



NEW: Submitted:
12/10/2019 12/10/2019

JOB TITLE:	ASSISTANT MARKETING
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA-9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Supports the Marketing Coordinator, providing assistance in developing and implementing programs and tactics that promote district initiatives to audiences internal and external to JCPS. Works with students, educators, administrators, schools, businesses, and community partners on projects. Assists with event coordination, development of written materials, social media management, and administrative duties required to meet District marketing objectives.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with event setup and breakdown, including picking up and placing signage and other materials, arranging tables and chairs, testing audio/visual elements, arranging deliveries, directing guests, responding to the on-demand needs of the event

Assists with the development of speeches and talking points for speakers at Academies of Louisville events

Aids in the development of multi-channel marketing campaigns that raise awareness for district initiatives

Assists in planning Student Attendance Campaign Pop-up Parties and recognitions, Superintendent's State of the District, Showcase of Schools, JCBE Community Forums, and other conferences, summits, and large-scale meetings

Assists in daily management of Academies of Louisville social media channels including event coverage, audience engagement, content generation, and managing student Instagram takeovers

Facilitates the execution of media buys by securing rates, ensuring art specifications are followed, elements are delivered, and purchase orders are created

Assists with administrative needs related to signage and collateral production including the submission of detailed job requests to Materials Production or other vendors

Assists with the purchasing process, ensuring quotes are acquired and invoices are properly submitted to the department administrator for processing as soon as possible

Organizes marketing photos and aids in the determination of best photos for specific materials and presentations

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, crawling, climbing, reaching with the ability to lift, carry, push or pull light objects.

MINIMUM QUALIFICATIONS

Bachelor's Degree in advertising, marketing, public relations, communications, or other applicable field

Two years of experience in two or more of the following marketing areas: media buying (traditional or social/digital), speechwriting, copywriting, art direction, marketing campaign conceptualization, brand positioning

Two years of experience planning and executing events

Excellent written and verbal communication skills

DESIRABLE QUALIFICATIONS

Prior experience in a marketing/public relations agency

Prior experience in social media management

Experience in a diverse workplace



DELETED

12/10/2019

JOB TITLE:	ANALYST DEMOGRAPHICS
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8766
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

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; works with pupil personnel, transportation, program placement, and other staff; provides information to the general public regarding student school assignment and Board Member District and other boundary lines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

Assists in projecting student membership on long and short-range bases and prepares reports related to membership and attendance including mobility and other related data

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

Provides liaison as assigned with the Census Bureau, Louisville and Jefferson County planning and zoning, economic development, Kentuckiana Regional Planning and Development Agency, and other agencies dealing with population and other pertinent data

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
Proficiency in knowledge and use of computer technology
Three (3) years successful experience in the analysis and management of highly technical data
Ability to work with groups, agencies and organizations concerned with census data and projections
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience in applying census and demographics data to school system uses
Experience in using data management program
Experience in a diverse workplace



Revised~~NEW~~: Submitted:
 12/10/2019 12/10/2019
 07/01/2019 06/11/2019

JOB TITLE:	AUDITOR ATTENDANCE
DIVISION	OPERATIONS ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8764
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Coordinates the Dual Integrated Map Encoding (DIME) File corrections with Information Technology (IT); audits student membership; provides and maintains information and assists staff and the public in using this information; prepares maps and assists with the historical information of schools.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Audits student membership to verify correct school attendance by students

Maintains the DIME File and coordinates corrections with IT

Uses computer ~~software terminal~~ for boundary changes, population reports, and student membership projections

Provides information to schools and to parents about school assignments in coordination with the ~~Supervisor~~ ~~Manager Analyst Demographics~~

Helps maintain the historical information on the school boundary lines and statistical data

Assists with preparation and composition of charts, ~~and~~ documents, ~~and maintains databases~~

Helps prepare the maps of the School Board Districts, school attendance areas, etc., as required

Assists with preparing the annual projections of student membership

Helps school personnel and others to use the DIME File and map reading information

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, 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.

Good communications skills

Three (3) years ~~of~~ clerical experience involving the use of automated systems

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience reading track and block information on the census maps

Experience translating computer data into information suitable for use by appropriate users

Experience in a diverse workplace



Revised
12/10/2019

Submitted:
12/10/2019

JOB TITLE:	AUDITOR ATTENDANCE
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8764
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Coordinates the Dual Integrated Map Encoding (DIME) File corrections with Information Technology (IT); audits student membership; provides and maintains information and assists staff and the public in using this information; prepares maps and assists with the historical information of schools.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Audits student membership to verify correct school attendance by students

Maintains the DIME File and coordinates corrections with IT

Uses computer software for boundary changes, population reports, and student membership projections

Provides information to schools and to parents about school assignments in coordination with the Supervisor

Helps maintain the historical information on the school boundary lines and statistical data

Assists with preparation and composition of charts, documents, and maintains databases

Helps prepare the maps of the School Board Districts, school attendance areas, etc., as required

Assists with preparing the annual projections of student membership

Helps school personnel and others to use the DIME File and map reading information

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, 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.

Good communications skills

Three (3) years of clerical experience involving the use of automated systems

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience reading track and block information on the census maps

Experience translating computer data into information suitable for use by appropriate users

Experience in a diverse workplace



New: Submitted:
12/10/2019 12/10/2019

JOB TITLE:	COORDINATOR LEAVE CENTER
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides specialized expertise regarding employee leaves of absence programs including the Family and Medical Leave Act (FMLA), District leave programs, and reasonable accommodations under the Americans with Disabilities Act (ADA). Coordinates and reviews all employee leave requests including administration and case management and ensures compliance and consistency with district policies and procedures, collective bargaining agreements, and applicable employment laws.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and supervises all administrative aspects of JCPS leave programs to include reviewing employee leave requests and medical documentation and makes final determinations on approvals, denials, requests for additional information, return to work, and leave extension requests

Reviews Advisors Employee Leave tracking of employee eligibility for FMLA, leave allotments, and ensures that leave reports are being efficiently monitored and processed in a timely manner

Reviews and approves all payroll system leave actions and ensures the Leave Center meets all payroll deadlines

Collaborates with and provides outstanding customer service and first tier issue resolution to employees and to other departments including but not limited to HR Staffing, Benefits, Payroll, and Employee Relations

Serves as a subject matter expert by providing interpretation and guidance to administrators, employees, and Advisors Employee Leave on JCPS leave policies and procedures, applicable employment laws, and collective bargaining agreements as it relates to leaves of absence

Investigates areas of potential or alleged leave abuse/fraudulent activity and provides recommendations to the supervisor and Employee Relations

Works closely with Employee Relations on any leave policy violations

Assists, under the direction of the supervisor in coordinating reasonable accommodations under the Americans with Disabilities Act (ADA), including conducting conferences and providing expert counsel to employees and Administrators in all areas of leaves and ADA compliance

Remains current and ensures Leave Center compliance with applicable employment laws, industry trends, and conducts research to make recommendations to the supervisor

Produces reports and metrics regarding leaves of absence and reasonable accommodations

Completes all trainings and other compliance requirements as assigned 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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of successful experience in Human Resources

Working knowledge of FMLA, ADA, HIPAA, USERRA, and applicable Federal and State employment laws
Strong organizational and customer service skills; proven ability to communicate orally and in writing
Effective communication skills

DESIRABLE QUALIFICATIONS
PHR/SPHR, SHRM-CP, or other Human Resources Certification
General knowledge of Kentucky education law
Experience in a diverse workplace



Revised: Submitted:
~~07/17/2019~~ ~~07/16/2019~~
 01/01/2020 12/10/2019

JOB TITLE:	COORDINATOR RECRUITMENT RECTUITER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IV II, GRADE 8 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4213
BARGAINING UNIT:	CERX CLAS

SCOPE OF RESPONSIBILITIES
Provides leadership and support for District recruitment initiatives focusing on both certified and classified staff. Engages a wide variety of stakeholders in recruitment and retention efforts. Designs and implements multiple strategies, projects, initiatives and activities to develop and cultivate top talent pipelines for critical certified and classified positions. Collects and analyzes data to evaluate effectiveness of District recruitment and retention efforts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates all aspects of recruitment for both certified and classified positions within the District
Implements multi-media marketing strategies to enhance District branding and employee recruitment
Develops and implements a position-specific targeted search strategy to source candidates
Engages a wide variety of stakeholders, including District employees, in recruitment and retention initiatives
Monitors local, state and national supply and demand data related to positions and needs of the District
Monitors employee retirement and attrition to identify District needs
Cultivates contacts with local colleges and universities, businesses, community organizations and faith-based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District
Coordinates and attends job fairs and college/career fairs requiring extensive in-state and out-of-state travel especially during peak recruitment season
Develops and maintains state and national contacts to support recruitment efforts
Collects and analyzes data from multiple sources to evaluate effectiveness of recruitment initiatives and to direct recruitment efforts
Collaborate with other departments to design opportunities and programs to train and develop current employees for critical needs positions
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, 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 driving automotive equipment. In-state and out-of-state travel is required on a regular basis with heavy travel required during "recruitment season".

MINIMUM QUALIFICATIONS
Bachelor's degree
Master's Degree with valid Kentucky Teaching Certificate
Three (3) years of successful teaching experience
Experience in recruiting, sales, or marketing
Effective written and verbal communication skills
Demonstrated knowledge and effective use of social media including Linked In, Facebook, and Twitter

DESIRABLE QUALIFICATIONS
Knowledge of and /or experiences with utilizing source techniques including direct sourcing, internet and data mining and use of search engines and social media
Experience in a diverse workplace
Three (3) years of successful teaching experience



Revised: 01/01/2020
Submitted: 12/10/2019

JOB TITLE:	COORDINATOR RECRUITMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides leadership and support for District recruitment initiatives focusing on both certified and classified staff. Engages a wide variety of stakeholders in recruitment and retention efforts. Designs and implements multiple strategies, projects, initiatives and activities to develop and cultivate top talent pipelines for critical certified and classified positions. Collects and analyzes data to evaluate effectiveness of District recruitment efforts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates aspects of recruitment for both certified and classified positions within the District
Implements multi-media marketing strategies to enhance District branding and employee recruitment
Develops and implements a position-specific targeted search strategy to source candidates
Engages a wide variety of stakeholders, including District employees, in recruitment and retention initiatives
Monitors local, state and national supply and demand data related to positions and needs of the District
Cultivates contacts with local colleges and universities, businesses, community organizations and faith-based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District
Coordinates and attends job fairs and college/career fairs requiring extensive in-state and out-of-state travel especially during peak recruitment season
Develops and maintains state and national contacts to support recruitment efforts
Collects and analyzes data from multiple sources to evaluate effectiveness of recruitment initiatives and to direct recruitment efforts
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, 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 driving automotive equipment. In-state and out-of-state travel is required on a regular basis with heavy travel required during "recruitment season".

MINIMUM QUALIFICATIONS
Bachelor's degree
Experience in recruiting, sales, or marketing
Effective written and verbal communication skills
Demonstrated knowledge and effective use of social media including Linked In, Facebook, and Twitter

DESIRABLE QUALIFICATIONS
Knowledge of and /or experiences with utilizing source techniques including direct sourcing, internet and data mining and use of search engines and social media
Experience in a diverse workplace



~~NEW:Revised~~
12/10/2019
07/01/2019

Submitted:
12/10/2019
06/11/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR SCHOOL CHOICE
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8181
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

The Executive Administrator of School Choice is responsible for supporting the Board of Education in its role as a charter school authorizer, including providing administrative leadership, management, and implementation of District processes and procedures relating to charter school authorization; and other projects and initiatives. Additionally, the department of student assignment and the magnet office will report to the Executive Administrator.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Ensures compliance with statutes and administrative regulations governing the Board's role as a charter school authorizer

Develops and implements procedures in accordance with applicable statutes and administrative regulations, to guide the Board's performance of its duties as a charter school authorizer

Coordinates training for Board and staff regarding the Board's role as a charter school authorizer

Coordinates with other departments and divisions within the District including, but not limited to Student Assignment, Financial Services, Human Resources, and Operations for the efficient and effective implementation of the Board's role as a charter school authorizer

Stays current with all legislation and administrative regulations relating to charter schools

Establishes close working relationship with KDE, DSBA, other Kentucky authorizers, and national education organizations to identify and implement evidence-based best practices for charter school authorizers

Provides administrative support and regular reports to the Board in their role as a charter school authorizer

Oversees the work of the Student Assignment Department including magnets, transfers, and all other functions involving assignment of students to schools

Collaborates with other departments to ensure the smooth operations of student assignment functions

Supports families and students as they make choices for school; facilitates problem solving with families and schools to address concerns

~~Oversees the work of the Demographics department and is responsible for student projections to schools~~

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

Evaluates staff as assigned

Performs all 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. This work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS
Master's Degree or higher with Kentucky Certification in Administration or Classified Administrator with a Bachelor's Degree and Policy experience
Five (5) years of relevant policy/regulation experience
Extensive knowledge of federal and state laws and regulations
Proven leadership experience with diverse populations
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree in Public Policy, Public Administration, or related field
Experience working with the Kentucky Department of Education
Extensive experience working collaboratively with diverse, external organizations
Experience in a diverse workplace



Revised
12/10/2019

Submitted:
12/10/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR SCHOOL CHOICE
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8181
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

The Executive Administrator of School Choice is responsible for supporting the Board of Education in its role as a charter school authorizer, including providing administrative leadership, management, and implementation of District processes and procedures relating to charter school authorization; and other projects and initiatives. Additionally, the department of student assignment and the magnet office will report to the Executive Administrator.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Ensures compliance with statutes and administrative regulations governing the Board's role as a charter school authorizer

Develops and implements procedures in accordance with applicable statutes and administrative regulations, to guide the Board's performance of its duties as a charter school authorizer

Coordinates training for Board and staff regarding the Board's role as a charter school authorizer

Coordinates with other departments and divisions within the District including, but not limited to Student Assignment, Financial Services, Human Resources, and Operations for the efficient and effective implementation of the Board's role as a charter school authorizer

Stays current with all legislation and administrative regulations relating to charter schools

Establishes close working relationship with KDE, DSBA, other Kentucky authorizers, and national education organizations to identify and implement evidence-based best practices for charter school authorizers

Provides administrative support and regular reports to the Board in their role as a charter school authorizer

Oversees the work of the Student Assignment Department including magnets, transfers, and all other functions involving assignment of students to schools

Collaborates with other departments to ensure the smooth operations of student assignment functions

Supports families and students as they make choices for school; facilitates problem solving with families and schools to address concerns

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

Evaluates staff as assigned

Performs all 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. This work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration or Classified Administrator with a Bachelor's Degree and Policy experience
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Five (5) years of relevant policy/regulation experience

Extensive knowledge of federal and state laws and regulations

Proven leadership experience with diverse populations

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree in Public Policy, Public Administration, or related field

Experience working with the Kentucky Department of Education
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Extensive experience working collaboratively with diverse, external organizations

Experience in a diverse workplace



New:
1/1/2020

Submitted:
12/10/2019

JOB TITLE:	LEAD HOUSEKEEPING TEAM
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II GRADE 4
WORK YEAR:	220+20DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the safe and healthful operation of the physical plant and grounds; directs and participates with the housekeeping staff in custodial functions and preventative maintenance. Serves various locations within the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and organizes the work of the housekeeping staff (including temporary employees) and participates in custodial activities to accomplish daily, and periodic cleaning

Implements the established cleaning standards and methods using approved products and equipment

Conducts preventative maintenance program (minor maintenance) of facilities and ground; arranges for major maintenance as required

Evaluates, recommends disciplinary actions of custodial staff in cooperation with the Foreman Housekeeping

Observes established severe weather procedures and performs building checks

Cooperates and works closely with Custodial Lead Team (where assigned)

Ensures proper maintenance of the grounds to include snow and ice removal from sidewalks and steps

Maintains an inventory of custodial supplies and equipment, reordering as necessary

Schedules custodial services as necessary for extra-curricular (after-hours) activities

Evaluates staff as assigned

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, driving automotive equipment and exposure to dust fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful completion of JCPS plant operator assessment and training program

Effective communication skills

Valid Driver's License

Ability to supervise

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace

Experience as a custodian in a school environment

Experience in leading employees

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.



Revised: 12/10/2019

Effective: 12/10/2019

JOB TITLE:	YOUTH APPRENTICESHIP JCPS APPRENTICE
DIVISION:	AS ASSIGNED
SALARY SCHEDULE/GRADE:	YOUTH APPRENTICESHIP/JOB FAMILY 6- GRADE- VARIOUS- YSA/YA – 6, GRADE:YA-x
WORK YEAR:	0-6,000 HOURS (DEPENDS ON THE APPRENTICESHIP) # HOURS PER APPRENTICESHIP COMPLETION
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8281
BARGAINING UNIT:	SUBC SUBC SUBC

A continuation ~~employment opportunity~~ of the Youth Student Apprenticeship program ~~employment opportunity~~ for students that have graduated from high school and working towards a career through on-the-job training in addition to educational opportunities. Responsibilities will be in accordance to the specific Work Process Schedule assigned. Process schedules will vary dependent upon the specific Career Pathway occupation. ~~Apprentices should be hard-working and able to manage their time effectively, to follow directives, and be comfortable working as part of a team.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works to complete the hours toward on the job training as aligned to apprenticeship requirements Cleans up area- assigned daily including, but not limited to, sweeping, wiping, dusting, and other general light cleaning tasks
Completes successfully Successful-complete all Related Technical Instruction aligned to apprenticeship requirements 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
Keeps area organized and clean Work as s-a team player
Cooperates in the work place Moves, opens, empties, and disposes of boxes/cartons
Uses the Essential Skills learned and applies to the job/ apprenticeship
Receives training necessary to obtain skills and experience toward applicable job credential Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by the appropriate 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 lightweights. The work requires activities involving being around moving machinery and exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS

High School Diploma Must have been in a CTE pathway and have taken a minimum of three (3) CTE courses that relate to the apprenticeship/pathway or equivalent
Demonstrated ability to participate as a part of a team crew and follow instructions clearly
Be able to mMeet hard deadlines and work to strict schedules Graduated high school with a 2.0 GPA Minimum and 90% attendance at school. Must have shown prompt reporting to school while in the Youth Student Apprentice program and continue to be on time at work to be able to continue in the apprentice program
Dedicated to learning their trade and are willing to put in the extra time and effort to build their knowledge and experience Must have completed a Kentucky approved Career Pathway as a student of a Kentucky school district
Good at problem-solving and troubleshooting

Effective Communication Skills
Successfully complete a youth student apprenticeship program and/or completion of CTE program

DESIRABLE QUALIFICATIONS
Valid Kentucky driver's license
TRACK Certificate



Revised: 12/10/2019
Submitted: 12/10/0019

JOB TITLE:	JCPS APPRENTICE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	YSA/YA – 6, GRADE: YA-x
WORK YEAR:	# HOURS PER APPRENTICESHIP COMPLETION
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8281
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES
A continuation employment opportunity of the Youth Student Apprenticeship program for students that have graduated from high school and are working towards a career through on-the-job training in addition to educational opportunities. Responsibilities will be in accordance to the specific Work Process Schedule assigned. Process schedules will vary dependent upon the specific Career Pathway occupation. Apprentices should be hard-working and able to manage their time effectively, to follow directives, and to be comfortable working as part of a team.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works to complete the hours toward on the job training as aligned to apprenticeship requirements
Completes successfully all of the Related Technical Instruction aligned to apprenticeship requirements
Uses, maintains, and stores assigned tools/equipment properly
Performs functions as required by assignment
Maintains standard safety practices
Assumes responsibility for quality work and completion of all tasks assigned
Keeps area organized and clean
Cooperates in the work place
Uses the Essential Skills learned and applies to the job/ apprenticeship
Receives training necessary to obtain skills and experience toward applicable job credential
Performs other duties as assigned by the appropriate 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 lightweights. The work requires activities involving being around moving machinery and exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS
High School Diploma or equivalent
Demonstrated ability to participate as a part of a team and follow instructions
Meet hard deadlines and work to strict schedules
Dedicated to learning trade and willing to put in the extra time and effort to build knowledge and experience
Good at problem-solving and troubleshooting
Effective communication skills
Successfully complete a youth student apprenticeship program and/or completion of CTE program

DESIRABLE QUALIFICATIONS
TRACK Certificate