



Submitted for
Approval: 9/24/2019
Effective: 9/25/2019

JOB TITLE:	COORDINATOR GRANT PROGRAM
DIVISION:	AS APPROVED BY THE BOARD
SALARY SCHEDULE/GRADE:	II, Grade 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates and oversees grant-funded program(s). Develops periodic reports to comply with grant requirements. Maintains master files on grants. Monitors paperwork connected with grant-funded programs. Directs and coordinates evaluation and monitoring of grant-funded programs as required by grant funder.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, develops, implements, and evaluates grant programs, services, and activities as outlined in the approved grant application.
Coordinates with other district departments (e.g., food service, transportation) to ensure delivery of grant activities, programs or services
Collects and documents all objectives, outcomes, student data, and other information as required by the grant funder
Maintains grant budget and tracks all grant expenditures
Ensures the implementation of all grant policies and practices
Assures compliance with any federal, state; local, and district regulations, deadlines, and requirements (e.g. grant, budget, assurances, and purchasing)
Attends grant and district mandated professional development, trainings and meetings
Manages and coordinates grant activities and data collection with external partners, if required
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor as it relates to the implementation of the grant program

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 may involve driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree
Three years of successful experience in area of assignment
Effective communication skills
Experience with writing reporting and budgets

DESIRABLE QUALIFICATIONS

Experience working in schools
Experience with data collection and reporting
Experience in a diverse workplace

FOOTNOTE

Position contingent upon availability of grant funding.



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JOB TITLE:	COORDINATOR STUDENT TECHNOLOGY LEADERSHIP PROGRAM
DIVISION:	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	COACHING SEASON
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	

SCOPE OF RESPONSIBILITIES

Provides a platform for students to demonstrate how they utilize technology to solve school/community needs through instructional, technical, service, and entrepreneurial-based projects through Student Technology Leadership Program (STLP).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides experiences for students to develop as emerging innovators by seeking to learn through employing a sense of curiosity and inquiry

Extends challenges and clarifies the thinking of self and others

Applies a design process to create new solutions, products, and processes

Uses relevant information and feedback to continually improve solutions, products, and processes

Takes appropriate risks and makes adjustments based on successes and failures

Provides experiences for students to develop as globally and culturally competent citizens by exploring community and global issues from the perspectives of those most impacted and creating actionable solutions

Employs democratic processes to come to decisions and solutions

Demonstrates compassion and empathy toward others

Respects different cultures, perspectives, and beliefs

Promotes a sense of belonging for others

Provides experiences for students to develop as prepared and resilient learners by applying content knowledge to real world contexts in interdisciplinary ways

Reflects on successes, challenges, and making appropriate adjustments in order to meet goals

Employs organizational and project management skills to achieve academic, personal, and professional growth

Provides experiences for students to develop as productive collaborators by working effectively with diverse groups to accomplish a common goal

Gives and receives meaningful feedback

Assumes personal responsibility for team outcomes

Listens to understand others' ideas and perspectives

Provides experiences for students to develop as effective communicators by using appropriate conventions and evidence to convey ideas clearly in writing, verbally, digitally, and visually

Adapts messages to purpose and needs of the audience; uses discipline-specific writing conventions, formats, and vocabulary to communicate ideas

Uses technology effectively and responsibly

Assists STLP members in submitting showcase, service team, live performance, and/or DPOJ projects for consideration at regional and state competitions

Accompanies STLP members to regional and state competition, as permitted

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

Demonstrates ability to clearly communicate technical ideas and concepts to others

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



Submitted for
Approval: 9/24/2019
New: 9/25/2019

JOB TITLE:	DIRECTOR TRANSITION READINESS
DIVISION:	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS ALLOCATED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Assists the Assistant Superintendent of High Schools to establish, organize, and lead a K-12 career and technical education and transition readiness program, with an emphasis on high schools. Provides leadership and direct supervision of evidenced-based strategies for an effective transition readiness program, as measured by transition readiness outcomes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and manages the Carl D. Perkins Career and Technical Education program and activities including budgetary, data standards, and other organizational systems
Oversees community and business partnerships and linkages for schools
Provides general technical assistance to assistant superintendents and schools on data analysis for transition readiness
Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures
Mentors school and district administrators to support effective leadership around transition readiness
Integrates college and career readiness, dual credit opportunities and intervention strategies in professional development to support schools in supporting student needs with particular attention paid to the goal of reducing the achievement and opportunity gap
Monitors schools' career and technical education (CTE) data in order to support schools and students, and collaborates with assistant superintendents to address strategies to support students
Builds collaborative working groups within the academics department, community/business partnerships, and communicates for the continuous improvement of the District's transition plans
Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
Advises and assists the high school assistant superintendent and school leadership teams in developing and evaluating, supporting, and monitoring transition readiness strategies
Conducts and/or coordinates on-site school visits to assess transition readiness in order to provide recommendations and further support to assistant superintendents, administrators, and school teams
Collaborates with Assistant Superintendents/Principals/Instructional Directors to establish K-12 College and Career Readiness programs along with measurable outcomes for monitoring and building success for all schools in the District
Advises and assists K-12 stakeholders in developing and evaluating College and Career Readiness programs and addressing access to career pathways, industry credentials, scheduling procedures, and monitoring student performance
Supports school sites' college and career readiness programs, internships, and K-12 CCR services
Provides and expands support for career readiness partners, including program advisory councils, local businesses, postsecondary partners, apprenticeship councils, community-based organizations, city and county municipalities, students, teachers, and parents
Oversees and advances the opportunities for dual credit enrollment opportunities for students
Supports the HS Assistant Superintendent in preparing presentations on K-12 College and Career Readiness progress to

the Board of Education, the Superintendent of Schools, and other stakeholder groups
Supervises and provides direction to implement goals, objectives and functions of the organizational unit
Monitors District and community workforce needs and initiates activities to meet those identified needs
Seeks and manages multiple funding resources and grants to support Transition Readiness
Provides consistent emphasis on and support for postsecondary and career exploration and preparation through both formal and informal student events and activities
Assists in the development of school site career readiness and preparation plans in accordance with city, state, and federal employment trends
Establishes and maintains cooperative relationship with parents and the community to support District goals and program objectives
Initiates policy, formulates and recommends program goals and objectives as appropriate
Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated amounts
Prepares required and special reports as requested
Provides effective leadership to implement performance evaluation procedures
Cooperates with Principals and/or other organizational units to implement common goals and objectives
Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment
Chairs and/or participates on committees and task forces as assigned
Assures effective implementation of District goals and objectives where applicable
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, carrying or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

MINIMUM QUALIFICATIONS
Master's Degree or higher with Kentucky Certification in Administration or Instructional Leadership
Five (5) years of successful experience in transition readiness, CTE education, and/or the career academy model
Experience leading school turnaround and improving student outcomes
Effective communication skills and school level leadership

DESIRABLE QUALIFICATIONS
Experience with the career academy model
Experience in a diverse workplace



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New: 9/25/2019

JOB TITLE:	LIAISON HUMAN CAPITAL
DIVISION:	AS DETERMINED PER REQUEST OF DIVISION
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Acts as liaison between the employing division and Human Resources assisting the division in human capital related activities such as requisitioning positions, reviewing applicants, setting up interviews, completing recommendations for hire, division onboarding of new employees.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Serves as the division point of contact to the appropriate Human Resource representative
Reviews and suggests updates to job descriptions as needed within the division
Reviews and submits position requisition paperwork
Reviews vetted applicants for division leads prior to interviewing
Assists in the setting up of interviews including dates, times, locations, interview questions, scoring rubrics, and related items
Reviews and submits recommendations of the division to Human Resources
Serves as the liaison for employees in the division to Human Resources
Connects division employees to Human Resources services as needed
Assists division with Human Resource reports and information
Ensures all hiring policies and procedures are followed
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Demonstrates effective oral and written communication of personnel rules and related procedures
Maintains security of confidential information and materials
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, carrying or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

MINIMUM QUALIFICATIONS
Bachelor's degree
Experience in Human Resources
Effective communication skills

DESIRABLE QUALIFICATIONS
Two years of experience in area of assignment
Experience with reviewing , interviewing, and onboarding job applicants
Experience in a diverse workplace