



NEW: Submitted:
 07/01/2019 06/11/2019
 10/16/2019 10/15/2019

JOB TITLE:	CONSULTANT WORKERS COMPENSATION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8622
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

~~Assumes responsibility for general implementation and maintenance of the employee benefits program; coordinates enrollment in employee benefits; counsels employees as to benefits and options; maintains appropriate records; calculates retirement and early retirement benefit compensation; organizes and attends benefit workshops and seminars; coordinates workers' compensation benefits for District employees; manages first tier issue resolution for benefit and workers' compensation concerns. Provides specialized expertise and assumes responsibility for general administration and maintenance of the District's workers' compensation program. Coordinates workers' compensation benefits for District employees; counsels employees and supervisors as to benefits and options; maintains appropriate records; and manages first tier issue resolution for benefit and workers' compensation concerns.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Counsels and provides quality customer service to with employees and employee representatives regarding benefits and retirements, both certified and classified employees regarding workers' compensation benefits and rights and responsibilities under the program~~

~~Coordinates workers' compensation claims and benefits for the District. Coordinates implementation of the retirement benefit compensation programs (early retirement, TRS and CERS) including preparation, processing and maintenance of appropriate applications, reports, and records~~

~~Represents the District at benefit review conferences and hearings with the Office of Workers' Claims Distributes and reviews employee benefits information and assists employees and applicants with processing enrollments, forms, and payroll deductions for benefit plans~~

~~Coordinates workers' compensation claims and benefits for the District; and acts~~ Acts as a liaison between the injured employees, the third party claims administrator, the District's occupational medicine provider, and local District administration

~~Processes all First Reports of Injury including record-only, medical-only, and lost time claimsCounsels employees as to their benefits available under the workers' compensation program as well as their rights and responsibilities under the program~~

~~Prepares OSHA reporting and required postings for assigned District location(s) and assists s~~Schools with OSHA reporting by supplying workers' compensation data

~~Stays abreast of statutes, regulations, rules, and District policies pertaining to employee benefits and workers' compensation~~

~~Coordinates accommodations and early return to work programs for injured employees Acts as a subject matter expert on all JCPS benefit plans including: Board-paid benefits, State-paid benefits, and voluntary benefit plans and manages first tier issue resolution as needed for the Assistant Benefits Counselors~~

~~Collaborates with other departments including; but not limited to, Safety & Environmental, Human Resources, Payroll and the Leave Center and compiles workers' compensation reporting~~

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of successful ~~employee benefit experience or equivalent~~ experience in Human Resources or Risk Management

Working knowledge of laws, statues, regulations, policies, and procedures related to ~~benefits and~~ workers' compensation

General knowledge of OSHA, HIPAA, FMLA, ADA, and other regulations overlapping with workers' compensation

Excellent customer service skills

Effective ~~communication~~ organizational skills

DESIRABLE QUALIFICATIONS

~~Two (2) years successful experience in a leadership role~~ General knowledge of Kentucky education law and Federal employment laws

Experience in a diverse workplace



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FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8622
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Provides specialized expertise and assumes responsibility for general administration and maintenance of the District's workers' compensation program. Coordinates workers' compensation benefits for District employees; counsels employees and supervisors as to benefits and options; maintains appropriate records; and manages first tier issue resolution for benefit and workers' compensation concerns.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Counsels and provides quality customer service to employees regarding workers' compensation benefits and rights and responsibilities under the program

Coordinates workers' compensation claims and benefits for the District

Represents the District at benefit review conferences and hearings with the Office of Workers' Claims

Acts as a liaison between the injured employees, the third party claims administrator, the District's occupational medicine provider, and local District administration

Processes all First Reports of Injury including record-only, medical-only, and lost time claims

Prepares OSHA reporting and required postings for assigned District location(s) and assists schools with OSHA reporting by supplying workers' compensation data

Stays abreast of statutes, regulations, rules, and District policies pertaining to workers' compensation

Coordinates accommodations and early return to work programs for injured employees

Collaborates with other departments including; but not limited to, Safety & Environmental, Human Resources, Payroll and the Leave Center and compiles workers' compensation reporting

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of successful experience in Human Resources or Risk Management

Working knowledge of laws, statutes, regulations, policies, and procedures related to workers' compensation

General knowledge of OSHA, HIPAA, FMLA, ADA, and other regulations overlapping with workers' compensation

Excellent customer service skills

Effective organizational skills

DESIRABLE QUALIFICATIONS
General knowledge of Kentucky education law and Federal employment laws
Experience in a diverse workplace



NEW: Submitted:
~~07/01/10~~10/16/2019 ~~06/11/10~~10/15/2019

JOB TITLE:	LIAISON COMMUNITY BILINGUAL
DIVISION	AS ASSIGNED ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, Grade 7
WORK YEAR:	AS APPROVED BY THE BOARD 220 Days
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	8247
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Serves as a JCPS/~~English as a Second Language~~ (ESL) Liaison for local Refugee Resettlement Agencies as well as for the School and Community Nutrition Services. Assists ~~English Language Learners~~ (ELL) students and families with school enrollment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Builds/updates Households in Infinite Campus and creates initial PSPs (Program Service Plans) for new and returning students including Refugee Resettlement Agencies
- Communicates with Refugee Resettlement Agency representatives and schedules ESL School Registrations at their locations
- Creates/maintains ESL student Registration Lists and reports from Refugee Resettlement Agencies
- Provides translations and interpretations (phone and/or in person)
- Coordinates with ~~FNS~~ (Food and Nutrition Services) by forwarding applications for students registered at ESL Intake
- Assists in the enrollment of ELL students
- Guides ELL students and families in the process of school registration, ~~mM~~agnet, and ~~oO~~ptional ~~aA~~pplication and ~~sS~~tudent ~~tT~~ransfer
- Answers and routes phone calls and requests from schools
- Supports administration of initial English language proficiency assessment for ELL families
- Participates actively in PD Sessions related to ELL students, refugees and immigrants, and other JCPS policies
- Leads community sessions about school choices and other JCPS Programs available for ELL students and families (local Refugee Resettlement Agencies and JCPS Showcase of Schools)
- Assists parents in the online student application process
- Manages food pantry in Diversity, Equity, Poverty unit when applicable to the position
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Associate degree or approved equivalent training (64 college semester hours) and experience

One (1) year of successful experience
Demonstrated proficiency in two (2) languages: English and another appropriate language
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



NEW: 10/16/2019
Submitted: 10/15/2019

JOB TITLE:	LIAISON COMMUNITY BILINGUAL
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, Grade 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	8247
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Serves as a JCPS/English as a Second Language (ESL) Liaison for local Refugee Resettlement Agencies as well as for the School and Community Nutrition Services. Assists English Language Learners (ELL) students and families with school enrollment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Builds/updates Households in Infinite Campus and creates initial PSPs (Program Service Plans) for new and returning students including Refugee Resettlement Agencies
- Communicates with Refugee Resettlement Agency representatives and schedules ESL School Registrations at their locations
- Creates/maintains ESL student Registration Lists and reports from Refugee Resettlement Agencies
- Provides translations and interpretations (phone and/or in person)
- Coordinates with Food and Nutrition Services by forwarding applications for students registered at ESL Intake
- Assists in the enrollment of ELL students
- Guides ELL students and families in the process of school registration, magnet, and optional application and student transfer
- Answers and routes phone calls and requests from schools
- Supports administration of initial English language proficiency assessment for ELL families
- Participates actively in PD Sessions related to ELL students, refugees and immigrants, and other JCPS policies
- Leads community sessions about school choices and other JCPS Programs available for ELL students and families (local Refugee Resettlement Agencies and JCPS Showcase of Schools)
- Assists parents in the online student application process
- Manages food pantry in Diversity, Equity, Poverty unit when applicable to the position
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

- Associate degree or approved equivalent training (64 college semester hours) and experience
- One (1) year of successful experience

Demonstrated proficiency in two (2) languages: English and another appropriate language
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



NEW: Submitted:
 107/176/2019 107/165/2019

JOB TITLE:	MENTAL HEALTH PRACTITIONER
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	MHP/MHP
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8227
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, maintain all documentation required by IDEA, and attends Admissions and Release Committee (ARC) meetings when necessary

Completes required training to maintain professional licensure

Adheres to all 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
One of the following credentials, licenses, or permits: KY (EPSB) credential in School Social Work, School Counseling, or School Psychology; or Fully Kentucky Licensed Professional Counselor; or Licensed Clinical Social Worker; or KY Licensed Marriage and Family Therapist; or Marriage and Family Therapist Associate; or Kentucky Licensed Clinical Psychologist; or any related credential to those listed that does not require clinical supervision to perform responsibilities listed above unless supervision is monitored by the 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



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10/16/2019 10/15/2019

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Experience in crisis intervention and counseling
Experience working with children exposed to trauma
Experience in a diverse workplace