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|------------------------|-------------------------------------|
| JOB TITLE: | MANAGER DIVERSITY |
| DIVISION | DIVERSITY, EQUITY, POVERTY PROGRAMS |
| SALARY SCHEDULE/GRADE: | II, GRADE 10 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CLASERX |

Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| SCOPE OF RESPONSIBILITIES |
|---|
| Provides leadership to the Diversity Equity Poverty department in collaboration with the Chief. Works closely with both internal and external partners. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
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| Provides leadership to coordination of projects, programs and activities |
| Develops, establishes and administers projects, programs and activities |
| Serves as liaison with other units, departments or outside agencies as required |
| Makes recommendations regarding implementation of projects, programs and activities and evaluates effectiveness as assigned |
| Maintains communication and works closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity |
| Prepares and/or assists in preparation or reports, records and other documentation as required |
| Accumulates and researches data, documents and other pertinent information as required |
| Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment |
| Prepares, delivers or assists with training opportunities as appropriate |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Evaluates staff as assigned |
| Performs other duties as assigned by supervisor |

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

| MINIMUM QUALIFICATIONS |
|---|
| Bachelor's Degree |
| Three (3) years successful experience in area of assignment |
| Successful leadership experience |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
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| Bachelor's Degree or higher |
| Kentucky Professional Certification in Administration and/or Supervision |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|-----------------------------------|
| JOB TITLE: | MANAGER PAYROLL |
| DIVISION | FINANCIAL SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 10 |
| WORK YEAR: | AS APPROVED BY THE BOARD 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8183 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for all payroll processing functions to ensure accuracy and timely completion of the District's payroll and compliance with all federal, state and local regulations as well as District policies, and procedures, and collective bargaining agreements.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs and plans the work of payroll including the development of payroll processing schedules; generates and finalizes the District's bi-weekly payroll processing; assists with complex fiscal year-end closing schedules, and manages summer escrow payroll processing and distribution of pay on the required pay dates

Supervises the maintenance of adequate controls in payroll; reviews and validates data integrity reports to ensure all time reporting and deductions are imported and processed in accordance with required processing schedules

Serves as a liaison between District departments and personnel to provide guidance, obtain information and resolve complex issues

Trains, supervises and evaluates the performance of assigned payroll personnel; monitors and adjusts workflow and assignments to meet established timelines

Manages quarterly and annual tax reports, reconciles and remits applicable tax deposits; assists with reconciling W-2s and the reporting of third party sick pay. Reviews system transactions for accuracy and coordinates corrections as necessary

Supervises the reconciliation and remittance of the County Employees Retirement System (CERS) monthly and annual reports

Directs the payroll staff work with payroll deduction representatives and ensures payroll deductions are reconciled and remitted by the required deadlines; Reviews and approves remittance of payroll direct deposit files, ACH reversals and redirects, and vendor ACH payments in compliance with required deadlines

Supervises testing of all new system functionality related to payroll processing; reports and tracks resolution; assists with recommendation of system upgrades and improved procedures and policies

Maintains departmental procedures for payroll and deduction processing

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years of successful experience in payroll processing

Effective communication skills

Demonstrated ability to meet established deadlines and to work accurately

DESIRABLE QUALIFICATIONS

Master's degree

Kentucky Certified School Financial Manager

Experience in a diverse workplace

Footnote: DAPH

Submitted 6/26/18



Submitted For

Approval: 7/16/2019

Effective: 7/17/2019

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

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

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

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

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

DESIRABLE QUALIFICATIONS

Doctorate degree in administration, education, or a related field
Valid KY Teacher Certification
Valid Instructional Leadership or Administrative Certificate
Experience in diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|---------------------|
| JOB TITLE: | MECHANIC |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | 1B, GRADE 7 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8369 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|--|
| This is an entry level mechanical position which responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable willing toof participateing in a continuing educational development program in upgrading technical skills. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Maintains daily work schedule and accurate records of assigned vehicles |
| Processes work orders for parts used on vehicles |
| Repairs heating, venting, air-conditioning, and electrical systems on all vehicles |
| Diagnoses, e, repairs, or replaces all diesel internal combustion engines |
| Repairs interior and/or exterior of vehicles as needed |
| Repairs all frames (chassis), transmissions, axles, wheels, brakes, and clutch assemblies |
| Repairs and/or replaces the power plant and maintains the engine lubrication system |
| Repairs and/or replaces exhaust and fuel systems |
| Assumes responsibility of proper use of tools, equipment and standard maintenance and safety inspection |
| 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 manipulation. 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 gas and diesel buses, truck, and cars |
| Ability to obtain at least one Automotive Service Excellence certification during the first year of employment |
| Technical vocational training or commensurate work experience |
| Ability to secure CDL when eligible (21 years of age) |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Experience in a diverse workplace |



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|------------------------|---------------------|
| JOB TITLE: | MECHANIC A |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 10 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8796 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be ~~willing~~ ~~capable of~~ ~~to~~ participate in a continuing educational development program in upgrading technical skills. Makes extensive and skillful repairs to all mechanical devices/parts of vehicles.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule and accurate records on assigned vehicles

Processes work orders for parts used on vehicles

Repairs heating, venting, air conditioning and electrical systems on all vehicles

Diagnoses, repairs and/or replaces all diesel internal combustion engines

Repairs interior and/or exterior of vehicles as needed

Repairs all frames (chassis), transmissions, axles, wheels, brakes and clutch assemblies

Repairs and/or replaces the power plant and maintains the engine lubrication system

Repairs and/or replaces exhaust and fuel systems

Substitutes for another mechanic and makes service runs when necessary

Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices

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 gas and diesel buses, trucks and cars

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

Experience in a diverse workplace



Submitted For
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Effective: 7/17/2019

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|------------------------|---------------------|
| JOB TITLE: | MECHANIC B |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 8 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8800 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be ~~capable-willing~~ ~~ofto~~ participate~~ing~~ in a continuing educational development program in upgrading technical skills.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule and accurate records on assigned vehicles

Processes work orders for parts used on vehicles

Repairs heating, venting, air-conditioning and electrical systems on all vehicles

Diagnoses, repairs and/or replaces all diesel internal combustion engines

Repairs interior and/or exterior of vehicles as needed

Repairs all frames (chassis), transmissions, axles, wheels, brakes and clutch assemblies

Repairs and/or replaces the power plant and maintains the engine lubrication system

Repairs/replaces exhaust and fuel systems

Substitutes for another mechanic and makes service runs when necessary

Assumes responsibility for proper use of tools, equipment and standard maintenance and safety practices

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 gas and diesel buses, trucks and cars

Automotive Service Excellence certification in some automobile and heavy duty truck areas or be able to obtain at least one Automotive Service Excellence certification during ninety (90) day probationary period

Two (2) years as a mechanic's helper

Must have valid Commercial Driver's License (CDL)

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

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|----------------------------------|
| JOB TITLE: | MECHANIC TRACTOR MECHANIC |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 8 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8600 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|--|
| Uses extensive knowledge of tractors and other mechanical equipment to perform the necessary maintenance and repair of such equipment. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Repairs tractors and lawn mowers |
| Makes sure all equipment is repaired in accordance with maintenance programs |
| Makes sure all tractors are put away at night or when not in use |
| Makes service runs as needed |
| Keeps records on tractor and lawn mower parts as used |
| Plans work for part time workers |
| 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. |
| Three (3) years of experience in tractor repair |
| Knowledge of tractor parts and ability to keep inventory records |
| Valid driver's and CDL licenses |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Successful completion of an automotive or engine repair program of study |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|----------------------------|
| JOB TITLE: | MENTAL HEALTH PRACTITIONER |
| DIVISION | ACADEMIC SCHOOL SUPPORT |
| SALARY SCHEDULE/GRADE: | MHP/MHP II/ GRADE 6 |
| WORK YEAR: | 195 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8229 |
| BARGAINING UNIT: | CLA15 |

SCOPE OF RESPONSIBILITIES

Promotes the mental health wellness of students by assuming responsibility for providing evidence-based interventions at the individual and group level, engaging families, coordinating with community partners, and providing training, collaboration and consultation for school personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides evidence-based and school-based mental health interventions (e.g., counseling) for students with moderate to severe mental health needs based on identified risk factors and universal screenings (e.g. anxiety, bullying, anger management, suicide prevention)

Collaborates with school-based administrators to prioritize individual school needs based on needs assessment and data

Obtains ~~d~~District-level Trauma Informed Care trainings and acts as the lead support for TIC in assigned school(s)

Participates in school-based committees for attendance and behavioral or mental health support as an active collaborator in the development of interventions

Coordinates with appropriate school, ~~d~~District, and community partners to ensure comprehensive services delivery

Promotes family engagement by providing parent support groups, family collaboration meetings, and home visits

Obtains ~~d~~District-based crisis team training and actively participates on the ~~D~~istrict crisis team

Provides acute crisis support to students

Performs record-keeping and internal and external reporting tasks in a timely and objective manner

Increases knowledge in culturally responsive practices and utilize these practices when working with students

Attends all monthly Mental Health Practitioner meetings

Serves as a provider for the related services of counseling on Individual Education Program (IEP) when appropriate, maintain all documentation required by IDEA, and attends Admissions and Release Committee (ARC) meetings when necessary

Completes required training to maintain professional licensure

Adheres to all ~~d~~District and professional ethical guidelines and standards

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

MINIMUM QUALIFICATIONS

KY (EPSB) credential in School Social Work, School Counseling, or School Psychology or Fully ~~Kentucky~~~~ly~~ Licensed-Licensed Professional Counselor or Licensed Clinical Social Worker or KY Licensed Marriage and Family Therapist or ~~Kentucky~~~~ly~~ Licensed Clinical Psychologist that does not require clinical supervision to perform responsibilities listed above

Ability to work well with people

Effective communication skills

DESIRABLE QUALIFICATIONS

Three (3) years of successful experience providing mental health and/or behavioral support with school-aged children

Experience in crisis intervention and counseling

Experience working with children exposed to trauma

Experience in a diverse workplace



Submitted For
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|------------------------|--|
| JOB TITLE: | MONITOR DISTRICT SECURITY MONITOR |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 5 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8754 |
| BARGAINING UNIT: | CLAJ |

| SCOPE OF RESPONSIBILITIES |
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| Participates in monitoring District property and facilities, maintains order and acceptable conduct among students, and provides protection for students and faculty by patrolling school grounds. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
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| Conducts routine security inspections of all District property within assigned area of operations |
| Reports incidents to appropriate personnel and prepares reports of incidents which occur on District property |
| Responds to calls for assistance as directed by security personnel |
| Transports personnel and materials as directed by security personnel |
| Guards specific locations as assigned |
| Secures windows/doors utilizing provided materials as needed |
| Conducts facility inspections of physical plant during inclement weather |
| Secures and maintains crime scenes until relieved by District security staff |
| 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 heavy weights. The work requires activities involving 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. |
| Must be 21 years of age |
| Effective written and oral communication skills |
| Valid driver's license |
| Meets minimum entrance qualifications for Special Law Enforcement Officer |

| DESIRABLE QUALIFICATIONS |
|--|
| Knowledge of school system policies and procedures |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|--|
| JOB TITLE: | HEALTH SERVICES NURSE PRACTITIONER HEALTH SERVICES |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE Grade 8 |
| WORK YEAR: | 260AS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8503 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
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| Functions in an expanded nurse practitioner role as defined by the Kentucky Board of Nursing Scope of Practice. Serves as a consultant to school, Ffamily Rresource/Yyouth Sservice Center staff, and other JCPS departments in communicating between home, school, and community to assist in meeting the school health requirements, and follow up on health concerns as applicable to assigned location. Plans and implements a Coordinated School Health (CSH) program as defined by the Centers for Disease Control, with specific emphasis on the health services component. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Provides assessment, counseling, education and management including diagnosis, and prescribing treatment of common health conditions as supported by appropriate clinical standards of care resources (i.e. Clinical Guidelines and Family Practice Constance R. Uphold and Mary V. Graham) in cooperation with parents, healthcare providers, and collaborative physicians |
| Promotes wellness and performs/arranges the prevention and control of communicable diseases to ascertain improved attendance, including securing and administering the Vaccines for Children program |
| Consults with and serves as liaison to staff, parents, students, healthcare providers and community agencies on health-related issues |
| Secures a complete health, psychosocial, and physical history and records findings in a systematic, accurate and succinct form, as applicable to assignment and/or needed |
| Performs complete physical examinations and appropriate medical procedures and treatment as needed |
| Monitors and assists with planning, developing and implementing CSH programs and services to meet district departments and individual school health needs under the direction of the health services coordinator |
| Provides training to staff, parents, and students on health-related issues |
| Keeps current on medical information, public health issues, and treatment procedures, and maintains current certification in first aid and CPR including instructor's certificate |
| Works in cooperation with and provides trainings for other dDistrict school nurses/nurse practitioners, and provides oversight and supervision for district nurses (LPN and RNs), along with contract agency nurses with fulfilling the medical needs of students |
| Maintains records and prepares necessary forms and reports, etc. according to program standards |
| Acts as a resource for all health concerns in the Ddistrict and assists with staff wellness programs |
| Conducts home visits in conjunction with Pupil Personnel and the FRYSC and educates/treats/refers as needed to ascertain improved attendance |
| Collaborates with dDistrict departments, parent advisory committees, health care providers, mental and dental health providers, youth and family service programs, health management and local colleges and universities to serve and act as health/medical mentors and preceptors for universities and colleges |
| Duties will include pPerformances ofPerforms medical services; for which training will be provided |
| Evaluates staff as assigned |
| Performs other duties as assigned by the supervisor |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |

| PHYSICAL DEMANDS |
|--|
| The work is primarily sedentary unless performing certain health services. 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 |
|---|
| Current license as a Kentucky Registered Nurse |
| Certified as an Advanced Practice Registered Nurse (APRN) Practitioner in the State of Kentucky |
| Master's Degree |
| Current Family or Pediatric Nurse Practitioner Certification |
| Two (2) years of successful nursing experience |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
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| Experience in community and pediatric/adolescent nursing |
| Classroom teaching experience |
| Experience in diverse workplace |



Submitted For
Approval: 7/16/2019
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|------------------------|--------------------------|
| JOB TITLE: | OFFICER SECURITY OFFICER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 6 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8752 |
| BARGAINING UNIT: | CLAJ |

SCOPE OF RESPONSIBILITIES

Performs a variety of security activities including enforcing state statutes, protection of property, apprehension and prosecution of offenders, regulation of non-criminal conduct, and enforcement of traffic and parking regulations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates the services of the District Security Monitors and bus compound contract security personnel

Provides after-hours liaison with local police departments, fire departments and other emergency service agencies

Assists with ongoing training program provided for security personnel

Prepares and completes accurate and thorough reports of crimes, vehicular accidents, and other incidents as necessary

Monitors District properties

Ensures that all electronic patrol-documenting devices are being used properly

Monitors the work activities of unsupervised custodial personnel

Performs weekend, holiday and cold weather building checks

Compiles Kentucky Uniform Reports

Maintains confidentiality of records and information according to established procedures

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 heavy weights. The work requires 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.

Possess State of Kentucky Special Law Enforcement commission

Three (3) years of successful experience in area of security

Ability to communicate both in written and verbal form

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Working knowledge of school system policies and procedures

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | OPERATOR RADIO OPERATOR -(SECURITY) |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IA, GRADE 7 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8786 |
| BARGAINING UNIT: | CLAB |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the supervision of radio communication and proper dispatching of maintenance and security vehicles. Monitors computer alarm and energy management system.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates two-way radio base

Dispatches security and maintenance vehicles

Records all radio communications, keeps log of all personnel who enter closed schools, and maintains record of all burglar alarms

Operates Computer Aided Dispatch (CAD) system

Receives telephone communication at the C.B. Young Service Center

Monitors computer systems of security and energy management

Maintains working relationship with MetroSafe and local emergency response agencies

Determines need for emergency callout of Board employees during abnormal hours

Receives all incoming communication for Board of Education during abnormal hours

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.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Twenty-one (21) years of age

Driver's License

Certified Kentucky Telecommunicator issued by Department of Criminal Justice and Training

Two (2) years of experience in keyboarding and computer skills

Effective communication skills

Experience in a diverse workplace

DESIRABLE QUALIFICATIONS

One to three years successful radio operations experience

Kentucky Law Enforcement Council Telecommunicator Certification

Word Processing/Typing skills (35-w.p.m.)



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---------------------|
| JOB TITLE: | PAINTER/GLAZIER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 7 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8408 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|--|
| Performs various tasks required in order to paint and/or glaze; may also be required to stripe parking lots. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Applies coats of paint, varnish, stain, enamel, lacquer, and epoxy to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings, and other structures |
| Smooths surfaces, using sandpaper, brushes, or steel wool, fills nail holes, cracks, and joints with putty, plaster, or other filler and removes old paint from surfaces, using paint remover, scraper, wire brush, or blowtorch to prepare surfaces for painting |
| Selects pre-mixed paints, or mixes required portions of pigment, oil thinning and drying substances to prepare paint that matches specified colors |
| Erects scaffolding or sets up ladders to perform tasks above ground level |
| Cuts and installs all types of glass and plastic in windows, doors, skylights, display cases, desk tops and mirrors |
| Grinds and bevels edges of glass Writes withdrawals on all materials used from stock |
| Cuts and installs aluminum window and door and side light framing as per specifications |
| Assumes responsibility for care of assigned vehicle, tools, and equipment |
| Writes withdrawals on all materials used from stock |
| 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 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 painting and/or glazing experience |
| Physically able to climb and work from high places on all types of scaffolds and ladders |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Additional experience in this field |
| Experience using all types of paint and paint equipment |
| Experience operating high pressure cleaning equipment |
| Experience cutting and fitting glass |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---------------------|
| JOB TITLE: | PIPEFITTER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 11 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8350 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|---|
| Maintains 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 |
|--|
| Maintains and repairs all heating and chilled water lines |
| Replaces relief valves and compression tanks on boilers and water heaters |
| Re-tubes boilers, weld (within code) boilers, pressure vessels and steam lines |
| Maintains and repairs all variable pitch fans |
| Repairs and replaces all heat exchangers |
| Re-nipples radiators and sectional boilers |
| Repacks, repairs, and replaces various valves and steam traps |
| Replaces and/or repairs shafts, bearings and blower wheels and variable pitch fans on all air handling equipment |
| Completes accurate work orders with respect to labor and material used |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Performs other duties as assigned by 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 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 approved apprenticeship program or equivalent |
| Three (3) years of experience as a welder or pipefitter |
| Capability in reading blueprints |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Certified welder |
| Valid Kentucky HVAC Journeyman license |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | PLANT OPERATOR I (SUPERVISES LESS THAN 4) |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 5 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8582 |
| BARGAINING UNIT: | CLAJ |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the safe and healthful operation of the physical plant and grounds; directs and participates with the housekeeping staff in custodial functions and preventative maintenance. Supervises less than four (4) custodial staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and organizes the work of the housekeeping staff and participates in custodial activities to accomplish daily, periodic, and annual cleaning

Implements the established cleaning standards and methods using approved products and equipment

Conducts preventative maintenance program (minor maintenance) of facilities and grounds. Arranges grounds; arranges for maintenance beyond capabilities

In cooperation with the principal/building manager, evaluates, recommends promotion, transfer, and disciplinary action of custodial staff in cooperation with the principal/building manager,

Observes established severe weather procedures and performs building checks

Ensures proper maintenance of the grounds to include snow and weed removal from sidewalks and steps

Maintains an inventory of custodial supplies and equipment, reordering as necessary

Schedules custodial services as necessary for extra-curricular (after hours) activities

Evaluates staff as assigned

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

Perform other duties as assigned 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.

Recommendation of Principal or school center head

Successful completion of JCPS plant operator assessment and training program

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | | |
|------------------------|--|-----------|
| JOB TITLE: | PLANT OPERATOR II (SUPERVISES 4 OR MORE) | |
| DIVISION | OPERATIONS SERVICES | |
| SALARY SCHEDULE/GRADE: | II, GRADE 3 | |
| WORK YEAR: | 260 DAYS | |
| FLSA STATUS: | EXEMPT | NONEXEMPT |
| JOB CLASS CODE: | 8580 | 8607 |
| BARGAINING UNIT: | CLAJ | CLAP |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the safe and healthful operation of the physical plant and grounds; directs and participates with the housekeeping staff in custodial functions and preventative maintenance. Supervises four (4) or more custodial staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and organizes the work of the housekeeping staff and participates in custodial activities to accomplish daily, periodic, and annual cleaning

Implements the established cleaning standards and methods using approved products and equipment

Conducts preventative maintenance program (minor maintenance) of facilities and grounds; arranges for maintenance beyond capabilities

In cooperation with the principal/building manager, evaluates, recommends promotion, transfers and disciplinary actions of custodial staff in cooperation with the Principal/building manager

Observes established severe weather procedures and performs building checks

Ensures proper maintenance of the grounds to include snow and weed removal from sidewalks and steps

Maintains an inventory of custodial supplies and equipment, reordering as necessary

Schedules custodial services as necessary for extra-curricular (after hours) activities

Evaluates staff as assigned

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, 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.

Recommendation of principal or school center head

Successful completion of JCPS plant operator assessment and training program

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace

FOOTNOTE

Steps 6-14 Exempt, paid daily as salaried employee



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---------------------|
| JOB TITLE: | PLASTERER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 7 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8410 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Repairs plaster, lathe, stucco, drywall and masonry surfaces. Installs new plaster surfaces.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Applies coats of plaster to interior walls, ceilings, and partitions of buildings to produce finished surface, according to blue prints, architect's drawings, or oral instructions, using hand tools and portable power tools

Erects scaffolds as needed

Coordinates work of ~~helpers~~workers

Installs lathing, metal or rock lath and mortar, as required

Installs precast ornamental plaster pieces by applying mortar to back of pieces into place on wall or ceiling and be designated as ornamental plaster sticker

Assumes responsibility for care and operation of assigned vehicle, tools and equipment

Writes withdrawals on all material taken from stock

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

Performs all 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 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 plastering

Ability to climb and work in high places

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

~~Additional experience in this field~~ Experience cutting and installing all types of lathes

Experience mixing all kinds of mortar, plaster, and stucco

Experience in a diverse workplace

~~Experience cutting and installing all types of lathes~~



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---------------------|
| JOB TITLE: | PLUMBER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 10 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8392 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Performs maintenance and repairs on plumbing equipment and systems as required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Installs, repairs and maintains plumbing fixtures, garbage disposal unit, sewer plants, dishwashers, and water softeners

Assembles, installs, and repairs pipes, fittings, and fixtures of water, and drainage systems, according to specifications and plumbing codes and fills pipe system with water or air and reads pressure gauge to determine whether system is leaking

Studies building plans and working drawings to determine work aids required and sequence of installation

Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass, lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools

Cuts openings in walls and floors to accommodate pipe fittings, using hand tools and power tools

Cuts and threads pipe, using pipe cutters, cutting torch, and pipe threading machine

Fills out withdrawals on all material used from stock

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

Assumes responsibility for care and operation of tools, vehicle and equipment assigned to employee

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

Performs all 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 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 plumbing and/or servicing fire extinguisher equipment

Basic knowledge of plumbing and/or fire codes

Valid driver's license

Louisville and/or Jefferson County plumbing license

Effective communication skills

DESIRABLE QUALIFICATIONS

Additional experience in this field

Experience in reading and following blueprints, diagrams and schematics

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|-----------------------------|
| JOB TITLE: | PRINCIPAL ELEMENTARY SCHOOL |
| DIVISION | ACADEMIC SCHOOL |
| SALARY SCHEDULE/GRADE: | IV, GRADE 13 |
| WORK YEAR: | 220 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4295 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|---|
| Assumes responsibility for planning, implementing, supervising, and maintaining the educational program and is directly or indirectly responsible for attainment of the District's educational goals. The scope is determined by the size of the school, the characteristics of the students, the activity program mandated by student needs, and community expectations. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment |
| Applies concepts of curriculum, research, theory, and design to achieve academic expectations |
| Promotes multicultural awareness, gender sensitivity, and racial and ethnic appreciation |
| Assesses needs of the student population and available resources and uses this information to align mission of the school with student needs |
| Allocates and manages resources (staff, materials, dollars and time) to effectively and accountably ensure successful student learning |
| Supervises and evaluates all personnel assigned to the school |
| Administers and supervises the maintenance of the physical facilities |
| Provides liaison with students, parents, staff, parent groups, community agencies and promotes positive public and school-community relations |
| Enforces appropriate state and federal regulations, District School Board policies, administrative directives, and accreditation standards |
| Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system wide accounting practices |
| Provides leadership to the school-based decision-making council and related committees |
| Provides leadership to parent organizations related to all school programs |
| Provides leadership for the planning, management, and supervision of the extra-curricular programs |
| Duties may include 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 Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification) |
| Three (3) years of successful teaching experience as defined in KRS 161.220 and KRS 161.720 |
| Satisfactory performance on District administrative application processes |
| Satisfactory interviews with Superintendent designees |
| Satisfactory record of job history and performance |
| Satisfactory job references |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification) |
| Experience with/working knowledge of current school programs and procedures |
| Demonstrated ability to work with various groups including those with diversified background |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SECONDARY-SCHOOL-PRINCIPAL HIGH SCHOOL |
| DIVISION | ACADEMIC SCHOOL |
| SALARY SCHEDULE/GRADE: | IV, GRADE 14 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4305 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|--|
| Assumes responsibility for planning, implementing, supervising, and maintaining the educational program and is directly or indirectly responsible for attainment of the district District's state educational goals. The scope is determined by the size of the school, the characteristics of the students, the activity program mandated by student needs, and community expectations which frequently contribute to extended duty hours. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment |
| Applies concepts of curriculum, research, theory, and design to achieve academic expectations |
| Promotes multi-cultural awareness, gender sensitivity, and racial and ethnic appreciation |
| Assesses needs of the student population and available resources and uses this information to align mission of the school with student needs |
| Allocates and manages resources (staff, materials, dollars and time) to effectively and accountably ensure successful student learning |
| Supervises and evaluates all personnel assigned to the school |
| Administers and supervises the maintenance of the physical facilities |
| Provides liaison with students, parents, staff, parent groups, community agencies and promote positive public and school-community relations |
| Enforces appropriate state and federal regulations, School Board policies, administrative directives, and accreditation standards |
| Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system-wide accounting practices |
| Provides leadership to the school based decision-making council and related committees |
| Provides leadership to parent organizations related to academic, athletic, and magnet programs |
| Provides leadership for the planning, management and supervision of the board program of athletics |
| Provides leadership for the planning, management and supervision of an extensive extra-curricular program |
| Provides leadership and direction of guidance programs |
| 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 |
| 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 of successful teaching experience as defined in KRS 161.220 and KRS 161.720 |
| Satisfactory performance on district District administrative application processes |
| Satisfactory interviews with Superintendent designees |
| Satisfactory record of job history and performance |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification) |
| Successful experience as an Assistant Principal |
| Experience with/working knowledge of current school programs and procedures |
| Demonstrated ability to work with various groups including those with diversified background |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|--|
| JOB TITLE: | PRINCIPAL JEFFERSON COUNTY HIGH SCHOOL |
| DIVISION | ACADEMIC SCHOOL |
| SALARY SCHEDULE/GRADE: | IV, GRADE 13 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4320 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|---|
| Assumes overall responsibility for the total operation of the Jefferson County High School including directing and evaluating school operations; implementing and evaluating programs, operating the school; supervising and evaluating personnel assigned to the programs, providing leadership for the instructional program and servicing as a communication link with community, parents, and other school system employees. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Provides leadership for the instructional program |
| Plans, executes and evaluates school operations and implements and evaluates school programs in accordance with Board policy, existing laws, and administrative directives |
| Exercises administrative authority and responsibility for decision-making |
| Provides leadership in the determination of educational needs and in the formulation of necessary plans, programs, and budgets |
| Supervises and evaluates all personnel assigned to the school |
| Directs the utilization of available services and resources according to clearly established priorities and needs |
| Provides communication linkage among the Jefferson County High School, systemwide system--wide service offices, local school personnel, parents, community, and citizen groups; remains knowledgeable of their activities and concerns |
| Develops and implements a comprehensive plan of staff development |
| 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 |
| 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 of successful teaching experience in public schools as defined in KRS 161.220 and KRS 161.720 |
| Satisfactory performance on district District administrative application processes |
| Satisfactory interviews with Superintendent designees |
| Satisfactory record of job history and performance |
| Satisfactory job references |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Teaching experience at level of assignment as defined in KRS 161.220 and KRS 161.720 |
| Evidence of preparation for school program administration at level of assignment as defined in KRS 161.220 and KRS 161.720 |
| Successful experience in school administration as defined in KRS 161.220 and KRS 161.720 |
| Experience with/working knowledge of current program(s) and procedures |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|-------------------------|
| JOB TITLE: | PRINCIPAL MIDDLE SCHOOL |
| DIVISION | ACADEMIC SCHOOL |
| SALARY SCHEDULE/GRADE: | IV, GRADE 13 |
| WORK YEAR: | 220 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4300 |
| BARGAINING UNIT: | CERX |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, implementing, supervising, and maintaining the educational program and is directly or indirectly responsible for attainment of the District's educational goals. The scope is determined by the size of the school, the characteristics of the students, the activity program mandated by student needs, and community expectations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Promotes multi-cultural awareness, gender sensitivity, and racial and ethnic appreciation

Allocates and manages resources (staff, materials, dollars and time) to effectively and accountably ensure successful student learning

Assesses needs of the student population and available resources and uses this information to align mission of the school with student needs

Supervises and evaluates all personnel assigned to the school

Administers and supervises the maintenance of the physical facilities

Provides liaison with students, parents, staff, parent groups, community agencies and promotes positive public and school-community relations

Enforces appropriate state and federal regulations, School Board District policies, administrative directives, and accreditation standards

Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system-wide accounting practices

Provides leadership to the school based decision-making council and related committees

Provides leadership to parent organizations related to all school programs

Provides leadership for the planning, management and supervision of the extra-curricular programs

Duties may include performance of health services, if needed, for which training will be provided

Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment

Applies concepts of curriculum, research, theory, and design to achieve academic expectations

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 of successful teaching experience as defined in KRS 161.220 and KRS 161.720

Satisfactory performance on district administrative application processes

Satisfactory interviews with Superintendent designees

Satisfactory record of job history and performance

Satisfactory job references

Effective communication skills

DESIRABLE QUALIFICATIONS

Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Successful experience as an Assistant Principal

Experience with/working knowledge of current school programs and procedures

Demonstrated ability to work with various groups including those with diversified background

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | PRINCIPAL SPECIAL PROGRAM TAPP SCHOOLS |
| DIVISION | ACADEMIC SCHOOL SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 13 |
| WORK YEAR: | 220 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4311 |
| BARGAINING UNIT: | CERX |

SCOPE OF RESPONSIBILITIES

Provides leadership in the development, implementation and monitoring of the plans, programs and strategies that improve achievement and college/career readiness for all students in the school; additionally, ~~the leader will supervise~~ and ~~evaluate~~ staff, creates a positive and supportive culture, and differentiates services so that obstacles to learning are removed for all students. ~~The leader will also be expected to link~~ with community services, agencies, ~~district~~ services and other community groups to support student achievement and college/career readiness and use ~~district~~ supports, systems, and data systems to improve achievement for each student.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as the instructional leader who leads the design, implementation and monitoring of the school's academic achievement plan focusing on the achievement and college/career readiness of each student

Assumes responsibility for establishing goals, collecting and maintaining data, performing on-going program evaluation and leading mid-course corrections based on that data and the identified needs; ~~this~~ includes leading regular reviews of district instructional goals and objectives, program development, implementation, evaluation and redesign

Serves as a link between the school, parents, social services, community school and other appropriate agencies and personnel with an inter-disciplinary team approach that leads to college/career readiness for the students

~~Supervises and evaluates personnel~~

Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that schools are organized and administrated in a manner which promotes student learning and accomplishes the goals of the ~~district~~

Provides regular reports to the ~~district~~ personnel on academic achievement progress of students, including College/Career readiness data and results of ~~district~~ wide assessments

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, safety and facility issues

Administers and supervises the maintenance of the physical facilities

Resolves problems relating to community relations, inquiries, student and staff issues and any other school specific needs

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

Attends all ~~principal~~ meetings, achievement area meetings and other ~~principal~~ meetings unless otherwise communicated

~~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 exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Principal Certification

Three (3) years of successful teaching experience

Willingness to work with community agencies, families, parents and students who are parents, as well

Ability to articulate vision of best practice for effective school with special characteristics

Understanding of systems management

Demonstrated leadership ability within diverse groups and students with unique or special needs

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience fostering resiliency and helping students achieve at high levels despite challenges

Experience in urban/suburban school ~~district~~ District with student population representing cultural and needs differences

~~Experience in a diverse workplace~~



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|-------------------------------|
| JOB TITLE: | PRINCIPAL SPECIAL SCHOOL |
| DIVISION | ACADEMIC SCHOOLADMINISTRATION |
| SALARY SCHEDULE/GRADE: | IV, GRADE 12 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4310 |
| BARGAINING UNIT: | CERX |

SCOPE OF RESPONSIBILITIES

Develops, establishes, and maintains a special school with programs which meet specific needs represented by the scope of the school population, whether K-12 or elementary or secondary levels.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements and monitors the provisions of PL 94-142 and other pertinent federal legislation, as well as enforces appropriate sState statutes, School Board policies, and administrative directives

Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment

Provides administrative management and instructional leadership for the total operation and supervises all activities within the school

Provides effective leadership at the school center in the development of: (a) educational programs in the school (K-12, ages 3-21); (b) planning program, budget, evaluation system; (c) staff development program; (d) public and school community relations; (e3) well balanced activities program; (f) rules, regulations, and administrative directives

Assigns pupils appropriately at the local school level and maintains appropriate records related to pupils

Maintains and updates an inventory of all property and media holdings assigned to the school center

Supervises and evaluates all personnel assigned to the school center and maintains appropriate records related to both instructional and non-instructional personnel

Maintains appropriate records for all internal account transactions and is responsible for local school fiscal affairs in accordance with federal, local, state, and system wide accounting practices

Provides liaison with pupils, parents, other staff members, parent groups, and other community agencies

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

MINIMUM QUALIFICATIONS

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

Three (3) years of successful teaching experience in public schools

Demonstrated ability to work with diversevarious groups

Satisfactory performance on distrietDistrict administrative application processes

Satisfactory interviews with Superintendent designees

Satisfactory record of job history and performance

Satisfactory job references

Effective communication skills

DESIRABLE QUALIFICATIONS

Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Basic knowledge of one or more areas of special education

Teaching experience in at least one field of special education and the level of assignment

Kentucky Certification for teaching in the special field represented by the school population

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | PRINCIPAL STATE AGENCY CHILDREN'S SCHOOL PROGRAMS |
| DIVISION | ACADEMIC SCHOOL |
| SALARY SCHEDULE/GRADE: | IV, GRADE 13 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4315 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|---|
| Assumes responsibility for planning, supervising, monitoring and evaluating programs housed in the Cabinet for Health and Family Services (CHFS)- Human Resources (CHR) residential and/or day treatment facilities. Acts as a liaison person for JCPS and State Agency Children's School Programs.; Assumes responsibility with interdisciplinary special schools teams of the State Agency management for planning, supervising, monitoring, and evaluating budget, planning, policy, and procedures. Also, supervises and evaluates Associate Principals assigned to State Agency/JCPS sites. budget-and-planning, policy and procedures and interdisciplinary special schools team of the management. State Agency Also, Children's supervises and School evaluates Programs, school Bureau center for heads Social Services assigned to and the Bureau cost for centers Health at the Services. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Implements planning, supervises, and monitors f Federal, s State, and local budgets.; M aintains appropriate records of all internal accounts |
| Evaluates and supervises school center heads in the daily operation of their respective programs |
| Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment |
| Supervises the implementation and monitors for compliance of all appropriate f Federal laws, Kentucky s State s Statutes, and local policies with regard to school operations, fiscal management, and Public Law 94-142 |
| Serves as liaison with school center heads, staff, administrative staff, District schools and other -appropriate agencies and personnel within a team management concept |
| Assists in implementing curriculum and ensures appropriate scheduling and planning to meet IEP objectives and instructional goals. |
| Addresses and identifies students' individual education treatment plans through the coordination of training activities with personnel from school centers, system-wide service offices, and other institutional agencies |
| Plans, facilitates, conducts, and evaluates school-based in-service for residential and day treatment schools |
| Conducts staff development activities for school center heads during and after normal duty hours to address the goals and objectives of the school systems and State Agency Children's School Programs |
| Duties may include-p Performs ance 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 exposure to marked changes in temperature and humidity and driving automotive equipment. |

| MINIMUM QUALIFICATIONS |
|--|
| Master's Degree with Certification in Administration and/or Supervision required by KRS 161.020 (Principal ship Certificate/Endorsement) |
| Three (3) years of successful -experience in working in a juvenile residential and/or day treatment program |
| Three Satisfactory -(3) years of satisfactory performance successful-on-teaching district-experience-administrative-application-processes |
| Satisfactory performance on D istrict administrative application processes |
| Satisfactory record of job history and performance. |
| Satisfactory job references |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Experience in developing, implementing, and monitoring of an interdisciplinary team approach in a human services setting |
| Positive adult role model for confronting and handling stressful situations |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|----------------------------------|
| JOB TITLE: | PRINCIPAL TRANSITIONAL EDUCATION |
| DIVISION | ACADEMIC SCHOOL |
| SALARY SCHEDULE/GRADE: | IV, GRADE 13 |
| WORK YEAR: | 220 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4330 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|--|
| Assumes responsibility for planning, implementing, supervising, and maintaining the educational program of a transitional education school; directly or indirectly responsible for attainment of the District's educational goals. The scope is related to the size of the school, the characteristics of the students, the activity and educational programs mandated by student needs and community expectations which may require development and management of a non-traditional work day and work year. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment, specific to the vision and mission of the school |
| Serves as the instructional leader for a transitional high school for students seeking an alternative learning setting |
| Provides leadership in using and integrating technology as an integral part of the curriculum in seeking, manipulating, and using information to expand learning |
| Promotes multi-cultural awareness, gender sensitivity, and racial and ethnic appreciation |
| Allocates and manages resources (staff, materials, dollars and time) to effectively and accountably ensure successful student learning |
| Supervises and evaluates all personnel assigned to the school |
| Administers and supervises the maintenance of the physical facilities |
| Provides liaison with students, parents, staff, parent groups, district schools, community agencies and promote positive public and school-community relations |
| Enforces appropriate state and federal regulations, School Board District policies, administrative directives, and accreditation standards |
| Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system wide accounting practices |
| Provides leadership and direction of guidance programs |
| Duties may include 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 |
| 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 as defined in KRS 161.220 and KRS 161.720 |
| Satisfactory performance on District administrative application processes |
| Satisfactory interviews with Superintendent designees |
| Satisfactory record of job history and performance |
| Satisfactory job references |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification) |
| Successful experience as an Assistant Principal or Principal |
| Experience with/working knowledge of current school programs and procedures relating to an alternative educational program |
| Demonstrated ability to work with various groups including those with diversified background |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|----------------------------|
| JOB TITLE: | PRINTER PRODUCTION PRINTER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IA, GRADE 9 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8014 |
| BARGAINING UNIT: | CLAA |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operation of print room equipment and the production and distribution of high quality printed materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Sets up ~~Set-ups~~ and operates single and multi-color presses and other equipment in press room; ~~r~~Responsible for stripping negatives and processing plates

Produces quality printed material while maintaining exact register and color

Maintains and makes minor adjustments to presses and press room equipment

Operates computerized paper cutters and equipment with accuracy using correct paper calculations

Maintains ink, paper, and other press room supply inventories

Produces four-color printing using quality instruments

Assists in the training of students assigned through co-op programs

Produces work in a timely manner while meeting deadlines

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. Work 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, fine manipulations, pushing and pulling of arm controls. 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.

Experience in operation of print room equipment

Ability to work independently and follow directions both oral and written

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience running two color presses and envelope feeder

Knowledge of operation of copy equipment

Ability to assemble film negatives and process metal printing plates

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | PRINTER SENIOR PRODUCTION PRINTER |
| DIVISION | COMMUNICATIONS AND COMMUNITY RELATIONS |
| SALARY SCHEDULE/GRADE: | IA, GRADE 10 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8016 |
| BARGAINING UNIT: | CLAA |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operation of print room equipment and production of high quality full color printed materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Sets up and operates four-color and multi-color presses in pressroom; responsible for stripping negatives and processing plates

Produces quality full color printed material while maintaining exact register and color

Maintains and makes minor adjustments to presses and pressroom equipment

Operates computerized paper cutters and all other equipment in the pressroom with accuracy using correct paper calculations

Produces four-color printing using quality instruments

Maintains ink, paper, and other pressroom supply inventories

Assists in the training of students assigned through co-op programs

Produces work in a timely manner while meeting deadlines

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. Work 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, fine manipulations, pushing and pulling of arm controls. 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.

Experience in operation of print room equipment

Experience running four-color, two-color, single-color presses and envelope feeder

Ability to work independently and follow directions both oral and written

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of bindery equipment

Knowledge of operation of copy equipment

Ability to assemble film negatives and process metal printing plates

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---------------------------|
| JOB TITLE: | RECEIVER CENTRAL RECEIVER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | 1B, GRADE 6 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8838 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Provides system-wide receiving and distribution for materials and equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for the receiving, identification, marking, ~~-&-and~~ placement of materials

Assumes responsibility for all paperwork subsequent to the receiving process

Assists the requisitioning units and schools with any problems relative to the receiving functions

Performs all contacts between users, vendors, and shippers when delivery errors occur

Coordinates shipments sent to the warehouse for departments and units

Assumes responsibility for notifying appropriate personnel of receipts of equipment to be etched and stenciled

Operates vehicles and lifting equipment as required

Assists with all forms of warehouse operation such as receiving, storage, stock issue, and maintenance

Assists in providing necessary security within the warehouse

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.

Valid driver's license

Three (3) years of successful experience in warehousing and materials receiving

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of Board policies

Knowledge of unit, department and school locations

Ability to operate a forklift

Experience in a diverse workplace

FOOTNOTEootnote

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: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|----------------------------|
| JOB TITLE: | RECEPTIONIST/CLERK |
| DIVISION | AS ASSIGNED ADMINISTRATION |
| SALARY SCHEDULE/GRADE: | IA, GRADE 3 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8721 |
| BARGAINING UNIT: | CLAA |

SCOPE OF RESPONSIBILITIES

Assumes ~~Responsibility~~ responsibility for the operation of the receptionist area, supplies general information to the public regarding the ~~school~~ District, screens all visitors and refers them to proper departments, schedules meetings in various areas and reports malfunction equipment (including telephones and vending machines).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists the public by providing telephone numbers of all offices and by supplying general information regarding the school district

Checks in visitors with valid purpose, refers them to proper department, and informs the manager of any suspicious person or activity

Schedules meetings for various conference areas as requested

Notifies appropriate personnel of malfunctioning equipment including the telephones (problems) and vending machines

Answers incoming telephone calls for the assigned Center and directs them to the appropriate personnel

Performs clerical duties (including filing and ~~word processing~~ typing)

Maintains an updated list of telephone numbers of employees housed at the Center

Maintains records and schedules appointments for pool cars

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

~~Word processing~~ Typing skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Proficiency in clerical skills

Knowledge of Jefferson County Public Schools policies and procedures

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|-----------------------------------|
| JOB TITLE: | RECRUITER |
| DIVISION | HUMAN RESOURCES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 8 |
| WORK YEAR: | AS APPROVED BY THE BOARD 260-DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4213 |
| BARGAINING UNIT: | CERX |

SCOPE OF RESPONSIBILITIES

Provides leadership and support for District recruitment initiatives focusing on both certified and classified staff. Engages a wide variety of stakeholders in recruitment and retention efforts. Designs and implements multiple strategies, projects, initiatives and activities to develop and cultivate top talent pipelines for critical certified and classified positions. Collects and analyzes data to evaluate effectiveness of District recruitment and retention efforts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates all aspects of recruitment for both certified and classified positions within the District

Implements multi-media marketing strategies to enhance District branding and employee recruitment

Develops and implements a position specific targeted search strategy to source active and passive candidates

Engages a wide variety of stakeholders, including District employees, in recruitment and retention initiatives

Monitors local, state and national supply and demand data related to positions and needs of the District

Monitors employee retirement and attrition to identify District needs

Cultivates contacts with local colleges and universities, businesses, community organizations and faith-based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District

Coordinates and attends job fairs and college/career fairs requiring extensive in-state and out-of-state travel especially during peak recruitment season

Develops and maintains state and national contacts to support recruitment efforts

Collects and analyzes data from multiple sources to evaluate effectiveness of recruitment initiatives and to direct recruitment efforts

Collaborate with other departments to design opportunities and programs to train and develop current employees for critical needs positions

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, 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 driving automotive equipment. In-state and out-of-state travel is required on a regular basis with heavy travel required during "recruitment season".

MINIMUM QUALIFICATIONS

Master's Degree with valid Kentucky Teaching Certificate

Three (3) years of successful teaching experience

Experience in recruiting, sales, or marketing

Effective written and verbal communication skills

Demonstrated knowledge and effective use of social media including Linked In, Facebook and Twitter

DESIRABLE QUALIFICATIONS

Knowledge of and /or experiences with utilizing source techniques including direct sourcing, internet and data mining and use of search engines and social media

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | REPRESENTATIVE CALL CENTER CUSTOMER-SERVICE REPRESENTATIVE |
| DIVISION | COMMUNICATIONS AND COMMUNITY RELATIONS |
| SALARY SCHEDULE/GRADE: | 1A, Grade 4 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8627 |
| BARGAINING UNIT: | CLAA |

SCOPE OF RESPONSIBILITIES

Provides friendly and professional customer service for incoming customer requests. Answers calls, researches required information using available resources, routes call to appropriate departments, handles complaints, troubleshoots problems and provides information.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Represents JCPS in an effective, professional and respectful way to the customer community; ~~h~~Handles customer inquiries by telephone, chat, web service and email

Researches requested information using available resources

Provides customers with requested information

Demonstrates good call procedures as outlined by supervisor

Routes calls or tickets to the appropriate resource

Documents all call information according to standard operating procedures

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

Manages and resolves customer complaints; ~~f~~Follows up with customer calls where necessary

Performs other duties as assigned by ~~Management~~ 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

High School Diploma or G.E.D.

Knowledge of customer service principles and practices

Proficient in relevant computer applications

Exceptional verbal and written communication skills

Good data entry and ~~typing-word procesing~~ skills

DESIRABLE QUALIFICATIONS

Some experience in a call center or customer service environment

Successful completion of a customer service representative certification

Exceptional interpersonal skills, with a focus on listening, team work and adaptability

Excellent organizational skills and attention to detail

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---------------------|
| JOB TITLE: | ROOFER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 9 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8404 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|---|
| Repairs roof and flashing. Repairs gutters and downspouts. Sheet metal fabrication. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Repairs roofs, gutters, downspouts, and flashing |
| Assumes responsibility for care and operation of vehicle, tools, and equipment assigned to roofer |
| Fills out withdrawals on all materials used from stock |
| Writes work orders on all work performed by roofer and assigned helper |
| Assumes responsibility for personal 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 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 three (3) years successful experience in roofs and sheet metal |
| Knowledge of all types of roof installation and repairs |
| Knowledge of sheet metal fabrication and installation |
| Ability to set up and operate sheet metal equipment |
| Ability to climb |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|-------------------------------------|
| Additional experience in this field |
| Completed apprenticeship program |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | | |
|------------------------|-------------------------------|------|
| JOB TITLE: | SCHOOL ADMINISTRATION MANAGER | |
| DIVISION | ACADEMIC SCHOOL | |
| SALARY SCHEDULE/GRADE: | II, GRADE 3 | |
| WORK YEAR: | 220 DAYS | |
| FLSA STATUS: | NON-EXEMPT/EXEMPT | |
| JOB CLASS CODE: | 8055 | 8038 |
| BARGAINING UNIT: | CLAJ | CLAP |

SCOPE OF RESPONSIBILITIES

Assists the Principal in managing school activities, including supervision of classified support personnel. Coordinates such activities as special events, transportation, and building maintenance.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and evaluates all non-instructional classified staff at the site

Manages all school scheduling, special events, field trips, cafeteria, transportation, maintenance, playgrounds, and cleaning

Manages community use of school site

Manages school budget

Assumes responsibility for disaster preparation; fire drills; student, staff, and public safety; student health

Maintains equipment, textbook, and supply inventories

Monitors student attendance and coordinates effort to improve student attendance

Coordinates with the Principal to maintain a positive, safe learning environment for students by enforcing the school discipline plan

Promotes the school and District through positive relations with community, businesses, parents, and students

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

Sixty (60) credit hours in a college/university program

Experience in public school or a business of similar size and complexity

Proficient in computer, telephone, and alarm systems

Demonstrated ability to communicate effectively and manage conflict

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree

Experience in a diverse workplace

FOOTNOTE

Steps 0-5 Non-Exempt, paid hourly based on Federal exempt minimum Steps 6-14 Exempt, paid daily as salaried employee



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--------------------------|
| JOB TITLE: | SECRETARY/BOOKKEEPER I |
| DIVISION | AS ASSIGNED |
| SALARY SCHEDULE/GRADE: | IA, GRADE 4 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8680 |
| BARGAINING UNIT: | CLAA |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for secretarial and bookkeeping duties, i.e., word processing, filing, scheduling appointments, taking minutes, answering phones, ordering and receiving supplies, maintaining ledger of accounts and financial transactions, and maintaining budgets. Hours of work are flexible.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs clerical and secretarial duties including filing, word processing and transcribing documents, correspondence and form letters reviewing materials for typographic accuracy and proper format

Maintains accurate financial records in accordance with generally accepted bookkeeping and accounting principles and District prescribed procedures

Prepares and maintains all accounts, records and documents for the cost center budget; including preparations of all requisitions, purchase orders and receiving tickets, etc.

Opens, sorts, and catalogs incoming mail and other written communications making appropriate distribution; maintains a pending file

Receives, initiates, and facilitates telephone communications responding to routine requests which have standard answers while referring technical calls and requests to appropriate staff

Operates standard office equipment machines including computers, adding machine, calculator, copier, and other office machines as required

Maintains supervisor's calendar, makes appointments and arranges for meetings as directed by supervisor

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of successful clerical experience in an office environment.

Word processing/transcription skills

Data processing skills

Excellent communication skills

DESIRABLE QUALIFICATIONS

Successful secretarial experience

Knowledge of mathematical functions to perform accurate computations

General office skills

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--------------------------|
| JOB TITLE: | SECRETARY/BOOKKEEPER II |
| DIVISION | AS ASSIGNED |
| SALARY SCHEDULE/GRADE: | IA, GRADE 5 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8672 |
| BARGAINING UNIT: | CLAA |

| SCOPE OF RESPONSIBILITIES |
|---------------------------|
|---------------------------|

Assumes responsibility for secretarial and bookkeeping duties, i.e., **typingword processing**, filing, scheduling appointments, taking minutes, answering phones, ordering and receiving supplies, maintaining ledger of accounts and financial transactions, and maintaining budgets. Hours of work are flexible.

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
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|--|

Receives, initiates, and facilitates telephone communications responding to routine requests which have standard answers while referring technical calls and requests to appropriate staff

Maintains accurate financial records in accordance with generally accepted bookkeeping and accounting principles and district prescribed procedures

Operates standard office equipment machines including computers, **typewriterword processing**, adding machine, calculator, copier, and other office machines as required

Performs clerical and secretarial duties including filing, typing and transcribing documents, correspondence and form letters reviewing materials for typographic accuracy and proper format

Maintains accurate financial records in accordance with generally accepted bookkeeping and accounting principles and district prescribed procedures

Prepares and maintains all accounts, records and documents for the cost center budget; including preparations of all requisitions, purchase orders and receiving tickets, etc.

Opens, sorts, and catalogs incoming mail and other written communications making appropriate distribution; maintains a pending file

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. ~~It requires the ability to communicate effectively using speech, vision and hearing.~~ The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

| MINIMUM QUALIFICATIONS |
|------------------------|
|------------------------|

High School Diploma or G.E.D.

Three (3) years **of** successful clerical/bookkeeping experience in an office environment

TypingWord processing/transcription skills

Effective communication skills

| DESIRABLE QUALIFICATIONS |
|--------------------------|
|--------------------------|

Experience operating machines common to a school office

Ability to establish and maintain desirable rapport with the public

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | ADMINISTRATIVE SECRETARY I ADMINISTRATIVE |
| DIVISION | AS ASSIGNED |
| SALARY SCHEDULE/GRADE: | IA, GRADE 10 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8642 |
| BARGAINING UNIT: | CLAB |

| SCOPE OF RESPONSIBILITIES |
|--|
| Assumes direct responsibility and provides administrative assistance to the supervisor in departmental/divisional management activities. Responsible for ensuring primary confidential secretarial support. Implements system-wide procedures and policies. Work assignments are performed independently and include a wide variety of situations that must be resolved. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Performs confidential administrative secretarial duties to support the responsibilities of the department |
| Routes incoming/outgoing communications taking action in routine situations and determines action to respond to non-routine situations |
| Receives, initiates, screens, and facilitates telephone communications responding to routine requests which have standard technical and non-technical answers selecting relevant information from a variety of sources interpreting and adapting where needed |
| Maintains supervisor's calendar, establishes appointment priorities, schedules and reschedules appointments; arranges for conferences and meetings and arranges for staff representation in absence of supervisor; anticipates, prepares and assembles material |
| Composes correspondence requiring knowledge of technical matters |
| Anticipates, requests and assembles information needed for periodic or special reports, correspondence, documents, and inquiries |
| Establishes and maintains office files and reports, requisitions supplies, forms, maintenance and other services as required, and operates computers, printers and other equipment as required |
| Arranges appointments and meetings and makes travel arrangements for the supervisor |
| Works closely with and gives general direction to clerical support staff shifting duties to accommodate work loads |
| 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. |
| Five (5) years of successful secretarial-related experience |
| Ability to demonstrate proficiency in the use of computers |
| General overall knowledge of school system |
| Ability to handle administrative details independently |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Extensive knowledge of office practice, procedures, and applications |
| Ability to work well with people |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|-------------------------------|
| JOB TITLE: | SECRETARY I |
| DIVISION | ACADEMIC SERVICES AS ASSIGNED |
| SALARY SCHEDULE/GRADE: | IA, GRADE 4 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8676 |
| BARGAINING UNIT: | CLAA |

SCOPE OF RESPONSIBILITIES

Assumes responsibility, with a minimum of detailed supervision and guidance, for providing the primary confidential and non-confidential clerical and secretarial support including **typing word processing**, filing, scheduling appointments and meetings; answering phone calls and duplicating materials; works with a limited variety of simple procedures which generally impact only the current project or the sub-unit; works fairly independently maintaining a responsive relationship with the day-to-day activities of the supervisor and/or primary secretary.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs clerical and secretarial duties including filing, **typing word processing** and transcribing documents, correspondence and form letters reviewing materials for typographic accuracy and proper format

Opens, sorts, and catalogs incoming mail and other written communications making appropriate distribution; maintains a pending file

Receives, initiates, and facilitates telephone communications responding to routine requests which have standard answers while referring technical calls and requests to appropriate staff

Maintains supervisor's calendar, makes appointments and arranges for meetings as directed by supervisor

Establishes and maintains office files and recurring internal reports

Operates standard office equipment machines including computers, **typewriter**, adding machine, calculator, copier, and other office machines as required

Requisitions supplies, forms, maintenance and other services 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 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 in an office environment with good knowledge of general office procedures

Word processing **Typing**/transcription skills

Excellent knowledge of business English, spelling and arithmetic

Effective communication skills

DESIRABLE QUALIFICATIONS

Excellent telephone and reception manners

Successful experience in similar or related area of assignment

Ability to work well in a team situation

Efficient time management

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | | |
|------------------------|--------------------------|------|
| JOB TITLE: | SECRETARY II | |
| DIVISION | AS ASSIGNED | |
| SALARY SCHEDULE/GRADE: | IA, GRADE 5 | |
| WORK YEAR: | AS APPROVED BY THE BOARD | |
| FLSA STATUS: | NON-EXEMPT | |
| JOB CLASS CODE: | 8668 | 8670 |
| BARGAINING UNIT: | CLAA | CERS |

SCOPE OF RESPONSIBILITIES

Assumes responsibility, with a minimum of detailed supervision and guidance, for providing the primary confidential and non-confidential clerical and secretarial support including transcription, **word processing**typing, filing, scheduling appointments and meetings, answering phone calls, and duplicating materials; works with clearly defined standard practices and procedures which generally impact only the organizational segment to which assigned or may infrequently impact several organizational segments; works fairly independently maintaining a close and highly responsive relationship with the day-to-day activities of the supervisor and/or primary secretary; handles differing situations, problems and deviations according to general instructions, priorities, policies and goals.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs confidential and non-confidential clerical and secretarial duties including filing, **word processing**typing, taking and transcribing dictation, correspondence, documents and reports reviewing outgoing materials for typographic accuracy, internal consistency and conformance with approved procedures and proper format assuring that proper format assuring that proper clearances have been obtained

Opens, sorts, catalogs and, following general direction, screens incoming mail and other written communications making appropriate distribution; maintains a pending file

Receives, initiates, screens and facilitates telephone communications responding to routine requests which have nontechnical answers while referring technical calls and requests to appropriate staff

Maintains supervisor's calendar, tentatively schedules appointments and arranges for conferences and meetings without prior clearance

Assembles established background materials for meetings; attends meetings as directed taking and transcribing minutes

Drafts and prepares for signature and distribution routine, non-technical correspondence and reports collecting information as needed from files and staff

Establishes and maintains office files and reports, requisitions supplies, forms, maintenance and other services as required, and operates standard office machines including computers, **typewriter**, adding machine, calculator, copier, and other equipment 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 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 clerical experience in an office environment with excellent knowledge of general office procedures

Word processingTyping/transcription skills

Excellent knowledge of business English, spelling and arithmetic

Effective communication skills

DESIRABLE QUALIFICATIONS

One (1) year **of** successful secretarial experience

Excellent telephone and reception manners

Successful experience in similar or related area of assignment

Ability to work well in a team situation

Efficient time management

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|-----------------------------------|
| JOB TITLE: | SECRETARY III CONFIDENTIAL |
| DIVISION | AS ASSIGNED |
| SALARY SCHEDULE/GRADE: | IA, GRADE 6 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8664 |
| BARGAINING UNIT: | CLAB |

SCOPE OF RESPONSIBILITIES

Assumes responsibility, with a minimum of supervision and guidance, for providing the primary confidential and non-confidential clerical and secretarial support including **stenography**, transcription, **typingword processing**, filing, scheduling appointments and meetings, answering phone calls, and duplicating materials; works with system-wide procedures and policies which impact one or more major organizational segment; works fairly independently maintaining a close and highly responsive relationship with the day-to-day activities of the supervisor and/or primary secretary.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs confidential and non-confidential clerical and secretarial duties including filing, **typingword processing**, and taking and transcribing dictation, correspondence, documents and reports reviewing outgoing materials for typographic accuracy, internal consistency and conformance with approved procedures and proper format assuring that proper clearances have been obtained

Opens, sorts, reads, catalogs and screens incoming mail, publications, regulations and directives and other written communications, taking appropriate action in routine situations and using own judgment and initiative to determine approach or action to take in non-routine situations

Receives, initiates, screens, and facilitates telephone communications responding to routine requests which have standard technical and non-technical answers selecting relevant information from a variety of sources interpreting and adapting where needed

Maintains supervisor's calendar, tentatively schedules appointments and arranges for conferences and meetings without prior clearance; anticipates, prepares and assembles materials needed for meetings and conferences; attends meetings taking and transcribing minutes

On own initiative-c Composes for signature of supervisor correspondence which is related to administrative matters, general office policies, and standard technical and nontechnical information (**on own initiative**)

On own initiative-a Anticipates, requests and assembles information needed for periodic or special reports, correspondence, documents, and inquiries (**on own initiative**)

Personally and with own discretion-h Handles differing situations, problems and deviations according to general instructions, priorities, policies and goals (**personally and with own discretion**)

Establishes and maintains office files and reports, requisitions supplies, forms, maintenance and other services as required, and operates standard office machines including computers, **typewriter**, adding machine, calculator, copier, and other equipment as required

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

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of successful secretarial-related experience in an office environment with excellent knowledge of general office procedures

TypingWord processing/transcription skills

Excellent knowledge of business English, spelling and arithmetic

Effective communication skills

DESIRABLE QUALIFICATIONS

Business school education

Successful secretarial experience

Excellent telephone and reception manners

Successful experience in similar or related area of assignment

Ability to work well in a team situation

Efficient time management

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--------------------------|
| JOB TITLE: | SECRETARY III |
| DIVISION | AS ASSIGNED |
| SALARY SCHEDULE/GRADE: | IA, GRADE 6 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8662 |
| BARGAINING UNIT: | CLAA |

SCOPE OF RESPONSIBILITIES

Assumes responsibility, with a minimum of supervision and guidance, for providing the primary confidential and non-confidential clerical and secretarial support including stenography, transcription, typing, filing, scheduling appointments and meetings, answering phone calls, and duplicating materials; works with system-wide procedures and policies which impact one or more major organizational segment; works fairly independently maintaining a close and highly responsive relationship with the day-to-day activities of the supervisor and/or primary secretary.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs confidential and non-confidential clerical and secretarial duties including filing, **typingword processing**, and taking and transcribing dictation, correspondence, documents and reports reviewing outgoing materials for typographic accuracy, internal consistency and conformance with approved procedures and proper format assuring that proper clearances have been obtained

Opens, sorts, reads, catalogs and screens incoming mail, publications, regulations and directives and other written communications, taking appropriate action in routine situations and using own judgment and initiative to determine approach or action to take in non-routine situations

Receives, initiates, screens, and facilitates telephone communications responding to routine requests which have standard technical and nontechnical answers selecting relevant information from a variety of sources interpreting and adapting where needed

Maintains supervisor's calendar, tentatively schedules appointments and arranges for conferences and meetings without prior clearance; anticipates, prepares and assembles materials needed for meetings and conferences; attends meetings taking and transcribing minutes

~~On own initiative~~ Composes, ~~on own initiative~~, for signature of supervisor correspondence which is related to administrative matters, general office policies, and standard technical and nontechnical information

~~On own initiative~~ Anticipates, requests and assembles information, **on own initiative**, needed for periodic or special reports, correspondence, documents, and inquiries

~~Personally and with own discretion~~ Handles differing situations, problems and deviations, **personally and with own discretion**, according to general instructions, priorities, policies and goals

Establishes and maintains office files and reports, requisitions supplies, forms, maintenance and other services as required, and operates standard office machines including computers, ~~typewriter~~, adding machine, calculator, copier, and other equipment as required

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

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years **of** successful secretarial-related experience in an office environment with excellent knowledge of general office procedures

TypingWord processing/transcription skills

Excellent knowledge of business English, spelling and arithmetic

Effective communication skills

DESIRABLE QUALIFICATIONS

Business school education

Successful secretarial experience

Excellent telephone and reception manners

Successful experience in similar or related area of assignment

Ability to work well in a team situation

Efficient time management

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|-----------------------|
| JOB TITLE: | SECRETARY V |
| DIVISION | AS ASSIGNED |
| SALARY SCHEDULE/GRADE: | IA, GRADE 8, 260 DAYS |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8644 |
| BARGAINING UNIT: | CLAB |

| SCOPE OF RESPONSIBILITIES |
|--|
| Assumes responsibility, working from general, overall objectives, for providing the primary confidential and non-confidential clerical and secretarial support including transcription, filing, scheduling appointments and meetings, answering phone calls, and duplicating materials; works with system-wide procedures and policies which impact more than one major organizational segment; works independently maintaining a close and highly responsive relationship with the day-to-day activities of the supervisor handling a wide variety of situations and conflicts involving clerical and administrative functions. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Performs confidential and non-confidential clerical and secretarial duties including filing, word processing, correspondence, documents and reports reviewing outgoing materials for accuracy, internal consistency and conformance with approved procedures and proper format assuring that proper clearances have been obtained |
| Opens, sorts, reads, catalogs and screens incoming mail, publications, regulations and directives and other written communications, taking appropriate action in routine situations and determines approach or action to take in non-routine situations; summarizes content of materials and action taken |
| Receives, initiates, screens, and facilitates telephone communications responding to routine requests which have standard technical and non-technical answers selecting relevant information from a variety of sources interpreting and adapting where needed |
| Maintains supervisor's calendar, establishes appointment priorities, schedules and reschedules appointments; arranges for conferences and meetings and arranges for staff representation in absence of supervisor; anticipates, prepares and assembles materials needed for meetings and conferences and coordinates information with background information drawing attention to important points or conflicts; attends meetings, prepares minutes, notes commitments made by supervisor, and arranges for and ensures timely staff implementation of commitments |
| Composes correspondence requiring knowledge of technical matters |
| Anticipates, requests and assembles information needed for periodic or special reports, correspondence, documents, and inquiries |
| Establishes and maintains office files and reports, requisitions supplies, forms, maintenance and other services as required, and operates computers, printers and other equipment as required |
| Works closely with and gives general direction to clerical support staff shifting duties to accommodate work loads |
| 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, with the ability to lift, carry, push or pull light weights. |

| MINIMUM QUALIFICATIONS |
|---|
| High School Diploma or G.E.D. |
| Three (3) years of successful secretarial-related experience in an office environment with excellent knowledge of general office procedures |
| Word processing skills |
| Excellent knowledge of business English, spelling and arithmetic |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Business school education |
| General overall knowledge of the school system |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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

SCOPE OF RESPONSIBILITIES

~~Manages Assists in the performance of all warehouse and distribution the basic activities including procurement processes, estimating materials requirements, distribution from and to multiple locations within the District. Supervises staff responsible for all parts warehouses, warehouse storage and deliveries, moves, board courier, Pony, Science Module production and delivery, textbook pickups, and mailroom operations. dispersing materials, and monitoring the status of materials as a current asset; supervises maintenance of property records and textbook distribution.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates all phases of centralized purchasing and warehousing of goods and services in compliance with the Kentucky Model Procurement Code and Board policies

Coordinates the supervision of receiving, storing, distributing and inventorying supply items and conducts an annual inventory

Manages mailrooms and the courier service

Prepares necessary forms and procedures for requisitioning warehouse withdrawal for items stored in the various warehouses

Assists in the supervision of the processing of all purchase orders and warehouse requisitions

~~Coordinates Science Module operation with onsite Curriculum and Instruction representative. Assists principals and other cost center heads with recording data for all real property being added, deleted or transferred to/from each cost center~~

Assists in planning, designing and implementing MIS systems to maintain and improve the purchasing and warehousing processing systems

~~Coordinates sale and disposition of surplus materials and equipment~~

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 being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent experience

Five (5) years of successful experience in accounting or purchasing functions

Basic knowledge of computerized accounting systems

Ability to communicate effectively

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree in Business Administration

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | | |
|------------------------|--------------------------|------|
| JOB TITLE: | SPECIALIST | |
| DIVISION | AS ASSIGNED | |
| SALARY SCHEDULE/GRADE: | II/IV, GRADE 9 | |
| WORK YEAR: | AS APPROVED BY THE BOARD | |
| FLSA STATUS: | EXEMPT | |
| JOB CLASS CODE: | 8486 | 4185 |
| BARGAINING UNIT: | CLAS | CERX |

| SCOPE OF RESPONSIBILITIES |
|--|
| Provides technical assistance to district District and school staff in the areas of 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 district District's priorities and needs and in developing, reviewing and revising program or activity as assigned |
| Researches past and current practices in all areas assigned and integrates research in all areas of responsibility |
| 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 district District and school staff to obtain information regarding the effectiveness of assigned programs or activities |
| Provides technical assistance to district District 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 |
| Evaluates staff as assigned |
| Completes all trainings and other compliance requirements as assignment by the designated deadline |
| Performs other duties as assigned by supervisor |

| PHYSICAL DEMANDS |
|---|
| The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires 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 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 |
| Kentucky certification in supervision and/or administration |
| Successful experience in area of research methods and strategies |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST COORDINATOR ACADEMIC COMPETITION |
| DIVISION | ACADEMIC SCHOOL SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 9 |
| WORK YEAR: | 187 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4262 |
| BARGAINING UNIT: | CERX |

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of a project, program, or activity ~~involving academic competitions 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 ~~D~~istrict staff, local school staff and the community regarding information, developments and implementation of project, program or activity

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

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

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

Prepares, delivers or assists with training opportunities as appropriate

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. 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 equivalent with Kentucky Teacher Certification

Three (3) years ~~of~~ successful experience in area of assignment

Successful leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky Professional Certification in Administration and/or Supervision

~~Experience in a diverse workplace~~



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|-----------------------------------|
| JOB TITLE: | SPECIALIST ACCESS AND OPPORTUNITY |
| DIVISION | DIVERSITY, EQUITY, AND POVERTY |
| SALARY SCHEDULE/GRADE: | II/GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8265 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|--|
| Coordinates services that will improve the academic and social outcomes for students particularly those that have traditionally not had access and opportunity. Identifies any barriers that may prevent a student/family from receiving services, and advocates for service implementation. Works closely with caregivers (e.g., family, case workers, court appointed guardians, etc.) to increase access and opportunity. Promotes school stability and advocates for international, homeless, immigrant/refugee, and other underserved students by overseeing the McKinney-Vento mandates. Identifies barriers and coordinates access services that will improve the academic and social outcomes for identified students. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Ensures that traditionally underserved populations (e.g., homeless, immigrant, refugee and other underserved students) are provided opportunities to meet the same academic achievement standards as other students and reduces the specific barriers students face |
| Removes barriers that hinder the school enrollment, achievement, and stability for homeless, immigrant/refugee, and other underserved students |
| Promotes school stability and continuity by carrying out the McKinney-Vento law as the district homeless liaison |
| Serves as an educational liaison between JCPS and agencies serving homeless, immigrant/refugee, and other underserved students and families |
| Develops, interprets, reviews and revises District policies and procedures in collaboration with other departments to remove barriers for international, homeless, immigrant/refugee students, and other underserved students |
| Collects data and reports to state and federal agencies as required to assess the educational needs of the target populations |
| Plans appropriate professional development related to homeless, immigrant/refugee, and other underserved students/families |
| Coordinates student and family homeless efforts, international services, advocacy, and programs with the educational objectives of the District |
| Coordinates extended learning opportunities for homeless, immigrant/refugee, and other underserved students and promotes family readiness and willingness to participate |
| Builds a base of public support to enhance access to services provided by JCPS and community agencies and partners with appropriate community organizations to assure goals and metrics are met as it relates to access |
| Supervises the implementation of the Clothing Assistance Program |
| Provides appropriate and timely reporting on the status and needs of the homeless, immigrant, refugee and other underserved students |
| Creates and facilitates a community council that focuses on the needs of marginalized students |
| 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 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 |
|---|
| Bachelors Bachelor's Degree -with successful experience working (3 years) with highly mobile and disadvantaged students/families particularly homeless, immigrant, refugee and other underserved students |
| KY certification in public school social work |
| Successful experience implementing federal, state and local mandates |
| Extensive knowledge of the services available to support international, homeless, and immigrant/refugee students |
| Ability to effectively work with homeless and immigrant/refugee students |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Masters Master's Degree in the field of social work |
| Fluency in a major language in the community (i.e., Spanish, Arabic, etc.) |
| Experience leading diverse groups |
| Experience with community international services providers |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | SPECIALIST ACCOUNTABILITY AND DATA SYSTEMS SPECIALIST-II |
| DIVISION | ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of accountability and data systems, 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. Responsible for performing computer programming functions and providing statistical data management systems through school district computer operations for evaluation, research and planning efforts conducted by the department; requires some consultation with the Executive Director Accountability, Research and Planning but is otherwise self-directed.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for maintenance and documentation of existing data systems Coordinates Systems Development efforts of all ad hoc reporting relating to existing systems.

Plans and designs new systems and modifies existing systems to meet special data or accountability requirements Assumes responsibility for maintenance and documentation of existing system.

Prepares and/or assists in preparation or reports, records and other documentation as required Plans and designs new systems and modifies existing systems to meet special data requirements, consulting with computer support personnel to produce reports for special requests.

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment Consults with district personnel and community representatives on creating custom software (in the areas of administration and instructional management); produces custom software for building personnel, and keeps abreast of trends and technical improvement

Provides technical assistance to District and school staff in the areas of accountability and data systems Assists in prioritizing district and community requests for data adhering to strict timelines and deadlines.

Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of accountability and data systems Assists in determining definitions of variables used in data analysis.

Assists in prioritizing District and community requests for data adhering to strict timelines and deadlines Oversees the extraction of program evaluation-related data from source documents and reduction of the data into an acceptable format for research and evaluation purposes.

Accumulates and researches data, documents and other pertinent information as required Assists in special projects in evaluation, data management, or other procedures as determined by needs in the local school, district, state or federal programs.

Prepares, delivers or assists with training opportunities in accountability and data systems as appropriate Performs institutional research statistical studies as requested for school district administrators.

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, 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

Five (5) successful years data processing experience

Five (5) successful years experience in system applications

Extensive experience with programming and Cobol, database structures and on-line applications, and Statistical Package for Social Sciences

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree or higher in area of research, program evaluation, statistics, or related field

Experience in educational system applications

Successful experience in area of research methods and strategies

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST ACCOUNTABILITY AND DATA SYSTEMSCOORDINATOR SYSTEMS RESEARCH |
| DIVISION | ACCOUNTABILITY, RESEARCH, AND SYSTEMS IMPROVEMENTDATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD260-DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of accountability and data systems, 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. Responsible for performing computer programming functions and providing statistical data management systems through school district computer operations for evaluation, research and planning efforts conducted by the department; requires some consultation with the Executive Director Accountability, Research and Planning but is otherwise self-directed.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for maintenance and documentation of existing data systems Coordinates Systems Development efforts of all ad-hoc reporting relating to existing systems.

Plans and designs new systems and modifies existing systems to meet special data or accountability requirements Assumes responsibility for maintenance and documentation of existing system.

Prepares and/or assists in preparation or reports, records and other documentation as required Plans and designs new systems and modifies existing systems to meet special data requirements, consulting with computer support personnel to produce reports for special requests.

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment Consults with district personnel and community representatives on creating custom software (in the areas of administration and instructional management); produces custom software for building personnel, and keeps abreast of trends and technical improvement

Provides technical assistance to District and school staff in the areas of accountability and data systems Assists in prioritizing district and community requests for data adhering to strict timelines and deadlines.

Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of accountability and data systems Assists in determining definitions of variables used in data analysis.

Assists in prioritizing District and community requests for data adhering to strict timelines and deadlines Oversees the extraction of program evaluation-related data from source documents and reduction of the data into an acceptable format for research and evaluation purposes.

Accumulates and researches data, documents and other pertinent information as required Assists in special projects in evaluation, data management, or other procedures as determined by needs in the local school, district, state or federal programs.

Prepares, delivers or assists with training opportunities in accountability and data systems as appropriate Performs institutional research statistical studies as requested for school district administrators.

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, 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

Five (5) successful years data processing experience

Five (5) successful years of experience in system applications

Extensive experience programming and database structures with Cobol, database structures and on-line applications, and Statistical Package for Social Sciences

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's degree or higher in area of research, program evaluation, statistics or related field

Experience in educational system applications

Successful experience in area of research methods and strategies

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST BEHAVIOR ANALYSTSUPPORT SYSTEMS |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | II, Grade 9 |
| WORK YEAR: | 220 Days |
| FLSA STATUS: | Exempt |
| JOB CLASS CODE: | 8131 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

This position of Behavior Analyst facilitates functional behavioral assessments (FBAs) and develops behavior intervention plans (BIPs) for students with autism spectrum disorders (ASD), intellectual disabilities (ID) and Emotional Behavior Disabilities (EBD). This position participates in the development of individualized education plans (IEP) and confers with and/or trains staff, administrators, parents and others on a weekly basis. The specialist provides continuous progress monitoring (data analysis) related to behavior intervention plans and other evidence based practices for students with ASD, ID and EBD.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works collaboratively with other specialists within exceptional child education programs as well as outside support agencies for programming needs, placement, and progress monitoring

Writes crisis and behavior plans as needed, ~~r~~~~p~~Plans will be modeled and shared with school staff, outside agencies, and parents

Provides professional development to teachers and paraprofessionals, school wide and team based, including topics such as FBA/BIP, 24 evidence based practices related autism, Individualized Education planning, rage cycle, systematic instruction, visual supports, Comprehensive Autism Planning System (CAPS), social skills instruction and a variety of other related topics

Assumes ~~r~~Responsibility for monitoring and supporting the most extreme behaviors; ~~r~~~~C~~creates plans for students transitioning to and from the school environment

~~Data c~~ollections data which is critical to development of student plans and student growth; ~~r~~ This position will collect and analyzes data to determine areas of concern, plans development, and revisions to an existing plan; and provides ~~D~~ata will also be provided to outside agencies to assist families when requested

Assesses student abilities using various assessment tools to analyze areas for growth; ~~The~~ assessments will allow for plan development that is individualized to assist students

Assists in the development and planning to address school wide behavior systems to move toward positive behavior supports across the school setting (e.g. classroom, hallways, transportation, 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 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

Master's Degree

Board Certified Behavior Analyst with current license

Experience working with students clinically diagnosed with behavior disorders

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | SPECIALIST BUDGET AND MANAGEMENT OPERATIONS SPECIALIST |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | 260-DAYS AS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8077 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|---|
| Responsible for budget development, control, quarterly reviews, and projecting year-end balances for Early Childhood. Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyzes budgeting and accounting reports for the purpose of maintaining expenditure controls. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Analyzes department budgeting and accounting reports to maintain expenditure controls |
| Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations |
| Consults with managers to ensure that budget adjustments are made in accordance with program changes |
| Performs cost-benefit analyses to compare operating programs, review financial requests, or explore alternative financing methods |
| Supervises staff in budget development and expenditure control |
| Manages operations in direct support of the Director Early Childhood to ensure the efficiency of the program |
| Directs the preparation of regular and special budget reports |
| Assumes responsibility for budget control, quarterly reviews and projecting year-end expenditure balances and notification of potential budgetary problems |
| Summarizes budgets and submits recommendations for the approval or disapproval of funds requests |
| 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 in area of assignment |
| Minimum of three (3) years of successful experience in accounting or budget development |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Knowledge of computer applications, preferably with Budget Finance Systems |
| Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions |
| Evidence of ability to work with groups and agencies responsible for and concerned with school budgets |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|-----------------------------------|
| JOB TITLE: | SPECIALIST CERTIFICATION AND LEAD |
| DIVISION | HUMAN RESOURCES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4209 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|---|
| Provides oversight of certification for all certified employees based on Kentucky state statutes, and Education Professional Standards Board (EPSB) rules, regulations and guidelines. Provides oversight for the development of all state reports focused on teacher and administrator certification. Provides consultation and recommendations to departments and units regarding certification requirements and job qualifications. Monitors state regulations that impact teacher and administrator certification. Serves as District liaison for certification to the Kentucky Education Profession Standards Board. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Coordinates the collection of data required to complete all mandated state and District reports focused on teacher and/or administrator certification and the Local Educator Assignment Data (LEAD) |
| Assumes responsibility for monitoring certification status for all employees in positions requiring certification based on job descriptions |
| Evaluates certification requirements and employee credentials to determine appropriateness, fit and legality for positions requiring certification |
| Collaborates with HR staff to determine certified salary placement related to education credentials |
| Works cooperatively with supervisors, directors and program coordinators to address issues of employee certification and LEAD reporting |
| Conducts the District's annual certification audit and submits biannual LEAD report |
| Collaborate with appropriate departments to conduct certification renewals |
| Recommends contract non-renewal for employees in certified positions with expired certificates |
| Assures compliance with state and District regulations and procedures related to employee certification and educator assignment |
| Evaluates staff as assigned |
| Completes all trainings and other compliance requirements as assigned by the designated deadline |
| Evaluates staff as assigned |
| Performs other duties as assigned by supervisor |

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

| MINIMUM QUALIFICATIONS |
|---|
| KY Professional Certification in Administration and/or Supervision |
| Three (3) years of successful experience with certification and master scheduling |
| Effective written and verbal communication skills |
| Experience in data collection and management |

| DESIRABLE QUALIFICATIONS |
|---|
| Demonstrated leadership capacity |
| Experience in Human Resources or Management |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST CHILD DEVELOPMENT &-AND EDUCATION SPECIALIST |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 9 |
| WORK YEAR: | 260-DAYS AS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4189 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|---|
| Provides leadership for planning, coordinating and developing the District's early childhood curriculum, instructional and evaluation programs. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Provides leadership to coordination of curriculum and assessment projects in early childhood programs |
| Administers the development, monitoring, and updating of a comprehensive plan for design and delivery of curriculum and assessment for early childhood content |
| Collaborates with other early childhood personnel in matters relating to early childhood instructional program development and the use of assessment data for the improvement of instruction |
| Coordinates training, support and technical assistance to early childhood instructional staff |
| Assumes Responsibility for the design and development of a written curriculum and pacing guides for all early childhood content including tools aligned to assist the classroom teacher with the design of lessons to deliver the written curriculum |
| Makes recommendations regarding implementation of a project, program or activity and evaluates effectiveness |
| Prepares and/or assists in preparation or reports, records and other documentation as required |
| Maintains communication and works closely with early childhood program staff, District staff, and the community regarding information developments and implementation of project program or activity and evaluates effectiveness |
| Researches past and current practices in the field of early childhood development and integrates research in all areas of responsibility |
| Assures compliance with federal, state and District policy |
| Evaluates staff as assigned |
| Performs other duties as assigned by supervisor |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |

| PHYSICAL DEMANDS |
|--|
| The work is performed while standing 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 Kentucky Interdisciplinary Early Childhood Education Certification (IECE) Kentucky Professional Certification in Administration |
| Three (3) years of successful experience in early childhood |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Experience teaching at the early childhood level or kindergarten Successful leadership experience |
| Knowledge of federal and state laws and regulations relating to early childhood education |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | SPECIALIST COMMUNITY AFFAIRS |
| DIVISION | DIVERSITY, EQUITY, AND POVERTY PROGRAMS |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8025 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|---|
| Coordinates efforts and programs that support the community and employees. Develops relationships with community and District stakeholders to ensure the District's equity goals are being met. Creates and builds a Community Affairs unit to address equity issues and to partner with the community and District offices to meet needs to support students and families. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Creates and plans programs that engage and support the community and employees |
| Develops and expands relationships with civic organizations, parents, and others as to strengthen the District's equity goals |
| Works closely with stakeholders and employees committed to Racial Equity Policies |
| Provides supports to the community and program providers as to improve outcomes for students and parents as it relates to access and equity |
| Receives and responds to reports from the community about equity concerns |
| Reports to the community the status of the equity initiatives in JCPS |
| Ensures that project/department milestones and goals around equity are met |
| Works in partnership with community-based program providers to develop and implement programs that promote community equity |
| Works with internal departments to develop an internal and external equity plan that promotes a culturally responsive and inclusive workplace, community, and classroom |
| Works with community coalitions to develop programs, events and new initiatives that promote equity |
| Establishes a unit of Community Affairs to address the equity needs as defined by the equity scorecard, the policy, and the strategic plan |
| Collaborates and coordinates with other operating units as needed |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Evaluates staff as assigned |
| Performs other duties as assigned by supervisor |

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

| MINIMUM QUALIFICATIONS |
|---|
| Master's Degree, Master's Degree in Supervision |
| Three (3) years of related work experience |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Experience with community partners |
| Skill in public speaking and working with multiple partners and stakeholder groups |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|-------------------------------|
| JOB TITLE: | SPECIALIST COMMUNITY SUPPORT |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | II/IV, GRADE 9 |
| WORK YEAR: | 260-DAYS AS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8495 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|---|
| Assumes responsibility for developing and implementing assigned programs including Neighborhood Place, AmeriCorps and Title V; represents the district with staff and outside organizations as assigned to address program needs. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Establishes and maintains on-going communication with community agencies and organizations to further education |
| Coordinates Title V Home School Coordinator positions. |
| Provides leadership for Title V staff to enhance student achievement, increase attendance, decrease dropout rate, decrease the suspension rate, and engage in parental involvement |
| Prepares and/or assists in preparation of reports and records for the district and state and federal governments |
| Maintains the Title V budget |
| Provides guidance for Title V "Parent Workshops" to enhance opportunities for parents to become aware of resources to assist their children in school |
| Oversees the budget and staff for the AmeriCorps Program |
| Serves as the District's primary staff liaison with Neighborhood Place |
| Oversees all funding allocated to Neighborhood Place |
| 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 |
| Experience in governmental relations |
| Experience in community development |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Master's Degree |
| Successful experience in area of research methods and strategies |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST CREATIVE SERVICES |
| DIVISION | COMMUNICATIONS AND COMMUNITY RELATIONS |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | 260-DAYS AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8009 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Directs the Materials Production team and manages production operations. Provides leadership in the development of creative assets/concepts. Consults with District personnel to determine creative needs and scope of work. Develops and promotes the implementation of JCPS Brand Standards. Schedules and tracks jobs, requirements, progress, changes, timelines, and other project variables. Tracks data and creates reports. Ensures quality and efficiency in production.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership, direction, supervision for the department; schedules projects; monitors progress; provides art direction, review, and feedback; assesses quality; promotes services across the District

Creates graphic forms of visual communication as needed; also has strong oral and written communication skills.; -Learns new processes, trends, and techniques to continuously promote the production of high-quality creative services

Monitors equipment performance; replaces aging equipment; oversees the purchase of equipment, maintenance agreements, paper, and supplies used in production

Manages the flow of work and resources to ensure timely and successful project completion through the use of strong project management and organizational skills

Works collaboratively with colleagues from different departments, utilizing creative and marketing knowledge to help develop creative campaigns for various JCPS departments/schools/programs

Cultivates Has strong interpersonal skills and effective relation-building capacity; interacts positively and confidently with colleagues at all levels; has strong salesmanship skills; builds confidence in those he or she supervises

Oversees JCPS Call Center

Writes printing specifications for outsourcing; works with Purchasing DeptDepartments: to annually procure supplies for large-format print production; understands and adheres to model procurement and JCPS purchasing policies

Directs the job flow process from entry through billing, ensuring recovery of costs

Provides production reports to Director of Performance and Technology

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, 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

Bachelor's degree

Five (5) or more years of successful experience in the field

Successful experience supervising personnel

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to be self-directed

Knowledge of district policies, procedures, goals, and objectives

Expert abilities in the area of graphic design, photography, writing/editing, or all three

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective 7/17/2019

| | |
|------------------------|-----------------------------------|
| JOB TITLE: | SPECIALIST DATABASE-ADMINISTRATOR |
| DIVISION | TECHNOLOGY |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | 260-DAYS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8542 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Designs, installs, monitors, and maintains performance tune production databases while ensuring high levels of data availability. Develops, implements, and oversees database policies and procedures to ensure the integrity and availability of databases and their accompanying software. Strategically designs and implements data warehouses, data marts, and data stores, while ensuring high levels of data availability. Defines data standards and models for warehouse architectures and employs established internal standards to design data structures that support data-driven decision making.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assesses and develops long-term strategic goals for production databases and data warehouse in conjunction with data owners and District managers, and provides data warehouse issue identification and resolution services including but not limited to performance issues, inefficiencies and gaps, data quality issues, access and security issues.

Works with and mentors application development staff to develop database and data warehouse architectures, coding standards, and quality assurance policies and procedures, business intelligence dashboards, and established internal standards and policies as well as leverages solutions to insure the data warehouse operations are automated, reliable, data is consistent and the architecture supports both simple and sophisticated data analysis using standardized tools

Installs and configures relevant network components to ensure secure database access as well as database consistency and integrity, and monitors database system details within the database, including stored procedures and execution time, and implements efficiency improvements

Plans and coordinates data migrations between systems, develops, implements, and maintains change control and testing processes for modifications to databases; designs and implements redundant systems, policies, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets

Evaluates, recommends, selects, and implements data warehouse components including database management systems, ETL (extract, transform and load) software, data mining tools, metadata management tools; and monitors system details within the data warehouse, including stored procedures, dimensions and cubes, and implements efficiency improvements, and assists in troubleshooting and designing transactional database systems

Leads multiple concurrent projects, supervises staff where needed, and utilizes effective time management, planning, and people skills to liaise with developers, other team members, and customers to ensure timely delivery of projects and to provide timely status update to all project stakeholders

Provides excellent and timely customer service by utilizing polite business communications, fulfilling requests on time, and satisfying ad-hoc requests and employs proactive measures to resolve project problems and implements the same throughout the team

Researches emerging database technologies and/or methodologies and implements processes for improving efficiency and reducing costs

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

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

Five (5) years of experience with designing, building, installing, configuring and supporting enterprise database servers and data warehouses

In-depth knowledge of relational and dimensional data modeling, database structures, theories, principles, and practices as well as broad hands-on knowledge of data warehouse and business intelligence strategies to meet enterprise data mining, analysis, and

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

Experience in building decision support systems including but not limited to balanced scorecards, dashboards, data mining models, multi-dimensional expressions (MDX) and troubleshooting transactional database performance issues

Supervisory experience

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST DIVERSITY HIRING SPECIALIST |
| DIVISION | DIVERSITY, EQUITY AND POVERTY PROGRAMS |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD 260-DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8475 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Provides support and guidance in relation to minority recruitment and retention in the hiring of JCPS employees, especially at the administrative level, Grade 8 and above. Collaborates with Human Resources, the JCPS Recruiter, and all Hiring Supervisors and Principals, to ensure a fair, inclusive, and equitable hiring process. Recruits, hires, and promotes, with Equal Employment Opportunity principles in mind, and through implementing practices designed to widen and diversify the pool of candidates considered for employment openings, including vacancies in upper level management.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with Human Resources and Senior Management to establish and implement a strong Equal Employment Opportunity (EEO) policy, and hiring guidelines

Consults with Hiring Supervisors, serves as one member of the interview committee, or as a resource to the hiring process, when a central office administrator vacancy is to be filled

Provides immediate training and/or additional follow-up when necessary or requested

Collaborates with JCPS Recruiter for supporting minority teacher recruitment and initiatives

Collaborates with Administrator Recruitment and Development for supporting, recruiting, and retaining minority leaders and candidates

Collaborates to support with Outreach, University Partnership, Communication, and other Marketing initiatives

Maintains appropriate documentation, and reports regularly to the Chief Equity Officer, Superintendent, and the Board of Education

Sets, monitors, and supports goals for diversifying staff across departments and schools

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

Perform other duties as assigned by supervisor ~~the Chief Equity Officer~~ and collaborates closely with the ~~Chief of Director of~~ Human Resources

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.

MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration or Master's Degree in Human Resources or related field

Five (5) years of successful teaching experience or Human Resources, Diversity, or related field as a Classified Administrator

Proven leadership experience with diverse populations

Effective communication skills

DESIRABLE QUALIFICATIONS

Proven understanding of SBDM laws and regulations

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST DIVERSITY, EQUITY, POVERTY COORDINATOR-II |
| DIVISION: | DIVERSITY, EQUITY, AND POVERTY PROGRAMS |
| SALARY SCHEDULE/GRADE: | II/IV, GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CERT |

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a projects, programs or activities in the Diversity Equity and Poverty Division, -having moderate impact on the District occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside unit are limited to routine matters where approval is needed; requires general supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of a projects, programs or activities 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 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 policy, administrative procedures and negotiated agreements as applicable to assignment
Prepares, delivers or assists with training opportunities as appropriate
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 Chief Equity Officer

PHYSICAL DEMANDS

The work is primarily sedentary. ~~It requires the ability to communicate effectively using speech, vision and hearing.~~ The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving 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 of successful experience in area of assignment
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree or higher
Kentucky Professional Certification in Administration and/or Supervision (Principal Certification)
Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST EARLY CHILDHOOD COMPLIANCE AND COMPREHENSIVE SERVICES SPECIALIST |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, Grade 9 |
| WORK YEAR: | 260-DAYS AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4266 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|---|
| Provides technical assistance to D district and school staff in the areas of 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 |
|---|
| Compile relevant reports to management, staff, board, and Policy Council Reviews short-range and long-term plans and goals with the Director of Early Childhood and program staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems and services |
| Track progress on action plans created Reviews short-range and long-term plans and goals with the Director of Early Childhood and program staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems and services |
| Maintain documentation and archives Maintains comprehensive and confidential records as required |
| Organize Community Assessment each year Coordinates with various D district departments and community agencies to provide specialized services for students and families |
| Initiate Self-Assessment and annual program evaluation Addresses parent concerns and compliance challenges among program staff |
| Develops and/or maintain a complete monitoring protocol and process with procedures and timelines for all aspects of Early Childhood |
| Coordinate and meet timelines and management review dates for written service plans Plans and facilitates health compliance goals, budget requests and procedures |
| Coordinate training and technical assistance for program staff Provides oversight of the Early Childhood comprehensive services department |
| Completion and submission of the Annual Report Compiles relevant reports to management, staff and the Board of Education |
| Collaboration with program staff on the completion and submission of annual Program Information Report Collaborates with department leaders, school administrators and staff to ensure administrative procedures are followed and in compliance with federal and state regulations and district policies |
| Develop and/or revise all required policies and procedures Coordinates training and technical assistance for program staff |
| Create and prepare all supplemental Early Childhood handbooks Regularly collaborates with staff to develop, review and revise all required policies, procedures and handbooks |
| Develop all Early Childhood contracts and Memorandums of Agreement and Understanding |
| Assists members of leadership team with due process issues |
| 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 |
| Three (3) years of successful experience in Early Childhood |
| Kentucky certification in supervision and/or administration (Principal Certification) |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Successful experience in area of research methods and strategies |
| Successful leadership experience |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16//2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST EARLY CHILDHOOD OPERATIONS AND COMPREHENSIVE SERVICES SPECIALIST |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | II/Grade 9 |
| WORK YEAR: | 260-DAYS AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8463 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|---|
| Assumes responsibility for planning, developing and administering all components assigned, in accordance with s State and f Federal Early Childhood guidelines. Responsible for working with other areas to ensure maximum integration of the components and collaborates with other programs in the district to provide maximum services to children and their families. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Reviews short-range and long-term plans and goals with the Director of Early Childhood and programs staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems and services |
| Plans, develops and updates -component work plans, budget requests and procedures |
| Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the d District's priorities and needs and in developing, reviewing and revising program or activity as assigned |
| Monitors component services and provides technical assistance when applicable |
| Researches past and current practices in all Early Childhood areas assigned and integrates research in all areas of responsibility |
| Provides plans, monthly progress reports and other program reports as needed |
| Works cooperatively with the designated Early Childhood coordinator and Early Childhood staff development personnel to provide in-service training in area of assignment |
| Collaborates, maintains communication, and works closely with d District staff, local school staff, d District and organization governance, and community members to provide maximum services to the children and their families |
| Maintains comprehensive and confidential records as required |
| Assures compliance with federal, state, and district policy, administrative procedures and negotiated agreements as applicable to assignment |
| Evaluates staff as assigned |
| Performs other duties as assigned by supervisor |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |

| PHYSICAL DEMANDS |
|--|
| The work is performed while standing 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 or higher with area or major in area of assignment |
| Five (5) years of experience in working with low-income families |
| Three (3) years of supervisory experience |
| Knowledge of community resources |
| Ability to communicate effectively with others |

| DESIRABLE QUALIFICATIONS |
|---|
| Master's degree |
| Administration and/or supervision certificate or endorsement (Principal Certification) |
| Successful experience in area of research methods and strategies |
| Experience in a diverse workplace |



Submitted For:
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | ACADEMIC PROGRAM CONSULTANT- IS SPECIALIST EARLY CHILDHOOD |
| DIVISION | AS-ASSIGNED ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4257 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|--|
| Provides leadership to coordination of early childhood projects, programs or activities having moderate impact on the District occasionally affecting more than one unit or department; requires activities. Requires adaptation and interpretation of standard practices and procedures; contacts outside unit are limited to routine matters where approval is needed; requires general supervision; particularly procedures particularly in support of special populations. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Prepares and/or assists in preparation or reports, records and other documentation as required |
| Makes recommendations regarding implementation of projects, programs or activities and evaluates effectiveness as assigned |
| 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 |
| Provides leadership to coordination of a projects, programs or activities having moderate impact on the District occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts out |
| Develops, establishes or administers project, program or activity |
| Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of project, program or activity |
| 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 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 of successful experience in area of assignment |
| Successful leadership experience |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Bachelor's Degree or higher |
| Kentucky Professional Certification in Administration and/or Supervision |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/19
Effective: 07/17/19

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|------------------------|---|
| JOB TITLE: | SUPERVISOR EARLY CHILDHOOD SCHOOL READINESS SPECIALIST |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, Grade 8 |
| WORK YEAR: | 220 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4188 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|--|
| Provides technical assistance to District and school staff in the area of early childhood education and development, monitoring and implementation of early childhood programs or activities; surveys system wide needs in area of early childhood 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 the Child Development and Education Specialist in short-range and long-range planning as assigned. |
| Researches past and current practices in the area of early childhood education and integrates research in all areas of responsibility. |
| Supervises and directs the work of early childhood committees and task forces as assigned. |
| Works cooperatively with designated coordinator and staff development personnel to provide in service training in the area of early childhood. |
| Works closely with district and early childhood staff to obtain information regarding the effectiveness of early childhood Provide leadership to the coordination of professional learning communities, projects, programs, and activities in early childhood programs. |
| Creates, implements, and maintains plans and activities for children transitioning into early childhood programs and for those transitioning to kindergarten. |
| Provides technical assistance to early childhood staff. |
| Prepares and/or assists in preparation or reports, records and other documentation as required. |
| Assures compliance with local, state and federal regulations and procedures related to early childhood. |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Assures compliance with Board Goals and Administrative Objectives related to early childhood. |
| Performs other duties as assigned by supervisor the Child Development and Education Specialist |

| 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 |
|---|
| Bachelor's degree with Kentucky Interdisciplinary Early Childhood Education Certification Master's degree with valid Kentucky teaching certificate |
| Three (3) years successful experience in the early childhood field and/or early elementary field |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Kentucky Professional Certification in Administration |
| Successful leadership experience |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|---------------------------------|
| JOB TITLE: | SPECIALIST ENTERPRISE ARCHITECT |
| DIVISION | TECHNOLOGY |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | 260-DAYS AS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8509 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Supervises project teams, architects solutions, mentors team members, and participates in all phases of software development. Provides expert technical leadership across the organization from strategic decision making down to project implementation. Analyses and recommends methods for improving organizational efficiency and reducing costs through improvement of business processes and use of technology.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and participates in all aspects of software development including architecture, business requirements, design, development, and testing, and provides final approval for software deployment to production

Administers established internal standards and processes to facilitate the use of cutting edge programming languages, development tools and programming methodologies, and monitors adherence to corporate standards in application design, development and testing

Leads efforts in extending and/or integrating key District systems and architects appropriate interfaces to enable interoperability between disparate systems

Demonstrates expert technical leadership in all areas of software development and architecture; researches emerging software development technologies and/or methodologies and implements technology and processes for improving organizational efficiency and reducing costs

Supervises multiple concurrent projects and utilizes effective time management, planning, and people skills to liaise with customers, developers, and other team members to insure timely delivery of projects and provides timely status update to all project stakeholders

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 and guides staff in technical certification efforts and employs proactive measures to resolve project problems and implements the same throughout the team

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

Evaluates and recommends third party software as needed and functions as subject matter expert in applicable business areas

Evaluates staff as directed

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

Five (5) years of demonstrable experience in designing enterprise information systems using industry-standard design architecture and solution strategies including web technologies, system integration techniques and information technology compliance

In-depth hands-on knowledge of object-oriented programming languages and tools for the web, enterprise database design and inquiry skills as well as knowledge of multiple programming paradigms

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

Hands-on experience implementing enterprise document management systems and architecting software as a service (SAAS)

Supervisory experience

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|--|
| JOB TITLE: | SPECIALIST ESL SPECIALIST |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 9 |
| WORK YEAR: | 230 DAYS AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4048 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|---|
| Build ing the capacity of ESL school-based teachers and mainstream/content teachers to accelerate the learning of English Language Learners (ELLs) in K-12 schools across the D istrict. Responsible for developing and delivering standards based-professional development in support of English as a Second Language teachers and students to build content knowledge and pedagogical skills in ESL and content teachers through mentoring, modeling, and coaching. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Works with the ESL Director to identify the professional development needs of staff by examining the education outcomes of the ELL students as indicated by results on state assessments (ACCESS for ELLs and KPREP) and district assessments (Reading, Math, Science, and Social Studies Proficiency Assessments), and assessments, and results of ESL classroom walkthroughs |
| Coordinates and delivers high quality professional development designed to improve the instruction and assessment of ELLs |
| Enhances the ability of teachers to understand the use of curricula, assessment measures, and instructional strategies for ELLs that is based on scientifically-based research (SBR) |
| Demonstrates strategies that focus on increasing the English language proficiency of ELLs |
| Works to substantially increase the subject matter knowledge, teaching knowledge, and teaching skills of teachers of ELLs |
| Focuses on building the capacity of ESL school-based teachers and mainstream/content teachers to accelerate the learning of ELLs in the schools |
| Facilitates, plans and participates in PLCs for ESL teacher groups across the district |
| Works with the ESL Director to evaluate the effectiveness of professional development through an analysis of ELL student performance as measured by ACCESS for ELLs results that demonstrate progress and proficiency in learning English, as measured by ELL progress and achievement results on KPREP state assessments, ELL achievement gap data, and ELL and former ELL graduation rate |
| 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 |
|--|
| Bachelor's Degree in specific content area |
| Master's degree in Teaching |
| ESL Certificate |
| Five (5) years of teaching experience in area of assignment |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Certificate in Administration and/or Supervision (Principal Certification) |
| Experience in diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|---|
| JOB TITLE: | SPECIALIST FISCAL MANAGER OPERATIONS |
| DIVISION | FINANCIAL SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8024 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|--|
| Manages the financial operations of the Operations Division which includes monitoring expenditures and maintaining financial records in accordance with each funding source. Performs quantitative analysis to ensure proper tracking of construction project budgets to completion. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Oversees all financial matters of the division and works with division directors on budget needs and oversight issues |
| Ensures timely payments for contractors and suppliers |
| Coordinates payment disputes and liens |
| Communicates with Labor Cabinet on prevailing wage and other labor payment issues |
| Monitors financial tracking and advises on bond and annual capital outlay projects |
| Supervises accounting and contracting staff |
| Manages and oversees the input of information into the project tracking software system |
| Coordinates the procurement of equipment for the division |
| Represents the supervisor on issues related to the delivery of support services when assigned |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Evaluates staff as assigned |
| Performs other duties as assigned by supervisor |

| PHYSICAL DEMANDS |
|---|
| The work is primarily sedentary. The work at times requires bending, squatting, 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 |
|--|
| Bachelor's degree in Business Administration |
| Three (3) years of work experience in accounting, budget development or business |
| Effective communication skills |
| Knowledge of general financial and business practices |

| DESIRABLE QUALIFICATIONS |
|--|
| Knowledge of computer applications |
| Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions |
| Evidence of ability to work with groups and agencies responsible for and concerned with school budgets |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16 /2019
Effective: 7/17/2019

| | |
|------------------------|----------------------------|
| JOB TITLE: | SPECIALIST HUMAN RESOURCES |
| DIVISION | HUMAN RESOURCES |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4186 |
| BARGAINING UNIT: | CERXLAS |

SCOPE OF RESPONSIBILITIES

The Human Resource partner leads a team to provide high quality human resources and talent management services to principals and central office staff. The HR partner is the customer service point of contact for principals and central office leaders for talent management and other HR functions and effectiveness measures for all staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

Supports the planning for and assignment of educational staff, including projected vacancies, excess and transfer actions, long-term substitute teacher assignments, and other HR implications of the principal's budgetary and staffing decision-making

Assists in analyzing relevant HR data regarding teacher quality, turnover, absenteeism, and other significant levers in improving workforce excellence

Keeps current with school student achievement data to ensure human capital needs are met to continually improve student outcomes

Participates in the recruitment of instructional staff through job fairs and other recruitment events and collaborates with the recruitment team on best matches for vacancies

Implements screening and selection procedures and finalizes candidate eligibility before final processing

Prepares reports for principals and academic superintendents to keep them apprised of human capital needs and staffing issues

Utilize all HR information technology and adapts to new technologies quickly

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

Supervises employees responsible for staffing

Evaluates staff as assigned

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

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

Three years of experience with Human Resources Management; some of which has been at a large organization

Strong analytical skills that inform problem-solving and decision-making capacity

Knowledge of human resources processes in educational settings, legal, or employment procedures

Effective communication skills

DESIRABLE QUALIFICATIONS

Working knowledge of HRIS systems

Leadership experience at a large organization

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | COORDINATOR-SPECIALIST LIBRARY MEDIA SERVICES |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 9 |
| WORK YEAR: | 220 Days |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4260 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|--|
| Provides leadership in administering technical and instructional services provided by the Library Media Services Department. Assists the dDirector in promoting overall efficiency and maximizing impact of technical and instructional services in support of educational achievement for K-12 teachers, librarians, and students. Collaborates with dDistrict, state, national networks, and policymakers to ensure optimal access to resources. Develops and maintains products and processes essential to effective school library programs. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Establishes and oversees standard operating procedures for cataloging and processing of print and non-print resources for school libraries. |
| Establishes and monitors metrics for quality control for all technical services. |
| Coordinates the provision of data essential to school library collection development, and program planning and implementation. |
| Trains and supervises technical services staff. |
| Serves as liaison for library automation service providers, resource and technology vendors. |
| Coordinates the bid process for library books, supplies, databases and automation services for dDistrict libraries. |
| Provides training and support to dDistrict librarian in cataloging using library automation system software. |
| Researches trends and emerging technologies related to school library operations and makes recommendations. |
| Manages the department webpage and social media presence. |
| Assures compliance with federal, state and dDistrict policy, administrative procedures and negotiated agreements as applicable to assignment. |
| Understands and communicates best practice in instruction/innovation/curriculum strategies related to library leadership and professional learning. |
| 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, 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 |
|--|
| Master's Degree with Kentucky Certification in Library Media |
| Five (5) years of successful experience in area of assignment |
| Demonstrated visionary leadership experience |
| Experience delivering professional development to large groups of teachers and administrators and running large scale professional learning initiatives on simultaneous projects |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Kentucky Professional Certification in Administration and/or Supervision Certification |
| Ability to develop, coach, and facilitate learning with librarian leadership teams |
| Advanced preparation in area of assignment with strategic insight and visionary leadership style |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | MANAGER-RENOVATIONS-SPECIALIST MAINTENANCE AND GROUNDS |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | 260-DAYS AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8356 |
| BARGAINING UNIT: | CLAP |

| SCOPE OF RESPONSIBILITIES |
|---|
| Manages and supervises the area of maintenance and operations activities as assigned. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Assigns duties, supervises, and coordinates activities of workers engaged in one or more occupations |
| Studies production schedules and estimates worker-hour requirements for completion of job assignment |
| Interprets and enforces policies, procedures, regulations, and work rules, including safety regulations |
| Establishes or adjusts work procedures to meet production schedules, using knowledge of capacities of machines and equipment; interprets specifications, blueprints, and job orders |
| Recommends measures to improve production methods, equipment performance, and quality of product, and suggests changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew |
| Analyzes and resolves work problems, conferences with other managers to coordinate activities of individual units/sub-units, and meets with employee representatives to resolve grievances |
| Initiates or suggests plans to motivate workers to achieve work goals |
| Recommends or initiates personnel actions, such as promotions, transfers, discharges, and disciplinary measures |
| Estimates, requisitions, and inspects materials; assists in development of unit budget |
| 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 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. |

| MINIMUM QUALIFICATIONS |
|---|
| Bachelor's degree |
| Three (3) years of successful experience in the area of assignment |
| Experience in supervision of work force |
| Working knowledge of current materials, laws, and codes of the building trade |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Five (5) years of successful experience in the area of assignment |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | SPECIALIST MANAGER MAINTENANCE AND RENOVATIONS |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | 260-DAYS-AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8357 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|---|
| Manages Renovations projects and the area of maintenance activities assigned. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Assigns duties, supervises and coordinates activities of workers engaged in one or more occupations |
| Studies production schedules and estimates worker hour requirements for completion of job assignment |
| Interprets and enforces policies, procedures, regulations and work rules including safety regulations |
| Establishes or adjusts work procedures to meet production schedules, using knowledge of capacities of machines and equipment; interprets specifications, blueprints and job orders |
| Recommends measures to improve production methods, equipment performance, and quality of product, and suggests changes in working conditions and use of equipment to increase efficiency of shop, department or work crew |
| Analyzes and resolves work problems, conferences with other managers to coordinate activities of individual units/sub units and meets with employee representatives to resolve grievances |
| Initiates or suggests plans to motivate workers to achieve work goals |
| Recommends or initiates personnel actions, such as promotions, transfers, discharges, and disciplinary measures |
| Estimates, requisitions, and inspects materials; assists in development of unit budget |
| Responds to district District emergencies and outages to ensure quick restoration of use of property |
| 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, being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases |

| MINIMUM QUALIFICATIONS |
|---|
| Bachelor's Degree |
| Three (3) years of successful experience in maintenance, renovation or construction management |
| Working knowledge of building materials, building codes, and safety requirements |
| Experience in computer operation and data entry |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Five (5) years of successful experience in maintenance, renovation or construction management |
| Experience in a diverse work place |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|--|
| JOB TITLE: | MANAGER- SPECIALIST MECHANICAL MAINTENANCE |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | 260-DAYS-AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8359 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|---|
| Manages the area of maintenance activities assigned |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Assigns duties, supervises and coordinates activities of workers engaged in one or more occupations |
| Studies production schedules and estimates worker hour requirements for completion of job assignment |
| Interprets and enforces policies, procedures, regulations and work rules including safety regulations |
| Establishes or adjusts work procedures to meet production schedules, using knowledge of capacities of machines and equipment; interprets specifications, blueprints and job orders |
| Recommends measures to improve production methods, equipment performance, and quality of product, and suggests changes in working conditions and use of equipment to increase efficiency of shop, department or work crew |
| Analyzes and resolves work problems, conferences with other managers to coordinate activities of individual units/sub units and meets with employee representatives to resolve grievances |
| Initiates or suggests plans to motivate workers to achieve work goals |
| Recommends or initiates personnel actions, such as promotions, transfers, discharges, and disciplinary measures |
| Estimates, requisitions, and inspects materials; assists in development of unit budget |
| Responds to dDistrict emergencies and outages to ensure quick restoration of use of property |
| 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. The work requires activities involving driving automotive equipment, being around moving machinery, 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 maintenance, renovation or construction management |
| Working knowledge of building materials, building codes, and safety requirements |
| Experience in computer operation and data entry |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Five (5) years successful experience in mechanical maintenance, renovation or construction management |
| Experience in a diverse workplace |



Submitted For

Approval: 7/16/2019

Effective: 7/17/2019

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

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership in coordination of mental health supports and implementation to schools and students

Provides leadership and oversight in District crisis response efforts including coordinating, leading, and responding to crisis events and the District and school level

Provides leadership and collaboration with Guidance Services, Health Service, an School Psychologists to train District, school personnel, and students in suicide prevention efforts throughout the school year according to HB30 and HB51

Provides District consultation in risk and threat assessment procedures and participates in District's threat assessment team

Coordinates and provides training for Mental Health Practitioners in risk and threat assessment procedures

Provides leadership to school based Mental Health Practitioners through coordination, communication, training, and support

Coordinates Mental Health Practitioners and mental health services focusing on quality, consistency, and compliance and alignment with District vision and goals

Trains, consults, and provides support to administrators, teachers, school based leadership and mental health professionals to facilitate the design, coordination, and implementation of a tiered system for mental health support to students at the District and school level

Monitors the fidelity of implementation of mental health services at the school and District level

Identifies professional learning needs for both school and District personnel and coordinates trainings as needed related to mental health

Collaborates closely with Guidance Services, Health Services, and School Psychologist to ensure coherence with mental health services and implementation

District-wide

Coordinates and organizes community based mental health services in schools including monitoring their services, ensuring collaborative partnerships, and accepting applications for new providers

Develops, establishes or administers projects, programs, or activities

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

Maintains communication and works closely with District staff, local school staff, and the community regarding information, developments, and implementation of projects, programs, or 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

Coordinates with appropriate school, District, and community partners to ensure comprehensive services delivery

Prepares, delivers or assists with training opportunities as appropriate

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

KY (EPSB) credential in School Social Work, School Counseling, or School Psychology or Fully KY Licensed Professional Counselor or KY Licensed Clinical Social Worker or KY Licensed Marriage and Family Therapist or KY Licensed Clinical Psychologist that does not require clinical supervision to perform responsibilities listed above

Three (3) years of successful experience in area of assignment

Ability to work well with people

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful leadership experience

KY Professional Certification in Administration and/or Supervision

Experience in diverse workplace



Submitted For
Approval: 7/16 /2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST NETWORK ENGINEER |
| DIVISION | TECHNOLOGY |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | 260-DAYS AS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8567 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Designs, implements, secures, and monitors the JCPS data, voice and wireless networks and provides on-site and/or remote restoration support. Provides field support, installation, trouble-shooting and maintenance of all data, voice/VoIP and wireless network-related equipment. Supervises, advises and coordinates field technicians in work related to network equipment and operations. Liaises with network vendor staff on analysis, design and implementation of solutions to meet JCPS business needs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Installs and configures data, voice, and wireless network equipment, and provides ~~24 hours, seven days a week~~~~24x7~~ operational support

Assists with the analysis and design of data, voice/VoIP, and wireless equipment and networks

Proactively monitors all JCPS networks and network related activities on a daily basis to identify outages, security risks, and manages mitigation/restoration activities; ~~—T~~this includes ensuring ~~24 hours, seven days a week~~ ~~24x7~~ on-call support

Conducts in-depth analysis of all JCPS networks on a daily basis to identify problem areas and root causes of network outages, interruptions, spikes, and reported ~~issues, —implements~~issues; implements corrective actions within change management procedures and manages to completion.

Plans and implements routine preventative maintenance measures on all equipment to keep them up-to-date on patches, fixes, upgrades/updates, and security, and conducts appropriate tests to insure their efficient operation

Assists with content filtering, intrusion prevention, and Kentucky Department of Education firewall issues

Creates, revises, and maintains current documentation related to all hardware, software, vendor products, designs, support/user guides, maintenance guides, etc.

~~Executes concurrent~~~~Concurrently-executes~~ multiple projects and utilizes effective time management, planning, and people skills to liaise with management, team members, vendor field staff, field technicians and customers in coordinating all activities related to network and infrastructure tasks and insure timely delivery of projects and status update(s) to all stakeholders.

Stays current on certification(s) by successfully completing updated certification exam(s), keeps related skills updated, and mentors other staff members including assisting in technical certification efforts

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 involves field as well as back office activities. 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

Bachelor's degree in a related field.

Three (3) years of proven hands-on experience in the design, implementation, and management of enterprise network infrastructure and telecommunications field support and maintenance.

Strong knowledge of data, voice and wireless networking and telecommunications, and demonstrated ability to effectively work with management, outside vendors and end users.

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

Strong understanding of technology and infrastructure monitoring systems

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | SPECIALIST RESEARCH AND EVALUATION |
| DIVISION | ACCOUNTABILITY, RESEARCH, AND SYSTEMS IMPROVEMENT |
| SALARY SCHEDULE/GRADE: | II/IV, GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD220 |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CLAS/CERX |

| SCOPE OF RESPONSIBILITIES |
|---|
| District Provides technical assistance to District and school staff in the areas of research and program evaluation, monitoring and implementation of assigned program or activity; provides in-service as assigned; surveys system-wide needs in area of assignment and determines effectiveness of assigned program or activity. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Develops, establishes or 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 policy, administrative procedures and negotiated agreements as applicable to assignment |
| Provides technical assistance to District and school staff in the areas of research and program evaluation |
| Maintains communication and works closely with District staff and local school staff in assessing and addressing the District's priorities and needs and in developing, reviewing and revising research and program evaluations as needed |
| 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 in research and program evaluation 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, 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 |
|--|
| Bachelor's Degree |
| Three (3) years of successful experience in area of assignment |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Master's Degree or higher in area of research, program evaluation, statistics, or related field |
| Kentucky certification in supervision and/or administration |
| Successful experience in area of research methods and strategies |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST RESEARCH AND EVALUATION SPECIALIST-II |
| DIVISION | ACCOUNTABILITY, RESEARCH, AND SYSTEMS IMPROVEMENTS-ASSIGNED |
| SALARY SCHEDULE/GRADE: | II/IV GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CLAS/CERX |

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of research and program evaluation assignment and development, monitoring and implementation of assigned program or activity; provides inservice as assigned; surveys systemwide 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

Develops, establishes or administers project, program or activity ~~Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned~~

Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned ~~Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising program or activity as assigned~~

Prepares and/or assists in preparation or reports, records and other documentation as required ~~Researches past and current practices in all areas assigned and integrates research in all areas of responsibility~~

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment ~~Supervises and directs the work of committees and task forces as assigned~~

Provides technical assistance to District and school staff in the areas of research and program evaluation ~~Works cooperatively with the designated coordinator and staff development personnel to provide inservice training in area of assignment~~

Maintains communication and works closely with District staff and local school staff in assessing and addressing the District's priorities and needs and in developing, reviewing and revising research and program evaluations as needed ~~Works closely with district and school staff to obtain information regarding the effectiveness of assigned programs or activities~~

Serves as liaison with other units, departments or outside agencies as required ~~Provides technical assistance to district and school staff in the areas of assignment~~

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

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 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 ~~or higher with area of major in area of assignment~~

Three (3) years ~~of~~ successful experience in area of assignment

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree ~~or higher in area of research, program evaluation, statistics, or related field~~

Kentucky certification in supervision and/or administration

Successful experience in area of research methods and strategies

~~Experience in a diverse workplace~~



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | SPECIALIST ASSISTANT DIRECTOR-SCHOOL AND COMMUNITY NUTRITION SERVICES |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | 260-DAYS AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8096 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Completes and maintains the program application and agreement with the Kentucky Department of Education relative to all of the USDA meal programs implanted in the District; prepares and monitors all department contracts with District programs; supervises the management of schools meal service sites to ensure compliance with federal, and state, and local regulations and procedures; ~~oversees department office management; formulates and supervises Summer Food Service Program and department contracts with district programs;~~ supervises department consultants and other designated program personnel; and oversees and manages regulatory program operations in absence of the director.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares, submits and maintains, according to appropriate schedule, the Kentucky Department of Education application and agreement for all department programs

Assumes responsibility for the interpretation of federal and state regulations for the development of ~~d~~District policy and the dissemination of such information to ~~d~~District personnel

Institutes the planning, development and implementation of new projects and programs for districtwide adaptation and oversees compliance standards for such programs

~~Monitors and adjusts the labor hours in each location to assure compliance with Kentucky Department of Education guidelines~~

Monitors the performance and evaluation of school service site programs of site-based employees in collaboration with designated site-based ~~and~~ administrators ~~works with assigned staff and site principals to~~ ensure operations meet the performance objectives of the program

Oversees the department's compliance and regulatory operations in the absence of the director

~~Supervises and evaluates the work performance of the assigned staff~~Evaluates staff as assigned

Instructs staff in managerial and nutrition policy and procedures

~~Coordinates and supervises management practices and procedures of school serving kitchens operating under the National School Lunch Act~~

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, business or food management~~ food nutrition, institutional management, business administration,, or related field

Five (5) years successful managerial experience in food service programs

Ability to communicate professionally

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

School Nutrition Specialist Credential or Level 2 School Nutrition Association Certification

Professional training in food service areas

Knowledge of policies and procedures of the school district

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

Registered Dietician

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | SPECIALIST SCHOOL BUSINESS PARTNERSHIPS |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | 220 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8035 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|---|
| Leads and coordinates projects, programs and systems to strengthen, expand, and support JCPS school and business partnerships for the purpose of enhancing the educational opportunities, inform instructional practices, and increase student achievement. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Evaluates effectiveness of Academies of Louisville School Business Partnerships and ensures partnership activities, programs, or projects are having an impact on student achievement |
| Develops, establishes or administers an onboarding protocol around developing and strengthening school and business partnerships |
| Serves as liaison with other units, departments or outside agencies as required for developing and strengthening school, business, and community partnerships to support student achievement |
| Supports the expansion of work based learning opportunities and collaborates with instructional leads to build a robust career pathway co-op, apprenticeship, and internship system |
| Maintains communication and works closely with District staff, local school staff and the community regarding school, business, and community partnerships |
| Prepares reports and maintains records and documentation to track school and business partnerships in terms of time, talent, and investment to schools |
| Accumulates and researches data, documents and other pertinent information as required |
| Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment |
| Designs and develops the partnership process and system for partnerships between local businesses and Academy of Louisville Schools that provides equitable access for all students to relevant learning opportunities connected to their career pathway |
| Develops a recruitment system with community partners Greater Louisville, Inc. (GLI) and KentuckianaWorks LS, KY Works) and serve as lead recruiter to grow Academy of Louisville school, community, and business partnerships |
| Provides ongoing support and opportunities for learning to business partners including but not limited to training session, evaluation processes online platform for sharing information, and tracking of investment from business partners |
| Works with JCPS Instructional Leads to provide support to teachers and administrators on best ways to engage and leverage business partners to improve student success |
| Serves as the primary liaison between the JCPS Office of Transition Readiness and GLI/KentuckianaWorks for efforts on workforce and talent development (Guiding Team, Industry Collaboratives, KWIB alignment, etc.) |
| Facilitates bi-weekly Academy Coach meetings including logistics, agenda, and follow-up |
| Serves as the liaison to the Summer Works initiative |
| Performs other duties as assigned by supervisor |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |

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

| MINIMUM QUALIFICATIONS |
|---|
| Bachelor's Degree |
| Successful leadership experience |
| Experience with creating and maintaining partnerships with local business and organizations |
| Effective communication skills |

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



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | COORDINATOR II-SPECIALIST SOCIAL EMOTIONAL LEARNING |
| DIVISION | ACADEMIC SUPPORT-SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 9 |
| WORK YEAR: | 260-DAYS AS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4201 |
| BARGAINING UNIT: | CERX |

SCOPE OF RESPONSIBILITIES

Provides leadership and oversees the district's Social Emotional Learning department; analyzes and synthesizes information integral to department divisions; collaborates with other District departments to achieve goals and objectives.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and plans for district-wide implementation of Social Emotional Learning and systems to promote positive cultures and climates

Coordinates and plans for district-wide implementation of Trauma Informed Approaches to education

Conducts short term and long term planning aligning with the District's strategic plan

Supervises and supports multiple role groups to assist with implementation of the District's vision and state and federal requirements

Manages local, state and federal grants and required responsibilities relating to each grant

Provides leadership and training for implementation of programs

Communicates effectively with all District staff, local school staff and community in both verbal and written form, builds consensus among diverse groups, establishes and maintains productive working relationships with others and builds a vision for the department that is effectively articulated

Monitors and evaluates efficiency of programs within department

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree with valid Kentucky Teaching Certificate

Five (5) years of successful teaching experience

Successful leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky Professional Certification in Administration and/or Supervision or Counseling

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST STUDENT RELATIONS SPECIALIST |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 9 |
| WORK YEAR: | 260-DAYS AS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4233 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|---|
| Provides support, recommendations and advice to relating to the referral, entrance, and exit of students to behavior support schools. Administers Due Process to students who have been recommended for placement in alternative schools. Supports the decisions of the Admissions and Release Committees (ARC). |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Provides technical assistance to district and school staff in the area of student placements to and from behavior support schools and supports the decisions of the ARCs |
| Works cooperatively with d District personnel to support staff development and relevant trainings as they relate to the Student Support and Behavior Intervention Handbook District policy, procedures, and protocols around student behavior |
| Reviews student data, administers due process, and recommends alternative placement while assuring compliance with federal, state, and D district policy, administrative procedures, and negotiated agreements as applicable to assignment; supports decisions of ARCs |
| Assists in carrying out procedures, protocols, and policies outlined in the Student Support and Behavior Intervention Handbook as applicable to assignment |
| Professionally and effectively -cCommunicates, collaborates, and meets with relevant stakeholders the results of due process hearings and placement of students at alternative sites |
| Provides assistance to school and d District administrators in the area of behavior intervention and support |
| Assists in the management, review, and analysis of student level data as it pertains to student placements, supports, and behavior |
| Collaborates with D district and school staff to gather, analyze, and document student data |
| Prepares and reports accurate data and conduct analysis of data for evaluation of programming |
| 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 |
|--|
| 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 |
| Three (3) years of successful teaching experience |
| Kentucky Professional Certification in Administration and/or Supervision |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Experience with diverse populations |
| Demonstrated leadership ability |
| Experience in a diverse workplace |



| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST SUBSTITUTE CENTER SPECIALIST |
| DIVISION | HUMAN RESOURCES |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD 260-DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8483 |
| BARGAINING UNIT: | CLAS |

Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| SCOPE OF RESPONSIBILITIES |
|---|
| Provides technical assistance to district District and school staff in the areas of classified and certified substitute support. Surveys system-wide needs for certified and classified substitutes and determines effectiveness of substitute procedures. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Oversees day-to-day operations of the JCPS Substitute Center |
| Assumes responsibility for and assists designated supervisor in short-range and long-range planning |
| Works cooperatively with the designated supervisor, specialists and school staff in assessing and addressing the district District's priorities and needs for substitutes |
| Researches past and current practices in the Substitute Center and implements changes changes based on research |
| Supervises, evaluates, trains and coordinates the work of the assigned staff |
| Works cooperatively with the district District personnel and school staff to provide training for substitutes |
| Works closely with district District and school staff to obtain information regarding effectiveness of Substitute Center programs and other incentives |
| Assures compliance with local, state and federal regulations regulations and procedures |
| Assures compliance with Board goals and administrative objectives |
| Evaluates staff as assigned |
| 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, climbing, reaching and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment. |

| MINIMUM QUALIFICATIONS |
|---|
| Bachelor's Degree in Human Resources or related field |
| Three (3) years of ² experience in Human Resources or a public school district District |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|-----------------------------------|
| Master's Degree |
| Human Resources Certification(s) |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | SPECIALIST SYSTEMS IMPROVEMENT AND PLANNING SPECIALIST II |
| DIVISION | ACCOUNTABILITY, RESEARCH, AND SYSTEMS IMPROVEMENT AS ASSIGNED |
| SALARY SCHEDULE/GRADE: | II/IV GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CLAS/CERX |

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of school improvement planning and systems improvement; assignment and development; monitoring and implementation of assigned program or activity; provides inservice as assigned; surveys systemwide 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

Develops, establishes or administers project, program or activity Assumes responsibility for and assists designated supervisor in short range and long range planning as assigned

Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising program or activity as assigned

Prepares and/or assists in preparation or reports, records and other documentation as required Researches past and current practices in all areas assigned and integrates research in all areas of responsibility

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment Supervises and directs the work of committees and task forces as assigned

Provides technical assistance to District and school staff in the areas of planning and systems improvement Works cooperatively with the designated coordinator and staff development personnel to provide inservice training in area of assignment

Maintains communication and works closely with District staff and local school staff in assessing and addressing the District's priorities and needs and in developing, reviewing and revising school improvement plans as needed Works closely with district and school staff to obtain information regarding the effectiveness of assigned programs or activities

Serves as liaison with other units, departments or outside agencies as required Provides technical assistance to district and school staff in the areas of assignment

Accumulates and researches data, documents and other pertinent information as required Assure compliance with local, state and federal regulations and procedures related to area of assignment

Prepares, delivers or assists with training opportunities in systems improvement and planning as appropriate 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. 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 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 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 or higher in area of research, program evaluation, statistics, or related field

Kentucky certification in supervision and/or administration

Successful experience in area of research methods and strategies

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|------------------------------------|
| JOB TITLE: | SPECIALIST MIDDLE SCHOOL ATHLETICS |
| DIVISION | ACADEMIC SCHOOL |
| SALARY SCHEDULE/GRADE: | IV, GRADE 9 |
| WORK YEAR: | 220 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CERX GLAS |

| SCOPE OF RESPONSIBILITIES |
|--|
| Provides leadership to coordination of the athletics department. This job requires adaptation and interpretation of standard practices and procedures. |

| 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 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 policy, administrative procedures and negotiated agreements as applicable to assignment |
| Prepares, delivers or assists with training opportunities as appropriate |
| Completes all trainings and other compliance requirements as assignment by the designated deadline |
| Performs other duties as assigned by supervisor |

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

| MINIMUM QUALIFICATIONS |
|--|
| Bachelor's Degree |
| Three (3) years of successful experience in area of assignment |
| Successful leadership experience |
| Effective communication skills |

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



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|------------------------------------|
| JOB TITLE: | SPECIALIST #TECHNOLOGY INTEGRATION |
| DIVISION | AS-ASSIGNED TECHNOLOGY |
| SALARY SCHEDULE/GRADE: | II/IV GRADE 9 |
| WORK YEAR: | AS-APPROVED BY THE BOARD 220 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8486 |
| BARGAINING UNIT: | CLASCERT |

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the areas of assignment and development, monitoring and implementation of assigned program or activity; provides inservice as assigned; surveys systemwide 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. Assumes responsibility for the overall development, organization, and monitoring of IT3 initiatives including fiscal management and state reporting; supervises and directs the work of committees and other groups as needed.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists ~~designated supervisor in~~ with short-range and long-range planning ~~as assigned~~

Works cooperatively with all IT3 directors, specialists and managers in assessing and addressing the District's technology priorities and needs in order to develop, review and revise programs or activities ~~the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising program or activity as assigned~~

~~Researches past and current practices in all areas assigned and integrates research in all areas of responsibility~~ Prepares reports and makes recommendations for department as assigned

Supervises and directs the work of committees and task forces as assigned

~~Works cooperatively with the designated coordinator and staff development personnel to provide inservice training in area of assignment~~

Works closely with ~~D~~district and school staff to obtain information regarding the effectiveness of assigned programs or activities

Provides technical assistance to ~~D~~district and school staff in the areas of technology integration ~~assignment~~

Collaborates with stakeholders to identify suitable benchmarking opportunities for improved productivity, efficiency and technology quality

~~Assure~~-Ensures compliance with local, state and federal regulations and procedures related to area of assignment

~~Assures~~-Ensures compliance with Board Goals and Administrative Objectives related to area of assignment

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 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 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~~-Master's Degree ~~or higher with area or major in area of assignment~~ w/ valid Kentucky Teaching Certificate

Three (3) years of successful leadership experience with instructional technology ~~experience in area of assignment~~

Demonstrated ability to develop short and long-range plans and to complete these plans as scheduled

Effective communication skills

DESIRABLE QUALIFICATIONS

~~Master's~~-Degree Experience with information technology

~~Kentucky certification in supervision and/or administration~~ District-level leadership experience

~~Successful experience in area of research methods and strategies~~ Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST TITLE I COMPONENT SPECIALIST |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 9 |
| WORK YEAR: | AS ASSIGNED AS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4290 |
| BARGAINING UNIT: | CERX |

SCOPE OF RESPONSIBILITIES

Provides instructional support to component personnel at school locations; assists in component planning, implementation, evaluation and monitoring, and assists in curriculum development/ refinement; assists in planning, developing, implementing inservice for school based component personnel; assists in coordinating the Title I components with the regular program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as a resource by providing a variety of instructional services to component personnel at the local school level and by assisting in the selection, preparation and use of appropriate component instructional materials

Assists in component planning, implementation and evaluation

Assists in curriculum development and refinement of the component

Assists in planning, developing and implementing component in-service

Provides technical expertise in designing, adapting and implementing on-the-job training for the Title I staff at the local school level

Collects, compiles and analyzes component management system data

Disseminates component information as appropriate

Works with appropriate personnel to resolve component concerns

Assists in monitoring component for compliance with Title I legislation and guidelines

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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 with Kentucky certification in Administration and/or Supervision (**Principal's Certification**)

Three (3) years of successful teaching experience at the appropriate level

Knowledge of current literature, instructional strategies and materials in the math or reading/language arts areas

Effective communication skills

DESIRABLE QUALIFICATIONS

Certification in reading or equivalent professional experience in reading, related fields or additional hours in math as appropriate

Ability to interpret test results and assist in developing/refining where appropriate, corrective instructional interventions

Demonstrated ability to work with a wide range of people in different roles

Knowledge of federal programs, preferably Title I

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: 7/16/2019
Effective: 7/17/2019

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|------------------------|-----------------------------------|
| JOB TITLE: | SPECIALIST TRANSPORTATION |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | 260 DAYS AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8292 |
| BARGAINING UNIT: | CLAP |

| SCOPE OF RESPONSIBILITIES |
|---|
| Manages and coordinates District transportation objectives for all students identified as transported by pupil attendance records. Supervises and manages transportation services. Provides communication with parents, community representatives and general public. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Manages and supervises the day-to-day operations of pupil transportation services |
| Approves transportation routes and bus stops in cooperation with school staffs and Area Coordinators |
| Responsible for the administration and supervision of all aspects of assigned area compound operations |
| Resolves transportation issues with parents, public, and District administrators |
| Provides effective communication with parents, students, community organizations, news media and District personnel |
| Manages, supervises and evaluates assigned staff |
| Prepares budget proposals and monitors expenditures |
| Responsible for reports, projections, and planning in all aspects of transportation services |
| 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 supervisory experience in pupil transportation |
| Three (3) years of experience in public transportation bus routing |
| Demonstrated ability in working with school staffs and the public |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Bachelor's degree |
| Knowledge of school system policies and procedures |
| Knowledge of fFederal, sState and District Pupil Transportation regulations and guidelines |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|--|
| JOB TITLE: | SUPERVISORCOORDINATOR SECTION 504 |
| DIVISION | EXCEPTIONAL CHILD EDUCATIONACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 8 |
| WORK YEAR: | 220-DAYSAS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4232 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|--|
| Provides leadership and coordinates the district District's Section 504 program to ensure compliance. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Monitors all active Section 504 Plans in the district District to ensure compliance and meet district District obligations |
| Facilitates training of all school administrators annually with Section 504 updates and serves as support to schools when needed |
| Facilitates training for parents of students who hold or may hold Section 504 accommodations |
| Rewrites/updates the district District Section 504 guide and provides updates to all administrative levels |
| Serves as a resource for Section 504 Chair persons and other staff members |
| Provides updated Section 504 materials to appropriate administrators for inclusion in district District procedure publications |
| Monitors national trends to ensure correct and up to date Section 504 implementation |
| Answers inquiries and prepares chronologies for the Office of Civil Rights on behalf of the district District |
| 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, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires driving automotive equipment. |

| MINIMUM QUALIFICATIONS |
|---------------------------------------|
| Bachelor's Degree |
| Three (3) years of related experience |
| Successful leadership experience |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|-----------------------------------|
| Master's Degree |
| Experience in a diverse workplace |



Submitted for
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|-----------------------------------|
| JOB TITLE: | SUPERVISOR ACCOUNTING |
| DIVISION | FINANCIAL SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 8 |
| WORK YEAR: | 260-DAYS AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8034 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|--|
| Under the direction of the Director Accounting, the Supervisor Accounting Supervises members of the accounting team and assists in financial activities of the school District to ensure accuracy, efficiency, and consistency of accounting information and processes. Provides assistance and technical direction on a wide range of accounting operations including accounting systems, internal controls, audit preparation, financial reporting, and technical support for all areas of Financial Services. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Assists the Executive Administrator Director Accounting in the management of accounting and disbursement functions of the District including, accounts payable functions, financial accounting and reporting for all centralized funds |
| Conducts formal training on accounting policies and procedures for District employees including Bookkeepers and Principals |
| Assumes responsibility Responsible for mentoring, oversight, and evaluation of Accounting Services staff |
| Assists with monthly, quarterly, and annual reconciliations of key accounts |
| Assists in reviewing all accounting adjustments and reconciliations |
| Maintains banking and investment relationships |
| Identifies, develops, and implements new and/or improved financial systems and processes |
| Assumes responsibility Responsible for compiling data for various reports required by oversight agencies, and assisting outside auditors |
| Assumes responsibility Responsible for financial operations in the absence of the Executive Administrator-Director Accounting |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Evaluates staff as assigned |
| Performs other duties as assigned by supervisor |

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

| MINIMUM QUALIFICATIONS |
|--|
| Bachelor's Degree with a major in Accounting, Finance, 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 |
| Knowledge of and experience with accounting, accounts payable, payroll and financial management systems and technical support of these systems |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| CPA or CIA certification |
| Knowledge of Kentucky Model Procurement laws, Kentucky School Laws, and Board policy |
| Experience with state-mandated accounting system |
| Sound foundation of governmental accounting including Generally Accepted Accounting Principles (GAAP), application of Governmental Accounting Standards Board (GASB), pronouncements, and other requirements of state and federal reporting |
| Demonstrated ability to develop and maintain efficient financial systems and internal controls over those systems and working experience in systems reviews and/or development |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | COORDINATOR-SUPERVISOR ARCHIVES AND RETRIEVAL SYSTEMS |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 8 |
| WORK YEAR: | 260-DAYS AS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8496 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|---------------------------|
|---------------------------|

Ensures that records are organized and protected to meet the needs of Jefferson County Public Schools in carrying out its business legally and effectively. Manages the lifecycle of the records, develops filing systems, retention and disposal schedules, advises on records storage and records media and the training of dDistrict staff to manage their own records. Preserves the dDistrict memory and heritage.

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
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|--|
| Maintains physical storage and logical arrangement of records by classification and indexing to ensure effective retrieval when required |
| Develops and maintains retention and disposal schedules to meet administrative, legal and fiscal needs |
| Organizes and safeguards historically valuable documents and records that have been transferred to the center by individuals, companies, departments and other organizations |
| Assists in finding information and guides to other areas that help in research |
| Provides answers to written and telephone inquiries from community and school district members; fulfills public speaking engagements |
| Responds to open records requests within legal parameters |
| Provides training and supervision to staff as well on-site assistance to departments and schools |
| Organizes displays of archive material within the dDistrict and community |
| Serves as liaison with Kentucky Department of Libraries and Archives, Record Division |
| 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 |
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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 |
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|--|
| Bachelor's degree with a concentration in archives and/or records management |
| Three (3) years of successfully experience with government records management practices, indexing, applicable state laws and regulations, preservation techniques and retention schedule development |
| Successful leadership experience |
| Skill in managing a system of databases designed to control and facilitate record access |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
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|--|
| Master's degree |
| Kentucky Professional Certification in administration and/or supervision |
| Experience with record imaging projects |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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

SCOPE OF RESPONSIBILITIES

Responsible for lifecycle of items designated as assets by Kentucky Model Procurement Code and Jefferson County Board policy from initial purchase and tagging to final removal and disposition of items from inventory. ~~the overall planning, designing, and implementation of support systems solutions to support the department. Assists in the development of~~ District-level projects and their implementation. ~~Coordinates technical support with all departments and other stakeholders. Supervises~~ Coordinates assets, ~~Surplus Warehouse staff and the Technicians Property Records. Manages all aspects of~~ ~~and~~ Online ~~and~~ Auctions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Ensures all business operations within the department are automated and effective~~

Supervises the daily activities of the Technicians Property Records to ensure efficient item tagging and inventory of District assets; assists with resolving issues involving lost/missing assets and proper documentation

Supervises the daily activities of the drivers assigned to the Surplus Warehouse to ensure efficient removal, transfer, and final disposition of surplus items ~~Provides systems support to ensure all users are providing timely, effective and efficient services~~

~~Implements, trains and supports all staff involved in projects and provides necessary support~~

~~Assists in the development of state and federal mandated reports assets, surplus, and auction services~~ Coordinates delivery and pickup of chairs, tables, backdrops, podium, etc. for temporary use at events

~~Coordinates the sale and disposition of surplus materials/equipment in accordance with state/local Board mandates; assumes responsibility for all aspects of District onsite/on-line auctions~~

~~Coordinates the proper disposal of recyclable material via designated companies including technology with guidelines established by the Information Technology department~~ day-to-day use of systems across the department to ensure all operations are fully automated and supported

Assumes responsibility for the JCPS Fixed Asset Guidelines document, including updates, distribution, and adherence ~~Assists in planning, designing and implementing systems to maintain and improve asset tracking, supply tracking, and warehouse management. Specifically using modern data capture technology (scanning) and modern tracking systems~~

Automates processes including a web-based system for requests ~~Ensures all staff are trained and properly using the work order system as well as other innovative new technologies~~

Evaluates staff as assigned

~~Performs o~~ Other duties as assigned by supervisor

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

Assumes responsibility for shift coverage/job assignments

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Associate's degree or equivalent experience

Five (5) years ~~of~~ experience working in technical support or related environment.

Expertise with designing and leading the deployment of new technology and systems

Strong communication and organization skills and ability to work independently.

DESIRABLE QUALIFICATIONS

Bachelor's degree.

Experience managing a small team.

Experience with Asset Management and Inventory operations.

Experience in a diverse workplace



Submitted for
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|--|
| JOB TITLE: | SUPERVISOR BEHAVIOR SUPPORT SYSTEMS COORDINATOR |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 8 |
| WORK YEAR: | 260-Days AS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4216 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|---|
| Provides leadership for the coordination of the JCPS Behavior Support System. Coordinates practices and procedures for the implementation of the Behavior Support System. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Provides leadership for the implementation of the JCPS Behavior Support System, and evaluates staff as assigned |
| Develops, establishes, and administers training to schools regarding Positive Behavior Intervention and Restorative Practices |
| Effectively Communicates with schools and outside agencies as required |
| Makes recommendations regarding the program's implementation, and evaluates to ensure effectiveness |
| Maintains communication and works closely with d District staff, local school staff, and the community regarding information and program implementation |
| Prepares and/or assists in preparation of reports, records, and other documentation as required |
| Gathers d District and school level data, documents, and other pertinent documentation to analyze and determine future course of action |
| Evaluates staff as assigned |
| Performs other duties as assigned by supervisor |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |

| PHYSICAL DEMANDS |
|--|
| The work is performed while standing 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 |
| Three (3) years of successful teaching experience |
| Successful leadership experience |
| Kentucky Professional Certification in Administration and/or Supervision (Principal Certification) |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|-------------------------------------|
| Proven leadership ability |
| Experience with diverse populations |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|-------------------------------|
| JOB TITLE: | SUPERVISOR BUDGET |
| DIVISION | FINANCIAL SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 8 |
| WORK YEAR: | AS APPROVED BY BOARD 260-DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8022 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|---|
| Supervises budget staff and works with central office department heads in budget development, budget materials and manuals for the development of the General Fund and Federal Fund budgets including budgeting materials and manuals for school centers; works with cost centers to provide assistance in budget development, procedures and adjustments when involving staff or operational funds; coordinates on-going development and analysis of the annual budget; works with other divisions in the planning of new programs and analysis of budget needs. Oversees, tracks and maintains changes in central office funds. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Supervises budget operations including planning, compiling, analyzing, preparing and monitoring development of the annual General and Federal Fund budgets |
| Develops budget materials and manuals for the school centers and the system-wide service offices |
| Develops and coordinates the operational allocations for school center and system wide service offices staffing |
| Supervises with the development of site-based budgeting in school centers |
| Supervises and provides budget training for new Principals |
| Reviews, analyzes and evaluates budgeting process, assuring compliance with generally accepted budgeting principles, standards and procedures |
| Coordinates with other divisions the cost effectiveness of existing programs and the costing of new programs prior to Board approval |
| Supervises and provides staff training, budget development and expenditure control |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Manages chart of accounts and state mandates |
| 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, reaching, with the ability to lift, carry, push or pull light weights. |

| MINIMUM QUALIFICATIONS |
|---|
| Bachelor's degree in area of assignment |
| Minimum of three (3) years of successful experience in accounting or budget development |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Knowledge of generally accepted budgeting, accounting and auditing principles, standards and procedures |
| Knowledge of District accounting and fiscal operations |
| Oral and written communication skills |
| Knowledge of applicable sections of Kentucky Administrative Regulations and other applicable laws |
| Experience in a diverse workplace |



Submitted for
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|--|
| JOB TITLE: | SPECIALIST-ISUPERVISOR EARLY CHILDHOOD |
| DIVISION | AS ASSIGNED-ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | II/IV GRADE 8 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CLAS/CERX |

| SCOPE OF RESPONSIBILITIES |
|--|
| Provides technical assistance to dDistrict and school staff in the areas of assignment-Early Childhood and development, monitoring and implementation of assigned program or activity; provides inservicein service as assigned; surveys systemwidesystem-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 Ddistrict'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 inservicein service training in area of assignment |
| Works closely with Ddistrict and school staff to obtain information regarding the effectiveness of assigned programs or activities |
| Provides technical assistance to district and school staff in the areas of 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 |
| 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, 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 of successful experience in area of assignment |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Certification/licensure in area of assignment where applicable |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|--|
| JOB TITLE: | ERSEA-COORDINATOR SUPERVISOR EARLY CHILDHOOD STUDENT PLACEMENT |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | II, Grade 8 |
| WORK YEAR: | 230-DAYS AS ASSIGNED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8011 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|--|
| The ERSEA Coordinator is Assumes directly responsibility for the overall administration, supervision, coordination, and organization of eligibility, recruitment, selection, enrollment and attendance (ERSEA) functions in order to assure adherence to the federal Head Start Performance Standards, Kentucky State Funded Preschool eligibility guidelines and JCPS Tuition Based Programs. Provides leadership for the Early Childhood Programs through contact with families of the children we served creating great impact on JCPS Early Childhood. Position requires a variety of standard practices and procedures and routine supervision. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Supervision-Supervises and oversight-oversees of the application process for all Early Childhood Programs including monitoring the eligibility determination process for compliance with federal and state guidelines |
| Selection-Selects and placement-places places of children in all Early Childhood programs according to their eligibility under the program criteria |
| Ongoing-mMonitorings, trackingtracks, follows-up, and analysis-analyzes of enrollment data and for student placement; mMonthly monitoring of program attendance to ensure compliance with federal and state guidelines |
| Analyzes community assessment information and facilitate planning efforts to determine program options, recruitment efforts and enrollment guidelines for Head Start, Early Head Start, Preschool and Tuition Based early childhood programs. |
| Provides leadership for the ERSEA-coordination, recruitment projects, program or activity and evaluates staff as assigned |
| Develops, establishes or administers project, program or activity |
| Serves as liaison with other units, departments, parents or outside agencies as required |
| Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned |
| Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment |
| Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of project, program or activity |
| Prepares and/or assists in preparation or reports, records and other documentation as required; aAccumulates and researches data, documents and other pertinent information as required |
| Prepares and delivers training as required for all assigned staff |
| Evaluates staff as assigned |
| Performs other duties as assigned by supervisor |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |

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

| MINIMUM QUALIFICATIONS |
|---|
| Bachelor's Degree |
| Four (4) years of successful experience in ERSEA placement of students |
| Knowledge of the Federal and State regulations for the ERSEA requirements for Early Head Start, Head Start State Funded Preschool |
| Three (3) years of successful leadership experience |
| Three (3) years of previous supervision experience |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|-----------------------------------|
| Master's Degree or higher |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/19
Effective: 07/17/19

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|------------------------|---|
| JOB TITLE: | SUPERVISOR EARLY CHILDHOOD SCHOOL READINESS SPECIALIST |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, Grade 8 |
| WORK YEAR: | 220 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4188 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|---|
| Provides technical assistance to D district and school staff in the area of early childhood education and development, monitoring and implementation of early childhood programs or activities; surveys system wide needs in area of early childhood 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 the Child Development and Education Specialist in short-range and long-range planning as assigned. |
| Researches past and current practices in the area of early childhood education and integrates research in all areas of responsibility. |
| Supervises and directs the work of early childhood committees and task forces as assigned. |
| Works cooperatively with designated coordinator and staff development personnel to provide in service training in the area of early childhood. |
| Works closely with district and early childhood staff to obtain information regarding the effectiveness of early childhood Provide leadership to the coordination of professional learning communities, projects, programs, and activities in early childhood programs. |
| Creates, implements, and maintains plans and activities for children transitioning into early childhood programs and for those transitioning to kindergarten. |
| Provides technical assistance to early childhood staff. |
| Prepares and/or assists in preparation or reports, records and other documentation as required. |
| Assures compliance with local, state and federal regulations and procedures related to early childhood. |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Assures compliance with Board Goals and Administrative Objectives related to early childhood. |
| Performs other duties as assigned by supervisor the Child Development and Education Specialist |

| 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 |
|---|
| Bachelor's degree with Kentucky Interdisciplinary Early Childhood Education Certification Master's degree with valid Kentucky teaching certificate |
| Three (3) years successful experience in the early childhood field and/or early elementary field |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Kentucky Professional Certification in Administration |
| Successful leadership experience |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | SUPERVISOR GIFTED & AND TALENTED/ADVANCE PROGRAM COORDINATOR |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 8 |
| WORK YEAR: | 220 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4231 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|---|
| Provides leadership, guidance, training, and support to students, teachers, and parents relative to the Advance Program in JCPS schools. Ensures compliance and implements programs and procedures as recommended by the KY Department of Education Gifted/Talented Division pertaining to state Gifted and Talented regulations. Contacts outside the unit are limited to routine matters; requires routine supervision. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Provides leadership to the JCPS Advance Program and identification of students for Gifted and Talented services |
| Serves as liaison with other units, departments, or outside agencies as required |
| Makes recommendations regarding implementation of Gifted and Talented and JCPS Advance -Program services and evaluates effectiveness and evaluates effectiveness as assigned |
| Maintains communication and works closely with d District staff, local school staff, and the community regarding information, -developments, and implementation of Gifted and Talented and JCPS Advance Program services |
| 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 d District policy, administrative procedures, and negotiated agreements as applicable to assignment |
| Prepares, delivers, or assists with training opportunities as appropriate |
| Evaluates staff as assigned |
| Performs other duties as assigned by supervisor |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |

| PHYSICAL DEMANDS |
|---|
| 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 driving automotive equipment. |

| MINIMUM QUALIFICATIONS |
|---|
| Master's degree with valid Kentucky Teaching Certificate |
| Gifted education endorsement |
| Five (5) years of successful teaching experience |
| Successful leadership experience |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Kentucky Professional Certification in Administration and/or Supervision |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|---|
| JOB TITLE: | MANAGER- SUPERVISOR HOUSEKEEPING SERVICES |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | II/GRADE 8 |
| WORK YEAR: | 260-DAYS-AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8578 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Evaluates, prepares, and writes performance standards for housekeeping supplies and materials, professionally trains custodial personnel, and supervises equipment repair, carpet cleaning and incidental repair. Manages the plant operator trainee and substitute custodian programs, evaluates the quality of school system housekeeping services, and provides feedback to appropriate personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates, prepares and evaluates standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standards

Develops and executes professional training programs, to include custodial inservice and seminars for plant operators, plant operator trainees, night leads, custodians and substitute custodians

Manages and supervises housekeeping cost center employees and the housekeeping secretary

Prepares 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

Directs the production of professional training films, directs instructional programs, prepares the written housekeeping manual, and prepares and updates the unit's web site

Supervises the plant operator trainees and substitute custodians, evaluates their work performance and initiates disciplinary action as necessary

Supervises the quarterly evaluations of housekeeping services at each facility for the annual Good Housekeeping Awards program

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

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, 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 of successful experience in housekeeping practices and procedures

Experience managing housekeeping programs and personnel

Ability to set goals and standards and monitor compliance

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of a variety of housekeeping supplies, materials and equipment

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|--|
| JOB TITLE: | COORDINATOR-SUPERVISOR INTERNAL SECURITY |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 8 |
| WORK YEAR: | 260-DAYS-AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8254 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Assists the Director in administering investigation and security activities, including investigations that may involve violations of District policies and procedures, and state and federal criminal and civil violations. Assists the Director in administering ~~dd~~District-wide emergency plans.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages District investigations to include coordinating and supervising District investigators

Investigates and evaluates security procedures at all District facilities; ~~r~~Mmakes recommendations as needed

Acts as security liaison with Louisville Metro, state and federal law enforcement agencies

Coordinates specific security matters with the safety personnel on an as needed basis

Initiates and conducts investigations of criminal, civil, and administrative activities

Gathers and maintains information and data relative to criminal activity, and other security problems within the District

Gathers, prepares, and presents evidence and testifies, as necessary

Provides comprehensive training for security personnel and for employee security awareness

Develops priorities and work plans for District investigators

~~Assumes r~~Responsibilityble for investigating and resolving serious conflicts involving District personnel

Assists the Director in coordinating facility and personnel in conjunction with the Louisville Metro government during emergencies

Assists the ~~Director-administration~~ in administering security activities, including contract services

Performs ~~Director's-supervisor's~~ duties during absence

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

Bachelor's degree

Five (5) years ~~of~~ successful experience in security and investigatory activities

Meets requirements for POPS and commissioning as a Special Law Enforcement Officer as defined by the Commonwealth of Kentucky or equivalent

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Supervisory experience in law enforcement

Advance preparation in law enforcement

~~Experience in a diverse workplace~~



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|-----------------------------------|
| JOB TITLE: | SUPERVISOR MEDICAL COMPONENTS |
| DIVISION | ACADEMIC SCHOOL SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD 260-DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8223 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Plans, directs and coordinates the medical components and collaborates with community agencies to maximize these services for the students at TAPP. Assumes responsibility for executing and interpreting policies/standards established by grants, contracts, and licensing agencies.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, organizes and assures implementation of programs at each site, and works cooperatively with state and district health departments

Provides consultation, training, materials and in-service in guiding the professional development of medical staff

Selects and allocates the material resources necessary for patient care in keeping with standards of care

Assumes responsibility for maintaining standards and fulfilling requirements established by Jefferson County Public Schools, contracts, grants and licensing agencies

Develops, presents and justifies prenatal, family planning and well child budgets; meets third party payment requirements

Coordinates inter-departmental communications and activities and collaborates with the pediatric and obstetrical medical directors.

Participates in decision making bodies within the community, as related to the program and serves on the TAPP Administrative Team representing the medical components

Coordinates WIC programs to TAPP sites in conjunction with Jefferson County Health Department

Chairs interview committees for the selection of medical staff, and provides ongoing performance evaluations for total medical staffs

Formulates policies and procedures essential to the maintenance of standards of nursing practice and the Kentucky Nurse Practice Act

~~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 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

B.S.N. degree and current Kentucky Registered Nurse Registration

Experience as a director of a primary health care center involved in providing adolescent health care services

Five years successful obstetrical and community health experience

Three years of successful classroom teaching skills experience

Five years of successful supervisory experience

Effective communication skills

DESIRABLE QUALIFICATIONS

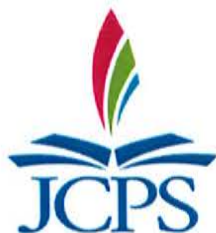
Certification in specialty area

Successful experience in working with pregnant and parenting teens

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: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | SUPERVISOR SAFE CRISIS MANAGEMENT COORDINATOR |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 8 |
| WORK YEAR: | 260-DAYS AS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4217 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|---|
| Provides leadership and coordination of district-wide Safe Crisis Management and routinely affects 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/ long term impact; outside the unit decisions requires judgement to modify conditions and resolve misunderstandings; refers unusual matters to supervisor. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Provides leadership to coordination of Safe Crisis Management and evaluates staff assigned |
| Develops, establishes, and oversees the implementation of Safe Crisis Management; prepares/delivers/assists with training opportunities as appropriate, including facilitation of on-going training of Safe Crisis Management |
| Serves as liaison with other units, departments or outside agencies as required |
| Makes recommendations regarding implementation of Safe Crisis Management and evaluates effectiveness as assigned; maintains communication and works closely with D district staff, local school staff, and the community regarding information, developments, and implementation of Safe Crisis Management |
| Ensures accuracy and prepares and/or assists in preparation or reports, records and other documentation as required |
| Ensures school and district compliance with the requirements of KAR 7:16 and assures compliance with federal, and -state, laws, and D district policy, administrative procedures, and negotiated agreements as applicable to assignment |
| Responsible for the c Coordinates and supervises ion in the area of behavior management, positive behavioral supports, de-escalation strategies, and physical assists to school personnel identified by school administration in Safe Crisis Management techniques |
| Provides direction to Safe Crisis Management instructors; makes site visits to ensure correct implementation of Safe Crisis Management |
| 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 |
|--|
| 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. 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 |
| Three (3) years of successful teaching experience |
| Kentucky Professional Certification in Administration and/or Supervision (Principal Certification) |
| Safe Crisis Management Certification |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Proven leadership ability |
| Experience with diverse populations in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SUPERVISOR STUDENT ASSIGNMENT SPECIALIST-I |
| DIVISION | ACADEMIC SCHOOLS-ASSIGNED |
| SALARY SCHEDULE/GRADE: | II/IV GRADE 8 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8504 |
| BARGAINING UNIT: | CLAS/CERX |

| SCOPE OF RESPONSIBILITIES |
|---|
| Provides technical assistance to district District and school staff in the areas of student 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 district District's priorities and needs and in developing, reviewing and revising program or activity as assigned |
| Researches past and current practices in all areas assigned and integrates research in all areas of responsibility |
| 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 district District and school staff to obtain information regarding the effectiveness of assigned programs or activities |
| Provides technical assistance to district District 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 a Administrative o 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. 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 of successful experience in area of assignment |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Certification/licensure in area of assignment where applicable |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | SENIOR-MICRO-SOFTWARE-ANALYSTSUPERVISOR TECHNOLOGY INTEGRATION |
| DIVISION | ACADEMIC-SERVICESTECHNOLOGY |
| SALARY SCHEDULE/GRADE: | II, GRADE 8 |
| WORK YEAR: | 260-DAYSAS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8558 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|--|
| Coordinates, leads and assists the Technology Integration Support team. Provides technical consultation, training and support to the Computer Education Support staff to ensure the success of student instructional device deployment. apply technology in instruction and to provide technology professional development. Possesses an in-depth knowledge of the major brands of microcomputers, as well as the associated peripherals. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Provides consultation, training and support to the Computer Education Support staff on instructional technology issues and projects Represents the technology integration team to other teams and business owners;; works cooperatively with peers to ensure the successful deployment of student instructional devices |
| Provides training on technical issues for the School Technology Coordinators at each instructional location as needed for them to complete their duties Leads staff in the performance of assigned duties and works closely with the Manager Technology and Integration Support Services to implement measures to advance the integration of technology in schools as well as to gather key metrics to measure performance of the technology integration group |
| Evaluates microcomputers, software and peripherals for possible use in instructional settings Verifies the accuracy and completeness of work performed by assigned staff and effectively communicates ideas of improvement to management in a proactive manner |
| Oversees technical training for district priority software in instructional settings Engages in self-directed research and in-depth troubleshooting to resolve issues;; wWorks closely with other customer support team members and engages other technical service groups when necessary |
| Interfaces with Management Information Systems and Digital Technology on hardware and software issues relating to the instructional use of microcomputers Coordinates the development of documentation, videos, processes and strategies to help with technology integration |
| Coordinates work of the computer lab technicians and student interns at Computer Education Support Communicates effectively with schools and vendors to make sure devices are deployed in a timely manner, serviced quickly, and inventory at schools is accurate |
| Provides technical consultation, training and support to participants in the student technology apprentice program |
| Creates a positive team environment and empowers staff to perform at their best |
| Maintains efficient and accurate records of student instructional device deployment tasks in the ticketing system |
| Ensures functionality and monitoring of mobile device management and content filtering system |
| 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 squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires driving automotive equipment. |

| MINIMUM QUALIFICATIONS |
|--|
| Bachelor's degree and/or five (5) years of directly related experience in Computer Science |
| Microcomputer applications and networking software experience Demonstrable experience in managing a successful team of technical support personnel and the ability to effectively prioritize and execute tasks in a high-pressure environment |
| Verbal and written communications skills Project management experience |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Master's Degree |
| Experience in education a diverse workplace |
| Experience in micro-educational system applications |



Submitted for
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|--|
| JOB TITLE: | MANAGER- SUPERVISOR VEHICLE MAINTENANCE |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | I-I, GRADE 8 |
| WORK YEAR: | 260 DAYS AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8789 |
| BARGAINING UNIT: | CLAP |

| SCOPE OF RESPONSIBILITIES |
|---|
| Supervises the maintenance of school buses and Board owned cars and trucks. Responsible for purchasing of new vehicles per KDE specifications and oversees fuel service at all bus compounds/garages. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Supervises and coordinates the general maintenance of all vehicles |
| Assists in supervising compound attendants and their job responsibilities |
| Assists in scheduling interviews for mechanics, supervisors and make recommendations |
| Conducts in-service training sessions with mechanics to ensure the unit stays abreast of the latest technological development in automotive repair |
| Conducts evaluations of the productivity of employees and makes appropriate recommendations concerning an employee's performance |
| Recommends measures to improve efficiency, production and new equipment purchases for the fleet |
| Tracks all safety training, Automotive Service Excellence certification, Commercial Driver's License certification, Department of Transportation physicals for all employees and maintains a database of employees |
| Assists in all warranty issues for buses and support vehicles |
| Assists with revisions and implementation of Vehicle Maintenance Department Standard Operating Procedures |
| Assists with bid specifications for replacement support vehicles: engine, tire size, etc. for standardization of support vehicles |
| Represents Jefferson County Schools on Kentucky School Bus Specification Committee |
| 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. |
| Successful experience in requisitions and in budget preparation and control preparing |
| Ability to communicate effectively, organize and supervise employees |

| DESIRABLE QUALIFICATIONS |
|--|
| ASE Master Certification |
| Previous experience as administrator or vehicle maintenance in urban school district |
| Skills in preparing written composition |
| Ability to work with people in a positive manner |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|--|
| JOB TITLE: | TECHNICIAN VIDEO SPECIALIST |
| DIVISION | COMMUNICATIONS AND COMMUNITY RELATIONS |
| SALARY SCHEDULE/GRADE: | IA, GRADE 13 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8327 |
| BARGAINING UNIT: | CLAA |

| SCOPE OF RESPONSIBILITIES |
|---|
| Assumes responsibility for taping and editing videotape for the school District's television and media productions and for the operation and maintenance of video production equipment. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Provides technical direction for television productions in studio and field environments |
| Edits special media projects and audio and videotapes |
| Acts as technical liaison on audiovisual projects with school personnel |
| Operates and performs operator maintenance on video and editing equipment |
| Operates and organizes the use of studio production 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 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, 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 field and studio television production |
| Experience in broadcast audio, and television direction and design |
| Experience with master control operations |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Experience in design and installation of video systems |
| Knowledge of electronic circuits and ability to read schematic diagrams |
| Experience in still photography |
| Knowledge of FCC rules and regulations |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|---|
| JOB TITLE: | TECHNICIAN ACCOUNTS PAYABLE FINANCE TECHNICIAN |
| DIVISION | FINANCIAL SERVICES |
| SALARY SCHEDULE/GRADE: | 1A, GRADE 8 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8058 |
| BARGAINING UNIT: | CLAA |

| SCOPE OF RESPONSIBILITIES |
|---|
| Works with all phases of accounts payable. Assists with the implementation of new programs, system reports, and system upgrades. Maintains a high degree of accuracy in accounts payable related matters. Assumes responsibility of liaison between the department, ITMAIS , and MUNIS. Works with a minimum amount of supervision and confers with coordinator when appropriate |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Performs research into payments, vendors, and archived files |
| Coordinates MUNIS testing, system upgrades |
| Compares invoices to pPurchase oOrders and payment documents to identify and research discrepancies |
| Enters journal transactions |
| Assists in developing, updating, and revising all forms, instructions, manuals and procedures for AP functions |
| Compiles information as requested by dDistrict cost centers and/or open record requests |
| Assists with IRS research, TIN matching, W-9s, and maintaining vendor files |
| Develops reports, queries, and extract files |
| Develops and coordinates order/receiving clerk training, in conjunction with Purchasing, to assist the school finance staff |
| Assumes the responsibility of Purchase Order Maintenance, corresponding with various JCPS cost centers |
| Assists in all phases of 1099 processing |
| Assists in all phases of vendor check: writing, voiding and distribution |
| Assists with month-end, fiscal and calendar year-end closing to meet required deadlines |
| Assists the coordinator in meeting special requests of the office including the implementation of additional functionalities |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Performs other duties as assigned by supervisor |

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

| MINIMUM QUALIFICATIONS |
|--|
| High School Diploma or G.E.D. |
| Two (2) years of experience in accounts payable |
| Bookkeeping, accounting, or accounts payable experience |
| Demonstrated ability to maintain accurate records and meet established deadlines |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Two (2) years of business experience in related field |
| Experience working with various role groups |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | TECHNICIAN ASSESSMENT SUPPORT TECHNICIAN |
| DIVISION | ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT |
| SALARY SCHEDULE/GRADE: | IA, GRADE 4 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8639 |
| BARGAINING UNIT: | CLAA |

| SCOPE OF RESPONSIBILITIES |
|---|
| Assumes responsibility for ordering, receiving, stocking, shipping (to schools) and warehousing tests and test related materials used by the school district District. Participates in processing of answer documents and distribution of reports to schools. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Leads the support staff in the performance of routine and assigned work |
| Coordinates work assigned to the hourly support staff to ensure deadlines are met and produced work is accurate |
| Coordinates training for support staff |
| Maintains accurate records and provides data reports to appropriate personnel |
| Performs data quality control duties as required |
| Keeps accurate and up-to-date inventory of tests and related materials |
| Receives tests and related materials and stocks them appropriately |
| Distributes tests and related materials to schools |
| Coordinates special delivery of secure testing materials |
| Serves as primary forklift operator for the unit |
| 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 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 heavy 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. |
| Experience with warehouse work (receiving, stocking, shipping) |
| Experience with distributing materials |
| Experience or ability to operate a fork lift |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| College or post-secondary education |
| Ability to work well in a team situation and relate well with others |
| Efficient time management skills |
| Experience in a diverse workplace |



Submitted For
Approval 7/16/2019
Effective: 7/17/2019

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|------------------------|---|
| JOB TITLE: | TECHNICIAN BINDERY/COPY TECHNICIAN |
| DIVISION | COMMUNICATIONS AND COMMUNITY RELATIONS |
| SALARY SCHEDULE/GRADE: | IA, GRADE 5 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8020 |
| BARGAINING UNIT: | CLAA |

| SCOPE OF RESPONSIBILITIES |
|--|
| Assumes rResponsibility for operation of computer-equipped copy production equipment to scan, merge and produce documents; responsible for bindery and distribution functions. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Manages computer-equipped (digital) copy production equipment to scan, merge, copy, and bind documents |
| Produces high-quality double- and single-sided documents |
| Manages print queues and moves jobs to other queues |
| Manages and maintains public storage for print files and file servers |
| Maintains equipment in efficient working order, making adjustments, diagnosing problems as they occur, and corresponding with service technicians |
| Programs high-speed digital copier and scans documents for reproduction |
| Maintains inventory and supplies for copier |
| Interprets and makes independent judgments concerning copyright laws and regulations |
| Operates production bindery equipment including hole drill, cutter, folder, collator, and stitcher |
| 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 bending, squatting, climbing and reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, noise, 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. |
| Basic computer skills |
| Experience in operation of print room equipment |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Knowledge of operation of copy equipment |
| Ability to work independently |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|----------------------|
| JOB TITLE: | BOND TECHNICIAN BOND |
| DIVISION | FINANCIAL SERVICES |
| SALARY SCHEDULE/GRADE: | IA, GRADE 7 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8654 |
| BARGAINING UNIT: | CLAB |

| SCOPE OF RESPONSIBILITIES |
|---|
| Assumes responsibility for support of accounting functions including preparation of accounts payable vouchers, general transfers, maintaining activity records and making disbursements from special funds. The issuance of bonds and maintenance of debt service records and payments is a highly specialized and regulated area that requires knowledge of the entire bonding process as well as the ability to follow regulations and restrictions related to the accounting requirements. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Files correspondence and documents; and answers telephone; prepares necessary cabinet and Board reports |
| Handles disbursements and maintains activity records for several special funds |
| Prepares necessary vouchers for General and Special Voted Building Funds; prepares vouchers for payments due for debt service requirements each month and sends checks to Fiscal Court |
| Balances all reimbursable expense codes not balanced by Ppayroll or Ggrants and Aawards accounting; makes necessary general transfers of disbursements to proper codes; Keeps records of assignments of general transfer sheets |
| Sends monthly financial statements, external audit reports, cost center reports, location reports, etc., to Board members and other groups and individuals on lists for General Fund and Special Voted Building Fund |
| Maintains official bond files; prepares bond report and annual financial report which is submitted to the Kentucky State Department of Education |
| Coordinates issuance of bonds with school system departments, fiscal agent, bond attorney Kentucky State Department of Education |
| Maintains records by bond issue indicating sites covered and percentage of indebtedness under each bond issue for each site, as well as other pertinent information; maintains records to total indebtedness under each bond issue for each individual site |
| Prepares annual bond payment and coupon service charges schedules; maintains records of payments and credits on each bond issue |
| 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 of successful bookkeeping experience |
| Ability to organize and maintain a filing system which is complete and quickly accessed |
| Good mathematical ability |
| Three (3) years of successful computer experience |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|-----------------------------------|
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | TECHNICIAN COMPUTER LAB- TECHNICIAN |
| DIVISION | TECHNOLOGY AS ASSIGNED |
| SALARY SCHEDULE/GRADE: | 1A, GRADE 7 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8550 |
| BARGAINING UNIT: | CLAA |

SCOPE OF RESPONSIBILITIES

~~Assumes Responsibility~~ for the upkeep of the computer lab and efficiently scheduling its use; ~~and~~ the complete operation of all information processing equipment and the uses of advanced information processing functions. Provides support for the formal and informal training of end users on and off-site.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Operates successfully~~ ~~Successfully-operates~~ the computer hardware and software used by unit personnel

Maintains scheduling and in-service records and other databases required for computer projects

Assists staff with the production of training materials and is responsible for maintaining the equipment

Provides support to users of computer systems

Maintains bid specifications for microcomputer hardware and software

Maintains the hardware inventory and maintenance records of the unit/system

Assists with the successful completion of special projects assigned to the unit/system

Supports the staff in the district-wide evaluation of software

Develops forms and correspondence related to the efficient operation of the unit/system

Trains end users in specific applications

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

Performs the 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. 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 with word processing, information processing, or microcomputers

Two (2) years ~~of~~ experience assisting users in the appropriate operation of computers

Availability to work flexible hours

Knowledge of office management skills

Effective communication skills

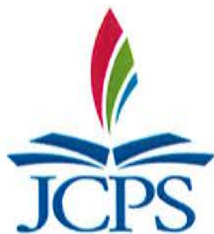
DESIRABLE QUALIFICATIONS

Demonstrated ability to develop strong interpersonal relationships with computer using adults

Post-secondary training in information processing techniques and equipment

Mechanical dexterity and aptitude to maintain operation of equipment

~~Experience in a diverse workplace~~



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | TECHNICIAN BILINGUAL DATA BILINGUAL TECHNICIAN |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | 1A, Grade 7 |
| WORK YEAR: | 220 Days |
| FLSA STATUS: | Non-Exempt |
| JOB CLASS CODE: | 8149 |
| BARGAINING UNIT: | CLAA |

| SCOPE OF RESPONSIBILITIES |
|---|
| Operates computer terminals to enter data from a number of sources; maintains accurate and current files, records and database files. Assists international families with school enrollment. Collaborates with other JCPS departments to ensure enrollment and academic progress of ELL students. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Maintains accurate LEP records and provides data to appropriate personnel |
| Guides students and families in the process of school registration, Magnet and Optional application, and Student Transfer Applications |
| Provides language support for ELL students and families in school related activities |
| Provides training to new Infinite Campus Registrars |
| Answers and routes phone calls and requests from schools and other JCPS departments |
| Works closely with Magnet Office, Student Transfer Department, Student Assignment, Early Childhood Department and Demographics Office |
| Prepares and submits Caregiver Affidavit, Non-parental Enrollment Affidavit and Power of Attorney Forms for ELL families |
| Supports administration of initial English language proficiency assessment for ELL students |
| Administers the initial English language proficiency assessment |
| Assists ESL Intake Coordinator on school placements |
| 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 |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | | |
|------------------------|---|------|
| JOB TITLE: | TECHNICIAN DATA MANAGEMENT RESEARCH TECHNICIAN | |
| DIVISION | AS ASSIGNED | |
| SALARY SCHEDULE/GRADE: | IA, GRADE 8 | |
| WORK YEAR: | AS APPROVED BY THE BOARD | |
| FLSA STATUS: | NON-EXEMPT | |
| JOB CLASS CODE: | 8624 | 8625 |
| BARGAINING UNIT: | CLAA | CLAB |

| SCOPE OF RESPONSIBILITIES |
|--|
| Assists with designing, implementing, and reporting District, state, and federal programs. Assists local schools and departments in monitoring programs. Plans, develops, and implements training programs. Plans and develops automated data systems to provide services for users. Troubleshoots the data system. Assumes responsibility of liaison between the department and IT. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Assists staff with automated equipment operation and application of software |
| Monitors services and troubleshoots as the liaison between the department and IT |
| Assists in planning data bases and data retrieval systems, and provides liaison with data processing specialists for implementation |
| Prepares specifications for ad hoc reports and mass updates; produces reports from data bases |
| Assists in preparing, maintaining and updating data/information |
| Performs studies for departments, offices, and agencies as required |
| Assists in compliance with District and/or community requests for special data requirements |
| Prepares annual and interim reports for District, state and federal programs |
| Maintains accurate data and conduct analysis of data for evaluations using electronic data processing equipment |
| Completes all trainings and other compliance requirements as assignment by the designated deadline |
| Perform 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 of responsible research and evaluation experience |
| Two (2) years of data processing experience |
| Demonstrated ability to add, subtract, multiply and divide quickly and accurately |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Experience in writing technical/analytical evaluation reports |
| Ability to work with various role groups |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16 /2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | TECHNICIAN DATA SUPPORT USER-INTERFACE ANALYST |
| DIVISION | ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT |
| SALARY SCHEDULE/GRADE: | IA, GRADE 14 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8511 |
| BARGAINING UNIT: | CLA5 |

| SCOPE OF RESPONSIBILITIES |
|---|
| Creates data sets and/or reports often combining data from multiple sources for internal uses, external partners, open records requests, research requests, and Board requests; provides data in a timely manner in compliance with all district, state, and federal policies; review department reports and data sets for completeness and accuracy. Prototypes, designs, and builds graphic user interfaces (GUIs) for software development, Web forms, and other applications. This includes capturing user requirements through collaboration with business analysts, leading and participating in testing sessions, and coordinating final implementation of the GUI based on feedback. Requires use of a variety of Web and software development languages. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Prepares complex data sets/reports for the division (this includes but is not limited to Open Records Requests, Office of Civil Rights, internal requests, JCPS Board requests, department reports, and community requests) Conceives and models user interface prototypes based on collected user requirements, test cases, and developmental objectives |
| Assists with monitoring and completing data requests for federal, state, and local compliance Collaborates with business analysts, Web designers, and software developers to ensure prototypes can be efficiently implemented |
| Combines multiple data sources into a single source document Codes, installs, and debugs user interfaces using appropriate tools or editors |
| Completes ad hoc data reports in compliance with district and/or community requests for special data requirements Defines and develops current GUI style standards, as well as remaining knowledgeable about emerging GUI standards and trends |
| Performs quality data checks on district data sets and reports Identifies, recommends, and prioritizes new user interface features and applications in conjunction with end-user requirements or business needs |
| Prepares, maintains, and updates data/information Presents and conducts reviews of user interface designs with project managers, stakeholders, and other involved parties |
| Creates customized or specialized data sets or reports to meet district needs Establishes policies and procedures for following GUI standards design and testing in conjunction with stakeholders |
| Works with other departments, school personnel, and/or community members on data needs Diagnoses and troubleshoots problems with proprietary of internally developed user interfaces |
| Follows FERPA and other data best practices in compliance with local, state, and federal laws and procedures Documents design, testing, and requirement-gathering processes and procedures |
| 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. |

| MINIMUM QUALIFICATIONS |
|--|
| High School Diploma or GED Bachelor's degree in related field |
| In-depth knowledge of querying databases GUI prototyping tools, software design, Web development technologies, and protocols |
| Three (3) years of experience manipulating large datasets using SQL, Excel, Access, R, or other program (s) comprehensive experience with structuring, developing, and implementing software applications in Web development |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Bachelor's Degree or higher in mathematics, statistics, technology, or some related field Master's degree with computer specialization |
| Experience in JCPS data systems gathering and analyzing business requirements |
| Knowledge of GIS |
| Experience in a diverse workplace project management |



Submitted For
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|------------------------|--|
| JOB TITLE: | TECHNICIAN DIGITAL CONTROL TECHNICIAN |
| DIVISION | TECHNOLOGY OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB / GRADE 12 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8372 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|--|
| Maintains all electronic microprocessor based direct digital controllers (DDC), pneumatic systems, and associated software pertaining to all digital temperature control applications of the school district. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Repairs or replaces ment of electronic unitary controllers |
| Maintains data base files for all unitary control applications throughout the d District |
| Writes unitary controller programs for various HVAC equipment installations and customize existing control applications |
| Maintains communications software and graphics data bases to remote DDC equipment |
| Troubleshoots, maintains, repairs all interface devices to the unitary controllers (electronic actuators, temperature sensing thermistors, pressure transducers or humidity sensing devices and relays) |
| Repairs or replaces all pneumatic thermostats and controllers |
| Repairs, repacks or replaces all types of temperature control valves |
| Repairs, replaces and maintains all related ventilation equipment (air handlers, unit ventilators, fan coil units, exhaust fans) |
| Completes accurate work orders with respect to labor and material used |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Performs other duties as assigned by 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. |
| A minimum of three years experience in digital and pneumatic control applications |
| Skill in reading blueprints and temperature control diagrams |
| Valid Kentucky HVAC Journeyman license |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Autocad (computerized drafting) experience |
| Advanced training in direct digital control |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
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|------------------------|----------------------------------|
| JOB TITLE: | TECHNICIAN ELECTRONIC TECHNICIAN |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 12 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8374 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Diagnoses problems, provides corrective repair and executes preventive maintenance on all electronic equipment, master antennas, towers, video tape recorders, audio-visual, closed circuit TV, alarm systems, surveillance systems, intercom and sound equipment as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Analyzes and provides repair of video recorders, cameras and studio equipment for closed circuit TV broadcasts

Installs all master TV antennas and head-end systems and ensures proper functioning

Reviews and resolves all problems on the ITFS transmit and receive systems

Inspects, repairs, and replaces TV towers

Evaluates and corrects any technical problems associated with TV satellite systems

Provides preventive maintenance and corrective repair on all multi-media projectors and other audio-visual equipment

Executes the proper installation of all camera surveillance systems and verifies the correct operation through on-going maintenance to ensure the integrity of the system

Diagnoses all problems with intercoms and public address systems and provides corrective repair

Completes accurate work orders showing labor and material

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 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.

Successful completion of vocational training in electronics

Four (4) years of experience in area of assignment

Full understanding of electronic schematics and test equipment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of FCC rules and regulations

Advance training in manufacturer school

General radio/telephone license

Experience in a diverse workplace



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| | |
|------------------------|---|
| JOB TITLE: | FIELD-TECHNICIAN FIELD NUTRITION SERVICES |
| DIVISION | OPERATIONSTECHNOLOGY |
| SALARY SCHEDULE/GRADE: | IB, GRADE 12 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8380 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Provides installation, troubleshooting, and maintenance service for School and Community Nutrition Services of district technology including, but not limited to, voice and data equipment, computing equipment, business machines, electronic and audio visual equipment, network-, food production, manufacturing and warehousing equipment, and other district technology equipment. Continually communicates with business owners, school technology coordinators and District staff regarding technology repair processes, and provides technical support to District staff. Effectively tracks and annotates work performed according to policies, procedures and performance standards mandated by management.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Effectively, professionally and respectfully Represents Nutrition Services Information Technology to other teams and business owners, effectively, professionally and respectfully works cooperatively with peers and superiors to cross train, and to deliver excellent customer service

Researches, gathers and shares knowledge to develop better processes and creative solutions that improve technical support and streamline technology support operations on a continual basis

Installs, maintains, upgrades/updates and repairs computing-Nutrition Services equipment, legacy /VoIP telephones, business machines, networking and wireless equipment, electronic equipment associated with access contrail, interactive and other audio visual classroom equipment and all associated peripherals

Assists the networking- Nutrition team with -installation, upgrade, and maintenance of all networking peripherals including but not limited to cabling, ports, switches, patch panels and wireless access points and uses appropriate tools when provided

Provides support for the District's-Information-Technology Nutrition Services -products and services, -including answering questions, interpreting schematics, troubleshooting problems, teaching or instructing customer regarding software or hardware functionality, and in communicating policies and best practices that promote information security and child nutrition program compliance

Provides assistance and guidance on new technology purchased with KETS federal -funding throughout District, as well as maintains assists School Technology Coordinator and other stake holders with annual-site inventory

Communicates Effectively and routinely with District staff and end users on District Nutrition Services technology

Continually adheres to and Follows change management protocols, policies, procedures and performance standards and mandated by management. Maintains accurate and well-organized inventory in fleet vehicle and keeps vehicle clean at all times.

Performs proper sanitation and disposal of technology equipment per District policy and procedures and provides preventative maintenance, corrective repair services and verifies all of the work performed for accuracy and proper operation

Completes assigned tasks tickets in a timely manner; and effectively utilizes the ticketing system platform as required by management

Stays current on certification(s) by successfully completing updates certification

Works closely with the management and other team leadership to support infrastructure related tasks, including, but not limited to , scripting virtual desktop infrastructure, data forensics, VoIP and other Active Directory related tasks

Completes all training and other compliance requirements as assigned and by the designated deadline and stays current with certification(s) which may include out of town travel

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

Associate's degree in electronics or related field and /or four (4) years of experience in maintaining and supporting food service technology and systems computer or electronic equipment repair, or related field

In-depth knowledge of computing equipment, electronic equipment and networking hardware, as well as all Microsoft Operating Systems and Microsoft Office products hardware and software troubleshooting with hands-on servicing of technology systems found in K-12 organizations and/or food service industry

Excellent written and oral communication skills coupled with strong understanding of TCP/IP and network architecture and ability to effectively troubleshoot network related issues

Must be able to work with and independently of others with and without supervision

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

Valid driver's license

DESIRABLE QUALIFICATIONS

Bachelor's degree

Hardware manufacturer certification

Project management experience

Experience in a diverse workplace



Submitted For
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|------------------------|---|
| JOB TITLE: | TECHNICIAN FINANCE SUPPORT FINANCE-SUPPORT TECHNICIAN |
| DIVISION | FINANCIAL SERVICES |
| SALARY SCHEDULE/GRADE: | 1A, GRADE 8 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8060 |
| BARGAINING UNIT: | CLAB |

| SCOPE OF RESPONSIBILITIES |
|--|
| Assists with finance systems, training, and trouble-shooting. Coordinates and operates the district-wide finance training program in conjunction with Computer Education Support. Works to promote efficient operation and ensure adequate internal control over school finances at all locations, often working on-site along with school or departmental staff. Communicates finance risk information to Internal Audit. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Assists staff with access permissions and efficient operation of finance software |
| Assigns and reviews permissions to finance accounting system in conjunction with staff movement to ensure controls are maintained at all locations |
| Coordinates training program for finance staff in conjunction with Computer Education Support, and monitors staff attendance at training sessions |
| Monitors performance, knowledge, and understanding of finance rules in conjunction with departments within Financial Services to determine which staff need additional assistance and training |
| Communicates finance information to Internal and External Audit as requested, and alerts appropriate administration of concerns |
| Reviews school revenue and expenditure transactions to ensure against fraudulent transactions, and reports potential fraud cases to Internal Audit |
| Assists bookkeepers with monthly reconciliations and proper accounting procedures in person or through other communication methods |
| Coordinates new bookkeeper support system in person or through other communication methods |
| 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 |
|--|
| High School Diploma or G.E.D. |
| Two (2) years of bookkeeping experience |
| Demonstrated ability to add, subtract, multiply and divide quickly and accurately |
| Ability to communicate effectively and analyze concerns in person, by phone or through email |

| DESIRABLE QUALIFICATIONS |
|--|
| Experience working with various role groups |
| Ability to solve difficult reconciliations and efficiently identify errors |
| Experience in a diverse workplace |



Submitted For
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|------------------------|---|
| JOB TITLE: | TECHNICIAN FINANCE SYSTEM FINANCE-SYSTEM-TECHNICIAN |
| DIVISION | FINANCIAL SERVICES |
| SALARY SCHEDULE/GRADE: | IA/GRADE 8 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8623 |
| BARGAINING UNIT: | CLAB |

| SCOPE OF RESPONSIBILITIES |
|---|
| Assists with system security for all financial systems. Assists with creating system reports, queries, and data extract files. Plans, develops, and implements training programs. Assumes responsibility of liaison between the department, locations, and vendors. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Assists with the maintenance of permissions security and system tables for all financial systems |
| Develops ad hoc reports, queries and extract files |
| Troubleshoots system set-up and data issues |
| Assists with maintaining and updating data information |
| Assists with developing training manuals for documenting processes and procedures |
| Assumes responsibility of liaison between the department and District locations and/or vendors regarding system security and data reporting |
| Assists with fiscal and calendar year-end closing to meet required deadlines |
| Compiles information as requested by District departments and/or open record requests |
| Performs data research and reconciliations |
| 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 of experience in business finance or accounting |
| Ability to maintain accurate records and meet established deadlines |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Experience in analyzing data and writing ad hoc reports |
| Experience in information technology or system maintenance |
| Ability to work well in a team situation |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
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|------------------------|--|
| JOB TITLE: | TECHNICIAN GENERAL MAINTENANCE TECHNICIAN |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | 1B, GRADE 7 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8409 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|---|
| Assumes r Responsibility for the performance of planned preventative maintenance tasks, initial troubleshooting and corrective maintenance tasks for assigned buildings. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Inspects building interiors, exteriors, doors, windows, floor, and equipment to identify and perform repairs where necessary |
| Performs minor carpentry repairs to floor and ceiling tile, doors and door hardware, window sashes and sills, etc. l installs instructional boards, bulletin boards and white boards in classrooms and offices |
| Performs minor masonry and painting repairs such as patching cracked concrete, patching holes, sanding, and spot painting |
| Performs minor plumbing repairs such as leaking fittings, couplings and fixtures, faucets, washers, seats, stems and clears obstructed plumbing lines and fixtures |
| Replaces lamps and ballasts, repair and/or replace light switches, receptacles and i other minor electrical devices under 200 volts (except 277 volt lighting) |
| Troubleshoots, repairs, and replaces minor appliances such as clocks, simple kitchen equipment, custodial equipment, fans, etc. |
| V isually I nspects visually equipment operation and HVAC filters; R epairs, replaces or creates work orders as required by procedures |
| Participates in training as required |
| Assumes R esponsible ies- responsibility for own safety and safety of others while performing tasks |
| 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, 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. |
| Four (4) years of experience in skilled trades |
| Experience reading and following blueprints, drawings, schematics, and diagrams |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|-----------------------------------|
| Completed apprenticeship program |
| Skilled trades certifications |
| Experience in a diverse workplace |



Submitted For
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|------------------------|---|
| JOB TITLE: | PROGRAM-SPECIALIST-III TECHNICIAN HEALTH SERVICES |
| DIVISION | AS-ASSIGNED ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 5 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | |
| 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 inservice in-service as assigned. |

| 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 |
| 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 practices in areas assigned and integrates research in areas 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, 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 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 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: 7/16/2019
Effective: 7/17/2019

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|------------------------|---|
| JOB TITLE: | TECHNICIAN INSTRUCTIONAL TECHNOLOGY DATA MANAGEMENT TECHNICIAN |
| DIVISION | TECHNOLOGY ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IA, GRADE 8 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8193 |
| BARGAINING UNIT: | CLAA |

| SCOPE OF RESPONSIBILITIES |
|---|
| Assists with planning, coordinating, developing, and implementing a technology database system that supports: input, monitoring, retrieval, analysis, and evaluation of instructional technology initiatives related to, but not limited to emerging hardware and software technology initiatives. Serves as instructional technology database liaison and technical support for standards-aligned curricular resources for curriculum and instruction content specialists. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Assists staff with automated equipment operation and database application software used to implement and support curriculum and instruction initiatives |
| Monitors and maintain services and troubleshoot databases as the liaison between instructional technology support and curriculum and instruction |
| Assists in designing, planning, implementing and supporting databases and data retrieval systems to provide accurate reporting for District, state, and federal programs related to instructional technology and curriculum and instruction |
| Prepares specifications for adhoc reports and mass updates and produce reports from databases |
| Assists in preparing, maintaining and updating data/information |
| Prepares instructional technology studies for departments, offices, and agencies as required |
| Assists in compliance with District and/or community requests for special data requirements related to instructional technology and curriculum and instruction |
| Prepares annual and interim reports for District, state and federal programs |
| Maintains accurate data and conduct analysis of data for evaluations using electronic data processing equipment. |
| 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 |
| 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. |
| Five (5) years of experience working in technical support or related environment |
| Three (3) years of responsible research and evaluation experience |
| Two (2) years of data processing experience |
| Demonstrated ability to add, subtract, multiply and divide quickly and accurately |
| Strong communication and organizational skills and ability to work independently |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Associate's degree or equivalent experience |
| Experience in writing technical/analytical evaluation reports |
| Ability to work with various role groups |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
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|------------------------|--|
| JOB TITLE: | TECHNICIAN INSURANCE TECHNICIAN |
| DIVISION | FINANCIAL SERVICES |
| SALARY SCHEDULE/GRADE: | IA, GRADE 8 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8626 |
| BARGAINING UNIT: | CLAB |

| SCOPE OF RESPONSIBILITIES |
|---------------------------|
|---------------------------|

Coordinates various non-personnel related insurance programs, such as the vehicle and school bus program, the fire and extended coverage program, the boiler insurance program, etc. Communication is required with staff and vendors. Requires general supervision while working toward specific objectives.

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
|--|

Maintains financial reports, follow-up, and disposition of claims and losses in various non-personnel related insurance programs

Assists in the preparation of bid specifications and bid analysis for all insurance and benefits programs

Communicates with staff and vendors regarding insurance claims and their disposition

Processes vendor invoices for premium payments for the various insurance programs

Maintains the necessary files for each of the insurance programs and the status of their associated claims

Maintains schedules of vehicles and other property covered by the various insurance programs

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 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. with two (2) years of office experience

Ability to organize work functions and communicate in a businesslike manner

Working knowledge of insurance contract language

Two (2) years of insurance claims experience

Good typing ~~skills~~ability

Effective communication skills

| DESIRABLE QUALIFICATIONS |
|--------------------------|
|--------------------------|

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | TECHNICIAN MAINTENANCE SUPPORT TECHNICIAN |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IA, GRADE 6 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8358 |
| BARGAINING UNIT: | CLAA |

| SCOPE OF RESPONSIBILITIES |
|---|
| Assumes direct responsibility and provides administrative assistance to maintenance departments. Implements system-wide procedures and policies. Work assignments are performed independently and include a wide variety of priorities that must be resolved. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Effectively, professionally, and respectfully represents maintenance staff members, and their service to the client community Represents maintenance staff members and their services to the client community effectively, professionally and respectfully |
| Administers payroll per District procedures for assigned shops |
| Composes reports, memorandums, and letters requiring knowledge of technical matters |
| Receives work requests by computer or phone; A Assigns, processes and records work requests in work order database with appropriate entries of activities, labor hours, and materials; C Collaborates with Foreman to ensure timely completion of work requests |
| Reviews and analyzes maintenance work orders and dispatches them to the appropriate personnel |
| Dispatches emergency and priority work requests to responsible department and/or supervisor |
| Maintains department records, files, and reports as required; O Operates, computers, printers and other equipment. |
| Routes incoming communications taking action in routine situations and determines action to respond to non-routine situations |
| Follows up with client community as necessary to ensure satisfactory customer service |
| 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. |
| Demonstrated ability to prepare and maintain appropriate reports and records |
| Experience in computer operation and data entry |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Exceptional customer service skills |
| Exceptional interpersonal skills, with a focus of rapport-building, listening, and inquiry skills |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | TECHNICIAN MEDIA TECHNICIAN |
| DIVISION | ACADEMIC SERVICES DISTRICTWIDE INSTRUCTIONAL PROGRAMS |
| SALARY SCHEDULE/GRADE: | IB, GRADE 8 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8323 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|---|
| Provides onsite and remote technical assistance to faculty, administrators and staff with the operation of multimedia and audiovisual equipment and investigates, identifies and resolves user problems. Assists staff and teachers with the production of multimedia and audiovisual content. Ships and receives media via the pony in response to requests. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Complies with videotape library procedures and ships and receives video recordings to and from schools |
| Communicates audiovisual issues to department staff to ensure efficient operations |
| Provides audiovisual technical support for meetings and inspects outgoing and incoming equipment for damages and malfunctions |
| Produces original media material and duplicates copyright cleared media material in various formats |
| Maintains necessary supply inventory including parts and other supplies and orders according to established department procedures |
| Maintains up-to-date inventory and maintenance checks of all department audiovisual equipment and media including product life cycling |
| Demonstrates the operation of a broad range of audiovisual equipment including projectors, interactive whiteboards, analog and digital cameras and microphones for staff |
| Assists with the production of a wide variety of computer graphics and audio/video services to facilitate instruction and professional development initiatives |
| Assists library media specialists with interfacing computer and audio/video systems |
| 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, 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 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. |
| Ability to operate a wide variety of media equipment |
| Ability to read and understand audiovisual equipment drawings and plans |
| Ability to troubleshoot and perform moderately complex repairs |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|-----------------------------------|
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | TECHNICIAN NUTRITION REFRIGERATION TECHNICIAN |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 11 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8347 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|--|
| Maintains food service refrigeration equipment in a safe and efficient operating condition for all kitchens in the school District. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Maintains all kitchen walk-in coolers and freezer refrigeration systems |
| Installs and repairs all walk-in doors, hardware and gaskets |
| Installs, repairs and cleans food service ice machines |
| Maintains, repairs and replaces all reach-in boxes, milk coolers and serving line refrigeration |
| Performs all inspections as required by local codes |
| Maintains all kitchen refrigeration equipment to include a preventative maintenance program |
| Installs new or relocated kitchen refrigeration equipment |
| Maintains all records and inspections as required by District, state and local regulations |
| Completes accurate work orders with respect to repairs completed, time expended and materials used |
| 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 |
| Three (3) years of experience in commercial refrigeration and controls |
| Valid Certification for Refrigerants Removal and Recycling and Purchasing |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Valid Kentucky HVAC Journeyman license |
| Experience in a diverse workplace |



Submitted For

Approval: 7/16/2019

Effective: 7/17/2019

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

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for managing the processing of personnel actions for assigned workflow locations; confirms the accuracy of data maintained in employee master, job pay, deduction and leave accrual records; coordinates corrections with Human Resources; approves final posting of personnel changes in the live database by the required deadlines

Responsible verifying and processing payroll for regular, substitute, coach, extra service and supplemental pay; ensures personnel changes are captured accurately in Time & Attendance and the payroll warrant; coordinates changes with reporting locations

Ensures locations have finalized all time reporting by the required deadlines; assists locations with resolution to reporting issues

Analyzes payroll edit reports for compliance with District policies, procedures, union contracts and Wage & Hour Law; assumes responsibility for the resolution to errors and exceptions

Verifies accuracy of salaries paid; calculates and processes complex retroactive salary adjustments; administrators repayment arrangements resulting from salary overpayments

Assumes responsibility for calculating and processing the coordination of sick and assault pay with Worker Compensation

Assumes responsibility for accurately maintaining employee escrow withholdings and pay-outs

Calculates, prepares and submits supplemental payroll related to corrected/omitted time reporting, retirement/separation pay-outs, sick bank days and voided pay.

Assumes responsibility for maintaining proficiency in all District payroll and Time & Attendance systems as well as the appropriate usage of pay, deduction and leave accrual transactions.

Effectively, professionally and respectfully corresponds and provides guidance to District management, support staff and employees regarding payroll related questions regarding time reporting, policies and procedures

Ensures required payroll documentation is received and maintained in accordance with the records retention schedule

Assists with planning, developing and implementing training programs and system procedure documentation

Performs self-directed data research and in-depth troubleshooting; works collaboratively with other Payroll team members to effectively maintain the accuracy of HR/Payroll data

Performs other duties as assigned by designated supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful payroll or bookkeeping experience

Ability to maintain accurate records and meet established deadlines

Ability to work well in a team environment

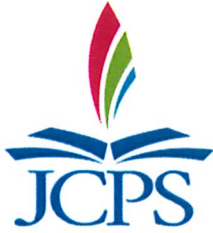
Ability to communicate in a professional, effective manner

DESIRABLE QUALIFICATIONS

Two (2) years Human Resources or Benefits experience

Experience in Kentucky school financial systems and reporting

Experience in a diverse workplace



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

| | |
|------------------------|-----------------------------------|
| JOB TITLE: | TECHNICIAN PAYROLL SYSTEM |
| DIVISION | FINANCIAL SERVICES |
| SALARY SCHEDULE/GRADE: | IA/GRADE 8 |
| WORK YEAR: | 260 DAYS AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8479 |
| BARGAINING UNIT: | CLAB |

| SCOPE OF RESPONSIBILITIES |
|--|
| Assists with maintaining systems used for HR/Payroll processing. Assists with planning, developing and processing data integrity reporting. Analyzes data and coordinates resolution to exceptions. Assists with the implementation of new programs and system upgrades. Assumes responsibility for processing and monitoring payroll bank transactions. Assumes responsibility of liaison between the department, locations, and vendors. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Assists with processing data integrity reports, confirms and resolves discrepancies in employee system records |
| Assists with systems implementation, upgrades and the maintenance of certain HR/Payroll system auxiliary tables |
| Assumes responsibility for monitoring and coordinating resolution of the reporting of special pay such as Set-Up Day, PTC, Over-cap, and Differential pay, to ensure proper reporting |
| Assumes responsibility for resolving discrepancies in employee leave accruals tables and monthly vacation updates |
| Assists with generating edit reports for the bi-weekly payroll warrant and ensures resolution to discrepancies |
| Assumes responsibility for confirming edit and final payroll warrant totals and resolves insufficient net pay issues related to deductions |
| Assumes responsibility for processing, monitoring and resolving all payroll bank transactions related to direct deposit files, account transfers, returned ACH items, ACH redirects, reversals, and ACH payments to payroll vendors |
| Assumes responsibility for tracking, reconciling and resolving pending direct deposit payments |
| Assumes responsibility for creating vendor remittance files, reconciling corresponding liability account and uploading files to the vendor SharePoint site |
| Assists with coordinating, verifying and implementing bi-weekly and annual Open Enrollment vendor deductions files |
| Assists with compiling records requested by auditors, District departments and/or open records requests |
| Assists with planning, developing and implementing training programs and system procedure documentation |
| Performs data research and reconciliation |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Performs other duties as assigned by supervisor |

| PHYSICAL DEMANDS |
|---|
| This work is primarily sedentary. This 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 of experience in payroll processing |
| Ability to maintain accurate records and meet established deadlines |
| Ability to work well in a team environment. |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Experience in analyzing data and maintaining system integrity |
| Experience in Kentucky school financial systems and reporting |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2109
Effective: 7/17/2019

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|------------------------|--|
| JOB TITLE: | TECHNICIAN PREVENTIVE MAINTENANCE TECHNICIAN |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 8 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8366 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|---|
| Performs preventative maintenance in accordance with manufacturers specifications to mechanical equipment associated with heating and air conditioning systems. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Performs preventative maintenance on heating and air conditioning equipment not maintained by the plant operator |
| Maintains air compressors used to supply air to pneumatic systems |
| Performs preventative maintenance on drive mechanisms to roll filters |
| Lubricates, services, and cleans exhaust fans |
| Changes filters and services air handlers in elementary schools that plant operators cannot service (air handlers that are suspended above ceilings, etc.). |
| Instructs plant operator on proper preventative maintenance routine on rooftop units |
| Maintains records of filter changes, motor and bearing lubrication and belt replacement on air handling units |
| Completes accurate work orders with respect to labor and material used |
| Repairs or replacements of all equipment as needed (bearing assemblies, motors, valve, etc.) |
| 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 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 years of experience in the area of preventative maintenance |
| Good mechanical aptitude |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Vocational training |
| Capable of reading blueprints and wiring diagrams |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|---------------------------------------|
| JOB TITLE: | TECHNICIAN PRINT SYSTEMS -COORDINATOR |
| DIVISION | TECHNOLOGY |
| SALARY SCHEDULE/GRADE: | IA, GRADE 7 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8568 |
| BARGAINING UNIT: | CLAA |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for all operating system software related to computers in the materials production department. Maintains current knowledge of software and hardware products and functionality areas. Assists the supervisors in maintaining performance responsibilities to effect proficient utilization of staff and equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for ensuring all networks and computers in the materials production unit are on-line daily

Assumes responsibility for installation and maintenance of the computers, peripherals, and software

Assumes responsibility for trouble shooting hardware and software user-related problems both in and out of the unit

Involves technical contact with manufacturers and technical support centers

Assumes responsibility for maintenance and documentation of existing software applications

Trains end users in specific software applications

Assists in maintaining production and inventory records for the unit, providing summary reports as required

Maintains electronic backup system of file servers and functions as network administrator for appropriate three networks

Provides telephone software support to users and serves as a technical resource in achieving specific advanced function end results

Assumes responsibility for the District's community relations database

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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Five years of training or experience in the use of computer operating systems

Demonstrated knowledge of system software

Excellent verbal and written communication skills

Availability to work flexible hours

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to design logical solutions to business problems

Demonstrated ability to effectively work with technical personnel

Demonstrated ability to supervise personnel

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|---|
| JOB TITLE: | TECHNICIAN PROPERTY RECORDS TECHNICIAN |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IA, GRADE 9 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8072 |
| BARGAINING UNIT: | CLAA |

| SCOPE OF RESPONSIBILITIES |
|--|
| Coordinates equipment inventory, identification, marking, and auditing. Produces, updates, and audits completed inventories for the school system, and forwards to management information services for processing. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Gathers sufficient information to accurately and completely inventory- a local school, system-wide service office location or program and accurately records and audits the information on the proper forms including state paid vocational inventory |
| Ensures, at the time of inventory, that all equipment is identified with proper stencil and etching information |
| Submits completed inventory forms to management information services for processing and edits computer reports for accuracy |
| Communicates the proper inventory procedures to various personnel in the local schools, system-wide service office locations, and various programs |
| Works with the various system-wide service office personnel responsible for handling of furniture and equipment to effectively audit and update all inventories |
| Audits various cost centers, system-wide service offices and special programs to verify accuracy of their inventory reports |
| Works with the Director-Supply-Services supervisor in analyzing the work of the unit and updating inventory procedures when necessary |
| Assists the Director-Supply-Services supervisor in maintaining the record of work accomplished by the unit and preparing necessary statistical and special reports for the Director-Supply-Services |
| 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 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. |
| Demonstrated ability to perform accurate inventory and auditing functions, prepare reports, and maintain appropriate records |
| Demonstrated ability to supervise personnel and to work with individuals and diverse groups |
| Possesses a working knowledge of equipment and furniture used in the school system |
| Knowledge of computerized inventory systems and procedures |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Knowledge of computerized inventory systems and procedures |
| Knowledge of BICS procedures and coding systems |
| Ability to communicate procedural requirements with MIS programming staff |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--------------------------------------|
| JOB TITLE: | TECHNICIAN SCHOOL FINANCE TECHNICIAN |
| DIVISION | FINANCIAL SERVICES |
| SALARY SCHEDULE/GRADE: | 1A, GRADE 8 |
| WORK YEAR: | 220 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8045 |
| BARGAINING UNIT: | CLAB |

| SCOPE OF RESPONSIBILITIES |
|---|
| Assists with school finance systems, training, and trouble-shooting. Coordinates and operates the dd district-wide school finance training program in conjunction with Computer Education Support. Works to ensure adequate internal control over school finances at all locations, often working on-site along with school staff. Communicates school finance risk information to Internal Audit. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Assists school staff with access permissions and operation of school finance software. |
| Assigns permissions to school finance accounting system in conjunction with staff movement to ensure controls are maintained at all locations |
| Coordinates training program for school finance staff in conjunction with Computer Education Support, and monitors staff attendance at training sessions |
| Monitors school performance, knowledge, and understanding of school finance laws and rules to determine which school staff need additional assistance and training |
| Communicates school finance information to Internal and External Audit as requested, and alerts appropriate administration of concerns |
| Reviews school revenue and expenditure transactions to ensure against fraudulent transactions, and reports potential fraud cases to Internal Audit |
| Assists bB bookkeepers with monthly reconciliations and proper accounting procedures in person or through other communication methods |
| Coordinates new bB bookkeeper support system in person or through other communication methods |
| 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 |
|--|
| High School Diploma or G.E.D. |
| Two (2) years of bookkeeping experience |
| Demonstrated ability to add, subtract, multiply and divide quickly and accurately |
| Ability to communicate effectively and analyze concerns in person, by phone or through email |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Experience working with various role groups |
| Ability to solve difficult reconciliations and efficiently correct bookkeeping errors |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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|------------------------|---|
| JOB TITLE: | TECHNICIAN TRANSMISSION REBUILDER TECHNICIAN |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 10 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8798 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|---|
| Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable-willing toof participate ing in a continuing educational development program in upgrading technical skills. Requires minimum supervision. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Rebuilds all types of automatic and standard transmissions |
| Diagnoses transmission problems while still in the vehicle and makes repairs accordingly to the specifications necessary to meet the needs of the vehicle maintenance department |
| Maintains daily work schedule and accurate records on assigned units being rebuilt |
| Processes work orders for parts and labor on units being repaired or rebuilt |
| Substitutes for another mechanic and makes service runs when necessary |
| Assumes responsibility for quality control |
| Repairs AT 540 or bigger transmissions |
| Assumes responsibility for proper use of tools, equipment, and standard maintenance and safety practices |
| 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 |
| Two (2) years of previous experience as Mechanic "A" or top rank mechanic, with experience in rebuilding transmissions of all makes, or two (2) years of experience in transmission rebuilding |
| Pass the Bennett Mechanical Comprehension Test |
| Must have a valid Commercial Driver's License (CDL) |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Knowledge of 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 |
| A.S.E. Certification automatic transmissions AT and MT Allison Transmission |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|------------------------------|
| JOB TITLE: | TECHNICIAN WORK VERIFICATION |
| DIVISION: | HUMAN RESOURCES |
| SALARY SCHEDULE/GRADE: | 1A, GRADE 8 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CLAB |

SCOPE OF RESPONSIBILITIES

Assists with compiling and reporting district, state, and federal data. Maintains local and state job postings and all other digital/social media postings. Provides technical support to the Human Resources department and serves as the point of contact for the District's human resources information system, applicant tracking system, and other human resources specific intranet-based systems. Secures and assigns, and maintains employee and user permissions across human resources systems (excluding the substitute assignment system). Troubleshoots the data system. Acts as a liaison between the Human Resources department and other internal and external partners. Receives, researches, complies and verifies, work experience documents received to determine if work experience credit will be awarded or denied based on district salary placement rules and policies, state, or federal guidelines. Accurately enters work verification actions into the District Human Resources Information System within the payroll lockdown or as soon as the work experience is verified.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists staff with automated equipment operation and application of HR software programs. Corresponds with employees and external vendors via phone or email to verify and answer work verification questions.

Monitors service and troubleshoots as the liaison between the department and IT. Researches external vendors' websites, job descriptions, work calendars, payroll reporting and practices to verify work experience.

Assists in planning data bases and data retrieval systems, and provides liaison with data HR administrators for implementation. Compiles data from abbreviated small payroll reports from external vendors to verify years' experience credit to be awarded.

Prepares specifications for ad hoc HR reports and mass updates and produce reports from databases. Answers phone calls, emails, and meets with employees to discuss challenges with work experience received and responds to questions with answers supported by the Board approved salary schedule, District policy, state or federal guidelines.

Assists in preparing, maintaining and updating data/information. Receives work experience documents and accurately enters routine work experience credit actions into the District Human Information Resources Systems before the payroll lockdown date.

Updates state and local job postings and social media postings. Assumes responsibility to research and resolve work verification challenges as soon as possible to ensure all work verification actions are approved by the designed approver within the payroll lockdown or as soon as eligible work experience is verified.

Assists in compliance with district and/or community requests for special data requirements including but not limited to HR related Open Records Requests. Distributes work verification documents that alerts employees of work experience awarded or denied via email, pony, or postal mail.

Prepares annual and interim reports for district, state and federal programs. Assists the Welcome and Processing Clerks when needed.

Maintains accurate data and conduct analysis of data for evaluations using electronic data processing equipment. Uses software and operates computers successfully, printers and other equipment as required.

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 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

Three (3) years responsible research and evaluation experience. Two (2) years of successful experience in clerical functions

Two (2) years of data processing experience

Demonstrated ability to add, subtract, multiply and divide quickly and accurately. Successful experience with computer word processing, file management functions, transcription skills, and the ability to operate calculator accurately and efficiently

Experience with social/digital media postings

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in writing technical/analytical evaluation reports. One (1) year of responsible research and evaluation experience

Experience with maintaining websites, social media accounts, and digital media campaigns. Ability to work well in a team situation and various

Ability to work with various role groups. Efficient time management

Training or education in business practices and skills

Experience in a diverse workplace



Submitted For:
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | OCCUPATIONAL THERAPIST OCCUPATIONAL |
| DIVISION | EXCEPTIONAL CHILD EDUCATION ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | JOB FAMILY III |
| WORK YEAR: | AS APPROVED BY THE BOARD TO BE DETERMINED |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8130 |
| BARGAINING UNIT: | CLA1 |

| SCOPE OF RESPONSIBILITIES |
|---------------------------|
|---------------------------|

Provides students with occupational therapy assessments and services that are necessary for them to benefit from special education. Provides appropriate consultation and in-service to ~~distriet~~District staff.

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
|--|

- Obtains and interprets medical information and maintains communication with medical personnel
- Provides individual assessment of students referred, which may include fine motor, sensory, perceptual, manipulation skills and pre-vocational testing
- Develops short and long-term goals to facilitate sensory integration, ~~to~~ develop fine motor skills and independence in activities of daily living, and ~~to~~ improve classroom function
- Develops plans to implement therapy goals and contributes to development of the IEP
- Interprets occupational therapy assessment, goals, and program to parents and school personnel
- Carries out occupational therapy program and assists parents and teachers in modifying environments and providing appropriate activities or techniques
- Determines, recommends and oversees equipment and architectural modifications which will allow students to function more independently
- Documents student progress and maintains appropriate records
- 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, 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 |
|------------------------|
|------------------------|

- Graduate of a program in occupational therapy approved by the recognized national accrediting body
- Licensed or eligible for occupational therapy license in Kentucky
- Effective communication skills

| DESIRABLE QUALIFICATIONS |
|--------------------------|
|--------------------------|

- Training and/or experience in pediatric occupational therapy
- Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|-------------------------------|
| JOB TITLE: | TRAINER CPR/FIRST AID TRAINER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IA, GRADE 6 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8122 |
| BARGAINING UNIT: | CLAA |

| SCOPE OF RESPONSIBILITIES |
|---|
| Plans, develops, and manages training program for Cardiopulmonary Resuscitation (CPR), First Aid, Bloodborne Pathogens, and other programs as assigned in accordance with Department of Education and OSHA standards. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Provides First Aid, Bloodborne Pathogens and required update training |
| Provides Cardiopulmonary Resuscitation (CPR) and required update training |
| Schedules training, maintains visible calendar |
| Forwards completion cards to appropriate supervisors |
| Maintains computer data-base which includes roster of trained personnel, school location, recertification dates, and personnel information |
| Maintains records and rosters for the CPR/First Aid program and forwards reports to appropriate association to obtain certificates |
| Assumes Responsibility for maintenance and disinfecting of mannequins |
| Orders and maintains inventory of supplies |
| Maintains current working knowledge of applicable OSHA standards, Department of Education standards, and certifying agency standards |
| 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 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. |
| Certified CPR and First Aid Instructor |
| Bloodborne Pathogens Training |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| National Safety Council Instructor certification |
| American Heart Association Instructor certification |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | WEBMASTER |
| DIVISION | COMMUNICATIONS AND COMMUNITY RELATIONS TECHNOLOGY |
| SALARY SCHEDULE/GRADE: | IA, GRADE 14 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8540 |
| BARGAINING UNIT: | CLA5 |

| SCOPE OF RESPONSIBILITIES |
|--|
| Assumes responsibilities associated with maintaining the website, while continuously expanding it to meet the needs of the students, parents, and teachers of Jefferson County Public Schools. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Monitors and supports the maintenance of content posted on the Jefferson County Public Schools' website. |
| Provides technical assistance to cost centers and internal groups who are developing web-based information resources |
| Monitors performance of the web server, and logs daily use statistics |
| Implements website content and design changes as necessary |
| Coordinates webserver and technology infrastructure changes with the appropriate personnel |
| Evaluates potential technologies, solutions, applications, and architectures |
| Establishes security schemes for intranet resources in cooperation with appropriate personnel |
| Surveys website users to assure that the services provided through the site meet expectations of efficiency and clarity |
| Provides professional development to staff on web-related 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 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 web publishing |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|-----------------------------------|
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---------------------|
| JOB TITLE: | WELDER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 10 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8398 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|--|
| Repairs doors, windows, bleachers, and all other metal pertaining to building maintenance. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Welds metal components together to fabricate or repair products such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment |
| Repairs broken or cracked parts, fills holes and increases the size of metal parts |
| Positions and clamps together components of fabricated metal products preparatory to welding |
| May assemble parts by bolting and riveting, also repairs products by dismantling, reshaping, and reassembling parts |
| May perform layout, fabrication and installation of sheet metal products |
| Fills out withdrawals on all materials used from stock |
| Writes work orders on all work done by welder or assigned helper |
| Assumes responsibility for care and operation of vehicle, tools, and equipment |
| Assumes responsibility for personal safety and the safety of others regarding the assigned job |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Performs all 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 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 three (3) years of successful experience in welding |
| Knowledge of both gas and arc welding - use of cutting torch |
| Ability to fabricate and install work in shop or field |
| Ability to layout and fabricate from blueprints, shop drawings, or sketches |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Additional experience in this field |
| Certification in various areas of welding |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|-------------------------|
| JOB TITLE: | BODY-WORKER BODY |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 10 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8806 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the needed repairs to the body frame of vehicles owned by the school system including vehicles involved as second party in insurance claims.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule and accurate records on assigned vehicles

Processes work orders for parts used on vehicles

Repairs damage to vehicle interior and/or exterior as required

Repairs and paints body of vehicles in poor condition

Assumes responsibility for quality and completion of all work assigned

Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices

Straightens body frame

Fabricates metal bus, car and truck parts

Makes accident estimates (parts and labor) for vehicle repair for insurance company and/or the District

Supervises the body shop 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 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.

General knowledge of body shop operation

Four (4) years **of** previous experience as a body helper

Pass the Bennett Mechanical Comprehension Test

A.S.E. Certification Body Worker, Painting and Refinishing

Must have valid Commercial Driver's License (CDL)

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of applicable school system policies and procedures

Successfully completed advanced body repair education program

Ability to work with people in a positive manner

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---------------------------------|
| JOB TITLE: | WORKER FIRE EXTINGUISHER WORKER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB/GRADE 6 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8414 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|---|
| Inspects and tests fire extinguishers and fire equipment. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Services and repairs all fire extinguishers throughout the entire school system, according to fire codes |
| Performs all necessary tests on each fire extinguisher as required by fire codes |
| Assumes responsibility for care and operation of assigned vehicle, tools, and equipment |
| Schedules annual inspection on fire extinguishers in the entire system |
| Fills out withdrawals on all materials used from stock |
| Writes work orders on all work done by worker or assigned helper |
| Assumes responsibility for personal safety and the safety of others regarding the assigned job |
| 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. with three years successful experience in servicing fire extinguisher equipment |
| Basic knowledge of fire codes |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|-------------------------------------|
| Additional experience in this field |
| Experience in a diverse workplace |



Submitted For
Approval: 07/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | WORKER HOUSEKEEPING SERVICES UTILITY II WORKER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 5 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8608 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|--|
| Performs housekeeping tasks and support that result in facilities that are appropriately cleaned and maintained according to all policies and procedures. Maintains equipment and supplies appropriately including all proper documentation. Performs assigned work in the area of Independent Pest Control including 24/7 response for animal complaints, nuisance pest removal, dead animal carcass removal, bee colony relocation, and bed bug investigations. Performs chemical treatments for termites, spiders, fleas, and stinging insects as needed. Performs monthly IPM inspections in all JCPS facilities as required by Kentucky Department of Agriculture. Performs District Annual Lead in water testing. Assist District recycling initiatives by collecting light bulbs, light ballasts, and SHARPS containers for proper disposal. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Maintains, repairs, and installs all Housekeeping Services equipment Operates heavy or specialized equipment |
| Responds to and remediates/cleans up building emergencies such as flooding, sewer backup, and vandalism Implements approved program procedures and practices |
| Loads, unloads, and delivers Housekeeping Services equipment and supplies Performs tests as required by programs and government agencies |
| Cleans offices, classrooms, restrooms, corridors, windows, and walls as required Fills out required paperwork accurately |
| Operates electric sweepers, floor machines, wet/dry vacuums, and other housekeeping equipment Uses equipment and chemicals in accordance with safety standards |
| Follows usage instructions/dilution ratios of cleaning chemicals and other custodial products Maintains acceptable, high quality results |
| Performs all work in accordance with established standards, methods, and practices Moves heavy furniture and equipment as required |
| Completes all necessary documentation and work orders with respect to labor and material used accurately Participates in training classes and maintains required licenses |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline Improves knowledge of program area to improve implementation methods |
| 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. |
| Valid driver's license |
| Two (2) years of experience with progressive responsibility for those program areas without a certificate |
| Program specific certifications/training |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Effective communication skills Wastewater Treatment Plant Operators certificate, Kentucky Certified Commercial Applicator license or certificate from an approved course in the designated program area |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | WAREHOUSE WORKER II WAREHOUSE |
| DIVISION | AS ASSIGNED |
| SALARY SCHEDULE/GRADE: | IB, GRADE 5 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8844 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Receives and inspects shipments and verifies accurate deliveries. Inspects for damage, shortages, wrong items and other concerns. Maintains a perpetual inventory system of materials. Assumes responsibility for receiving, processing, storage and distribution of warehouse materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for receipt, storage and delivery of all warehoused items

Inspects shipments and verifies accurate deliveries and shipments

Assist in loading and unloading deliveries and shipments

Operates CRT terminal to process receipts and withdrawals

Maintains inventory and budget records, assesses department or warehouse needs and orders supplies as appropriate

Assists in inventory procedures including the actual total count of stock items and spot check as needed

Performs custodial ~~duties to~~ duties to maintain the warehouse in a clean, safe and orderly manner

Pulls, stamps, packs, and prepares items for shipment

Operates a variety of warehouse vehicles and equipment

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, pulling up to heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Valid driver's license

Knowledge of CRT operation and computerized inventory system

Three (3) years of warehouse or materials handling experience or equivalent

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of BIGS procedures and coding systems

Commercial driver's license

Ability to operate a forklift

Effective communication skills

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | WORKER KITCHEN EQUIPMENT REPAIR WORKER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 10 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8388 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|---|
| Installs, inspects, repairs and services all electric and natural gas operated kitchen equipment. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Installs new or relocated kitchen equipment |
| Repairs all electrical and gas operated kitchen equipment |
| Performs all inspections as required by local codes |
| Maintains all kitchen equipment to include a preventative maintenance program |
| Orders and maintains adequate repair parts to facilitate timely repairs |
| Initiates as required and completes all work orders of repairs completed, parts used, and time expended |
| Performs other plumbing repairs as required |
| Performs other electrical repairs as required |
| Maintains all records and inspections as required by District, state and local regulations |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Performs all 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 kitchen equipment repair |
| Basic knowledge of electrical and plumbing codes, and fire safety codes related to kitchen equipment installation and inspection |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|-----------------------------------|
| Electrical journeyman license |
| Plumbers journeyman license |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2017
Effective: 7/17/2019

| | |
|------------------------|--------------------------------|
| JOB TITLE: | UTILITY II-WORKER PEST CONTROL |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 5 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|--|
| Performs assigned work in the area of an independent leadership role in the program areas of pest control, wastewater treatment, ornamental plant maintenance, turf management, housekeeping equipment repair, carpet maintenance, fencing installation, pavement construction and miscellaneous grounds maintenance, including 24 hour, 7-day a week response for animal complaints, nuisance pest removal, dead animal carcass removal, bee colony relocation, and bed bug investigations. Performs chemical treatments for termites, spiders, fleas, and stinging insects as needed. Performs monthly IPM inspections in all JCPS facilities as required by Kentucky Department of Agriculture. -Performs District Annual Lead in water testing. Assists District recycling initiatives by collecting light bulbs, light ballasts, and SHARPS containers for proper disposal. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Operates heavy or specialized equipment |
| Implements approved program procedures and practices |
| Performs tests as required by programs and government agencies |
| Fills out required paperwork accurately |
| Uses equipment and chemicals in accordance with safety standards |
| Maintains acceptable, high quality results |
| Moves heavy furniture and equipment as required |
| Participates in training classes and maintains required licenses |
| Improves knowledge of program area to improve implementation methods |
| 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. |
| Valid driver's license |
| Two (2) years of experience with progressive responsibility for those program areas without a certificate |
| Program specific certifications/training |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Wastewater Treatment Plant Operators certificate, Kentucky Certified Commercial Applicator license or certificate from an approved course in the designated program area |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | WORKER PREVENTIVE MAINTENANCE ASSISTANT |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 5 |
| WORK YEAR: | 230 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8424 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|---|
| Works under the direction of the coordinator and/or a designee in providing service in the specified areas. Assists in maintaining a safe, well maintained, pleasing environment at the DuValle Education Center. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Assesses, in cooperation with the plant operator, preventive and corrective maintenance needs and informs the coordinator/administrative assistant of those needs to facilitate program operation |
| Assists with the general upkeep of the building and its grounds |
| Assists with monitoring the custodial and maintenance stock supply in order to maintain an adequate stock supply |
| Assists with keeping the stock room clean, issuing stock and supplying housekeeping closets |
| Assists with unloading, removal and/or transfer of furniture and equipment |
| Carries instructional supply deliveries to appropriate rooms |
| Assumes responsibility for personal safety and the safety of others regarding the assigned job |
| Assumes responsibility for care and operation of tools and equipment |
| 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 medium weights. The work requires exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases. |

| MINIMUM QUALIFICATIONS |
|--|
| High School Diploma or G.E.D. |
| Prior experience in housekeeping or maintenance and/or renovation work |
| Physical capacity to climb and work from heights. |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|-----------------------------------|
| Vocational training |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|----------------------------------|
| JOB TITLE: | WORKER SCHOOL MAINTENANCE WORKER |
| DIVISION | AS ASSIGNED OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 10 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8394 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for maintenance in assigned school in areas pertaining to electricity, plumbing, HVAC, hardware, glass, carpentry, and tile.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs preventative maintenance in building as assigned by the building Principal

Repairs minor breakdowns of maintenance in assigned school

Makes withdrawals for all material used from stock

Writes work orders on all work that has been completed within the assigned building

Assumes responsibility for proper use of tools assigned and security of the tools within the building

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

Provides information to the manager of renovations for materials to be purchased to complete building maintenance

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 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. with three (3) years of successful experience in general maintenance

Ability to read blueprints

Ability to work with limited supervision

Basic skills in all maintenance trades

Ability to climb

Effective communication skills

DESIRABLE QUALIFICATIONS

Additional experience in this field

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2109

| | |
|------------------------|------------------------------|
| JOB TITLE: | WORKER SEAT AND GLASS WORKER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 8 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8808 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|---|
| Assumes responsibility for inspection and needed repairs to seats and glass installation on all vehicles owned by the school Districtsystem. Manufactures seats and backs to specifications. Provides instruction to drivers on maintenance and procedures. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Lays out vinyl material, cuts and sews for seats/backs to specifications |
| Repairs seats, frames, and makes repairs to vinyl covers and foam seats |
| Replaces glass in buses, trucks, and cars as required to the specifications necessary to meet the needs of the vehicle maintenance department |
| Maintains daily work schedule and accurate records on assigned units being repaired |
| Processes work orders for parts, material, and labor used on units being repaired |
| Does light welding, both electric and acetylene |
| Assumes responsibility for quality control and evaluation of damage for safety |
| Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices |
| Does compound inspection and on-site repair |
| Coordinates requested repair with compound coordinators and/or drivers |
| Provides instruction to drivers at compounds and garages on maintenance and procedures |
| 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 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 successful experience in seat repair and glass replacement |
| Must have valid Commercial Driver's License (CDL) |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Knowledge of school system policies and procedures |
| Successfully completed a mechanical course |
| Ability to work with people in a positive manner |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---------------------------|
| JOB TITLE: | WORKER SHEET METAL WORKER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 6 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8420 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Performs maintenance to facilities that require sheet metal fabrication and repairs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Fabricates, assembles, installs, and repairs sheet metal products and equipment, such as control boxes, drainpipes, ventilators, and furnace casings, according to job order or blueprints

Selects gauge and type of sheet metal according to product being fabricated and knowledge of metal

Locates and marks dimension and reference lines on metal sheet

Sets up and operates fabricating machines, such as shearers, brakes, bending rolls, and punch and drill presses to cut, bend, and straighten sheet metal

Shapes metal over anvils, blocks, or forms, using hammer

Sets up and operates soldering and welding equipment to join together sheet metal parts

Smooths seams, joints, or burred surfaces, using files and portable blueprints specifications, using hand tools and portable power tools

Inspects assemblies and installation for conformance with specifications, using measuring instruments, such as calipers, scales, and micrometer

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

Performs all 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 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 sheet metal fabrication

Ability to fabricate and install work in shop or field

Ability to layout and fabricate from blueprints, show drawings, or sketches

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Additional experience in this field

Experience in a diverse workplace



Submitted For
Approval: 7/16 /2019
Effective: 7/17/2019

| | |
|------------------------|-------------------------------|
| JOB TITLE: | WORKER TIRE WORKER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 7 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8790 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|--|
| Assumes responsibility for changing tires on buses, trucks and cars owned by the school system. Also responsible for storage of tires and the accountability of tires within the storage area. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Maintains daily work schedule and accurate records on assigned vehicles |
| Processes work orders for parts used on vehicles |
| Repairs and/or replaces tires, wheels, rims and hubs |
| Provides service runs when necessary |
| Brands all tires with the JCBE brand for identification purposes |
| Assumes responsibility for quality and completion of all work assigned |
| Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices |
| 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. |
| Knowledge of tire shop operation |
| Two (2) years of experience working with tires for buses, trucks and cars |
| Must have a valid Commercial Drivers Driver's License (CDL) |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Successfully completed a mechanical course |
| Knowledge of applicable school system policies and procedures |
| Ability to work with people in a positive manner |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|---------------------------|---------------------|
| JOB TITLE: | WORKER UTILITY |
| DIVISION: | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 3 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8804 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the general categories of "will call" items from vendors to the garages. Also responsible for general utility work in the assigned garage.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Mains a daily work schedule dictated by the parts identified for "will call"
Operates the bus wash and steam cleaning equipment
Processes work orders for parts used on vehicles
Assumes responsibility for quality and completion of all work assigned
Assumes responsibility for proper use of tools, equipment, and standard maintenance and safety practices
Completes all trainings and other compliance requirements as assigned and by the designated deadline
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, 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.
Knowledge of city/county street locations
Mechanical and/or working experience of automotive parts and supplies
Must have a valid Commercial Driver's License (CDL)
Effective communication skills

DESIRABLE QUALIFICATIONS

Successfully completed a mechanical course
Working knowledge of applicable school system policies and procedures
Ability to work with people in a positive manner
Experience in a diverse workplace



Submitted for
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | SPECIALIST-ANALYST GEOGRAPHIC INFORMATION SYSTEMS |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | II/IV, GRADE 8 |
| WORK YEAR: | 260-AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8489 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|---|
| Coordinates d Districtwide Geographic Information System (GIS) efforts; develops long-term plan to include all necessary departments including Facilities, Transportation, Demographics, Student Assignment, Research, and Planning; develops specific web applications as needed for administrators, parents, and the general public; creates internship opportunities for students in Geographic Information System Career Pathway; and identifies additional opportunities for Geographic Information System implementation and cost-savings. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Identifies opportunities to implement Geographic Information System projects in order to increase efficiency and reduce costs throughout the d District |
| Works with Facilities, Transportation, Demographics, and Security and Investigations to determine short-term and long-term needs and budget impacts |
| Provides necessary training and education for key department members in order to expand the use of Geographic Information System in the d District |
| Converts existing data into a digital format that can be incorporated into a districtwide Geographic Information System |
| Develops and maintains Geographic Information System database and technology appropriate to the function of the d District |
| Develops custom applications for administrators, including web services for p Principals and parents |
| Provides liaison as assigned with the Louisville-Jefferson County Information Consortium (LOJIC), Louisville and Jefferson County planning and zoning, Property Valuation Administration (PVA), and other agencies dealing with pertinent geographic data |
| Collaborates with School-to-Career and Geographic Information System teachers to provide projects and internships for students |
| Identifies additional opportunities for Geographic Information System implementation and cost savings by collaborating with department leaders within the district and opening communication lines between departments |
| 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 exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases. |

| MINIMUM QUALIFICATIONS |
|---|
| Bachelor's Degree |
| Proficiency in knowledge and use of Geographic Information System |
| Two (2) years successful experience in the analysis and management of highly technical geographic data |
| Ability to work with groups, agencies, and organizations concerned with d District and county data |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Master's Degree |
| Geographic Information System (GIS) Certificate |
| Successful experience in applying Geographic Information System data to school systems uses |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|--|
| JOB TITLE: | ASSISTANT DIRECTOR PUPIL PERSONNEL COURT LIAISON |
| DIVISION | DATA-MANAGEMENT, PLANNING AND PROGRAM EVALUATION ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 10 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4041 |
| BARGAINING UNIT: | CERX |

| SCOPE OF RESPONSIBILITIES |
|--|
| Enforces mandated statutory and local regulatory provisions of the compulsory school attendance law and to be with JCPS representative to local school in coordinating the maintenance of pupil census. The social service delivery system to students is also an objective. Constant involvement with agency personnel, court workers and the community is required. Requires no direct supervision of others |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Enforces compulsory attendance and laws in each attendance dDistrict |
| Serves as liaison between the school and the parent, the courts, community agencies, and police authorities and works with local school staffs to enforce attendance laws and policies |
| Visits the homes of students to confer with parents |
| Helps identify individual pupils in need of action by health officials and/or social agencies |
| Works with local school administrators in identifying and counseling potential school dropouts |
| Participates in individual or group counseling sessions, case conferences, initiates petitions and prepares cases for formal hearing in juvenile court |
| Serves a full-time school district representative involved in district court cases concerning truancy, requests for pupil records, custody cases, lawsuits involving children, etc. |
| Maintains the dDistrict's records of attendance and student accounting, determination of tuition-paying status, identification and enforcement of boundaries, and the like |
| Supervises school census and enforces compulsory attendance laws for private and parochial schools |
| Makes referrals for work permits and investigates working hours and conditions for students, as prescribed by law |
| Evaluates staff as assigned |
| Performs other duties as assigned by supervisor |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |

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

| MINIMUM QUALIFICATIONS |
|---|
| Master's Degree in education plus 15 hours in an approved program (specific endorsement for Director Pupil Personnel) |
| Three (3) years of classroom experience |
| Knowledge and experience in working with community law enforcement officers, court personnel, and social agencies |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Certification and experience in guidance and counseling or social work |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

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

| SCOPE OF RESPONSIBILITIES |
|---|
| Assumes responsibility for the overall development, organization, and monitoring of IT3 initiatives including fiscal management and state reporting; supervises and directs the work of committees and other groups as needed. Provides technical assistance to district and school staff in the areas of assignment and development, monitoring and implementation of assigned program or activity; provides inservice as assigned; surveys systemwide 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 with designated supervisor in short-range and long-range planning as assigned |
| Works cooperatively with all IT3 directors, specialists, and managers the designated coordinator, program directors and specialists in assessing and addressing the dDistrict's priorities and needs in order to develop, review, and revise programs or activities and in developing, reviewing and revising program or activity as assigned |
| Prepares reports and makes recommendations for department 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 inservice training in area of assignment |
| Works closely with dDistrict and school staff to obtain information regarding the effectiveness of assigned programs or activities |
| Provides technical assistance to dDistrict and school staff in the areas of technology integration assignment |
| EnsuresAssure compliance with local, state and federal regulations and procedures related to area of assignment |
| Collaborates with stakeholders to identify suitable benchmarking opportunities for improved productivity, efficiency and technology quality |
| EnsuresAssures compliance with Board Goals and Administrative Objectives related to area of assignment |
| 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 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 |
|--|
| Master'sBachelor's Degree / valid Kentucky Teaching Certificate |
| Three (3) years of successful leadership experience with instructional technology experience in area of assignment |
| Demonstrated ability to develop short and long-range plans and to complete these plans as scheduled |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Experience with information technology Certification/licensure in area of assignment where applicable |
| District level leadership experience |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/19
Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | COORDINATOR FOOD PRODUCTION SUPERVISOR |
| 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 |
|--|
| Assumes responsibility 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 |
| Assumes responsible responsibility for Requisitioning 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 |
| 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, 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: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|-----------------------------------|
| JOB TITLE: | COORDINATOR NUTRITION INITIATIVES |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 7 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8097 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|--|
| Monitors administration of nutrition services programs in school and implements food service nutrition education/awareness/promotion/funding efforts in cooperation with JCPS instructional units. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Coordinates the d District's school food service public relations program in the education and general community by promoting interaction with parents, students, educators, community and business organizations, allied health groups and media in professional |
| Designs and develops nutrition education projects with federal, state and local training personnel that meet state standards for student nutrition education to enhance the school food service program for expanded student nutritional understanding |
| Identifies merchandising resources and mandatory signage that interpret nutritional standards from federal, state and d District policies |
| Promotes nutrition programs, education and services in a nutrition learning laboratory variety of learning environments (classroom, cafeteria, health fairs) for student, parent, and community involvement |
| Seeks and administers grants related to wellness, food safety, food security, and child nutrition, and maintains all reporting |
| Functions as resource for interpretation and dissemination of federal policy, state law and JCPS policy related to food, nutrition and wellness in the school environment |
| Monitors, interprets and takes appropriate corrective action on sanitation and safety practices in all schools as it related to Hazard Analysis and Critical Control Points Coordinates the wellness assessment for the District and provides relevant training |
| Actively participates as a member of the District Wellness Committee/Whole School, Whole Community, Whole Child Committee |
| 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, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. |

| MINIMUM QUALIFICATIONS |
|---|
| Bachelor's degree in education and/or food management |
| Three (3) years successful instructional or management experience |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|--|
| Experience in nutrition education programs |
| Knowledge of institutional food service operations |
| Knowledge of d District programs and procedures |
| Experience in a diverse workplace |

| FootnoteOOTNOTE |
|--|
| 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: 7/16/2019
Effective: 7/17/2019

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

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates the overall activities of the Labor Management and Employee Relations department

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

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

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

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

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

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

Develops and implements formal training for Principals, managers, and other supervisory role groups regarding the interpretation and application of collective bargaining agreements, policies, contract administration, employee corrective action and other supervision related functions

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

Reports information on behalf of the District and Superintendent of Schools to the Education Professional Standards Board as required by law

Serves on District-wide committees as assigned

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

~~Responds to and coordinates all unemployment concerns, issues and claims~~

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

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree

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

Demonstrated ability in verbal and written communication

Effective communication skills

DESIRABLE QUALIFICATIONS

PHR/SPHR certification

Successful experience in local school administration

Working knowledge of the District's administrative organization and functions

Knowledge of basic principles of research

General Knowledge of Kentucky education law and federal employment law

Experience in a diverse workplace



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---------------------------------|
| JOB TITLE: | EXECUTIVE ADMINISTRATOR PAYROLL |
| DIVISION | FINANCIAL SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 14 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8182 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
|--|
| Provides leadership, oversight and direct supervision and direction to management and development of the District's Payroll Department as well as payroll systems, reports and processes to insure internal control, accuracy and compliance with applicable laws, District policies, contracts, and remittance deadlines. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|---|
| Provides leadership and direction related to all District payroll systems, reports and processes to ensure internal control, accuracy and compliance with multiple remittance deadlines, federal & state laws, District policies and union contracts |
| Provides leadership and oversees the District's complex payroll processing to insure pay/deduction accuracy, and confirms mandatory deadlines are met for direct deposit, tax and withholding remittances |
| Provides leadership and direction in the administration of HR/Payroll systems related to system maintenance/upgrades, permissions, and control tables including the development of tax tables, leave accruals, calendars, and salary schedules |
| Communicates and provides payroll guidance to District leadership and employees as well as vendors, auditors, union representatives, Kentucky Department of Education, Department of Employee Insurance, KTRS and KRS staff |
| Analyzes HR/Payroll data and directs the development of internal controls and system edit reports to maintain data integrity and reduce risk of errors or fraud |
| Provides leadership and direction to ensure compliance and accuracy of the District reporting for W-2s, Professional Salary Data (PSD), Classified Salary Data (CSD), Kentucky Teachers' Retirement Systems (KTRS), County Employees' Retirement Systems (CERS) and Department of Employee Insurance (DEI) data exchanges |
| Provides leadership and direction of the general ledger posting of all payroll expenses including the reconciliation of deduction liability accounts, payroll bank reconciliation and the fiscal end of year reconciliation of escrow/salaries |
| Reviews and interprets Kentucky Revised Statutes, union contracts, federal and state laws to insure compliance and impact on the school District to formulate and recommend Payroll policies for the District |
| Provides leadership and direction in response to Open Records requests, subpoenas, audits and employment verifications |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Evaluates staff as assigned |
| Performs other duties as assigned by supervisor |

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

| MINIMUM QUALIFICATIONS |
|---|
| Bachelor's degree |
| Three (3) years of successful supervisory and administrative experience in payroll. |
| Effective communication skills |
| Demonstrated ability to meet established deadlines. |

| DESIRABLE QUALIFICATIONS |
|---|
| Master's degree |
| Kentucky Certified School Financial Manager |
| Experience in a diverse workplace |



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

| | |
|------------------------|---------------------|
| JOB TITLE: | HELPER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 5 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8422 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
|--------------------------------------|
| Assists Journeyman in area assigned. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
|--|
| Assists Journeyman to whom assigned |
| Furnishes Journeyman with tools, materials, and supplies |
| Cleans the work area, machines, and equipment |
| Performs other routine duties |
| Makes withdrawals when obtaining supplies and materials from stock |
| Assumes responsibility for personal safety and the safety of others regarding your assigned job |
| Assumes responsibility for care and operation of tools and 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 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. |
| Ability to work in all environments including dust, tunnels, and high places |
| Valid driver's license |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
|---|
| Vocational training |
| Prior experience as helper for maintenance or renovation work |
| Experience in a diverse workplace |



Submitted For

Approval: 7/16/2019

Effective: 7/17/2019

| | |
|------------------------|---|
| JOB TITLE: | LEAD ASSISTANT PRODUCTION NUTRITION LEAD ASSISTANT |
| DIVISION: | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | 1B, GRADE 1 + APPROPRIATE INCREMENT |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8109 |
| 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 Warewash.

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 SSOPs
~~Must be able to~~ Reads and interprets recipes, weighs and measures ingredients, does basic mathematical calculations
 Operates a wide variety of commercial packaging, material handling, and production equipment under supervision
 Assumes duties of ~~S~~supervisor in their absence
 Directs staff work flow
~~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, 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 County, Kentucky, or nationally recognized food handler certification
~~Experience in a diverse workplace~~