



Submitted for approval: 8/27/2019

Effective: 8/28/2019

JOB TITLE:	ASSISTANT DIRECTOR PROFESSIONAL LEARNING AND DEVELOPMENT
DIVISION:	ACADEMIC SERVICES DIVISION
SALARY SCHEDULE/GRADE:	IV/11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4121
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Assist the Director of Professional Learning and Development to oversee and coordinate leadership development initiatives. Collaborates with district offices to support the coordination and implementation of quality district-wide professional learning. Provides support and assistance to Teaching and Learning Department to create coherence for initiatives.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Reviews school-based professional learning and development plans to determine district-wide needs for growth and development
Coordinates the implementation of district-wide professional learning and workshops for certified and classified employees
Researches past and current practices in the area of professional learning
Accumulates and researches data related to professional learning to assist with district and state reporting
Collaborates with District staff to support the District's vision for a coherent approach to professional learning
Understands and communicates best practices in professional learning impacting student outcomes
Generates reports for effective evaluation of district-wide professional learning
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.

MINIMUM QUALIFICATIONS
Master's degree with valid Kentucky Administrator Certificate
Three (3) years of successful teaching experience
Ability to work successfully with people
Effective written and verbal communications skills

DESIRABLE QUALIFICATIONS
Demonstrated expertise in professional learning
Demonstrated leadership ability
Experience in a diverse workplace
Experience in planning, developing, and conducting professional learning sessions



JOB TITLE:	MANAGER GEOGRAPHIC INFORMATION SYSTEMS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

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SCOPE OF RESPONSIBILITIES
Coordinates Districtwide Geographic Information System (GIS) efforts; develops long-term plan to include all necessary departments including Facilities, Transportation, Demographics, Student Assignment, Safety and Security, Research, and Planning; develops specific web applications as needed for administrators, parents, and the general public; creates internship opportunities for students; and identifies additional opportunities for Geographic Information System implementation and cost-savings; projects student membership by school, grade, and race on short and long-term bases; helps assign students to schools using school census, race, grade, facilities, and programs data; helps with planning of facility needs; provides information to the general public regarding student school assignment and Board Member District and other boundary lines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Identifies opportunities to implement Geographic Information System projects in order to increase efficiency and reduce costs throughout the District
Works with Facilities, Transportation, Demographics, and Security and Investigations to determine short-term and long-term needs and budget impacts
Provides necessary training and education for key department members in order to expand the use of Geographic Information System in the District
Converts existing data into a digital format that can be incorporated into a districtwide Geographic Information System
Develops and maintains Geographic Information System database and technology appropriate to the function of the District
Develops custom applications for administrators, including web services for Principals and parents
Provides liaison as assigned with the Louisville-Jefferson County Information Consortium (LOJIC), Louisville and Jefferson County planning and zoning, Property Valuation Administration (PVA), Census Bureau, and other agencies dealing with population and pertinent geographic data
Collaborates with Academies of Louisville to provide projects and internships for students
Identifies additional opportunities for Geographic Information System implementation and cost savings by collaborating with department leaders within the district and opening communication lines between departments
Maintains and documents all school attendance boundary lines, sub-zones and satellites for the student assignment plan and maintains data documentation file for each school, prepares studies and reports for changes in school attendance boundary lines
Maintains and documents all Board Member and other District school attendance boundary lines and feeder patterns, updates the Dual Integrated Map Encoding (DIME) File and coordinates data functions with Information Technology (IT)
Provides information for control of student assignment to schools including monitoring school magnet and special programs
Develops and maintains data base and technology appropriate to function of department
Assists in auditing and documenting student data base programs in Pupil Personnel and IT
Collects and maintains a record of all new housing starts and other information which reflect changes in housing patterns
Develops and prepares student membership projections by schools, programs, and district on a short and long term basis
Completes all trainings and other compliance requirements as assigned by the designated deadline
Evaluates staff as assigned
Other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree

Geographic Information System (GIS) Certificate

Three (3) years successful experience in the analysis and management of highly technical geographic data

Ability to work with groups, agencies and organizations concerned with census data and projections

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Successful experience in applying census, demographics, and Geographic Information System data to school system uses

Experience in using data management program

Experience in a diverse workplace



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JOB TITLE:	TECHNICIAN GEOGRAPHIC INFORMATION SYSTEMS (GIS) SUPPORT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Assists Manager Geographic Information Systems (GIS) with daily operations including coordinating GIS projects with departments throughout the district; creates and maintains GIS data; coordinates data collection for facilities room usage surveys; shares data and creates reports as needed; trains and provides technical support to users within the District

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates facilities room usage data collection with school staff and GIS Services
Creates and provides maps and reports for users
Performs basic GIS analysis including geocoding, data editing, and creates feature classes
Assists in planning data bases and data retrieval systems
Serves as liaison with data processing specialists for implementation
Prepares specifications for ad hoc reports and mass updates
Produces reports from data bases
Assists in preparing, maintaining and updating data and information
Performs studies for departments, offices, and agencies
Assists in compliance with district and/or community requests for special data requirements
Prepares interim and annual reports for district, state, and federal programs
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years data processing experience with highly technical data
Four (4) years research and data evaluation experience
Advanced spreadsheet (e.g., Microsoft Excel) skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree
ERSI ArcGIS Training Certificate
Successful experience in applying census, demographics, and Geographic Information System data to school system uses
Experience in application development
Experience in a diverse workplace