



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	MONITOR IN-SCHOOL SECURITY
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8758
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Assists in the direct supervision of student activities by maintaining order and acceptable conduct of students. Provides protection for students and faculty by patrolling all school grounds.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides in-school security for school faculty, staff, and students
Prevents trespassers from entering the school building or remaining in the building if there without authorization
Monitors student activity in the hallway and cafeteria
Escorts students to the office when assistance is requested by school staff
Assists the local school administration in forming and implementing policy or procedures for dealing with student discipline
Reports all incidents that occur in the assigned school
Makes recommendations to the local and system wide service office administration for the improvement of the security plan for the assigned school
Monitors loading and unloading of school buses at the assigned school
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Must be twenty-one (21) years of age
Meet qualifications for commission from Department of Justice
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
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JOB TITLE:	MONITOR IN-SCHOOL SECURITY PART-TIME
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8756
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Assists in the direct supervision of student activities by maintaining order and acceptable conduct of students. Provides protection for students and faculty by patrolling all school grounds.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides in-school security for school faculty, staff, and students
Prevents trespassers from entering the school building or remaining in the building if there without authorization
Monitors student activity in the hallway and cafeteria
Escorts students to the office when assistance is requested by school staff
Assists the local school administration in forming and implementing policy or procedures for dealing with student discipline
Reports all incidents that occur in the assigned school
Makes recommendations to the local and system wide service office administration for the improvement of the security plan for the assigned school
Monitors loading and unloading of school buses at the assigned school
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Must be twenty-one (21) years of age
Meet qualifications for commission from Department of Justice
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace



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JOB TITLE:	MONITOR LUNCHROOM
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8094
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Monitors students and assures proper conduct in the lunchroom.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Organizes students into orderly lines for the purchase of food
Organizes students for orderly disposal of food waste, trays and utensils
Reports physical confrontations or incidences to appropriate personnel as needed; resolves minor problems as needed
Monitors cleanliness of food service facilities; arranges furniture as required
Ensures that health and safety rules are observed
Assists with evacuation of pupils during fire drills
Performs student supervisory duties as assigned
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Knowledge of general rules of health and safety
Relates well with children, with past experiences in groups (scouts, etc.)
Works cooperatively with others
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	MONITOR LUNCHROOM/OFFICE ASSISTANT PART TIME PERMANENT
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	1A, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8210
BARGAINING UNIT:	CLAD

SCOPE OF RESPONSIBILITIES

While performing in the lunchroom, the duties are to supervise and help make the lunch time for children a relaxing and nutritional time of the school day. The encouragement of sampling and eating those foods that children are not used to are encouraged along with good table manners. Performs clerical and/or other duties as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises groups of children during lunch
Directs cleaning of tables and returning of trays by each class
Maintains discipline and orderliness in the lunchroom
Sees that health and safety rules are observed
Helps evacuate pupils during fire drills
Assists with general office duties
Performs supervisory duties as assigned
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Knowledge of general rules of health and safety
Relates well with children, with past experiences in groups, (scouts, etc.)
Works cooperatively with others
Word Processing skills
Effective communication skills

DESIRABLE QUALIFICATIONS

Possesses the ability to get along with others
Possesses a positive attitude
Prior experience in the Jefferson County Schools
Experience in a diverse workplace



JOB TITLE:	MONITOR LUNCHROOM PART TIME PERMANENT
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	1A, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8095
BARGAINING UNIT:	CLAD

Submitted For
Approval: 8/6/2019
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SCOPE OF RESPONSIBILITIES
Monitors students and assures proper conduct in the lunchroom.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises groups of children during lunch
Organizes students for orderly disposal of food waste, trays and utensils
Maintains discipline and orderliness in the lunchroom
Monitors cleanliness of food service facilities; arranges furniture as required
Sees that health and safety rules are observed
Helps evacuate pupils during fire drills
Performs student supervisory duties as assigned
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
Work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Knowledge of general rules of health and safety
Relates well with children, with past experiences in groups (scouts, etc.)
Works cooperatively with others
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace



JOB TITLE:	NURSE ADVANCED REGISTERED PRACTITIONER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	205 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8112
BARGAINING UNIT:	CLAS

Submitted For
Approval: 8/6/2019
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SCOPE OF RESPONSIBILITIES
Functions in an expanded nursing role in the area of adolescent obstetrics/gynecology and pediatric care under the appropriate medical and nursing direction.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Secures a complete health, psychosocial, physical history and record findings in a systematic, accurate and succinct form
Performs complete screening physical examinations
Performs, orders and interprets routine laboratory tests
Develops a health maintenance plan, including health education appropriate to the developmental level of the adolescent for her infant
Provides assessment, counseling, education and management for family planning in accordance with program protocol
Provides health education and counseling including the psychosocial dimensions in the aspects of prenatal care, childbearing, parenting and family life
Arranges referrals as needed to other members of the health care team
Maintains records and reports according to program standards
Participates as a team member in program planning, implementation and evaluation processes
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
Bachelor's degree
Current license as a Registered Nurse in the State of Kentucky
Certified as an Advanced Registered Nurse Practitioner in the State of Kentucky. (May possess a temporary work permit issued by Kentucky Board of Nursing)
Two (2) years of successful nursing experience
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Adolescent nursing experience
Maternal/Child nursing experience
Teaching experience
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
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JOB TITLE:	NURSE HEALTH SCREENING
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8121
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Assumes responsibility for performing screening tests for vision and for hearing at each assigned school in order to identify students who may need further medical follow up and to meet the state regulation regarding vision and hearing screenings

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Participates in all training necessary to perform job functions
Maintains a knowledge of school routine procedures, related community services, and school health procedures
Visits schools as needed to conduct health screening services
Provides training for health screening services
Complies with all rules and regulations governing personal hygiene and safety within the screening process
Maintains essential good will, good health habits, and cooperation with inside and outside contacts
Ensures testing equipment is in proper working condition
Records test results on each student's health card and assists with follow-up as needed
Maintains appropriate records and forwards data to Health Services for the follow-up process and the state report
Duties may include performance of health services, for which training will be provided
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

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

MINIMUM QUALIFICATIONS
Current Kentucky license as Licensed Practical Nurse (LPN) or Registered Nurse
Effective communication skills

DESIRABLE QUALIFICATIONS
Familiar with school routine
Ability to work with diverse groups
Ability to work with administrators/teachers
Experience using Audiometers, Titmus Vision Machine, tympanometer
Experience in a diverse work place



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JOB TITLE:	NURSE (LPN)
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8118
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Functions in an LPN role as defined by the Kentucky Board of Nursing Scope of Practice. Collaborates with the assigned Registered Nurse (RN) and/or Health Services Nurse Practitioners (NP) to identify and assist with Coordinated School Health (CSH) programs and services for students. Cooperates with the building Principal and staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Promotes wellness and performs/arranges for the prevention and control of communicable diseases in conjunction with JCPS RN/NP
Collaborates and consults with JCPS RN/NP to identify health related issues and assists with applicable programs for students and parents health related needs
Establishes and maintains all necessary equipment and supplies for the school health room
Administers medication and/or treatment as authorized by the student's health care provider and/or in consultation with JCPS RN/NP as needed and according to district guidelines
Observes, monitors and cares for sick and injured students under the direction of a JCPS RN/NP until the parents arrive at school to pick them up
Conducts health screenings; height, weight, vision, hearing and other health related assessments as needed and applicable to state regulations and school programs being implemented (i.e. Health Promotion Schools of Excellence fitness assessments, etc.)
Assists with Primary Care Provider Authorization forms, vision exams, etc. and prepares necessary forms and reports according to program standards
Provides health education sessions for students, staff and parents in conjunction with JCPS RN/NP
Assists JCPS RN/NP with immunization and physical clinics
Acts as a resource for staff wellness programs
Communicates with community health agencies to ascertain resources available to students in need
Counsels and applies procedures to safeguard students' life and health according to district guidelines and direction of JCPS RN/NP
Collaborates with the various teams of District departments and other community agencies in developing, monitoring, and implementing CSH programs and activities
Performs medical services for which training will be provided
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is performed while 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 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
Current license as a Kentucky Licensed Practical Nurse (LPN)
One (1) year of successful experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Previous health related experience in a school setting
Previous nursing care experience working with special needs students
Previous pediatric/adolescent nursing experience
Experience in diverse workplace



Submitted For
Approval: 8/6/2019
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JOB TITLE:	NURSE PRACTITIONER HEALTH SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8503
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Functions in an expanded nurse practitioner role as defined by the Kentucky Board of Nursing Scope of Practice. Serves as a consultant to school, Family Resource/Youth Service 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 District 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 District 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 District 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

Performs 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

Experience in community and pediatric/adolescent nursing

Classroom teaching experience

Experience in diverse workplace



JOB TITLE:	NURSE REGISTERED
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8114
BARGAINING UNIT:	CLAS

Submitted For
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SCOPE OF RESPONSIBILITIES
Assesses, plans and implements the nursing process, provides classroom instruction appropriate and maintains accurate medical records. Promotes wellness and disease prevention by early detection and correction of health problems that may interfere with learning, growth, and development.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Exercises proficiency in medical knowledge and skills in pediatric, adolescent and adult preventive health
Assesses students and develops a health care plan appropriate to the student's needs, and documents medical records
Assesses students' health care needs and counsels with parent/guardian as needed to ensure resources available for care
Participates in student/parent conferences, including initial intake conferences
Develops and implements preventive health instruction within guidelines/approval of the office of student health using the team approach
Explores community resources and on request schedules appointments to facilitate optimal care
Maintains appropriate medical records and orders supplies and health teaching materials
Provides instruction in other health related programs
Provides 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 exposure to marked changes in temperature and humidity, and driving automotive equipment.

MINIMUM QUALIFICATIONS
Current Kentucky Registered Nurse (RN) license
One year of nursing experience
Associate Degree or Nursing Diploma
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree in Nursing
Classroom Teaching Experience
Experience in school, community and/or pediatric nursing
Experience in a diverse workplace



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Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	NURSE REGISTERED
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8116
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Assesses, plans and implements the nursing process, provides classroom instruction appropriate and maintains accurate medical records. Promotes wellness and disease prevention by early detection and correction of health problems that may interfere with learning, growth, and development.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Exercises proficiency in medical knowledge and skills in pediatric, adolescent and adult preventive health
Assesses students and develops a health care plan appropriate to the student's needs, and documents medical records
Assesses students' health care needs and counsels with parent/guardian as needed to ensure resources available for care
Participates in student/parent conferences, including initial intake conferences
Develops and implements preventive health instruction within guidelines/approval of the office of student health using the team approach
Explores community resources and on request schedules appointments to facilitate optimal care
Maintains appropriate medical records and orders supplies and health teaching materials
Provides instruction in other health related programs
Provides 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 exposure to marked changes in temperature and humidity, and driving automotive equipment.

MINIMUM QUALIFICATIONS
Current Kentucky Registered Nurse (RN) license
One year of nursing experience
Associate Degree or Nursing Diploma
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree in Nursing
Classroom Teaching Experience
Experience in school, community and/or pediatric nursing
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
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JOB TITLE:	OUTREACH WORKER TEENAGE PARENT PROGRAM
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	200 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8314
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Provides assistance to Family Programs department in the provision of school-related social services. Provides a communication link between TAPP and the community.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works cooperatively as a team member to facilitate the successful daily operation of the school
Assists in the planning and implementation of ad hoc student enrichment programs and shares appropriate information with other school personnel
Facilitates student group discussions
Makes home visits and telephone calls regarding student attendance
Provides supportive services to students to prevent dropout
Maintains accurate documentation, case folders and confidential information
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 and driving automotive equipment.

MINIMUM QUALIFICATIONS
High School diploma
Two (2) years of successful experience making home visits
Good interpersonal skills
Willingness to work flexible hours
Must obtain/maintain Valid Commercial Driver's License as contingency for continued employment
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience working with families involved in teen pregnancy
Experience in a diverse workplace

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



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JOB TITLE:	PATHOLOGIST SPEECH LANGUAGE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8137
BARGAINING UNIT:	CLA1

SCOPE OF RESPONSIBILITIES
Under the direction of the Admissions and Release Committee, screens, assesses and identifies students with communication disorders which adversely affect their educational progress. Develops and provides direct and indirect services within the student's educational setting, based on established IEP goals and objectives.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assures compliance with established state and federal laws, regulations, policies, and procedures
Complies with evaluation standards and determine eligibility for services based on the Kentucky Eligibility Guidelines for Communication Disorders
Communicates effectively test results, diagnosis and proposed treatment plans to the Admissions and Release Committee
Employs instructional/therapeutic methods and materials that are appropriate for meeting each student's goals and objectives
Prepares written evaluations and maintain records which clearly and succinctly document services provided, students' progress and discharge from therapy as recommended to the Admissions and Release Committee
Participates in the multidisciplinary team process regarding eligibility issues, Individual Education Plan (IEP) development, consultation services and service delivery models
Communicates with students who have disorders of communication, their families, caregivers and other service providers relative to the student's disability and its management; assists in development of classroom activities to meet the communication needs of students
Assesses, selects and develops augmentative and/or alternative communication systems and provide training in their use
Participates in hearing screening programs to identify and refer students with suspected hearing impairment and/or middle ear disorders
Supervises and coordinates the activities of any assigned staff; adheres to state law regarding the type and amount of supervision required for licensed speech-language pathology assistant(s)
Completes all trainings and other compliance requirements as assignment by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
Master's degree in the area of speech-language pathology
Speech-language pathology license issued by the Kentucky Board of Speech-Language Pathology and Audiology
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of District policies and procedures
Experience in a diverse workplace



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JOB TITLE:	PATHOLOGIST SPEECH LANGUAGE PART-TIME PERMANENT
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8138
BARGAINING UNIT:	CLA2

SCOPE OF RESPONSIBILITIES
Screens, assesses and identifies, under the direction of the Admissions and Release Committee, students with communication disorders which adversely affect their educational progress. Develops and provides direct and indirect services within the student's educational setting, based on established IEP goals and objectives.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assures compliance with established state and federal laws, regulations, policies, and procedures
Complies with evaluation standards and determine eligibility for services based on the Kentucky Eligibility Guidelines for Communication Disorders
Communicates effectively test results, diagnosis and proposed treatment plans to the Admissions and Release Committee
Employs instructional/therapeutic methods and materials that are appropriate for meeting each student's goals and objectives
Prepares written evaluations and maintains records which clearly and succinctly document services provided, student progress and discharge from therapy as recommended to the Admissions and Release Committee
Participates in the multidisciplinary team process regarding eligibility issues, Individual Education Plan (IEP) development, consultation services and service delivery models
Communicates with students who have disorders of communication, their families, caregivers and other service providers relative to the student's disability and it's management; assists in development of classroom activities to meet the communication needs of student
Assesses, selects and develops augmentative and/or alternative communication systems and provides training in their use
Participates in hearing screening programs to identify and refer students with suspected hearing impairment and/or middle ear disorders
Supervises and coordinates the activities of any assigned staff; adheres to state law regarding the type and amount of supervision required for licensed speech-language pathology assistant(s)
Completes all trainings and other compliance requirements as assignment by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
Master's Degree in the area of speech-language pathology
Speech-language pathology license issued by the Kentucky Board of Speech-Language Pathology and Audiology
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of District policies and procedures
Experience in a diverse workplace



JOB TITLE:	PSYCHOLOGIST
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	200 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4135
BARGAINING UNIT:	CERX

Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

SCOPE OF RESPONSIBILITIES

Functions as a psychoeducational consultant to all students through consultation counseling, assessment, staff development, and program development/evaluation activities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Acts as a psycho-educational consultant to teachers and other school staff in developing preventive and early intervention strategies for children

Participates in Admissions and Release Committees both in interpreting assessment results and in planning appropriate programs for individual children including individual education programs and written remedial plans

Provides assistance to students who need group or individual counseling

Administers, scores, and interprets individual assessments accurately and provides, within specified timelines, reports of obtained results in a manner consistent with professional standards and state/District policy

Leads parent education or training groups

Serves as a resource to school Principals and other administrative staff on issues of school-level or system-level concern

Organizes and conducts staff development activities for school personnel

Participates in the implementation of research and evaluation projects to benefit the District

Assumes responsibility for the orientation of new school psychologists and school psychology interns or practicum students within the system

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

MINIMUM QUALIFICATIONS

Master's Degree with certification as a School Psychologist

Expertise in psycho-educational consultation and assessment

Experience in school system

Willingness to review psychological literature and translate into practice

Effective communication skills

DESIRABLE QUALIFICATIONS

Training and experience in leading parent groups

Expertise in group/individual psychological counseling

Three (3) years of successful professional experience in appropriate areas

Knowledge of federal and state laws and regulations regarding assessment

Experience in a diverse workplace

FOOTNOTE

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



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	RESOURCE TEACHER
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4740
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides support, assistance, and advice to system wide service center and/or school staffs in the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides technical assistance to District and school staff in area of assignment
Provides feedback to appropriate District and school staff on implementation of and compliance with policies and standards related to area of assignment
Delivers technical assistance in the design and implementation of workshops and training programs as required
Provides staff training as assigned to meet District goals and objectives
Gathers data as needed to complete assignments
Researches past and current practices in area of assignment, integrates research in all areas of responsibility, submits reports and recommendations as required
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assignment by the designated deadline
Performs other duties as assigned by supervisor

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

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

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



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	RESOURCE TEACHER 50%
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4741
BARGAINING UNIT:	CERV

SCOPE OF RESPONSIBILITIES

Provides support, assistance, and advice to system wide service center and/or school staffs in the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

Provides feedback to appropriate District and school staff on implementation of and compliance with policies and standards related to area of assignment

Delivers technical assistance in the design and implementation of workshops and training programs as required

Provides staff training as assigned to meet District goals and objectives

Gathers data as needed to complete assignments

Researches past and current practices in area of assignment, integrates research in all areas of responsibility, submits reports and recommendations as required

Performs health services, if needed, for which training will be provided

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's degree with valid Kentucky Teaching Certificate

Three (3) years successful teaching experience

Ability to work successfully with people

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data

Experience in planning, developing, and conducting in-service programs

Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	RESOURCE TEACHER BEHAVIOR SUPPORT SYSTEMS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4744
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides support, assistance, and coaching to system-wide service center and/or school staff in the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Designs, prepares, and delivers professional trainings for school-based teams and whole school implementation
Provides support, assistance, and advice to schools and teams (e.g. effective instructional and class management techniques)
Monitors the implementation of District behavior policies and procedures at the local school level
Delivers technical assistance on the design and implementation of the Behavior Support System
Monitors completion of school level activities to ensure the validity of implementation
Gathers data, prepares reports, records, and documents as required by supervisor or designee
Assists school teams with the application of the evaluation results so they are used to identify next steps
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 valid Kentucky Teaching Certificate
Three (3) years of successful teaching experience
Excellent interpersonal skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write clearly and professionally
Demonstrated ability to organize data
Training/willingness to train in Safe Crisis Management
Experience in planning, developing, and conducting professional development
Experience in planning, developing, and conducting coaching experiences
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	RESOURCE TEACHER EARLY CHILDHOOD SPECIAL SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4760
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Assists District staff in the implementation of consistent and appropriate ECE (Exceptional Child Education) instructional programs; provides direct services and consultation to local schools and community agencies on intervention strategies, best practices in instruction, materials selection, curriculum, and staff development; participates in pre-referral, referral, assessment, placement, and follow-up activities; assists the department in collecting and compiling data as needed for appropriate evaluation and placement of children, as well as for District, state and federal reports; coordinates and participates in parent involvement, staff development and community agency development activities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists school and community agency staff in the implementation of consistent and appropriate ECE instructional programs and the use of curriculum

Assists in the development and implementation of instructional alternatives/intervention techniques for students identified as having difficulty

Locates and secures instructional materials for teachers, as needed

Conducts in-service for school personnel, District staff, and community groups

Assists the Admissions and Release Committees (ARCs) as a contributing member of the ARC in interpreting educational assessment results, developing the individual education program, and determining appropriate placement, as needed

Administers educational assessments for preschool students within the District as needed

Coordinates and/or participates in parent involvement, staff development, and community agency development activities of the Early Childhood Program

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, crawling, 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 or non-degree fifth year program

Kentucky certification in interdisciplinary early childhood education or certification endorsed in some area of special education or related field

Three (3) years of successful experience as a teacher

Demonstrated ability to work cooperatively in a team situation

Demonstrated experience in at least one area of ECE

Effective communication skills

DESIRABLE QUALIFICATIONS

Skill in in-service and demonstrating teaching

Experience and education in early childhood special education

Willingness to keep abreast of the current developments in the field of Exceptional Child Education

Experience and skill in providing consultation to teachers on special education practices

Kindergarten certification

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.



JOB TITLE:	RESOURCE TEACHER MULTI-TIERED SYSTEMS OF SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4762
BARGAINING UNIT:	CERT

Submitted For
Approval: 8/62019
Effective: 8/7/2019

SCOPE OF RESPONSIBILITIES

This position is responsible for analyzing data collected through teaching and learning, and provides both prompt reflection/support and constructive feedback to school personnel for both academics and behavior. The position provides technical support and coaching for school teams; provides professional development and support for schools in order to organize and maintain support teams; organizes support systems; provides classroom management support for teachers; organizes effective individual student intervention strategies in both academics and behavior; assists with data collections, analysis and evaluation; monitors the effectiveness of campus support efforts and outcomes, and coordinates support efforts across schools, vertical teams, and the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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- Assists in the coordination of a multi-tiered system of support with consistent standards and best practices to ensure equitable support needed by schools to address the needs of all students
- Provides professional development in a variety of formats, including follow-up support
- Provides school personnel with prompt reflection/support and constructive feedback
- Works in a collegial manner to provide support and feedback through model teaching, side by side teaching, mentoring and coaching as needed to teachers
- Supports school/District staff in the development, implementation, and sustainability of academic and behavior school programs such as social emotional learning, trauma informed practices, etc.
- Provides coaching to school staff for academic and behavior interventions
- Develops training materials to support job-embedded professional development
- Maintains and documents regular communication, including problem-solving, with school teams, leaders and Principals to ensure the effectiveness of school- based programs
- Assists campuses in collecting, analyzing, and evaluating data in order to establish goal setting for students in a proactive manner
- Analyzes student data and effective implementation of evidence-based interventions for students for both academics and behavior
- 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 valid Kentucky Teaching Certificate
- Three (3) years of successful teaching experience
- Consultant Certification once selected for the position
- Ability to work successfully with diverse groups
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Demonstrated leadership ability
- Demonstrated ability to write distinctly and organize data
- Experience in planning, developing, and conducting in-service programs
- Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	RESOURCE TEACHER POST-SECONDARY TRANSITION
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4759
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
The position of Post-Secondary Transition Resource Teacher is responsible for serving students with disabilities ages 14-21 with an emphasis on developing and implementing the five core pre-employment transition services as required by federal and state regulations (job exploration counseling, work based learning experiences, counseling on post-secondary educational opportunities, workplace readiness training, and instruction in self-advocacy).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops, plans, coordinates and carries out an annual student-focused conference for middle and high school students with disabilities focusing exclusively on Pre-Employment Transition Services
Supports schools in the development, planning, coordination and execution of comprehensive weekly group workshops during the school year and coordinates summer experiences for students with disabilities who are eligible or potentially eligible for Vocational Rehabilitation services
Provides career assessment, functional vocational evaluation and appropriate career exploration for students with disabilities
Communicates consistently with program staff, businesses, teachers, parents and vocational rehabilitation counselors
Transports students within the community for transition experiences using appropriate modes of transportation (i.e., TARC, personal vehicle).
Gathers data as needed to complete job duties; submits required reports to supervisor
Attends trainings, workshops, and conferences (as applicable and approved by supervisor) to maintain awareness of current information and best practices in the field of special education
Delivers technical assistance in the design and implementation of workshops and training programs as required
Provides staff training as assigned to meet District goals and objectives
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
Master's degree in Education with valid Kentucky Teaching certificate
Minimum of three (3) years teaching and/or consulting experience
Experience working with students with disabilities
Valid Driver's License and ability to travel to work locations
Effective communication skills

DESIRABLE QUALIFICATIONS
Certification in Community Based Instruction (CBI) or equivalent community training program (JCPS)
Knowledge of effective instructional/learning strategies and Specially Designed Instruction for students with disabilities
Understanding of transition services/vocational rehabilitation services for youth
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	RESOURCE TEACHER SAFE CRISIS MANAGEMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4763
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Assists with the planning, implementation and administration of Safe Crisis Management to meet the requirements of state and federal laws, the use of restraint and seclusion in school settings, and other regulations set forth by the Kentucky Department of Education. Conducts training on de-escalation strategies and models effective classroom techniques when applicable. Monitors and maintains efficient record keeping related to Safe Crisis Management certifications and trainings. Analyzes restraint and seclusion data to determine trends and patterns for on-going training and support.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with coordination and supervision of the Safe Crisis Management training program
Assists with on-going training of Safe Crisis Management
Coordinates and supervises training 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
Ensures school and District compliance with the requirements of state laws
Assumes responsibility for all District Safe Crisis Management training
Evaluates and makes recommendations to assist District decision-making regarding the use of restraint and seclusion
Maintains accurate records on the program and provides data to appropriate personnel
Assists with tracking data and preparing reports, records and documentation required
Models, assists and collaborates with teachers on classroom strategies and behavior management techniques
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.

MINIMUM QUALIFICATIONS
Master's degree with valid Kentucky Teaching Certificate
Three (3) years successful teaching experience
Safe Crisis Management Certification
Consultant Certification once in position
Effective communication skills

DESIRABLE QUALIFICATIONS
Proven leadership ability
Experience with diverse populations
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	RESOURCE TEACHER STUDENT RELATIONS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4749
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides support, recommendations, and advice relating to referral, entrance, and exit of students to behavior support schools. Assists with designing, implementing, and reporting District program. Assists schools and students in the entrance, exit, and referral to behavior support schools by providing case management using relevant data.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists in planning databases and data retrieval systems and provides liaison with data processing specialists for implementation
Provides technical assistance to District and school staff in the area of student placements to and from behavior support schools
Collaborates with Principals, Assistant Principals, and/or other organizational units in case management of student data
Provides assistance to school and District administrators in the area of behavior intervention and support training
Reviews student data, administers due process, and recommends alternative placement while assuring compliance with federal, state, and District policy, administrative procedures, and negotiated agreements as applicable to assignment
Assists in carrying out District procedures, protocols, and policies as outlined in District documents
Communicates, collaborates, and meets with relevant stakeholders regarding the results of due process hearings and placement of students at alternative sites
Assists in the management, review, and analysis of student level data as it pertains to student placements, supports, and behavior
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 weights.

MINIMUM QUALIFICATIONS
Master's Degree with valid Kentucky Teaching Certificate
Five (5) years of successful teaching experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize data
Administrative experience
Experience in a diverse workplace



Submitted For
Approval: 08/06/2019
Effective: 08/07/2019

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: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SECRETARY I SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8674
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Assumes responsibility for performing any assigned secretarial and clerical duties that are needed for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Performs secretarial duties for the Principal and other administrative staff and organizes and coordinates functions and duties of other clerks and bookkeepers
Receives messages and communicates via the telephone with parents, general public, and school system personnel
Serves as a receptionist for Principal
Assumes responsibility for establishing and maintaining appropriate records and files; prepares and submits reports to the system-wide service offices, and other offices and agencies as necessary
Implements approved office policies and procedures under the direction of the Principal
Ensures that the school register is available and kept up-to-date
Assists in maintaining school cost center budgets as related to ordering, receiving and distribution of office materials and supplies
Prepares correspondence, reports, forms and materials for duplication and distribution
Operates office machines and equipment necessary for the efficient operation of the school office
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by 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 clerical experience
Word processing/transcription skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Thorough knowledge of business English, spelling, punctuation, and skills in dealing with numbers and statistical data
Working knowledge of the organization and administration of the school system
Ability to use resourcefulness and tact in meeting and assisting persons who make inquiries about district policies and procedures
Transcription/speedwriting skills
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SECRETARY II SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8684
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Assumes responsibilities for Principal secretarial duties in the school including assisting with coordination of all departments of the school into a smoothly functioning organization and is responsible for handling confidential information at the school and system-wide service office levels including word processing evaluations for all certified and classified personnel; organizes and coordinates functions and duties of other clerical personnel, bookkeeper, order and receiving clerk, records clerk, general clerk and library clerk; prepares the payroll for the entire school staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Performs secretarial duties for the Principal handling confidential information at the school and system-wide service office levels
Handles problems for the Principal relating to community relations, inquiries, students and staff throughout the calendar year
Organizes/coordinates functions and duties of clerical staff
Prepares payroll report for all school staff
Implements approved school policies and procedures, under the direction of the Principal; including those related to substitute teachers processing and evaluation
Prepares and submits reports and special assignment reports (i.e., State Report, Southern Association, Civil Rights, etc.) for the system-wide service offices and establishes and maintains appropriate records and files
Assumes responsibilities to a greater degree when Principal is out of the building as it relates to student records, problems arising regarding building and grounds, meeting the public, inquiries from system-wide service offices and directing Board employee
Maintains Principal's appointment calendar, schedules meetings and conferences, attends conferences as required taking and transcribing minutes
Operates standard office machines and equipment
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years of successful secretarial-related experience
Word Processing skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Business School Diploma or equivalent
Previous experience working in a school system
Willingness to take on added responsibilities
Transcription/speedwriting skills
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SECRETARY MEDICAL
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	205 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8646
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Plans and organizes the day according to performance of the clinical responsibilities. Maintains records and makes reports on schedule.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Maintains medical records
Prepares and maintains logs and statistical information
Acts as receptionist for component and registers new students
Maintains and sends monthly information for records
Word processes all reports, correspondence, and other component needs and prepares quarterly statistical reports for Maternal Child Health Division
Facilitates audit of records
Assists with infirmary and/or clinic, monitors blood pressures, weights, etc.
Assists nurses with the ordering of supplies and equipment and maintains inventory records
Schedules clinic appointments and follow-ups on missed appointments
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Professional medical secretarial education, including data collection and computer skills
Good word processing, record keeping, filing and receptionist skills
Ability to maintain confidentiality
Successful experience in weighing and taking blood pressure
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful previous medical secretary experience
Previous successful experience in data collection and computer operation
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SOCIAL WORKER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4170
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Implements and maintains social services delivery and coordination to pupils of the District. Maintains regular contact with local staff, agency personnel, court workers, doctors, lawyers, parents and pupils. Exercises no supervision of other positions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Identifies pupil difficulties which interfere with attendance, adjustment, and achievement in school through referral by teachers, Principals, counselors and other personnel
Serves as a member of the Neighborhood Place interdisciplinary team to identify resources of the school District and represented agencies to address family problems and develop appropriately planned social service interventions; which would service as a liaison between home, school and community and act as an advocate for children
Consults and collaborates with other school personnel to gather information and establish a plan for modification of pupil's specific challenges and agency personnel
Works with individual pupils toward correction of certain personal, social and emotional challenges
Works with parents to help increase their understanding, and constructive participation in appropriate efforts to alleviate pupil's challenges
Utilizes planned consultation with the District and represented community agencies within the Neighborhood Place to identify individual children families, and target populations in need of services not currently offered and to work collaboratively with these entities to create services
Functions as a member of the Jefferson County Public Schools' crisis team to respond to schools during critical situations that affect students, staff of the community
Provides psycho-educational group services for students or parents in facing emotional issues i.e., death, divorce, alcohol and drug abuse, self-esteem, 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 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. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment

MINIMUM QUALIFICATIONS
Master's Degree in social work (MSW)
Kentucky certification in public school social work
Effective communication skills

DESIRABLE QUALIFICATIONS
High degree of dedication to the profession of school social work; self-management; maturity; and flexibility
Knowledge of community resources
Demonstrated expertise in working with students, parents, school personnel and community members of varying goals and cultural backgrounds
Experience in a diverse workplace



JOB TITLE:	SOCIAL WORKER FOSTER CARE
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8776
BARGAINING UNIT:	CLA1

Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

SCOPE OF RESPONSIBILITIES
Implements and maintains foster care system mandates and coordinates with appropriate District personnel. Identifies and addresses pupil difficulties with students and parents. Functions as a member of JCPS crisis team to respond during critical situations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Implements and maintains foster care system mandates and/or homeless identification process, and coordinates with appropriate District personnel
Maintains regular contact with local staffs, agencies, personnel, court workers, doctors, lawyers, parents and pupils
Establishes individual plans with other school personnel to gather information to better address specific needs for the child
Identifies pupil difficulties which interfere with attendance, adjustment, and achievement in school through referrals from courts, Principals, lawyers, and other personnel to promote school stability
Serves as a member of an internal committee that focuses on the needs of the child
Works with individual pupils toward correction of certain personal, social, and emotional maladjustments
Works with parents to help increase their understanding, and constructive participation in appropriate efforts to alleviate pupils problems
Utilizes planned consultation with the District and represented community agencies including foster care and the Coalition for the Homeless, along with others, within the court system to identify individual children, families, and foster parents in need of services not currently offered and to work collaboratively with these entities to create services
Functions as a member of the District crisis team to respond to locations during critical situations that affect foster and homeless students, staff, parents, etc. of the community
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 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
Master's Degree in Social work (MSW)
Kentucky certification in public school social work or equivalent clinical social work licensure
Five (5) or more successful years of social work experience
Valid driver's license and the ability to travel to various work locations
Effective communication skills

DESIRABLE QUALIFICATIONS
High degree of dedication to the profession of school social work
Knowledge of community resources
Knowledge of the functionality of the court system as it relates to Foster Care and/or Homeless Support
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SOCIAL WORKER FOSTER CARE/HOMELESS SUPPORT
DIVISION	DIVERSITY, EQUITY, AND POVERTY
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4171
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Implements and maintains foster care system mandates and/or social services delivery to foster care and homeless students under the leadership and supervision of appropriate District administration. Identifies and addresses pupil difficulties and barriers for students and parents. May function as a member of JCPS crisis team to respond during critical situations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Implements and maintains foster care system mandates and/or homeless identification process, and coordinates with appropriate district personnel
Maintains regular contact with local staffs, agencies, personnel, court workers, doctors, lawyers, parents and pupils
Provides case management by establishing individual plans with other school personnel to gather information to better address specific needs for the child
Identifies pupil difficulties which interfere with attendance, adjustment, and achievement in school through referrals from courts, principals, lawyers, and other personnel to promote school stability
Works with individual pupils toward correction of certain personal, social, and emotional needs
Works with parents to help increase their understanding, and constructive participation in appropriate efforts to alleviate pupils problems
Utilizes planned consultation with the District and represented community agencies including foster care and the Coalition for the Homeless, along with others, within the court system to identify individual children, families, and foster parents in need of services not currently offered and to work collaboratively with these entities to create services
Functions as a member Jefferson County Public Schools' crisis team to respond to locations during critical situations that affect foster and homeless students, staff, parents, etc. of the community
Provides psycho-educational group services for students and parents in facing emotional issues
Provides professional learning and awareness opportunities for school personnel on the issues and strategies to reach foster care, runaway, and homeless youth
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 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
Master's Degree in Social work (MSW)
Kentucky certification in public school social work or equivalent clinical social work licensure
Five (5) or more successful years of social work experience
Valid driver's license and the ability to travel to various work locations
Effective communication skills

DESIRABLE QUALIFICATIONS
High degree of dedication to the profession of school social work
Knowledge of community resources
Knowledge of the functionality of the court system as it relates to Foster Care and/or Homeless Support
Experience in a diverse workplace



Submitted for
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SOCIAL WORKER SCHOOL	
DIVISION:	ACADEMIC SCHOOL	
SALARY SCHEDULE/GRADE:	JOB FAMILY II/GRADE 3*	
WORK YEAR:	215 DAYS	
FLSA STATUS:	NON- EXEMPT	EXEMPT
JOB CLASS CODE:	8765	8775
BARGAINING UNIT:	CLAS	CLAS

SCOPE OF RESPONSIBILITIES
Provides individual, group and family counseling and life skills development while providing school-related social services to the students. Works with administration to implement school and District policies and objectives. Provides a communication link with the community, and serves as a liaison between school and community groups. Works irregular hours.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides individual group and family counseling that promotes and supports student academic and social success
Assesses needs of students and develops intervention strategies utilizing appropriate school and community resources
Works cooperatively as a team member to facilitate the successful daily operation of the school
Makes home visits and telephone calls, sends correspondence, and maintains accurate documentation of case folders, maintaining confidentiality
Assumes responsibility for monitoring and promoting student attendance, including daily phone calls, home visits letters, and conferences as needed
Assesses needs of student population and develops group counseling sessions
Participates in planning sessions to discuss implementation of ad hoc student enrichment programs and shares appropriate information with other school personnel
Provides child care center information and resource referrals as needed
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
Bachelor's Degree in social work, counseling or related field
Three (3) years of successful experience in individual counseling with adolescents and in social service delivery
Valid driver's license
Working knowledge of community agencies and resources
Effective communicate skills

DESIRABLE QUALIFICATIONS
Master's Degree in social work
Teaching experience/certificate
Experience in a diverse work place

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: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SPECIALIST PART-TIME/TEMP
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II/IV GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8487
BARGAINING UNIT:	SUBC

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 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'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 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
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: 8/6/201
Effective: 8/7/2019

JOB TITLE:	STUDENT WORKER
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	FEDERAL MINIMUM WAGE (OR HIGHER IF APPROVED)
WORK YEAR:	TEMPORARY/SEASONAL
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8742
BARGAINING UNIT:	STDT

SCOPE OF RESPONSIBILITIES
A limited, temporary/seasonal employment opportunity in general light laboring, housekeeping, food service or clerical areas as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Cleans up area assigned daily including, but not limited to, sweeping, wiping, dusting, and other general light cleaning tasks
Moves, opens, empties, and disposes of boxes/cartons
Makes inter office deliveries and performs other messenger tasks as required
Uses, maintains, and stores assigned tools/equipment properly
Performs clerical functions as required by assignment
Maintains standard safety practices
Assumes responsibility for quality work and completion of all tasks 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 requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery and exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS
Completion of the eleventh grade
Physical ability to frequently handle moderately heavy lifting (11-25 lbs.)
Word processing and other clerical skills
Demonstrated ability to participate as a part of a crew
Willingness to work at varied and different locations
Effective communication skills

DESIRABLE QUALIFICATIONS
Valid Kentucky driver's license



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SUBSTITUTE CUSTODIAN
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	6 - SUB - 37
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8883
BARGAINING UNIT:	SUB C

SCOPE OF RESPONSIBILITIES
Temporarily replaces normally assigned custodian, as required, to provide efficient, quality cleaning (housekeeping) tasks for school/office buildings under supervision in accordance with established standards and methods.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Cleans offices, classrooms, restrooms, corridors, windows, walls, etc., in accordance with established procedures
Uses/operates vacuum cleaners, floor machines, wet/dry pickups, etc.
Follows proper usage instructions and dilutions ratios of cleaning chemicals and custodial products
Assumes responsibility for daily walk through grounds to ensure safe and healthy environment for students and staff
Assumes responsibility for the care and cleanliness of tools and equipment assigned for use
Works willingly in different assigned locations and provide own transportation to the work site
Follows written instructions
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.
Ability to perform basic commercial cleaning (housekeeping) tasks and use/operate commercial cleaning equipment
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SUBSTITUTE BUS DRIVER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	6 SUB-29
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8951
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES
Drives a school bus in the absence of the regular driver when assigned to do so by the area coordinator or assistant area coordinator.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools
Adheres to schedule and routes provided by transportation services
Reports promptly to the area coordinator when unable to drive allowing adequate time for the assignment of another driver
Utilizes acceptable student management techniques and follows established procedures for reporting student management concerns to building Principals
Reports all accidents and/or injuries to assigned compound and transportation offices
Submits required reports and attends meetings when required by administrative staff
Completes appropriate form to report all vehicle safety and mechanical concerns
Provides effective communication with parents, students, community organizations, and District personnel
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

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

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Valid commercial driver's license with evidence of good driving record
Must be 21 years of age

DESIRABLE QUALIFICATIONS
Knowledge of school system policies and procedures
Experience in working with children
Effective communication skills
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SUBSTITUTE INSTRUCTOR
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB – 06, 07, 08
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8952
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES
Assists in the implementation of education programs by providing comprehensive assessment, evaluations, and instruction to meet the needs of parents and children; including home visitation and instruction under the direction of certified staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Implements a comprehensive education program for eligible participants under the supervision of classroom teacher where appropriate
Provides instruction, counseling, appropriate learning material and experiences for the participants and provides notes of students' progress and achievement
Plans and implements parent and child interactions and activities
Provides and/or arranges adult supports, activities and sessions
Promotes program, interprets purpose of program to potential clients and interested persons in the community
Maintains accurate records on the program and provides data to appropriate personnel
Plans regularly with staff and participates in appropriate school meetings and activities
Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate
Performs health services, if needed, for which training will be provided
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
Bachelor's Degree
Three (3) years of successful teaching experience
Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
Program specific certifications/training
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in teaching multi-age group
Experience in teaching preschool and/or adult education
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SUBSTITUTE INSTRUCTOR I/II/III BILINGUAL ASSOCIATE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB 8
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8185
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES
Assists teachers in fulfilling the goals of the second language program by providing the appropriate language instruction to the students assigned to such classes. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides appropriate language instruction to students under the supervision of the certified classroom teacher
Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program
Assists teachers in communications with parents of students assigned to the second language classes
Assists teachers in maintaining and reporting student progress
Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement
Plans and implements parent and child interactions and activities
Maintains accurate records on the program and provides data to appropriate personnel
Plans regularly with staff and participates in appropriate school meetings and activities
Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
Associate Degree or approved equivalent training (64 college semester hours) and experience
One year successful experience in related field
Demonstrated proficiency in two (2) languages, English and the appropriate language
Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
Experience in teaching multi-age group
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.



JOB TITLE:	SUBSTITUTE INTERPRETER EDUCATIONAL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	6-SUB-16,17,18
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8954
BARGAINING UNIT:	SUBC

Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

SCOPE OF RESPONSIBILITIES
Interprets and/or transliterates English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include but are not limited to American Sign Language, English-based sign language, cued speech, and/or oral transliterating. As a member of the educational team, works closely with teachers responsible for the student's educational program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Uses recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors
Attends classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities
Interprets at meetings, conferences, appointments, field trips, assemblies, and other educational activities
Utilizes planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors
Prepares for demanding course material as necessary for successful interpreting and/or transliterating
Serves as a professional member of the education team in the appropriate Admissions and Release Committee process
Participates in professional development as relevant to the interpreting experience
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
High School Diploma or G. E. D.
Full license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing
Continuing education requirements
One (1) year experience interpreting in an education setting or working in the deaf community with supporting documentation or graduation from an Interpreter Training Program
Meets current national certification requirements for sign language interpreting

DESIRABLE QUALIFICATIONS
Associate Degree or two (2) years of post-secondary education (interpreter training program preferred) or approved equivalent
Member in professional interpreter and/or other organizations relating to deafness
Previous experience in educational interpreting
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SUBSTITUTE INSTRUCTOR TEMPORARY
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	AS DETERMINED BY THE BOARD
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8169
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES
Assists in the implementation of education programs by providing comprehensive assessment, evaluations, and instruction to meet the needs of parents and children; including home visitation and instruction under the direction of certified staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Implements a comprehensive education program for eligible participants under the supervision of classroom teacher where appropriate
Provides instruction, counseling, appropriate learning material and experiences for the participants and provides notes of students' progress and achievement
Plans and implements parent and child interactions and activities
Provides and/or arranges adult supports, activities and sessions
Promotes program, interprets purpose of program to potential clients and interested persons in the community
Maintains accurate records on the program and provides data to appropriate personnel
Plans regularly with staff and participates in appropriate school meetings and activities
Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years of successful teaching experience
Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
Program specific certifications/training
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in teaching multi-age group
Experience in teaching preschool and/or adult education
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SUBSTITUTE MONITOR BUS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB – 1
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8825
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES
Assists the bus driver in supervising, loading and unloading students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists the driver in maintaining a positive environment on the bus
Assists in seating all students in the center of the bus (as specified in State Transportation Guidelines)
Assists in supervising the loading and unloading of students
Assists in the pickup and delivery of students from/to parent, guardian or authorized individual
Performs any other responsibilities as outlined in State Transportation Guidelines for students
Assist in classroom instruction/supervision (when applicable)
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 lifting, bending, squatting, climbing, reaching, carrying, pushing, pulling up to 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
Temperament, personality, and patience to deal with young children
Access to transportation to/from bus compound
Effective communication skills

DESIRABLE QUALIFICATIONS
Training in the special needs of young children
Experience in working with young children
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.



JOB TITLE:	SUBSTITUTE MONITOR IN-SCHOOL SECURITY
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB – 42
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8759
BARGAINING UNIT:	SUBC

Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

SCOPE OF RESPONSIBILITIES
Assists in the direct supervision of student activities by maintaining order and acceptable conduct of students. Provides protection for students and faculty by patrolling all school grounds.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides in-school security for school faculty, staff, and students
Prevents trespassers from entering the school building or remaining in the building if there without authorization
Monitors student activity in the hallway and cafeteria
Escorts students to the office when assistance is requested by school staff
Assists the local school administration in forming and implementing policy or procedures for dealing with student discipline
Reports all incidents that occur in the assigned school
Makes recommendations to the local and system wide service office administration for the improvement of the security plan for the assigned school
Monitors loading and unloading of school buses at the assigned school
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Must be twenty-one (21) years of age
Meet qualifications for commission from Department of Justice
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SUBSTITUTE NURSE	
DIVISION	HUMAN RESOURCES	
SALARY SCHEDULE/GRADE:	LPN 6-SUB-08	REGISTERED 6-SUB-11
WORK YEAR:	AS NEEDED	
FLSA STATUS:	NON-EXEMPT	
JOB CLASS CODE:	8953	
BARGAINING UNIT:	SUBC	

SCOPE OF RESPONSIBILITIES
Assesses, plans and implements the nursing process, provides classroom instruction appropriate and maintains accurate medical records. Promotes wellness and disease prevention by early detection and correction of health problems that may interfere with learning, growth, and development.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Exercises proficiency in medical knowledge and skills in pediatric, adolescent and adult preventive health
Assesses students, develops a health care plan appropriate to the student's needs, and documents medical records
Assesses students' health care needs and counsels with parent/guardian as needed to ensure resources available for care
Participates in student/parent conferences, including initial intake conferences
Develops and implements preventive health instruction within guidelines/approval of the office of student health using the team approach
Explores community resources and on request schedules appointments to facilitate optimal care
Maintains appropriate medical records and orders supplies and health teaching materials
Provides instruction in other health related programs
Provides 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 exposure to marked changes in temperature and humidity, and driving automotive equipment.

MINIMUM QUALIFICATIONS
Current Kentucky Registered Nurse (RN) license
One year of nursing experience
Associate Degree or Nursing Diploma
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree in Nursing
Classroom Teaching Experience
Experience in school, community and/or pediatric nursing
Experience in a diverse workplace



JOB TITLE:	SUBSTITUTE OPERATOR RADIO (SECURITY)
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB – 39
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8787
BARGAINING UNIT:	SUBC

Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

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

DESIRABLE QUALIFICATIONS
One to three years of successful radio operations experience
Kentucky Law Enforcement Council Telecommunicator Certification
Word processing skills
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SUBSTITUTE SUPPORT STAFF
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	6-SUB-VARIOUS
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8950
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES
Assumes responsibilities of an absent employee and/or provides temporary services which may entail: student instruction under the direction of a supervising teacher, general clerical functions, food service assignments, housekeeping tasks, or assignments and bus monitor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Implements instructional techniques and learning activities as directed by certified staff
Serves as clerk in general areas of school offices
Prepares and serves foods in various assignments throughout the District
Assumes responsibility for cooperating with and completing all assigned tasks under the direction of the food service manager
Cleans offices, classrooms, restrooms, corridors in accordance with established procedures
Assists in the pickup and delivery of students from/to parent, guardian or authorized individual
Complies with all safety methods
Represents JCPS in a professional manner
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 light 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.
Demonstrate competent language skills
Program specific certifications/training
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of school system policies and procedures
Ability to relate to students and staff
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SUBSTITUTE TEACHER	
DIVISION	HUMAN RESOURCES	
SALARY SCHEDULE/GRADE:	JOB FAMILY V	
WORK YEAR:	AS NEEDED	
FLSA STATUS:	EXEMPT	
JOB CLASS CODE:	4690	4695
BARGAINING UNIT:	SUBW	SUBW

SCOPE OF RESPONSIBILITIES
The substitute teacher carries out the duties in the absence of the teacher of record.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Meets and instructs assigned classes in the locations and at the times designated
Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interest of students
Guides the learning process toward the achievement of curriculum goals
Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
Reports immediately safety concerns to a school official
Maintains accurate complete and correct records as required by law, District policy, and administrative regulation
Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is 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, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS
Kentucky Emergency Substitute Teacher Certification
64 College credit hours from an accredited college or university with a 2.45 minimum GPA
Experience working with school-age children
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse work place



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SUBSTITUTE TEACHER PREFERRED
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	V-SUB
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4700
BARGAINING UNIT:	SUBW

SCOPE OF RESPONSIBILITIES

The substitute teacher carries out the duties in the absence of the teacher of record.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Meets and instructs assigned classes in the locations and at the times designated

Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interest of students

Guides the learning process toward the achievement of curriculum goals

Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes

Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner

Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students

Reports immediately safety concerns to a school official

Maintains accurate complete and correct records as required by law, District policy, and administrative regulation

Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments

Performs health services, if needed, for which training will be provided

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Kentucky Emergency Substitute Teacher Certification

64 College credit hours from an accredited college or university with a 2.45 minimum GPA

Experience working with school-age children

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse work place



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SUBSTITUTE TEACHER TEMPORARY/PART-TIME				
DIVISION	HUMAN RESOURCES				
SALARY SCHEDULE/GRADE:	V-SUB				
WORK YEAR:	AS NEEDED				
FLSA STATUS:	EXEMPT				
JOB CLASS CODE:	4692	4710	4712	4727	4672
BARGAINING UNIT:	SUB7	SUB7	SUB7	SUB7	RCET

SCOPE OF RESPONSIBILITIES
This position carries out duties as assigned by the Principal to support the school.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Meets and instructs assigned classes in the locations and at the times designated
Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interest of students
Guides the learning process toward the achievement of curriculum goals
Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
Reports immediately safety concerns to a school official
Maintains accurate complete and correct records as required by law, District policy, and administrative regulation
Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is 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, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS
Kentucky Emergency Substitute Teacher Certification
64 College credit hours from an accredited college or university with a 2.45 minimum GPA
Experience working with school-age children
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience working in a diverse work place



JOB TITLE:	SUBSTITUTE/ TEMPORARY COORDINATOR
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	AS DETERMINED
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8493
BARGAINING UNIT:	SUBC

Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

SCOPE OF RESPONSIBILITIES
Provides leadership to coordination of a project, program or activity having moderate impact on the District occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside unit are limited to routine matters where approval is needed; requires general supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops, establishes or supports 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 leadership to coordination of a project, program or activity and evaluates staff 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
Serves as liaison with other units, departments or outside agencies as required
Accumulates and researches data, documents and other pertinent information as required
Prepares, delivers or assists with training opportunities as appropriate
Completes all trainings and other compliance requirements as 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, 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
Kentucky Professional Certification in Administration and/or Supervision
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree or higher
Experience in a diverse work place



JOB TITLE:	SUBSTITUTE THERAPIST ASSISTANT (OCCUPATIONAL/PHYSICAL)
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8845
BARGAINING UNIT:	SUBC

Submitted for
approval: 8/6/2019
Effective: 8/7/2019

SCOPE OF RESPONSIBILITIES
Provides students with therapy services under the supervision of a licensed therapist that are necessary for the students to benefit from their exceptional child education.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Administers treatment and implements programs as designated by the therapist
Interacts with parents and school personnel in implementing an appropriate individual education program
Assists the therapist in communicating with parents concerning home programs, equipment, and other therapy related matters
Documents student progress and maintains appropriate data/records pertaining to therapy services
Recommends individual equipment needs and modifications to the therapist; assists in adapting, fabricating and maintaining equipment
Participates in providing in-service programs for school District personnel
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires 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.
Graduate of a two (2) year approved therapist assistant program
Licensed Physical Therapist Assistant or Certified Occupational Therapy Assistant
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work in a team situation
Experience in a diverse work place



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SUBSTITUTE THERAPIST OCCUPATIONAL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8847
BARGAINING UNIT:	SUBW

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 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, develop fine motor skills and independence in activities of daily living, and 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: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	SUBSTITUTE THERAPIST PHYSICAL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8843
BARGAINING UNIT:	SUBW

SCOPE OF RESPONSIBILITIES
Provides physical therapy to students as needed in the school center or program assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Obtains necessary background medical information on each pupil and maintains ongoing communication link with medical personnel
Provides individual assessments of pupils to include developmental level, status of sensorimotor, neuromotor and musculoskeletal systems, self-help skills and equipment needs
Develops short-term and long-term goals based on assessments to enhance motor development and/or prevent secondary problems and/or enhance classroom function
Develops and implements individual student programs which includes activities at school and at home, exercises if indicated, and any equipment needs; interacts with parents and school personnel to integrate these physical therapy goals and plans into the individual education program
Interprets the physical therapy assessment, goals, and program to parents and school personnel and assists them in modifying environments and providing appropriate activities
Focuses services on the training of parents and classroom teachers in techniques of positioning, relaxation, handling, transfers, feeding, and dressing
Recommends equipment and architectural modifications which will allow pupils to function more independently; oversees proper use and maintenance of all equipment in the physical therapy program
Documents pupil progress and maintains appropriate data/records pertaining to physical therapy services
Completes all training and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned supervisor

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

MINIMUM QUALIFICATIONS
Graduate of a program in physical therapy approved by the American Physical Therapy Association
Licensed or eligible for physical therapy licensure in Kentucky
Effective Communication skills

DESIRABLE QUALIFICATIONS
Training and/or experience in pediatric physical therapy
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	TEACHER EARLY CHILDHOOD
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4436
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides services to pre-school aged children according to state and federal guidelines. This includes the implementation of developmentally appropriate curriculum, administering and scoring of student assessments, visiting homes, and facilitating a variety of health-related screenings.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Implements early childhood program standards to maximize student learning as aligned with JCPS learning continuum
- Provides a full range of early childhood services within the classroom, including services to ECE children with varying disabilities
- Collaborates with a variety of health care providers, including OT/PT/Speech and other exceptional childhood service providers
- Provides health services such as breathing treatments and assistance with epi pens, feeding tubes, catheterization, and nebulizers, etc.
- Supervises early childhood students in a classroom setting, as well as during meals and on buses
- Attends to personal needs of pre-school aged children, including assisting children with diapering, toileting, and laundering
- Maintains confidential records and information in compliance with federal and state regulations
- Participates in professional development activities related to the early childhood population and focused on District academic goals and priorities
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is 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

- Kentucky Interdisciplinary Early Childhood Certification
- Ability to work successfully with people
- Program specific certifications/training including CPR, first aid, and health re-examinations
- Experience and preparation required by the Board
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	TEACHER ELEMENTARY
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4450
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Plans, organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Meets and instructs assigned classes in the locations and at the times designated
Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
Guides the learning process toward the achievement of curriculum goals and establishes objectives for all lessons, units, projects, and the like in order to communicate these objectives to students
Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes, and maintains written evidence of preparation
Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conducts, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
Assesses the accomplishments of students on a regular basis and provides progress reports and counseling to parents as required concerning academic and behavioral progress of all assigned students
Participates in parent/teacher conferences as necessary to assist the parent's participation and support of a child's education
Maintains accurate, complete and correct records as required by law, District policy, and administrative regulation
Continues personal professional growth and upgrading of skills appropriate to teaching assignments
Attends staff meetings, serves on staff committees, and accepts a share of responsibility for extracurricular activities
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

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

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

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	TEACHER
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4668 AND OTHER VARIOUS CLASS CODES
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Plans, organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Meets and instructs assigned classes in the locations and at the times designated
Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
Guides the learning process toward the achievement of curriculum goals and establishes objectives for all lessons, units, projects, and the like in order to communicate these objectives to students
Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes, and maintains written evidence of preparation
Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conducts, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
Assesses the accomplishments of students on a regular basis and provides progress reports and counseling to parents as required concerning academic and behavioral progress of all assigned students
Participates in parent/teacher conferences as necessary to assist the parent's participation and support of a child's education
Maintains accurate, complete and correct records as required by law, District policy, and administrative regulation
Continues personal professional growth and upgrading of skills appropriate to teaching assignments
Attends staff meetings, serves on staff committees, and accepts a share of responsibility for extracurricular activities
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

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

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

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

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

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

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

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

MINIMUM QUALIFICATIONS
KY certification appropriate to the grade level and curricular assignment
Gifted endorsement
Experience and preparation required by the Board
Effective communication skills
DESIRABLE QUALIFICATIONS
Has access to private vehicle for transportation purposes as needed
Has appropriate vehicle insurance as required by the District
Experience in diverse workplace and with diverse student populations



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	TEACHER ITINERANT
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4455
BARGAINING UNIT:	CERT

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

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

DESIRABLE QUALIFICATIONS
Has access to private vehicle for transportation purposes as needed
Has appropriate vehicle insurance as required by the district
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	TEACHER PERMANENT FULL TIME AUXILIARY
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8049
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES
The Teacher Permanent Full Time Auxiliary carries out the duties in the absence of the teacher of record. Assignment of a Teacher Permanent Full Time Auxiliary is restricted to temporary use during an absence of a teacher or temporarily while a teacher vacancy is being filled. Teacher Permanent Full Time Auxiliary positions are assigned to a specific location but expected to fill assignments in other locations as needed. This position organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Meets and instructs assigned classes in the locations and at the times designated
Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interest of students
Guides the learning process toward the achievement of curriculum goals
Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
Reports immediately safety concerns to a school official
Maintains accurate complete and correct records as required by law, District policy, and administrative regulation
Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is 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, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS
Kentucky Emergency Substitute Teacher Certification
64 College credit hours from an accredited college or university with a 2.45 minimum GPA
Experience working with school-age children
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse work place



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	TEACHER TECHNICAL EDUCATION	
DIVISION	ACADEMIC SCHOOL	
SALARY SCHEDULE/GRADE:	JOB FAMILY III	
WORK YEAR:	187 DAYS (PLUS ADDITIONAL DAYS AS APPROVED)	
FLSA STATUS:	EXEMPT	
JOB CLASS CODE:	4625	4567
BARGAINING UNIT:	CERT	CERT

SCOPE OF RESPONSIBILITIES
Plans, organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

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

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for fine manipulations. The work at times requires the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery.

MINIMUM QUALIFICATIONS
Kentucky certification and endorsements appropriate to the technical program assignment
Successful and appropriate occupational experiences and academic preparation approved and required by the Board and Kentucky Administrative Regulations
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	THERAPIST ASSISTANT (OCCUPATIONAL/PHYSICAL)
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IA, GRADE 11
WORK YEAR:	190 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8136
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Provides students with therapy services under the supervision of a licensed therapist that are necessary for the students to benefit from their exceptional child education.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Administers treatment and implements programs as designated by the therapist
Interacts with parents and school personnel in implementing an appropriate individual education program
Assists the therapist in communicating with parents concerning home programs, equipment, and other therapy related matters
Documents student progress and maintains appropriate data/records pertaining to therapy services
Recommends individual equipment needs and modifications to the therapist; assists in adapting, fabricating and maintaining equipment
Participates in providing inservice programs for school District personnel
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 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.
Graduate of a two (2) year approved therapist assistant program
Licensed Physical Therapist Assistant or Certified Occupational Therapy Assistant
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work in a team situation
Experience in a diverse workplace



Submitted For:
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	THERAPIST OCCUPATIONAL
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS ASSIGNED
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 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, develop fine motor skills and independence in activities of daily living, and 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



JOB TITLE:	THERAPIST PHYSICAL
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8134
BARGAINING UNIT:	CLA1

Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

SCOPE OF RESPONSIBILITIES
Provides physical therapy to students as needed in the school center or program assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Obtains necessary background medical information on each pupil and maintains ongoing communication link with medical personnel
Provides individual assessments of pupils to include developmental level, status of sensorimotor, neuromotor and musculoskeletal systems, self-help skills and equipment needs
Develops short-term and long-term goals based on assessments to enhance motor development and/or prevent secondary problems and/or enhance classroom function
Develops and implements individual student programs which includes activities at school and at home, exercises if indicated, and any equipment needs; interacts with parents and school personnel to integrate these physical therapy goals and plans into the individual education program
Interprets the physical therapy assessment, goals, and program to parents and school personnel and assists them in modifying environments and providing appropriate activities
Focuses services on the training of parents and classroom teachers in techniques of positioning, relaxation, handling, transfers, feeding, and dressing
Recommends equipment and architectural modifications which will allow pupils to function more independently; oversees proper use and maintenance of all equipment in the physical therapy program
Documents pupil progress and maintains appropriate data/records pertaining to physical therapy services
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned supervisor

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

MINIMUM QUALIFICATIONS
Graduate of a program in physical therapy approved by the American Physical Therapy Association
Licensed or eligible for physical therapy licensure in Kentucky
Effective Communication skills

DESIRABLE QUALIFICATIONS
Training and/or experience in pediatric physical therapy
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	WORKER FAMILY LIAISON
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4750
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Works with exceptional child education personnel in determining which students should enter and leave Waller Environmental and supports decisions of Admissions and Release Committees (ARCs).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Maintains close contact with teachers and students at Waller Environmental - particularly modified students
Gathers specific academic and behavioral data of students at Waller, who are eligible for return to a regular school program: academic levels in Reading, Math, Language Arts, Writing, behavior incidents, etc.
Provides information to support students in regular schools
Assists receiving teacher in implementing academic and behavioral program initially
Assists receiving teacher in opening communications with parents
Maintains contact with students and teachers of former students for a period of two (2) years
Assists receiving teacher with problems that occur during the two (2) year follow-up program
Makes observations of students who may enter Waller Environmental
Attends ARC's of those children who are possible candidates for return to regular school
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
Master's Degree with certification in Behavioral Disorders
Two (2) years teaching experience in behavioral disorders
Expertise in working with parents and/or training from a university in leading in parent groups
Expertise in teacher consultation
Knowledge of community supportive agencies for parents
Effective communication skills

DESIRABLE QUALIFICATIONS
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: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	WORKER SOCIAL SERVICES SUPPORT
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	JOB FAMILY II/GRADE 5
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8039
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Assumes responsibility for the coordination of social support services to students and their families; collaborating effectively with school personnel and community agencies.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Establishes and maintains collaborative relationships with community agencies; shares information to increase the level of service to students and their families
Researches and keeps up-to-date on program and community resources and identifies gaps in services
Identifies student difficulties which interfere with attendance, adjustment and achievement in school through referral by parents/guardians, local school staff, central office staff, and/or community agencies
Maintains contact and communication with families through a variety of means
Provides intervention supports
Works with parents, custodial guardians, foster care parents and court-appointed designees to help increase their understanding and constructive participation in removing barriers to student achievement
Maintains confidentiality
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
Bachelor's Degree in Social Work, Counseling or related field
Effective communication skills

DESIRABLE QUALIFICATIONS
Working knowledge of community agencies and resources
Master's Degree in Social Work
Teaching experience/certificate
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	YOUTH STUDENT APPRENTICESHIP
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	YOUTH APPRENTICESHIP / JOB FAMILY 6 / GRADE - VARIES
WORK YEAR:	0-6,000 HOURS (DEPENDS ON THE APPRENTICESHIP)
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8279
BARGAINING UNIT:	STDT

SCOPE OF RESPONSIBILITIES
A youth student apprenticeship employment opportunity with responsibilities in accordance to the specific occupation Work Process Schedule assigned to within the Career Pathway program. Under close and general supervision, learns and performs a variety of unskilled and semi-skilled manual work in area assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assumes responsibility for quality work and completion of all tasks assigned
Maintains standard safety practices
Performs functions as required by assignment
Uses, maintains, and stores assigned tools/equipment properly
Cooperates in the work place
Uses the Essential Skills learned and applies skills to the job / apprenticeship
Receives training necessary to obtain skills and experience toward applicable job credential
Keeps area organized and clean
Completes all trainings and other compliance requirements as assignment by the designated deadline
Performs other duties as assigned by the appropriate supervisor

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

MINIMUM QUALIFICATIONS
Must be in a CTE pathway and have taken a minimum of three (3) CTE courses that relate to the apprenticeship/pathway
Demonstrated ability to participate as a part of a crew
2.0 GPA Minimum and 90% attendance at school. Must be on time at school/work to be able to become an apprentice
Must be enrolled in JCPS school
Effective communication skills

DESIRABLE QUALIFICATIONS
Valid Kentucky driver's license



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	ASSISTANT DIRECTOR PUPIL PERSONNEL
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	200 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4040
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Coordinates and implements the development of programs, procedures, inter-agency involvement, and community contacts between the JCPS, local schools, and the community in matters concerning pupil attendance including the enforcement of mandated attendance laws. A high level of visibility inside and outside the system is maintained through contacts with a wide range of District and community professionals. No direct supervision of others is required

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides departmental leadership in the planning, development, implementation and evaluation of: district-wide workshops and departmental in-service; district-wide incentive programs; statistical reports; court case review/case management; Project Success
Coordinates the development and implementation of the shared management responsibilities of Assistant Director Pupil Personnel on a rotating basis
Assists local schools in collecting data in meeting their KERA non-cognitive goals
Enforces the compulsory attendance laws of Kentucky
Visits the homes of students to confer with parents and participates in individual or group counseling sessions
Serves as liaison between the school and the parent, juvenile court, police authorities, community agencies, and the local and state boards of education
Works with local school administrators in identifying and counseling potential dropouts, truants, and those students in need of social services
Supervises school census and enforces compulsory attendance laws for private and parochial schools
Maintains the District's records of attendance and student accounting, and assists in the identification and enforcement of student assignment
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
Master's Degree in education
Director Pupil Personnel certification
Three (3) years classroom experience
Demonstrated aptitude for successful fulfillment of the responsibilities listed above
Effective communication skills

DESIRABLE QUALIFICATIONS
Certification and experience in educational administration or management
Knowledge of state statutes and regulations related to pupil personnel services
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	CLERK SCHOOL LIBRARY MEDIA CENTER
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8332
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Performs a variety of support functions that assists the school media librarian in implementing an effective library media center program. Work involves routine circulation, resource maintenance, clerical functions, demonstration of effective oral and written communication skills, and use of digital tools

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists the school media librarian in the overall operation of the Library Media Center
Uses library automation system to circulate materials, do searches, and produce and distribute reports.
Maintains library for ease of use and accurately shelves materials according to established practices and in a timely manner
Provides assistance with individual, small, and large-group instruction
Contributes to a positive climate and culture via face to face, phone, and/or digital communications
Assists users in identifying and retrieving information
Assists with inventory, ordering, receiving, repairing, and maintaining library resources
Demonstrates proficiency with a variety of digital devices, programs, and applications
Operates and maintains equipment and devices
Completes all trainings and other compliance requirements as assignment by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Knowledge of standard library and office practices
Keyboarding skills and ability to operate a variety of office equipment, digital devices, programs, and applications
Ability to operate audiovisual equipment and computer software systems
Effective written, oral and digital communication skills

DESIRABLE QUALIFICATIONS
Familiarity with online catalog, electronic database, internet searching and library automation software
Demonstrated strong interpersonal skills
Good decision making skills and efficient time management
Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	COORDINATOR FOOD PROCUREMENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8093
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Administers department's food procurement program including USDA Foods, purchased foods and supplies and assures compliance with applicable local, state and federal procurement regulations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises the purchasing of proper types and quantities of food and supplies to meet program needs and ensures compliance with the Model Procurement Code

Acts as Kentucky Department of Agriculture liaison for receipt and distribution of USDA Foods to ensure compliance with Federal regulations

Communicates with food suppliers and manufacturers regarding purchasing and product issues to ensure product quality and availability

Formulates and maintains product specifications for all foods and supplies used in the program

Prepares and evaluates bids and distributes bid awards

Works closely with warehouse personnel to coordinate product warehousing, including continual evaluation of the process and stock levels

Maintains software programs applicable to food and supplies procured

Supervises direct quality control program for the service sites to continually assess product quality

Assumes responsibility for disseminating updates on bid information and monitoring food usage

Supervises operation of Nutrition Service Center in the absence of the Manager Nutrition Service Center

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's degree in Nutrition, Food Management, Dietetics or Business

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

Effective communication skills

Valid driver's license

DESIRABLE QUALIFICATIONS

Professional training in the food service area

Knowledge of policies and procedures of the District

Instructional experience

SNA Certification or SNS Credential

Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	COORDINATOR HOUSEKEEPING SERVICES
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8178
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Manages and supervises Area Housekeeping Supervisors to ensure all buildings are maintained in a manner that provides a clean and healthy environment suitable for education for students and staff. Ensures all building level maintenance tasks are completed according to JCPS procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard

Assists with development and execution of professional training programs, including custodial in-service and seminars for housekeeping area supervisors, plant operators, plant operator trainees, night leads, custodians, and substitute custodians

Manages and supervises Housekeeping area supervisors

Assists with the preparation of bid specifications and manages evaluation programs for selection of quality custodial supplies and equipment; maintains liaison with other departments to maintain a full up to date inventory of quality custodial supplies and equipment

Assists with the production of professional training films, instructional programs, and preparation of the written housekeeping manual

Assists with supervision of plant operator trainees and substitute custodians, evaluates their work performance, and initiates disciplinary action as necessary

Participates in the interview process to screen and select quality applicants for entry level housekeeping positions

Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned

Evaluates staff as assigned

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

Performs other duties as assigned by the Manager Housekeeping Services

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years of successful experience in housekeeping practices and procedures or other equivalent experience

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience managing housekeeping programs and personnel

Bachelor's degree

Knowledge of a variety of housekeeping supplies, materials and equipment

Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	DIRECTOR ACADEMIC PROJECT MANAGEMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4059
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Works closely with Chief Academic Officer on projects that involve community partners and internal or external partners. Assists Chief Academic Officer in promoting overall efficiency and maximizing academic services in support of educational achievement for students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Partners with staff assigned to academic departments to achieve goals of the department

Identifies needs in the area of academics and works with internal and external partners to address those needs

Collaborates with District staff to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps

Performs analysis to determine and communicate recommendations for utilizing community supports

Understands and communicates the needs of academic departments to internal and external partners to enhance effective partnerships

Ensures effective partnerships with community stakeholders through meaningful interactions

Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning

Collaborates with other community regulatory groups including the Department of Education

Supports compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to academics

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

MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration

Three (3) years successful experience as a teacher

Successful leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful experience as an administrator

Leadership experience in implementing programs in a school district

Experience in a diverse workplace



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	LIBRARIAN SCHOOL MEDIA
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	194 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4420
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides a well-balanced media center, containing materials in all formats, equipment, and a program of services which enhances and supports the school's educational goals and objectives by providing access to information and ideas for students, faculty and staff, under the supervision of the Principal. Provides leadership and expertise in maintaining a school library media program serving as teacher and instructional partner, program manager, and information specialist. The librarian is responsible for working collaboratively with school administration and staff to develop a library program that supports the curriculum; provides instructional leadership for the promotion of literacy; develops and maintains a media center collection rich in both print and digital materials and manages the media center as a flexible, dynamic learning environment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Organizes and administers the library media center's program of services to students and teachers, to support the curriculum and to further the goals of the school
Provides instruction to facilitate inquiry and foster competence and stimulate interest in reading, viewing, and using information and ideas in a variety of formats
Models and teaches skills necessary to access, evaluate, and use resources and digital tools effectively and responsibly
Classifies and catalogs print and non-print instructional materials using technology applications and prevailing cataloging trends, rules, and regulations
Maintains a balanced, relevant library media collection; conducts an annual needs assessment and evaluation of the library media program, through surveys, etc.; selects and orders library materials that reflect the requirements of the curriculum, using professional selection methods and in cooperation with teachers and administrators
Inventories and weeds the collection regularly per policy, and maintains accuracy of records; prepares and submits an annual report to the SBDM council, Principal, and Library Media Services
Establishes efficient routines and equitable procedures for the circulation, utilization, and maintenance of library media resources
Participates in faculty and librarians' meetings and in library and educational professional meetings and conferences to increase library expertise
Creates and maintains a library environment that is conducive to learning and appropriate to the maturity and interests of students; establishes and communicates clear standards of conduct, monitors student behavior, and responds to student behavior in ways that are appropriate and respectful to students
Collaborates with and/or assists teachers in planning and delivery of instruction that will utilize library resources and digital tools
Schedules, trains and supervises the library media staff (clerks, parent/student volunteers)
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, fine manipulations, and repetitive hand movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Master's degree in Education or Library Science
Valid Kentucky Teaching Certificate and Library Media Specialist Endorsement
Demonstrated ability to work cooperatively in a team situation
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful previous classroom experience
Demonstrated leadership ability
Excellent oral and written communication
Experience in a diverse work place



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	MENTAL HEALTH PRACTITIONER
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	MHP/MHP
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8229
BARGAINING UNIT:	CLA1

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides evidence-based and school-based mental health interventions (e.g., counseling) for students with moderate to severe mental health needs based on identified risk factors and universal screenings (e.g. anxiety, bullying, anger management, suicide prevention)
Collaborates with school-based administrators to prioritize individual school needs based on needs assessment and data
Obtains District-level Trauma Informed Care trainings and acts as the lead support for TIC in assigned school(s)
Participates in school-based committees for attendance and behavioral or mental health support as an active collaborator in the development of interventions
Coordinates with appropriate school, District, and community partners to ensure comprehensive services delivery
Promotes family engagement by providing parent support groups, family collaboration meetings, and home visits
Obtains District-based crisis team training and actively participates on the District crisis team
Provides acute crisis support to students
Performs record-keeping and internal and external reporting tasks in a timely and objective manner
Increases knowledge in culturally responsive practices and utilize these practices when working with students
Attends all monthly Mental Health Practitioner meetings
Serves as a provider for the related services of counseling on Individual Education Program (IEP) when appropriate, maintains 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 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
Kentucky (EPSB) credential in School Social Work, School Counseling, or School Psychology or Fully Kentucky Licensed Professional Counselor or Licensed Clinical Social Worker or Kentucky Licensed Marriage and Family Therapist or Kentucky Licensed Clinical Psychologist or Licensed Professional Art Therapist that does not require clinical supervision to perform responsibilities listed above unless supervision is monitored by licensing board
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