



Revised:~~NEW:~~
07/01/2019
11/13/2019

Submitted:
06/11/2019
11/12/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT TEMPORARY /SUBSTITUTE
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	AS NEEDED
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8207
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Under the direction of the supervising teacher or Principal, the instructional assistant participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation, and organization of materials and equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements instructional techniques and learning activities as directed by the teacher
Participates as an integral member of the remediation instructional team
Administers achievement and diagnostic tests as the teacher recommends for individual students
Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab under the direction of the teacher
Operates and cares for equipment used in the classroom for instructional purposes
Distributes materials for instruction
Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips
Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills under the direction of the teacher
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.
Passing Score on the Kentucky Para-educator Assessment or 48 college hours
Demonstrated competent language skills
Successful experience working with children, individually or in groups, including ability to read and understand meanings of words and ideas associated with them and to use them effectively
Participated in program training as specified by the Kentucky Department of Education and local district
Program specific certifications/training
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated knowledge of computer operations and functions
Experience with standard office machines
Experience in a diverse workplace



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MINIMUM QUALIFICATIONS

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DESIRABLE QUALIFICATIONS
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Experience with standard office machines
Experience in a diverse workplace



Revised:~~NEW~~: Submitted:
 11/13/2019 11/12/2019
 07/01/2019 06/11/2019

JOB TITLE:	MANAGER EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4240
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of a project, program or activity and evaluates staff as assigned

Develops, establishes or administers project, program or activity

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

Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned

Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of project, program or activity

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

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

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

Prepares, delivers or assists with training opportunities as appropriate

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

~~Master's Degree~~ Bachelor's Degree

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

Kentucky Professional Certification in Administration and/or Supervision (Principal Certification)

Successful leadership experience

Effective communication skills

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



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JOB TITLE:	MANAGER EARLY CHILDHOOD
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FLSA STATUS:	EXEMPT
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MINIMUM QUALIFICATIONS

Master's Degree
Three (3) years of successful experience in area of assignment
Kentucky Professional Certification in Administration and/or Supervision (Principal Certification)
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace



Revised:~~NEW~~
11/13/2019
08/07/2019

Submitted:
11/12/2019
08/06/2019

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:	2536
BARGAINING UNIT:	SUBC

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.

~~Temporary~~ or ~~Full~~ license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

Continuing education requirements

One (1) year ~~of~~ 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

Bachelor's or 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



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SALARY SCHEDULE/GRADE:	6-SUB-16,17,18
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	SUBC

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.

Temporary or full license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

Continuing education requirements

One (1) year of experience interpreting in an education setting or working in the deaf community with supporting documentation or graduation from an Interpreter Training Program

DESIRABLE QUALIFICATIONS

Bachelor's or 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