirement, garnishments, charity campaigns, and association and union dues; <u>corresponds with employees, vendors, and garnishment attorneys regarding deduction related questions</u>
Verifies pay edits and final totals to ensure proper deduction amounts are withheld for each pay. Reviews payroll warrant summary totals for assigned deductions; insures deduction totals are reasonable and withheld on scheduled pay dates
Balances assigned-Verifies garnishment deduction reports and remittance checks; with the management information services payroll totals and remits to the appropriate vendor/agency by the required due date.
Processes, <u>verifies</u> , and maintains filing of direct deposit enrollment forms and tax withholding certificates (W-4, K-4).
Assumes responsibility for receiving, establishing and maintaining sick bank records; coordinates sick bank processing with unions, association and Payroll staff Assumes responsibility for classified CERS retirement including completing/filing all CERS forms, reports and remittances by the required deadlines; issuing CERS refunds; maintaining individual files for CERS member; and responding to inquiries from KY Retirement Systems
Assists with completing certified KTRS <u>and CERS forms, reports reporting and refunds forms</u> ; maintains files and scanning for CERS and KTRS retirement documents
Assumes responsibility for completing and filing verification of employment forms; Reconciles extra service totals and files all necessary documentation each pay period
<u>Manages incoming phone calls and visitors for the department; answers general payroll related questions via telephone, in person and in writing. Answers all inquiries related to appropriate payroll deductions</u>
<u>Verifies deduction records and withholding history; processes refunds as necessary via the regular and supplemental payroll warrants. Assumes responsibility for data entry to verify supplemental worksheets</u>
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
<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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Two (2) years successful experience in clerical <u>functions or finance related position</u>
<u>Excellent math and customer service skills. Skill in the use of business English, spelling and math</u>
<u>Ability to communicate in a professional effective manner</u>
<u>Ability to work well in a team environment</u>

DESIRABLE QUALIFICATIONS
<u>Ability to work well in a team situation</u>
One (1) year payroll <u>or bookkeeping</u> experience

<u>Experience in Kentucky school financial systems and reporting</u>
One (1) year college credit in general business
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	<u>CLERK</u> DOCUMENTATION CLERK
DIVISION	<u>TECHNOLOGY</u> OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	<u>1A, GRADE 6</u>
WORK YEAR:	260 DAYS
FLSA STATUS:	NON EXEMPT
JOB CLASS CODE:	8549
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for reading, maintaining and monitoring the programming/systems documentation for all computer systems. Works with minimal supervision while monitoring and controlling the daily activity in the documentation library.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains and updates a library consisting of systems documentation files, ~~program listings~~, documentation manuals, ~~software manuals with published updates~~, forms used by systems development and user support staff, ~~terminals for systems development~~ and user support staff and systems standards manual

Word processes ~~Types~~ program description, documentation manuals and schematics

Word processes ~~Types~~ correspondence for the assistant director and staff of systems development and user support and other managers in absence of the secretary

Logs and controls ITMIS forms catalog

Maintains log of ITMIS service requests from user departments

~~Types~~ Word and processes and distributes notes of system planning meetings

Handles copying needs for systems development and user support

Monitors and distributes reports from the systems development printer

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High school education or G.E.D.

Three (3) years successful secretarial-related experience

Word processing skills ~~Typing/transcription skills (50 w.p.m.)~~

Basic knowledge of data processing concepts

Ability to interpret job execution reports to determine proper disposition of application software

Good secretarial skills

Effective communication skills

DESIRABLE QUALIFICATIONS
Must work well with others
Ability to monitor records accurately
Two (2) years <u>of</u> experience in the Management Information Technology Services Department
Shorthand/speedwriting skills (65 w.p.m.)
<u>Experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019
5/14/2019

Effective: 7/1/2019

JOB TITLE:	ERSEA -CLERK <u>EARLY CHILDHOOD STUDENT PLACEMENT</u>
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA/Grade 5
WORK YEAR:	230/ 260-DAYS-AS-APPROVED <u>DAYS</u>
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8017
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Under the direction of the ~~ERSEA~~-Coordinator, performs technical and clerical work involving the tracking and entry of information into the eligibility, recruitment, selection, enrollment and attendance (~~ERSEA~~)-systems. ~~The ERSEA clerk will ensure~~ information meets the federal and state program requirements and regulations. Responsible for technical and/or specialized clerical duties including performing advanced clerical work requiring application of various complex work methods and procedures, thorough knowledge of federal and state laws and regulations that govern the task performed and departmental functions, policies and practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Makes accurate and complete postings to complex departmental/student records and establishes and maintains files and filing systems in accordance with departmental policies and procedures

~~Types~~ Word processes and/or transcribes routine and non-routine, confidential and non-confidential family information including reports, memoranda, letters and records; has unrestricted daily access to confidential non-public, information and material

Checks, analyzes, and classifies materials; transfers information from reports and documents, codes numerically, and posts to the ~~ERSEA~~-systems as required

Receives, classifies, and routes incoming telephone calls and mail

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

Establishes and maintains files; retrieves information; prepares invoices and cross references

Attends training provided by agency and makes efforts to upgrade skills and knowledge through involvement in career development activities

Answers families' inquiries in person, develops reports and correspondence, conduct interviews and manages problems or complaints

Operates standard office equipment and machines including computers, ~~typewriter~~, adding machine, calculator, copier and other office machines

Conducts research of family records provided for information related to program eligibility as needed

Schedules appointments with program applicants

Assembles and inputs child and family data into computerized database system ~~for ERSEA~~

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
Successful experience in clerical functions, ERSEA experience required
Ability to operate calculator accurately and efficiently
Successful experience with computer word processing/file management applications
Experience involving student and family services
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work well in a team setting
Efficient time management
Basic knowledge of ERSEA enrollment and guidelines and training or education in ERSEA practices and skills
Associate Degree in business or related field
Experience using a computerized student information system
Experience involving student and family services
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	PLACEMENT CLERK ECE
DIVISION	EXCEPTIONAL CHILD EDUCATION ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8732
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Maintains records, and schedules <u>the office and provides placement</u> activities for ECE Placement Services staff; <u>works to support customer service to families and staff</u>

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Schedules Admissions and Release Committee meetings
Maintains all EHA and IEP forms for the Admissions and Release Committee process
Monitors, records, and updates placement data necessary for the a Admissions and Release Committee process for and placement reports
Demonstrates courtesy and cooperation in dealing with persons <u>people</u> over the telephone and in person
<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. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
<u>Word processing</u> Good communication, typing (35 w.p.m.) and organizational skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Previous training and/or experience in office and clerical duties
Experience in working within a school system
<u>Experience in a diverse workplace</u>

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



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	CLERK I
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8724
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Performs any combination of the following routine and standard clerical duties for a unit or program according to specific departmental requirements and which require application of various standard and routine work methods and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Checks, analyzes, and classifies or alphabetizes materials, conducting limited research when necessary

Makes simple postings to various unit or program records; receives and issues receipts for payments as required

Prepares reports involving tabulations or posted data and simple arithmetical calculations

Files information in established files and removes files upon request and matches with reports, correspondence, etc.; prepares related indices and cross reference aids

Receives, classifies, and routes incoming mail as assigned

Acts as receptionist and answers telephones as assigned

Operates standard office equipment machines including computers, ~~typewriter~~, adding machine, calculator, copier, and other office machines

Word processes~~Types~~, proofreads, duplicates, collates, and processes reports and other materials as required

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 manipulations.~~ The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Previous training and/or experience in office and clerical duties

Good word processing~~typing~~, telephone, calculator, and office machine skills

Ability to use computer word processing/file management skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to work well in a team situation

Efficient time management

Experience in a diverse workplace



Submitted For
Approval:
6/11/20195/14/2019
Effective: 7/1/2019

JOB TITLE:	CLERK II <u>CONFIDENTIAL</u>
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	<u>8698 8700</u>
BARGAINING UNIT:	<u>CLAA CLAB</u>

SCOPE OF RESPONSIBILITIES
Performs any combinations of the following standard and routine clerical duties for a unit or department according to specific departmental requirements and which require applications of various work methods and procedures which may be complex; familiarity with the laws and regulations controlling the unit or department and with unit/departmental functions, policies, and practices is required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Checks analyzes, and classifies <u>confidential and essential</u> materials
Combines information and material from several sources and transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form
Types <u>Woed processes</u> -standard reports, memorandums, letters and records in final form
Sets up and copies standard and complex tabulations
Establishes, maintains and services files; retrieves and forwards information as required; prepares related indices and cross references
Receives, classifies, and routes incoming mail
Acts as receptionist or as a back-up for such a position
Operates standard office equipment and machines including computers, typewriter , adding machine, calculator, copier, and other office machines
Conducts limited research of records for information relating to job function
Duties may include performance of health <u>Performs health</u> services, <u>if needed</u> , for which training will be provided
<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 requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
Typing/transcription
Previous successful experience in office and clerical duties
Experience with computer, word processing/file management/ <u>transcription</u> functions
Effective communication skills

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



Submitted For
Approval:
6/11/2019 5/14/2019

Effective: 7/1/2019

JOB TITLE:	CLERK II
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8698
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Performs any combinations of the following standard and routine clerical duties for a unit or department according to specific departmental requirements and which require applications of various work methods and procedures which may be complex; familiarity with the laws and regulations controlling the unit or department and with unit/departmental functions, policies, and practices is required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Checks analyzes, and classifies materials

Combines information and material from several sources and transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form

Word processes ~~Types~~ standard reports, memorandums, letters and records in final form

Sets up and copies standard and complex tabulations

Establishes, maintains and services files; retrieves and forwards information as required; prepares related indices and cross references

Receives, classifies, and routes incoming mail

Acts as receptionist or as a ~~back-up~~ backup for such a position

Operates standard office equipment and machines including computers, ~~typewriter~~, adding machine, calculator, copier, and other office machines

Conducts limited research of records for information relating to job function

~~Duties may include performance of~~ Performs health services, ~~if needed, for~~ which training will be provided

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic

~~Typing/transcription~~

Previous successful experience in office and clerical duties

Experience with computer, transcription, and word processing/file management functions

Effective communication skills

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



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	CLERK II, PART-TIME PERMANENT
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8702
BARGAINING UNIT:	CLAD

SCOPE OF RESPONSIBILITIES
Performs any combinations of the following standard and routine clerical duties for a unit or department according to specific departmental requirements and which require applications of various work methods and procedures which may be complex; familiarity with the laws and regulations controlling the unit or department and with unit/departmental functions, policies, and practices is required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Checks analyzes, and classifies materials
Combines information and material from several sources and transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form
Word processes standard reports, memorandums, letters and records in final form
Sets up and copies standard and complex tabulations
Establishes, maintains and services files; retrieves and forwards information as required; prepares related indices and cross references
Receives, classifies, and routes incoming mail
Acts as receptionist or as a backup for such a position
Operates standard office equipment and machines including computers, adding machine, calculator, copier, and other office machines
Conducts limited research of records for information relating to job function
Duties may include p performances of health services, <u>if needed,</u> for which training will be provided
<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. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
Typing/transcription
Previous successful experience in office and clerical duties
Experience with computer, <u>transcription, and</u> word processing/file management functions
Effective communication skills

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



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	CLERK III <u>CONFIDENTIAL</u>
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	86 <u>9088</u>
BARGAINING UNIT:	CL <u>BA</u>

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Makes accurate and complete postings to complex <u>confidential and essential</u> departmental records and establishes and maintains files and filing systems in accordance with departmental policies and procedures
Word processes and/or transcribes routine and non-routine, confidential and non-confidential reports, memoranda, letters and records; has unrestricted daily access to confidential nonpublic, information and material
Checks, analyzes, and classifies materials; transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form
Receives, classifies, and routes incoming mail
Prepares or assists in preparation of legal, statistical, or technical papers, documents, reports, and/or manuals
Establishes, maintains and services files; retrieves and forwards information as required; prepares related indices and cross references
Acts as receptionist or as a backup for such a position
Operates standard office equipment and machines including computers, adding machine, calculator, copier, and other office machines
Conducts limited research of records for information relating to job function
Performs health services, if needed, for which training will be provided
<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. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

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

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



Submitted For
Approval: 6/11/2019
5/14/2019

Effective: 7/1/2019

JOB TITLE:	CLERK III
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8688
BARGAINING UNIT:	CLAA

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Makes accurate and complete postings to complex departmental records and establishes and maintains files and filing systems in accordance with departmental policies and procedures
Word processes and/or transcribes routine and non-routine, confidential and non-confidential reports, memoranda, letters and records; has unrestricted daily access to confidential nonpublic, information and material
Checks, analyzes, and classifies materials; transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form
Receives, classifies, and routes incoming mail
Prepares or assists in preparation of legal, statistical, or technical papers, documents, reports, and/or manuals
Establishes, maintains and services files; retrieves and forwards information as required; prepares related indices and cross references
Acts as receptionist or as a backup for such a position
Operates standard office equipment and machines including computers, adding machine, calculator, copier, and other office machines
Conducts limited research of records for information relating to job function
Performs health services, if needed, for which training will be provided
<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. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

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

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



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	<u>CLERK</u> MIDDLE SCHOOL RECORDS CLERK
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8708
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for performing any assigned clerical duties needed for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs clerical duties associated with the ordering, receiving and distribution of school supplies, materials and equipment

Performs clerical duties associated with the policies and procedures of the department of pupil personnel

Acts as a receptionist for counselors and/or in the main office

Receives and communicates via the telephone with parents, general public and school system personnel

Operates office machines and equipment necessary for the efficient operation of the school office

~~Duties may include p~~Performances ~~of~~ health services if needed, for which training will be provided

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful clerical experience

~~Typing~~ Word processing skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to work with a minimum of supervision, and the ability to take the initiative in work assignments and office emergencies when the need arises

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
5/14/2019
Effective: 7/1/2019

JOB TITLE:	<u>CLERK PURCHASING /BID PURCHASING/BID CLERK</u>
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8635
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Performs ~~the~~ clerical duties required in the preparation and maintenance of purchase orders, tabulation of bids, competitive negotiations, agendas and contracts. Assists with the purchase of equipment, goods and services for the District complying with model procurement laws. Communicates with cost center heads, vendors, schools, and staff in relation to purchase orders, bids, contracts, preparation of contracts, automated purchasing system, bidders' list, tabulations, and agendas.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Examines requisitions and purchase orders for completeness, accuracy and clarity and develops and prepares bid documents for publishing/distribution to prospective bidders using computer systems and/or other office equipment

Inputs data into the computer for preparation of purchase orders and bids; processes purchase orders and bids according to established procedures and/or prepares bid documents as required by the model procurement code of the state of Kentucky; ~~h~~Helps to ensure all documentation is in compliance with Kentucky purchasing law (KRS 45.A) as well as, Board approved regulations

Assists in determining sources for purchase of materials as necessary and assists in the tabulation of bids insuring all stated bid criteria are evaluated

Assists in the preparation of agenda items which go to the Board and ensures the processing of agenda items in a timely manner insuring accuracy and correctness for the Superintendent

Maintains on-line purchasing and bid information and accurate data files

Duplicates all purchasing and bid information for ready access for auditing on request under the open records law

Answers inquiries and requests pertaining to purchasing, bids and model procurement regulations

Expedites orders and resolves related issues where appropriate

Assists with clerical duties in support of departmental operations

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

Previous successful clerical experience

Proficient in word processing typing and general office procedures

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in procurement procedures
Knowledge of Kentucky purchasing law
Knowledge of JCPS Board policy
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	CLERK RECEPTIONIST/ INFORMATION CLERK CENTREX-OPERATOR
DIVISION	HUMAN RESOURCES COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8746
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for ~~the operation of the centrex~~, supplying general information to the public regarding the ~~school district~~District, screening all visitors and referring them to proper departments, scheduling meetings in ~~VanHoose Center~~ conference areas, and general reporting of malfunctioning equipment (including elevators and telephones). ~~Operation of the centrex system includes serving as backup for calls to system phones when these are out of order and serving as the district's central information service.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Operates centrex including maintaining central telephone directory~~

Assists the public by providing telephone numbers of all offices and supplying general information regarding the school ~~district~~District

Checks in visitors with valid purpose, refers them to proper department, and informs the building manager of any suspicious person or activity

Maintains control over the public address system and makes authorized announcements over the system

Schedules meetings of the auditorium and other conference areas as requested, informing plant operator when reserved parking spaces are required

Notifies building manager/plant operator of malfunctioning equipment including the elevators, telephones (problems), and vending machines

~~When requested, a~~Acts as liaison when requested with appropriate fire and public safety agencies in the event of emergency conditions at the VanHoose Center and/or in the ~~district~~District

Maintains floor directories

Provides employment applications upon request and assists applicants as required

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, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Effective communications skills

DESIRABLE QUALIFICATIONS

Experience in a diverse work place~~Ability to touch type~~

~~Knowledge of a centrex system~~

Experience in a diverse workplace



Submitted For
Approval:
6/11/2019/44/2019

Effective: 7/1/2019

JOB TITLE:	CLERK RECORDS CLERK	
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION ACADEMIC SERVICES	
SALARY SCHEDULE/GRADE:	IA, GRADE 4	
WORK YEAR:	260 DAYS	
FLSA STATUS:	NON-EXEMPT	
JOB CLASS CODE:	8710	<u>8717</u>
BARGAINING UNIT:	CLAA	<u>CERA</u>

SCOPE OF RESPONSIBILITIES

Maintains a systematic flow of pupil records between schools and the storage of records for those pupils who have left the system. Performs regular contact with local school, government agency and court personnel. Requires no supervision of other positions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Photo~~s~~ copies and sends transcripts of permanent records of students transferring to parochial, private, Kentucky, out-of-state and overseas schools, and transfers records within the Jefferson County schools~~-~~

Gives information on the telephone or in person concerning routine, procedural, or directional questions

Operates office machines and equipment, receives and screens all incoming mail and permanent records

~~Microfilms~~ Uses permanent data filing systems to records ~~and records~~ pertinent information ~~necessary on permanent record files~~

Contacts schools to update permanent records when necessary

Helps maintain permanent records in office filing system

~~Types~~ Word processes forms, letters and bulletins, and collates when needed

Uses ~~microfiche~~ JCPS systems for birth verification, student locations, ~~addresses, etc~~ addresses, and the like

Coordinates test scores and grade tabs for placement on permanent records

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

~~Skill in typing (40 w.p.m.)~~ Word processing, filing, operating office machines, communicating with school personnel, parents and others by phone and in person

Effective communication skills

DESIRABLE QUALIFICATIONS

One (1) year experience in working with pupil records

Experience in a diverse workplace



Submitted For
 -Approval: 6/11/2019
5/14/2019

Effective:
 7/1/2019

JOB TITLE:	<u>CLERK REVENUE</u> REVENUE-CLERK
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8056
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Assumes responsibility for processing all revenue received by the <u>D</u> istrict, preparing necessary <u>invoices, cash</u> receipts, preparing daily bank deposits, and conducting an intensive follow-up on outstanding accounts receivables. Requires general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Prepares daily deposits for all bank accounts and maintains a daily receipts log
Matches invoices with payments, and prepares request to invoice forms as necessary
Prepares invoices and cash receipts using a computer terminal , maintains necessary accounting controls, and distributes invoices/cash receipts as necessary
Prepares and mails monthly statements for outstanding accounts receivables and provides necessary follow-up on overdue accounts receivables
Maintains fund-to-date ledger on all 91 and 94 codes for federal programs accounts
Writes necessary checks to reimburse the <u>G</u> eneral <u>F</u> und from the various federal program bank accounts
Reconciles bond interest and redemption bank accounts
Files all General Fund and Special Voted Building Fund checks
Prepares necessary documents for building rentals and tuition payments
<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 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
High School Diploma or G.E.D.
Two (2) years <u>of</u> clerical experience
Ability to maintain accurate accounting records and controls
<u>Word processing</u> Typing /transcription skills
Good mathematical ability
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in using a computer terminal
Two (2) years <u>of</u> bookkeeping experience or training
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	CLERK SCHOOL LIBRARY MEDIA CENTER PART-TIME
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8330
BARGAINING UNIT:	CLAD

SCOPE OF RESPONSIBILITIES

Has general responsibility for assisting the school media librarian put into effect the Library Media Center program, primarily in the area of clerical, manual or technology-based library media center routines, or the application of procedures within specific guidelines. Instructions for daily operations are provided by the school media librarian. The clerk's public (i.e., staff, student, and visitor) contacts are of a relatively factual or directional nature.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists the school media librarian in the over-all operation of the Library Media Center

Operates computers and stand-alone microcomputers

Assists users as necessary in identifying and retrieving information

Follows established routines and procedures to ensure proper organization and maintenance of materials, -equipment and supply distribution

Assists in maintaining a current and accurate system associated with the inventory, ordering, receiving and -distribution of Library Media Center materials and supplies

Word processes bibliographies and overdue lists

Repairs and mends library materials

Performs a variety of support functions, including answering the telephone, updating manuals and maintaining files -and reports

Maintains library collections for ease of use and shelves books and materials

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Word processing/keyboarding skills

Knowledge of office practices, especially word processing, filing

Ability to operate audiovisual equipment and computer software systems

Effective communication skills

DESIRABLE QUALIFICATIONS
Excellent verbal and written communication skills
Ability to work flexible hours
<u>Experience in a diverse workplace</u>



Submitted For
Approval:
6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	SCHOOL-CLERK <u>SCHOOL/LUNCHROOM /</u> OFFICE ASSISTANT
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	<u>AS APPROVED BY THE BOARD</u>
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8729
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Maintain <u>ing</u> good public relations is a prime requisite of this job. Because <u>S</u> situations arise in a school which require someone with composure and also someone who can be respectful under any and all circumstances. Maintains a smooth and efficient atmosphere under trying and stressful conditions. This employee may be assigned to various clerical assignments throughout the school complex as needed. While performing in the lunchroom, the d <u>Duties in the lunchroom</u> are to supervise and help make the lunch time for children a relaxing and nutritional time of the school day. The encouragement of sampling and eating those foods that children are not used to are encouraged along with good table manners.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Acts as clerk in general areas of school offices
Performs any and all office duties which may include: <u>answering telephone</u> ; ; <u>act<u>ing</u></u> as receptionist, handling inquiries from the general public, parents, teachers and students, operates office machines, prepar <u>esing</u> , typing <u>word process</u> <u>esing</u> and duplicat <u>esing</u> materials, assist <u>ing</u> in preparation of reports for system_wide service offices, fil <u>esing</u> , sort <u>ing of</u> mail, assist <u>ing</u> in supervising student aides, assist <u>ing</u> in keeping school register, attendance reports and records, and assist <u>ing</u> students in health room and dispens <u>esing</u> first aid materials
Assists with the preparation for opening and closing of school
Assumes responsibility for one major duty in most schools
Supervises groups of children during lunch
Directs cleaning of tables and returning of trays by each class
Maintains discipline and orderliness in the lunchroom
Sees that health and safety rules are observed
Helps evacuate pupils during fire drills
Assists with general office duties
Performs supervisory duties as assigned
Duties may include p Perform <u>sance of</u> health services, <u>if needed</u> , for which training will be provided
<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 requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
<u>Word Processing</u> Typing skills (35 w.p.m.)
Successful clerical experience
Knowledge of general rules of health and safety
Possesses the ability to follow directions
Relates well with children, with past experiences in groups, (scouts, etc.)
Works cooperatively with others
Effective communication skills

DESIRABLE QUALIFICATIONS
Possesses the ability to get along with others
Possesses a positive attitude
Commands and earns the respect of children
Prior experience in the Jefferson County Schools
<u>Experience in a diverse workplace</u>



Submitted For
Approval:
6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>CLERK</u> SCHOOL-CLERK
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8731, <u>8733, 8734, 8735, 8737, 8333</u>
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Maintain <u>ing</u> good public relations is a prime requisite of this job. <u>Because</u> S situations arise in a school which require someone with composure and also someone who can be respectful under any and all circumstances. Maintains a smooth and efficient atmosphere under trying and stressful conditions. This employee may be assigned to various clerical assignments throughout the school complex as needed.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Acts as clerk in general areas of school offices
Performs any and all office duties which may include answering telephone, acting as receptionist, handling inquiries from the general public, parents, teachers and students, operating office machines, preparing, <u>typing word processing</u> and duplicating materials, assisting
Assists with the preparation for opening and closing of school
Assumes responsibility for one major duty in most schools
Duties may include p Perform <u>sance of</u> health services, <u>if needed,</u> for which training will be provided
<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 requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
<u>Word processing</u> Typing skills
Successful clerical experience
Effective communication skills

DESIRABLE QUALIFICATIONS
<u>Shorthand skills</u>
<u>Experience taking notes and providing a record of meetings/events for supervisor</u>
<u>Experience in a diverse workplace</u>



Submitted For
Approval:
6/11/2019 5/14/2019

Effective: 7/1/2019

JOB TITLE:	SCHOOL-CLERK <u>SCHOOL</u> PART TIME PERMANENT
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	1A, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8736
BARGAINING UNIT:	CLAD

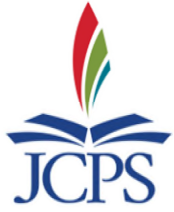
SCOPE OF RESPONSIBILITIES
Maintaining good public relations is a prime requisite of this job because - Situations arise in a school which require someone with composure and also someone who can be respectful under any and all circumstances. Maintains a smooth and efficient atmosphere under trying and stressful conditions. This employee may be assigned to various clerical assignments throughout the school complex as needed.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Acts as clerk in general areas of school offices-
Performs any and all office duties which may include answering telephone, acting as receptionist, handling inquiries from the general public, parents, teachers and students, operating office machines, preparing, <u>word processing</u> typing and duplicating materials, assisting
Assists with the preparation for opening and closing of school
Assumes responsibility for one major duty in most schools
Duties may include p Performance of health services, <u>if needed</u> , for which training will be provided
<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 requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Typing <u>Word processing</u> skills (35 w.p.m.)
Successful clerical experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Shorthand skills
<u>Experience taking notes and providing a record of meeting/event for supervisor</u>
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	<u>CLERK SECONDARY SCHOOL ATTENDANCE CLERK</u>
DIVISION:	<u>ACADEMIC SCHOOLS</u>
SALARY SCHEDULE/GRADE:	<u>IA, GRADE 4</u>
WORK YEAR:	<u>195 DAYS</u>
FLSA STATUS:	<u>NON-EXEMPT</u>
JOB CLASS CODE:	<u>8714</u>
BARGAINING UNIT:	<u>CLAA</u>

SCOPE OF RESPONSIBILITIES
<u>Coordinates, maintains, and reports all student attendance activities.</u>

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
<u>Reports to the proper school authorities all information regarding pupil attendance</u>
<u>Assists local school administration in coordinating school and District attendance improvement programs</u>
<u>Initiates all necessary computer operations related to student attendance or student records</u>
<u>Monitors the daily attendance of students, including class attendance and tardies</u>
<u>Contacts parents regarding suspected student truancy or other attendance related programs</u>
<u>Maintains contact with school administration, teachers and pupil personnel staff regarding student attendance</u>
<u>Coordinates use of volunteers in assisting school attendance programs</u>
<u>Prepares entry and/or withdrawal scan sheets</u>
<u>Performs health services, if needed, for which training will be provided</u>
<u>Prepares all necessary daily and monthly attendance reports</u>
<u>Completes all trainings and other compliance requirements as assignment by the designated deadline</u>
<u>Performs other duties as assigned by supervisor</u>

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

MINIMUM QUALIFICATIONS
<u>High School Diploma or G.E.D.</u>
<u>Word Processing skills</u>
<u>Successful clerical experience</u>
<u>Ability to communicate effectively with staff, students, and parents</u>

DESIRABLE QUALIFICATIONS
<u>Good human relation skills</u>
<u>Experience in a diverse workplace</u>



Submitted For
Approval:
6/11/2019 5/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>CLERK</u> SECONDARY SCHOOL ORDER AND RECEIVING CLERK
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	215 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8638
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Assumes responsibility to maintain an accurate account of the general budget for the secondary school Principal and for ordering and receiving all materials purchased by the school; processes suspension information to Pupil Personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Helps prepare budget requests and assists in budget preparation and assists in preparation of the opening of school
Supplies price lists of instructional and office supplies for use by department chairs man and also , distributes budget request forms to department chairs man and teachers
Establishes and maintains <u>Sets up</u> record keeping system to implement budget control by codes and departments
Collects orders from department chairs person making sure they are within proper code, bid list, and procurement laws and maintains procurement files, then <u>word processes</u> types requisitions and sends to purchasing department
Receives, checks, and submits receiving tickets for all packages paid for by the Board of Education and verifies receipt of invoices for payment from the general activity fund of Jefferson County Board of Education
Sorts and distributes supplies to proper department and teachers and follows up on damages, shortages, and incorrect merchandise
Assumes responsibility for equipment inventory
Handles general office routine, i.e., dealing with the public, <u>typing</u> word processing , admitting students to school and classes, answering phone and recording messages, administering to sick students, etc.
Types and <u>Enters and</u> processes student suspensions assuming responsibility for updating student discipline and suspension file
Duties may include p <u>Perform</u> sance of health services, <u>if needed</u> , for which training will be provided
<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 requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Typing <u>Word Processing</u> skills
Successful clerical and/or bookkeeping experience
Knowledge of bookkeeping practices

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of business machines

Ability to relate to others

Willingness to take on added responsibilities

<u>Experience in a diverse workplace</u>
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Submitted For
Approval: 6/11/2019
5/14/2019
Effective: 7/1/2019

JOB TITLE:	CLERK SECONDARY SCHOOL RECORDS CLERK
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 4, 215 DAYS
WORK YEAR:	215 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8716
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Assumes responsibility for maintaining the students' permanent academic and health records for his/her secondary school records; including updating grade tabs, posting scores, receiving and sending records to other schools, colleges, employers, etc.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Maintains records which include a secondary school record card file (visa), registration information file, office schedule file, pupil permanent records folders, emergency card files and health records
Obtains records from previous school and prepares them for counselors' recommendation for grade placement and credit assignments; Also requests health records and notifies parents from out of state of Kentucky State Health requirements
Prepares requests for records which include: sending of transcripts, letters of verification of age, attendance and graduation data, etc.
Corresponds with other institutions and parents in order to keep all records complete, accurate and up and up to date
Obtains and compiles data from seniors for graduation and career plans, assists counselor in preparation of senior activities including calendar for college and career representatives
Prepares records of graduates to be sent to pupil personnel for microfilming and maintains as up to date former student file
Verifies that grades have been given and recorded for all subjects taken by students and handles inquiries relating to records from the parents, teachers, students, private, and public agencies
Assists counselors with dismissals of students who become ill during the day
Supervises office aides in counseling department
Duties may include p perform sance of health services, <u>if needed</u> , for which training will be provided
<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 requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
<u>Word Processing</u> Typing skills
Successful clerical experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work with a minimum of supervision
Ability to take the initiative in work assignments
Relates well with parents and students
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
5/14/2019

Effective: 7/1/2019

JOB TITLE:	CLERK SENIOR EXPENSE CONTROL <u>SENIOR EXPENSE CONTROL CLERK</u>
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8082
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Works with all phases of accounts payable. Ensures vendor checks are processed and distributed in accordance with established procedures. Processes payroll time reporting as needed. Maintains a high degree of accuracy in vendor check processing and accounts payable related matters. Works with a minimum amount of supervision and confers with coordinator when appropriate.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Ensures financial controls are met, including controls for all vendor check writing

Serves as liaison for ~~A~~accounts ~~P~~payable, ~~A~~ccounting and ~~P~~purchasing on expense matters

Performs all phases of vendor check: writing, voiding and distribution

Assumes responsibility for Purchase Order Maintenance

Assumes responsibility for training activities related to ~~A~~accounts ~~P~~payable ~~C~~lerk functions, including supplemental functions, when new processes are added, when present employees need assistance, or when new employees are hired

Assumes responsibility for payroll time report processing and employee inquiries as needed

Assists ~~the coordinator~~ in meeting special requests of the office including the implementation of additional functionalities

Assumes responsibility for electronic document storage functions – scanning and importing documentation

Develops, updates and revises all forms, instructions, manuals and procedures for accounts payable functions

Assumes responsibility for reconciling accounts payable

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.

Two (2) years of experience in accounts payable, accounts receivable or related accounting functions

Good math ~~skills~~ability

Demonstrated ability to maintain accurate records

Bookkeeping experience

Effective communication skills

DESIRABLE QUALIFICATIONS
One (1) year college credit in accounting
One (1) year business experience in related field
<u>Experience in a diverse workplace</u>



Submitted For
Approval:
6/11/2019 5/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>CLERK SENIOR PURCHASING/BID SENIOR PURCHASING/BID CLERK</u>
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8633
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for providing technical services to all staff in the areas of bidding/purchasing, and equipment evaluation and assists District staff with the evaluation of products bid. Assists with purchasing processes, bid preparation and tabulation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works closely with all staff providing technical assistance and advice regarding the delivery of support services related to purchasing and bidding product/equipment evaluation

Develops, prepares and proofs bid documents for distribution to prospective bidders and assists in the tabulation results of said bids

Assists the director with product and bid evaluation activities providing technical advice where needed regarding product quality and compliance with specifications

Maintains communication with system-wide offices and vendors regarding the products that are bid by the District

Prepares and proofreads purchasing and bids correspondence and other materials for signature, duplication and distribution

Maintains and updates records relating to the evaluation of product services that are bid

Operates office machines and equipment and performs clerical functions necessary for the successful completion of the job tasks

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in aspects of school support services

Proficient in typing word processing

Ability to develop specifications/knowledge of Kentucky Purchasing Law

Thorough knowledge of business English, spelling and punctuation

Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated skill in and successful experience with numbers and statistical data
Working knowledge of the organization, policies, procedures and practices of the D istrict related to product evaluation and specifications
Successful experience working with and providing assistance to the public
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/201955

Effective: 7/1/2019

JOB TITLE:	CLERK TEMPORARY / SUBSTITUTE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8 967 724
BARGAINING UNIT:	SUBC CLAA

SCOPE OF RESPONSIBILITIES

Performs any combination of the following routine and standard clerical duties for a unit or program according to specific departmental requirements and which require application of various standard and routine work methods and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Checks, analyzes, and classifies or alphabetizes materials, conducting limited research when necessary

Makes simple postings to various unit or program records; receives and issues receipts for payments as required

Prepares reports involving tabulations or posted data and simple arithmetical calculations

Files information in established files and removes files upon request and matches with reports, correspondence, etc.; prepares related indices and cross reference aids

Receives, classifies, and routes incoming mail as assigned

Acts as receptionist and answers telephones as assigned

Operates standard office equipment machines including computers, ~~typewriter~~, adding machine, calculator, copier, and other office machines

Word processes~~Types~~, proofreads, duplicates, collates, and processes reports and other materials as required

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Previous training and/or experience in office and clerical duties

Good word processing~~typing~~, telephone, calculator, and office machine skills

Ability to use computer word processing/file management skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to work well in a team situation

Efficient time management

Experience in a diverse work place



Submitted For
Approval: 6/11/2019
4/23/2019

Effective: 7/1/2019

JOB TITLE:	<u>CLERK</u> WORK ORDER- CLERK
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8722
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for receiving and dispatching work requests and costing of labor and material.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for receiving system-wide work requests, by computer or phone

Enters work orders into computer and dispatches to responsible department after priority and schedule have been assigned

Assumes responsibility for posting cost of labor and material in computer on completed work orders

Maintains records of complete and incomplete work orders

Keeps time and payroll records

Operates all office machines and equipment as required

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Experience in operation of computer and data entry Two (2) years successful clerical experience

Two (2) years successful clerical experience

Excellent typing-word processing skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Business School or College

Bookkeeping and accounting background

Shorthand Transcription skills

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	<u>COACH ACADEMIES OF LOUISVILLE TALENT DEVELOPMENT ACADEMY COACH</u>
DIVISION	ACADEMIC <u>SCHOOLS-SERVICES</u>
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY III</u>
WORK YEAR:	220 Days
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4752
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides leadership, coordination, and support for ~~Talent Development the~~ Academies of Louisville through work with business/community partners, Office of ~~Transition College & Career~~ Readiness, talent academies, and student/teacher support.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops and maintains advisory boards for each academy and plans four (4) meetings per year; provides a yearly planning calendar during opening week of school for the entire year

Works directly with business/community partners, including collecting time/talent hours ~~twice~~ monthly, reporting to Guiding Team and OCCR twice monthly, and maintaining ongoing communication with all partners to ensure meaningful engagement (e.g. aligns co-op opportunities, coordinates equipment/supply needs)

Hosts an annual business partner appreciation event for all business partners at the end of each school year

Organizes an academy planning retreat in the summer with each academy advisory board to review academy offerings, ensures alignment of pathways to workforce projections, and develops program modifications in conjunction with the Office of ~~CCR-Transition~~ Readiness

Visits business partners' place of business in the summer

Assists academy teachers with the coordination of work based learning experiences, site evaluations, and support and student placements

Attends a ~~D~~District academy coach meeting one (1) day a month and all assigned trainings/meetings as designated by the Director of CCR to maintain the credentials to serve as academy coach

Serves as the liaison between the ~~D~~District and the school to ensure consistent communication to all academies

Attends trainings for various "quasi-administrative" roles to include master scheduling, strategic plans, SIP plans, etc. to be prepared to assist ~~administrators~~administers with normal management functions

Attends all partnership councils/collaborative meetings that relate to designated school's career academies

Attends one (1) academy team meeting each month to monitor highly effective interdisciplinary teaming

Coordinates and ensures participation of experiential learning for all academies, including but not limited to career fairs, college visits, guest speakers, industry related field trips, job shadows, and internships

Promotes and supports the work of each academy to align with NCAC accreditation status, working towards model status

Works with academy team leaders on budgeting, equipment needs, year-~~ending~~ reports, student data, and calendar of events

Coordinates and monitors teacher externships, PBL training, interdisciplinary training, or other trainings as needed

Works with academy teams to implement academy showcases, school tours, and recruitment events

Oversees all aspects of Academy Ambassador program (i.e. student selection, ~~D~~District training, and ambassador events)

Serves on the school leadership team and works closely with guidance counselors and administrative team to ensure master scheduling aligns to pathway completers

Spend <u>s</u> 95% of time working on TDA <u>Academies of -specificLouisville specific</u> activities
Complete <u>s</u> required reports: Academy Action Plans, Budget, Calendar of Events, Dual Credit, Industry Certifications, Academy enrollment, graduation rate, purity report, CCR Awards, CCR Data, student experience tracker, PBL tracker { (understand <u>s</u> TEDS data entry and oversees <u>coordinates the work of the</u> TEDS clerk)
Assist <u>s</u> in the onboarding of new CTE/Academy teachers, team leads, and administrators to the academy model
Help <u>s</u> administrative team ensure ninth grade <u>9th</u> career exploration course and senior capstone projects are implemented according to district <u>District</u> expectations
Complete <u>s</u> or facilitate <u>s</u> completion of reports/data including tracking students NAME & NEED Data Charts for CCR, Business & Industry Related Reports (minutes, agendas of advisory meetings, and time/talent report), Student Work Based Learning Experience Tracker, Career Pathway Information Form to OCCR, and Industry Certification School Report to OCCR
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
Performs <u>Complete additional- other</u> 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 lightweights.

MINIMUM QUALIFICATIONS

Master's Degree with valid Kentucky teaching certificate

Three (3) years successful teaching experience

Valid Driver's License and ability to travel to work locations

Demonstrated academic leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in the human resources, workforce development, or education fields

Demonstrated history of leadership experience in school setting (Department Chair, ~~Team~~ Leader, SBDM, etc.)

Demonstrated history of working with external partners (business partners, advisory boards, industry associations, etc.)

Successful experience organizing and planning events such as awards programs, retreats, orientations, trainings, etc.

Effective and efficient attention to detail with experience working with student data, maintaining records, producing reports

Strong professional standards, communication skills, and understanding of meeting protocols in working with business partners

Experience in a diverse workplace



Submitted For
Approval:
6/11/20194/2023/2019

Effective: 7/1/2019

JOB TITLE:	<u>COACH</u> CERTIFIED BEHAVIOR INTERVENTION COACH
DIVISION	<u>EXCEPTIONAL CHILD EDUCATION</u> ACADEMIC <u>SERVICES</u>
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY III</u>
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4757
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

The Behavior Intervention Team provides short-term crisis intervention for students with disabilities. The Behavior Intervention Coaches review students' Individual Education Plans (IEP) and progress data; conduct student observations; and model appropriate behavioral strategies. ~~These Coaches will~~ work with schools and teachers to support students. Assists the ARC by providing necessary information of data to support decisions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides short-term crisis intervention within the classroom

Participates in and maintains certification in ~~district~~District approved de-escalation and crisis management training

Reviews/collects/analyzes ongoing student progress data including IEP, FBA, BIP, etc. in collaboration with ~~the~~ECE and classroom teachers

Models calming, de-escalation and positive strategies for behavior intervention

Assists school staff in determining antecedents (triggers) and consequences associated with the targeted behavior(s)

Assists school staff in conducting ~~the~~Functional Behavior Assessment (FBA) and ~~drafting~~develop ~~the~~Behavior Intervention Plan (BIP)

Coaches school staff in implementing the BIP (instructional and management strategies), specifically daily teachers and staff

Builds school staff capacity and provides follow up services, collaborating with outside agencies and families

Complies with policies, rules and regulations of the school ~~district~~District and of any state/federal regulatory agency where appropriate

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

Perform other duties assigned by supervisor

PHYSICAL DEMANDS

At times the work is primarily sedentary, however it will require the ability to model and demonstrate Safe Crisis Management techniques and strategies. -The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push, or pull light to heavy weights. -The work requires the use of hands for grasping and fine manipulations.

MINIMUM QUALIFICATIONS

Master's ~~D~~egree with valid Kentucky teaching certificate

Kentucky certification in learning and behavior disorders

Three (3) years of successful teaching experience

Consultant Certification once selected for the position

The person must be certified to utilize the District approved de-escalation and crisis management training

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace~~The person must be certified to utilize the district approved de-escalation and crisis management training~~



Submitted for
Approval:
6/11/2019 5/14/2019
Effective: 7/1/2019

JOB TITLE:	<u>CONSULTANT</u> EMPLOYEE RELATIONS <u>CONSULTANT</u> GENERALIST
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	<u>II</u> , GRADE <u>77</u>
WORK YEAR:	<u>260-DAYS</u> <u>260 DAYS</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8611
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides specialized expertise regarding hiring labor-management and employee relations to all ~~pp~~Principals, managers, and supervisors including personnel records, folders, employee development, evaluation, coaching, performance, s corrective action, non-renewal of limited contracts and advice on employee discipline, including development of a process to deal effectively with employee/labor relations. Assists with union contract administration/, grievance interpretation and grievance/complaint processing, advise on employee and performance issues. Prepares spreadsheet, database or presentation software concerning grievances, mediations, and unemployment, and preparation of necessary documents/data concerning grievances, mediations, reassignments and unemployment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in preparing and conducting research for labor-management contract negotiations; assists with administering all provisions of collective bargaining agreements

Acts as management representative in contract 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

Provides advice, counsel and expertise to Principals, managers, supervisor~~employees~~, and HR professionals with respect to the interpretation and application of Board policies and practices and collective bargaining agreements; Provides expertise and coaching on sound employee and labor relations practices to department leadership that will positively affect operations

Acts as liaison with Principals, managers, supervisors, and HR professionals with regard to employee effectiveness as needed Interprets as needed, collective bargaining agreements and represents management in the settlement of grievances/mediations under established grievance procedures, issuing grievance resolutions and recommending changes to policy and processes to ensure compliance with agreements Acts as management representative as needed, with counsel on preparation and adjudication of arbitrations and mediations

Participates in meetings between labor and management to discuss and attempt to resolve grievances at the lowest level. Communicate and schedule dates for negotiating sessions between JCPS and union representatives. Monitors, reviews, updates records and provides coaching to Principals, managers, supervisors, and HR professionals relating to evaluations

Develops and conducts formal trainings for Principals, managers, supervisors, and HR professionals regarding employee evaluation, corrective action, non-renewal, supervision techniques, and other employee performance topics

Compiles and retains labor ~~management,~~ and ~~employee~~management, employee relations and personnel data and prepares and presents reports and briefings as necessary; ~~P~~prepares spreadsheet, database or presentation software concerning grievances, mediations, and unemployment

Performs and promotes all activities in compliance with equal employment and nondiscrimination policies of the Jefferson County Board of Education. ~~Keeps a schedule of upcoming contract expiration dates.~~

Reviews criminal background records checks and child abuse and neglect checks for new employees as needed Prepare ground rules for negotiations, contract deviations, proposals, agreed articles, tentative and final collective bargaining agreements, etc. Assist JCPS labor negotiating team in gathering necessary information for document preparation for negotiation sessions. Maintain and update a status document of the collective bargaining agreement (contract) during negotiations, and proof this document against agreed articles for accuracy

Conducts due process meetings related to findings of criminal background records and child abuse and neglect checksMaintain current copies of all JCPS collective bargaining agreements with the labor unions; JCTA, Teamsters, SEIU, Jefferson County Nutrition Assoc, Jefferson County Association of Educational Support Personnel. Maintain current lists of contact information for all the Union personnel and representatives for JCPS

Reviews applicants in the NADTEC Clearinghouse and checks to see if the applicants were previous employees and reviews those records prior to recommendation for interviewing

Tracks contingency hiring items and ensures receipt of those items within Board policies, procedures, and practices

Provides data to and works with the Local Evaluation Appeals Panel (LEAP) and employee requesting appeal; attends LEAP as observer

Keep members of the labor team advised of all remaining open articles in the contract that still need to be addressed. Maintains a log as to the status of where our contracts are in the system at any step of the signatory process subsequent to passage of said Collective Bargaining Agreements by the Union; keeps members of the labor team advised of all remaining open articles in the contract that still need to be addressed

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, 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 in Business Administration, Industrial relations, Paralegal studies, Public Administration or related fields

Five (5) years successful experience in Labor Management, Employee Relations, Paralegal, or Human Resources

Effective communication skills

DESIRABLE QUALIFICATIONS

Juris Doctorate (legal degree)

Kentucky law license in good standing with the Kentucky Bar Association

Two (2) ~~years experience~~years of experience as a practicing attorney

General Knowledge of Kentucky education law and federal employment law

Three (3) year negotiations experience

Experience in a diverse workplace



JOB TITLE:	CONSULTANT SCHOOL AND COMMUNITY NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8102
BARGAINING UNIT:	CLAP

Submitted For
Approval: 6/11/2019
5/14/2019
Effective: 7/01/2019

SCOPE OF RESPONSIBILITIES

Coordinates and monitors all aspects of the District school meal programs in an assigned area; R~~esponsible for providing on-site training and technical assistance to managers, managing assistants, lead assistants, and assistants as necessary in all areas of program management and operations to ensure high quality food, customer service, and ensure compliance with all federal, state, and local school meal program requirements; and monitoring of all district school food service programs.~~
R~~esponsible for completion and follow-up of required and routine program reviews; s. Trains food service managers, managing assistants, lead assistants, and assistants as necessary in all areas of program management, and operations to ensure high quality food, customer service, and compliance.~~
C~~ommunicates and reviews important program information with school~~
P~~erincipals and other school administrators to ensure understanding of program policies, procedures and requirements and; -A~~ssists in the development of instructional and information materials related to the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in training and monitoring site-based food service personnel

Informs the administrative staff in the department of the managerial and audit/review status of each location visited and evaluated

Conducts required and routine program reviews

Provides written reports to Principals related to food service program in their building and seeks input and recommendations for program improvement and relative staffs and makes recommendations for full compliance with federal and state regulations

Monitors allowable labor hours in each school location

Advises Principals and other staff on local, state, and federal requirements relative to the USDA school meal programs including meal counting and claiming, reimbursable meal requirements, Smart Snack, and other requirements associated with operating a fiscally sound and compliant program

Reviews and advises food service managers on efficient procedures for food preparation, service, storage, use of approved software, use of equipment, equipment inventory, work simplification techniques, employee relations, and the scheduling of work assignments for the most optimum use of assigned labor hours

Monitors on-line responsibilities of managers and cashiers in accordance with required procedures

Monitors sanitation and safety practices in all schools and makes recommendations for improvement

Assists in training and monitoring food service personnel

Informs the administrative staff in the department of the managerial and audit/review status of each location visited and evaluated

Conducts required program reviews

Monitors allowable labor hours in each school location

Advises Principals and other staff on local, state and federal requirements relative to the USDA school meal programs including meal counting and claiming, reimbursable meal requirements, Smart Snack and other requirements associated with operating a fiscally sound and compliant program

Monitors on-line responsibilities of managers and cashiers in accordance with required procedures
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
<p>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, <u>squatting, reaching, with the ability to lift, carry, push or pull light weights.</u> The work requires activities involving being around moving machinery, exposure to market changes in temperature and humidity. Driving automotive equipment, and exposure to dust, fumes, and gases.</p> <p>squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to market changes in temperature and humidity. Driving automotive equipment, and exposure to dust, fumes, and gases.</p>

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years successful managerial experience as a food service manager, preferably in USDA National School Lunch and School Breakfast Programs
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Completion of two (2) years of college work in Food Service or related Management area
Five (5) years successful experience as a food service manager
School Nutrition Association (SNA) Certificate or Credential
<u>Experience in a diverse workplace</u>

FOOTNOTE 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.



Submitted For
Approval: 6/11/2019
5/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>CONSULTANT WORKERS</u> <u>COMPENSATION ASSISTANT COORDINATOR</u> <u>EMPLOYEE BENEFITS COUNSELOR</u>
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8622
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assumes responsibility for general implementation and maintenance of the employee benefits program; coordinates enrollment in employee benefits; ~~counsel~~counsel's employees as to benefits and options; maintains appropriate records; calculates retirement and early retirement benefit compensation; organizes and attends benefit workshops and seminars; coordinates workers' compensation benefits for District employees; manages first tier issue resolution for benefit and workers' compensation concerns.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Counsels with employees and employee representatives regarding benefits and retirements, both certified and classified

Coordinates implementation of the retirement benefit compensation programs (early retirement, TRS and CERS) including preparation, processing and maintenance of appropriate applications, reports, and records

Distributes and reviews employee benefits information and assists employees and applicants with processing enrollments, forms, and payroll deductions for benefit plans

Coordinates workers' compensation claims and benefits for the District; and acts as a liaison between the injured employees, the third party claims administrator, the District's occupational medicine provider, and local District administration

Counsels employees as to their benefits available under the workers' compensation program as well as their rights and responsibilities under the program

Stays abreast of statutes, regulations, rules, and ~~district~~District policies pertaining to employee benefits and workers' compensation

Acts as a subject matter expert on all JCPS benefit plans including; Board-paid benefits, State-paid benefits, and voluntary benefit plans and manages first tier issue resolution as needed for the Assistant Benefits Counselors

Collaborates with other departments including; but not limited to, Human Resources, Payroll and the Leave Center

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful employee benefit experience or equivalent

Working knowledge of laws, statutes, regulations, policies, and procedures related to benefits and workers' compensation

Excellent customer service skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Two (2) years successful experience in a leadership role
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<u>Experience in a diverse workplace</u>
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Submitted For
Approval:
6/11/2019/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>COORDINATOR</u> BILINGUAL LANGUAGE SERVICES COORDINATOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, Grade <u>GRADE</u> 5
WORK YEAR:	240 Days <u>DAYS</u>
FLSA STATUS:	Exempt <u>EXEMPT</u>
JOB CLASS CODE:	8237
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Facilitates and oversees ~~D~~district-wide language services operation. Provides technical assistance to ~~d~~District and program staff. Communicates with international parents, school personnel, and outside agencies. Develops, monitors and implements procedures to access bilingual support.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and directs the work of interpreters and translators

Oversees the work of Facilitators Bilingual Language Support ~~Facilitators~~

Provides training for Instructor Bilingual ~~Bilingual~~ Associates Instructors who serve as interpreters

Evaluates the effectiveness of services

Suggests and implements changes to improve effectiveness of services

Provides technical assistance to ~~D~~district and school staff in need of bilingual support

Facilitates communication between schools/programs and international families

Assists in planning and implementation of special events and activities

Collaborates with all programs/departments to provide effective services

Receives interpreter and translation requests

Prepares interpreter and/or translation requests

Assigns interpreters and/or translators to specific jobs

Provides interpreters with specifics for the job

Keeps requesters updated while job is being processed

Emails outcomes to requesters after parents are contacted

Refers JCPS callers for on-demand interpretation

Proofreads appropriate translations

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, crawling, climbing, reaching with the ability to lift, carry push, or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor’s Degree
Three (3) years <u>of</u> successful experience in area of assignment
One (1) year successful experience in administration/supervision
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in working with different age groups
Experience in working with community organizations and agencies
<u>Experience in a diverse workplace</u>



Submitted For Approval:
6/11/2019

Submitted For
Approval: 6/11/2019
Effective: 7/1/2019

Effective: 7/01/2019

JOB TITLE:	COORDINATOR ABATEMENT PROGRAM
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8278
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Maintains asbestos materials management program to include inspection of all buildings in the Deistrict in order to comply with AHERA; serves as the representative of the Jefferson County Public School system with the Governor's designee on all management plans for each facility of the school system; serves as liaison of the school district with the representatives of Region IV of the Federal E.P.A. and state and local agencies.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects and samples all suspect materials and equipment for potential presence of asbestos; supervises and evaluates work of Insulation Inspectors

Performs a semi-annual inspection of all facilities that contain asbestos-containing materials; performs annual inspection of the files of all facilities

Manages the air sampling program conducted by a private contractor and maintains all ambient air results in the files both at the school and central office

Serves as the representative of the school system with the architect, the contractor and the analytical firm

Conducts training seminars for Jefferson County Public School system personnel, as required by the Federal E.P.A. to comply with AHERA

Prepares all reports and applications for federal grant and loan monies

Prepares and files all necessary reports with the federal and local agencies

Maintains and updates the management plan for each facility in the district

Maintains the operation and maintenance program for each facility in the district

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 requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires 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 and passed exam of E.P.A. approved institution on Management of Asbestos Containing Materials, Management Planner and Inspecting for Asbestos Materials
Certified Management Planner
Certified Inspector
Certified Asbestos Supervisor
Possesses knowledge of local, state and federal regulations concerning asbestos abatement and management
Knowledgeable in the asbestos training required to comply with AHERA
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as an Industrial Hygienist
Bachelor's degree
<u>Experience in a diverse workplace</u>



Submitted For
Approval:
6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	COORDINATOR ACCOUNTING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8031
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Supervises the daily routine of the Accounting clerical staff. Coordinates monthly accounting operations to ensure an accurate and timely year-end financial report that complies with district, state and federal financial requirements.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares financial reports including monthly, quarterly and annual statements of all funds

Provides assistance in the completion of annual audited financial report

Interfaces with internal and external auditors in resolving issues related to audit

Performs account analysis and reconciliation

Ensures that adequate controls are in place to provide accurate and timely financial reports

Supervises, trains and evaluates Accounting clerical staff

Interfaces with facilities and supply services on reconciliation of fixed assets and capital project

Supports the division in matters relating to financial analysis and audit

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, exposure to marked changes in temperature and humidity, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting or finance

Three (3) years of accounting experience

Working knowledge of general ledger, accounts payable, preparing journal entries, and analyzing and reconciling accounts

Proficient in use and preparation of computerized spreadsheets and use of calculator

Good written, oral communication and analytical skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to handle multiple and shifting priorities and work effectively both individually and as part of a team

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	COORDINATOR ACCOUNTS PAYABLE
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8030
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises timely and accurate voucher and invoice processing and payment to comply with District, state and federal financial requirements. Coordinates incoming invoices, receiving reports and vouchers while ensuring efficient processing. Requires corresponding and answering inquiries from vendors.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, trains, and evaluates the performance of clerical personnel

Serves as liaison for the purchasing and management information services departments

Handles inquiries and requests pertaining to accounts payable

Supervises all phases of check writing preparation

Processes the closing of orders generating no action over 120 days

Monitors incoming invoices to the District and supervises the matching of corresponding receiving reports from individual cost centers

Supervises receipt of school food service receiving reports, invoices and coordinates timely payment

Assists in various year end closing functions

Supervises the maintenance of adequate controls to ensure the accuracy of checks and reports produced

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, exposure to marked changes in temperature and humidity, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Two (2) years responsible Accounts Payable experience

Ability to maintain accurate records and meet established deadlines

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's degree

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
5/14/2019

Effective: 7/1/2019

JOB TITLE:	COORDINATOR ADULT BASIC EDUCATION
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8459
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership and coordination of multiple projects and programs within the Adult and Continuing Education Unit including implementation and monitoring of standard practices and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and coordination of projects and programs directly related to program implementation and performance

Assumes the responsibility for and assists designated supervisor with short-range and long-range planning as assigned

Serves as liaison between all staff and departments within JCPS Adult and Continuing Education as required

Makes recommendations regarding programmatic projects and evaluates effectiveness as assigned

Maintains communication and works closely with District staff and the community regarding information, developments, and implementation of projects, programs, and activities

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

Accumulates and researches data documents and other pertinent information as required

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

Prepares, delivers, or assists with training opportunities as appropriate

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, climbing, reaching, with the ability to lift, carry, push, or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree or higher with area or major in area of assignment

Three (3) years of successful experience in area of assignment

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Experience in a diverse workplace



DATE 07/01/18
Submitted For
Approval: 6/11/2019
Effective 7/1/2019

JOB TITLE:	COORDINATOR ADULT BASIC EDUCATION
DIVISION:	ADULT EDUCATION
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	187 <u>DAYS</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	-8148
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides technical assistance to district and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity. Provides in-services as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works closely with ABE/GED program personnel in developing curriculum and instruction
Provides training, mentoring, and supervision for ABE/GED program staff, while providing field support to all ABE/GED locations
Oversees and directs the work of committees and task forces, as assigned
Meets with ABE/GED program staff regularly to monitor effectiveness of services
Maintains accurate ABE/GED records on the program and provides data and reports to appropriate personnel
Evaluates effectiveness of assigned ABE/GED programs or activities
Provides technical assistance to district and school staff in the areas of assignment
Assures compliance with local, state and federal regulations and procedures related to areas of assignment
Researches past and current practice in areas assigned and integrates research in areas of responsibility.
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
Other duties as assigned by supervisor

PHYSICAL DEMANDS
The work requires regular, local travel, through one's personal vehicle and is required for meeting with participants and local entities. Valid driver's license and proof of insurance is required. This work 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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's degree in area of responsibilities
Three (3) years <u>of experience</u> in area of assignment
One (1) year <u>of</u> successful experience in administration/supervision

DESIRABLE QUALIFICATIONS
Experience in working with different age groups
Experience in working with community organizations and agencies
Master's Degree in related field
<u>Experience in a diverse work place</u>

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.



Submitted #For
 Approval: 6/11/2019
 Effective: 7/1/2019

JOB TITLE:	COORDINATOR ADULT EDUCATION ESL PROGRAMS COORDINATOR
DIVISION:	ACADEMICS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8151
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides technical assistance to d District and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity. Supports English Second Language (ESL) students in the Adult Education program. Provides in-services as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works closely with ESL program personnel in developing curriculum and instruction
Provides training, mentoring, and supervision for ESL program staff, while providing field support to all ESL locations
Oversees and directs the work of committees and task forces, as assigned
Meets with ESL program staff regularly to monitor effectiveness of services
Maintains accurate ESL records on the program and provides data and reports to appropriate personnel
Evaluates effectiveness of assigned ESL programs or activities
Provides technical assistance to d District and school staff in the areas of assignment
Assures compliance with local, state and federal regulations and procedures related to areas of assignment
Researches past and current practice in areas assigned and integrates research in areas of responsibility
Performs o Other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work requires regular, local travel, through one's personal vehicle and is required for meeting with participants and local entities. Valid driver's license and proof of insurance is required. This work 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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's degree in area of responsibilities
Three (3) years of experience in area of assignment
One (1) year successful experience in administration/supervision
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in working with different age groups and nationalities
Experience in working with community organizations and agencies
Master's Degree in related field
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.



[BCG1]

Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	COORDINATOR AQUATICS
DIVISION	ACADEMIC <u>SCHOOL SERVICES</u>
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8284
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides a wide range of aquatic activities appropriate to the needs and interest of the school community in order to promote health, fitness, and well-being.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops a high school program that incorporates a vertical collaboration with Northwest corridor elementary and middle schools
Develops competitive boy and girl swimming teams
Organizes and administers a series of regularly scheduled, ongoing activities utilizing the swimming pool during non-school hours and during school breaks
Devises and establishes special aquatics programs to meet the needs of such groups as persons with physical disabilities, senior citizens, preschoolers, as well as the community adults and youths
Plans and directs in-service training for aquatics staff members
Administers and coordinates schedules for aquatics activities to enable the program to derive maximum use of physical facilities available
Coordinates the selection and purchase of equipment and supplies and maintenance of the pool
Coordinates with <u>P</u> principal and central office personnel on the installation of new and additional pool equipment
Works toward a continuous evaluation of program activities through surveys, polls, evaluation ratings by participants, and similar tools
<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 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

Life Saving and Water Safety Instructor certification
Three (3) years teaching or aquatic supervision experience
Bachelor's degree
Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky certification appropriate to the grade level and curricular assignment

Experience in a diverse workplace



Submitted For
Approval:
6/11/2019/14/2019

Effective: 7/1/2019

JOB TITLE:	SUPERVISOR- COORDINATOR ATTENDANCE SYSTEMS DATA CONTROL/STUDENT RECORDS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	I I, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8762
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates the duties of the attendance and records clerks, serves as the liaison of the department to management information services, and assists in developing the implementation of the on-line student data base system.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as liaison and technical consultant between ~~pPupil pPersonnel and management~~ information Technology services (IT) to plan, develop and implement student data base programs and identify data errors for quality assurance

Coordinates and oversees the maintenance and tracking of student records and transcripts to ensure a secure and systematic flow of pupil records between schools and the ~~dD~~istrict's record office; including the process of digital imaging for archiving and electronic transfer of permanent student records

Supervises and evaluates all clerical staff in the office of attendance, student records, and transcripts

Provides student attendance and demographic information to legal, governmental and health agencies, public schools, and parents

Provides direction, support and training material to school attendance and records clerks; develops and prepares policies and procedures to ensure the integrity of student demographic and attendance data

Collaborates with state and ~~Dd~~istrict personnel to administer attendance and membership policies and procedures, and implement student information systems

Maintains an accounting system for tuition pupils, including state contracts and transfers between school systems

~~Maintains an accounting system for tuition pupils, including state contracts and transfers between school systems.~~
Administers a pupil census of all school-age children, including private, parochial and home schools in Jefferson County, as directed by statute

Participates in ~~Dd~~istrict technology meetings and serves on various ~~dD~~istrict and state committees to plan and implement changes related to attendance and student demographics

Researches, analyzes, and prepares data for student membership and attendance accounting for ~~dD~~istrict and state statistical reports

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, 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
High School Diploma or G.E.D.
Working knowledge of data processing functions and capabilities
Three (3) years <u>of</u> experience with the Computerized Attendance System
Good typing skills <u>word processing skills</u>
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work with figures and multiple forms
Ability to understand statistical reporting
Dependability and ability to work independently
Efficient telephone manners and ability to deal with school staff and public
<u>Experience in a diverse workplace</u>



Submitted For

Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	COORDINATOR BAKERY
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II / GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	<u>EXEMPT</u>
JOB CLASS CODE:	8098
BARGAINING UNIT:	<u>CLAP</u>

SCOPE OF RESPONSIBILITIES
<u>Assumes r</u> Responsibility for production and packaging of quality baked products. Supervises bakery personnel to ensure efficient work flow and high quality production of bakery items following standardized recipes and processes. Consults with supervisor to establish procedures, priorities, and processes. Performs all tasks involved in the production and packaging of baked items. Prepares reports, maintains records and controls costs for items prepared in the bakery area.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises the operation and daily maintenance of all bakery, packaging, and food service equipment located within the bakery and packaging areas
Supervises and schedules bakery and packaging operations maintaining an inventory of all supplies and materials to maximize the utilization of both equipment and personnel
Assumes responsibility for requisitioning through proper channels all supplies, materials, and equipment related to the baking and packaging areas
Schedules, supervises, and evaluates all employees in the time management and quality control of bakery products
Supervises the production and packaging of all bakery items to ensure high standards of food quality, safety, accurate counts and pack sizes, proper use of equipment, and standardized recipe compliance
Develops, revises, and updates procedures for production items within the bakery area
Operates all equipment and trains staff in its proper and safe operation
Works in cooperation with staff to address staff and product movement between work areas
Evaluates all bakery products for quality, food safety, and cost constraints while maintaining an effective quality control and Hazard Analysis and Critical Control Points plan
Evaluates staff as assigned
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping, 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, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Associate degree in Quantity Baking or related experience
Three (3) years of experience in large quantity institutional baking with an emphasis in yeast breads and sweet goods
Kentucky Department of Education Certification as a Food Service Employee
Jefferson County Board of Health Sanitation Certification
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of District policies and procedures and organizational goals and objectives
<u>Experience in a diverse workplace</u>



Submitted For
Approval:
6/11/2019-5/14/2019

Effective:
7/1/2019

JOB TITLE:	<u>COORDINATOR BUDGET</u> <u>BUDGET ANALYST</u>
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, <u>Grade-5</u> <u>GRADE 5</u>
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	807 <u>5</u>
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assists in preparation of Deistrict budget(s) and other budget documents. Organizes and/or conducts training for Deistrict staff. Responsible for problem solving for schools/programs; serves as liaison for cost centers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in preparation of Deistrict budget(s) and other budget documents

Researches, compiles and prepares school profile information

Represents the budget office at technology meetings

Maintains budget system; reviews and implements budget amendments and reports

Prepares reports and spreadsheets

Works closely with staff regarding budget issues

Conducts training for Deistrict staff

Maintains position control for general fund and categorically funded positions

Maintains staff allocations and communicates modifications to staff

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years of experience in financial and/or budget planning

Ability to communicate effectively

Personal and mainframe computer experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated administrative leadership and organizational skills

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	AREA- COORDINATOR BUS COMPOUND COORDINATOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260_ DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8780
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates all aspects of pupil transportation in an assigned geographical area of the school ~~d~~District. Requirements include all District programs which qualify students for transportation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and supervises all aspects of pupil transportation to ensure safe and economical transportation of District students to and from school on a daily basis

Develops, implements, and updates District school bus route system

Assigns, supervises and evaluates regular and substitute employees in the area assigned to ensure all scheduled bus routes are completed daily

Maintains compliance with Federal and State regulations and District policies and procedures, including all aspects of payroll, reports and Commercial Driver's License

Oversees daily compound operations and coordinates with compound staff in proficient use of District computer programs

Evaluates and makes recommendations to assist with districtwide decision-making concerning school closure and early dismissal due to inclement weather and other emergencies

Coordinates scheduling of school bus fleet for maintenance to ensure safe transportation for District students

Provides effective communication with parents, students, community organizations, news media and District personnel

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of experience in pupil transportation activities

Valid driver's license

Effective written and verbal communication skills

Ability to develop and utilize computer data for transportation

DESIRABLE QUALIFICATIONS
Knowledge of all school system policies and procedures
Knowledge of Federal and State Pupil Transportation guidelines
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	COORDINATOR BUS DRIVER TRAINING
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8810
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates and conducts bus driver training activities and maintains necessary records. Plans and implements safety training for all District school bus drivers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Writes curriculum, develops, and implements School Bus Driver Training programs

Develops, updates, and implements Student and Traffic Safety activities and Commercial Driver's License training for District personnel

Evaluates staff

Maintains compliance with Federal and State regulations and District policies and procedures as relates to transportation services

Maintains records and statistics of all vehicle accidents and monitors the motor vehicle records of all employees driving District vehicles and contracted services drivers

Recruits, recommends and trains personnel for school bus drivers and transportation support personnel

Develops and presents all in-service programs to ensure state required certification of transportation services personnel

Oversees daily operations and coordinates the use of District computer programs

Provides effective communication with parents, students, community organizations, news media and District personnel

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of experience in pupil transportation activities

Effective written and verbal communication skills

Possesses the ability to use Transportation computer programs

School Bus Driver Certification issued by the Kentucky Department of Education

Valid commercial driver's license with evidence of a good driving record

DESIRABLE QUALIFICATIONS
Knowledge of all school system policies and procedures
Knowledge of Federal and State Pupil Transportation regulations
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	<u>SUPERVISOR COORDINATOR CHILD AND ADULT CARE FOOD PROGRAM, AND SUMMER FOOD SERVICE PROGRAM, AND FRESH FRUIT AND VEGETABLE PROGRAM</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	220 260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8103
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assumes rResponsibility for planning, monitoring, implementing, and reporting for USDA Child and Adult Care Food Program (CACFP), ~~and~~ Summer Food Service Program (SFSP), and Fresh Fruit and Vegetable Program. Trains food service managers/managing assistants, assistants, and school personnel as necessary in the operation of the USDA CACFP/SFSP/FFVP. Monitors for compliance to program regulations. Consults with Assistant Director to establish procedures, priorities, and processes. Recruits new enrichment programs participants for all programs, conducts monitor and other applicable; develops and provides applicable resources for all programs. reviews, eCollects required documentation and to consolidates meal counts for CACFP/SFSP claim reimbursement and necessary support documentation to support the FFVP expense reimbursement. Completes other required reports for each program and tracks and evaluates performance for each program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Trains and monitors food service employees, school personnel, and volunteers working with CACFP, ~~and~~ SFSP, and FFVP in the areas required by USDA

Determines monthly claim for CACFP and SFSP reimbursement

Prepares monthly menu for FFVP and procures in accordance with federal, state, and local procurement regulations all food, supplies, and equipment related to FFVP

Provides resources to schools to assist in the nutrition education requirement of the FFVP

Assumes Rresponsibility le for working with school administrative staff to recruit new programs and make improvements to existing programs

Maintains all records and completes all reports for CACFP, ~~and~~ SFSP, and FFVP

Develops, revises, and updates procedures for sites participating in CACFP/SFSP/FFVP

Monitors costs associated with CACFP/SFSP/FFVP at each site to ensure fiscal responsibility within the programs

Interacts with parents, students, food service employees, school personnel and volunteers on a regular basis to evaluate ways to improve programs

Conducts compliance reviews as required by ~~F~~federal regulations and addresses issues and concerns

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 or 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. 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.
equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Three (3) years of experience in institutional food service program, or food, or nutrition related area
Kentucky Department of Education Certification as a Food Service Employee
Jefferson County Board of Health Sanitation Certification
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of policies and procedures of the school district
Past experience in the area of Child Nutrition Programs
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>PROGRAM SPECIALIST-COORDINATOR</u> <u>COMMUNITY SUPPORT</u>	
DIVISION	ACADEMIC SERVICES	
SALARY SCHEDULE/GRADE:	II, GRADE 3*	
WORK YEAR:	AS APPROVED BY THE BOARD	
FLSA STATUS:	EXEMPT	
JOB CLASS CODE:	<u>8248</u>	<u>8289</u>
BARGAINING UNIT:	<u>CLAS</u>	<u>CLAS</u>

SCOPE OF RESPONSIBILITIES

Assumes responsibility for providing support services, technical assistance, training and supervision in the implementation of education, parent involvement and social services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works closely with program administrator in developing and implementing educational programs and support services

Provides training and supervision for program staff

Works with staff in determining and ordering equipment and supplies needed for component areas

Meets with program staff regularly to monitor effectiveness of services

Maintains accurate records on the program and provides data and reports to appropriate personnel

Evaluates effectiveness of program

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, 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 activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree in area of responsibilities

Two (2) years successful experience in program administration/supervision

Three (3) years of experience in working with families with multi-cultural, multi-ethnic backgrounds

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in working with different age groups

Experience in working with community organizations and agencies

Experience in a diverse workplace

FOOTNOTE~~Footnote~~

Steps 6-14 Exempt, paid daily as salaried employee



Submitted For
Approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	<u>COORDINATOR GENERALIST</u> COMMUNICATIONS AND INFORMATION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	I I/GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8139
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides assistance in implementing and developing programs that increase awareness of key ~~d~~District initiatives within key internal and external -audiences, ~~and helps implement a social media strategy targeted towards internal and external groups.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in the development of publications and other materials designed to update and inform all District employees

Generates articles and other stories that highlight reflect key components of the District's strategic plan and the core values

Assists in the organization of key employee events (i.e., Administrator Kick-Off, Retirement Dinner, etc.)

~~Assists in responding to open records request and other media inquiries~~Develops, writes and coordinates recognitions for Jefferson County Board of Education meetings

~~Assists in the development of speeches, talking points, PowerPoints and other materials for use by the Superintendent and other district personnel~~Produces monthly parent newsletter with relevant information for families about District initiatives and upcoming events and produces the weekly newsletter "Great Stories to Share"

~~Supervises~~Assists in -the development of a social media strategy ~~that supports and to~~ promotes District information for stakeholders~~initiatives, producing social media content~~

Organizes surprise visits to schools by the Superintendent to honor employees as part of the "I Love My Job" campaign~~Coordinates the production of district publications to ensure all materials reflect the mission, vision and core values of the district~~

Develop ideas to present to members of ~~Conducts interviews with~~ the media recognizing success in the District and spotlighting student achievement

Coordinates and organizes media interviews for ~~JCPS-weekly "I am JCPS" series highlighting~~ employees

Produces content for JCPS videography department

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.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Two (2) years of experience writing speeches, news releases, and other internal/external communications

Two (2) years of experience working directly with members of the media

Two (2) years of planning and managing internal/external events

Effective communication skills

DESIRABLE QUALIFICATIONS

Prior experience in an educational institution
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<u>Prior experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	<u>COORDINATOR DATA RESEARCH ANALYST</u>
DIVISION	ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260-DAYS <u>260 DAYS</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8019
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Conducts data analysis and provides technical assistance to support ~~district~~District personnel, ~~district~~District research, ~~district~~District systems, program evaluations, and schools. Data analysis will primarily consist of statistical analysis of internal files. The analysis will be used as one of the components in the ~~district~~District decision-making process.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts descriptive and inferential statistical analyses and data visualizations

Works cooperatively with the designated coordinator, program directors and specialists in analyzing data to support ~~district~~District priorities and needs

Researches past and current practices in areas assigned and integrates research in all areas of responsibility

Prepares technical data reports in support of ~~district~~District research and evaluations

Supports committees and task forces with data reports as assigned

Performs studies for departments, offices and agencies as required

Assists external researchers as required; ~~A~~ Additionally, this person will need to independently evaluate external research as needed

Assures compliance with local, state and federal regulations and procedures related to area of assignment

Assures compliance with Board Goals and Administrative Objectives related to area of assignment

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree

Experience with statistical analysis tools (i.e. R, SPSS, and/or Stata)

Experience with descriptive and inferential statistical analysis of large data sets

Experience with Microsoft Office

Effective communication skills

DESIRABLE QUALIFICATIONS
Master’s or Doctoral Degree in a research field (statistics, program evaluation, experimental psychology, data analytics, sociology)
Ability to complete advanced statistical data analysis (i.e. hierarchical linear modeling, structural equation modeling, item response theory, forecasting)
Experience with data visualization tools (i.e. Tableau, Power BI)
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	SUPERVISOR -COORDINATOR DIGITAL CONTROL SYSTEMS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8363
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists in the development, installation and maintenance of the digital control systems and comfort control for the ~~school~~ District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates the activities of technicians in the maintenance, repair and installation of digital control systems

Meets with supervisory personnel to plan and schedule heating/air conditioning unit activities

Assigns, reviews and inspects work in progress and work completed by assigned technicians

Works with other maintenance units in renovation projects to assure HVAC system is operational at completion of projects

Maintains a ~~continuing~~continuing education ~~program~~program to stay current with all aspects of digital controls

Contacts necessary vendors or personnel to complete emergency repairs

Serves as resource person on new construction of digital control systems and attends and assists in the training of school personnel in the operation and maintenance of new HVAC systems

Meets with ~~p~~Pincipals to resolve problems with equipment control

Prepares and reviews specifications and recommendations for equipment and parts purchased for digital control systems

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, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires 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.

Two (2) years technical school training in heating and air conditioning

Four (4) years of successful work experience in heating and air conditioning with emphasis on digital controls

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's degree

Kentucky contractor's license in heating and air conditioning

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>COORDINATOR</u> EARLY CHILDHOOD OPERATIONS LIAISON
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II/Grade 6
WORK YEAR:	230 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8013
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Serves as liaison between Early Childhood department and other JCPS departments and schools to ensure that facilities are in compliance with applicable state and federal early childhood requirements.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaboratess with appropriate JCPS personnel regarding facility, environmental, and safety related issues. Reviewss, analyzess, and interpretss federal and state regulations regarding facilities, safety and related areas; ~~E~~coordinatess and monitorss routine playground maintenance

Consultss with building administrators to ensure physical classrooms meet state and federal requirements and regulations

Assistss -in identifying building modification needs and monitor completion of approved projects

Reviewss project plans and specifications with vendors/contractors

Ensuress that work orders/maintenance requests are submitted as needed

Coordinatess the relocation of classrooms and offices as needed between buildings -

Conductss facility inspections to monitor compliance with state and federal regulations and reportss concerns to the appropriate department for correction

Coordinatess maintenance of department owned vehicles and maintain list of authorized drivers

Maintainss departmental records for area of responsibility

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, 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, and exposure to dust, fumes, and gases. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree in related field

Demonstrated competent language skills

Three (3) years of successful experience in facility management

Program specific certifications/training

Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated knowledge of computer operations and functions
Playground inspection certification
Knowledge of OSHA practices
Knowledge of federal and state building codes and regulations
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	COORDINATOR EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8233
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Develops and supervises the implementation of the early childhood program to meet the needs of students and parents.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and implements one or more components of the early childhood program and updates as appropriate

Visits classrooms and/or homes regularly to demonstrate and maintain a quality program

Reviews plans and make suggestions for improvement

Works with teachers and other staff to determine equipment and supplies needed for classroom and other uses

Assesses training needs of staff and develop inservicein-service training covering assigned components

Provides management with periodic reports on the progress of the assigned components

Coordinates activities with other early childhood components

Maintains current centralized files for early childhood components

Develops and conducts training opportunities for staff, parents and volunteers as needed; consult regularly with staff and parents regarding early childhood

Performs other duties as assigned by the designated supervisor

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

PHYSICAL DEMANDS

The work is 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

Three years of successful experience in the component area

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	BENEFITS -COORDINATOR <u>EMPLOYEE BENEFITS</u>
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	<u>II, GRADE 64/6</u>
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8105
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides specialized expertise regarding employee benefits programs offered to JCPS employees including assisting in the selection, enrollment, management, and first tier issue resolution as well as providing expert counsel to department employees in all areas including the Affordable Care Act.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts research and analyzes Benefit functions and industry trends to make recommendations to Benefits Manager

Reviews Kentucky Teachers' Retirement System (KTRS) applications for all substitute teachers

Provides advice, counsel and expertise to Benefits Counselors, Principals, and ~~e~~Employees with respect to employee benefits, wellness programs, and the Affordable Care Act

Processes applications and enrolls employees in self-administered ancillary benefit programs

Calculates and processes all District paid employee benefit premiums and coordinates payment

Reconciles and processes payment for the District's occupational medicine provider services

Plans and facilitates the annual employee benefits and health fair for JCPS employees and assists the Benefits Manager with annual benefit renewals and open enrollment activities, as directed

Coordinates the disability retirement process including counseling employees, conducting accommodation conferences, and completion of disability retirement application paperwork for all Classified personnel enrolled in the County Employee's Retirement System (CERS)

Coordinates, under the direction of the Manager B~~enefits-Manager~~, compliance with the employer shared responsibility portion of the Affordable ~~e~~Care Act including tracking hours and eligibility, and the production/distribution of annual Form 1095-C and IRS 1094-C transmittal. Produces snapshots, analyzes data, and assists the Benefits Manager with all of employer compliance

Maintains department budget information and processes time & attendance and payroll for the department

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. 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

Three (3) years of successful experience in employee benefits

Strong organizational and analytical skills; and proven ability to communicate orally and in writing

General working knowledge of employer compliance under the Affordable Care Act
Effective communication skills

DESIRABLE QUALIFICATIONS
CEBS, CBP, PHR, or SPHR certification
General knowledge of ERISA, HIPAA, COBRA, FMLA, ADA and other regulations governing employee benefits
General Knowledge of Kentucky education law and federal employment law
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	<u>COORDINATOR</u> ENVIRONMENTAL COORDINATOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II / GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8612
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates the recycling program and monitors environmental compliance for all District facilities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops and monitors a districtwide recycling program

Maintains relations with regulatory local, state, and federal agencies on environmental compliance issues and permits (including air pollution, chemicals, underground tanks, etc.)

Coordinates the chemical pick-up and environmental response program and contractor

Implements the indoor air quality response program and laboratory contractor

Oversees and monitors the integrated pest control program, licensed pest control employees, and termite control service

Coordinates the underground tank upgrade and closure program

Coordinates the lead and radon testing program

Plans and designs programs and performs training on Hazard Communication, Chemical Hygiene, and Indoor Air Quality, etc. as required

Prepares all paperwork, record keeping, etc. to remain in compliance with applicable regulations, codes, ~~etc~~etc.

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 requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Possess knowledge of local, state, and federal regulations and guidelines pertaining to waste disposal

Knowledge of training necessary to carry out seminars regarding recycling

Possess instructional skills necessary to conduct large scale recycling seminars/in-service

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
B.S. Degree in Health/Safety Management
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	COORDINATOR EQUIPMENT PROCUREMENT AND FOOD SAFETY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8084
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for identifying food service equipment needs to promote maximum quality, efficiency, and productivity. Conducts equipment procurement in compliance with Model Procurement and federal procurement requirements. Assures vendor compliance with bid specifications; establishes and supervises procedures for repair, replacement and disposal of food service equipment. Assumes responsibility for the department's food safety program, ensuring compliance with federal school meal program food safety requirements (HACCP plan) and the Kentucky State Food Code. Establishes food service emergency response procedures and oversees response efforts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Determines equipment needs of all SCNS kitchen sites including an on-going, projection of equipment repairs and replacements; identifies and coordinates scheduling for such replacements/repairs and installations

~~Assumes Responsibility~~ for purchasing large and small equipment through formulation of specifications, appropriate equipment testing, evaluation of bids, and awarding of bids in compliance with model procurement code, federal procurement requirements, and all associated account and billing procedures

~~Assumes Responsibility~~ for designing kitchen layouts, for new and remodeled kitchens, with consideration to time/motion productivity, including determination of equipment needs, formulation of specifications, and coordination with project architect to ensure timely and correct installation of equipment

Maintains computerized perpetual inventory of all equipment by recording acquisitions dispositions and transfers

Maintains school site HACCP plan as mandated by the USDA; reviews and updates as required

Oversees delivery and material used for required employee food safety certification

Responds to complaints regarding food safety/foodborne illness and make necessary reports to local agencies

Monitors temperature of all SCNS refrigeration units via a wireless based temperature monitoring system 24 hours a day and 7 seven days a week; manages emergency call outs when necessary

Oversees emergency response involving the kitchen and maintains emergency response written procedures

Manages external agency that provides safety and sanitation audits and reviews reports to address non-compliance issues

Assists with writing recipes to ensure cooking instructions are HACCP compliant

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. 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
Five (5) years <u>of</u> successful food service equipment experience
Food Safety Certified by a nationally recognized organization
Ability to read blueprints
Ability to operate computer-equipment
Supervisory skills
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Successful School Food Service experience
<u>Experience in a diverse workplace</u>

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



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	<u>COORDINATOR</u> ESL INTAKE ASSESSMENT COORDINATOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	240 Days
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8129
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Supervises the ESL Intake Assessment unit, oversees scheduling of appointments of ELL families, and trains and supervises assigned intake personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides training and supervises the work of Facilitators Bilingual Assessment ~~Facilitators~~

Meets with ESL Intake Center Assessment Team regularly to monitor effectiveness of services

Serves as a certified Infinite Campus Registrar, and trains assessment personnel

Aids parents in the online student application process

Maintains accurate Intake records related to student registration and school enrollment

Provides data and reports to ELL Director, ELL Specialist

Provides technical assistance to District staff regarding English language assessments

Assures compliance with District, state, and federal regulations and procedures related to areas of ELL assignment

Designs and provides professional learning opportunities for ELL Intake Assessment Team, school staff, and community representatives

Processes and schedules assessments for ELL referrals from Private, Non Profit, and Home Schools

Processes and schedules assessments for ELL referrals from the District

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, crawling, climbing, reaching with the ability to lift, carry push, or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of successful experience in area of assignment

One year of successful experience in administration/supervision

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in working with different age groups

Experience in working with community organizations and agencies

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	<u>COORDINATOR</u> ESL INTAKE COORDINATOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8157
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes rResponsibilityle for the operations of the ESL Intake Center which assists ELL families with the school enrollment process. Provides technical assistance to District, school staff and the community in the areas of assignment involving the development, monitoring and implementation of protocols related to the English as a Second Language Program and English language learners. Leads regular community educational sessions about JCPS.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides training and supervision of ESL Intake Center staff

Oversees and directs the work of the Infinite Campus registrars, Bilingual Transportation Manager, Bilingual Data Technician, Bilingual Enrollment Facilitator, Bilingual Community Liaison, Receptionist, Data Management / Research Technician, and Clerks

Meets with ESL Intake Center staff regularly to monitor effectiveness of services

Assures placement of ELL students registering through the ESL Intake Center using Student Assignment System (SAS)

Facilitates transitioning plan for newcomer students at ESL NCA Academy

Aids parents in the online student application process

Maintains accurate ESL Intake records related to student registration, school enrollment and LEP identification

Provides data and reports to ESL Director, ESL Specialist and other JCPS departments

Provides technical assistance to District staff, schools and the community in the areas of school assignment and LEP identification

Assures compliance with District, state and federal regulations and procedures related to areas of student assignment and LEP identification

Designs and provides professional learning opportunities for EL Intake center staff, school staff, and community representatives

Processes ELL referrals from Private, Non Profit, and Home Schools

Processes ELL referrals for student identification (LEP) from the District

Supports students and schools during crisis as a certified responder with JCPS Guidance office

Collaborates with local and state colleges and universities facilitating access to secondary education for JCPS high school students

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, crawling, climbing, reaching with the ability to lift, carry push, or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years <u>of</u> successful experience in area of assignment
One year <u>of</u> successful experience in administration/supervision
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in working with different age groups
Experience in working with community organizations and agencies
<u>Experience in a diverse workplace</u>



Submitted For
Approval:
6/11/201195/14/2019
Effective: 7/1/2019

JOB TITLE:	COORDINATOR FAMILY RESOURCE CENTER	
DIVISION	ACADEMIC SCHOOL SERVICES	
SALARY SCHEDULE/GRADE:	II, GRADE 6	
WORK YEAR:	230 PLUS EXTENDED DAYS	
FLSA STATUS:	EXEMPT	
JOB CLASS CODE:	<u>8250</u>	<u>8251</u>
BARGAINING UNIT:	<u>CLAS</u>	<u>CLAS</u>

SCOPE OF RESPONSIBILITIES
Family Resource Center Coordinators (FRC) serve children under school age and in elementary school. Assumes responsibility for development and coordination of programs and services determined by the needs of the population being served, available resources, location and other local characteristics. Develops and maintains contact with business and community representatives to enhance students' ability to succeed in school by developing and sustaining partnerships that promote early learning and successful transition to school, academic achievement and well-being, and graduation and transition into adult life.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops, reviews, monitors, and updates implementation of the Continuation Program plan
Maintains active involvement with community services, and acts as a liaison to business and community resources
Utilizes current needs assessment, including a process for identifying the needs of students and families
Assures compliance with any federal, state; local, and district District regulations, deadlines, and requirements (e.g. grant, budget, action components, assurances, individual interventions, and purchasing)
Maintains communication with school community, leadership, Family Resource Youth Services Center Advisory and School Based Decision Making councils
Provides resources and referrals to students, families, and staff
Attends monthly district District/regional professional development and state mandated trainings (i.e. Victory Over Violence, Fall Institute)
Participates in twenty-four (24) hours of training approved by the FRYSC Training Council, and addresses components of the approved FRYSC Continuation Program Plan and/or the school or district District goals
<u>Completes all trainings and other compliance requirements as assigned by the designated deadline</u>
Performs other duties as assigned by <u>supervisor and/or Director as it relates to the implementation of the FRYSC Core Components and Continuation Program Plan</u> Principal and/or the Director as it relates to the implementation of the FRYSC Core Components and Continuation Program Plan

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 driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Successful experience with business/community agencies/resources
Successful experience working with youth and adults from diverse backgrounds
Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Training in counseling social work

Master's Degree in human services related field

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
~~5/14/2019~~
Effective: 7/1/2019

JOB TITLE:	COORDINATOR FAMILY RESOURCE/YOUTH SERVICES CENTER (FRYSC)
DIVISION	ACADEMIC SCHOOL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	230 PLUS EXTENDED DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8179
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Family Resource Youth Services Centers Coordinator (FRYSC) serve children under school age, elementary, middle and high school. Assumes responsibility for development and coordination of programs and services determined by the needs of the population being served, available resources, location and other local characteristics. Elementary core components include full-time preschool child care for children two (2) and three (3) years of age, after school child care for children ages four (4) through twelve (12), families in training, family literacy and health services and referrals. Middle and high school core components include referrals to health and social services, career exploration and development, summer and part-time job development for high school students, substance abuse education and counseling, and family crisis and mental health counseling.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops, reviews, monitors, and updates implementation of the Continuation Program plan

Maintains active involvement with community services, and acts as a liaison to business and community resources

Utilizes current needs assessment, including a process for identifying the needs of students and families

Assures compliance with any federal, state, local, and ~~district~~District regulations, deadlines, and requirements (e.g. grant, budget, action components, assurances, individual interventions, and purchasing)

Maintains communication with school community, school leadership, Family Resource Youth Services Center Advisory council and School Based Decision Making council

Provides resources and referrals to students, families, and staff

Attends monthly ~~district~~District/regional professional development and state mandated trainings (i.e. Victory Over Violence, Fall Institute)

Participates in twenty-four (24) hours of training approved by the FRYSC Training Council, and addresses components of the approved FRYSC Continuation Program Plan and/or the school or ~~district~~District goals

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

Performs other duties as assigned by ~~supervisor~~Principal and/or the Director as it relates to the implementation of the ~~FRYSC Core Components and Continuation Program Plan~~

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 driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Successful experience with business/community agencies/resources

Successful experience working with youth and adults from diverse backgrounds

Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Training in counseling social work
Master's Degree in human services related field
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	FISCAL -COORDINATOR <u>FISCAL</u> (FEDERAL/STATE GRANTS)
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8036
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Coordinates financial component operations of the program, monitors budget operations, program purchasing, and model procurement system, in accordance with local, regional and federal guidelines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Reviews financial plans and goals with supervisor, and evaluates effectiveness of the plan
Supervises program purchasing system and ensures compliance with JCPS procurement, and local, regional and federal guidelines
Oversees and monitors clerical operations of the program
Develops a system for the implementation of budget operations including model procurement, bids, analyzing budget expenditures and provides monthly status reports to program director
Assists with negotiation of contracts for procurement of program goods and services for all component areas as needed, and ensures compliance with District, federal and state regulations
Coordinates planning, grant writing and the development of special programs, and projects as needed
Maintains a centralized inventory system of all program property and records, and establishes an accounting inventory system to maintain current records of equipment at all school locations
Provides supervisor with biweekly plans, monthly progress reports and other program reports as needed
Serves as liaison for Technology (IT) and new technology applications
<u>Completes all trainings and other compliance requirements as assignment 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. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High school diploma or G.E.D.
Three (3) years <u>of</u> responsible accounting operations experience
Ability to maintain accurate records and meet established deadlines
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree
Experience in a diverse workplace

FOOTNOTE~~Footnote~~

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



NEW- Submitted For
Approval: 6/11/2019
Submitted For
Approval: 6/11/19
07/01/2012-Effective:
7/01/2019

JOB TITLE:	<u>COORDINATOR</u> FOOD PRODUCTION <u>SUPERVISOR</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8258
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
<u>Assumes r</u> Responsibility <u>le</u> for production and packaging of quality food items including all areas of production, packaging, and assembly. Supervises bakery, packaging and assembly operations to ensure efficient workflow and high-quality production and packaging of food items following standardized recipes and processes. Consults with supervisor to establish procedures, priorities, and processes. Performs all tasks involved in the production and packaging of food items. Prepares reports, maintains records and controls costs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises the operation and daily maintenance of all food service equipment located within the production, packaging, and assembly areas
Supervises and schedules all work and maintains an inventory of all supplies and materials to maximize the utilization of both equipment and personnel
<u>Assumes esponsible responsibility for r</u> Requisition <u>ing</u> through proper channels all supplies, materials, and equipment related to food production, packaging, and assembly
Schedules, supervises and evaluates the work performance of assigned staff
Supervises the production and packaging of all foods to ensure high standards of food quality, safety, accurate counts and pack sizes, proper use of equipment, and standardized recipe compliance
Develops, revises, and updates procedures for production related items within the food area
Operates all equipment and trains staff in its proper and safe operation
Works in cooperation with production supervisors to address staff and product movement between work areas
Evaluates all food products for quality, food safety, and cost constraints, while maintaining an effective quality control and Hazard Analysis and Critical Control Points plan
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 performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Associate degree in quantity food production or equivalent experience

Three (3) years of successful supervisory experience in institutional food, food plant management, school food service or related field ~~large quantity institutional food production with an emphasis/experience in preparing food in advance~~

~~Kentucky Department of Education Certification as a Food Service Employee~~ Certificate of Training as a Preventative Controls Qualified Individual from FSPCA or other accredited body or ability to obtain in one (1) year

Jefferson County Board of Health Sanitation Certification

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of policies and procedures of the school district

Experience in a diverse workplace

FOOTNOTE~~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.



Submitted For
Approval:
6/11/20195/14/2019
Effective: 7/1/2019

JOB TITLE:	COORDINATOR FUNDING SERVICES SPECIALIST	
DIVISION	ACADEMIC SCHOOL SERVICES	
SALARY SCHEDULE/GRADE:	II, GRADE 3	
WORK YEAR:	260 DAYS	
FLSA STATUS:	NON-EXEMPT	
JOB CLASS CODE:	8602	8243
BARGAINING UNIT:	CLAS	CLAJ

SCOPE OF RESPONSIBILITIES

~~Administratively~~ Assists ~~administratively~~ with non-academic components of the program and is responsible for supervision of non-academic staffs and components. Coordinates and implements component management systems for the program components; is responsible to the government agencies and private foundations for all contracts and quarterly, annual and special reports; maintains good relationships cross-program; serves as a communication link with community, parents, and funding sources as assigned. Maintains positive public relations/communication with county, state, and national agencies/organizations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Assists~~ ~~Administratively~~ ~~assists~~ with the non-academic components of the program in implementing new components, in fulfilling budgetary obligations, and serves as a resource and research person for available grants, funds, and federal monies; assists in state and federal grant and proposal writing

Assumes responsibility for fundraising requirements: typing of proposals, contracts, and letters, printing of TAPP brochures, and related resource materials for dissemination locally and throughout the United States

Assumes responsibility for the program component accounting and bookkeeping requirements and procedures including revisions and amendments of budgets, preparation of budgets annually, order and receiving, and all quarterly, annual, and special reports for each component

Supervises and evaluates component support personnel in the collection of all monies, fees, and monthly billing procedures

Participates in public relations and funding-related presentations at conferences and meetings in the community and statewide

Serves as the resource contact for the TAPP program in the dissemination of statistics, information, and program planning on a state and national level

~~Assumes Responsibility~~ ~~responsibility~~ for all conference travel accommodations and plans

Conducts tours and gives presentations at the TAPP facility for visitors, i.e., Nursing Schools, community agencies, school personnel, government officials, from local, state and national programs

Supervises personnel and acts as liaison for bi-weekly payroll reporting and distribution of checks for total program staff

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years <u>of</u> secretarial and bookkeeping experience
Excellent <u>word processing typing</u> and accounting skills
Working knowledge of community agencies and resources
Willingness to work irregular hours
Demonstrated initiative and ability to organize
Ability to handle routine administrative details independently
Effective communication skills

DESIRABLE QUALIFICATIONS
Proficiency in oral communications
Knowledge of research techniques
<u>Experience in a diverse workplace</u>

Footnote
Steps 0-5 Non-Exempt, paid hourly based on Federal exempt minimum



Submitted For
Approval:
6/11/20195/14/2019
Effective: 7/1/2019

JOB TITLE:	COORDINATOR GRANTS AND AWARDS ACCOUNTING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	235 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8032
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises timely and accurate grants and awards accounting processes to comply with ~~D~~istrict, state and federal financial requirements. Coordinates grants and awards accounting operations while ensuring efficient processing.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, trains, and evaluates the performance of clerical personnel

Serves as liaison for Information Technology (IT) ~~management information services~~ and new technology applications

Handles inquiries and requests pertaining to grants and awards accounting

Supervises all phases of accounting operations insuring accounting compliance with program guidelines

Provides information to auditors when audits are conducted on federal programs

Assists the manager in meeting special requests to fulfill requests of project directors and other system-wide service office administrators

Assists in various year end closing functions meeting the close-out calendar deadline

Supervises the maintenance of adequate controls to ensure the accuracy of financial reports

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, exposure to marked changes in temperature and humidity, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Two (2) years of responsible accounting operations experience

Ability to maintain accurate records and meet established deadlines-

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's degree

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
4/23/2019

Effective: 7/1/2019

JOB TITLE:	COORDINATOR GROUNDS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8367
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Assists the supervisor with the coordination and implementation of grounds projects. Assists in the coordination and administration of the District's grass mowing and snow removal programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and coordinates assignments and projects performed by grounds employees
Reviews plans and specifications with vendors regarding grounds projects
Assigns, reviews, and inspects work assigned to employees
Coordinates meetings with p Principals on grounds building modification projects
Plans and schedules yearly inspections of D istrict playgrounds and grounds
Supervises and evaluates assigned staff
Coordinates and supervises the d istrict's snow removal and grass mowing operations
Implements best practices and standard operation procedures with the workforce to ensure efficiency of operations
<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 requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School diploma or G.E.D.
Three (3) years <u>of</u> experience in grounds service work
Effective communication skills

DESIRABLE QUALIFICATIONS
Vocational school training/degree
Experience and knowledge of all aspects of construction trade
Proven ability to lead others
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	PROGRAM SPECIALIST IV COORDINATOR HEALTH SERVICES
DIVISION	AS-ASSIGNED ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8262
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to ~~D~~istrict and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity. Provides ~~in service~~ in service as assigned. Survey ~~s~~-system-wide needs in areas of assignment and determine effectiveness.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works closely with program personnel in developing and implementing educational programs and support services

~~Provides training and supervision for program staff~~

Oversees and directs the work of committees and task forces, as assigned

Meets with program staff regularly to monitor effectiveness of health services

Maintains accurate records on the program and provides data and reports to appropriate personnel

Evaluates effectiveness of assigned programs or activities

Assists supervisor in short-range and long-range planning as assigned

Assures compliance with local, state and federal regulations and procedures related to area of assignment

Implements functions for the program involving direct or indirect contact with students, parents, outside program officials, regulatory agencies and others

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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree in area of responsibilities

Four (4) years of experience in area of assignment

One (1) year successful experience in administration/supervision

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in working with different age groups

Experience in working with community organizations and agencies

Experience in diverse workplace

~~FOOTNOTE~~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.



Submitted For
Approval:
6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>COORDINATOR</u> HOME /SCHOOL COORDINATOR
DIVISION	ACADEMIC <u>SCHOOL</u> SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8310
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for serving as a liaison between the home and the school, facilitating the involvement of community businesses, organizations and agencies in the school program and involving parents and community persons in meaningful relationships with students and the school staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops an on-going procedure for establishing and maintaining a positive working rapport with parents of the target population

Provides training experiences for parents

Involves community organizations and businesses in developing and implementing incentive programs for attendance, academic achievement, and behavioral improvement

Works with ninth grade counselors and other staff in implementing a process for assisting students who are experiencing difficulty

Assists in the recruitment of students for summer youth employment and other educational and career opportunities

Serves as liaison between students who are involved with support groups, their families and the school and coordinate other human resource services

Assists with problems, concerns, complaints, and grievances relative to student rights and responsibilities

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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

Performs other duties 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, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Experience in working with parents, community organizations, students and local school personnel

Successful experience in group facilitation skills, consultation techniques, and problem-solving strategies

Effective communication skills

DESIRABLE QUALIFICATIONS

Training and background experience in social work and/or human relations

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	<u>COORDINATOR</u> HOUSEKEEPING SERVICES ASSISTANT MANAGER COORDINATOR
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	<u>II</u> , GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	<u>EXEMPT</u>
JOB CLASS CODE:	- 8178
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Manages and supervises Area Housekeeping Supervisors to ensure all buildings are maintained in a manner that provides a clean and healthy environment suitable for education for students and staff. Ensures all building level maintenance tasks are completed according to JCPS procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard
Assists with development and execution of professional training programs, including custodial in-service and seminars for housekeeping area supervisors, plant operators, plant operator trainees, night leads, custodians, and substitute custodians
Manages and supervises Housekeeping area supervisors
Assists with the preparation of bid specifications and manages evaluation programs for selection of quality custodial supplies and equipment; maintains liaison with other departments to maintain a full up to date inventory of quality custodial supplies and equipment
Assists with the production of professional training films, instructional programs, and preparation of the written housekeeping manual
Assists with supervision of plant operator trainees and substitute custodians, evaluates their work performance, and initiates disciplinary action as necessary
Participates in the interview process to screen and select quality applicants for entry level housekeeping positions
Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned
Evaluates staff as assigned
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
Performs other duties as assigned by the Manager Housekeeping Services

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years <u>of</u> successful experience in housekeeping practices and procedures or other equivalent experience
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience managing housekeeping programs and personnel
Bachelor's degree
Knowledge of a variety of housekeeping supplies, materials and equipment
<u>Experience in a diverse workplace</u>



NEW- Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	COORDINATOR IN-SCHOOL SECURITY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8252
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Provides leadership to in-school security staff. Designs and implements an on-going training program for in-school security staff. Assesses security needs for school sites using both personnel and facility assessment tools.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assesses training needs for in-school security monitors and provides on-site training

Facilitates the annual training program for in-school security monitors

Makes site visits for annual security needs assessment for both facility and personnel

Coordinates specific security matters with safety personnel on an as-needed basis

Provides individualized training for both in-school security and other personnel identified by the local school administration in safe physical management techniques

Performs physical assessments at bus compounds and facilitates corrections of security deterrents

Serves as a representative at regular District meetings related to security issues

Schedules in-school security monitors for special assignments

Serves as primary contact for administrative sites with security concerns

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 or walking. The work requires the use of hands for simple grasping, pushing or pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium 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

High School diploma or G.E.D.

Five (5) years of successful experience in the field of security and investigations

Ability to write grants and proposals

Valid driver's license

Effective written and oral communication skills

DESIRABLE QUALIFICATIONS

Bachelor's degree with emphasis in criminal justice

Advance preparation in law enforcement

Experience in a diverse workplace



Submitted For
Approval:
6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	SYSTEMS AND CYBER COORDINATOR INFORMATION SECURITY ADMINISTRATOR
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II/GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8571
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

~~Plans, coordinates, and monitors systems hardware and application software. Provisions and manages Active Directory users and groups as well as email mailboxes, distribution lists and resources. Creates and maintains documentation on Active Directory and all other systems managed by Infrastructure Services to comply with security audit requirements. Promotes and sustains enterprise change management practices across all teams. Configures, administers, and supports systems, and services of the technology infrastructure. Proactively monitors logs, and usage analytics to identify and mitigate threat vectors across all systems to ensure high availability and security of information and information systems. Communicates across various teams and all stakeholders and supports critical technology projects.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Provisions and manages users and groups in Active Directory, assigns approved resource(s) & network access, and manages and administers email mailboxes, distribution lists, and resources Designs, configures, monitors, maintains, documents, and supports all aspects of the technology infrastructure including related systems, hardware, software, services, configurations, documentation, and policies; -technology infrastructure includes (but not limited to): nNetwork systems and software, virtual and physical servers, desktop environment, Windows Active Directory/Group Policy Objects (GPO), Office 365, voice over IP (VOIP) telecommunications system and all connected devices, and print services management tools~~

~~Provisions and manages all aspects of systems security and ensures auditing requirements are met for all security accessMonitors switches, servers, routers, firewalls, wireless components, backups, network segmentation routes, and other physical or virtual environments including virtual appliances using enterprise and vendor-specific monitoring tools; creates and manages proactive monitoring and alerting environments with automated alert notifications and ticketing to ensure high availability and security of all systems~~

~~Creates and maintains documentation as changes are made to roles in AD and all other systems managed by Business Continuity Analyst, and engages other staff to promote and sustain effective enterprise change management practicesMonitors and analyzes system logs, usage analytics, and anti-virus logs to identify threat vectors and performs required notification and remediation actions to minimize/eliminate the threats, and follows established Service Level Agreements and associated protocols~~

~~Diagnoses and troubleshoots enterprise hardware and application software and provides satisfactory resolution in a timely fashion by employing polite business communications, and delivering projects on timeDevelops and constantly maintains infrastructure-related technical documentation including diagrams, schematics, templates, configuration documents, and all other materials~~

~~Monitors data center systems and security, in particular user and group account administration and integrated systems, including defining and running daily health checks as required. Responds to system alerts and security incidents in a primary contact role while engaging other team members to mitigate cyber security risks. Identifies opportunities to reduce information security risk and documents remediation options regarding acceptance or mitigation of risk scenariosMonitors network and other vital systems and responds to the system, hardware, and software failures and outages promptly; responds to critical issues as they occur during or outside of regular business hours~~

~~Resolves trouble tickets as well as ad-hoc requests to the satisfaction of the initiator in a timely fashion and insures the tickets complete their lifecycleCollaborates and communicates effectively and courteously with Information Technology team members as well as other internal and external stakeholders to provide technical support and assistance to staff members, as needed; acts as a Tier 3/4/Level responder to help desk requests and related support needs~~

~~Tests data center hardware and software changes prior to deployment to ensure security best practices. Promptly documents and disseminates findings to the team members and subsequently collaborates with team members to satisfactorily resolve issues discovered during the tests, including identifying cyber security risks~~Promotes Continuous Quality Improvement (CQI) by proactively identifying and helping to identify and implement improvements and best practices, and promotes a culture of innovation by identifying and developing ideas and innovative methods to enhance operational efficiency and improving technical capability

~~Executes concurrent multiple projects and utilizes effective time management, planning, and people skills to liaise with other team members and customers to insure timely delivery of projects and to provide timely status update to all project stakeholders~~

~~Conducts data security tests and ensures integrity and confidentiality of sensitive data in the district to achieve the cyber-security goals, and reports on findings and recommendations for corrective action~~

~~Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related hardware and software skills updated~~on the latest technology and network trends, concepts, and threats, and constantly finds a way to strengthen and improve the network and technology infrastructure

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, crawling, climbing and reaching, with the ability to lift, carry, push or pull moderate weights.

MINIMUM QUALIFICATIONS

Associate's degree in computer science or related field.

~~Two (2) years of demonstrable experience supporting the hardware and systems infrastructure in an enterprise data center setting~~Three (3) years of verifiable experience supporting an enterprise hardware and software systems infrastructure

A current, relevant, and industry-recognized certification, or the ability to complete department designated and department-paid certification(s) within twelve (12) months of hire.

In-depth knowledge of network and security protocols

Project management and network monitoring experience

Effective communication skills

DESIRABLE QUALIFICATIONS

~~Bachelor's degree in computer specialization and PowerShell scripting~~

~~Analytical, conceptual, and problem-solving abilities~~

PMP, ITIL, CompTIA A+, Net+, Security +, MCSE and other Microsoft Certifications

Experience in a diverse workplace



Submitted For
Approval:
6/11/20195/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>COORDINATOR MARKETING GENERALIST</u> <u>MARKETING</u>
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8184
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Specializes in telling stories and building brands (from social/digital to video to print). Makes an impact in the community, leads the <u>D</u> istrict in a variety of best practices and helps communications efforts to produce tangible results. Works with students, educators, administrators, schools, businesses, and community partners on projects. Supports the Communications department, assisting in advertising and marketing campaigns, works with the press and other related media outlets, as well as coordinates events, promotions and external community events.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans, creates and implements a marketing strategy; develops implements and assists in advertising, marketing and PR strategies to promote internal and external initiatives on behalf of the <u>D</u> istrict
Plans, manages, budgets, activates, attends and evaluates on-site events and promotions
Assists with the successful management of social channel activities for various brands; creates timely and engaging content optimized for intended audience
<u>Assists with development of special events that highlight District initiative and priorities</u>
Develops social presence and advocates brand effectively; leads content creation across various media channels and engages with social communities for initiatives and schools (e.g., Facebook, Instagram, Snapchat, Twitter, etc.)
Assists with writing, design, social media, videography, digital efforts, print materials and events
<u>Assists Academies of Louisville in development and brand strategies</u>
<u>Collaborates to develop community outreach and coordinates related activities for advertising and promotion</u>
Maintains awareness and understanding of best-in-class tactics being used by others, as well as looks for opportunities to innovate and <u>elevates existing initiatives</u> develops existing initiatives
Maintains awareness of emerging trends and platforms to use as necessary
Oversees productions of print materials that will enhance the work of the <u>D</u> istrict
Monitors compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures
<u>Visits schools or other sites for stories or media events</u>
<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, 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 in advertising, marketing, public relations, communications or other applicable field
Three (3) years related work experience
Understanding of social media platforms
Effective communication skills

DESIRABLE QUALIFICATIONS
Excellent project management skills
Excellent writing and speaking skills
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	SUPERVISOR <u>COORDINATOR</u> MECHANICAL SYSTEMS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8360
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists the director mechanical and electronic maintenance in the development, installation and maintenance of the mechanical systems and comfort control for the ~~school~~ district.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates with the foreman of mechanical maintenance, activities of technicians in the maintenance, repairs and installation of mechanical systems

Reviews work requests and reports and meets with supervisory personnel to plan and schedule heating/air conditioning unit activities

Assigns, reviews and inspects work in progress and completed by ~~assigned~~ assigned technicians in absence of foreman

Works with other maintenance units in renovation projects to assure HVAC system is operational at projects completion

Schedules annual inspection of ~~d~~istrict's boilers and pressure vessels with the Kentucky State Boiler inspector

Plans and contacts necessary vendors or personnel to complete emergency repairs and recommend repairs to boilers and pressure vessels

~~Acts as R~~esource person on new construction of mechanical systems, attends and assists in the training of school personnel in the operation and maintenance of new HVAC systems

Meets with ~~p~~incipals to resolve problems with HVAC equipment

Prepares and reviews with purchasing, specifications and recommendations for equipment and parts purchased for mechanical systems

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, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires 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.

Two (2) years of technical school in heating and air conditioning

Four (4) years of successful supervision in ~~heating~~ heating and air conditioning

Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degreedegree in engineeringengineering
Kentucky contractor's license in heating and air conditioningconditioning
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	COORDINATOR MENU PLANNING SPECIAL DIETARY NEEDS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8099
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Plans, develops, and analyzes menus for school meal programs in accordance with applicable federal, state, and local, state and federal requirements. Processes special dietary needs requests and coordinates communication with cafeteria managers, school principals, and parents, develops menus, and obtains special food items for students with documented food related disabilities or allergies. Effectively manages relationships with students, staff, parents and vendors to assure program acceptance. Consults with school nutrition vendors on new products for menus. Manages multiple software programs related to menus, recipes, nutritional analysis, and inventory. Develops and provides training for department staff on processes and software to implement programs on nutrition related topics and software.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans menus in compliance with USDA meal patterns and applicable regulations Plans cost effective and acceptable menus in compliance with USDA meal patterns and applicable regulations

Works with Materials Production department to design and produce menus for schools and website Manages website for menus to ensure menus, including nutrition information and allergen information, are available to students, parents, and school nurses

Collaborates with department staff on writing specifications and procurement of foods needed to implement menus

Communicates with school site managers, food suppliers and manufacturers to ensure acceptability of foods and menus

Develops and maintains reference for all ingredients used in production and menu items served including managing recipes for school sites and Nutrition Service Center Production manuals for all ingredients used in production and menu items served to assist with nutritional analysis of recipes in menus and detection of allergens in foods

Processes and evaluates and prepares student PCP/Allergy forms and disseminates information to school site management and administrative staff Student Health Plans/ forms for students with food related disabilities and allergies; plans special menus for students with severe food allergies or disabilities and disseminates information to school management

Develops and maintains Special Diet Procedures Guide and assists parents and District personnel regarding special diets Maintains data metrics related to menus, allergies, costs, and other key performance indicators

Completes nutrition analysis of all recipes and menus and makes nutrition information available to public Utilizes software to analyze all recipes and menus to ensure menus are in compliance with all USDA meal requirements; m Makes nutrition information available to the public

Maintains and trains staff on software programs applicable to menu planning, order processing, inventory and food production Manages and trains staff on software programs applicable to special dietary needs, menu planning, order processing, inventory, and food production

Creates and oversees District-wide promotions and programs, in collaboration with Coordinator of Nutrition Initiatives, in an effort to increase meal participation Collaborates with other Coordinators to create Districtwide promotions in an effort to increase meal participation and to assure local foods are included on menus to help promote Farm to School efforts

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, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Bachelor's degree in Nutrition, Food Management and/or Dietetics
<u>Registered Dietitian credentialed by the Commission on Dietetic Registration (CDR)</u>
Three (3) years <u>of</u> successful managerial experience in institutional food service programs
<u>SNA Level 3 Credential within 1 year of employment</u>
Ability to communicate professionally
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Registered Dietitian
SNA Certification or SNS Credential
Knowledge of policies and procedures of the school d District
Five (5) years successful administrative experience in public education or communications <u>Administrative experience related to school nutrition</u>
Instructional experience
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	<u>COORDINATOR</u> NETWORK ADMINISTRATOR
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II/GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8569
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Maintains the computing environment by identifying network requirements, installing upgrades/updates, and monitors network and IPT performance. Provides daily technical support for identifying, troubleshooting and resolving data and voice network issues. Works closely with the network and infrastructure services teams to <u>e</u> nsure network uptime and <u>e</u> nsures all network equipment are updated/upgraded and backed up as per industry-standard best practices. Assists network engineer and other team members in identifying and mitigating risks and vulnerabilities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Establishes LAN/WAN network specifications according to established policies and procedures by analyzing workflow, access, information, and security requirements-
Maintains network performance by performing network monitoring, analysis, and performance tuning; troubleshoot <u>sing</u> and resolv <u>esing</u> network problems utilizing appropriate analytical tools and test equipment; escalat <u>es ing</u> -problems to vendor; follows ITIL standards and established SLAs to conduct root-cause analysis of events and coordinates with vendor tickets to <u>e</u> nsure complete issue resolution-
Administers and configures routers and related equipment including interface configuration and routing protocols
Secures the network by developing network access, monitoring, control, and evaluation, and is available on call <u>24 hours a day, seven days a week 24x7</u>
Assists the network engineer in the creation and maintenance of the network documentation and follows enterprise change control methodologies to affect necessary changes to the network infrastructure-
Upgrades the network by conferring with vendors and team members; develop <u>sing</u> , test <u>sing</u> , evaluat <u>sevaluatesing</u> ,-and install <u>s ing</u> -enhancements, and communicates effectively and promptly with the team, internal and external customers <u>and&</u> vendors
Protects the organization's value by keeping information confidential and assists end-users in data/network security related matters
Accomplishes organization goals by accepting ownership for accomplishing new and different requests and explores opportunities to add value to job accomplishments
Keeps abreast of emerging trends and threats and implements appropriate mitigation measures; stays current on certifications by successfully completing updated certification exams
<u>Evaluated staff as assigned</u>
<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
<u>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.</u>

MINIMUM QUALIFICATIONS
Bachelor's degree in a related field and/or three years of demonstrable experience in a directly related field.
Two (2) years of demonstrable experience supporting an enterprise network infrastructure in the said capacity-
Excellent written and oral communication skills coupled with thorough knowledge of enterprise networking methodologies and protocols including configuring and managing enterprise network equipment.
A current, relevant, and industry-recognized certification or ability to complete department-designated and department-paid certification(s) within twelve (12) months of hire-

DESIRABLE QUALIFICATIONS
Master's degree-
Experience leading a team of network support staff.
Experience in enterprise LAN/WAN design and network security-
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>COORDINATOR NUTRITION SERVICES </u> <u>MANAGER</u>
DIVISION	<u>ACADEMIC SCHOOL AS ASSIGNED</u>
SALARY SCHEDULE/GRADE:	IB, GRADE 4
WORK YEAR:	<u>187 DAYS AS APPROVED BY THE BOARD</u>
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8092
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Manages the food service program in a location -site serving a minimum of 500 daily total meals and meal equivalents to ensure that federal, state, and local procedures and policies are strictly adhered to; supervises and seeks to improve food service staff performance; and serves nutritionally balanced and attractive meals within financial guidelines. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains a financially sound operation including optimum use of USDA commodities - all resources and implementation of all department policies and procedures and the involvement of students in the food service program

Monitors and evaluates employee performance and morale

Trains, supervises, directs and evaluates each nutrition service assistant on staff to ensure maximum production/performance within allowable labor hours. Conducts training with staff that positively impacts food service operations and meets local, state, and federal requirements

Provides leadership to school nutrition staff that promotes team effectiveness and productivity

Uses computer assistance and trains other district nutrition service personnel in computer use

Completes accurately all assigned daily records and reports utilizing approved software, including all information pertaining to the perpetual inventory, menu/production records, and submits on schedule required monthly data

Attends workshops and professional development meetings as required by the nutrition service department and participates in professional growth activities. Participates in all scheduled professional development training to meet local, state, and federal training requirements

Coordinates nutrition service operation with school activities to improve school/community public relations to increase student participation. Implements customer service techniques to promote satisfaction and increase program participation

Supervises implementation of approved Hazard Analysis and Critical Control Points plan. Completes required portions of Hazard Analysis and Critical Control Points procedures and monitoring processes

Complies with Kentucky Department of Public Health regulations, ensures proper storage/use of food including required record keeping and trains employees in the correct and safe use of equipment, food storage, and proper sanitation procedures. Follows District policies related to equipment operation, safety, and maintenance practices

Purchases/requisitions needed foods, supplies and equipment according to Model Procurement Code and district policies. Follows federal, state, and local guidelines and regulations for addressing special dietary needs in the school nutrition program

Orders needed food, supplies, and equipment from the Nutrition Service Center (NSC) following standard procedures and policies

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

~~Successful experience in all phases of Nutrition Services~~ Successful food service experience

Complete Kentucky Department of Education certification as a ~~F~~ood ~~S~~ervice ~~E~~mployee within 40 days of employment

~~Jefferson County Board of Health sanitation certification~~

Effective communication skills

DESIRABLE QUALIFICATIONS

Two (2) years college in Nutrition, Food Service Management or Accounting

Successful experience in Jefferson County School and Community Nutrition Services operation

Louisville Department of Public Health and Wellness Food Safety certification

Proficient math and computer skills

Experience in a diverse workplace

~~FOOTNOTE~~ 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.



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>COORDINATOR NUTRITION SERVICES II</u> <u>MANAGING ASSISTANT</u>
DIVISION	<u>ACADEMIC SCHOOL AS ASSIGNED</u>
SALARY SCHEDULE/GRADE:	IB, GRADE 3
WORK YEAR:	<u>187 DAYS AS APPROVED BY THE BOARD</u>
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8104
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Manages the food service program in a location serving less than 500 daily total meals and meal equivalents to ensure that federal, state and local procedures and policies are strictly adhered to; supervises and seeks to improve food service staff performance; and serves nutritionally balanced and attractive meals within financial guidelines. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains a financially sound operation including optimum use of ~~USDA commodities~~ all resources and implementation of all department policies and procedures and the involvement of students in the food service program

Monitors and evaluates employee performance and morale

~~Trains, supervises, directs and evaluates each nutrition service assistant on staff to ensure maximum production/performance within allowable labor hours~~ Conducts training with staff that positively impacts food service operations and meets local, state, and federal requirements

~~Uses computer assistance and trains other district nutrition service personnel in computer use~~ Provides leadership to school nutrition staff that promotes team effectiveness and productivity

Completes accurately all assigned ~~daily records~~ and reports utilizing approved software, including all information pertaining to the perpetual inventory, menu/production records, and submits on schedule required monthly data

~~Attends workshops and professional development meetings as required by the Nutrition Service Department and participates in professional growth activities~~ Participates in all scheduled professional development training to meet local, state, and federal training requirements

~~Coordinates nutrition service operation with school activities to improve school/community public relations to increase student participation~~ Implements customer service techniques to promote satisfaction and increase program participation

~~Completes required portions~~ Supervises implementation of approved Hazard Analysis and Critical Control Points plan ~~procedures and monitoring processes~~

~~Complies with Kentucky Department of Public Health regulations, ensures proper storage/use of food including required record keeping and trains employees in the correct and safe use of equipment, food storage, and proper sanitation procedures~~

~~Purchases/requisitions needed foods, supplies and equipment according to Model Procurement Code and district policies~~

~~Orders needed food, supplies and equipment from the Nutrition Service Center (NSC) following standard procedures and policies~~

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 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, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Successful experience in all phases of nutrition services <u>Successful food service experience</u>
<u>Complete</u> Kentucky Department of Education certification as a F ood S ervice E mployee <u>within 40 days of employment</u>
Jefferson County Board of Health sanitation certification
Effective communication skills

DESIRABLE QUALIFICATIONS
Two (2) years <u>of</u> college in Nutrition, Food Service Management or Accounting
Successful experience in Jefferson County School and Community Nutrition Services operation
<u>Louisville Department of Public Health and Wellness Food Safety certification</u>
<u>Proficient math and computer skills</u>
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	COORDINATOR NUTRITION SERVICES OPERATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8088
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technology procurement, maintenance and support for School and Community Nutrition Services. Supervises free/reduced meal application and Educational Benefits Form processes to ensure compliance with federal requirements. Plans and assesses the impact of mandatory and optional professional growth/recognition programs for the department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes Responsibility for evaluating, maintaining, and monitoring software to ensure regulatory compliance and operating efficiency in relation to accounting, labor, free/reduced meal eligibility, point-of-sale, inventory, ordering and receiving, production records

Manages sourcing, specifications, procurement, installation, maintenance and support of department technology; networking, servers, hardware, software and peripherals

Supervises Free and Reduced Price Meal Application process including design, distribution, application processing, Direct Certification identification, household notification, verification and data imports and exports

Serves as Deistrict FRAM Coordinator supervising the Community Eligibility Provision program including form design, distribution, processing, calculations, household and administrative communication, reporting and imports/exports

Directs both required and supplemental training, development and Certification of School &and Community Services staff based on continual comprehensive needs assessment and monitoring of overall program

Develops and manages department awards and recognition programs that motivate and celebrate employee accomplishments

Observes activities at school cafeteria locations; provide coaching, ad hoc training, and corrective action

Ensures compliance with Ffederal, state, and local regulations and guidance

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. 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 in education and/or food management and/or business management

Three (3) years of successful instructional or management experience

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in project management and/or business management

Knowledge of institutional food service operations
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Knowledge of Jefferson County programs and procedures

<u>Experience in a diverse workplace</u>
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FOOTNOTE 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.
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Submitted For
Approval:
6/11/2019
Effective: 7/01/2019

JOB TITLE:	COORDINATOR OPEN RECORDS <u>OPEN RECORDS COORDINATOR</u>
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8133
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for intake and fulfillment of all open records, video preservation and litigation hold requests to JCPS.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Assumes responsibility~~ Responsible for intake and fulfillment of all open records requests to JCPS

~~Responds~~ Coordinator will respond to all requests within three (3) business days, as required by law; ~~the~~ response will include the records or request an extension if one is needed or warranted

~~Coordinator will~~ Disseminates requests to appropriate departments within JCPS, compiles records, redacts records in accordance with Kentucky laws, and responds to requests in accordance with Kentucky laws, court precedents, ~~and~~ opinions from the Kentucky Attorney General, and FERPA

~~Supervises, trains, and evaluates the performance of clerical personnel~~

Works with internal and external Departments to compile documentation needed for the open records requests, video preservation and fulfillment of litigation holds

Assists the General Counsel in evaluating issues related to open records, FERPA, video preservation, litigation holds and other District, State and Federal requirements related to public records

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, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's degree

Extensive knowledge of Kentucky Open Records ~~and~~ Open Meetings laws and the Family Education Rights and Privacy Act (FERPA)

Effective communication skills

DESIRABLE QUALIFICATIONS

Juris Doctorate (legal degree)

Kentucky law license in good standing with the Kentucky Bar Association

Two (2) years of experience as a practicing attorney

Previous experience in assisting agencies with interpreting Kentucky Open Records ~~and~~ Open Meetings laws and FERPA

Previous experience fulfilling open records requests
<u>Experience in diverse workplace</u>



REVISED: Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	COORDINATOR PACKAGING ASSEMBLY SUPERVISOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8106
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Responsible for the packaging and assembly of food products and supplies for delivery to service sites. Supervises assembly and packaging personnel to ensure efficient workflow and high quality production. Consults with supervisor to establish procedures, priorities, and processes. Performs all tasks involved in the assembly and packaging of food and supplies. Prepares reports, maintains records and controls costs for items assembled and packaged in the Nutrition Service Center.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assumes R esponsibilities le for coordination and scheduling of all packaging of food items, both bulk and individual, and for the storage and assembly of all food and supplies to be delivered to service sites
Directs the packaging of all food items to ensure safety, quality, and regulation compliance
Supervises, schedules, and evaluates all packaging and assembly employees to provide optimum utilization of equipment and personnel
Requisitions, through proper channels, all supplies, materials, and equipment related to packaging and assembly, as needed to meet production schedules
Operates all equipment and trains staff in its proper and safe operation and cleaning; r Responsible for receipt and coordination of all items to assembly area and accurate allocation of these items to carts in a safe, orderly, and timely manner
Assumes R esponsibilities le for receipt and coordination of all items to assembly area and accurate allocation of these items to carts in a safe, orderly, and timely manner
Maintains a quality control and Hazard Analysis and Critical Control Points plan
Works in cooperation with staff to address staff and product movement between work areas
Maintains records of all items delivered to service sites daily
Supervises the packaging of items, ensuring the maintenance of high quality standards, accurate counts and pack sizes, and the proper use of equipment
Establish es ed and maintains time schedules, and assigns personnel to meet production and delivery demands
Monitors food banks temperatures and general conditions
Maintains perpetual and semi-annual inventory of food bank
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 performed while standing or walking. . The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium 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
Associate degree in Quantity Food Production or equivalent experience
Three (3) years of experience in institutional product management
Kentucky Department of Education Certification as a Food Service Employee
Jefferson County Board of Health Sanitation Certification
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of policies and procedures of the school district
Experience in large quantity food preparation
<u>Experience in diverse workplace</u>

FOOTNOTE 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.



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	<u>COORDINATOR, SPECIALIST</u> PARENT RELATIONS
DIVISION	<u>DIVERSITY, EQUITY AND POVERTY PROGRAMS</u> <u>COMMUNICATIONS AND COMMUNITY RELATIONS</u>
SALARY SCHEDULE/GRADE:	<u>III+</u> , GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8605
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Plans, organizes, executes, and/or coordinates various parent relations programs, projects, initiatives, and activities; and works with the Fifteenth District PTA, local PTA units, schools, and other <u>D</u> istrict staff to increase parent/school interaction. <u>Additionally oversees the Volunteer Talent Center.</u>

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans, coordinates and/or implements various parent relations activities, projects, programs, and initiatives
Works with schools, other <u>D</u> istrict personnel, and PTA units in the development of plans to increase parent-school interaction
Provides staff support and technical assistance to schools, local PTA units, and the Fifteenth District PTA; e.g., preparation of newsletters, operation of the PTA Clothes Closet
Works with the Fifteenth District PTA, Principals and local PTA units to orient and train PTA officers and units
Establishes and maintains collaborative work relationships with school <u>D</u> istrict personnel who work in the areas of early childhood education in order to effectuate programs and services which facilitate a smooth transition into parent involvement programs at the elementary school level
Develop <u>s</u> and implement <u>s</u> workshops, seminars and forums which address timely topics, such as parent/teacher conferences, primary program, school reform issues, strengthening parents' knowledge and skills as teachers of their own children, helping parents better interact with schools and school personnel
Represent <u>s</u> the District at the local, state, and national level in organizations and at various functions; e.g., the Kentucky Association of School Councils, Chapter 2 Advisory Task Force, the Kentucky Coalition of School Volunteer Organizations, the Parents As Teacher (PAT) program and conferences
Work <u>s</u> with schools and PTA units to develop various forms of parent support groups
Work <u>s</u> collaboratively with <u>a</u> Advocates, schools, Family Resource <u>C</u> enter <u>C</u> oordinator <u>s</u> and other staff persons who work with parents and families to facilitate open dialogue about parent involvement issues in the <u>D</u> istrict and to develop a comprehensive, coordinated approach to parent involvement
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
<u>Evaluates staff as assigned</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. 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 and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Bachelor's degree with at least one year's experience in a related field
Ability to establish and maintain rapport with persons from varying life styles and various community groups
General knowledge of the <u>D</u> istrict's programs, operations, practices and procedures

Effective communication skills

DESIRABLE QUALIFICATIONS

Extensive knowledge of the dynamics and mores of the district and the Jefferson County community

Good organization and planning skills

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	COMPUTER OPERATIONS LIAISON COORDINATOR PRODUCT INTEGRATION
DIVISION	ACADEMIC SERVICES TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8274
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

~~Organizes and expedites technology projects for the district. Coordinates plans and schedules with staff. Provides all students, teachers and district personnel seamless and secure access to educational software. Assists with implementation of all aspects of technology of Districtwide technology projects and all aspects of software integration.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works in conjunction with the ~~Specialist Technology Integration~~ director to ~~oversee~~ ensure day-to-day progress on districtwide projects

~~Plans projects with local school staff members to ensure effective use of technology. Serves as liaison between schools, vendors and internal stakeholders by facilitating and documenting the software approval process for new purchases~~

Monitors project sites to ensure projects are completed according to schedule

Serves as liaison between ~~local schools and the district service agencies involved in a project~~ students, staff, schools and Information Technology on projects

~~Schedules project tasks in coordination with necessary district staff. Ensures compliance with local, state and federal regulations and procedures related to student information privacy and security~~

~~Maintains project supplies inventory to ensure necessary supplies are available when required. Provides on-site support to end users to ensure effective integration of software~~

~~Supervises the work of temporary personnel and student technicians. Provides technical recommendations based on needs analyses of project requirements, business operations, employment practices, instructional practices and technical skills~~

~~Communicates and documents communications with vendors, contractors and school board personnel in the completion of school technology projects. Ensures software vendors have necessary documentation on file regarding student information privacy and security~~

~~Provides on-site support to end users. Serves as liaison between schools, vendors and internal stakeholders by facilitating and documenting the software approval process for new purchases~~

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, crawling, reaching, climbing, with the ability to lift, carry, push, or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Three (3) years of technical training/experience

Three (3) years <u>of</u> experience in computer operations
Demonstrated ability to manage and supervise people <u>Understanding of networking architecture and state statutes regarding student information privacy and security</u>
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree <u>, or above in Computer Science</u>
Computer specialization degree <u>Experience in documenting/ensuring student information privacy and security</u>
Experience in computer operations supervision <u>in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	COORDINATOR SUPERVISOR PRODUCTION SERVICES
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	I I, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8010
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises the production services team and provides leadership in the development of printed and curriculum support materials. Consults with ~~De~~istrict personnel to determine printing needs and scope of work. Coordinates work with JCPS Curriculum ~~and~~ Instruction personnel to meet ~~De~~istrict needs. Schedules and tracks jobs, requirements, progress, changes, timelines, and other project variables. Tracks data and creates reports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and leads the Production Services team by appropriately assigning/delegating projects, monitoring the progress of jobs, providing direction, review, and feedback; ~~d~~Develops and implements processes for ensuring errors are avoided; properly supports and trains staff when they make mistakes

Participates as a team member in helping in with production as needed; ~~m~~Maintains working knowledge of all equipment

Practices ~~effective~~LEAN management concepts to continuously promote the production of high-quality services

Manages the flow of work and resources to ensure timely and successful project completion through the use of strong project management and organizational skills; maintains production schedule for Production Services

~~Manages effectively~~ Effectively manages multiple projects, processes, and groups of workers; ~~d~~Determines best methods for production based on time and-resources; ~~m~~Maximizes the utilization of equipment and personnel

~~Positively and confidently~~ Interacts ~~positively and confidently~~ with colleagues at all levels; builds confidence in those he or she supervises

Writes printing specifications for large projects that occasionally must be outsourced; orders paper, equipment, and printing supplies; understands and adheres to model procurement and JCPS purchasing policies

Works closely with colleagues in the other areas of Materials Production to ensure that projects flow smoothly, dead-lines are met, and that quality standards are upheld; ~~a~~Always looks for better ways to do things

Collaborates with interdepartmental teams to develop production plans for large projects that will be produced over long periods of time

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, pushing, and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push, or pull light weights. The work requires activities involving being around moving machinery and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Associates degree or equivalent

Five (5) or more years successful experience in the printing industry/working knowledge of printing equipment

Successful experience supervising personnel
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability Ability to delegate responsibility
Ability to schedule a variety of simultaneous tasks to meet production deadlines
Ability to be self-directed
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	COORDINATOR PROGRAM ANALYSIS PROGRAM ANALYST
DIVISION	ACCOUNTABILITY, RESEARCH, AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II/GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8047
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates data collection from a variety of sources and online systems and assists with data analysis. Through reporting and training, this position shares research-based findings to improve systems in areas of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Researches, compiles and prepares various program and budget data

Prepares reports and spreadsheets; including preparing, maintaining and updating program data/information

Works cooperatively with the project coordinators, directors and specialists in analyzing data to support project requirements and District needs

Conducts, and/or assists, with training for District staff

Conducts statistical analysis, including descriptive statistics, that summarizes data and provides this analysis to the District and partner organizations

Maintains accurate records on the program and provides data and reports to appropriate personnel

Assists with management of online systems (e.g., Data Request Management System, budget requests) in areas of assignment, which includes providing technical assistance to project, District, and school staff

Prepares annual and interim reports for project directors

Assures compliance with local, state and federal regulations and procedures related to areas of assignment

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree

Experience with Microsoft Office (especially Excel)

Knowledge of descriptive statistics

Two or more years of experience in data management, analysis and reporting

Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to use Microsoft Office features such as: pivot tables, v-lookups, and other formulas
Ability to conduct inferential statistical data analysis and program evaluation
Knowledge of databases and how to extract data (i.e. queries, combining tables)
Experience providing technical assistance and training
<u>Experience in a diverse workplace</u>

FOOTNOTE ootnote
This position is funded by a two-year grant. This position is not eligible for automatic placement in another JCPS position at the end of the grant period.



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	PROGRAM SPECIALIST III <u>COORDINATOR</u> <u>PROGRAM</u>
DIVISION	AS ASSIGNED <u>ACADEMIC SERVICES</u>
SALARY SCHEDULE/GRADE:	I I, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	829 <u>8294</u>
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides technical assistance to D istrict and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity. Provides in-service <u>in-service</u> as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works closely with <u>Skills U</u> program personnel in developing and implementing educational programs and support services
Provides training and supervision for program staff
Oversees and directs the work of committees and task forces, as assigned
Meets with program staff regularly to monitor effectiveness of services
Maintains accurate records on the program and provides data and reports to appropriate personnel
Evaluates effectiveness of assigned programs or activities
Provides technical assistance to d District and school staff in the areas of assignment
Assures compliance with local, state and federal regulations and procedures related to areas of assignment
Researches past and current practices in areas assigned and integrates research in areas of responsibility
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 driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's degree in area of responsibilities
Three (3) years experience <u>years of experience</u> in area of assignment
One (1) year successful experience in administration/supervision
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in working with different age groups
Experience in working with community organizations and agencies
<u>Experience in a diverse workplace</u>

FOOTNOTE~~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.



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	COORDINATOR PURCHASING/BIDS
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8631
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Supervises the daily routine of purchasing clerical staff, maintains all on-line procurement and bidding systems with a particular emphasis on procurement, bid and agenda preparation, and ensures the highest degree of professionalism as it relates to source selection and contract formation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises bids and specifications development, reviews all specifications submitted for bid and coordinates the on-line procurement and bid systems
Assists in the management and development of procurement policies and documentation to comply with Kentucky Model Procurement and Board policy, while ensuring that all reporting obligations on procurement and contracting activities are met
Coordinates bid evaluations to ensure compliance with bid specifications and evaluation criteria
Ensures that the Model Procurement Statutes, federal and state procurement laws and Board policy are adhered to by the District-wide employees that use the on-line procurement system
Assists in managing workflow and bid preparation and forecasting and provides leadership and guidance to ensure that all contracts are current for products and services and that renewals are executed in a timely manner
Monitors automated purchasing system, including the data entry of requisitions, and serves as an intermediary between the users and management information services
Provides in-service regarding purchasing and contract procedures
Ensures compliance in source selection, contract development, and compliance with Board, state and federal policy and regulations
Maintains expediting operation of the purchasing unit by serving as a liaison among department heads and vendors and resolving problems between delivery of product and supplier
<u>Evaluates staff as assigned</u>
<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 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 being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years <u>of</u> experience in school or municipal purchasing
Successful experience in accounting and/or business office supervision
Proficient in the use of personal computer systems
Knowledge of computerized inventory systems

Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to develop specifications/knowledge of Kentucky purchasing law
Knowledge of Board policy and procedures
Knowledge of Kentucky Purchasing Law
Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	COORDINATOR RECORDS AND REPORTS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8090
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Monitors school operations under the National School Lunch Act in the area of Food Service Accounting. Responsible for submitting ~~al of~~ monthly claim reimbursement summary reports listing the amount and type of meals served by school location to the State Department of Education. In charge of compiling and monitoring the annual budget for the School and Community Nutrition Services department and approving all transfer requests. Communicates with state and local personnel regarding financial accountability. Develops, maintains and administers the monthly, school-by-school Gain Loss reports and analyzes all program records. Responsible for adherence to state and federal accounting requirements.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Monitors full cost accounting, including applicable procedures, at the local school level

Develops and administers in-service training programs applicable to Records and Reports, providing group and individual instruction

~~Assumes r~~Responsibility for receiving, preparing, and submitting monthly a complete set of reports to state department

Develops, maintains, and administers reports and analyzes program records to assess the fiscal soundness of the food service operation at district and local school levels

Reviews and updates all accounting and financial procedures for the Food Service department as well as all applicable Records and ~~r~~Reports procedures to ensure compliance with federal, state, and local regulations

Formulates and manages federal and local program budget, making adjustments and transfers as necessary throughout the year based on current need

Coordinates with Finance and Operations Personnel, state department, and local school regarding financial accountability of the school lunch program

Monitors and adjusts the labor hours at each school location to assure compliance with State Department of Education guidelines

Supervises two clerks assigned to complete critical tasks relating to Food Service Records and Reports duties

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years ~~of~~ successful experience in bookkeeping or public accounting

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

C.P.A. (Certified Public Accountant) and/or Master's Degree in Business or related area

Three (3) years <u>of</u> successful experience in Bookkeeping Business Administration background

SNS Credential and/or SNA Level 3 Certificate

<u>Experience in a diverse workplace</u>
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FOOTNOTE ootnote

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



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	COORDINATOR RENOVATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8365
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Assists the supervisor with the coordination and implementation of second shift renovation projects. Assists with the coordination and administration of the District's preventative maintenance program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and coordinates preventative maintenance work performed by employees assigned to Renovations and Grounds
Reviews plans and specifications for renovation and construction projects
Coordinates workforce meetings and training with vendors on new equipment and tools
Assigns, reviews and inspects work assigned to journeymen
Coordinates meetings with Principals on projects
Supervises and evaluates assigned staff
Coordinates and supervises special renovation projects for districtwide needs
Coordinates emergency repairs to ensure efficiency of operations
<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 requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High school diploma or G.E.D.
Valid Kentucky State Journeyman License in skilled trade
Effective communication skills

DESIRABLE QUALIFICATIONS
Vocational school training/degree
Valid Kentucky Master's license in a skilled trade
Experience and knowledge of all aspects of construction trade
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	COORDINATOR SERVICE DELIVERY
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8168
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Coordinates the day-to-day activities of the technology field operations to provide operational support for technology used in the D istrict. Works closely with the Infrastructure and Technology Support Services to deliver timely support services. Reviews work tickets to plan, recommend, and operationalize field operations resources to achieve operational efficiency in all aspects of service delivery and to promote cross-training of staff. Ensures operational adherence to ITIL-based service management, policies, and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates all activities concerning field operations in the areas of technology projects, maintenance, and support- Manages day-to-day service delivery escalations; ensures all work is done in an efficient and timely manner, and is available on -call 24 hours a day, seven days a week call 24x7-
Designs and implements best practices, standards, and operational guidelines for providing optimum service delivery of all technology support services- E nsures compliance with established <u>Service Level Agreements</u> , district-wide technology architectural standards, hardware policies and procedures-
Identifies and executes continual service improvement initiatives and liaises with project teams to ensure operational readiness of all IT projects-
Keeps abreast of emerging technologies to identify service trends, and works closely with other information technology teams to review, design, test, implement, and support innovative enterprise technology solutions-
Works closely with management and the support teams to establish and implement best practices, and follows effective change management strategies-
Utilizes effective communication skills to interact with internal clients and external stake holders at all levels to help resolve IT-related issues and provides answers in a timely manner-
Works closely with the IT team management <u>team</u> to design, track, and report key performance indicators-
Mentors team members and stays current on certifications(s) by successfully completing updated certification exams-
Recommends and implements cost efficient measures to increase operational efficiencies-
Performs other duties as assigned by the designated supervisor
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>

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

MINIMUM QUALIFICATIONS
Associate's degree in computer science or related field and/or five (5) years of direct experience in technology field service delivery in an enterprise setting
In-depth knowledge of information technology support and technology service delivery; L P Proven ability to think independently and resolve technology field support issues and effective personnel resource management
Excellent written and oral communication skills coupled with thorough knowledge of enterprise technology field services and project delivery; L O Operational knowledge of industry-standard hardware, software and networking technologies used in school D district settings
A current, relevant, and industry-recognized certification or ability to complete department-designated and department-paid certification(s) within twelve (12) months of hire
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
ITIL certification
PMP certification
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	COORDINATOR SPECIAL PROJECTS
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8242
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates assigned special funded projects which are operated by the unit of Adult and Continuing Education. Coordinates the classes that are funded, assists in training staff, coordinates student enrollment and acts as liaison with the funding agencies. Coordinates the use of facilities in agency sites. In one or more projects, this person will coordinate the activities of subcontractors that are needed for the program operation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates project activities, registration and staff for the assigned projects-

Coordinates training for project staff-

Prepares grant materials, applications and proposals-

Prepares all documentation and reports required from the projects-

Monitors budgets from each project and is responsible for maintaining expenditures-

Maintains direct contact with staff of funding source-

Coordinates the staff of subcontractors as outlined in contracts-

Interprets the project contracts and fulfills those obligations-

Attends contractor and vendor meetings as needed-

~~Assumes r~~Responsibility for public relations with project funding agencies-

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, 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

Successful experience in program management

Experience in working with adults

Demonstrated ability with community and government agencies

Effective communication skills

DESIRABLE QUALIFICATIONS
Master’s Degree
Established contacts with funding agencies
Successful experience in organizing and coordinating workshops
Successful experience in organizing adult classes
Experience with Computer Programs
Must be available when needed for both day and evening project activities
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	COORDINATOR TRAINING SPECIALIST
DIVISION	TECHNOLOGY/ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8552
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Plans, develops, and manages training programs for office automation users and is a resource for personnel in the use of applications. Responsible for the development of training and related technology materials and forms relating to computer applications. Trains end-users in specific computer applications.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides staff development components of Office Automation systems to personnel in administrative offices and school centers
Serves as a technical consultant to selected certified and classified personnel in administrative offices and school centers
Develops training material relating to computer applications and related technology
Coordinates the training of end-users of information system services in the area of mainframe applications
Coordinates development and maintenance of computer resource files
Develops training plans for personnel and supervises the development of training programs
<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 requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Command of oral and written communications
Demonstrated expertise in the operation of computers and computer equipment
Demonstrated ability in training end-users of Office Automation applications
Ability to apply time management techniques in the supervision of staff
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Two (2) years of specialized training in data processing, procedures writing and statistics
Knowledge of educational office automation applications

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	COORDINATOR SPECIALIST VIDEO COMMUNICATIONS
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	I I, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8335
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for coordinating the production of ~~d~~District video projects and for creating video news stories for a variety of audiences.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops, produces, and compiles information for ~~D~~District video projects

Ensures that all necessary elements and equipment are ready as the project progresses and ensures deadlines are met

Coordinates video production crews assigned to in-studio and field projects

Conducts interviews for ~~D~~District video productions and television programs

Serves as a liaison to ~~D~~District staff and outside agencies

Communicates the on-going status of all elements of the video production to supervision and those involved with the project

Edits the work of others to ensure professional communication standards~~s~~.

Gathers and researches data, documents, and other pertinent information for inclusion in video production

Presents information in clear and direct ways using imaginative and creative approaches

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

MINIMUM QUALIFICATIONS

Bachelor's degree

Two (2) years of experience in television and/or video production and direction

Experience in video streaming and Web casts

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of school district programs and operations
Experience developing stories for a news magazine format
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	<u>COORDINATOR</u> WAREHOUSE <u>AND</u> TRANSPORTATION <u>SUPERVISOR</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8836
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates the receipt, inspection, storage, assembly, and distribution of all materials, commodities, and equipment. Responsible for compliance with federal and state regulations for all transportation and storage requirements. Responsible for facility security including stock and the physical plant.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates inventory control to ensure the accuracy of issues and receipts

Prepares daily, weekly, and monthly work schedules and monitors work flow activities

Assumes Responsibility for all reports as relates to the warehouse and transportation functions of the Center, including maintaining perpetual and semi-annual inventories as required by USDA regulation

Assumes Responsibility for maintaining appropriate stock levels of all warehoused items

Supervises, evaluates and trains all employees in the warehouse and transportation area

Assumes Responsibility for removal, transfer and recording of all food service equipment districtwide

Develops and implements the Hazard Analysis and Critical Control Points program for the warehouse and transportation areas, in conjunction with supervisor, and is responsible for the safety program for the warehouse and transportation areas

Supervises, coordinates, and authorizes all shipments to and from the Center, including prepared and warehoused items

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 medium weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in warehousing or institutional food service programs

Hazard Analysis and Critical Control Points certification

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Professional training in management
Knowledge of policies and procedures of the school d District
<u>Experience in a diverse workplace</u>



Submitted

For Approval: 6/11/2019

Effective: 7/1/2019

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

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership and oversight to the Welcome Center
Develops, establishes and facilitates new employee welcoming, onboarding and training including fingerprinting, collection of paperwork, creation of staff identification cards and new employee orientation
Coordinates and oversees annual contract renewal processing
Reviews and oversees annual salary increases and off step processing
Oversees receipt and routing of criminal background records and Child Abuse and Neglect checks
Accumulates and researches data, documents, and other pertinent information as it relates to the function and processes within the unit
Reviews, evaluates and/or establishes operational policies and procedures and makes modifications based on analysis of operations and other research information
Prepares, delivers or assists with training for staff
Prepares and/or assists in preparation of reports, records, and other documentation, as required
Maintains communication and works closely with other administrators and staff within the unit and serves a liaison with other outside agencies, as required
Evaluates assigned staff
Assures compliance with federal, state and District policy and administrative procedures and negotiated agreements
Monitors and tracks the progress of new and current technology software and data base management systems used by the department
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
Bachelor's Degree in Human Resources or related discipline
Three (3) successful experience in Human Resources knowledge and experience with various HRIS
Effective written and verbal communication skills
Ability to work effectively and collaboratively with others
Effective written and verbal communication skills
Ability to organize and multi-task a variety of duties
Must maintain a high degree of confidentiality

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



NEW:

~~07/01/2013~~

Submitted For

Approval:

~~6/115/14/2019~~

Effective: 7/1/2019

JOB TITLE:	<u>COUNSELOR</u> DIAGNOSTIC_ASSESSMENT <u>COUNSELOR</u>
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, Grade 6
WORK YEAR:	AS ASSIGNED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8228
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for assessing needs of parents and students referred to the Center; administers and interprets diagnostic instruments, completes and maintains appropriate records and reports, makes referrals as necessary.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Interviews students and parents to assess client needs

Administers, records, interprets and reports on results of any designated diagnostic instruments

Prepares written assessment reports and case recording documents

Identifies alternative community resources available to meet varying needs of clients and works with community resources to develop and implement others as needed

Analyzes alternative approaches to meeting client needs and determines which is best for meeting those needs

Coordinates referrals to and serves as liaison with community alcohol and other drug resources

Monitors progress of clients referred to community services and performs follow up services

Participates in community meetings and/or speaking engagements as assigned

Maintains confidentiality of clients served

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, 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 in Social Work, Psychology, Counseling, or related field

Five (5) years of successful experience in clinical counseling in substance abuse and/or behavioral problems

Experience with substance abuse and/or behavioral assessment

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree in Social Work, School Psychology, Clinical Psychology or Counseling Psychology
Holds valid credential as a Certified Chemical Dependency Counselor and experience with adolescent chemical dependency
Case management skills
Knowledge of local community referral sources
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.



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	<u>COUNSELOR</u> EARLY CHILDHOOD COUNSELOR
DIVISION	ACADEMIC <u>SCHOOLS SERVICES</u>
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4392
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The early childhood counselor is responsible for the development of a guidance program at the local school level that will implement the district's guidance plans. Counselors provide systematic and ongoing individual and group counseling services related to the academic, social, vocational, and personal development of students. Early childhood counselors provide information, consultation, coordinator, testing, and referral services designed to meet the needs of students, parents, and staff in a total guidance program. An essential function of the counselor's role is the implementation of federal, state, and local education and ~~title~~ mandates.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, implements, and evaluates a developmental, preventative guidance program which enhances the services provided to students~~-~~

Provides individual, small group, and classroom guidance and counseling for students, parents, and staff to promote student success in academics, career, and personal/social development~~-~~

Assumes responsibility for administration of the school in the absence of the ~~Principal/Site Administrator~~Associate Principal~~-~~

Collaborates with staff to assist the ~~d~~District's compliance with federal, state, and local school mandates~~-~~

Coordinates and interprets state and district testing programs in the school~~-~~

Directs the maintenance of the permanent record system and provides such records to parents or legal guardians upon request~~-~~

Promotes positive school-community relationships through active participation in school and civic organizations and functions~~-~~

Coordinates the health programs and services for the local school~~-~~

Plans for and provides orientation, transition, and school programs information to students, parents, and staff~~-~~

Coordinates services and programs for the strengthening of parenting skills~~-~~

Collaborates with staff in placing students in the most appropriate instructional program and classroom setting~~-~~

Refers to and consults with ~~d~~District, local, and state resources and agencies in order to promote student success~~-~~

~~Duties may include p~~Performance~~Performs~~ of health services if needed~~-~~ for which training will be provided~~-~~

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

MINIMUM QUALIFICATIONS
Master's Degree with major in guidance and counseling
Certification in guidance and counseling by Kentucky Department of Education
Three (3) years successful teaching experience
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Rank 1 with Standard Guidance Certification
Kentucky Professional Certification in Administration and/or Supervision <u>(Principal Certification)</u>
Instructional experience
Experience working with Early Childhood students and families
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	COUNSELOR ELEMENTARY SCHOOL
DIVISION	ACADEMIC SCHOOL SERVICES
SALARY SCHEDULE/GRADE:	IV/GRADE 9
WORK YEAR:	195-DAYS AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4390
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The elementary counselor is responsible for the development of a guidance program at the local school level that will implement the ~~district~~District's guidance plans. Counselors provide systematic and ongoing individual and group counseling services related to the academic, social, vocational, and personal development of students. Elementary counselors provide information, consultation, coordination, testing and referral services designed to meet the needs of students, parents and staff in a total guidance program. An essential function of the counselor's role is the implementation of federal, state and local educational and title mandates.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, implements and evaluates a developmental, preventative guidance program which enhances the school consolidated plan

Assumes responsibility for administration of the school in the absence of the Principal and the Assistant Principal

Coordinates and interprets state and ~~district~~District testing programs in the school

Promotes positive school-community relationships through active participation in school and civic organizations and functions

Coordinates services and programs for the strengthening of parenting skills

Refers to and consults with ~~district~~District, local, and state resources and agencies in order to promote student success

Collaborates with staff to assist the ~~district~~District's compliance with federal, state, and local school mandates

Directs the maintenance of the permanent record system and provides such records to parents or legal guardians upon request

Coordinates the health programs and services for the local school

Plans for and provides orientation, transition, and school programs information to students, parents, and staff

Provides individual, small group, and classroom guidance and counseling for students, parents, and staff to promote student success in academics, career, and personal/social development

Collaborates with staff in placing students in the most appropriate instructional program and classroom setting

~~Duties may include p~~Performance of health services, if needed, for which training will be provided

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS
Master's Degree with major in guidance and counseling
Certification in guidance and counseling by Kentucky Department of Education
Three (3) years of successful teaching experience or relevant school based experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Rank I with Standard Guidance Certificate
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	COUNSELOR ELEMENTARY SCHOOL <u>PART-TIME PERMANENT</u>
DIVISION	ACADEMIC <u>SCHOOL SERVICES</u>
SALARY SCHEDULE/GRADE:	IV/GRADE 9
WORK YEAR:	<u>195-DAYS AS APPROVED BY THE BOARD</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	439 <u>10</u>
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The elementary counselor is responsible for the development of a guidance program at the local school level that will implement the ~~district~~District's guidance plans. Counselors provide systematic and ongoing individual and group counseling services related to the academic, social, vocational, and personal development of students. Elementary counselors provide information, consultation, coordination, testing and referral services designed to meet the needs of students, parents and staff in a total guidance program. An essential function of the counselor's role is the implementation of federal, state and local educational and title mandates.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, implements and evaluates a developmental, preventative guidance program which enhances the school consolidated plan
Assumes responsibility for administration of the school in the absence of the Principal <u>and the Assistant Principal</u>
Coordinates and interprets state and district District testing programs in the school
Promotes positive school-community relationships through active participation in school and civic organizations and functions
Coordinates services and programs for the strengthening of parenting skills
Refers to and consults with district District, local, and state resources and agencies in order to promote student success
Collaborates with staff to assist the district District's compliance with federal, state, and local school mandates
Directs the maintenance of the permanent record system and provides such records to parents or legal guardians upon request
Coordinates the health programs and services for the local school
Plans for and provides orientation, transition, and school programs information to students, parents, and staff
Provides individual, small group, and classroom guidance and counseling for students, parents, and staff to promote student success in academics, career, and personal/social development
Collaborates with staff in placing students in the most appropriate instructional program and classroom setting
Duties may include p Perform sance of health services, <u>if needed,</u> for which training will be provided
<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. 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
Master's Degree with major in guidance and counseling
Certification in guidance and counseling by Kentucky Department of Education
Three (3) years of successful teaching experience or relevant school based experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Rank I with Standard Guidance Certificate
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	COUNSELOR MIDDLE SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4395
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
The job functions of the middle school counselor includes teacher-based guidance, individual/group counseling, academic planning, parent education, <u>and</u> grouping and scheduling students. The counselor is the school agent for compliance with federal, state, and local regulations. The counselor conducts in-service, serves as a liaison to parents and community and orients students, parents, and teachers to the middle school. The counselor is responsible for maintaining and auditing the records for each of the students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans, implements, and evaluates a developmental, preventative guidance program which enhances the school consolidated plan
Provides individual, small group and classroom guidance and counseling for students, parents, and staff to promote student success in academics, career, and personal/social development
Collaborates with staff on the master schedule and placing students in the most appropriate instructional program and classroom setting
Develops and implements orientation programs for the transition of students from one level/program to another, i.e., elementary to middle and middle to secondary school
Directs the maintenance of the school permanent record system and assists parents, students, and teachers in interpreting record data
Works to improve student attendance by counseling students, contacting parents and making referrals to in-district and outside resources
Collaborates with staff to assist the District's compliance with federal, state and local mandates at the school level
Consults with and provides in-service for parents and teachers regarding student progress, special needs and abilities, and preventive approaches to discipline
Assists with the referral of students to the District's optional, alternative programs and community agencies
Performs health services, if needed, for which training will be provided
<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. 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
Master's Degree with major in guidance and counseling

Certification in guidance and counseling by Kentucky Department of Education
Three (3) years of successful teaching experience or relevant school based experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience in the middle school
Knowledge of group dynamics
Experience with diverse populations of students



Submitted For
Approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	<u>COUNSELOR PART-TIME</u> SECONDARY SCHOOL <u>COUNSELOR</u>
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	44 <u>1500</u>
BARGAINING UNIT:	<u>RCEACERX</u>

SCOPE OF RESPONSIBILITIES
Assumes responsibility for the implementation of the district <u>District</u> 's guidance program at the building level. Counselors provide systematic and on-going individual and group counseling services related to the academic, vocational, social and personal development of students. Secondary school counselors provide information, consultation, appraisal, testing, and referral services designed to achieve appropriate program selection, placement and career planning for students. Major component responsibilities include orientation, academic planning, and class scheduling for individual students, maintenance of all student records, and the implementation of federal, state, and local educational mandates.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans, implements, and evaluates a developmental, preventative guidance program which enhances the school consolidated plan
Provides individual, small group, and classroom guidance and counseling for students, parents, and staff to promote student success in academics, career, and personal/social development
Registers, orients, and schedules all secondary students into appropriate classes and makes necessary schedule adjustments to meet individual needs
Directs the maintenance of the local school permanent record system and interprets permanent record data to parents, students and teachers
Certifies students' progression towards graduation; e.g., calculates accumulated credits, grade point averages, and class standings; records test information and determines promotion and retention decisions
Collaborates with staff to address the district <u>District</u> 's compliance with federal, state, and local school mandates
Consults with students, parents, and teachers, regarding student progress, special needs and abilities, and preventive and positive approaches to discipline
Works to improve student attendance by counseling students, contacting parents and making referrals to in- district <u>District</u> and outside resources
Coordinates and interprets the state and district <u>District</u> testing programs in the school
Coordinates the referral of all students to the district <u>District</u> 's optional, alternative, G.E.D., and Independent Study programs and to community agencies
Provides recommendations to colleges, post-secondary schools, scholarship sources, and employers; assists in the maintenance of the College Entrance Testing Program, and provides scholarship and financial aid information to students
Duties may include p Perform <u>sance of</u> health services, <u>if needed,</u> for which training will be provided
<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. 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
Master's Degree with major in guidance and counseling
Certification in guidance and counseling by Kentucky Department of Education
Three (3) years of successful teaching experience or relevant school based experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of curriculum and course offerings
Knowledge of group dynamics
Demonstrated communication skills
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	<u>COUNSELOR</u> SECONDARY SCHOOL <u>COUNSELOR</u>
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4400
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the implementation of the ~~district~~District's guidance program at the building level. Counselors provide systematic and on-going individual and group counseling services related to the academic, vocational, social and personal development of students. Secondary school counselors provide information, consultation, appraisal, testing, and referral services designed to achieve appropriate program selection, placement and career planning for students. Major component responsibilities include orientation, academic planning, and class scheduling for individual students, maintenance of all student records, and the implementation of federal, state, and local educational mandates.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, implements, and evaluates a developmental, preventative guidance program which enhances the school consolidated plan

Provides individual, small group, and classroom guidance and counseling for students, parents, and staff to promote student success in academics, career, and personal/social development

Registers, orients, and schedules all secondary students into appropriate classes and makes necessary schedule adjustments to meet individual needs

Directs the maintenance of the local school permanent record system and interprets permanent record data to parents, students and teachers

Certifies students' progression towards graduation; e.g., calculates accumulated credits, grade point averages, and class standings; records test information and determines promotion and retention decisions

Collaborates with staff to address the ~~district~~District's compliance with federal, state, and local school mandates

Consults with students, parents, and teachers, regarding student progress, special needs and abilities, and preventive and positive approaches to discipline

Works to improve student attendance by counseling students, contacting parents and making referrals to in-~~district~~District and outside resources

Coordinates and interprets the state and ~~district~~District testing programs in the school

Coordinates the referral of all students to the ~~district~~District's optional, alternative, G.E.D., and Independent Study programs and to community agencies

Provides recommendations to colleges, post-secondary schools, scholarship sources, and employers; assists in the maintenance of the College Entrance Testing Program, and provides scholarship and financial aid information to students

~~Duties may include p~~Performsance of health services, if needed, for which training will be provided

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

Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
Master's Degree with major in guidance and counseling
Certification in guidance and counseling by Kentucky Department of Education
Three (3) years of successful teaching experience or relevant school based experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of curriculum and course offerings
Knowledge of group dynamics
Demonstrated communication skills
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	COUNSELOR SECONDARY SCHOOL COUNSELOR -STUDENT RELATIONS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4406
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership and coordination of student placements in non-behavior alternative school sites in accordance with ARC decisions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides individual guidance and counseling for students, parents, and staff to promote student success in academics, career, and personal/social development

Assists in the management, review, and analysis of student level data as it pertains to student placements, supports, and behavior in non-behavior support alternative school sites

Provides guidance to schools, students, and families regarding appropriate placement at non-behavior support alternative schools sites

Communicates protocols and procedures regarding the placement of students into non-behavior support alternative school

Oversees the referral, entrance, and exit of students for non-behavior schools in accordance with ARC decisions

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

Collaborates with ~~pp~~Principals to maintain accurate information pertaining to school enrollment ~~and capacity~~

Assists in the tracking and maintaining of student enrollment data as it pertains to student drop outs, attendance, and transfers between school sites

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

At times the work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull 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

Master's Degree with major in guidance and counseling

Certification in guidance and counseling ~~by the Kentucky Department of Education~~

Three (3) years successful teaching experience or relevant school based experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of curriculum, course offerings, transcripts, and high school graduation requirements

Demonstrated communication skills

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	CUSTODIAN
DIVISION	DISTRICT WIDE OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 2
WORK YEAR:	260 DAYS AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8592
BARGAINING UNIT:	CLAH

SCOPE OF RESPONSIBILITIES

Provides efficient, quality cleaning (housekeeping) tasks ~~for office and office~~ District buildings following established practices, standards and methods under the direction of the supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cleans offices, classrooms, restrooms, corridors, windows, and walls as required by assignment

Operates electric sweepers, floor machines, wet/dry vacuums, etc.

Follows usage instructions/dilution ratios of cleaning chemicals and other custodial products

~~Polices grounds, walks, etc.~~ Assumes responsibility for daily walk through grounds to ensure safe and healthy environment for students and staff

Cooperates and works closely with lead custodian (where assigned)

Performs all work in accordance with established standards, methods and practices

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

Performs other duties as assigned by the appropriate 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 medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Ability to perform basic commercial cleaning (housekeeping) tasks in schools and office buildings

Ability to use/operate commercial cleaning equipment

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace

FOOTNOTEFootnote

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



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	CUSTODIAN <u>PT/TEMPORARY</u>
DIVISION	<u>DISTRICTWIDE OPERATIONS SERVICES</u>
SALARY SCHEDULE/GRADE:	1B, GRADE 2
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	<u>85928595</u>
BARGAINING UNIT:	<u>CLAEH</u>

SCOPE OF RESPONSIBILITIES
Provides efficient, quality cleaning (housekeeping) tasks for office and office <u>District</u> buildings following established practices, standards and methods under the direction of the supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Cleans offices, classrooms, restrooms, corridors, windows, and walls as required by assignment
Operates electric sweepers, floor machines, wet/dry vacuums, etc.
Follows usage instructions/dilution ratios of cleaning chemicals and other custodial products
Polices grounds, walks, etc. <u>Assumes responsibility for daily walk through grounds to ensure safe and healthy environment for students and staff</u>
Cooperates and works closely with lead custodian (where assigned)
Performs all work in accordance with established standards, methods and practices
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
Performs other duties as assigned by the appropriate 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 medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Ability to perform basic commercial cleaning (housekeeping) tasks in schools and office buildings
Ability to use/operate commercial cleaning equipment
Effective communication skills

DESIRABLE QUALIFICATIONS
<u>Experience in a diverse workplace</u>

FOOTNOTE ootnote
This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	DANCER/SINGER/ACTOR
DIVISION	ACADEMIC SCHOOL SERVICES
SALARY SCHEDULE/GRADE:	## JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4592
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, implementation (to include choreography and musical direction) and providing management for the YPAS touring performance show. Provides instruction in the areas of vocal music, acting, theater movement and musical theater.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Instructs students in the areas of jazz, musical theater, tap dance and fundamentals of movement-

Serves as a resource ~~instructor~~ in the area of acting for the purpose of teaching stage and theater movement-

~~Duties may include p~~Performance of health services, if needed, for which training will be provided-

Performs all duties and responsibilities of ~~teacher instructor~~ in accordance with Jefferson County Board of Education policies-

Develops curriculum for musical theater touring show-

Coordinates and plans, with the Principal and faculty, all aspects of the musical theater touring show; including concept development, musical arrangements, staging and choreography, vocal coaching, technical aspects and overall management including publiccity

Serves as a resource ~~instructor~~ in the area of vocal music for the purpose of teaching musical theater vocal techniques-

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

Performs other duties as assigned by ~~supervisor~~the Principal-

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery and driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's ~~d~~egree and Kentucky teacher certification

Proficiency in jazz, tap and musical theater dance; proficiency in voice for the musical theater; proficiency in piano accompaniment

Three (3) years successful instruction in dance and musical theater or equivalent professional experience

Ability to maintain and provide leadership of a large touring ensemble in after school rehearsals and in touring activities

Effective communication skills

DESIRABLE QUALIFICATIONS
Personal flexibility and cooperative spirit in working with a multifaceted faculty, staff and schedule
Possess mature personal qualities and judgment
Experience in arts management
<u>Experience in a diverse workplace</u>



Submitted For
Approval:
6/115/14/2019
Effective: 7/1/2019

JOB TITLE:	DEVELOPER GRANTS DEVELOPER
DIVISION	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD 230-DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8264
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Coordinates and oversees the grant application process including identification of potential new funding sources, development of funding resources for existing and proposed programs/or services, writing grants, developing budgets, collaborating on grant applications with various district District units and community organizations. Supports and assists with the processing, monitoring and coordination of grant awards including reporting and compliance.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Leads development and submission of large, multi-school, multi-partner grants to federal, state and foundations funders including forming and facilitating grant development teams
Researches and promote grant opportunities to secure additional resources for the district District and schools
Supports grant processes including reporting, budgeting, evaluation, etc., for the purpose of assuring compliance with all district District, state, and federal guidelines
Represents JCPS with community organizations and external entities to develop collaborative grant applications, funding opportunities, and partnerships
Communicates with federal, state and foundation program officers to request budget revisions, seek information, resolve problems, and develop ongoing relationships with funder
Assists with developing project plans that are aligned with district District's strategic plan and educational best practices
Develops grant related documents including budgets, timelines, partner agreements, letters of commitment, contracts, and reports
Provides ongoing technical assistance to Project Directors and district District and school staff regarding the implementation of grants programs and fiscal and program compliance
Provides training for district District and school staff and community partners in grant proposal writing
<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 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
Bachelor's Degree in job-related area
Three (3) years <u>of</u> related work experience

Experience with grant writing
Effective communication skills

DESIRABLE QUALIFICATIONS
Excellent grammar and strong research skills needed
Knowledge of the field of education
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	DEVELOPER SOFTWARE DEVELOPER-II
DIVISION	TECHNOLOGY DIVISION OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8583
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Assists in leading project teams, mentors team members, captures user requirements and participates in all phases of <u>in-house</u> software development process. Designs, develops, tests and maintains enterprise software using object-oriented languages and enterprise database design and inquiry skills.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Consistently Writes <u>consistently</u> , translates, and codes application software and reports according to specifications and established internal standards
Develops quality code and performs test procedures on new and existing software programs for the purposes of correcting errors, isolating areas for improvement, and general debugging
Assists in leading and executing multiple concurrent projects and utilizes effective time management, planning, and people skills to liaise with developers and other team members to <u>e</u> nsure timely delivery of projects and to provide timely status update to all project stakeholders
Collects or assists with the gathering and documentation of business requirements and provides excellent and timely customer service by utilizing polite business communications, fulfilling requests on time, and satisfying ad-hoc data and/or report requests
Assists in leading efforts to troubleshoot software applications to isolate the source of a problem and provides satisfactory resolution so that the application is operational again
Mentors junior staff members and guides junior staff in technical certification efforts
Employs proactive measures to resolve project problems and implements the same throughout the team, and performs necessary duties outside normal business hours to accomplish goals and meet deliverables
Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related developer skills updated
Researches emerging software development technologies and/or methodologies, develops standards and processes to facilitate the use of cutting edge programming languages, development tools and programming methodologies, and implements technology and processes to facilitate the use of cutting edge programming languages, development tools and programming methodologies, and implements technology and processes for increasing productivity and reducing costs
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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's degree in a related field and two (2) years of demonstrable experience in designing, developing and implementing enterprise software solutions
A current, relevant, and industry-recognized certification, or ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire

In-depth knowledge of object-oriented programming languages and tools for the web, and enterprise database design and inquiry skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree in computer science
Hands-on experience managing large software development projects in an enterprise setting
Supervisory experience in an enterprise team setting
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	DIAGNOSTICIAN EXCEPTIONAL CHILD SPECIAL SERVICES
DIVISION	EXCEPTIONAL CHILD EDUCATION ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4765
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Assists ~~district~~District staff in the implementation of consistent and appropriate ECE instructional programs; conducts standardized norm-referenced, and criterion-referenced assessments ~~forte~~ 2-to 5-year-old children suspected of needing special education; participates in pre-referral, referral, assessment, placement, and follow-up activities; assists the director in collecting and compiling data as needed for appropriate evaluation and placement of children, as well as for ~~district~~District, state and federal reports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists school and community agency staff in the implementation of consistent and appropriate ECE instructional programs and the use of curriculum

Assists in the development and implementation of instructional alternatives/intervention techniques for students identified as having difficulty

Conducts individual and team assessments for 2-to 5-year-old children suspected of needing special education

Conducts screenings and behavior observations for 2-to 5-year-old children suspected of needing special education

Writes comprehensive evaluation reports and behavior observations on those children tested

Assists the Admissions and Release Committees in interpreting educational assessment results, developing the individual education program, and determining appropriate placement as needed

Conducts in-service activities for school personnel, ~~district~~District staff, and community groups

Coordinates and/or participates in parent involvement, staff development, and community agency development activities of the Early Childhood Program

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 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. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

Kentucky Certification with elementary endorsement

Certification endorsed in some area of special education or related field

Three (3) years of successful experience as a teacher

Demonstrated ability to work cooperatively in a team situation

Experience with administering educational assessments

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky Certification with elementary endorsement

Certification endorsed in some area of special education or related field
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Three (3) years successful experience as a teacher

Demonstrated ability to work cooperatively in a team situation

Experience with administering educational assessments

<u>Experience in a diverse workplace</u>
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FOOTNOTE ootnote

Flexible calendar - July 1-June 30; This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.
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Submitted For
Approval: 6/11/2019

Effective:
7/1/2019

JOB TITLE:	DIRECTOR COMPLIANCE AND INVESTIGATION
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	HA/IV, HA/IV GRADE 12
WORK YEAR:	<u>AS APPROVED BY THE BOARD</u> 260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4081
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, monitoring and coordinating all phases of the District's compliance functions and internal programs including relevant training; serves as the District's liaison to city, county, state and federal compliance agencies, assists with the District's minority affairs programs as they relate to students and staff of the District, and prepares reports relating to affirmative action, program access and compliance. Responsible for managing the EEO program for the District. Coordinates the investigations activities with District personnel, community agencies, courts and police departments. Oversees investigation of employee misconduct.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and conducts investigations related to allegations of discrimination and misconduct

Provides technical assistance and guidance to staff on all equal employment opportunity issues; consults with administration to identify barriers to equal employment opportunity and their causes

Manages the complaint processing program; counsels and advises employees of all protected groups who believe they have been discriminated against

Prepares routine periodic or special reports relative to District compliance and investigation issues

Monitors and administers activities related to compliance with Section 504 of the Rehabilitation Act of 1973, Title IX, Title II of the ADA and Title VI of the Civil Rights Act

Makes presentations, conducts training seminars, negotiates settlements, and writes proposed decisions in complaint cases

Assists in developing plans and programs to ensure affirmative action and equal employment/educational opportunities; implements the equal employment opportunity program and related programs

Coordinates activities among investigations staff, proper authorities and the court system

Coordinates investigative activities with Child Protective Services during staff investigations

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, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree

Five (5) years of successful experience involving Civil Rights enforcement and general complaint investigation

General knowledge of Federal and State regulations affecting school system compliance
General knowledge of Kentucky School Law
Thorough knowledge of equal opportunity principles, laws, regulations, and issues related to equal employment opportunity.
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of Civil Rights enforcement agencies and procedures
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	DIRECTOR FACILITY PLANNING
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 12
WORK YEAR:	260 DAYS AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8468
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Directs the planning and construction of capital improvements for the district and supervises the facility planning staff and inspectors.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership and decisions in development of plans for all capital improvements
Directs the design of all capital improvements, reviews all capital improvements designs and reviews and approves all bid specifications
Develops and maintains appropriate program and design standards
Coordinates projects with all maintenance departments
Supervises computer-aided drafting programs
Administers construction projects for the district, preparation of contracts, review of change orders and litigation in connection with the projects
Establishes and maintains liaison with architect and engineer
Establishes and maintains relationships with State Department of Education and regulatory agencies
Supervises facility planning staff and construction inspectors
<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, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping, fine manipulations, and pushing and pulling of arm controls. 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
Five (5) years <u>of</u> successful <u>construction</u> planning experience
<u>Large scale construction/renovation experience</u>
Valid vehicle operator <u>driver</u> 's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Master’s degree <u>or EG, LEED, AIA, PE certifications</u>
Experience in school district area of assignment <u>construction/renovation</u>
Knowledge of Architect/Engineer
Ability to interpret construction plans and specifications
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	DIRECTOR INTERNAL AUDIT
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	<u>AS APPROVED BY THE BOARD 260-DAYS</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8438
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Serves as the organization's executive over an independent office with the ability to investigate complaints from any and all sources regarding any matter related to the organization. Oversees advanced-level, professional, internal auditing and investigative work as a key component of the District's governance structure, with emphasis on discovering facts and making appropriate recommendations. Work involves directing a comprehensive internal audit and investigations program, including performance, operational, financial, and compliance audit projects; fraud/waste/abuse investigations; physical abuse and neglect investigations; providing direction to development of the annual internal audit plan; and providing ongoing training, coaching, and supervision to Internal Audit and Risk Investigative staff. Provides consulting on enterprise-wide risk management program. Reports administratively to the Superintendent and functionally to the Board of Education.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Directs audit staff in the planning, performing and reporting of audit activities and recommends effective actions to address performance matters
Leads investigations and directs investigative staff in the planning, organizing, directing, and monitoring of investigative activities (e.g., safety, staff misconduct, fraud, physical abuse/neglect, etc.)
Directs the identification and evaluation of the organization's audit risk areas and oversees the development of the annual audit plan based on identified risks
Directs the overall performance of audit/investigative procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence and documenting client processes and procedures
Directs the staff in conducting interviews, reviewing documents, composing summary memos, and preparing working papers
Directs the audit staff in the identification, development, and documentation of audit/investigative issues and recommendations for improvement
Administers the anonymous hotline for staff and citizen complaints
Communicates the results of audit/investigations and consulting projects
Develops and maintains productive team-oriented client, staff, management, and Board/Superintendent relationships through individual contacts and group meetings
Investigates any individual or function in the organization and reports findings to Superintendent and/or Board of Education as appropriate
Benchmarks audit work processes and promotes continuous process improvement
Follows district processes in supervision of employees
Represents office of Internal Audit at management and Board meetings and with external organizations
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
<u>Evaluates staff as assigned</u>
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
Bachelor's degree from an accredited university with 24 hours in Accounting and a Certified Internal Auditor (CIA), and/or Certified Public Accountant (CPA) and/or Certified Fraud Examiner (CFE)
Five (5) years related work experience
Experience in performing and reporting investigations on a variety of topics
Knowledge and exemplary use of web-based communication tools
Knowledge of professional development and training
Effective communication skills

DESIRABLE QUALIFICATIONS
Skill in conflict resolution, mediation, negotiating issues and resolving problems
Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	DIRECTOR POST SECONDARY PLANNING
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	<u>260-DAYS AS APPROVED BY BOARD</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4100
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Collaborates with ~~content specialist~~ instructional leads (career, content, ECE), school leadership teams, and external partners to ensure access to high quality in and out of school time ~~learning~~ opportunities supporting advanced learning and college/career disposition and skill building ~~opportunities~~ across content areas to ensure students' successful postsecondary transitions

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Represents JCPS on various external projects/boards where cross-content integration and/or college/career skills and disposition development are a part of a partner's mission

Liaisons-Connects with business and community partners on local scholarship programs and supports school personnel to connect students to scholarship opportunities

Assures compliance with local, state, and federal policy in the area of high school graduation regulations including but not exclusive of the JCPS Student Progression, Promotion, and Grading policies, early graduation, and performance-based credit procedures

Collaborates with various departments in area of specialization to support intradepartmental work and efficacy

Collaborates with community and postsecondary partners to improve understanding of the financial landscape of postsecondary education including improving FAFSA completion rates

Designs, implements, and continuously improves college access/success programming including college/career advising programs, supports, and learning opportunities in collaboration with community postsecondary partners to reduce opportunity gaps

Provides professional development in the area of specialty

Performs data analysis to determine and communicate recommendations for improving academic/community integration

Assumes responsibility for short and long range planning and provides technical assistance to district and school staff in the area of advanced learning opportunities including but not exclusive to dual credit, Advanced Placement, Cambridge, International Baccalaureate, ILP, scheduling and AVID programs

Supervises the management of Adult Education Program and all related grant programs; ensures compliance with all program/grant regulations, policies, procedures, and monitors program; ensures adult education programs meet the needs of the community

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

MINIMUM QUALIFICATIONS
Master's Degree or higher with Kentucky Certification in administration
Three (3) years <u>of</u> successful experience in area of assignment
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience in area of research methods and strategies
Successful experience working with community and/or postsecondary partners
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	DIRECTOR PROFESSIONAL DEVELOPMENT <u>LEARNING-AND DEVELOPMENT LEARNING</u>
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	260-DAYS <u>AS APPROVED BY BOARD</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4208
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assists the Assistant Superintendent for Teaching and Learning to organize, develop and implement a comprehensive system for professional learning, ensuring all professional learning is designed to create coherence across districtwide initiatives. Collaborates with ~~eD~~ District, state and national networks to advance quality professional learning for JCPS educators leading to improved outcomes for students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, evaluates and provides direction to staff assigned to ~~eD~~ District professional development department

Provides regular updates on innovations in professional learning and development

Coordinates the identification of professional learning needs districtwide

Collaborates with ~~eD~~ District staff to create coherent plans for districtwide professional learning opportunities

Organizes e~~Effectively-organizes~~, coordinates and manages large scale professional learning initiatives on simultaneous projects

Understands and communicates best practices in professional learning for impacting student outcomes

Collaborates across departments to ensure professional development requirements are provided as outlined in the Racial Equity Policy

Collaborates to provide opportunities and supports for personalized professional learning pathways for teachers

Ensures effective strategies are in place for evaluating professional learning

Provides an annual summary report and evaluation of professional learning and development initiatives

Provides support for schools in identifying professional learning needs and resources

Ensures compliance with policies and regulations for professional learning and development

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky certification in administration (Principal Certification)

Five (5) years of successful leadership experience as a building level leader

Three (3) years of successful teaching experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Certification in Supervision of Instruction

Experience delivering professional development to large groups of teachers and administrators, and running large scale professional learning initiatives on simultaneous projects

Successful leadership experience in school turnaround, teacher leadership and/or implementation of innovation practices

Visionary leadership style

Experience with developing, coaching and monitoring leadership teams

Experience with ~~d~~District leadership to develop and manage new ideas and innovation and their implementation

Experience in a diverse workplace

Footnote

Submitted 6/12/18



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	DIRECTOR PUPIL PERSONNEL
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION <u>ACADEMIC SERVICES</u>
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	260-DAYS <u>AS APPROVED BY BOARD</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4035
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Administers state and ~~d~~District policies related to membership, placement and attendance of students in the ~~D~~district and maintains a census of all school age children in Jefferson County; provides advice and direction to Principals and other ~~D~~district staff related to pupil personnel. The job is highly visible in the ~~d~~District and community, with much contact with community leaders and involves community agencies, courts, law enforcement, counseling services and health agencies. Provides leadership, supervision and direction to the ~~D~~district's programs and activities related to pupil personnel services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Enforces the compulsory attendance and immunization laws and regulations, and enforces JCPS pupil assignment regulations including an accurate system of attendance accounting for all children enrolled in the District-
 Identifies indigent pupils throughout the ~~D~~district and provides for the needed services required (such as shoes, clothing, eyeglasses, hearing aids, textbooks, etc.)
 Interprets student-related regulations established by the State Department of Labor-
 Maintains an efficient system of transfer of pupil records, intra-district and inter-district, and their storage; including an orderly procedure for granting of hardship and voluntary transfers-
 Maintains an accurate system of accounting for tuition pupils, including forms, transfers between systems and membership information, and maintains pupil census directed by statute-
 Supervises ~~all coordinators, assistant directors and other~~ personnel in the department and coordinates and evaluates their activities, including pupil services teams-
 Coordinates the ~~D~~district's pupil personnel activities with court and community agencies-
 Performs pupil personnel services for the Anchorage Independent School District-
 Processes all ~~requests for student transfers, administrative overrides, special programs, and racial classification required~~ paperwork
 Works with all cases concerning legal custody, guardianship, resident certificates, and racial classification-
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, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's degree with Kentucky certification in administration and/or supervision endorsed for director of pupil personnel

Three (3) years <u>of</u> successful supervisory and administrative experience in pupil personnel services or the equivalent
Knowledge of state statutes and regulations related to pupil personnel services
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated ability to work with diverse groups
Demonstrated ability to prepare easily understood reports



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	DIRECTOR PURCHASING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8452
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Directs the procurement procedures in accordance with Kentucky Model Procurement Code, Board regulations and policies; ensures a high degree of professionalism to the purchasing operation; ensures the procurement process is carried out through accepted business procedures; and acts as the contracting officer for the Board of Education.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs all phases of centralized bidding and purchasing of goods and services in compliance with the Kentucky Model Procurement Code and Board policies

Supervises the development and/or reviews all specifications submitted for bidding and consults with users as necessary

Supervises the awarding of bids

Approves all purchase orders and contracts

Negotiates contracts for the procurement of goods and services

Assists as a contract grievance officer as prescribed by Model Procurement Code

Renders tax exemption certificates on all goods and services where exemption is appropriate

Supervises maintenance of a vendor usage file and evaluates vendor performance

Directs the audit of all invoices to assure materials received are as bid and/or ordered

Instructs in the proper purchasing procedures and regulations

Assumes responsibility and supervises the ~~D~~istrict computerized bidding and purchasing system

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 primarily sedentary. 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 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. The work requires the use of feet for repetitive movements

MINIMUM QUALIFICATIONS

Bachelor's Degree

Six (6) years of work experience in purchasing with three (3) years of experience in a supervisory role

Knowledge of computerized purchasing systems

Effective communication skills

DESIRABLE QUALIFICATIONS
Three (3) years of experience in municipal purchasing
Knowledge of Kentucky Model Procurement Code
<u>Experience in a diverse workplace</u>



JOB TITLE:	DIRECTOR RESOURCE DEVELOPMENT
DIVISION	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	<u>AS APPROVED BY THE BOARD</u> 260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8434
BARGAINING UNIT:	CLAS

Submitted For

Approval:

6/11~~5~~/14/2019

Effective: 7/1/2019

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the department which bears ~~district~~District-wide responsibility for locating and obtaining external discretionary funds; plans and implements activities which will secure funds to address the needs and goals of the ~~district~~District as a whole and of multiple departments and schools; collaborates with other departments, community agencies, and the public to increase the ~~district~~District's level of discretionary funding.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and provides direction to the ongoing search for external funding from all sources, including federal, state, community, private, corporate and foundation

Works cooperatively with system-~~m~~-wide service staff, local school staff, and the Jefferson County Public Education Foundation to identify ~~district~~District needs and to match those needs with potential funding sources

Disseminates to appropriate ~~district~~District and community personnel information about forthcoming funding opportunities, and assists community and university personnel in developing and submitting grant proposals which would benefit the school ~~district~~District as well as the community

Meets regularly with federal program and foundation staff to discuss ~~district~~District strengths and needs and to explore possible funding avenues

Develops and implements fundraising initiatives including special events and planned giving with input from appropriate persons

Provides staff development training in grant proposal writing and fund raising and, upon request, advises ~~district~~District, community, and local school staff in these areas

Provides ongoing technical assistance to project directors regarding the implementation of discretionary funding

Works with ~~district~~District, foundation, and federal program staff to create new funding opportunities and to advise on the likely impact of proposed legislation as it relates to discretionary funding

Directs the activities of the Resource Development department staff and manages the budget for the Resource Development cost center

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. ~~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 weight. The work requires activities involving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's degree
Successful administrative, supervisory and/or consultant experience
Four (4) years experience <u>years' of experience</u> in fund raising including grant proposal development
Skill in oral and written communication
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated knowledge of learning theory, program planning, and program development
Knowledge of all departments and instructional programs within the school d istrict
Ability to use personal computers and appropriate software
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	DIRECTOR SAFETY AND ENVIRONMENTAL SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 12
WORK YEAR:	260 DAYS AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8454
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates, plans, evaluates and provides general oversight to the ~~d~~District's environmental services, and employee safety activities, including asbestos, toxic materials, radon, OSHA, EPA, public health and safety, and hazardous materials programs; identifies sources of environmental pollutants and methods for controlling them; ~~w~~Works with state fire marshal's office for compliance with all fire code regulations; coordinates the management of underground storage tanks and heating oil tanks; administers district-wide recycling program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, inspects, implements, and evaluates efficiency and effectiveness of environmental services and ~~d~~District safety programs including employee safety, pedestrian/vehicular safety and a ~~d~~District-wide recycling program

Identifies sources of environmental pollutants and coordinates field tests and investigations designed to obtain data for use in determining methods of controlling pollutants in air, water, and soil, using knowledge of principles and applied technologies

Administers and coordinates collection of environmental samples such as dust, gases, vapors, oils and other potentially toxic materials for analysis; keeps various records and log books up-to-date as required; ~~s~~Supervises the management of all tanks for compliance with all regulations

Investigates conditions that may affect employee health and safety and takes appropriate action at critical phases, reporting immediately any hazardous or unsafe conditions and a plan of action to alleviate the condition

Conducts training sessions and participates in educational meetings to instruct employees in matters pertaining to occupational health and environmental health/protection issues

Administers the Alcohol and Controlled Substance Program

Administers a Cardiopulmonary Resuscitation and First Aid Training Program to appropriate JCPS personnel

~~Assumes r~~Responsible for the management, supervision, and continued compliance of the Bloodborne Pathogen Program, Asbestos Management Program, and Radon Reduction Program

~~Supervises and evaluates assigned staff~~ Evaluates staff as assigned

Stays current and is thoroughly familiar with federal and state health and safety standards and writes technical manuals in areas of responsibility where required

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, reaching, squatting, crawling, climbing, 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, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS
Bachelor's Degree in related field
Three (3) years <u>of</u> successful experience in area of assignment
Licensed in pest control and water treatment operation
Knowledge of the safety and technical manuals related to area of assignment
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree in area of environmental science
Successful leadership and supervision experience
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	DIRECTOR TITLE I/II/IV AND PROGRAMMATIC SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	260-DAYS <u>AS APPROVED BY BOARD</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4060
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of Title I/II/IV department and oversees Title I, Title II, and Title IV funding streams which have significant impact on ~~the~~ District's programs; plans and implements activities which typically affect more than one organizational department or major activity; maintains contact with other departments; the public, other agencies and/or parents on districtwide matters.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and provides direction to implement goals, objectives and functions of the organizational unit

Manages and oversees all Title I/II/IV Gifted Talented/Advanced Programs and Extended School Services funding streams and programmatic supports designed to support Title I schools, District priorities, goals and strategic plans

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

Develops the operating budget for Title I, II, IV, Gifted Talented/Advanced Programs and Extended School Services, and assures that all functions operate within the appropriated amounts

Prepares required and special reports as requested

Provides effective leadership to implement performance evaluation procedures

Cooperates with Principals and/or other organizational units to implement common goals and objectives for Title I, II, IV, Gifted Talented/Advanced Programs and Extended School Services

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

Chairs and/or participates on committees and task forces as assigned

~~Works with district leadership to coordinate and oversee st~~ 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, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky certification in administration and/or supervision of instruction

Five (5) years of successful experience related to Title I/II Programming and other federal and/or state programs

Experience delivering and planning professional learning

Successful leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Advanced training in research, development, and evaluation
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Principal experience

<u>Experience in a diverse workplace</u>
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Footnote

Submitted 6/12/18



Submitted For

Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	DISTRICT RESOURCE TEACHER- PROFESSIONAL AND DEEPER LEARNING
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY III</u>
WORK YEAR:	210 DAYS OR AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4756
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides support, assistance and advice to system wide service center and/or school staffs in the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides technical assistance to District and school staff in area of assignment

Provides feedback to appropriate District and school staff on implementation of and compliance with policies and standards related to area of assignment

Delivers technical assistance in the design and implementation of workshops and training programs as required

Provides staff training as assigned to meet District goals and objectives

Gathers data as needed to complete assignments

Provides assistance to teachers and other staff in the area of effective instructional and class management techniques

Researches past and current practices in area of assignment, integrates research in all areas of responsibility; submits reports and recommendations as required

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

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's degree with valid Kentucky Teaching Certificate

Three (3) years of successful teaching experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to organize data

Experience in planning, developing, and conducting in-service programs

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	BUS-DRIVER <u>BUS</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	<u>184 DAYS AS APPROVED BY THE BOARD</u>
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8814
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Provides safe transportation of students to their assigned school. Drivers must successfully complete a school bus driver training program and remain current on all pupil transportation policies and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools

Observes the schedule and routes provided by transportation services

Reports promptly to the area coordinator when unable to drive allowing adequate time for the assignment of a substitute driver

Successfully demonstrates acceptable student management techniques and follows established procedures for reporting student management concerns to building principals

Reports all accidents and/or injuries to assigned compound and transportation offices

Submits required reports and attends meetings when required by administrative staff

Performs a minimum of four (4) emergency bus evacuation drills annually at each school under the supervision of the ~~P~~erincipal

Completes appropriate form to report all vehicle safety and mechanical concerns

Provides effective communication with parents, students, and District personnel

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Valid commercial driver's license with evidence of a good driving record

Must be 21 years of age

Practices effective written and verbal communication skills

Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of school system policies and procedures
Experience working with children <u>from diverse background</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	BUS -DRIVER <u>BUS</u> - PERMANENT/PART-TIME, NO ESCROW
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	<u>184 DAYS AS-APPROVED BY THE BOARD</u>
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8818
BARGAINING UNIT:	CLAT

SCOPE OF RESPONSIBILITIES

Provides safe transportation of students to their assigned school. Drivers must successfully complete a school bus driver training program and remain current on all pupil transportation policies and procedures. This position will not have equalized (escrow) checks.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools

Observes the schedule and routes provided by transportation services

Reports promptly to the area coordinator when unable to drive allowing adequate time for the assignment of a substitute driver

Successfully demonstrates acceptable student management techniques and follows established procedures for reporting student management concerns to building principals

Reports all accidents and/or injuries to assigned compound and transportation offices

Submits required reports and attends meetings when required by administrative staff

Performs a minimum of four (4) emergency bus evacuation drills annually at each school under the supervision of the ~~P~~principal

Completes appropriate form to report all vehicle safety and mechanical concerns

Provides effective communication with parents, students, and District personnel

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Valid commercial driver's license with evidence of a good driving record

Must be 21 years of age

Practices effective written and verbal communication skills

Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of school system policies and procedures
Experience working with children
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	BUS -DRIVER <u>BUS</u> /COMPOUND ASSISTANT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	184 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8816
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Assists the compound administrators with the daily operation of the assigned compound and drives a school bus as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools
Assumes R esponsibility le for daily compound operations as assigned by the Area Coordinator and/or Assistant Coordinator
Maintains familiarity with bus routes and area to which assigned
Maintains P roficiency cyt in basic computer skills to effectively operate District computer programs
Assist s supervisor in routing, scheduling, and updating current data relative to the operation of the compound
Provides effective communication with parents, students, community organizations, and District personnel
Schedules school bus fleet for maintenance to ensure safe transportation for District students
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, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Valid commercial driver's license with evidence of a good driving record
Must be 21 years of age
Practices effective written and verbal communication skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Satisfactory experience as a school bus driver
Knowledge of all Federal and State Pupil Transportation regulations

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	BUS -DRIVER <u>BUS</u> / TRAINER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8812
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Conducts on-the-road phases of bus driver training and assists in planning and implementing the safety training for all school bus drivers in Jefferson County Public Schools.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts classroom and on-the-road driver training for assigned District and contracted services personnel

Conducts classroom training for transportation support personnel such as bus monitors

Supervises, schedules and documents all aspects of driver training

Assists in planning and conducting of all bus driver in-services relative to state required bus driver certification

Assists in the reviewing, screening, selection and interviewing of all bus driver candidates

Conducts the Student Bus Safety Programs

Works with transportation personnel and school ~~P~~principals concerning school bus related safety issues

Assists in maintaining records and statistics of all vehicle accidents and monitors the motor vehicle records of all employees who drive ~~d~~District vehicles

Provides effective communication with parents, students, community organizations, news media and District personnel

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Valid commercial driver's license with evidence of a good driving record

School Bus Driver Instructor certification issued by Kentucky Department of Education

Five (5) successful years of driving experience

Ability to instruct in the areas of safety and traffic education curriculum

Effective communication skills

DESIRABLE QUALIFICATIONS
Satisfactory experience as a school bus driver
Knowledge of all Federal and State Pupil Transportation regulations
<u>Experience in a diverse workplace</u>
FOOTNOTE Footnote
Steps 3-14 Exempt, paid daily as salaried employee



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	DRIVER
DIVISION	<u>AS-ASSIGNED-OPERATIONS SERVICES</u>
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8830
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Provides system wide service for the unloading, loading, delivery, transfer, and placement of food, supplies, textbooks, furniture, and equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides driver maintenance and operates assigned vehicles

Delivers mail, food, supplies, textbooks, furniture and equipment to schools and offices in the ~~e~~District

Loads and unloads incoming and outgoing freight

Places food commodities in specified areas in the schools

Assists in all forms of warehouse operation: receiving, storage, stock issue, and maintenance of inventory

Assists in the moving of furniture and equipment for the schools and offices

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 or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work requires lifting, bending, squatting, crawling, climbing, reaching, carrying, pushing, or pulling 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.

Valid commercial driver's license

Previous successful experience as a qualified truck driver

Effective communication skills

DESIRABLE QUALIFICATIONS

Some warehousing experience

Knowledge of Board policies

Knowledge of unit, department and school locations

Ability to operate a forklift

Experience in a diverse workplace

FOOTNOTE~~Footnote~~

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



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	SHUTTLE BUS DRIVER <u>SHUTTLE BUS</u>
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8817
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Assists in the direct supervision of student activities by maintaining order and acceptable conduct of students. Provides protection for students and faculty by patrolling all school grounds. Provides safe transportation between intra-campus school buildings for the students. ~~Must successfully c~~ompletes a school bus driver training program and remain current on all pupil transportation policies and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools

~~Successfully d~~emonstrates successfully acceptable student management techniques and follows established procedures for reporting student management concerns to building administrators

Reports all accidents and/or injuries that occur in the assigned school or bus

Submits required reports and attends meetings when required by administrative staff

Performs a minimum of four (4) emergency bus evacuation drills annually under the supervision of the ~~P~~principal

Completes appropriate form to report all vehicle safety and mechanical concerns

Provides effective communication with parents, students and District personnel

Prevents trespassers from entering the school building or remaining in the building if there without authorization; ~~z~~monitors individuals accessing the school building and follows visitor protocols

Monitors student activity during loading and unloading of school buses, in the hallway and cafeteria and escorts students to the office when assistance is requested by school staff

Assists the local school administration in forming and implementing policy or procedures for dealing with student discipline and makes recommendations to the local and system wide service office administration for the improvement of the security plan for the assigned school

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 sitting, standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires bending, squatting, crawling, climbing, reaching, with the ability to carry, push or pull medium 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 GED

Valid commercial driver's license with evidence of a good driving record

Must be 21 years of age
Practices effective written and verbal communication skills
Meet qualifications for commission from Department of Justice
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of school system policies and procedures
Experience working with children
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	DRIVER/_COURIER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8832
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Assumes responsibility for providing pickup and delivery service of mail to and from the post office for the VanHoose Education Center; acts as courier for the VanHoose Education Center; makes daily bank deposits and picks up tax checks as necessary.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides driver maintenance and operates assigned vehicle

Picks up and delivers mail between the VanHoose Education Center and the post office

Acts as courier for the VanHoose Education Center for in-town and out-of-town pickup and delivery

Makes daily bank deposits and picks up tax checks as required

Assists in the VanHoose Center Mailroom as needed

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work requires lifting, bending, squatting, crawling, climbing, reaching, carrying, pushing, pulling up to medium 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.

Licensed to operate a vehicle

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of Board Policy

Knowledge of unit, department and school locations

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	EDUCATIONAL RECOVERY LEADER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	<u>AS APPROVED BY THE BOARD</u> 220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4276
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The Educational Recovery Leader (ERL) will be responsible for mentoring and providing guidance to the Pprincipal in a persistently low-achieving schools as identified through the criteria set forth in No Child Left Behind, House Bill 176 and the Kentucky Department of Education regulations with any and all functions relating to instructional leadership and school improvement.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Curriculum ~~(e~~Ensures curriculum is aligned with state and local standards and implemented, monitored and evaluated through a systematic process~~)~~ (Curriculum)

Assessment ~~(a~~Assists leadership in providing meaningful feedback to staff to ensure rigorous and authentic assessments inform and improve instruction to meet the needs of all students~~)~~ (Assessment)

Instruction ~~(a~~ssists leadership with planning and monitoring to ensure effective and varied, research-based instructional strategies are used in all classrooms~~)~~ (Instruction)

Culture ~~(d~~efines resources and outline activities that will make the school function as an effective learning community to support and promote a safe and orderly environment that is conducive to learning~~)~~ (Culture)

Support Services and Resources ~~(a~~ssists staff in working with families and community groups to remove barriers to learning~~)~~ (Support Services and Resources)

Professional Development ~~(s~~eeks and provides professional development opportunities for the principal and staff~~)~~ (Professional Development)

School Leadership ~~(f~~ocuses instructional decisions of the school council and school leadership teams around support for teaching and learning and developing leadership skills~~)~~ (School Leadership)

Organization ~~(o~~rganizes the school around all available resources to ensure maximum effectiveness~~)~~ (Organization)

Planning ~~(d~~evelopments, implement~~s~~ation, monitor~~s~~ing, communicat~~i~~ons, and evaluat~~i~~on of the comprehensive school improvement plan~~)~~ (Planning)

Compliance Issues ~~(f~~ollowing guidelines outlined in the School Improvement Grant~~)~~ (Compliance Issues)

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

Five (5) years successful experience directly related to assignment

Certification in area of assignment
Successful leadership experience
Endorsement in Education Program Consultant or Statement of Eligibility for Principal certification or Certification as Principal or Certification in Instructional Leadership Supervisor of Instruction
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced preparation in area of assignment
<u>Experience in a diverse workplace</u>



NEW OR REVIS

Submitted For

Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	EDUCATIONAL RECOVERY <u>SPECIALIST</u>
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	<u>AS APPROVED BY THE BOARD</u> 220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4738
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
The Educational Recovery Specialist (ERS) will be responsible for working with staff in a school identified through the criteria set forth in No Child Left Behind, House Bill 176 and the Kentucky Department of Education regulations with any and all functions relating to instruction and school improvement with an emphasis on reading and math.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Ensures curriculum is aligned with state and local standards and implemented through a systematic process (Curriculum)
Works with staff to ensure rigorous and authentic assessments inform and improve instruction to meet the needs of all students (Assessment)
Assists teachers in developing and implementing effective and varied, research-based instructional strategies to be used in all Classrooms (Instruction)
Helps provide resources and activities that will make the school function as an effective learning community to support and Orderly environment that encourages learning (Culture)
Assists staff in working with families and community groups to remove barriers to learning (Support Services and Resources)
Seeks and provides appropriate relative professional development opportunities for teachers and administrators and works with teachers to identify areas of growth that enhances their teaching skills (Professional Development)
Helps identify ways to focus instructional decisions of the school council and school leadership teams around supports for teaching, learning and developing leadership skills (School Leadership)
Works to assist in organizing the school around all available resources to ensure maximum effectiveness (Organization)
Helps carry out activities identified in the School Improvement Grant (Compliance Issues)
<u>Completes all trainings and other compliance requirements as assigned by the designated deadline</u>
<u>Performs other duties as assigned by supervisor</u>

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

MINIMUM QUALIFICATIONS
Master's Degree
Five (5) years successful experience directly related to assignment
<u>Certification in area of assignment</u>
<u>Successful leadership experience</u>
<u>Endorsement in Education Program Consultant or Statement of Eligibility for Principal certification or Certification as Principal or Certification in Instructional Leadership Supervisor of Instruction</u>
<u>Effective communication skills</u>

DESIRABLE QUALIFICATIONS
Advanced preparation in area of assignment
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	ELECTRICIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8386
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Maintains and repairs electrical system and equipment such as power distribution system, lighting systems, automatic time systems, motors, compressors, kitchen equipment, fire alarm and other electrically operated equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans layout, installs and repairs wiring, electrical fixtures, apparatus, and control equipment including planning new and modified installations to minimize waste of materials, provides access for future maintenance, and avoid unsightly hazardous, and unreliable wiring, consistent with specification and local codes

Measures, cuts, bends, threads, assembles, and installs electrical conduit, using such tools as hacksaw, pipe threader, and conduit bender

Pulls wiring through conduit, splices wires by stripping insulation from terminal leads with knife or pliers, twisting or soldering wires together, and applying tape or terminal caps, and connects wiring to lighting fixtures and power equipment, using hand tools

Installs control and distribution apparatus, such as switches, relays and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools

Connects power cables to equipment, such as electric range or motor, and installs grounding leads

Tests continuity of circuit to insure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery, and buzzer, and oscilloscope

Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement

Repairs faulty equipment or systems where found, including tunnels and high places

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of successful experience in electrical work

Valid driver's license

Valid Kentucky Electrician license

Effective communication skills

DESIRABLE QUALIFICATIONS

Completed apprenticeship program

Experience reading and following blueprints, drawings, schematics, and diagrams

Valid Kentucky Master Electrician license

<u>Experience in a diverse workplace</u>
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Submitted for
Approval: 6/11/2019
Effective 7/1/2019

JOB TITLE:	ELECTRICAL -ENGINEER <u>(MECHANICAL OR ELECTRICAL)</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	260-DAYS <u>AS APPROVED BY THE BOARD</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8342
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for directing and supervising the preparation of electrical plans and specifications for new and existing buildings; conducting inspections and coordinating the electrical requirements for all construction items, ensuring that they meet or exceed all regulations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs the work of engineers in the preparation of electrical plans and specifications

Supervises the preparation of plans and specifications for new electrical projects and renovations

Engineers and designs electrical systems as required by ~~ed~~ District needs

Serves as a staff resource person to the Director Facility Planning and Mechanical/Electronic Maintenance in approving electrical equipment for new installations

Assists other support units with drawings and specifications, cost estimates, and material evaluation for work administered by the units of buildings and grounds, general maintenance and renovations, and mechanical and electronic maintenance

Conducts periodic and final inspections of electrical construction items including change orders and contract payment authorizations

Coordinates the electrical requirements for specific projects in order to ensure that the projects meet or exceed all local regulations, state codes, the National Electric Code and any utility requirements

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

MINIMUM QUALIFICATIONS

Bachelor's degree in Electrical Engineering

Five (5) years of experience in electrical engineering

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Good communication skills
Ability to prepare easily understood reports
<u>Experience in a diverse workplace</u>

FOOTNOTE 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.



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

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

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops and reviews program plans with the supervisor and District leadership that meets the requirements of state, federal, and District guidelines

Continually reviews and revises early childhood curriculum and programming in collaboration with District leadership and schools to ensure students are transition ready

Provides direction, supervision and evaluation of early childhood programs

Monitors program needs continuously-, both educational and operations, and makes well-researched recommendations

Ensures compliance with federal and state statutes and regulations and District policies and administrative procedures

Develops budget and approves all expenditures in order to maintain budget control to assure that all functions operate within appropriated allocations

Maintains open lines of communication with Pprincipals and other unit administrators to ensure compliance with state and federal guidelines and alignment with district vision and goals

Collaborates with appropriate District leadership to meet program needs

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's degree

Three (3) years of successful leadership experience as a building principal or equivalent

Experience working with low-income children and families

Kentucky certification in administration and supervision (Principal certification)

Successful experience managing multiple funding streams
Demonstrated successful experience working with multiple partners
Effective communication skills

DESIRABLE QUALIFICATIONS
Five (5) years <u>of</u> experience teaching early elementary
Extensive knowledge and background in early childhood and pre-school education
<u>Experience in diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR ACCELERATED IMPROVEMENT SCHOOLS
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4200
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to assist ~~P~~principals and school leadership teams in the implementation of evidence-based strategies to support and coordinate school accelerated improvement strategies. Assists the ~~a~~Assistant ~~s~~Superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of school accelerated improvement. Assists ~~a~~Assistant ~~s~~Superintendent and other ~~district~~District staff in evaluations of programs and strategies designed to promote school accelerated improvement.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

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

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

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

Completes performance evaluations of ~~P~~principals as requested by ~~a~~Assistant ~~s~~Superintendent

Supports parents, students, and families in resolving conflicts

Assists ~~p~~Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning

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

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

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

Evaluates staff as assigned

Performs other duties as assigned by supervisors~~es~~

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)

Five (5) years <u>of</u> successful administrative experience
Three (3) years <u>of</u> successful experience as a teacher
Experience in the evaluation of classroom teachers
Experience leading diverse groups of people
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as a <u>P</u> r incipal
Leadership experience in implementing programs in a school distriet <u>District</u>
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective:
7/07/1/2019

JOB TITLE:	DIRECTOR -EXECUTIVE ADMINISTRATOR ACCOUNTING
DIVISION:	BUSINESS FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8444
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Supervises the management of the accounting and disbursement functions of the District with minimal supervision; ~~It receives a minimum amount of supervision; while providing~~ provides supervision directly or through department to ~~either direct or through managers to approximately forty-five people; the functions supervised include payroll;~~ expense control, federal program accounting, financial reporting, cash flow, and revenue.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises the management of the accounting and disbursement functions of the District including accounts payable-~~functions~~, financial accounting and reporting for all centralized ~~funds, federal and state program budget development and control, accounting and reporting, food service grant funds, grant~~ accounting and control, and revenue

Works closely with Internal Audit to ensure local school accounting conformance

~~Assists in the development of the double entry bookkeeping system and other system development efforts~~ Develops accounting operational strategies and improvements by evaluating trends; establishing critical measurements, determining customer service strategies; resolving problems and implementing improved processes

Supervises the preparation of monthly and year-end financial reports for all centralized funds and federal and state funds

Works cooperatively with external and federal auditors in the auditing of all financial and program records; ~~a~~ Attends exit interviews and coordinates replies as to corrective action either taken or planned

Develops and coordinates training sessions and training resources needed to ensure school staff are informed and understand the financial policies and procedures of the District

Participates in the analysis and ~~assessment~~ forecasting of the District's cash ~~flow~~ requirements and participates in investment ~~procedures~~ strategies to maximize earnings and ensure sufficient operating funds

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. ~~It requires the ability to communicate effectively using speech, vision and hearing.~~ The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree with a major in accounting or business administration

Three (3) years of successful supervisory and administrative experience in accounting

Demonstrated ability to complete assignments accurately and effectively with established time schedules

Ability to communicate effectively and clearly with local school staffs and system wide cost center heads

DESIRABLE QUALIFICATIONS
CPA certificate and/or Kentucky certificate as a School Business Administrator
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	DIRECTOR FINANCIAL PLANNING AND- MANAGEMENT EXECUTIVE ADMINISTRATOR BUDGET
DIVISION:	BUSINESS FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	84323

SCOPE OF RESPONSIBILITIES

Assumes responsibility of the ~~D~~istrict Five-Year Financial Plan. Assists in budget preparation, development and monitoring for the school ~~D~~istrict. Assumes a technical role on financial impact reports as needed and assists in the financial management of the long-range facilities project.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans and develops the total financial plan for the school ~~D~~istrict which ~~would~~ includes ~~long-range facilities, Special Voted Capital Outlay, Building Fund, Construction Fund, General Fund, and finance reports/assignments as needed~~

Develops a fiscal year and a five-year estimate of revenue and expenditures for operating the school system

Develops the annual planning and budgeting calendar which includes a prescribed format and dates upon which the ~~cost-center manager may submit program plans and budgets~~ Superintendent and cabinet members develop recommendations to the Board regarding new year financial priorities tied to the strategic plan

~~Assists and develops procedures for compiling the information for the Program Planning Budgeting, and Evaluation System (PPBES) and the Handbook II revised~~

~~Assists in scheduling budget work sessions and public hearing on the annual school budget~~

~~Plans a process for developing the Special Voted Building Fund Budget preparation priorities and preparing the budget~~

~~Assists in the technical management of non-personnel insurance and related items as needed for the Chief Financial Officer~~

Develops the Tentative and Working Budget documents and presentations that demonstrate the connectivity of resource usage to the strategic plan

Assists school administrators, department heads, and division chiefs on budget plans, new projects, proposals, and other financial issues

Assists in the planning of new school needs ~~and facility utilization plans~~

Prepares annual presentation of school allocation standards

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, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree in Business Administration or Educational Administration or a bachelor's degree with significant finance/accounting experience

Three (3) years of successful experience in management position with responsibility for the formulation and documentation of a comprehensive program budget

Experience with professional presentations, excellent numeracy skills with attention to detail, and strong analytical skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful experience with production of annual budget reports and ad-hoc financial reports

Evidence of supervisory experience leading a high-performing quality team in planning, evaluating, designing, and implementing an organization's budget

Clear demonstration of experience with accounting software and technical skills required for analyzing and presenting financial information

High commitment to self-motivated activity, excellent problem solving skills, and excellent support to stakeholders

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIGITAL INNOVATIONS AND PROGRAM MANAGEMENT
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	H /IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4056
BARGAINING UNIT:	CLAS /CERX

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Participates in and formalizes D istrict short and long range planning in areas of possible growth, expansion, and new educational opportunities in technology
Directs the establishment and ongoing operations of professional development to ensure long-term professional development programs are in place In conjunction with Teaching and Learning department
Coordinates the development, implementation, and ongoing refinement of professional and digital development and training programs necessary to ensure that teachers and other staff know the specific knowledge and skills to be taught and learned at each grade and in each subject, and how to utilize appropriate platforms to support deeper learning
Supports the Academic Division with the operational logistics needed for school leadership professional developments and trainings, including district-wide trainings
Works in conjunction with multiple departments to facilitate the use of technology to meet D istrict needs
Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to technology programs
<u>Evaluates staff as assigned</u>
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
Master's Degree or higher from an accredited university in related field
Three (3) years <u>of</u> successful experience as a teacher or equivalent
Experience with technology and training
Effective communication skills

DESIRABLE QUALIFICATIONS
Organizational, communication, and interpersonal skills

Skill in planning and project management
Knowledge of the educational processes
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIRECTOR EXCEPTIONAL CHILD EDUCATION
DIVISION	EXCEPTIONAL CHILD EDUCATION ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4026
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the overall coordination of ECE programs and services which focus on compliance, as well as consistency and quality of programs for students; provides leadership to the ~~district~~District in complying with federal and state laws and regulations; maintains effective communication among Jefferson County Public Schools, Kentucky State Department of Education, and the community on matters relating to exceptional child education. Works closely with Chief of ECE to support all aspects of the ECE work for the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs the ~~division under the supervision of the Chief of ECE~~ program assessment and placement activities of exceptional child education

Provides leadership in working with Principals and school staffs in planning and implementing ~~district~~District, state and federal guidelines, policies and procedures

Maintains and compiles data to be used in research to assess effectiveness of the program

Supervises and provides direction to implement goals, objectives and functions of the ~~organizational~~ unit

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

Develops the operating budget for the ~~organizational~~ unit and assures that all functions operate within the appropriated amounts in close collaboration with Chief of ECE

Provides effective leadership to implement performance evaluation procedures for staff

Cooperates and coordinates with other organizational units and Principals to implement common goals and objectives

Assumes effective implementation of ~~district~~District goals and objectives where applicable

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 driving automotive equipment.

MINIMUM QUALIFICATIONS

Certification as a director of special education

Three (3) years of successful experience as a classroom teacher with at least two (2) years in exceptional child education

Three (3) years of successful experience in administration and/or supervision of exceptional child education

Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced degree in exceptional child education
Training in a variety of special education areas and/or related areas
Experience in teaching and/or administration of regular education programs
<u>Experience in a diverse workplace</u>



Submitted For

Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR GOVERNMENT AND COMMUNITY RELATIONS
DIVISION	CHIEF OF STAFF
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8610
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Coordinates legislative efforts by working with state, local, and federal governments as well as community groups. Meets legislative goals by creating policy proposals and working with government agencies and citizens. Performs research and manages internal and external committee work on policies and joint ventures with the community and other partners.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Conducts policy research and monitors legislation that affects the D istrict or education priorities and communicates the information to stakeholders both within and outside of the D istrict
Works closely with communications team to craft messages for stakeholders and community groups around issues or priorities concerning government partners
Tracks government work and decisions that could affect the D istrict and proactively researches policies to see what changes could be advantageous and what trends might negatively impact the D istrict
Works with government officials, including senators, house members, council members, advocacy groups and citizens to convey legislative and policy goals
Works with local government officials including the M ayor's office, Metro Council representatives, smaller city mayors, etc. to represent the D istrict and its priorities
Represents the D istricts at events such as industry forums, community councils, etc. and is a representative for the D istrict to share goals and priorities
Coordinates efforts for input from the community and other stakeholders in regards to policies and procedures
Identifies recurring obstacles to success through the study of common causes of problems and critical attributes and works with appropriate internal and external partners to address
<u>Works with community partners to secure grants, donations and other partnership to support the District</u>
Monitors compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures
<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. 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 -in Communications, Political Science, Public Relations, or other applicable field
Three (3) years of related work experience

Experience in the public sector
Understanding of the legislative process
Effective communication skills

DESIRABLE QUALIFICATIONS
Excellent public speaking skills
Experience in implementing policies and procedures
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIRECTOR INFORMATION TECHNOLOGY
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8428
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Oversees the day to day operations of the ~~D~~istrict's Information Technology division that includes Systems Development, Technology Support Services, and Infrastructure Services. Responsible for supporting the ~~D~~istrict's administrative technology activities and assisting in meeting the ~~D~~istrict's instructional technology objectives; assumes overall responsibility for planning and implementing new systems, evaluating advances in information technology, and developing managerial and technical abilities in the staff; acts as the chief contact between the ~~D~~istrict's Information Technology and those outside the unit, and reviews requests for new technology needs and determines the relative merit of proposed applications.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs the activities of the Information Technology division which includes supervision of Systems Development, Infrastructure Services and Technology Support Services groups comprising of application development, voice and data network, data center operations, and technology support activities-

Works closely with the ~~D~~istrict's stake-holders and provides leadership in the planning and development of the ~~D~~istrict's short-term and long-term information technology capabilities based on annual and long-range goals of the Information Technology Department which are recommended by the Superintendent and approved by the Board of Education

Formulates and recommends operational policies and programs that guide the organization in maintaining and improving its competitive position and efficiency of operation; works closely with the Chief ~~Operations-Information~~ Officer to draft ~~D~~istrict technology standards to promote and sustain operational efficiency-

Establishes IT project priorities and reviews, analyzes, and approves the department's operational and project budgets

Works closely with the Kentucky Department of Education (KDE) to insure the ~~D~~istrict's technology infrastructure remains compliant with the KDE guidelines and mandates

Identifies technology trends and provides leadership in the evaluation and selection of the ~~D~~istrict's technology equipment and software systems as well as assess the risks that may impede the business

Supervises recruitment, training, retention, and organization of all IT staff in accordance with the ~~D~~istrict's hiring and personnel policies

Establishes standards of performance and monitors conformance for staff (through performance reviews) and vendors (through service level agreements)

Shares knowledge, mentors, and educates staff and management with regard to the ~~D~~istrict's technological vision, opportunities, and challenges

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, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.
MINIMUM QUALIFICATIONS
Master's Degree-
Five (5) years <u>of</u> successful administrative experience directing large-scale information technology division, with seven (7) years total information technology experience-
Demonstrated ability to develop short and long-range plans and to complete these plans as scheduled-
<u>Effective Demonstrated ability to communicate effectively</u> skills-
DESIRABLE QUALIFICATIONS
Prior experience with school-related <u>technology</u>
Experience with instructional technology and school district information technology
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR OF SCHOOL CHOICE
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8181
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

The Executive Administrator of School Choice is responsible for supporting the Board of Education in its role as a charter school authorizer, including providing administrative leadership, management, and implementation of ~~the~~ District processes and procedures relating to charter school authorization; and other projects and initiatives ~~as directed by the Superintendent~~. Additionally, the department of student assignment and the magnet office will report to the Executive Administrator.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Ensures compliance with statutes and administrative regulations governing the Board's role as a charter school authorizer
Develops and implements procedures in accordance with applicable statutes and administrative regulations, to guide the Board's performance of its duties as a charter school authorizer
Coordinates training for Board and staff regarding the Board's role as a charter school authorizer
Coordinates with other departments and divisions within the District including, but not limited to Student Assignment, Financial Services, Human Resources, and Operations for the efficient and effective implementation of the Board's role as a charter school authorizer
Stays current with all legislation and administrative regulations relating to charter schools
Establishes close working relationship with KDE, DSBA, other Kentucky authorizers, and national education organizations to identify and implement evidence-based best practices for charter school authorizers
Provides administrative support and regular reports to the Board in their role as a charter school authorizer
Oversees the work of the Student Assignment Department including magnets, transfers, and all other functions involving assignment of students to schools
Collaborates with other departments to ensure the smooth operations of student assignment functions
Supports families and students as they make choices for school; facilitates problem solving with families and schools to address concerns
Oversees the work of the Demographics department and is responsible for student projections to schools
<u>Completes all trainings and other compliance requirements as assigned by the designated deadline</u>
<u>Evaluates staff as assigned</u>
Performs all 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. This work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS
Master's Degree or higher with Kentucky Certification in Administration or Classified Administrator with a Bachelor's Degree and Policy experience
Five (5) years of relevant policy/regulation experience
Extensive knowledge of federal and state laws and regulations
Proven leadership experience with diverse populations
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree in Public Policy, Public Administration, or related field
Experience working with the Kentucky Department of Education
Extensive experience working collaboratively with diverse, external organizations
<u>Experience in a diverse workplace</u>

Footnote
Submitted 6/12/18



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR OF SCHOOLS <u>S</u> SUPPORT (ELEMENTARY, MIDDLE, HIGH)
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4054
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership to assist Principals and school leadership teams in the implementation of an effective academic program. Assists the a Assistant Superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for students and families. Assists <u>s</u> Assistant Superintendent in evaluations of school Principals

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coaches Principals in schools to achieve higher achievement levels for students with particular attention paid to closing the achievement gap
Focuses on using multiple sources of data to assist Principals in determining strategies to support student success; identifies professional development needs based on data indicating schools' needs
Supports and assists planning professional development and helps school leaders address academic and other challenges to support student success
Engages in meaningful dialogue with Principals to address instructional, social and emotional, and other needs of students and families
Completes performance evaluations of Principals as requested by Assistant Superintendent
Supports parents, students, families, and community members in resolving conflicts
Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning
Identifies recurring obstacles to student success through the study of common causes of discipline problems and works with school leadership to address these problems with particular attention to the achievement gap
Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs
<u>Completes all trainings and other compliance requirements as assigned 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, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)
Five (5) years <u>of</u> successful administrative experience

Three (3) years <u>of</u> successful experience as a teacher
Experience in the evaluation of classroom teachers
Experience leading diverse groups of people
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as a <u>P</u> principal
Leadership experience in implementing programs in a school District
Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	DIRECTOR EXECUTIVE ADMINISTRATOR PROPERTY MANAGEMENT AND MAINTENANCE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8457
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides overall leadership and drives performance for Property Management and Maintenance, Support Services and special projects, ~~services~~. Establishes procedures for management and maintenance of all Jefferson County Public School property in support of the school ~~d~~District's mission.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership, direction and strategic, operational and financial planning to Housekeeping Services, General Maintenance, ~~and~~ Renovations and Grounds departments, and Support Services and special projects

Assumes rResponsibilityle for operational excellence of all property management and maintenance to ensure the delivery of quality services and outcomes in support of the Jefferson County School District mission

Develops collaborative relationships with building ~~p~~Pprincipals and site managers in an effort to provide quality maintenance with minimum interruption of services

Develops and implements creative structure, programs, ~~z~~ and services to respond to District needs efficiently and effectively

Develops metrics to measure productivity, performance and effectiveness of programs and services; ~~i~~ rReviews metrics continually to make decisions which optimize the effectiveness of services with available financial and human resources

Develops and implements services which increase reliability of existing District property

~~Continually W~~works continually to improve service through quicker response and increased accountability

Develops s and implements s activities to increase responsible stewardship of ~~d~~District property

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree

Successful experience working with employees in related fields, such as general construction, maintenance, housekeeping, etc.

Demonstrated ability to prepare easily understood reports

Experience in general construction, maintenance, and/or housekeeping

Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced degree and/or certifications
Experience in supervision of unionized workforce
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR SCHOOL OF CULTURE AND CLIMATE
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4049
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership to assist P principals and school leadership teams in the implementation of evidence-based strategies to support a coordinated and effective school climate, classroom management, social-emotional learning, restorative practices, and behavioral interventions process at schools as part of MTSS. Assists the Assistant Superintendent of Climate and Culture in the development of positive school climate and culture throughout the D istrict. Assists schools and other D istrict staff to integrate the social, emotional, and academic needs of their students into instructional design, school management and MTSS processes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coaches p Pprincipals in schools to create a climate and culture that is supportive to all students with particular attention paid to closing the achievement and opportunity gaps
Focuses on using multiple sources of data to assist p Pprincipals in determining strategies to support student success; identifies professional development needs based on data indicating schools' needs
Supports and assists planning professional development and helps school leaders address culture and climate challenges to support student success
Engages in meaningful dialogue with p Pprincipals and school leadership teams to address social/emotional and other needs of students and families
Completes data reports and analyses as requested by the Assistant Superintendent of Culture and Climate
Supports parents, students, families, and community members in resolving conflicts
Assists p Pprincipals and school leadership teams to expand their repertoire of strategies to ensure deeper learning
Identifies recurring obstacles to student success through the study of common causes of discipline problems and works with school and district leadership to address these problems with particular attention to the achievement and opportunity gaps
Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs
<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, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)

Five (5) years <u>of</u> successful administrative experience
Three (3) years <u>of</u> successful experience as a teacher
Experience in the evaluation of classroom teachers
Experience leading diverse groups of people
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as a principal
Leadership experience in implementing programs in a <u>diverse</u> school district
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	EXECUTIVE ASSISTANT TO SUPERINTENDENT
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8641
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Provides high-level administrative support to the ~~S~~uperintendent to ensure accuracy of data and communications necessary to support the management and administration of the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares agendas and makes arrangements for cabinet, ~~B~~oard, and other activities in support of the ~~S~~uperintendent

Organizes the work flow for the Superintendent's office

Prioritizes work for the Superintendent's office

Arranges meetings, calls, materials, digital resources, etc. for the Superintendent's office

Conducts research on issues and concerns directed to the ~~S~~uperintendent's office and prepares correspondence in response

Communicates with administrative staff on behalf of the ~~S~~uperintendent to ensure projects/programs are progressing and monitors to ensure that data/reports are submitted based on established deadlines

Maintains communication with the ~~S~~uperintendent regarding issues and concerns affecting the District

Analyzes the strengths and weaknesses of solutions, conclusions, or approaches to issues to ensure that the ~~S~~uperintendent is informed and has adequate information to respond to critical issues affecting the District

Analyzes issues to determine the implication of information for both current and future problem-solving and decision-making

Supervises secretarial/clerical support work for the ~~S~~uperintendent's office

Drafts correspondence on behalf of the ~~S~~uperintendent and ~~B~~oard members

Collaborates with ~~c~~Cabinet members and other administrators to ensure the goals of the Superintendent's office

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

Associate's degree or equivalent

Five (5) years' experience providing support to an executive office

Critical reasoning skills

<u>Effective communication skills</u>

DESIRABLE QUALIFICATIONS

Experience with diverse groups of people
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Experience leading groups of support personnel
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<u>Experience in a diverse workplace</u>
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Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	EXECUTIVE CHEF NUTRITION SERVICE CENTER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	202 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8107
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Serves as the lead of the culinary development team. Must possess a Chef level understanding of menu planning and culinary training. Works with Director, Manager, Coordinator of Menu and Dietary Needs to evaluate, develop, and implement recipes. Oversees formalized product testing and market research program to meet the needs of students and staff, in compliance with USDA Federal, State and Department guidelines. Responsible for working closely with Central Kitchen production staff, Food Service Managers and Assistants at 148 Jefferson County School Sites. Represents the department to staff, schools, parents and community through events and demonstrations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to research and develop new menus and recipes in accordance with nutritional standards and food costs

Assists in onsite training of personnel on culinary technique, recipe assembly, and flow

Develops materials and procedures relevant to preparation and service of recipes (i.e., recipes cards, descriptions and pictures.)

Works with Food Procurement Coordinator to research, cook, and test new products

Works with Central Kitchen production staff on production culinary techniques and product development related to each department

Utilizes software, maintains reports relevant to key performance indicators pertaining to menu product development

Complies with Kentucky Department of Health and Wellness Regulation, ensures proper storage/use of food including required record keeping and trains employees in the correct and safe use of equipment, food storage, and proper sanitation procedures

Complies with required portions of Hazard Analysis and Critical Control Points procedures and monitoring processes and SSOP's

Attends conferences and professional developments required by department

Represents the department to staff, schools, and community to increase student participation and promote school nutrition programs

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

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Five (5) years <u>of</u> experience in culinary arts at a level equivalent to that of an Executive Chef or higher.
Valid commercial driver's license.
Valid KY compliant Food Safety Certificate.
Must be computer literate able to utilize Microsoft Office Suite.
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's in Culinary Arts or related field.
Experience in school meal programs.
Presentation and demonstration skills.
HACCP Certification.
<u>Experience in a diverse workplace</u>

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.



Submitted For
Approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	<u>EXECUTIVE</u> DIRECTOR ACTIVITIES/ATHLETICS
DIVISION	ACADEMIC SERVICES <u>SCHOOLS</u>
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4080
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to and general oversight of the ~~d~~District's activities/athletics programs. Supervises personnel involved in the development and implementation of ~~d~~dDistrict-wide activity/athletic programs; monitors rules and regulations of the Kentucky High School Athletic Association and the Jefferson County Board of Education; develops and maintains an effective activity/athletic bidding procedure.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Designs and implements the activities and athletics events in a fair and equitable manner throughout the ~~school-d~~District

Works cooperatively with the Kentucky High School Athletic Association and serve as a liaison between member schools and KHSAA

Administers and enforces the activities and athletic policies, regulations and rules

Investigates all allegations of infractions and make recommendations for appropriate remedies or corrective action

~~Implement, enhance and review the tutoring learning centers and the homework hotline services~~

Implements and reviews eligibility standards and student participation processes

Critiques the management of local school athletic/activity funds, determine compliance with policies, and implements a plan to fund district-wide activities not covered by the operation budget that pertains to this office

Works cooperatively with identified community agencies, structures, athletic leagues and organizations to ensure an open dialogue with the ~~school-d~~District

Provides leadership and, supervises ~~and evaluate~~ assigned staff

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

Evaluates staff as assigned

Performs all other duties 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 driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's degree with Kentucky certification in administration and/or supervision (Principal Certification)

Experience in the areas of activities, intramural, human relations and athletics

Successful supervisory experience in student activities

Demonstrated ability to work with Principals, athletic directors, game officials, community organizations and booster clubs

Ability to organize and manage programs of activities as an integral part of the total educational program of the ~~d~~District

Effective communication skills

DESIRABLE QUALIFICATIONS

Three (3) years <u>of</u> successful experience as an athletic director

NIAAA Certified Athletic Administrator
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NIAAA Certified Master Athletic Administrator

<u>Experience in a diverse workplace</u>
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Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	<u>EXECUTIVE</u> DIRECTOR CURRICULUM DESIGN AND LEARNING INNOVATIONS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4062
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership in curriculum and learning that creates innovative opportunities for students to achieve and addresses the achievement and opportunity gaps. Works to align curricula within and among grade levels and courses so that student learning is maximized. Understands and utilizes curricular guidance from state and national partners in order to best serve students and to help teachers and school leaders provide the best learning experiences possible for students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with Assistant Superintendent to provide leadership to content area staff so that teachers and school leaders are supported

Identifies training needs for various stakeholders groups and works to create opportunities for learning in various formats (e.g., in-person; on-line etc.)

Collaborates with ~~d~~District staff across multiple departments to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps

Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives

Works with others in the department to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Assists ~~P~~principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning

Collaborates with other regulatory groups, including the Department of Education

Supports compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to academics

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

MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)

Three (3) years of successful experience as a teacher

Five (5) years of related work experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful experience as an administrator

Leadership experience in implementing programs in a school district

Experience delivering professional development to large groups of teachers and administrators

<u>Experience in a diverse workplace</u>
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Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	<u>EXECUTIVE</u> DIRECTOR ENGLISH SECOND LANGUAGE
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4086
BARGAINING UNIT:	CERX

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Manages and coordinates the overall ESL Department administration, ESL instructional programs, the ESL intake center and language services
Provides <u>D</u> istrict leadership for the support of English language learners
Supports the JCPS testing unit with the administration of ACCESS for ELLs as required by federal (Title III) and state (703:KAR:5070) regulations
Works with the ESL specialist to monitor the performance of exited ELL students who are in the first and second year of monitoring status
Develops ESL summer programming with the use of the Refugee School Impact Grant including creation of timelines, budgets, staffing, and materials to properly resource the ESL summer programs
Manages and develops the federal Title III budget
Manages the Refugee School Impact Grant and completes the Grant report
Manages the General Fund budget
Anticipates and projects General Fund budget requests for each school year
<u>Evaluates staff as assigned</u>
Performs all 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, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky certification in administration and/or supervision
Five (5) years <u>of</u> successful experience in area of assignment
Endorsement for Teaching English as a Second Language, all grades
Current experience working with English language learners
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced training in area of assignment
Five (5) years teaching or school administration experience
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	<u>EXECUTIVE DIRECTOR COMPUTER EDUCATION SUPPORT TECHNOLOGY INTEGRATION</u>
DIVISION	<u>ACADEMIC SERVICES TECHNOLOGY</u>
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4070
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Plans and supports instructional technology use, organizes implementation of computer application in instruction, coordinates development of a staff training plan, provides schools and other cost centers advice on hardware purchase, software purchase, and provides advice on technological developments to the staff of the Department of Instruction. Plans, develops and implements training programs. Administers the deployment and support of technology integration throughout the District by ensuring outstanding customer service support is provided for all students and staff, automating and scaling the distribution of student instructional devices to ensure equitable access, and providing best practices for integration supported by established policy and procedures. This includes coordinating the development and implementation of a comprehensive District-wide staff training plan, providing schools and other cost centers advice on hardware and software purchases as well as providing departmental staff with advanced training opportunities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides district leadership in the planning and implementation of instructional computer use. Supervises staff in scaling the District-wide distribution of instructional devices through the development of a toolkit of best practices for technology integration

Coordinates the planning and development of an inservice program on computers for instructional and school staff. Conducts ongoing research to optimize technology integration practices and procedures; coordinates the planning and development of training on best practices for student and staff technology integration; leads the development of policies and procedures to guide student and staff technology use

Plans and coordinates development of a system for collecting and disseminating information on computer use in JCPS. Oversees an automated asset lifecycle management system to include an inventory of instructional devices from procurement through end of life

Advises the staff of the Department of Instruction regarding computer technology and new developments. Directs the workflow of project planning and management for student and staff instructional device deployment and support

Interfaces with Management Information Services and Telecommunications on all technical matters regarding computers in instruction. Ensures systems are in place to support the equitable deployment and support of instructional devices

Coordinates and advises various computer committees. Directs the Student Technology Apprenticeship Program by providing opportunities for student-run service centers throughout the District

Develops and implements training programs for users in the areas of initial training and retraining of new and current employees. Oversees completion of state reporting documents including the Digital Readiness Report and Technology Activity Report

Coordinates district technology programs with the state. Develops and monitors the budget for purchasing instructional devices district-wide, as well as, managing the operational budget for department; ensures budget estimates are complete, accurate, and conforms with regulations and best practice

Supervises technical support for instructional technology. Initiates and coordinates technology integration opportunities with external stakeholders

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, 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, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Master's degree with Kentucky certification in administration and/or supervision <u>(Principal Certification)</u>
Five (5) years experience <u>years of experience</u> in instructional technology, with including three (3) of the years in a supervisory position
Current experience in using computer instructional technology
Demonstrated ability to clearly communicate technical ideas and concepts to others
Ability to develop and implement training programs which cover a wide range of technical levels
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree Computer Science
Experience in education system applications
Five (5) years <u>of</u> teaching or school administration experience
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	<u>EXECUTIVE</u> DIRECTOR LIBRARY MEDIA SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, Grade 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4075
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinates the library media services program with the educational objectives of the ~~d~~District; administers the ~~systemwide~~system-wide technical operations center within the library media services department and gives leadership and counsel to building level librarians; works cooperatively with ~~systemwide~~system-wide service administrators, Principals, librarians, teachers and other personnel; plans appropriate ~~inservice~~in-service related to library media services for librarians and others; interprets the scope of the library media services program to the administration, Board of Education, State Department of Education, PTA, citizen groups and other public bodies.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Designs and implements the library/media services program of the ~~school d~~District in cooperation with the ~~deputy Assistant~~sSuperintendents, Principals, and other personnel

Serves as consultant providing advisory services on all matters pertaining to the library media programs

Administers the areas of library media services including the audiovisual center, educational media center, the centralized library technical services and archives

Monitors the implementation of library media services in the local schools and in the ~~systemwide service~~central offices and coordinates the library media services program with the educational objectives of the ~~D~~istrict

Provides staff improvement and opportunities when authorized

Directs the organization and maintenance of the accumulated archives of the ~~school d~~District and makes such archives accessible

Develops library media center handbooks, guides and other publications

Compiles analytical, statistical and special reports as requested

Administers the District participation in ECIA Title VI

Consults with administrators and architects and makes recommendations to assure the inclusion of optimum facilities for library media services in new school buildings being planned and in existing buildings being renovated

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's degree with Kentucky certification in supervision and/or administration (Principal Certification)

Certification in school librarianship K-12
Successful experience as a librarian
Experience with implementation of library automation systems including card catalog circulation and electronic access of information
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated ability to work with staff in the identification, selection, purchase, distribution and storage of instructional materials
Demonstrated ability to prepare reports and budgets, and maintain appropriate records
Demonstrated ability to work cooperatively with staff to achieve instructional goals
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	FACILITATOR BILINGUAL ASSESSMENT FACILITATOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	220 Days
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	8249
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists English Language Learner families with information about school enrollment, as well as administers the initial English language proficiency assessment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists international families with the school enrollment process

Administers the initial English language proficiency assessment for school placement

Discusses results of the initial English language proficiency assessment with parents and students

Guides students and families in the process of school registration, Magnet and Optional application, and Student Transfer Applications

Builds and/or updates Households in Infinite Campus and creates initial Program Services Plans for new and returning English Language Learners enrolling with JCPS including students from the refugee resettlement agencies.

Provides interpretations over phone and/or in-person

Serves as a certified Infinite Campus Registrar

Provides placement, bus, and school information to new ELL students and families by phone or in-person

Complies with policies, rules, and regulations of the ~~School~~ District and of any state and/or federal regulatory agency where appropriate

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 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

Associate's Degree or approved equivalent training (64 college semester hours) and experience

One (1) year of successful experience

Demonstrated proficiency in two (2) languages: English and another appropriate language

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Knowledge of, or receptive to, philosophy, policy, and methodology of the U.S. educational system

Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
Experience in teaching multi-age group
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>FACILITATOR</u> BILINGUAL LANGUAGE SUPPORT FACILITATOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, Grade <u>GRADE</u> 8
WORK YEAR:	220 Days <u>DAYS</u>
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8235
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES
Works with the <u>Coordinator Bilingual</u> Language Services Coordinator to facilitate and oversee dd district-wide requests for interpreters and translators. Communicates with parents, school personnel, and outside agencies. Translates documents when appropriate. Proofreads Spanish translations. Maintains accurate records of interpreter and translation requests that are received. `

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Fills in when <u>Coordinator Bilingual</u> Language Services Coordinator is absent
Assigns interpreters and/or translators to specific jobs
Provides interpreters with specifics for the job
Keeps requesters updated while job is being processed
Emails outcomes to requesters after parents are contacted
Proofreads translations when appropriate
Receives and distributes faxes accordingly
Gathers, reviews, and validates time sheets submitted by <u>Instructor Bilingual Associates</u> BAIs
Follows up with <u>Instructor Bilingual Associates</u> BAIs to obtain paperwork regarding payroll
Data <u>Collects</u> on data and reports
Serves as liaison for Transact, Language Line Solutions, and Catholic Charities
<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 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
Bachelor's Degree
Three (3) years <u>of</u> successful experience
Demonstrated proficiency in two (2) languages: English and another appropriate language
Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Knowledge of, or receptive to, philosophy, policy, and methodology of the U.S. educational system
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree
Experience in teaching multi-age group
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/1/2019

JOB TITLE:	FACILITATOR CHILD CARE CENTER FACILITATOR
DIVISION	ACADEMIC SCHOOL SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8222
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates the implementation of a comprehensive child care program for infants and preschool age children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides a comprehensive child care program which promotes the social, emotional, physical and cognitive development of assigned children

Creates and maintains an appropriate, wholesome learning environment which nurtures the growth and development of young children

Plans regularly with, supervises and evaluates the lead child care center assistants, child care assistants, other staff and volunteers

Coordinates parent support activities for the parents of the children receiving child care

Selects and orders supplies, equipment and furniture for the child care centers

Works with supervisor to plan and implement budgets

Assures compliance with appropriate rules and regulations for child care as prescribed by the licensing agency and programmatic guidelines, and assures compliance with the child care feeding program

Supervises the collection of fees; works with the bookkeeper to maintain accurate financial records for center(s)

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

CDA (Child Development Associate) or Associate of Arts with emphasis in child development or Bachelor's degree in a related field or three (3) years full time paid experience in a child care facility

Three (3) years of successful experience in working with young children in a group

Two (2) years of experience in supervision and training day care center staff

Certification in Pediatric First Aid and CPR

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in working with infants or children with special needs
Experience in arranging or implementing parenting skills training
Curriculum development experience
Bachelor's degree or M aster's degree in early childhood
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	FACILITATOR BILINGUAL ENROLLMENT BILINGUAL FACILITATOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, Grade <u>GRADE</u> 7
WORK YEAR:	220 DAYS <u>Says</u>
FLSA STATUS:	Non-Exempt <u>NON-EXEMPT</u>
JOB CLASS CODE:	8241
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Greet <u>s</u> visitors including parents, local school personnel, and community persons. Assist <u>s</u> callers by answering inquiries relative to Intake operations, and routing phone calls. Assist <u>s</u> parents with student registration and assessment and student scheduling. Gather <u>s</u> information and documents relative to student registration. Maintain <u>s</u> <u>-</u> reports relative to registration.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Serves as first contact for ELL families in person or via telephone
Interprets for ELL families in person or via telephone
Assists families requesting additional language support
Answers general Intake inquiries and routes incoming calls
Maintains a neat and orderly waiting area
- Schedules appointments for student registration and assessment
Gathers information and documentation relative to student registration
Assists ELL families in completing registration forms
Requests student records
Maintains student registration reports
Prepares and prints daily student appointment schedule
Operates and maintains office copiers, computers and printers
Prepares and distributes correspondence as directed by supervisor; c <u>E</u> Creates and maintains student data as directed by supervisor
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 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
Associate's degree or approved equivalent training (64 college semester hours) and experience
One (1) year <u>of</u> successful experience
Demonstrated proficiency in two (2) languages: English and another appropriate language

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
Knowledge of, or receptive to, philosophy, policy, and methodology of the U.S. educational system
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree
Experience in teaching multi-age group
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>FACILITATOR</u> SAFETY AND SECURITY <u>FACILITATOR</u>
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8712
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Assumes responsibility for close monitoring of all entrances of building, for providing direction and information as to location of appropriate classes and/or services and for providing protection to occupants from unauthorized trespassers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides in-school security for faculty, staff, students and/or other program participants

Prevents visitors from entering the building or remaining in the building without authorization

Prevents visitors from entering unauthorized areas of the building

Reports all incidents occurring in the building on a daily basis to the ~~chief~~ building administrator and makes appropriate reports as required

Makes recommendations to local and system-wide office administrations for improvement of the security plan for the assigned building

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 or walking. 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 medium weights. The work requires activities involving exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Must be at least 21 years of age

Meet qualifications for commission from Department of Justice

Ability to establish and maintain desirable rapport with community residents and participants

Effective communication skills

DESIRABLE QUALIFICATIONS

Previous experience as an in-school security guard

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	FOREMAN <u>BODY SHOP</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
License as appropriate to field of assignment
Leadership experiences
<u>Experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	FOREMAN <u>CARPENTRY</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
License as appropriate to field of assignment
Leadership experiences
<u>Experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	FOREMAN <u>COMPOUND ATTENDANT</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
License as appropriate to field of assignment
Leadership experiences
<u>Experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	FOREMAN <u>ELECTRIC</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
License as appropriate to field of assignment
Leadership experiences
<u>Experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	FOREMAN <u>GROUNDS</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
License as appropriate to field of assignment
Leadership experiences
<u>Experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	HOUSEKEEPING SERVICES SUPERVISOR -FOREMAN HOUSEKEEPING SERVICES
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8180
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Manages and supervises Plant Operators and Custodians to ensure all buildings are maintained in a manner that provides a clean and healthy environment suitable for education for students and staff. Ensures all building level maintenance tasks are completed according to JCPS procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard
Assists with development and execution of professional training programs, including custodial in-service and seminars for housekeeping area supervisors, plant operators, plant operator trainees, night leads, custodians, and substitute custodians
Manages and supervises Housekeeping area supervisors
Assists with the preparation of bid specifications and manages evaluation programs for selection of quality custodial supplies and equipment; maintains liaison with other departments to maintain a full up to date inventory of quality custodial supplies and equipment
Assists with the production of professional training films, instructional programs, and preparation of the written housekeeping manual
Assists with supervision of plant operator trainees and substitute custodians, evaluates their work performance, and initiates disciplinary action as necessary
Participates in the interview process to screen and select quality applicants for entry level housekeeping positions
Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings 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 requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years successful experience in housekeeping practices and procedures or other equivalent experience
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience managing housekeeping programs and personnel
Bachelor's degree
Knowledge of a variety of housekeeping supplies, materials and equipment
<u>Experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019

Effective: 7/01/2019

JOB TITLE:	FOREMAN
DIVISION	AS ASSIGNED <u>OPERATIONS SERVICES</u>
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8362
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

License as appropriate to field of assignment

Leadership experiences

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	FOREMAN <u>MECHANIC</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
License as appropriate to field of assignment
Leadership experiences
<u>Experience in a diverse work place</u>



Submitted For

Approval: 6/11/2019

Effective: 7/01/2019

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

SCOPE OF RESPONSIBILITIES
Supervises and coordinates activities of mechanical maintenance employees

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

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

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years of experience in commercial heating, air conditioning and controls
Refrigeration Handling Certification Type I and Type II
Ability to supervise
Knowledge of basic codes, standards, and operations in mechanical maintenance
Valid driver's license
Effect communication skills

DESIRABLE QUALIFICATIONS
Leadership experience
<u>Experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	FOREMAN <u>NUTRITION WAREHOUSE</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
License as appropriate to field of assignment
Leadership experiences
<u>Experience in a diverse work place</u>



Submitted For
Approval:6/11/2019
Effective:7/01/2019

JOB TITLE:	FOREMAN <u>PAINT</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
License as appropriate to field of assignment
Leadership experiences
<u>Experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	FOREMAN <u>PARTS WAREHOUSE</u>
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Responsible for all warehouse operations, and staff at for (4) parts warehouses; three parts warehouses supporting the Transportation division and on parts warehouse supporting the Property Management and Maintenance division.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates all phases of purchasing and warehousing of parts in compliance with the Kentucky Model Procurement Code and Board Policies
Coordinates the stocking, procurement, tracking, and efficient distribution of parts
Schedules delivery of supplies, keeps records of stock, and advises when to order supplies
Processes for payment, the necessary papers on items received
Possess knowledge of the materials and their functions for all parts in the parts warehouses
Provides leadership to parts inventory workers in ordering, filing, shipping, and stocking supplies
Assumes responsibility for daily shift coverage; works after hours; assigns overtime per union rules as needed
Assumes responsibility for making job assignments for all warehouse workers in the parts warehouses
Trains parts warehouse workers in all daily tasks related to the job
Uses computerized systems to process receipts, withdrawals, orders, and to run reports
Provides data metric reporting as requested my management
Evaluates staff as assigned
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
Performs other duties as assigned

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at time requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull medium to 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, fume, and gases.

MINIMUM QUALIFICATIONS
Associate degree or equivalent experience
Three (3) years of parts warehouse experience
Working knowledge of warehoused stock relative to automotive/mechanical/maintenance parts warehouses
Valid driver's license
Ability to communicate effectively

DESIRABLE QUALIFICATIONS
Knowledge of procurement and computerized inventory systems and procedures
Three (3) year supervisory/lead experience in warehousing
<u>Experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	FOREMAN <u>PLUMBING</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
License as appropriate to field of assignment
Leadership experiences
<u>Experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	FOREMAN <u>PREVENTATIVE MAINTENANCE</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
License as appropriate to field of assignment
Leadership experiences
<u>Experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	FOREMAN <u>RENOVATIONS</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
License as appropriate to field of assignment
Leadership experiences
<u>Experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	FOREMAN <u>ROOF</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
License as appropriate to field of assignment
Leadership experiences
<u>Experience in a diverse of work place</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	GENERAL COUNSEL
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8001
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides legal services for the ~~D~~istrict and coordinates the work of contractual attorneys when appropriate of the local school ~~D~~istrict through consultation, observation, and legal information relevant to the local school ~~D~~istrict. Consults with local Board members, ~~S~~uperintendent, and other staff members in planning, implementing, and evaluating legal needs of the ~~D~~istrict. Reports administratively to the Superintendent and functionally to the Board of Education.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Handles complex legal issues that require a high level of original legal research and analysis

Acts as a legal resource, researching and becoming thoroughly familiar with routine, as well as specialty areas of the law

Performs specialized legal services relating to one or more specific areas of the law

Prepares, tries, and argues complex cases before state and federal courts and administrative forums and/or consults with and supports contractual attorney's as they do this work

Drafts, reviews, and comments on proposed legislation and administrative regulations as directed

Serves on inter-and intra-~~d~~istrict committees as directed

Represents the ~~S~~uperintendent and/or advises the ~~D~~istrict during meetings of the local school board, various state boards, commissions, or similar entities

Conducts administrative hearings on behalf of the ~~D~~istrict and prepares appropriate recommended orders for ~~D~~istrict action

Prepares legal documents for ~~school- D~~istrict

Prepares legal opinions

Oversees ~~Employee Relations,~~ Open Records, and Compliance and Investigations

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

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

Evaluates staff as assigned

Performs such other tasks and assume such other responsibilities as assigned by supervisor the Superintendent

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

Law Degree from a bona fide school of law and knowledge of school law

Five (5) years <u>of</u> experience in the practice of law
Maintain current license to practice law in the Commonwealth of Kentucky or continue to comply with SCR 2.111 Limited Certification of Admission to Practice or SCR 2.112 Attorney Participants in Defender or Legal Services Programs for the length of employment in this classification
Perform duties in both office and courtroom settings
Valid Kentucky driver's license; travel is required
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of Kentucky Statutes and Regulations
Establish and maintain cooperative and effective working relationships with others
Communicate effectively both orally and in writing
Basic public speaking techniques
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	GENERALIST OF DIVERSITY
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8477
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Assists in supporting Diversity, Equity and Poverty Programs and implements community inclusion strategies targeted towards internal and external groups.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Utilizes media platforms to communicate with community members and internal stakeholders
Meets with community partners to market programs and determine initiatives
Serves as liaison between departments, unit leaders, and outside agencies
Monitors content on DEP webpage, Blog and newsletter
Works in conjunction with IT to ensure that all departments' databases remain up-to-date
Maintains list of DEP programs and locations, and dates
Maintains Google Drive documents for internal and external viewing
Collaborates with departments and community members to accommodate community concerns and requests
Provides assistance to the Chief Equity Officer in departmental and <u>District</u> affairs that focus on equity
<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 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 driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's degree
Three (3) years <u>of</u> successful experience in community engagement and parent involvement
Three (3) years <u>of</u> experience in digital content management
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Evidence of strong interpersonal and leadership skills
Prior experience in an educational institution
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	GOAL CLARITY COACH
DIVISION:	AS ASSIGNED
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	190 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4743
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides support, assistance, and advice to system wide service center and/or school staff in the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Analyzes a variety of student performance data to make decisions about professional development needs
Develops and provides professional development that will directly impact student achievement
Provides support and coaching for cohorts of teachers that will design and implement rigorous lessons that are aligned to the standards
Provides support and coaching for cohorts of teachers that will create assessments that are directly aligned to the standards
Designs and implements a plan to use multiple sources of data to intervene with students and adjust practices
Creates intentional work plans that provide equitable support for the teachers in order to increase student achievement and close the achievement gap
Works collaboratively with district leadership and school leadership teams to align school initiatives with district strategic plans and initiatives
Provides assistance to teachers and other staff in the area of effective instructional and class management techniques
Duties may include performance of health services, for which training will be provided
<u>Completes all trainings and other compliance requirements as assigned by the designated deadline</u>
<u>Performs other duties as assigned by supervisor</u>

PHYSICAL DEMANDS
The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Master's degree with valid Kentucky Teaching Certificate
Three (3) years successful teaching experience
Ability to work successfully with people
<u>Effective communication skills</u>

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize data
Experience in planning, developing, and conducting in-service programs
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	ASSOCIATE-GRAPHIC DESIGNER <u>ASSOCIATE</u>
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8012
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Utilizes graphics/design computer software to communicate the vision of the District through the design of a wide variety of documents produced under tight deadlines; consults with personnel to determine design and printing needs and to maintain customer satisfaction; works closely with editing and printing departments to produce accurate, high-quality documents; assists in writing printing specifications and works with commercial printers on jobs that must be done outside the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Utilizes the computer and graphics software packages to create visually pleasing designs for various documents

Communicates with personnel regarding jobs to ensure customer satisfaction and communicates printing instructions working closely with staff to help ensure a quality finished product

Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques

Understands all proofreader's marks to make accurate revisions of documents utilizing software's text editing functions

Consults with personnel and the graphics supervisor regarding design/printing needs and develops appropriate production plans based on budgets and time restraints

Ensures that jobs are finished accurately and on time, coordinating own work and sharing expertise with others within the department and across the District

Assists in writing printing specifications, collecting estimates, and coordinating the printing of jobs

Maintains a backup of current work on an external drive, and when jobs are finished, backs them up on the server

Operates and helps with the maintenance of graphics equipment

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

Associate degree or certificate/diploma in graphic design or commercial art or high school diploma/GED with two (2) years of experience in graphics design

Demonstrated word processing typing proficiency.

Effective communication skills

DESIRABLE QUALIFICATIONS
Working knowledge of design principles and printing techniques
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	GRAPHIC DESIGNER
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8008
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Conceptualizes and designs a wide variety of projects using a computer and graphics software; consults with personnel to determine needs; communicates with personnel to maintain customer satisfaction; works closely with the editing and printing departments to produce accurate, high-quality documents; writes printing specifications and works with commercial printers on jobs that must be done outside the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Utilizes the computer and graphics software packages to create visually pleasing designs for various documents

Communicates with personnel regarding jobs to ensure customer satisfaction; communicates printing instructions; works closely with the staff to ensure a quality finished product

Ensures that jobs are finished accurately and on time; shares expertise with others within the unit and across the District

Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques

Consults with personnel regarding design/printing needs and develops appropriate production plans to ensure quality and client satisfaction

Writes printing specifications and collects estimates; coordinates the printing of jobs to ensure quality and client satisfaction

Maintains a backup of current work on an external drive, and when jobs are finished, backs them up on the server

Operates and maintains computer graphics equipment

Assumes the responsibilities of the supervisor in their absence

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. 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 in Graphic Design or Commercial Art

Three (3) years of experience in graphics design

Demonstrated word processing typing proficiency

Understands proofreader's marks

Experience operating computers with graphics software; ability to produce camera-ready artwork on the computer

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	GROUNDWORKER II
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE 4
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8962
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Performs all phases of general grounds labor including assisting in the maintenance of pavement, ornamental plantings, grass, and fencing; assists in the moving of heavy equipment; assists in the removal of snow; and other labor as directed by the designated supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates lawn mowers, tractors, and snow removal equipment

Assists in installation and repair of all fencing

Cleans fence rows and cuts grass as required throughout the ~~school-d~~ District

Implements tree, shrub, and weed control maintenance programs as directed

Repairs, grades, and resurfaces walks and driveways

Performs snow and ice removal

Assists in installation of playground equipment as required

Assists in moving heavy equipment

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

MINIMUM QUALIFICATIONS

High School diploma or G.E.D.

Valid driver's license and CDL

Two (2) years of experience in grounds or related field

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in snow removal

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	GROUNDWORKER III
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8960
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Performs all phases of general grounds labor including assisting in the maintenance of pavement, ornamental plantings, grass, and fencing; assists in the moving of heavy equipment; assists in the removal of snow; and other labor as directed by the designated supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates lawn mowers, tractors, and snow removal equipment

Installs and repairs all fencing

Cleans fence rows and cuts grass as required throughout the ~~school-d~~ District

Implements tree, shrub, and weed control maintenance program as directed

Repairs, grades, and resurfaces walks and driveways

Performs snow and ice removal

Installs playground equipment as required

Moves heavy equipment as required

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

MINIMUM QUALIFICATIONS

High School diploma or G.E.D.

Valid driver's license and CDL

Three (3) years of experience in grounds or related field

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in snow removal

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	GROUNDWORKER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 3
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8961
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Performs all phases of general grounds labor including assisting in the maintenance of pavement, ornamental plantings, grass, and fencing; assists in the moving of heavy equipment; assists in the removal of snow; and other labor as directed by the designated supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates lawnmowers, tractors, and snow removal equipment

Assists in installation and repair of all fencing

Cleans fence rows and cuts grass as required throughout the ~~school-d~~ District

Implements tree, shrub, and weed control maintenance program as directed

Repairs, grades, and resurfaces walks and driveways

Assists in snow and ice removal

Assists in installation playground equipment as required

Assists in moving heavy equipment

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Valid driver's license and CDL

Two (2) years of experience in grounds work or related field

Effective communication skills

DESIRABLE QUALIFICATIONS

Three (3) years or more experience in grounds work or related field

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSPECTOR <u>ASBESTOS</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8337
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Maintains asbestos materials management program to include maintenance and operations of all asbestos-containing material in all facilities in the Dedistrict. Acts as liaison with the Louisville and Jefferson County Air Pollution Control district and EPA offices in Atlanta (Region IV) and the Asbestos Action Program in Washington, D.C., in reference to all asbestos-related material.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects and samples all suspect materials and equipment for potential presence of asbestos

Performs inspections of all facilities containing asbestos material, and responds to concerns

Encapsulates or removes damaged asbestos-containing materials

Removes all asbestos-containing material that is removed by Jefferson County Public School personnel and cleans the affected area

Manages the air sampling program conducted by private contractors and maintains a file of results, in each school affected, verifying acceptable levels of air cleanliness

Maintains school system record file of all asbestos abatement, repairs and/or encapsulation of asbestos-containing material for all facilities in the Dedistrict

Completes, records and files, with Maintenance Scheduling, accurate work orders for encapsulation or repair

Maintains complete and accurate files at each facility to comply with EPA regulations

Files reports with local Air Pollution Control District on monthly basis advising of all abatement performed

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 or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires 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 apprenticeship or equivalent training

Three (3) years of experience in the insulation of commercial heating and air conditioning equipment

Capability in reading blue prints

Possess "State of the Art" asbestos abatement training by Approved EPA institution

Possess knowledge of local, state and federal regulations concerning asbestos abatement

Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as an Industrial Hygienist
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	MECHANIC -INSPECTOR <u>MECHANIC</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8794
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable of participating in a continuing educational development program in upgrading technical skills.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects vehicles as they are brought to the garage for all mechanical inspections

Maintains daily work schedule and accurate records on assigned vehicles

Maintains preventive maintenance schedule for all assigned vehicles

Diagnoses type of repair needed during preventive maintenance inspection

Substitutes for another mechanic when necessary

Provides service runs when necessary

Analyzes combustible engine failure by using electronic test equipment

Assumes responsibility for proper use of tools, equipment and standard maintenance and safety practices

Diagnoses diesel internal combustion engines

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 or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, 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.

Working knowledge of buses, trucks, and cars

Two (2) years of previous experience as Mechanic "A" or top mechanic rank

Pass the Bennett Mechanical Comprehension Test

Working knowledge of both gasoline and diesel engines

Must have a valid Commercial Driver's License (CDL)

Master Automotive Service Excellence certification

Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of applicable school system policies and procedures
Ability to analyze combustible engine failure by using electronic test equipment
Ability to work with people in a positive manner
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSPECTOR PROJECTS FIELD INSPECTOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8336
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Performs on-site field inspection of contract work under Facility Planning and/or Capital Improvements Program. The areas of assignment are general contracting, mechanical engineering, and architectural engineering.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects construction work for compliance with applicable building codes, drawings, and specifications

Submits written reports on projects inspected stating progress, work status, and contractors' compliance to contract documents

Advises contractors of unsatisfactory job situations and/or conditions

Coordinates inspection findings with corresponding inspectors of consulting architects/engineers of record

Advises Director Facility Planning ~~and Mechanical/Electronic Maintenance~~ on validity of contractor pay requests

Reviews validity of change order requests for work and payment amount(s) submitted by contractors

Consults and advises corresponding inspectors of consulting architects/engineers and contractors regarding specific field problems

Maintains complete and comprehensive job files on each field project 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 or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Five (5) years of successful construction experience in field related to assignment

Capable of reading and understanding contract documents, I.E., drawings, specifications, contracts, etc.

Basic understanding of ~~construction law and~~ project administration processes (construction management)

Background knowledge and interpretation of applicable building codes ~~and Department of Education~~ regulations

Valid driver's license

Demonstrated ability to prepare easily understood verbal or written correspondence

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree or higher in field related to assignment

Drafting experience

Experience in a diverse workplace

FOOTNOTE~~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.



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSPECTOR ROOFING INSPECTOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8411
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Performs on-site field inspection of contract work under Facility Planning and/or Capital Improvements Program. The areas of assignment are general contracting, mechanical engineer, and architectural engineering.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects all new or replacement roof installations on new or existing buildings installed by contractors

Reviews plans for new and replacement roofs to ensure compliance with ~~e~~District standards

Coordinates roof repairs done by contractors

Coordinates and supervises the in-house crew when working on in-house projects

Provides periodic review and inspection of ~~D~~istrict's roofs to assess condition and priority for repair or replacement

Makes recommendations to Director Facility Planning for roof replacement and repair priorities

Provides training to in-house roofers on a regular basis

Updates and coordinates ~~D~~istrict roofing files for age, type, brand of materials, contractor and warranty information

Advises Director Facility Planning on validity of contractor pay requests and change order requests

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of successful construction experience in field related to assignment

Experience reading and understanding contract documents, i.e., drawings, specifications, contracts, etc.

Experience applying ~~construction law and~~ project administration processes (construction management)

Knowledge of applicable building codes and ~~Department of Education~~ regulations

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree in field related to assignment
Drafting experience
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	SAFETY INSPECTOR <u>SAFETY</u>
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	I I, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8761
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

~~Keeps administrators, teachers and others apprised of the need for adequate precaution and protection for employees and students. Provides a safe and healthy environment for all JCPS students and staff.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects all JCPS facilities ~~of Jefferson County School System~~ for fire, life safety, electrical and Kentucky OSHA safety hazards/-violations

~~Aids in the evaluation of all JCC construction projects pertinent to complying with all state and local statutes~~

~~Directs the development of specialized safety training programs and materials for lift truck, tractor and utility truck inservice programs~~ Develops and delivers specialized safety training to JCPS employees

~~Prepares and submits appropriate safety inspection forms to the Director Safety and Environmental Services~~

Manages the OSHA 300 Injury and& Illness Recordkeeping program throughout all JCPS locations

Manages the Chemical Hygiene and Science Laboratory Inspection programs

~~Aids in the evaluation, -selection and selection and inspection of~~ Personal Protective Equipment (PPE) appropriate safety apparel and equipment for all departments

~~Works with the appropriate unit director pertinent to determining proper ventilation, lighting and housekeeping procedures~~

~~Conducts inservice safety programs for all employees~~ Revises and updates the existing JCPS Safety Programs and Facility Compliance Manual documents

~~Evaluates tornado, fire and bomb threat emergency planning procedures for all facilities. Evaluates emergencies such as fires, tornados, adverse weather, floods, power outages, etc.~~

~~Performs other duties as assigned by supervisor~~ Documents safety/health hazards through written reports with measurements, photographs, etc.

Assists other JCPS Departments, Principals, Directors, and employees as needed

Inspects JCPS construction projects for any safety and health hazards/violations

Manages State Fire Marshall Inspection Program and associated correspondences and corrective actions

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 or walking. The work requires the use of hands for simple grasping 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. The work requires 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
Ability to interpret federal, state, and local health safety codes as they apply to the local school district
Possesses mechanical aptitude in the area of general shop maintenance
Ability to interpret mechanical drawings and blueprints
Working knowledge of Industrial Chemicals; their use and methods of disposal
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Completion of the Associate Safety Professional Core Examination of the Board of Certified Safety Professionals
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT (5 YEAR OLD)	
DIVISION	ACADEMIC SCHOOL SERVICES	
SALARY SCHEDULE/GRADE:	1A, GRADE 3	
WORK YEAR:	AS APPROVED BY THE BOARD	
FLSA STATUS:	NON-EXEMPT	
JOB CLASS CODE:	8204	8197
BARGAINING UNIT:	CLAA	CLAA

SCOPE OF RESPONSIBILITIES

Under the direction of the supervising teacher or Principal, the instructional assistant participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation, and organization of materials and equipment, ~~and/or instructing.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements instructional techniques and learning activities as directed

Participates as an integral member of the remediation instructional team

Administers ~~scores, and records~~ such achievement and diagnostic tests as the teacher recommends for individual students

Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab

Operates and cares for equipment used in the classroom for instructional purposes

Distributes and collects ~~workbooks, papers, and other~~ materials for instruction

Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips

Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills

~~Checks lab work and notebooks, corrects papers, and supervises testing and make-up work as assigned by the teacher and assists with the documentation of pupil progress on a continuous basis~~

~~Duties may include p~~Performance of health services, if needed, for which training will be provided

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Passing Score on the Kentucky Paraeducator Assessment or 48 college hours

Demonstrated competent language skills

Successful experience working with children, individually or in groups, including ability to read and understand meanings of words and ideas associated with them and to use them effectively

Participated in program training as specified by the Kentucky Department of Education and local district

Program specific certifications/training

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated knowledge of computer operations and functions

Experience with standard office machines
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<u>Experience in a diverse workplace</u>
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Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT EARLY CHILDHOOD INSTRUCTIONAL ASSISTANT
DIVISION	ACADEMIC SCHOOL SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 3
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8023
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Under the direction of the supervising teacher or Principal, the instructional assistant participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation and organization of materials and equipment, and/or instructing. Also, assists bus driver in supervising, loading, and unloading students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements instructional techniques and learning activities as directed
Participates as an integral member of the remediation instructional team
Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students
Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab
Operates and cares for equipment used in the classroom for instructional purposes; d Distributes and collects workbooks, papers and other materials for instruction
Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips
Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills
Assists with the documentation of pupil progress on a continuous basis <u>under the direction of the teacher</u>
Duties may include p Performance of health services, <u>if needed</u> , for which training will be provided, and demonstrates willingness to attend to basic student personal care/hygiene
Assists the driver in maintaining <u>positive environment on bus</u> pupil control
Assists in seating all students in the center of the bus (as specified in State Transportation Guidelines); a Assists in supervising the loading and unloading of students
Assists in the pickup and delivery of students from/to parent, guardian or authorized individual
Performs any other responsibilities as outlined in State Transportation Guidelines for students
<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. 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, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G. E.D.
Passing Score on the Kentucky Para-educator Assessment or 48 college hours-
Demonstrated competent language skills including ability to read and understand meanings of words and ideas associated with them and to use them effectively
Successful experience working with children, individually or in groups
Program specific certifications/training
All required training will be complete within 90 days of employment including the required bus monitoring training
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated knowledge of computer operations and functions
Experience with standard office machines.
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT ECE
DIVISION	<u>EXCEPTIONAL CHILD EDUCATION/ACADEMIC SERVICES</u>
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8194
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Recognizes that all responsibilities are basically supportive. Assists in implementing each student's individual education plan. Helps establish and maintain a pleasant, safe, and structured learning environment. Displays willingness and aptitude to work with students with disabilities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Reads, understands, and assists in implementing, recording and monitoring student's individual education plan

Assists with the implementation, recording, and monitoring of the student's behavior management program

Assists with paperwork and recordkeeping

Assists with the operation/use and maintenance of all classroom materials and equipment

Communicates effectively with students and school staff

Maintains confidentiality of student records/information

Responds appropriately in emergency situations

~~When applicable to specific categorical programs/classrooms: 1. Adheres to medical precautions when assisting with positioning, lifting, or carrying students. 2. Follows District guidelines for appropriate procedures based on the School Health Handbook, e.g., handling and disposing of body fluids. Assists in lifting, transferring, evacuating, and/or transporting students. 3. Assists in loading and unloading students onto and off regular and lift buses. 4. Demonstrates willingness to attend to basic student personal care/hygiene. 5. Assists with specific instructional techniques, e.g., cued speech, signing, or community based education. 6. Assists with the set up, operation, and maintenance of assistive/prosthetic devices and/or medically prescribed equipment. 7. Models and reinforces positive and age appropriate social behavior. 8. Assists with use of equipment needed to meet instructional needs, e.g., braces, PAL machines, auditory trainers, speech devices, computers, typewriters, magnifiers, braille writers, closed circuit television systems. 9. Assists with the operation and use of medically prescribed equipment, e.g., ventilators, suctioning devices, or hearing aids.~~

Adheres to medical precautions when assisting with positioning, lifting, or carrying students when applicable to specific categorical programs/classrooms

Follows District guidelines for appropriate procedures based on the School Health Handbook, e.g., handling and disposing of body fluids, assists in lifting, transferring, evacuating, and/or transporting students when applicable to specific categorical programs/classrooms

Assists in loading and unloading students onto and off regular and lift buses when applicable to specific categorical programs/classrooms

Demonstrates willingness to attend to basic student personal care/hygiene when applicable to specific categorical programs/classrooms

Assists with specific instructional techniques, e.g., cued speech, signing, or community based education when applicable to specific categorical programs/classrooms

Assists with the set-up, operation, and maintenance of assistive/prosthetic devices and/or medically prescribed equipment when applicable to specific categorical programs/classrooms

Models and reinforces positive and age appropriate social behavior when applicable to specific categorical programs/classrooms when applicable to specific categorical programs/classrooms

Assists with use of equipment needed to meet instructional needs, e.g., braces, PAL machines, auditory trainers, speech devices, computers, typewriters, magnifiers, braille writers, closed circuit television systems when applicable to specific categorical programs/classrooms

Assists with the operation and use of medically prescribed equipment, e.g., ventilators, suctioning devices, or hearing aids when applicable to specific categorical programs/classrooms

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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

Performs other duties 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 medium weights.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Passing score on the Kentucky Para_educator Assessment or 48 college hours

Willingness and aptitude to work with students with disabilities

Physical ability and willingness to assist with physical needs of students such as positioning, toileting, and lifting

Willingness to attend district ECE in_service for professional growth

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of and/or experience with individuals with disabilities

Demonstrated ability to operate and maintain appropriate machines and/or equipment

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT LEAD EARLY CHILDHOOD INSTRUCTIONAL ASSISTANT LEAD
DIVISION	ACADEMIC SCHOOL SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 4
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8015
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Under the direction of the supervising teacher or Principal, the instructional assistant participates as an integral member of the instructional program, including tutoring students, assisting in documentation of pupil progress, preparation and organization of materials and equipment, ~~and/or instructing. Also, a~~ Assists bus driver in supervising, loading and unloading students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements instructional techniques and learning activities as directed
Participates as an integral member of the remediation instructional team
Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students
Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab <u>under the direction of the teacher</u>
Operates and cares for equipment used in the classroom for instructional purposes
Distributes and collects workbooks, papers, and other materials for instruction
Assists with the supervision of students during emergency drills, assemblies, play periods and field trips
Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills
Assists with the documentation of pupil progress on a continuous basis <u>under the direction of the teacher</u>
Duties may include p Performance of health services, <u>if needed,</u> for which training will be provided, and demonstrates willingness to attend to basic student personal care/hygiene
Assists the driver in maintaining <u>a positive environment on the bus</u> pupil contro.
Assists in seating all students in the center of the bus (as specified in State Transportation Guidelines)
Assists in supervising the loading and unloading of students
Assists in the pickup and delivery of students from/to parent, guardian or authorized individual
Performs any other responsibilities as outlined in State Transportation Guidelines for students
Will provide student instruction in absence of Lead Instructor <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. 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, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Child Developmental Associate (CDA) credential, or be enrolled in a GOA credential program that will be completed within two (2) years; or have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to such a degree
Passing score on the Kentucky Para-educator Assessment or 48 college hours
Demonstrated competent language skills including ability to read and understand meanings of words and ideas associated with them and to use them effectively
Successful experience working with children, individually or in groups
Participated in program training as specified by the Kentucky Department of Education and local district District
Program specific certifications/training
All required training will be complete within 90 days of employment including the required bus monitoring training
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated knowledge of computer operations and functions
Experience with standard office machines
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT	
DIVISION	ACADEMIC SCHOOL SERVICES	
SALARY SCHEDULE/GRADE:	IA, GRADE 3	
WORK YEAR:	AS APPROVED BY THE BOARD	
FLSA STATUS:	NON-EXEMPT	
JOB CLASS CODE:	8205	8206
BARGAINING UNIT:	CLAA	CLAA

SCOPE OF RESPONSIBILITIES

Under the direction of the supervising teacher or Principal, the instructional assistant participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation, and organization of materials and equipment, ~~and/or instructing.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements instructional techniques and learning activities as directed <u>by the teacher</u>
Participates as an integral member of the remediation instructional team
Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students
Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab <u>under the direction of the teacher</u>
Operates and cares for equipment used in the classroom for instructional purposes
Distributes and collects workbooks, papers, and other materials for instruction
Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips
Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills <u>under the direction of the teacher</u>
Checks lab work and notebooks, corrects papers, and supervises testing and make-up work as assigned by the teacher and assists with the documentation of pupil progress on a continuous basis
Duties may include p Performance of health services, <u>if needed,</u> for which training will be provided
<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 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

High School Diploma or G.E.D.
Passing Score on the Kentucky Para-educator Assessment or 48 college hours
Demonstrated competent language skills
Successful experience working with children, individually or in groups, including ability to read and understand meanings of words and ideas associated with them and to use them effectively
Participated in program training as specified by the Kentucky Department of Education and local district
Program specific certifications/training

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated knowledge of computer operations and functions

Experience with standard office machines
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<u>Experience in a diverse workplace</u>
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Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT PART-TIME (5 YEAR OLD)
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	1A, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8198
BARGAINING UNIT:	CLAD

SCOPE OF RESPONSIBILITIES

Under the direction of the supervising teacher or Principal, the instructional assistant participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation, and organization of materials and equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements instructional techniques and learning activities as directed ~~by the teacher~~ by certified staff

Participates as an integral member of the remediation instructional team ~~under direction of certified staff~~

Administers such achievement and diagnostic tests as the teacher recommends for individual students

Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab

Operates and cares for equipment used in the classroom for instructional purposes

Distributes and collects materials for instruction

Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips

Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills under direction of certified staff

Performs health services, if needed, for which training will be provided

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Passing Score on the Kentucky Para-educator Assessment or 48 college hours

Demonstrated competent language skills

Successful experience working with children, individually or in groups, including ability to read and understand meanings of words and ideas associated with them and to use them effectively

Participated in program training as specified by the Kentucky Department of Education and local ~~ed~~ district

Program specific certifications/training

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated knowledge of computer operations and functions

Experience with standard office machines
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Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT PART-TIME PERMANENT(5-YEAR-OLD)
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	1A, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8202198
BARGAINING UNIT:	CLAD

SCOPE OF RESPONSIBILITIES
Under the direction of the supervising teacher or Principal, the instructional assistant participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation, and organization of materials and equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Implements instructional techniques and learning activities as directed by certified staff
Participates as an integral member of the remediation instructional team under direction of certified staff
Administers such achievement and diagnostic tests as the teacher recommends for individual students
Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab
Operates and cares for equipment used in the classroom for instructional purposes
Distributes and collects materials for instruction
Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips
Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills under direction of certified staff
Performs health services, if needed, for which training will be provided
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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Passing Score on the Kentucky Para-educator Assessment or 48 college hours
Demonstrated competent language skills
Successful experience working with children, individually or in groups, including ability to read and understand meanings of words and ideas associated with them and to use them effectively
Participated in program training as specified by the Kentucky Department of Education and local district
Program specific certifications/training

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated knowledge of computer operations and functions

Experience with standard office machines
--

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>INSTRUCTIONAL ASSISTANT PART-TIME</u> EXCEPTIONAL CHILD EDUCATION INSTRUCTIONAL ASSISTANT PART-TIME
DIVISION	<u>EXCEPTIONAL CHILD EDUCATION</u> ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8190
BARGAINING UNIT:	CLAD

SCOPE OF RESPONSIBILITIES

Recognizes that all responsibilities are basically supportive. Assists in implementing each student's individual education plan. Helps establish and maintain a pleasant, safe, and structured learning environment. Displays willingness and aptitude to work with students with disabilities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Reads, understands, and assists in implementing, recording, and monitoring student's individual education plan

Assists with the implementation, recording, and monitoring of the student's behavior management program

Assists with paperwork and record-keeping

Assists with the operation/use and maintenance of all classroom materials and equipment

Communicates effectively with students and school staff

Maintains confidentiality of student records/information

Responds appropriately in emergency situations

~~When applicable to specific categorical programs/classrooms,~~ Adheres to medical precautions when assisting with positioning, lifting, or carrying students, follows District guidelines for appropriate procedures based on the School Health Handbook when applicable to specific categorical programs/classrooms

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

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

Performs other duties assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Passing score on the Kentucky Para_educator Assessment or 48 college hours

Willingness and aptitude to work with students with disabilities

Physical ability and willingness to assist with physical needs of students such as positioning, toileting, and lifting

Willingness to attend district ECE in_service for professional growth

Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of and/or experience with individuals with disabilities
Demonstrated ability to operate and maintain appropriate machines and/or equipment
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/010/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT TEMPORARY/SUBSTITUTE
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	<u>AS NEEDED</u>
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8207
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Under the direction of the supervising teacher or Principal, the instructional assistant participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation, and organization of materials and equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements instructional techniques and learning activities as directed by the teacher

Participates as an integral member of the remediation instructional team

Administers achievement and diagnostic tests as the teacher recommends for individual students

Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab under the direction of the teacher

Operates and cares for equipment used in the classroom for instructional purposes

Distributes materials for instruction

Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips

Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills under the direction of the teacher

Performs health services, if needed, for which training will be provided

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Passing Score on the Kentucky Para-educator Assessment or 48 college hours

Demonstrated competent language skills

Successful experience working with children, individually or in groups, including ability to read and understand meanings of words and ideas associated with them and to use them effectively

Participated in program training as specified by the Kentucky Department of Education and local district

Program specific certifications/training

Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated knowledge of computer operations and functions
Experience with standard office machines
Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT TITLE I
DIVISION	ACADEMIC SCHOOL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8208
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Under the direction of the supervising teacher or ~~p~~P principal, provides reading and/or math instruction on a one-to-one basis; participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation and organization of materials and equipment, ~~and/or instructing~~. Responsible for scheduling/placement of students, maintenance of the component(s) management system, attendance records, and for consulting with teachers and parents concerning student progress.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements instructional techniques and learning activities as directed by the teacher

Organizes the tutoring station and schedules component pupils for instruction in accordance with the school's master schedule and component guidelines

Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students

Maintains management system, up to date records of attendance and performance of tutored children

Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab

Participates in staff development activities and on the job training related to Title I programs

Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills

~~Checks lab work and notebooks, corrects papers, and supervises testing and makeup work as assigned by the teacher and assists with the documentation of pupil progress on a continuous basis~~

Provides opportunity for parents to have input in the establishment and accomplishment of educational goals for their children

Informs parents of pupils' participation in the Title I component, reports pupil activities and needs to parents, and plans and assists in parental involvement activities appropriate to the programmed tutoring component

~~Duties may include p~~Perform ~~sance of~~ health services, if needed, for which training will be provided

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, 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 and driving automotive equipment.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Passing Score on the Kentucky Para-educator Assessment or 48 college hours
Program specific certifications/training
Demonstrated competent language skills
Experience working with children including ability to read and understand meanings of words
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work cooperatively with adults
Previous successful instructional experience in working with elementary or secondary children of varying backgrounds and abilities
Demonstrated knowledge of computer operations and functions
Experience with standard office machines
<u>Experience in a diverse workplace</u>

FOOTNOTE 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.



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT/LUNCHROOM OFFICE ASSISTANT
DIVISION	AS ASSIGNED <u>ACADEMIC SCHOOL</u>
SALARY SCHEDULE/GRADE:	1A, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8201
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assist an on-site director, classroom teacher, or other responsible staff member in providing a safe and quality environment for students in the classroom and in the lunchroom.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Monitors students on a one-to-one basis, in small groups or in large groups to ensure their safety

Follows procedures to safeguard the health and safety of students

Assists the on-site director, classroom teacher, or other responsible staff members in planning various activities for the students

Assists with organizing materials for conducting special training activities

Promotes positive parent and child interactions and activities

Participates in staff activities and in special training programs

~~Duties may include p~~Performsance of health services, if needed, for which training will be provided

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Experience working with children in an organized setting

Program specific certifications/training

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	EARLY CHILDHOOD INSTRUCTIONAL COACH <u>EARLY CHILDHOOD</u>
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY III</u>
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4438
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides support, assistance and advice to ~~d~~District school staffs in the area of Early Childhood.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Analyzes a variety of child level and classroom level assessment data to make decisions about professional development needs

Develops and provides professional development and training that will directly impact school readiness

Provides support and coaching of teachers that will design and implement rigorous lessons that are aligned to the standards

Provides support of teachers that will create assessments that are directly aligned to the standards

Designs and implements a plan to use multiple sources of data to intervene with students and adjust practices

Creates intentional work plans that provide equitable support for the teachers in order to increase student achievement and close the achievement gap.

Works collaboratively with ~~d~~District leadership and school leadership teams to align school initiatives with District strategies plans and initiatives.

Provides feedback to appropriate administrators and school staff on implementation and compliance with state and federal guidelines.

Provides technical assistance for staff to facilitate activities for Early Childhood students transitioning to kindergarten;

~~p~~Provides technical to teachers and other staff in the area of effective instructional and classroom management techniques

Provides technical assistance to school-based staff in the area of curriculum implementation

~~Conducts regularly scheduled classroom visitations to demonstrate effective early childhood teaching methods.~~ Develops and provides age-appropriate hands-on classroom materials for early childhood instructional staff; ~~R~~reviews teaching plans of classroom instructors

Conducts regularly scheduled classroom visitations to demonstrate effective early childhood teaching methods

~~Duties may include p~~Performances of health services; if needed for which training will be provided

Performs other duties assigned by supervisor

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

PHYSICAL DEMANDS

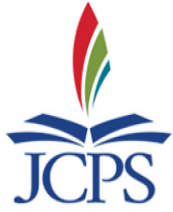
The work is performed while walking or standing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights

MINIMUM QUALIFICATIONS

Master's degree with valid Kentucky Teaching Certificate

Three (3) years <u>of</u> successful teaching experience in the area of early childhood or early primary grades
Ability to work successfully with people
Effective communication skills

DESIRABLE QUALIFICATIONS
Interdisciplinary Early Childhood Education Certification
Demonstrated ability to write distinctly and to organize data
Experience in planning, developing, and conducting in-service programs
<u>Experience in a diverse workplace</u>



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

JOB TITLE:	INSTRUCTIONAL COACH
DIVISION:	AS ASSIGNED
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	190 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4751
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides support, assistance, and advice to system-wide service center and/or school staffs in the area of assignment

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Analyzes a variety of student performance data to make decisions about professional development needs
Develops and provides professional development that will directly impact student achievement
Provides support and coaching for cohorts of teachers that will design implement rigorous lessons that are aligned to the standards
Designs and Implements a plan to use multiple sources of data to intervene with students and adjust practices
Creates intentional work plans that provide equitable support for the teachers in order to increase student achievement and close the achievement gap
Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategic plans and initiatives
Provides assistance to teachers and other staff in the area of effective instructional and class management techniques
Performs health services, if needed, for which training will be provided
<u>Completes all trainings and other compliance requirements as assignment by the designated deadline</u>
<u>Performs other duties as assigned by supervisor</u>

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

MINIMUM QUALIFICATIONS
Master's Degree with valid Kentucky Teaching Certificate
Three (3) years <u>of</u> successful teaching experience
Ability to work successfully with people
<u>Effective communication skills</u>

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



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTIONAL LEAD CAREER PATHWAYS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY III</u>
WORK YEAR:	220 Days
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8551
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Supports fellow teachers in career pathways work. Supports groups of teachers in Professional Learning Communities (PLCs) or other collegial learning groups to implement learning strategies in Career and Technical Education (CTE). Supports fellow teachers in the classroom with peer coaching, sharing pedagogical insights, and instructional strategies. Partners with community and businesses to support CTE in schools.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Collaborates with fellow teachers on planning to deliver instruction in CTE classrooms
Works with supervisor to determine CTE needs and how to spend time to address those needs
Collaborates with community and business partners to ensure strong professional learning experiences for identified schools
Researches current Career and Technical 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 CTE and to improve pedagogy in order to reduce the achievement and opportunity gaps
Works closely with other instructional leads to support deeper learning strategies that will improve fellow teachers toolkits to address achievement and opportunity gaps
Collaborates with school PLCs to analyze student work to help teachers plan next steps that will improve student learning
Works with supervisor to address any course needs or standards work that is required by the Kentucky Department of Education or other regulatory entity
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, 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
Bachelor's Degree or higher with area of major in the assigned area
Three (3) years <u>of</u> successful experience in area of assignment
Expertise in equity, inclusion and culturally responsive education
Effective communication skills

DESIRABLE QUALIFICATIONS
KY teacher certification
Master's Degree
Knowledge of CTE
Knowledge of appropriate pedagogy that will address achievement and opportunity gaps
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTIONAL LEAD
DIVISION	<u>AS ASSIGNED ACADEMIC SCHOOL</u>
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY III</u>
WORK YEAR:	220 Days
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	4753
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Supports fellow teachers in assigned curricular area. Supports groups of teachers in Professional Learning Communities (PLCs) or other collegial learning groups to implement learning strategies in assigned content area(s). Supports fellow teachers in the classroom with peer coaching, sharing pedagogical insights, and instructional strategies.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Collaborates with fellow teachers on planning to deliver instruction in assigned content area
Works with supervisor to determine curricular and instructional needs and how to spend time to address those needs
Collaborates with literacy and math partners 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 the assigned curricular areas and teacher needs to improve pedagogy that will reduce the achievement and opportunity gaps
Works closely with other instructional leads to support deeper learning strategies that will improve fellow teachers toolkits to address achievement and opportunity gaps
Collaborates with school PLCs to analyze student work to help teachers plan next steps that will improve student learning
Works with supervisor to address any course needs or standards work that is required by the Kentucky Department of Education or other regulatory entity
<u>Completes all trainings and other compliance requirements as assignment 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, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
KY teacher certification
Master's Degree or higher with area of major in the assigned curricular area
Three (3) years <u>of</u> 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>



Submitted For
Approval: 06/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>INSTRUCTOR</u> DANCE INSTRUCTOR
DIVISION	ACADEMIC <u>SCHOOL</u> SERVICES
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY</u> III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4591
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides instruction in all the areas of dance offered by the school.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Instructs students in the areas of classical, modern and jazz dance

Cooperates with staff for performances in productions

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

Performs all duties and responsibilities of a teacher in accordance with Jefferson County Board of Education policies

Develops dance curriculum

Coordinates with dance faculty all aspects of the after school dance program, touring ensemble and the summer dance workshop

Maintains an advisor/advisee relationship with students in cooperation with the school counselor

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

MINIMUM QUALIFICATIONS

Bachelor's degree and Kentucky teacher certification

Three (3) years of successful dance instruction

Teaching experience in classical, modern and jazz dance

Ability to maintain and provide leadership in after school hour rehearsal schedules

Effective communication skills

DESIRABLE QUALIFICATIONS

Professional dance experience

Knowledge of the unique contributions of ethnic dance to the world of dance

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTOR I ADULT EDUCATION INSTRUCTOR I PART-TIME TEMPORARY
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	ADULT ED HOURLY SALARY RATE
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8162
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Assists in the implementation of the Adult and Continuing Education Program by providing instruction to all persons, age 16 or over; provides comprehensive evaluation and instructional program to meet the needs of the students; plans and coordinates classroom program in compliance with federal, state and local directives; and explains purpose of specific program to interested persons.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Uses ~~ing~~ state and federal directives, and plans a program of work to meet the needs and interests of the persons enrolled

Conducts the program by providing instruction, counseling and learning experiences to assist students in reaching their desired goals or objectives

Assists students in their personal endeavors to improve their educational levels and standards of living

Maintains frequent contacts with students while away from the classroom to provide assistance in their learning experiences

Provides continuous evaluation of student's achievement in the program

Promotes program, interprets purpose of program to potential students/clients and interested persons in the community

Maintains records and reports on programs

Interprets the program to civic groups, organizations and community

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 or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, 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 exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and demonstrated technical knowledge and specialized expertise for the classes where Kentucky State Certification is not required

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated successful classroom teaching experiences

Demonstrated successful experience in working with adults

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTOR I BILINGUAL ASSOCIATE INSTRUCTOR I
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8186
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists teachers in fulfilling the goals of the second language program by providing the appropriate language instruction to the students assigned to such classes. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides appropriate language instruction to students under the supervision of the certified classroom teacher

Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program

Assists teachers in communications with parents of students assigned to the second language classes

Assists teachers in maintaining and reporting student progress

Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement

Plans and implements parent and child interactions and activities

Maintains accurate records on the program and provides data to appropriate personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Complies with policies, rules and regulations of the ~~School~~-District and of any state and/or federal regulatory agency where 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 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

Associate Degree or approved equivalent training (64 college semester hours) and experience

One year successful experience in related field

Demonstrated proficiency in two (2) languages, English and the appropriate language

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system

Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
Experience in teaching multi-age group
<u>Experience in a diverse workplace</u>
FOOTNOTE 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.



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTOR I
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8144
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children; including home visitation and instruction. Works under the direction of certified staff member.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible participants under the supervision of classroom teacher where appropriate

Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement under the direction of a certified staff member

Plans and implements parent and child interactions and activities

Provides and/or arranges adult supports, activities and sessions

Plans and implements a parent involvement program which includes home visitation as appropriate

Promotes program, interprets purpose of program to potential clients and interested persons in the community

Maintains accurate records on the program and provides data to appropriate personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Complies with policies, rules, and regulations of the School District and of any state and/or federal regulatory agency where appropriate

~~Duties may include p~~Performance of health services, if needed, for which training will be provided

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 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

High School Diploma or G.E.D.

Passing Score on the Kentucky Para-educator Assessment or 48 college hours

Successful ~~teaching~~ experience with children

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Program specific certifications/training

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in teaching multi-age group
Experience in teaching preschool and/or adult education
<u>Experience in a diverse workplace</u>



Submitted For
 Approval: 6/11/
5/14/2019
 Effective: 7/1/2019

JOB TITLE:	INSTRUCTOR II ADULT EDUCATION PART TIME TEMPORARY
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	ADULT ED HOURLY SALARY RATE
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8163
BARGAINING UNIT:	SUBW

SCOPE OF RESPONSIBILITIES

Assists in the implementation of the Adult and Continuing Education Program by providing instruction to all persons, age 16 or over; provides comprehensive evaluation and instructional program to meet the needs of the students; plans and coordinates classroom programs in compliance with federal, state and local directives; and explains purpose of specific program to interested persons.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Using local, state and federal directives, plans a program of work to meet the needs and interests of the persons enrolled

Conducts the program by providing instruction, counseling and learning experiences to assist participants in reaching their desired goals or objectives

Utilizes computerized instruction wherever possible

Assists participant to improve their educational levels and standards of living

Maintains frequent contacts with participants while away from the classroom to provide assistance in their learning experiences

Provides continuous evaluation of participant's achievement in the program

Promotes program and interprets purpose of program for potential participants/clients and interested persons in the community

Maintains records and reports on programs

Becomes familiar with and works toward meeting annual program goals

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 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

Associate's Degree or approved equivalent training, or 64 college semester hours and experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky Teacher Certification

Master's Degree

Demonstrated successful classroom teaching experiences
Demonstrated successful experience in working with adults
<u>Experience in a diverse work place</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTOR II ADULT EDUCATION INSTRUCTOR II
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	ADULT ED HOURLY SALARY RATE
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8160
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES

Assists in the implementation of the Adult and Continuing Education Program by providing instruction to all persons, age 16 or over; provides comprehensive evaluation and instructional program to meet the needs of the students; plans and coordinates classroom programs in compliance with federal, state and local directives; and explains purpose of specific program to interested persons.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Uses ~~ing~~ local, state and federal directives, and plans a program of work to meet the needs and interests of the persons enrolled

Conducts the program by providing instruction, counseling and learning experiences to assist participants in reaching their desired goals or objectives

Utilizes computerized instruction wherever possible

Assists participant to improve their educational levels and standards of living

Maintains frequent contacts with participants while away from the classroom to provide assistance in their learning experiences

Provides continuous evaluation of participant's achievement in the program

Promotes program and interprets purpose of program for potential participants/clients and interested persons in the community

Maintains records and reports on programs

Becomes familiar with and works toward meeting annual program goals

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 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

~~Bachelor's Degree~~ Associate's Degree or approved equivalent training, or 64 college semester hours and experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky Teacher Certification

Master's Degree

Demonstrated successful classroom teaching experiences

Demonstrated successful experience in working with adults

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>INSTRUCTOR II</u> BILINGUAL ASSOCIATE INSTRUCTOR II
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8150
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists teachers in fulfilling the goals of the second language program by providing the appropriate language instruction to the students assigned to such classes. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides appropriate language instruction to students under the supervision of the certified classroom teacher
Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program
Assists teachers in communications with parents of students assigned to the second language classes
Assists teachers in maintaining and reporting student progress
Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement
Plans and implements parent and child interactions and activities
Maintains accurate records on the program and provides data to appropriate personnel
Plans regularly with staff and participates in appropriate school meetings and activities
Complies with policies, rules and regulations of the School -District and of any state and/or federal regulatory agency where appropriate
<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 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

Associate Degree or approved equivalent training (64 college semester hours) and experience
One year <u>of</u> successful experience <u>in related field</u>
Demonstrated proficiency in two (2) languages, English and the appropriate language
Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system
Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree

Experience in teaching multi-age group

Experience in a diverse workplace



REVISED:

07/12/2010

Submitted For

Approval:

6/115/14/2019

Effective: 7/1/2019

JOB TITLE:	<u>INSTRUCTOR II</u> BILINGUAL ASSOCIATE <u>PART TIME INSTRUCTOR II</u>
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	815 <u>80</u>
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists teachers in fulfilling the goals of the second language program by providing the appropriate language instruction to the students assigned to such classes. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides appropriate language instruction to students under the supervision of the certified classroom teacher

Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program

Assists teachers in communications with parents of students assigned to the second language classes

Assists teachers in maintaining and reporting student progress

Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement

Plans and implements parent and child interactions and activities

Maintains accurate records on the program and provides data to appropriate personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Complies with policies, rules and regulations of the ~~School~~-District and of any state and/or federal regulatory agency where 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 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

Associate Degree or approved equivalent training (64 college semester hours) and experience

One year successful experience in related field

Demonstrated proficiency in two (2) languages, English and the appropriate language

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system

Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
Experience in teaching multi-age group
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTOR II EARLY CHILDHOOD INSTRUCTOR II
DIVISION	ACADEMIC SCHOOL DISTRICTWIDE INSTRUCTIONAL PROGRAMS
SALARY SCHEDULE/GRADE:	IA/GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8154
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Implements an educational program for preprimary students by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible preprimary students under the supervision of the designated supervisor and the ~~Early Childhood~~ Resource Teacher Early Childhood

Implements procedures for assessing, recording, and reporting student progress

Maintains daily attendance records for students in compliance with ~~d~~District, state, and federal procedures and contacts parents if a student's participation in the program is irregular

Plans and implements a parent involvement program which includes volunteers, parent/child activities, transition activities, and home visitations as required by state and federal guidelines-

Maintains accurate records on the program and provides data to appropriate program personnel

Plans regularly with staff and participates in appropriate school meetings and activities;- ~~P~~p participates in professional developments required by local state and federal mandates

Complies with policies, rules, and regulations of the School District and of any state and/or federal regulatory agency where appropriate

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

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided. ~~Performs other duties as assigned by the principal/designated supervisor~~

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This 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

One year of successful experience working in an Early Childhood educational setting

Child Development Associate (CDA) or Associate Degree of General Studies Early Childhood

Experience in working with children with special needs and their parents, multi-cultural ethnic backgrounds

Program specific certifications/training

High School Diploma or G.E.D.

Passing score on the Kentucky Para-educator Assessment or 48 college hours

All required training will be complete within 90 days of employment including the required bus monitor training
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in teaching multi-age groups with students under the age of five
Understanding of developmentally appropriate practices for pre-primary students
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTOR II
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8156
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children; including home visitation and instruction. Works under the direction of a certified staff member.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible participants under the supervision of classroom teacher where appropriate

Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement under the direction of a certified staff member.

Plans and implements parent and child interactions and activities

Provides and/or arranges adult supports, activities and sessions

Plans and implements a parent involvement program which includes home visitation as appropriate

Promotes program, interprets purpose of program to potential clients and interested persons in the community

Maintains accurate records on the program and provides data to appropriate personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Complies with policies, rules, and regulations of the ~~School~~ District and of any state and/or federal regulatory agency where appropriate

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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 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

Associate Degree or approved equivalent training (64 college semester hours) and experience

One (1) year of successful ~~teaching~~ experience with children

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Program specific certifications/training

Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree or approved equivalent training and experience
Experience in teaching multi-age group
Experience in teaching preschool and/or adult education
<u>Experience in a diverse workplace</u>



NEW:

07/12/2010

Submitted For

Approval:

6/115/14/2019

Effective: 7/1/2019

JOB TITLE:	INSTRUCTOR II <u>PART-TIME</u>
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	815 <u>86</u>
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children; including home visitation and instruction -under the direction of a certified staff member.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible participants under the supervision of classroom teacher where appropriate

Provides ~~instruction, counseling,~~ appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement under the supervision of a certified staff member.

Plans and implements parent and child interactions and activities

Provides and/or arranges adult supports, activities and sessions

Plans and implements a parent involvement program which includes home visitation as appropriate

Promotes program, interprets purpose of program to potential clients and interested persons in the community

Maintains accurate records on the program and provides data to appropriate personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Complies with policies, rules, and regulations of the ~~s~~School District and of any state and/or federal regulatory agency where appropriate

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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 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

Associate Degree or approved equivalent training (64 college semester hours) and experience

One (1) year of successful ~~teaching~~ experience with children

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Program specific certifications/training

Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree or approved equivalent training and experience
Experience in teaching multi-age group
Experience in teaching preschool and/or adult education
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTOR III BILINGUAL ASSOCIATE INSTRUCTOR III
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8166
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists teachers in fulfilling the goals of the second language program by providing the appropriate language instruction to the students assigned to such classes. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides appropriate language instruction to students under the supervision of the certified classroom teacher
Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program
Assists teachers in communications with parents of students assigned to the second language classes
Assists teachers in maintaining and reporting student progress
Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement
Plans and implements parent and child interactions and activities
Maintains accurate records on the program and provides data to appropriate personnel
Plans regularly with staff and participates in appropriate school meetings and activities
Complies with policies, rules and regulations of the School -District and of any state and/or federal regulatory agency where appropriate
<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 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

Bachelor's Degree
Three years <u>of</u> successful experience <u>in related field</u>
Demonstrated proficiency in two (2) languages, English and the appropriate language
Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree
Experience in teaching multi-age group
<u>Experience in a diverse workplace</u>

FOOTNOTE 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.



07/12/2004

Submitted For

Approval:

6/115/14/2019

Effective: 7/1/2019

JOB TITLE:	INSTRUCTOR III BILINGUAL ASSOCIATE PART-TIME INSTRUCTOR III
DIVISION	AS ASSIGNED ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	816 4 6
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists teachers in fulfilling the goals of the second language program by providing the appropriate language instruction to the students assigned to such classes. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides appropriate language instruction to students under the supervision of the certified classroom teacher

Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program

Assists teachers in communications with parents of students assigned to the second language classes

Assists teachers in maintaining and reporting student progress

Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement

Plans and implements parent and child interactions and activities

Maintains accurate records on the program and provides data to appropriate personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Complies with policies, rules and regulations of the ~~School~~-District and of any state and/or federal regulatory agency where 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 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

Bachelor's Degree

Three years successful experience in related field

Demonstrated proficiency in two (2) languages, English and the appropriate language

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's degree

Experience in teaching multi-age group

Experience in a diverse workplace

FOOTNOTE~~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.



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTOR III EARLY CHILDHOOD INSTRUCTOR III
DIVISION	ACADEMIC SCHOOL SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 8
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8322
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Implements an educational program for preprimary students by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible preprimary students under the supervision of the designated supervisor and the ~~Early Childhood R~~-resource T-teacher ~~Early Childhood~~

Implements procedures for assessing, recording and reporting student progress

Maintains daily attendance records for students in compliance with ~~district~~ District, state and federal procedures and contacts parents if a student's participation in the program is irregular

Plans and implements a parent involvement program which includes volunteers, parent/child activities, transition activities and home visitations as required by state and federal guidelines

Maintains accurate records on the program and provides data to appropriate program personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Participates in professional development as required by ~~local~~ state and federal mandates

Complies with policies, rules and regulations of the School ~~District~~ District and of any state and/or federal regulatory agency where appropriate

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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

Performs other duties as assigned by the ~~designated~~-supervisor-

PHYSICAL DEMANDS

This 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

One year of successful experience working in an Early Childhood educational setting

Bachelor's degree in Child and Family Studies

Experience in working with children and parents with special needs, multi-cultural-ethnic backgrounds

Program specific certifications/training

All required training will be complete within 90 days of employment including the required bus monitor training

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in teaching multi-age groups with students under the age of five
Understanding of developmentally appropriate practices for pre-primary students
<u>Experience in a diverse workplace</u>



JOB TITLE:	INSTRUCTOR III
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8170
BARGAINING UNIT:	CLAR

Submitted For

Approval:

6/1154/1423/2019

Effective: 7/1/2019

SCOPE OF RESPONSIBILITIES

Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children; including home visitation and instruction. Works under the direction of a certified staff member.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible participants under the supervision of classroom teacher where appropriate

Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement under the direction of a certified staff member

Plans and implements parent and child interactions and activities

Provides and/or arranges adult supports, activities and sessions

Plans and implements a parent involvement program which includes home visitation as appropriate

Promotes program, interprets purpose of program to potential clients and interested persons in the community

Maintains accurate records on the program and provides data to appropriate personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Complies with policies, rules and regulations of the ~~School~~-District and of any state and/or federal regulatory agency where appropriate

Performs health services, if needed, for which training will be provided

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 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

Bachelor's Degree

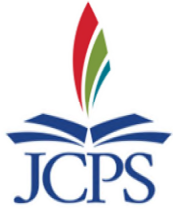
Three (3) years of successful experience with children

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Program specific certifications/training

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in teaching multi-age group
Experience in teaching preschool and/or adult education
Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTOR III PART-TIME PERMANENT
DIVISION:	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8172
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Assists in the implementation of education programs by providing comprehensive assessment, evaluations, and instruction to meet the needs of parents and children; including home visitation and instruction under the direction of certified staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Implements a comprehensive education program for eligible participants under the supervision of classroom teacher where appropriate
Provides instruction, counseling, appropriate learning material and experiences for the participants and provides notes of students' progress and achievement
Plans and implements parent and child interactions and activities
Provides and/or arranges adult supports, activities and sessions
Promotes program, interprets purpose of program to potential clients and interested persons in the community
Maintains accurate records on the program and provides data to appropriate personnel
Plans regularly with staff and participates in appropriate school meetings and activities
Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate
Performs health services, if needed, for which training will be provided
<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. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years <u>of</u> successful teaching experience
Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
Program specific certifications/training
<u>Effective communication skills</u>

DESIRABLE QUALIFICATIONS
Experience in teaching multi-age group
Experience in teaching preschool and/or adult education
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>INSTRUCTOR</u> ORCHESTRA INSTRUCTOR
DIVISION	ACADEMIC <u>SCHOOL</u> SERVICES
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY</u> III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4594
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides instruction in all areas of the orchestra offered by the Youth Performing Arts School.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs duties and responsibilities of a teacher in accordance with Board policy and administrative regulations

Develops Youth Performing Arts School's orchestra curriculum goals and establishes objectives

Provides co-curricular experiences for the orchestra students in touring opportunities, school and public concerts, and school musical productions

Maintains an advisor/advisee relationship with students in cooperation with the school counselor

~~Duties may include performance of~~ health services, if needed, for which training will be provided

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 the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's Degree and Kentucky teacher certification

String instrument as major performing area during undergraduate or graduate studies

Experience and preparation required by the Jefferson County Board of Education

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky certification in high school music

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTOR ORIENTATION AND MOBILITY INSTRUCTOR
DIVISION	AS ASSIGNED ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8132
BARGAINING UNIT:	CLA1

SCOPE OF RESPONSIBILITIES

Plans, organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students and secures and maintains school property and materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assures compliance with established state and federal laws, regulations, policies, and procedures

Complies with evaluation standards and determines eligibility for services based on state and federal requirements

~~Effectively e~~Communicates effectively test results, diagnosis and proposed service plans to the Admissions and Release Committee

Plans and employs instructional/service methods and materials that are appropriate for meeting each student's goals and objectives in basic and advanced orientation and mobility skills including but not limited to ~~canene~~, bus, residential, and downtown travel skills, etc.

Prepares written evaluations and maintains records which clearly and succinctly document services provided, student progress and dismiss from services as recommended to the Admissions and Release Committee

Maintains and submits accurate and complete records for Medicaid billing

Participates in the multidisciplinary team process for evaluation, eligibility issues, Individual Education Plan (IEP) development, consultation services and service delivery models

Communicates with students who have visual disabilities, their families, caregivers, and other service providers relative to orientation and mobility issues to specific student progress

Assists in development of classroom activities to meet the student's independent travel needs

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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

Bachelor's degree in a related field with Association for the Education and Rehabilitation certification in Orientation and Mobility for the blind and visually impaired

Valid Driver's License

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTOR PIANO
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4595
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides instruction in all the areas of piano offered by the Youth Performing Arts School.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs all duties and responsibilities of a teacher in accordance with Jefferson County Board of Education policies

Instructs students in the areas of piano

Develops piano curriculum

Cooperates with staff for performances in the arts complex

Maintains an advisor/advisee relationship with students in cooperation with the school counselor

Performs health services, if needed, for which training will be provided

Performs duties and responsibilities of a teacher in accordance with Jefferson County Board of Education policies

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, 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.

MINIMUM QUALIFICATIONS

Bachelor's Degree and Kentucky teacher certification

Three (3) years of successful piano instruction

Teaching experience in classical, modern and other piano styles

Ability to maintain and provide leadership in after school hour rehearsal schedules

Effective communication skills

DESIRABLE QUALIFICATIONS

Professional piano experience

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INSTRUCTOR VOICE, DICTION AND DIALECT
DIVISION	ACADEMIC SCHOOL SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4593
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Plans, organizes and delivers a program on instruction based on approved curriculum for vocal technique, diction, and dialects. Will work with acting, music and other performing groups in areas of vocal analysis, training, correction, projection, pronunciation, corrective training and all aspects of voice for the performing artist. Will maintain reports, supervise students, direct plays, scenes or revues. Secures and maintains school property while working cooperatively with other artist/teachers involved in the YPAS Program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs all duties and responsibilities of a teacher in accordance with Jefferson County Board of Education policies

~~Will~~ Employs and ~~teach~~ es the Skinner technique, the International Phonetic Alphabet, Lessac technique, Shakespearean text, Musical comedy including English Music Hall plus a wide variety of dialects

~~Must be familiar with and able to~~ Knows and ~~teach~~ es all major areas of acting technique and styles, e.g. Stanislavsky, modern realism, Shakespeare, Greek, Spolin, Hagen, Restoration, and audition technique

Assists certified teaching staff in directing and vocal coaching for each production

Assists Theater and Music Departments in regular classroom instruction and in identification and corrective prescription for students with vocal problems

~~Able to~~ supervises and participates in frequent night activities related to school program

~~Able to~~ relates well and communicates effectively with high school age students in a setting conducive to the development of talent

~~Duties may include~~ performsance of health services, if needed, for which training will be provided

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

MINIMUM QUALIFICATIONS

Bachelor's ~~D~~egree in Theater with emphasis (at least 24 college hours) of training in voice and diction and Kentucky teacher certification

Professional background in theater certified as Equity, SAG or AFTRA

Working knowledge of all aspects of theater production, including state of the art equipment and all major areas of acting technique and styles

Successful experience using the Skinner technique, the International Phonetic Alphabet and the Lessac technique

Effective communication skills

DESIRABLE QUALIFICATIONS	
	Master's d Degree or equivalent professional experience preferred
	Recent professional experience in modern theater setting
	Excellent writing skills
	<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INTERPRETER EDUCATIONAL INTERPRETER
DIVISION	ACADEMIC SCHOOL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8298
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Interprets and/or transliterates English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include but are not limited to American Sign Language, English-based sign language, cued speech, and/or oral transliterating. As a member of the educational team, works closely with teachers responsible for the student's educational program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Uses recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors

Attends classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities

Interprets at meetings, conferences, appointments, field trips, assemblies, and other educational activities

Utilizes planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors

Prepares for demanding course material as necessary for successful interpreting and/or transliterating

Serves as a professional member of the education team in the appropriate Admissions and Release Committee process

Participates in professional development as relevant to the interpreting experience

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, 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 and driving automotive equipment.

MINIMUM QUALIFICATIONS

High School Diploma or G. E. D.

Temporary license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

Continuing Education Requirements

One year (1) of experience interpreting in an education setting or working in the deaf community with supporting documentation or graduation from an Interpreter Training Program

Effective communication skills

DESIRABLE QUALIFICATIONS

Associate Degree or two (2) years of post-secondary education (interpreter training program preferred) or approved equivalent

Member in professional interpreter and/or other organizations relating to deafness

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INTERPRETER II EDUCATIONAL INTERPRETER II
DIVISION	ACADEMIC SCHOOL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8272
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Interprets and/or transliterates English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include but are not limited to American Sign Language, English-based sign language, cued speech, and/or oral transliterating. As a member of the educational team, works closely with teachers responsible for the student's educational program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Uses recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors

Attends classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities

Interprets at meetings, conferences, appointments, field trips, assemblies, and other educational activities

Utilizes planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors

Prepares for demanding course material as necessary for successful interpreting and/or transliterating

Serves as a professional member of the education team in the appropriate Admissions and Release Committee process

Participates in professional development as relevant to the interpreting experience

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 and driving automotive equipment.

MINIMUM QUALIFICATIONS

High School Diploma or G. E. D.

Full license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

Continuing education requirements

One (1) of year experience interpreting in an education setting or working in the deaf community with supporting documentation or graduation from an Interpreter Training Program

Meets current national certification requirements for sign language interpreting

Effective communication skills

DESIRABLE QUALIFICATIONS
Associate Degree or two (2) years of post-secondary education (interpreter training program preferred) or approved equivalent
Member in professional interpreter and/or other organizations relating to deafness
Previous experience in educational interpreting
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INTERPRETER III EDUCATIONAL INTERPRETER III
DIVISION	ACADEMIC SCHOOL SERVICES
SALARY SCHEDULE/GRADE:	<u>1A, GRADE 10</u>
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8300
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Interprets and/or transliterates English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include, but are not limited to American Sign Language, English-based sign language, cued speech, and/or oral transliterating. As a member of the educational team, works closely with teachers responsible for the student's educational program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Uses recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors

Attends classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities

Interprets at meetings, conferences, appointments, field trips, assemblies, and other educational activities

Utilizes planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors

Prepares for demanding course material as necessary for successful interpreting and/or transliterating

Serves as a professional member of the education team in the appropriate Admissions and Release Committee process

Participates in professional development as relevant to the interpreting experience

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, 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 and driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree in interpreting, education or related field

Two (2) ~~year's experience~~ years of experience interpreting in an educational setting or related field with supporting documentation

Full license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

~~Effective communication skills~~

DESIRABLE QUALIFICATIONS

Member in professional interpreter and/or other organizations relating to deafness

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	COMPLIANCE INVESTIGATOR COMPLIANCE
DIVISION	GENERAL COUNSEL DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	1A, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8750
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

~~Conducts~~Coordinates the investigation activities of the ~~De~~district involving student and staff misconduct allegations, ~~with local courts and police agencies.~~ Maintains contact with students, parents, police, court workers, social workers and local school staffs. Exercises no direct supervision over other positions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts investigations following reports of incidents involving certified and classified ~~De~~district personnel, substitutes, temporary employees, students, volunteers, athletic violations and other individuals or incidents as appropriate

Prepares in-depth confidential written reports

Collaborates with the Director of Compliance and Investigations to investigate complaints of discrimination and to prepare a written analysis of findings

Investigates student and/or employee misconduct as assigned

Assists external investigative agencies such as Child Protective Services (CPS), Crimes Against Children Unit (CACU), Kentucky Department of Education (KDE) and local law enforcement agencies and other social services or governmental entities

Participates in arbitration, tribunals, and other administrative/legal hearings as necessary

Conducts subject matter compliance and investigations training for ~~De~~district personnel and students

Establishes and maintains a working relationship with ~~De~~district administrators, external investigative entities, parents/guardians and other internal and external customers

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, 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, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

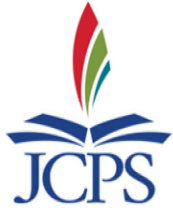
One (1) year of experience investigating employee and/or student incidents

Proficient written and oral communication skills

Effective human relations skills

Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
General knowledge of Kentucky education statutes
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>RISK-INVESTIGATOR RISK</u>
DIVISION:	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8074
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Under the direction of the Director of Internal Audit, evaluates, performs and coordinates investigations from any and all sources regarding any matter related to the organization. Supports the work of the department by helping with audits or other investigative work as necessary. Works closely with the audit team to support the work of other departments. Assists in the organization of the work of the anonymous hotline.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans, organizes, performs investigative activities (e.g. safety, staff misconduct, fraud, physical abuse/neglect, etc.)
Conducts interviews, reviews documents, composes summary memos and prepares working papers
Communicates the results of investigation activities
Performs investigations of individuals or functions within the organization as determined with supervisor
Follows up on investigations to ensure satisfactory implementation of needed corrective action
Assists in the administration of the anonymous hotline for staff and citizen complaints
Collaborates with internal partners when appropriate (e.g., Compliance, Security, etc.)
Collaborates with external partners on investigations when appropriate (e.g., police, Child Protective Services, etc.)
Works with team to support audit functions when necessary
Works with supervisor to create and implement a risk-based plan to monitor <u>D</u> istrict compliance with federal and state regulations
<u>Completes all trainings and other compliance requirements as assigned and by the designated deadline</u>
Performs all other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
Bachelor's degree from an accredited university
Certification as a Fraud Examiner (CFE) or three (3) years equivalent workplace experience
Three (3) years <u>of</u> experience in planning, organizing and performing investigations
Proficient written and oral communication skills
Effective active listening skills
Knowledge and exemplary use of web-based communication tools
Knowledge of professional development and training
<u>Effective communication skills</u>

DESIRABLE QUALIFICATIONS
Skill in conflict resolution, mediation, negotiating issues and resolving problems
Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines
General knowledge of Kentucky education statutes
Certification of Risk Management Assurance
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	INVESTIGATOR SECURITY INVESTIGATOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8748
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Monitors security operations in assigned schools. Plans, organizes and conducts investigations of cases involving District students, staff, and property. Provides special security at locations where a unique event has occurred or has the potential to occur.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Evaluates and determines security needs of students, staff, and facilities during periods of elevated threats and assists in producing security plans for District facilities and develop solutions for physical and internal security situations

Acts as liaison with Law Enforcement and other emergency service agencies and the schools

Establishes and maintains a working relationship with police districts and the community around specific school sites

Responds to calls for assistance, investigates, maintains legal chain of evidence and prepares case files on crimes committed against the District, its staff, students and visitors while at school or on property owned, used or leased by the District

Prepares Kentucky Uniform Reports and compiles, analyzes, and presents statistical information as requested

Investigates staff misconduct as requested by the administration

Provides individual security services as directed by the administration

Maintains current knowledge of the Kentucky Revised Statutes and crime trends as well as current technological trends in security

Performs all other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Current commission as a Special Law Enforcement Officer or equivalent

Three (3) years of experience in security investigations

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree with emphasis in criminal justice
Training in advanced police investigative techniques including fingerprinting and photography
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	JOB TRAINER I CAREER TECHNICAL EDUCATION/EXCEPTIONAL CHILD EDUCATION JOB COACH II
DIVISION	EXCEPTIONAL CHILD EDUCATION ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	187 DAYS AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8123
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Under supervision of the program teacher, implements a comprehensive career exploration program for eligible students receiving services through the Exceptional Child Education (ECE) program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides career assessment, functional vocational evaluation, and appropriate career exploration experiences for selected students receiving services through ECE

Promotes program to local businesses and develops job sites to fit the needs and preferences of individual students being served through ECE with direction from the student's teachers and parents

Communicates consistently with program staff, businesses, teachers, parents, and vocational rehabilitation counselors

Transports students to and from job sites using appropriate modes of transportation (i.e., TARC, personal vehicle)

Promotes program, interprets purpose to potential clients and interested persons in the community

~~Duties may include p~~Performance of health services, if needed, for which training will be provided

Maintains accurate evaluation records on the program and provides data to appropriate personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Complies with policies, rules, and regulations of the District and of any state and/or federal regulatory agency where appropriate

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

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Associate degree or approved equivalent training and experience

Three (3) years of successful experience in job coaching

Certification in Community-based Instruction or equivalent community training program

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor’s degree or approved equivalent training and experience
Experience in working with community businesses to develop jobs that meet the specific needs of students with disabilities
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	JOB TRAINER II III CAREER TECHNICAL EDUCATION/EXCEPTIONAL CHILD EDUCATION JOB COACH III
DIVISION	EXCEPTIONAL CHILD EDUCATION ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD 187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8167
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Under supervision of the program teacher, implements a comprehensive career exploration program for eligible students receiving services through the Exceptional Child Education (ECE) program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides career assessment, functional vocational evaluation, and appropriate career exploration experiences for selected students receiving services through ECE

Promotes program to local businesses and develops job sites to fit the needs and preferences of individual students being served through ECE with direction from the student's teachers and parents

Communicates consistently with program staff, businesses, teachers, parents, and vocational rehabilitation counselors

Transports students to and from job sites using appropriate modes of transportation (i.e., TARC, personal vehicle)

Promotes program, interprets purpose to potential clients and interested persons in the community

~~Duties may include p~~Performance of health services, ~~if needed~~, for which training will be provided

Maintains accurate evaluation records on the program and provides data to appropriate personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Complies with policies, rules, and regulations of the District and of any state and/or federal regulatory agency where appropriate

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

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years ~~of~~ successful experience in job coaching

Certification in Community-based Instruction or equivalent community training program

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in working with community businesses to develop jobs that meet the specific needs of students with disabilities

~~Experience in a diverse workplace~~



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>LEAD ASSISTANT</u> NUTRITION SERVICES LEAD ASSISTANT
DIVISION	AS-ASSIGNED <u>ACADEMIC SCHOOLS</u>
SALARY SCHEDULE/GRADE:	IB, GRADE FS + APPROPRIATE INCREMENT
WORK YEAR:	<u>185 DAYS AS-APPROVED BY THE BOARD</u>
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8108
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Assumes responsibility for cooperating with and the completion of all assigned tasks and supervisory tasks under the direction of the supervisor. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow assistants to ensure maximum efficiency of the assigned area and total program

Prepares food using standardized recipes and completes supporting documentation as directed by the supervisor ~~and ensures that foods are held and/or served at the proper temperatures~~

~~Utilizes commodities and other prepared food products effectively~~

Assists in maintaining the highest safety, sanitation, personal appearance and hygiene standards

Assists in temperature monitoring and recording to ensure food is properly received, prepared, held, served, and cooled in accordance with the approved Hazard Analysis and Critical Control Points plan

Demonstrates proper methods of storing foods and use and care of equipment

~~Follows quality assurance and Hazard Analysis and Critical Control Points guidelines, procedures and policies; observes and records required information~~

Cleans assigned areas in order to maintain compliance with federal, state, local, and JCPS Kentucky Department of Health regulations

Maintains quality standards for the presentation and service of food in a pleasant environment

Assumes all responsibilities ~~the duties~~ of the supervisor in their absence

Performs all other duties assigned by supervisor

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

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands 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, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

~~Successful experience in quantity food preparation~~ Complete the Kentucky Department of Education Certification as a Food Service Employee within 40 days of employment

~~Jefferson County Board of Health Sanitation Certification~~

Effective communication skills

DESIRABLE QUALIFICATIONS
Participation in vocational food service courses <u>Successful food service experience</u>
Kentucky Department of Education Certification as a Food Service Employee <u>Louisville Department of Public Health and Wellness Food Safety Certification</u>
<u>Experience in a diverse workplace</u>

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



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LEAD CUSTODIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 4
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8586
BARGAINING UNIT:	CLAH

SCOPE OF RESPONSIBILITIES
Provides and oversees business-like cleaning operations for offices/buildings.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Leads the custodians in their performance of routine and assigned work
Implements approved cleaning methods, standards, and schedules
Assures efficient quality results
Provides after hours building security (setting of alarm system, lock doors windows, etc.)
Performs assigned cleaning tasks
Assists with non-routine housekeeping tasks
Recommends personnel action with regard to custodians when necessary
Implements severe cold weather procedures and performs required building checks
Performs preventative maintenance tasks
Ensures the removal of snow and weeds from sidewalks and steps
<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 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 medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
One (1) year of current experience as a custodian
Recommendation of immediate supervisor, Principal or school center head
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in leading employees
Experience as a custodian in a school environment
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LEAD MAIL SERVICE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA <u>GRADE 11</u>
WORK YEAR:	260 DAYS
FLSA STATUS:	<u>NON EXEMPT</u>
JOB CLASS CODE:	8738
BARGAINING UNIT:	<u>CLAA</u>

SCOPE OF RESPONSIBILITIES

Leads district mail distribution.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Receives, sorts and distributes mail from all school centers and system_wide office complexes

Is in charge of all operations of the Central or VanHoose mailrooms

Accounts for the use and operation of the mail metering machines used for mail going through the U.S. Postal System

Assumes responsibility for all mail and packages placed in the 'Pony' bags for delivery by the drivers to the schools and all locations in the District (C.B. Young Service Center only)

Assumes Responsibility ~~le~~ for mail distribution and pick up within the C.B. Young Service Center, or VanHoose Education Center and C.B. Young Service Center

Performs other duties assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of working experience in mailroom operation preferred

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of current postal regulations and requirements

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LEAD MAINTENANCE NUTRITION SERVICE CENTER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8364
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Participates in the installation, repair and maintenance of commercial food production, handling, storage, packaging, and related equipment, appliances and building systems in the Nutrition Service Center and school sites. Works with, monitors, and trains with vendors performing contract services. Leads maintenance personnel to ensure efficient work flow and high level of performance for facilities and equipment within this area of responsibility. Consults with manager to establish procedures, priorities and processes. Prepares reports, maintains records and controls cost of preventative maintenance and parts inventory.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and maintains appropriate routine programs of lubrication, testing, and preventative maintenance

~~In-c~~Cooperation with other key personnel schedules and coordinates contract maintenance and repairs on service equipment

Employs proper procedures and tools used in pipe fitting, electrical work, electronic controls, plumbing, heating, refrigeration, hydraulics, pneumatics and digital controls as relates to the maintenance of the Nutrition Service Center equipment and building

Analyzes, interprets, and applies complex technical manuals, schematic diagrams, blueprints, plans, specifications, and instructions as relates to the full line maintenance of the Nutrition Service Center

Reads and interprets electrical, pressure, or vacuum gauges, meters, and other recording devices and adjusts controls to ensure efficient operation and/or data recording

~~Responsible~~Assumes responsibilities for operation of a heating, ventilation, refrigeration systems including low-pressure boilers, chillers, conveyor systems, and steam pressure vessels; Tests, inspects, and observes functioning of all installed equipment and systems to detect hazards or requirements for adjustments, repair or replacement

Maintains a Hazard Analysis and Critical Control Points environment

Trains assigned staff in the appropriate techniques to perform maintenance, testing, and repair of all Nutritional Service Center equipment and systems

Maintains emergency power systems and develops policies and procedures with supervisor for operations during emergency conditions. Maintains equipment and systems operation and maintenance manuals for all Nutrition Service Center

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

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

DESIRABLE QUALIFICATIONS
Master electrical or plumbing license
Leadership experience
Experience working in a Hazard Analysis and critical control points environment, valid Universal Certification for refrigerants removal, recycling and purchasing
Refrigerants removal, recycling, and purchasing
Valid Kentucky HVAC Journeyman's license
<u>Experience in a diverse workplace</u>

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



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LEAD PAINTER/GLAZIER WORKER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	<u>IB / GRADE 8</u>
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8418
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Leads and coordinates the operation of the paint projects shop. Schedules the work of the shop; performs tasks required to paint and/or glaze.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Leads, plans, assigns, inspects and participates in the work of the paint projects shop
Coordinates and directs the work of employees assigned to the paint projects shop
Trains assigned employees
Inspects work in progress to see that proper methods are being followed and standards maintained
Assures safety of the workers and safety precautions are observed in and around the work site
Implements work schedules and inspects completed work
Confer with foreman and supervisors of other departments to coordinate flow of materials and products
Performs skilled work in application of paint, varnish, stain, enamel, lacquer and epoxy; smooths surfaces, fills holes, cracks, and joint surfaces; removes old paint and prepares surfaces for painting
Cuts and installs all types of glass and plastic; grounds and bevels edges of glass; cuts and installs aluminum windows and doors and side light framing
<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 performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years of working experience in painting/glazier work
Valid driver's license
Ability to climb and work from high places on all types of scaffolds and ladders
Effective communication skills

DESIRABLE QUALIFICATIONS
Leadership experience
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>LEAD PERSON</u> WAREHOUSE LEAD PERSON
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8842
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Provides leadership and supervision to drivers and warehouse workers; insures efficient flow of materials to schools, office and maintenance units including mail, government food commodities, films, instructional materials and maintenance supplies, etc.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Processes computer reports, through the use of a computer data terminal, that are needed to fill, ship and maintain inventory of warehoused materials

Provides supervision and direction to warehouse personnel in filling, shipping, stocking and inventorying warehoused supplies and government food commodities

Assists in making driver and warehouse personnel assignments

Assists the materials information supervisor in training supply services personnel

Assists the materials information supervisor in processing and correcting any computerized information, and reports any variation of same in a timely manner

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, 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 medium weights. The work requires 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.

Two (2) years supervisory experience in warehousing

Training in computerized inventory systems

Knowledge of CRT operation

Possesses valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of computer programs and materials handling procedures

Previous experience in all phases of warehouse operations

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LEAD PSYCHOLOGIST
DIVISION	<u>EXCEPTIONAL CHILD EDUCATION ACADEMIC SERVICES</u>
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4131
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a project, program or activity routinely affecting more than one major unit or department; involves diversified but generally standardized choice of action defined by a wide range of established rules and procedures; decisions routinely and generally have short-term impact; contact outside the unit requires judgment to modify conditions and resolve misunderstandings; refers unusual matters to supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and management for psychological services and the ECE assessment process ~~Provides leadership to coordination of a project, program or activity and evaluates staff as assigned~~

Ensures all evaluations are completed within state mandated timelines ~~Develops, establishes or administers project, program or activity~~

Provides leadership in managing the December 1 Child Count and Child Find activities ~~Serves as liaison with other units, departments or outside agencies as required~~

Provides consultation to schools and departments on ECE issues ~~Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned~~

Provides leadership and consultation to district mental health supports and crisis response

Collaborates with community work groups regarding mental health and psychological services

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

Provides training for staff on ECE issues ~~Prepares, delivers or assists with training opportunities as appropriate~~

Assists in preparation for Due Process proceedings

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 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

Master's Degree with Kentucky Certification for School Psychologist
Three (3) years <u>of</u> psychoeducational consultation and assessment
Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky Certification for School Psychologist and Administration or Supervision <u>(Principal Certification)</u>
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LEAD TECHNICIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8368
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Assists the supervisor in planning, organizing and coordinating assigned maintenance activities. Performs maintenance of all steam, hot and chilled water piping, re-tubing boilers, steam kettles and variable pitch fans for all cost centers in the school district.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists supervisor in planning, organizing and scheduling HVAC activities

Provides direction and guidance while performing maintenance assignments

Assures safety precautions are observed in and around work area and that all HVAC equipment is operating in an efficient and safe manner

Maintains all pressure vessels (water heaters and boilers) and associated piping and controls

Maintains, repairs and replaces gas, gas/oil or oil fired burners

Maintains, repairs and replaces all electrical/electronic components of heating and air conditioning systems

Maintains, repairs and replaces all chillers and associated piping and controls

Maintains, repairs and replaces all rooftop, central air conditioning units, heat pumps and window type units

Maintains accurate work orders reflecting time and materials used, as well as ensuring accuracy of technicians' work orders

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, 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 training

Five (5) years of experience as a welder or pipe fitter

Valid Kentucky HVAC Master Contractor and Journeyman HVAC Mechanic Licenses

Refrigerant handling certification

Complete and thorough understanding of mechanical systems

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience with centrifugal refrigerant machines
--

Knowledge of state and local heating codes
--

State Boilers license

<u>Experience in a diverse workplace</u>
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Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LEAD WORKER HOUSEKEEPING SERVICE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8591
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Uses his acquired knowledge and job experience to expedite the best possible use of personnel, equipment, and time available to execute work as directed

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans and executes the operation of electrical equipment repair shop to provide repair and preventive maintenance for housekeeping equipment
Plans and executes mobile repair operation for on-site onsite repair of housekeeping equipment
Plans and executes the cleaning of bus compound buildings
Plans and executes the safe provision of scaffolds and hydraulic lifts for use in maintaining lighting in gymnasiums, cafeterias, and stairwells
Plans and executes work in providing and operating snow blowers for snow removal
Plans and executes emergency water flooding pick up
Plans and executes work in providing soot-a-matic soot-a-matic boiler cleaning equipment
<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 performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years <u>of</u> experience in grounds maintenance
Knowledge of all phases of grounds maintenance work
Ability to operate all grounds shop equipment
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to assign and perform special jobs
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LEAD WORKER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8792
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable of participating in a continuing educational development program in upgrading technical skills. Trains other mechanics and works as lead mechanic.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule

Evaluates and/or diagnoses repairs and progress of repairs at intervals during the work period

Makes necessary checks to stockroom to procure parts and information on parts

Trains mechanics on preventive maintenance inspections, vehicle records, and proper work procedures

Works as a mechanic and with mechanics to evaluate, train and motivate them

Maintains vehicle records

Dispatches mechanics on service runs

Analyzes combustible engine failure by using electronic testing equipment

Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety

Supervises the garage in the absence of the foreman

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 or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires 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.

Working knowledge of buses, trucks, and cars

Three (3) years of previous experience as Mechanic "A" or top mechanic rank

Pass the Bennett Mechanical Comprehension Test

Must have a valid Commercial Driver's License (CDL)

Master Automotive Service Excellence certification

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of applicable school system policies and procedures

Ability to analyze combustible engine failure by using electronic test equipment
--

Working knowledge of both gasoline and diesel engines

Ability to work with people in a positive manner
--

<u>Experience in a diverse workplace</u>
--



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LIAISON BILINGUAL COMMUNITY BILINGUAL LIAISON
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	41 A, Grade 7
WORK YEAR:	220 Days
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	8247
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Serves as a JCPS/ESL Liaison for local Refugee Resettlement Agencies as well as for the School and Community Nutrition Services. Assists ELL students and families with school enrollment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Builds/~~u~~Updates Households in Infinite Campus and creates initial PSPs (Program Service Plans) for new and returning students including Refugee Resettlement Agencies

Communicates with Refugee Resettlement Agency representatives and schedules ESL School Registrations at their locations

Creates/maintains ESL student Registration Lists and reports from Refugee Resettlement Agencies

Provides translations and interpretations (phone and/or in person)

Coordinates with FNS (Food and Nutrition Services) by forwarding applications for students registered at ESL Intake

Assists in the enrollment of ELL students

Guides ELL students and families in the process of school registration, Magnet, and Optional Application and Student Transfer

Answers and routes phone calls and requests from schools

-Supports administration of initial English language proficiency assessment for ELL families

Participates actively in PD Sessions related to ELL students, refugees and immigrants, and other JCPS policies

Leads community sessions about school choices and other JCPS Programs available for ELL students and families (local Refugee Resettlement Agencies and JCPS Showcase of Schools)

Assists parents in the online student application process

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 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

Associate degree or approved equivalent training (64 college semester hours) and experience

One (1) year of successful experience

Demonstrated proficiency in two (2) languages: English and another -appropriate language

~~Demonstrated proficiency in two (2) languages: English and another appropriate language~~

Knowledge of or receptive to philosophy, policy, and methodology of the U.S. educational system
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree
Experience in teaching multi-age group
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>LIAISON COMMUNITY</u> COMMUNITY LIAISON
DIVISION	<u>DIVERSITY, EQUITY AND POVERTY</u> <u>PROGRAMS</u> AS ASSIGNED
SALARY SCHEDULE/GRADE:	I 1A, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8302
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Works cooperatively with designated staff to establish and maintain a communications network in the designated area, provides leadership for the development and execution of an ongoing recruitment plan for the programs and services at the Center and assesses community needs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works cooperatively with the administrative assistant/community liaison in the establishment and maintenance of a communications network in the designated area

Represents the Coordinator at various meetings and functions

Assumes greater responsibility for the operation of the center in the absence of the Coordinator and the administrative assistant/community liaison

Notifies community members and organizations of programs operating in the facility

Provides leadership for the development and execution of an ongoing recruitment plan for programs and services at the center

Assesses community needs and keeps the appropriate center staff apprised of those needs to facilitate program planning

Works with community agencies to make arrangements for community meetings and forums to be held at the center

Develops and implements an ongoing community relations program and provides appropriate reports and feedback to the Coordinator

Sets up bi-yearly meetings with clubs, organizations and churches before each semester

~~Duties may include performance of~~ Performs health services, if needed, for which training will be provided

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

One (1) year of successful experience in school/community relations

Skills in assessing community dynamics

Effective communication skills

DESIRABLE QUALIFICATIONS

Training or experience in the area of behavioral sciences or related field

Ability to establish and maintain rapport with persons from varying life styles and various community groups

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>LIAISON</u> EARLY CHILDHOOD COMPREHENSIVE SERVICE LIAISON
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA/Grade 10
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8174
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for collaborating with parents, teachers, and Coordinators of Family Resource Centers to ensure preschool students are meeting and maintaining the health requirements for the program and providing social services to those families when necessary.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts home visits and assists in the completion of social-educational evaluations for the purpose of gathering information germane to the placement and appropriate delivery of services to 3- to 5-year-old children with special needs, as well as the facilitation of school-home collaboration

Coordinates and/or participates in parent involvement, staff development, and community agency development activities of the ECE Early Childhood Program

Maintains a knowledge of school routine procedures, related community services, and program requirements

Disseminates information about community services, resources, and facilities to parents; ~~Assists~~ aAssists parents in coordinating interagency services for children and families.

Assures that all children participating in the program receive required social services and health screenings

Contacts parent or legal guardian if screening results indicate a need for further assessment, follow-up or referral for services.

Utilizes established Early Childhood Program referral system.

Maintains updated student medical and other program records and reporting required by state and local agencies

Gains knowledge of program and ~~D~~istrict data management systems.

Establishes and maintains a positive working rapport with parents of the target population; ~~M~~aintains essential good will and cooperation with district and outside agency contacts; ~~M~~aintains documentation of all contact with families and follow-up notes.

Generates and utilizes student information reports.

Provides information on student data collection to designated supervisor and coordinator.

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Associate Degree in Social Work or another related field
Working knowledge of community agencies and resources
Access to a vehicle during working hours
Knowledge of Microsoft Office
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree in Social Work or another related field
Strong technology skills
Successful experience working with low-income families
<u>Experience in a diverse workplace</u>



Submitted For
Approval: :6/11
4/30/2019
Effective:-7/1/2019

JOB TITLE:	<u>LIAISON</u> ECE TECHNOLOGY <u>LIAISON</u>
DIVISION	<u>EXCEPTIONAL CHILD EDUCATION</u> <u>ACADEMIC SERVICES</u>
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY III</u>
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4675
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides technical and direct assistance to school center staff to ensure consistency in the selection and use of adaptive/technological equipment in the implementation of ECE students' IEP's, including assessments of student need, evaluation and selection of appropriate equipment, and training of students and staff on proper use of equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists school staff in the identification and assessment of ECE students requiring use of adaptive/technological equipment in the implementation of IEP goals-

Assists school staff in the selection of appropriate adaptive/technological equipment for use by ECE students-

Provides training to teachers and students on the proper use of adaptive/ technological equipment within the classroom-

Provides recommendations regarding the selection and purchase of adaptive/technological equipment and is responsible for distribution, maintenance, and repair of such equipment once purchased-

Conducts in-service workshops for teachers, parents, and other staff members on topics related to adaptive/technological equipment-

Participates in Admissions and Release Committee meetings and assists in the development of Individual Education Programs as needed-

Remains current in knowledge of new trends and development of technological and adaptive equipment-

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 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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Department of Education certification

Teacher Certification endorsed in some area of special education or related field

Three (3) years of successful experience as a teacher

Demonstrated expertise in the area of technology and use of adaptive equipment within ECE programs

Effective communication skills

DESIRABLE QUALIFICATIONS
Skill in in-service and demonstration teaching
Prior consultative experience
<u>Experience in a diverse workplace</u>

FOOTNOTE 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.



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>LIAISON II</u> ECE BEHAVIOR- COACH II
DIVISION	<u>EXCEPTIONAL CHILD EDUCATION</u> ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8161
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

The Behavior Education Support Team (BEST) provides short-term crisis intervention for students with disabilities. The BEST team reviews students' Individual Education Programs (IEP) and progress data; conducts student observations; and models appropriate behavioral strategies. This position is a highly trained position to support the needs of students with behavioral needs ~~district~~District-wide.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides short-term crisis intervention

Participates in and maintains certification in ~~district~~District approved de-escalation ~~and~~ crisis management training-

Reviews/collects/analyzes ongoing student progress data including IEP, FBA, BIP, etc.

Models calming, de-escalation and positive behavior strategies-

Assists school staff in determining antecedents (triggers) and consequences associated with the targeted behavior(s)

Assists school staff in conducting the Functional Behavior Assessment (FBA) and develop the Behavior Intervention Plan (BIP)-

~~Coach~~Coaches school staff in implementing the BIP (instructional and management strategies)-

Builds school staff capacity and provides follow up services-

Complies with policies, rules and regulations of the school ~~district~~District and of any state/federal regulatory agency where appropriate

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

Perform other duties 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 requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Associate's Degree or 64 college credit hours

One (1) year of successful instructional experience

Experience working with special needs children and their parents-

Experience working with diverse populations-

Ability for annual renewal of certification to utilize the ~~district~~District approved des-escalation and crisis management training-

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>LIAISON III</u> ECE BEHAVIOR COACH III
DIVISION	<u>EXCEPTIONAL CHILD EDUCATION</u> ACADEMIC <u>SERVICES</u>
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8165
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

The Behavior Education Support Team (BEST) provides short-term crisis intervention for students with disabilities. The BEST team reviews students' Individual Education Programs (IEP) and progress data; conducts student observations; and models appropriate behavioral strategies. This position is a highly trained position to support the needs of students with behavioral needs ~~d~~District-wide.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides short-term crisis intervention

Participates in and maintains certification in D~~d~~istrict approved de-escalation and~~&~~ crisis management training

Reviews/collects/analyzes ongoing student progress data including IEP, FBA, BIP, etc.

Models calming, de-escalation and positive behavior strategies

Assists school staff in determining antecedents (triggers) and consequences associated with the targeted behavior(s)

Assists school staff in conducting the Functional Behavior Assessment (FBA) and develop the Behavior Intervention Plan (BIP)

~~Coach~~Coaches school staff in implementing the BIP (instructional and management strategies)

Builds school staff capacity and provides follow up services

Compliesy with policies, rules and regulations of the school ~~d~~District and of any state/federal regulatory agency where appropriate

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

Performs other duties 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 requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of successful instructional experience

Experience working with special needs children and their parents-

Experience working with diverse populations.

Ability for annual renewal of certification to utilize the ~~district~~District approved des-escalation and crisis management training-

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LIAISON PARENT LIAISON RESOURCE CENTER
DIVISION	EXCEPTIONAL CHILD EDUCATION ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8318
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for working in partnership with parents of children with disabilities and the Jefferson County Schools; provides information and training to parents and staff in the procedures relating to special education and resource materials on disabling conditions/special education; directs parents and staff to community resources and information. Provides leadership in designing, planning, developing, refining, implementing, monitoring and evaluating the Parent Resource Center Program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and maintains a positive working partnership relationship with parents and ~~school-district~~ District personnel

Provides information and training programs for parents, staff, and other members of the community in ~~u~~Understanding Special Education and other special education topics as appropriate

Facilitates a team effort among parents, students, and school personnel in following due process procedures; in determining eligibility for special education; and resolving problems arising in the implementation of a student's Individual Education Program

Maintains and distributes to parents and staff resource materials and information on disabling conditions and special education issues at the established Parent Resource Centers in the ~~district~~ District

Directs staff and parents of children with disabilities to public school and community resources

Reviews and refines role and responsibilities of the Parent Resource Center in terms of annual ~~school-district~~ District goals

Assumes responsibility for completing records and reports as required

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, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Parent of a child with a disability

Successful experience in working with parents, community organizations, and children with disabilities and without disabilities

Successful experience in group facilitation skills, consultation techniques and problem-solving strategies

~~Typing~~ Word processing and filing skills

Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
Training in laws and regulations governing special education
Experience in preparing for and presenting workshops on special education issues to parents and staff
<u>Experience in a diverse workplace</u>

FOOTNOTE 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.



Submitted For
Approval: 6/11/2109
Effective: 7/01/2019

JOB TITLE:	<u>LIAISON</u> POST_SECONDARY TRANSITION LIAISON
DIVISION	ACADEMIC SERVICES-EXCEPTIONAL CHILD <u>EDUCATION</u>
SALARY SCHEDULE/GRADE:	I <u>A</u> , GRADE 8
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8767
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

The position of Post-Secondary Transition Liaison is responsible for serving students with disabilities ages 14-21 with an emphasis on developing and implementing the five core pre-employment transition services as required by Federal and state regulationsthe Workforce Innovation and Opportunity Act (job exploration counseling, work based learning experiences, counseling on post-secondary educational opportunities, workplace readiness training, and instruction in self-advocacy).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides career assessment, functional vocational evaluation and appropriate career exploration for students with disabilities

Promotes program to local businesses and develops job sites to fit the needs and preferences of individual students being served through ECE with direction from students' teachers and parents/guardians

Communicates consistently with program staff, businesses, teachers, parents and vocational rehabilitation counselors

Transports students to and from job sites using appropriate modes of transportation (i.e., TARC, personal vehicle)

Maintains accurate evaluation records on the program and provides data to appropriate personnel; ~~S~~submits required reports to supervisor

~~Duties may include p~~Perform ~~sance of~~ health services, if needed, for which training will be provided

Attends school meetings, trainings, workshops, and conferences (as applicable and approved by supervisor) to maintain awareness of current information and best practices in the field of special education

Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate

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 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. The work requires activities involving driving automotive equipment

MINIMUM QUALIFICATIONS

Bachelor's degree

Experience working with students with disabilities

Valid Driver's License and ability to travel to work locations

Effective communication skills

DESIRABLE QUALIFICATIONS
Certification in Community Based Instruction (CBI) or equivalent community training program (JCPS)
Three (3) years <u>of</u> successful experience in job coaching
Experience in working with community businesses to develop jobs that meet specific needs of students with disabilities
Understanding of transition services/vocational rehabilitation services for youth
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>LIAISON</u> SPEECH LANGUAGE LIAISON
DIVISION	<u>EXCEPTIONAL CHILD EDUCATION</u> ACADEMIC <u>SERVICES</u>
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY III</u>
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8135
BARGAINING UNIT:	CLA1

SCOPE OF RESPONSIBILITIES

Provides technical and direct assistance to speech/language clinicians; increase of diagnosis, case selection and case management; assists in providing inservice; and serves as a liaison to teachers, parents and administrative staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists ~~the~~ speech/language clinicians in diagnosis, case selection and case management

Assists with planning and implementing inservice for the clinicians

Recommends, locates and/or secures selected materials for speech/language clinicians who need alternative/supplementary materials, tests, or equipment

Provides assistance in the Admissions and Release Committee process, including the chairing of non-~~public~~ speech only ARCs, when needed

Consults with parents, ECE teachers, speech/language clinicians, general program teachers, counselors, ~~p~~Pincipals, psychologists, and individual students concerning assessment and intervention strategies for students who are communicatively disabled

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree in Speech/Language Pathology with Kentucky certification in the area of communication disorders (speech and hearing)

Three (3) ~~years experience~~years of experience in the schools as a speech and language clinician

Certificate of Clinical Competency in Speech Pathology from the American Speech, Language and Hearing Association or its equivalent

Demonstrated ability to work cooperatively in a team situation

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in leadership roles in the field of communication disorders

Experience in a diverse workplace

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



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>LIAISON</u> SPEECH LANGUAGE LIAISON
DIVISION	<u>EXCEPTIONAL CHILD EDUCATION</u> ACADEMIC <u>SERVICES</u>
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY III</u>
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4677
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides technical and direct assistance to speech/language clinicians increase of diagnosis, case selection and case management; assists in providing inservice; and serves as a liaison to teachers, parents and administrative staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists ~~the~~ speech/language clinicians in diagnosis, case selection and case management

Assists with planning and implementing in-service for the clinicians

Recommends, locates and/or secures selected materials for speech/language clinicians who need alternative/supplementary materials, tests, or equipment

Provides assistance in the Admissions and Release Committee process, including the chairing of non-public speech only ARCs, when needed

Consults with parents, ECE teachers, speech/language clinicians, general program teachers, counselors, ~~p~~Pincipals, psychologists, and individual students concerning assessment and intervention strategies for students who are communicatively disabled

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree in Speech/Language Pathology with Kentucky certification in the area of communication disorders (speech and hearing)

Three (3) ~~years experience~~years of experience in the schools as a speech and language clinician

Certificate of Clinical Competency in Speech Pathology from the American Speech, Language and Hearing Association or its equivalent

Demonstrated ability to work cooperatively in a team situation

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in leadership roles in the field of communication disorders

Experience in a diverse workplace

FOOTNOTE~~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.



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LIAISON STUDENT COMMUNITY LIAISON
DIVISION	ACADEMIC SCHOOL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8320
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility, under the direction of the ~~P~~principal, for facilitating a school-based student-centered program designed to identify students experiencing difficulty in school and to modify students' specific ~~needs~~ problems; assists with extracurricular activities; works cooperatively with teachers, parents and community organizations to establish and maintain a positive image of the school and the ~~d~~istrict; assists with security and safety measures in the school.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works cooperatively with teachers, counselors and other administrative staff to identify students who are experiencing difficulty in the school environment

Assists with communication between identified students and the home, school, teachers, community groups, and school administrative staff

~~Upon referral from school administrative staff, w~~Works cooperatively with appropriate staff and classroom teachers to plan and implement a program designed to assist identified students work out their ~~challenges problems~~ upon referral from school administrative staff

Coordinates curricular and extracurricular activities (before, during and after school hours) designed to assist identified students succeed with personal, social and emotional growth goals

Works cooperatively with teachers, administrators, support staff, parents and community organizations/groups to establish and maintain positive public relations and communications in order to build support for the school and its programs

Attends meetings of community organizations serving as liaison between the school and such groups for the purpose of discussing and working on mutual needs and concerns including school security and safety measures

Collects and maintains record of attendance, grades and number of disciplinary referrals on each identified student as a basis for decision making and program development

-Develops and implements attendance incentive activities involving cooperative participation of school staff, community organizations and businesses

Establishes and maintains an ongoing program of home contact with parents of identified students and works with parents to increase understanding and constructive participation in the school program

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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

High School Diploma or G.E.D.

Record-keeping skills

Successful experience working with secondary age students
Effective communication skills

DESIRABLE QUALIFICATIONS
Post high school education/training
Successful experience working in JCPS dropout prevention programs
Successful experience working with parents, school staff, and community groups/organizations
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LIAISON BILINGUAL TRANSPORTATION BILINGUAL LIAISON
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8231
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Plans and implements transportation for ELL students enrolled in JCPS and serve as a liaison between the ESL office and the JCPS Transportation Department. Maintains accurate data pertaining to students registering through the ESL Intake Office.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Researches and establishes school transportation for ELL students

Serves as liaison with the JCPS Transportation Department for the ESL Office

Notifies bus compounds, schools, families, and refugee resettlement agencies of bus transportation for ELL students

Processes address changes with proper proof of address for ELL students changing addresses resulting in the change of school

Maintains accurate data of address changes for ELL families

Researches and establishes transportation for ELL students participating in the after school programs and JCPS Summer programs

Assists ELL families during the registration process at the ESL Office with translations and interpretation

Provides language support for parents requesting school information and needing assistance

Serves as liaison with the JCPS Transportation Department for the ESL Office

Works with Demographics when processing address changes for ELL families

Works closely with the ECE transportation services

-Supports the work of the Student Assignment Department and the Homeless Education Program

Serves as a certified Infinite Campus Registrar

-Maintains accurate email distribution lists for emailing transportation and enrollment information

Collaborates with the ESL Intake Center Coordinator in coordinating transportation for special events

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 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

Associate's degree or approved equivalent training (64 college semester hours) and experience

One (1) year <u>of</u> successful experience
Demonstrated proficiency in two (2) languages: English and another appropriate language
Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
Knowledge of or receptive to philosophy, policy, and methodology of the U.S. educational system
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree
Experience in teaching multi-age group
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>LIBRARIAN</u> DIGITAL SERVICES LIBRARIAN
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY III</u>
WORK YEAR:	194 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4160
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Researches and evaluates educational databases and digital resources that support and improve student achievement. Compiles, plans, coordinates and administers activities and trainings for K-12 librarians and teachers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Researches and curates online collections of resources to support and advance student achievement

Provides professional development to K-12 librarians in online curation and organization of resources to support and advance student achievement

Maintains knowledge of web-based curation tools and makes recommendations as needed

Classifies and catalogs print and non-print instructional materials using technology applications and prevailing cataloging trends, rules, and regulations.

Compiles reports and makes recommendations as needed-

Provides support and advisory services to ensure school library collections are culturally diverse, current, and responsive to the school vision-

Maintains communication and conducts site visits to foster a culture of collaboration and innovation to empower teachers and learners-

Provides professional learning that supports deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation, and technology competency for school based and district personnel as well as community partners-

Performs other duties as assigned by supervisor~~the Director~~.

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

Master's degree in Education or Library Science

Valid Kentucky Teaching Certificate and Library Media Specialist Endorsement

Five (5) years of successful library experience

Demonstrated ability to work cooperatively in a team situation

Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize data
Demonstrated ability in collection development
Demonstrated ability to plan, develop, and conduct professional learning
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>LIBRARIAN</u> METADATA LIBRARIAN
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY III</u>
WORK YEAR:	<u>AS-APPROVED-BY-THE-BOARD</u> <u>194 DAYS</u>
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	4163
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Uses descriptive metadata sets to create bibliographic records for school library materials to ensure the consistency and integrity of district-wide databases. Plans, coordinates and administers activities and trainings for K-12 librarians and teachers. Develops and implements organizational information systems and software applications. Responsible for maintaining, supporting, and upgrading existing systems and applications. Provides support of workflow in centralized processing of school library materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Classifies and catalogs print and non-print instructional materials using technology applications and prevailing cataloging trends, rules and regulations

Catalogs resources for the Audiovisual Center collection

Responds to cataloging related questions by school library media specialists

Maintains master database and appropriate authority files for all resources cataloged

Provides cataloging related in-service training to school library media specialists

Compiles reports and makes recommendations as needed

Assists with project planning and implementation

Participates in managing and coordinating workflow and logistical issues related to departmental special projects

Keeps current with new research databases and techniques, library technology programs, and Internet applications as they become available in the library

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, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Library Media

Valid Kentucky Teaching Certificate and library media specialist endorsement

Five (5) years of successful library experience

Demonstrated ability to work cooperatively in a team situation-

Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize data
Experience in planning, developing, and conducting in-service <u>professional development</u> programs
Strong service orientation
Demonstrated ability in collection development
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	SCHOOL MEDIA LIBRARIAN <u>PART-TIME TEMPORARY</u>
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	Job Family III, 194 DAYS <u>AS APPROVED BY THE BOARD</u>
WORK YEAR:	<u>AS ASSIGNED</u> 194
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	44314420
BARGAINING UNIT:	<u>SUB7CERT</u>

SCOPE OF RESPONSIBILITIES

Provides a well-balanced media center, containing materials in all formats, equipment, and a program of services which enhances and supports the school's educational goals and objectives by providing access to information and ideas for students, faculty and staff, under the supervision of the Principal.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Organizes and administers the library media center's program of services to students and teachers, to support the curriculum and to further the goals of the school

Conducts an annual needs assessment and evaluation of the library media program through surveys, etc.; maintains a balanced, relevant library media collection, discarding worn and obsolete materials and equipment as necessary; selects and orders library materials ~~in all formats (i.e. book, periodical, audiovisual, electronic, etc.), using professional selection methods and in cooperation with teachers~~

Establishes efficient routines and procedures for the circulation, utilization and maintenance of the library medial and equipment

Plans the budgeting and expenditure of funds allotted to the library program to reflect the requirements of the curriculum, subject to the Principal's approval

Provides instruction to foster competence and stimulate interest in reading, viewing and using information and ideas in a wide variety of formats

Assists, instructs and encourages teachers in using library materials and equipment, as needed or requested; cooperates with and assists teachers in planning instruction that will utilize library resources

Schedules, trains and supervises the library media staff (clerks, parents and student volunteers)

Participates in faculty and librarians' meetings and in library and educational professional meetings and conferences to increase library expertise

Maintains appropriate lines of communication with the ~~d~~Director ~~l~~ibrary ~~m~~edia ~~s~~ervices, including the preparation of periodic statistical, financial and other reports as required

~~Duties may include p~~Perform~~sance of~~ health services, if needed, for which training will be provided

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 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, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Kentucky Certification as Librarian for appropriate grade levels

Effective communication skills

DESIRABLE QUALIFICATIONS

Broad educational background encompassing a wide range of subject areas

Experience in a diverse work place



Submitted For
Approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	LIBRARIAN RESOURCE LIBRARIAN INSTRUCTIONAL
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	194 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4155
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides leadership and support for school-based librarians for problem identification, analysis and resolution. Supports instructional programs and student achievement by advising school library media specialists on enhancing standard library practices related to K-12 curriculum and instruction, curating and securing appropriate resources, and coordinating library media services with school based instructional programs. Supports library media specialists in implementing K-12 Library Standards including technical support for the collection, classification, and cataloging of materials. Follows standard library practices to meet the information resource needs of District staff and community.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists library media specialists in researching and implementing program management techniques and best practices in effective instruction to impact student achievement

Provides direction and support for K-12 library media specialists in developing and implementing instruction of information literacy skills that support students' lifelong learning

Initiates and implements special projects for the improvement of school based library media programs

Provides guidance in the resource evaluation process and promotes the use of up-to-date resources including onsite and online data and documents

Collaborates with the library media specialists on the design and implementation of practices and procedures that support the effective and ethical use of technology and digital resources to support student learning

Maintains communication with ~~ed~~district staff, school staff, and the community to foster a culture of collaboration and innovation- to empower teachers and learners

Provides professional development that supports deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation, and technology competency for school based and district personnel as well as community partners

Maintains knowledge of trends in cataloging standards and library automation

Supports technical services by classifying and cataloging print and non-print instructional materials using technology applications and prevailing cataloging trends, rules, and regulations

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree in Education or Library Science

Valid Kentucky Teaching Certificate and Library Media Specialist Endorsement

Five (5) years <u>of</u> successful library experience
Demonstrated ability to work cooperatively in a team situation
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize and interpret data
Experience in planning, developing, and conducting professional development programs
Demonstrated ability in collection development
Ability to develop, coach, and facilitate learning with librarian leadership teams
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	SCHOOL MEDIA -LIBRARIAN <u>RETIRED PART-TIME PERMANENT</u>
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	Job Family III, 194 DAYS <u>SAS APPROVED BY THE BOARD</u>
WORK YEAR:	194 <u>DAYS</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	442 <u>60</u>
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides a well-balanced media center, containing materials in all formats, equipment, and a program of services which enhances and supports the school's educational goals and objectives by providing access to information and ideas for students, faculty and staff, under the supervision of the Principal.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Organizes and administers the library media center's program of services to students and teachers, to support the curriculum and to further the goals of the school

Conducts an annual needs assessment and evaluation of the library media program through surveys, etc.; maintains a balanced, relevant library media collection, discarding worn and obsolete materials and equipment as necessary; selects and orders library materials ~~in all formats (i.e. book, periodical, audiovisual, electronic, etc.), using professional selection methods and in cooperation with teachers~~

Establishes efficient routines and procedures for the circulation, utilization and maintenance of the library medial and equipment

Plans the budgeting and expenditure of funds allotted to the library program to reflect the requirements of the curriculum, subject to the Principal's approval

Provides instruction to foster competence and stimulate interest in reading, viewing and using information and ideas in a wide variety of formats

Assists, instructs and encourages teachers in using library materials and equipment, as needed or requested; cooperates with and assists teachers in planning instruction that will utilize library resources

Schedules, trains and supervises the library media staff (clerks, parentss, and student volunteers)

Participates in faculty and librarians' meetings and in library and educational professional meetings and conferences to increase library expertise

Maintains appropriate lines of communication with the ~~d~~Director ~~l~~ibrary ~~m~~edia ~~s~~ervices, including the preparation of periodic statistical, financial and other reports as required

~~Duties may include p~~Performsance of health services, if needed, for which training will be provided

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 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, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Kentucky Certification as Librarian for appropriate grade levels

Effective communication skills

DESIRABLE QUALIFICATIONS

Broad educational background encompassing a wide range of subject areas

Experience in a diverse work place



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	<u>LIBRARIAN</u> WEB CONTENT LIBRARIAN
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	<u>JOB FAMILY</u> III
WORK YEAR:	194 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4165
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides direction and support for K-12 library media specialists in selecting, evaluating, organizing, and sharing instructional resources in web-based platforms to ensure district-wide consistency and equity of access for students. Advises K-12 library media specialists on enhancing standard library practices related to curriculum and instruction.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Participates in formulation of procedures, implementation of special projects, and planning on-going activities

Provides professional development to K-12 library media specialists in evaluating, organizing, and sharing resources in a web-based platform

Compiles reports and makes recommendations as needed

Maintains knowledge of tools and trends in web-based curation of instructional resources

Maintains knowledge of trends in cataloging standards and library automation

Provides direction and support for K-12 library media specialists in enhancing library practices related to curriculum and instruction

Supports technical services by classifying and cataloging print and non-print instructional materials using technology applications and prevailing cataloging trends, rules, and regulations

Provides support and advisory services to ensure school library collections are culturally diverse, current, and responsive to the school vision

Continues to acquire new skills, knowledge and competencies needed to improve work processes

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

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Library Media

Valid Kentucky Teaching Certificate and Library Media Specialist Endorsement

Five (5) years of successful library experience

Demonstrated ability to work cooperatively in a team situation

Ability to communicate clearly, knowledgeably and personally orally and in writing

DESIRABLE QUALIFICATIONS
Strong service orientation
Demonstrated leadership ability
Experience in planning, developing, and conducting professional development programs
Demonstrated ability to write distinctly and organize and interpret data
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LOCKSMITH
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8400
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Repairs and rekeys locks; repairs and installs door closers; and repairs and installs panic hardware.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Opens and repairs locks on doors, cabinets, and safes using hand tools and specialized equipment

Repairs and installs cylindrical locks, mortise locks, panic devices and other door hardware

Set up and install BEST A2 and A4 interchangeable key systems and other regular master key systems

Duplicates keys by machine and hand fitting to existing lock cylinders and key systems

Sets up cylinders to fit existing keys and key systems

Assumes responsibility for truck, tools, and equipment that have been assigned and issued to perform work

Makes withdrawals for all material used from stock

Writes work orders on all work completed by the assigned helper

Assumes responsibility for own safety and the safety of others regarding the assigned job

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 performed while standing or walking. -The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium 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. with four (4) years of experience in carpentry and/or lock work

Ability to climb and work in high places

Ability to read blueprints

Ability to install and repair all locks and door hardware

Ability to rekey locks

Ability to pick locks

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Additional experience in this field
Completed apprenticeship program
<u>Experience in a diverse workplace</u>



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LUNCHROOM/OFFICE ASSISTANT		
DIVISION	ACADEMIC <u>SCHOOL SERVICES</u>		
SALARY SCHEDULE/GRADE:	IA, GRADE 3		
WORK YEAR:	AS APPROVED BY THE BOARD		
FLSA STATUS:	NON-EXEMPT		
JOB CLASS CODE:	8212	<u>8331</u>	<u>8725</u>
BARGAINING UNIT:	CLAA		

SCOPE OF RESPONSIBILITIES

While performing in the lunchroom, the duties are to supervise and help make the lunch time for children a relaxing and nutritional time of the school day. The encouragement of sampling and eating those foods that children are not used to are encouraged along with good table manners. Performs clerical and/or other duties as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises groups of children during lunch

Directs cleaning of tables and returning of trays by each class

Maintains discipline and orderliness in the lunchroom

Sees that health and safety rules are observed

Helps evacuate pupils during fire drills

Assists with general office duties

Performs supervisory duties as assigned

~~Duties may include p~~Performs ~~sance of~~ health services, if needed, for which training will be provided

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Knowledge of general rules of health and safety

Possesses the ability to follow directions

Relates well with children, with past experiences in groups, (scouts, etc.)

Works cooperatively with others

~~Typing~~Word Processing skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Possesses the ability to get along with others

Possesses a positive attitude
Commands and earns the respect of children
Prior experience in the Jefferson County Schools
Experience in a diverse workplace