



Effective: 07/01/2020
Submitted: 06/09/2020

JOB TITLE:	AMERICORPS PARTICIPANT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	STIPEND STIPULATED IN AMERICORPS GRANT
WORK YEAR:	227 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8267
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

AmeriCorps members will mentor truant students, provide parent support, recruit community volunteers for their schools, and engage in community outreach to support children and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides mentorship to truant students

Recruits community members and parents to serve as Every 1 Reads volunteers in the school

Engages in community outreach to involve school staff and community volunteer opportunities

Participates in on-going professional development

Attends AmeriCorps training and programs on citizenship and volunteer recruiting

Maintains a tutoring and a recruitment/community outreach log

Attends training with the Kentucky Commission on Community Volunteerism and Service

Performs other duties as assigned by supervisor and evaluated by Specialist Community Support

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

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 being around moving machinery and exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS

High school diploma or GED

Excellent interpersonal, organizational, and written and oral communication skills

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in diverse workplace



Effective: ~~NEW:~~ Submitted:
 07/01/2020~~2019~~ 06/09/2020
 06/11/2019

JOB TITLE:	AMERICORPS PARTICIPANT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	STIPEND STIPULATED IN AMERICORPS GRANT
WORK YEAR:	227 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8267
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

AmeriCorps members will mentor truant students, provide parent support, recruit community volunteers for their schools, and engage in community outreach to support children and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides mentorship to truant students
 Recruits community members and parents to serve as Every 1 Reads volunteers in the school
 Engages in community outreach to involve school staff and community volunteer opportunities
 Participates in on-going professional development
 Attends AmeriCorps training and programs on citizenship and volunteer recruiting
 Maintains a tutoring and a recruitment/community outreach log
 Attends training with the Kentucky Commission on Community Volunteerism and Service
 Performs other duties as assigned by supervisor and evaluated by Specialist Community Support
 Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 being around moving machinery and exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS

High school diploma or GED
 Excellent interpersonal, organizational, and written and oral communication skills
 Valid driver's license
 Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in diverse workplace



Effective:
07/01/2020

Submitted:
06/09/2020

JOB TITLE:	ASSISTANT DIRECTOR PUPIL PERSONNEL
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	200 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4040
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Coordinates and implements the development of programs, procedures, inter-agency involvement, and community contacts between the JCPS, local schools, and the community in matters concerning pupil attendance including the enforcement of mandated attendance laws. A high level of visibility inside and outside the system is maintained through contacts with a wide range of District and community professionals. No direct supervision of others is required

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides departmental leadership in the planning, development, implementation and evaluation of: district-wide workshops and departmental in-service; district-wide incentive programs; statistical reports; court case review/case management; Project Success
Coordinates the development and implementation of the shared management responsibilities of Assistant Director Pupil Personnel on a rotating basis
Assists local schools in collecting data in meeting their KERA non-cognitive goals
Enforces the compulsory attendance laws of Kentucky
Visits the homes of students to confer with parents and participates in individual or group counseling sessions
Serves as liaison between the school and the parent, juvenile court, police authorities, community agencies, and the local and state boards of education
Works with local school administrators in identifying and counseling potential dropouts, truants, and those students in need of social services
Supervises school census and enforces compulsory attendance laws for private and parochial schools
Maintains the District's records of attendance and student accounting, and assists in the identification and enforcement of student assignment
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor and evaluated by the Director of Pupil Personnel

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.

MINIMUM QUALIFICATIONS
Master's Degree in education
Director Pupil Personnel certification
Three (3) years classroom experience
Demonstrated aptitude for successful fulfillment of the responsibilities listed above
Effective communication skills

DESIRABLE QUALIFICATIONS
Certification and experience in educational administration or management
Knowledge of state statutes and regulations related to pupil personnel services
Experience in a diverse workplace



Effective: ~~NEW:~~

07/01/2020

~~08/07/2019~~

Submitted:

06/09/2020

~~08/06/2019~~

JOB TITLE:	ASSISTANT DIRECTOR PUPIL PERSONNEL
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	200 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4040
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Coordinates and implements the development of programs, procedures, inter-agency involvement, and community contacts between the JCPS, local schools, and the community in matters concerning pupil attendance including the enforcement of mandated attendance laws. A high level of visibility inside and outside the system is maintained through contacts with a wide range of District and community professionals. No direct supervision of others is required

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides departmental leadership in the planning, development, implementation and evaluation of: district-wide workshops and departmental in-service; district-wide incentive programs; statistical reports; court case review/case management; Project Success
Coordinates the development and implementation of the shared management responsibilities of Assistant Director Pupil Personnel on a rotating basis
Assists local schools in collecting data in meeting their KERA non-cognitive goals
Enforces the compulsory attendance laws of Kentucky
Visits the homes of students to confer with parents and participates in individual or group counseling sessions
Serves as liaison between the school and the parent, juvenile court, police authorities, community agencies, and the local and state boards of education
Works with local school administrators in identifying and counseling potential dropouts, truants, and those students in need of social services
Supervises school census and enforces compulsory attendance laws for private and parochial schools
Maintains the District's records of attendance and student accounting, and assists in the identification and enforcement of student assignment
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor and evaluated by the Director of Pupil Personnel

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.

MINIMUM QUALIFICATIONS
Master's Degree in education
Director Pupil Personnel certification
Three (3) years classroom experience
Demonstrated aptitude for successful fulfillment of the responsibilities listed above
Effective communication skills

DESIRABLE QUALIFICATIONS
Certification and experience in educational administration or management
Knowledge of state statutes and regulations related to pupil personnel services
Experience in a diverse workplace



Effective:~~NEW~~:
07/01/2020~~19~~

Submitted:
06/09/2020~~11/2019~~

JOB TITLE:	ASSOCIATE DIVERSITY, EQUITY, POVERTY
DIVISION	DIVERSITY, EQUITY, POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8643
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides technical assistance to District and school staff in the areas of Diversity, Equity and Poverty and development, monitoring and implementation of assigned program or activity; provides in-service as assigned; surveys system-wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned
Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising program or activity when applicable as assigned
Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
Supervises and directs the work of committees and task forces when applicable as assigned
Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in when applicable area of assignment
Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities when applicable
Provides technical assistance to District and school staff in the areas of assignment
Assures compliance with local, state and federal regulations and procedures related to area of assignment
Assures compliance with Board Goals and Administrative Objectives related to area of assignment
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, reaching with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years successful experience in area of assignment
Effective communication skills

DESIRABLE QUALIFICATIONS
Certification/licensure in area of assignment where applicable
Experience in a diverse workplace



Effective:
07/01/2020

Submitted:
06/09/2020

JOB TITLE:	ASSOCIATE DIVERSITY, EQUITY, POVERTY
DIVISION	DIVERSITY, EQUITY, POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of Diversity, Equity and Poverty and development, monitoring and implementation of assigned program or activity; provides in-service as assigned; surveys system-wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned
- Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising program or activity when applicable
- Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
- Supervises and directs the work of committees and task forces when applicable
- Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in when applicable
- Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities when applicable
- Provides technical assistance to District and school staff in the areas of assignment
- Assures compliance with local, state and federal regulations and procedures related to area of assignment
- Assures compliance with Board Goals and Administrative Objectives related to area of assignment
- 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, reaching with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Three (3) years successful experience in area of assignment
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Certification/licensure in area of assignment where applicable
- Experience in a diverse workplace



New:
07/01/2020

Submitted:
06/09/2020

JOB TITLE:	COORDINATOR DIVERSITY
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Assists in supporting Diversity, Equity and Poverty Programs and implements community inclusion strategies targeted towards internal and external groups.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Utilizes media platforms to communicate with community members and internal stakeholders
Meets with community partners to market programs and determine initiatives
Serves as liaison between departments, unit leaders, and outside agencies
Monitors content on DEP webpage, Blog and newsletter
Works in conjunction with IT to ensure that all departments' databases remain up-to-date
Maintains list of DEP programs and locations, and dates
Maintains Google Drive documents for internal and external viewing
Collaborates with departments and community members to accommodate community concerns and requests
Provides assistance to the Chief Equity Officer in departmental and District affairs that focus on equity
Provides technical assistance to District and school staff in areas of assignment
Assumes responsibility for and assists designated supervisor in short range and long range planning as assigned
Supervises and directs the works of committees and task forces 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 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 driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's degree
Three (3) years of successful experience in community engagement and parent involvement
Three (3) years of experience in digital content management
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Evidence of strong interpersonal and leadership skills
Prior experience in an educational institution
Experience in a diverse workplace



Effective:
07/01/2020

Submitted:
06/09/2020

JOB TITLE:	DIRECTOR PUPIL PERSONNEL
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4035
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Administers state and District policies related to membership, placement and attendance of students in the District and maintains a census of all school age children in Jefferson County; provides advice and direction to Principals and other District staff related to pupil personnel. The job is highly visible in the District and community, with much contact with community leaders and involves community agencies, courts, law enforcement, counseling services and health agencies. Provides leadership, supervision and direction to the District's programs and activities related to pupil personnel services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Enforces the compulsory attendance and immunization laws and regulations, and enforces JCPS pupil assignment regulations including an accurate system of attendance accounting for all children enrolled in the District
Identifies indigent pupils throughout the District and provides for the needed services required (such as shoes, clothing, eyeglasses, hearing aids, textbooks, etc.)
Interprets student-related regulations established by the State Department of Labor
Maintains an efficient system of transfer of pupil records, intra-district and inter-district, and their storage; including an orderly procedure for granting of hardship and voluntary transfers
Maintains an accurate system of accounting for tuition pupils, including forms, transfers between systems and membership information, and maintains pupil census directed by statute
Supervises personnel in the department and coordinates and evaluates their activities, including pupil services teams
Coordinates the District's pupil personnel activities with court and community agencies
Performs pupil personnel services for the Anchorage Independent School District
Processes all required paperwork
Works with all cases concerning legal custody, guardianship, resident certificates, and racial classification
Supervises and evaluates Social Worker Pupil Personnel, Assistant Director Pupil Personnel and other 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 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 driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's degree with Kentucky certification in administration and/or supervision endorsed for director of pupil personnel
Three (3) years of successful supervisory and administrative experience in pupil personnel services or the equivalent
Knowledge of state statutes and regulations related to pupil personnel services
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated ability to work with diverse groups
Demonstrated ability to prepare easily understood reports



Effective: ~~NEW:~~
07/01/2020~~2019~~

Submitted:
06/09/2020
~~06/11/2019~~

JOB TITLE:	DIRECTOR PUPIL PERSONNEL
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4035
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Administers state and District policies related to membership, placement and attendance of students in the District and maintains a census of all school age children in Jefferson County; provides advice and direction to Principals and other District staff related to pupil personnel. The job is highly visible in the District and community, with much contact with community leaders and involves community agencies, courts, law enforcement, counseling services and health agencies. Provides leadership, supervision and direction to the District's programs and activities related to pupil personnel services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Enforces the compulsory attendance and immunization laws and regulations, and enforces JCPS pupil assignment regulations including an accurate system of attendance accounting for all children enrolled in the District
Identifies indigent pupils throughout the District and provides for the needed services required (such as shoes, clothing, eyeglasses, hearing aids, textbooks, etc.)
Interprets student-related regulations established by the State Department of Labor
Maintains an efficient system of transfer of pupil records, intra-district and inter-district, and their storage; including an orderly procedure for granting of hardship and voluntary transfers
Maintains an accurate system of accounting for tuition pupils, including forms, transfers between systems and membership information, and maintains pupil census directed by statute
Supervises personnel in the department and coordinates and evaluates their activities, including pupil services teams
Coordinates the District's pupil personnel activities with court and community agencies
Performs pupil personnel services for the Anchorage Independent School District
Processes all required paperwork
Works with all cases concerning legal custody, guardianship, resident certificates, and racial classification
Supervises and evaluates Social Worker Pupil Personnel, Assistant Director Pupil Personnel and other staff as assigned 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 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 driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's degree with Kentucky certification in administration and/or supervision endorsed for director of pupil personnel
Three (3) years of successful supervisory and administrative experience in pupil personnel services or the equivalent
Knowledge of state statutes and regulations related to pupil personnel services
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated ability to work with diverse groups
Demonstrated ability to prepare easily understood reports



Effective:
07/01/2020

Submitted:
06/09/2020

JOB TITLE:	EXECUTIVE DIRECTOR CURRICULUM DESIGN AND LEARNING INNOVATIONS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4062
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership in curriculum and learning that creates innovative opportunities for students to achieve and addresses the achievement and opportunity gaps. Works to align curricula within and among grade levels and courses so that student learning is maximized. Understands and utilizes curricular guidance from state and national partners in order to best serve students and to help teachers and school leaders provide the best learning experiences possible for students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works with Assistant Superintendent to provide leadership to content area staff so that teachers and school leaders are supported
Identifies training needs for various stakeholders groups and works to create opportunities for learning in various formats (e.g., in-person; on-line etc.)
Collaborates with District staff across multiple departments to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps
Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives
Works with others in the department to lead continuous improvement efforts that will reduce the achievement and opportunity gaps
Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning
Collaborates with other regulatory groups, including the Department of Education
Supports compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to academics
Supervises and evaluates Instructional Coach ELA, Instructional Coach Math and other 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, 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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)
Three (3) years of successful experience as a teacher
Five (5) years of related work experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as an administrator
Leadership experience in implementing programs in a school district
Experience delivering professional development to large groups of teachers and administrators
Experience in a diverse workplace



Effective: ~~NEW:~~
07/01/2020~~19~~

Submitted:
06/09/2020
~~06/11/2019~~

JOB TITLE:	EXECUTIVE DIRECTOR CURRICULUM DESIGN AND LEARNING INNOVATIONS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	AS APPROVED BY BOARD 260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4062
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership in curriculum and learning that creates innovative opportunities for students to achieve and addresses the achievement and opportunity gaps. Works to align curricula within and among grade levels and courses so that student learning is maximized. Understands and utilizes curricular guidance from state and national partners in order to best serve students and to help teachers and school leaders provide the best learning experiences possible for students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works with Assistant Superintendent to provide leadership to content area staff so that teachers and school leaders are supported
Identifies training needs for various stakeholders groups and works to create opportunities for learning in various formats (e.g., in-person; on-line etc.)
Collaborates with District staff across multiple departments to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps
Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives
Works with others in the department to lead continuous improvement efforts that will reduce the achievement and opportunity gaps
Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning
Collaborates with other regulatory groups, including the Department of Education
Supports compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to academics
Supervises and evaluates Instructional Coach ELA, Instructional Coach Math and other staff as assigned 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, 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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)
Three (3) years of successful experience as a teacher
Five (5) years of related work experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as an administrator
Leadership experience in implementing programs in a school district
Experience delivering professional development to large groups of teachers and administrators
Experience in a diverse workplace



NEW: Submitted:
07/01/2020 06/09/2020

JOB TITLE:	INSTRUCTIONAL COACH ACCELERATION
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	190 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides support, assistance, and advice to system-wide service center and/or school staffs in the area of assignment

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Analyzes a variety of student performance data to make decisions about professional development needs
Develops and provides professional development that will directly impact student achievement
Provides support and coaching for cohorts of teachers that will design implement rigorous lessons that are aligned to the standards
Designs and Implements a plan to use multiple sources of data to intervene with students and adjust practices
Creates intentional work plans that provide equitable support for the teachers in order to increase student achievement and close the achievement gap
Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategic plans and initiatives
Provides assistance to teachers and other staff in the area of effective instructional and class management techniques
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assignment by the designated deadline
Performs other duties as assigned by supervisor and evaluated by Manager Academic Multi-Tiered Systems Support

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.

MINIMUM QUALIFICATIONS
Master's Degree with valid Kentucky Teaching Certificate
Three (3) years of successful teaching experience
Ability to work successfully with people
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize data
Experience in planning, developing, and conducting in-service programs
Experience in a diverse workplace



Effective:
07/01/2020

Submitted:
06/9/2020

JOB TITLE:	INSTRUCTIONAL COACH EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4438
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides support, assistance and advice to District school staffs in the area of Early Childhood.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Analyzes a variety of child level and classroom level assessment data to make decisions about professional development needs
Develops and provides professional development and training that will directly impact school readiness
Provides support and coaching of teachers that will design and implement rigorous lessons that are aligned to the standards
Provides support of teachers that will create assessments that are directly aligned to the standards
Designs and implements a plan to use multiple sources of data to intervene with students and adjust practices
Creates intentional work plans that provide equitable support for the teachers in order to increase student achievement and close the achievement gap.
Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategies plans and initiatives.
Provides feedback to appropriate administrators and school staff on implementation and compliance with state and federal guidelines.
Provides technical assistance for staff to facilitate activities for Early Childhood students transitioning to kindergarten; provides technical to teachers and other staff in the area of effective instructional and classroom management techniques
Provides technical assistance to school-based staff in the area of curriculum implementation
Develops and provides age-appropriate hands-on classroom materials for early childhood instructional staff; reviews teaching plans of classroom instructors
Conducts regularly scheduled classroom visitations to demonstrate effective early childhood teaching methods
Performs health services if needed for which training will be provided
Performs other duties assigned by supervisor and evaluated by Specialist Child Development and Education
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is performed while walking or standing. 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
Master's degree with valid Kentucky Teaching Certificate
Three (3) years of successful teaching experience in the area of early childhood or early primary grades
Ability to work successfully with people
Effective communication skills

DESIRABLE QUALIFICATIONS
Interdisciplinary Early Childhood Education Certification
Demonstrated ability to write distinctly and to organize data
Experience in planning, developing, and conducting in-service programs
Experience in a diverse workplace



Effective:~~NEW~~:

07/01/2020

07/01/2019

Submitted:

06/09/2020

06/11/2019

JOB TITLE:	INSTRUCTIONAL COACH EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4438
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides support, assistance and advice to District school staffs in the area of Early Childhood.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Analyzes a variety of child level and classroom level assessment data to make decisions about professional development needs
Develops and provides professional development and training that will directly impact school readiness
Provides support and coaching of teachers that will design and implement rigorous lessons that are aligned to the standards
Provides support of teachers that will create assessments that are directly aligned to the standards
Designs and implements a plan to use multiple sources of data to intervene with students and adjust practices
Creates intentional work plans that provide equitable support for the teachers in order to increase student achievement and close the achievement gap.
Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategies plans and initiatives.
Provides feedback to appropriate administrators and school staff on implementation and compliance with state and federal guidelines.
Provides technical assistance for staff to facilitate activities for Early Childhood students transitioning to kindergarten; provides technical to teachers and other staff in the area of effective instructional and classroom management techniques
Provides technical assistance to school-based staff in the area of curriculum implementation
Develops and provides age-appropriate hands-on classroom materials for early childhood instructional staff; reviews teaching plans of classroom instructors
Conducts regularly scheduled classroom visitations to demonstrate effective early childhood teaching methods
Performs health services if needed for which training will be provided
Performs other duties assigned by supervisor and evaluated by Specialist Child Development and Education
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is performed while walking or standing. 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
Master's degree with valid Kentucky Teaching Certificate
Three (3) years of successful teaching experience in the area of early childhood or early primary grades
Ability to work successfully with people
Effective communication skills

DESIRABLE QUALIFICATIONS
Interdisciplinary Early Childhood Education Certification
Demonstrated ability to write distinctly and to organize data
Experience in planning, developing, and conducting in-service programs
Experience in a diverse workplace



NEW: 07/01/2020 Submitted: 06/0/2020

JOB TITLE:	INSTRUCTIONAL COACH ELA
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	190 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides support, assistance, and advice to system-wide service center and/or school staffs in the area of assignment

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Analyzes a variety of student performance data to make decisions about professional development needs
Develops and provides professional development that will directly impact student achievement
Provides support and coaching for cohorts of teachers that will design implement rigorous lessons that are aligned to the standards
Designs and Implements a plan to use multiple sources of data to intervene with students and adjust practices
Creates intentional work plans that provide equitable support for the teachers in order to increase student achievement and close the achievement gap
Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategic plans and initiatives
Provides assistance to teachers and other staff in the area of effective instructional and class management techniques
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assignment by the designated deadline
Performs other duties as assigned by supervisor and evaluated by Executive Director Curriculum Design and Learning Innovations

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.

MINIMUM QUALIFICATIONS
Master's Degree with valid Kentucky Teaching Certificate
Three (3) years of successful teaching experience
Ability to work successfully with people
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize data
Experience in planning, developing, and conducting in-service programs
Experience in a diverse workplace



Effective:
07/01/2020

Submitted:
6/9/2020

JOB TITLE:	INSTRUCTIONAL COACH LITERACY K-5
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	190 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4767
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provide leadership, coordination, and support for K-5 literacy instruction in the area of assignment.
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Analyzes a variety of student performance data to make decisions about professional learning needs in the area of literacy
Develops and provides literacy focused professional development that will directly impact student achievement including a focus on culturally literate strategies that will help eliminate the achievement and opportunity gap
Provides support and coaching for teachers in literacy instruction that will design and implement rigorous lessons that are aligned to standards
Designs and implements a literacy plan with the school that ensures alignment with the JCPS Curriculum and Instructional Frameworks
Creates intentional literacy work plans that provide equitable support for teachers in order to increase student learning outcomes and opportunity gaps
Ensures the school's literacy plan uses multiple sources of data to provide instructional supports and intervention with students
Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategic plans and initiatives
Provides assistance to teachers and other staff in the area of effective literacy instruction
Performs other duties as assigned by supervisor and evaluated by Manager Literacy Support
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
Master's degree with valid Kentucky teaching certificate
Three (3) years successful teaching experience
Ability to work successfully with others
Effective communication skills
DESIRABLE QUALIFICATIONS
Demonstrated leadership experience
Demonstrated ability to write distinctly and to organize data
Experience in planning, developing, and conducting professional development sessions
Experience with diverse groups of students



Effective:~~NEW:~~
07/01/2020~~2019~~

Submitted:
~~05/14/2019~~
6/9/2020

JOB TITLE:	INSTRUCTIONAL COACH LITERACY K-5
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	190 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4767
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provide leadership, coordination, and support for K-5 literacy instruction in the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Analyzes a variety of student performance data to make decisions about professional learning needs in the area of literacy
Develops and provides literacy focused professional development that will directly impact student achievement including a focus on culturally literate strategies that will help eliminate the achievement and opportunity gap
Provides support and coaching for teachers in literacy instruction that will design and implement rigorous lessons that are aligned to standards
Designs and implements a literacy plan with the school that ensures alignment with the JCPS Curriculum and Instructional Frameworks
Creates intentional literacy work plans that provide equitable support for teachers in order to increase student learning outcomes and opportunity gaps
Ensures the school's literacy plan uses multiple sources of data to provide instructional supports and intervention with students
Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategic plans and initiatives
Provides assistance to teachers and other staff in the area of effective literacy instruction
Performs other duties as assigned by supervisor and evaluated by Manager Literacy Support
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
Master's degree with valid Kentucky teaching certificate
Three (3) years successful teaching experience
Ability to work successfully with others
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership experience
Demonstrated ability to write distinctly and to organize data
Experience in planning, developing, and conducting professional development sessions
Experience with diverse groups of students



NEW: 07/01/2020
Submitted: 06/09/2020

JOB TITLE:	INSTRUCTIONAL COACH MATH
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	190 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides support, assistance, and advice to system-wide service center and/or school staffs in the area of assignment

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Analyzes a variety of student performance data to make decisions about professional development needs
Develops and provides professional development that will directly impact student achievement
Provides support and coaching for cohorts of teachers that will design implement rigorous lessons that are aligned to the standards
Designs and Implements a plan to use multiple sources of data to intervene with students and adjust practices
Creates intentional work plans that provide equitable support for the teachers in order to increase student achievement and close the achievement gap
Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategic plans and initiatives
Provides assistance to teachers and other staff in the area of effective instructional and class management techniques
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assignment by the designated deadline
Performs other duties as assigned by supervisor and evaluated by Executive Director Curriculum Design and Learning Innovations

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.

MINIMUM QUALIFICATIONS
Master's Degree with valid Kentucky Teaching Certificate
Three (3) years of successful teaching experience
Ability to work successfully with people
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize data
Experience in planning, developing, and conducting in-service programs
Experience in a diverse workplace



New:
07/1/2020

Submitted:
06/09/2020

JOB TITLE:	INSTRUCTIONAL LEAD DIVERSITY, EQUITY, POVERTY
DIVISION	DIVERSITY, EQUITY, POVERTY
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS ASSIGNED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Supports fellow teachers in assigned curricular area. Supports groups of teachers in Professional Learning Communities (PLCs) or other collegial learning groups to implement learning strategies in assigned content area(s). Supports fellow teachers in the classroom with peer coaching, sharing pedagogical insights, and instructional strategies.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Collaborates with fellow teachers on planning to deliver instruction in assigned content area
Works with supervisor to determine curricular and instructional needs and how to spend time to address those needs
Collaborates with literacy and math partners to ensure strong professional learning experiences for identified schools
Researches current educational strategies to share with fellow teachers to support student learning and address the achievement and opportunity gaps
Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
Participates on committees as assigned
Works closely with teachers in schools to determine needs in the assigned curricular areas and teacher needs to improve pedagogy that will reduce the achievement and opportunity gaps
Works closely with other instructional leads to support deeper learning strategies that will improve fellow teachers toolkits to address achievement and opportunity gaps
Collaborates with school PLCs to analyze student work to help teachers plan next steps that will improve student learning
Works with supervisor to address any course needs or standards work that is required by the Kentucky Department of Education or other regulatory entity
Assures compliance with board goals and Administrative Objective related to area of assignment
Completes and delivers all trainings and other compliance requirements as assignment 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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
KY teacher certification
Master's Degree or higher with area of major in the assigned curricular area
Three (3) years of successful experience as a teacher
Expertise in equity, inclusion and culturally responsive education
Effective communication skills



New:
07/01/2020

Submitted:
06/09/2020

JOB TITLE:	INSTRUCTOR I BILINGUAL ASSOCIATE EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists teachers in fulfilling the goals of the second language program by providing the appropriate language instruction to the students assigned to such classes. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
--

Provides appropriate language instruction to students under the supervision of the certified classroom teacher
Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program
Assists teachers in communications with parents of students assigned to the second language classes
Assists teachers in maintaining and reporting student progress
Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement
Plans and implements parent and child interactions and activities
Maintains accurate records on the program and provides data to appropriate personnel
Plans regularly with staff and participates in appropriate school meetings and activities
Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor and evaluated by Specialist Child Development and Education

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 year successful experience in related field
Demonstrated proficiency in two (2) languages, English and the appropriate language
Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
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

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.



NEW:
07/01/2020

Submitted:
06/09/2020

JOB TITLE:	INSTRUCTOR II BILINGUAL ASSOCIATE EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Assists teachers in fulfilling the goals of the second language program by providing the appropriate language instruction to the students assigned to such classes. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides appropriate language instruction to students under the supervision of the certified classroom teacher
Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program
Assists teachers in communications with parents of students assigned to the second language classes
Assists teachers in maintaining and reporting student progress
Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement
Plans and implements parent and child interactions and activities
Maintains accurate records on the program and provides data to appropriate personnel
Plans regularly with staff and participates in appropriate school meetings and activities
Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor and evaluated by Specialist Child Development and Education

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 year of successful experience in related field
Demonstrated proficiency in two (2) languages, English and the appropriate language
Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
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



Effective:
07/01/2020

Submitted:
06/09/2020

JOB TITLE:	MANAGER ACADEMIC MULTI-TIERED SYSTEMS SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/ GRADE 10
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4210
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Supports schools in the design, coordination and implementation of Multi-Tiered System of Support plans for Academics. This includes supporting schools in the design of acceleration plans for students who are behind academically; facilitates the work of the acceleration coaches to ensure schools are supported so that every student has a plan and the appropriate supports to achieve at least one year's worth of growth academically each year and more if necessary for catch-up growth; assists with the identification of appropriate interventions and resources for each level, K-12, and coordinates with various role groups to assist with MTSS academic implementation; aligns planning to the District's strategic plan, all state and federal requirements, and will work closely with the MTSS Behavior and Engagement Team to ensure coherence in MTSS planning and implementation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides training, consultation and other support to administrators, teachers, school-based leadership and MTSS teams to facilitate the design, coordination and implementation of MTSS for Academics at both the District and school levels
Supports schools in designing and implementing effective acceleration plans for students who are behind
Coordinates and supervises the work of the acceleration coaches to best meet school and district student needs
Monitors the fidelity of implementation of MTSS at the school-level for academics
Identifies professional learning needs for both school and district personnel and coordinates trainings as needed as related to MTSS Academics
Encourages and models skillful use of data to inform decision-making as related to MTSS Academics
Maintains cooperative and positive working relationships with school and District staff
Collaborates closely with both Teaching and Learning staff and Behavior support staff to ensure coherence with MTSS planning and implementation district-wide
Supervises and evaluates Instructional Coach Acceleration and other staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Serves as requested on District committees
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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree
Kentucky Professional Certification in Administration and/or Supervisor (Principal Certification)
Five (5) years of successful experience as a teacher
Kentucky Professional Certification in Administration and Supervision
Expertise in equity, inclusion and culturally responsive education
Effective communication skills

DESIRABLE QUALIFICATIONS
Proven leadership ability
Knowledge of appropriate pedagogy that will address achievement and opportunity gaps
Experience with diverse populations
Experience in planning, developing and implementing professional learning programs
Experience in a diverse workplace



JOB TITLE:	MANAGER ACADEMIC MULTI-TIERED SYSTEMS SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV / Grade 10
WORK YEAR:	AS APPROVED BY BOARD 220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4210
BARGAINING UNIT:	CERX

Effective: ~~NEW:~~
07/01/2020~~2019~~

Submitted:
06/09/2020
~~06/11/2019~~

SCOPE OF RESPONSIBILITIES
Supports schools in the design, coordination and implementation of Multi-Tiered System of Support plans for Academics. This includes supporting schools in the design of acceleration plans for students who are behind academically; facilitates the work of the acceleration coaches to ensure schools are supported so that every student has a plan and the appropriate supports to achieve at least one year's worth of growth academically each year and more if necessary for catch-up growth; assists with the identification of appropriate interventions and resources for each level, K-12, and coordinates with various role groups to assist with MTSS academic implementation; aligns planning to the District's strategic plan, all state and federal requirements, and will work closely with the MTSS Behavior and Engagement Team to ensure coherence in MTSS planning and implementation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides training, consultation and other support to administrators, teachers, school-based leadership and MTSS teams to facilitate the design, coordination and implementation of MTSS for Academics at both the District and school levels
Supports schools in designing and implementing effective acceleration plans for students who are behind
Coordinates and supervises the work of the acceleration coaches to best meet school and district student needs
Monitors the fidelity of implementation of MTSS at the school-level for academics
Identifies professional learning needs for both school and district personnel and coordinates trainings as needed as related to MTSS Academics
Encourages and models skillful use of data to inform decision-making as related to MTSS Academics
Maintains cooperative and positive working relationships with school and District staff
Collaborates closely with both Teaching and Learning staff and Behavior support staff to ensure coherence with MTSS planning and implementation district-wide
Supervises and eEvaluates Instructional Coach Acceleration and other staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Serves as requested on District committees
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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree with valid Kentucky Teaching Certificate
Kentucky Professional Certification in Administration and/or Supervisor (Principal Certification)
Five (5) years of successful experience as a teacher
Kentucky Professional Certification in Administration and Supervision
Expertise in equity, inclusion and culturally responsive education
Effective communication skills

DESIRABLE QUALIFICATIONS
Proven leadership ability
Knowledge of appropriate pedagogy that will address achievement and opportunity gaps
Experience with diverse populations
Experience in planning, developing and implementing professional learning programs
Experience in a diverse workplace



Effective:
07/012020

Submitted:
06/09/2020

JOB TITLE:	MANAGER DISTRICT HEALTH
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II/IV GRADE 10
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4251
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership to coordination of a project, program or activity having significant impact on the District 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
Supervises and evaluates Registered Nurse and other 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.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years of successful experience in area of assignment
Successful leadership experience
A valid license issued by the Kentucky Board of Nursing to practice as a registered nurse and three (3) years of registered nursing practice; or a school psychologist EPSB certificate and three (3) years of related work experience in a school setting; or a school social worker EPSB certificate and three (3) years of work experience practicing social work in a school setting
Effective Communication Skills

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



Effective: ~~NEW:~~
07/01/~~2019~~2020

Submitted:
06/09/2020
~~06/11/2019~~

JOB TITLE:	MANAGER DISTRICT HEALTH
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II/IV GRADE 10
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4251
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership to coordination of a project, program or activity having significant impact on the District 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
Supervises and eEvaluates Registered Nurse and other 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.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years of successful experience in area of assignment
Successful leadership experience
A valid license issued by the Kentucky Board of Nursing to practice as a registered nurse and three (3) years of registered nursing practice; or a school psychologist EPSB certificate and three (3) years of related work experience in a school setting; or a school social worker EPSB certificate and three (3) years of work experience practicing social work in a school setting
Effective Communication Skills

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



Effective:
07/1/2020

Submitted:
05/26/2020

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

Supervises and evaluates Resources Teacher Early Childhood Special Services and other 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.

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



Effective: ~~NEW~~
07/1/2020
~~11/13/2019~~

Submitted:
05/26/2020
~~11/12/2019~~

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

Supervises and evaluates Resources Teacher Early Childhood Special Services and other 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.

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



Effective:
07/01/2020

Submitted:
06/09/2020

JOB TITLE:	MANAGER LITERACY SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4178
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Supports schools in the design, coordination, and implementation of elementary literacy plans for academics. This includes supporting schools in the design of acceleration plans for students who are behind in literacy. Will facilitate the work of the K-5 Literacy Coaches to ensure the students have accelerated literacy opportunities and are making the necessary growth in literacy to be transition ready. They will assist with the identification of appropriate core, supplement, and intervention instructional supports. This work will be coordinated with various role groups aimed at improving academic achievement. They will align planning to the District's strategic plan, all state and federal requirements, and will work closely with other departments across the District to ensure coherence in planning and implementation for academic improvement.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides training, consultation, and other support to administrators, teachers, and school-based leadership teams in literacy improvement including culturally literate strategies designed to eliminate the achievement and opportunity gaps
Supports school in designing and implementing effective school-wide literacy plans supporting the implementation of curricular and instructional framework
Coordinates and supervises the work of the literacy coaches to best meet school and district student needs
Monitors the fidelity of implementation of literacy at the school level for academics
Identifies professional learning needs for both school and district personnel and coordinates training as needed as related to elementary (K-5) literacy
Encourages and models skillful use of data to inform decision making as related to K-5 literacy improvement
Maintains cooperative and positive working relationships with school and District staff
Collaborates closely with District-wide departments to ensure coherence
Serves as requested on District committees
Supervises and evaluates Instructional Coach Literacy K-5 and other 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
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
Master's degree with valid KY teaching certificate
Five (5) years successful experience as a teacher
Expertise in equity, inclusion, and culturally responsive education
Effective communication skills

DESIRABLE QUALIFICATIONS
Proven leadership ability
Knowledge of appropriate pedagogy that will address literacy improvement and achievement and opportunity gaps
Experience with diverse populations
Experience in planning, developing, and implementing professional learning programs
Experience in a diverse workplace



JOB TITLE:	MANAGER LITERACY SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GR 10
WORK YEAR:	AS APPROVED BY THE BOARD 220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4178
BARGAINING UNIT:	CERX

Effective: ~~NEW:~~

Submitted:

07/01/2020 ~~2019~~

06/09/2020

05/14/2019

SCOPE OF RESPONSIBILITIES

Supports schools in the design, coordination, and implementation of elementary literacy plans for academics. This includes supporting schools in the design of acceleration plans for students who are behind in literacy. Will facilitate the work of the K-5 Literacy Coaches to ensure the students have accelerated literacy opportunities and are making the necessary growth in literacy to be transition ready. They will assist with the identification of appropriate core, supplement, and intervention instructional supports. This work will be coordinated with various role groups aimed at improving academic achievement. They will align planning to the District's strategic plan, all state and federal requirements, and will work closely with other departments across the District to ensure coherence in planning and implementation for academic improvement.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides training, consultation, and other support to administrators, teachers, and school-based leadership teams in literacy improvement including culturally literate strategies designed to eliminate the achievement and opportunity gaps

Supports school in designing and implementing effective school-wide literacy plans supporting the implementation of curricular and instructional framework

Coordinates and supervises the work of the literacy coaches to best meet school and district student needs

Monitors the fidelity of implementation of literacy at the school level for academics

Identifies professional learning needs for both school and district personnel and coordinates training as needed as related to elementary (K-5) literacy

Encourages and models skillful use of data to inform decision making as related to K-5 literacy improvement

Maintains cooperative and positive working relationships with school and District staff

Collaborates closely with District-wide departments to ensure coherence

Serves as requested on District committees

Supervises and evaluates Instructional Coach Literacy K-5 and other 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

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

Master's degree with valid KY teaching certificate

Five (5) years successful experience as a teacher

Expertise in equity, inclusion, and culturally responsive education

Effective communication skills

DESIRABLE QUALIFICATIONS

Proven leadership ability

Knowledge of appropriate pedagogy that will address literacy improvement and achievement and opportunity gaps

Experience with diverse populations

Experience in planning, developing, and implementing professional learning programs

Experience in a diverse workplace



Effective:
07/01/2020

Submitted:
06/09/2020

JOB TITLE:	MANAGER MULTI-TIERED SYSTEMS OF SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GRADE 10
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4042
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
This position is responsible for coordinating and implementing a Multi-Tiered System of Support model in the school settings and districtwide. The MTSS Director will assist with academic and behavior interventions to support high quality instruction for all students, and to meet students' individual needs, utilize measurement tools for various levels of assessment, maintain professional competence through professional reading and attending appropriate workshops, courses, and conferences in keeping with the needs of students, and conduct short-term and long-term planning of MTSS. The MTSS Director will align planning to the district's strategic plan, supervise and support multiple role groups to assist with implementation of MTSS, and the district's vision and state and federal requirements, monitoring and evaluating the efficiency of programs within the department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of a Multi-Tiered System of Supports (MTSS) at the district and school levels (e.g. observations, feedback, modeling, implementation of a reading universal screener, interpreting data and other supportive assistance necessary to implement a Multi-Tiered System of Supports)
Monitors the fidelity of implementation of MTSS at the school level including both academic and behavior support systems
Maintains effective and timely written and oral communication with parents, staff and other school personnel
Coordinates MTSS staff development activities for school-based and district personnel and attends all professional development and district-level MTSS meetings
Encourages and models skillful use of data to inform decision making
Maintains cooperative and positive working relationships with parents, staff, and other district personnel
Works collaboratively with various district departments
Serves as requested on district committees
Supervises and evaluates Resource Teacher Multi-tiered Systems of Support and other 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 performed while standing and walking. 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.

MINIMUM QUALIFICATIONS
Master's degree with valid Kentucky Teaching Certificate
Kentucky Professional Certification in Administration and Supervision (Principal Certification)
Five(5) years of successful teaching experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Proven leadership ability
Experience with diverse populations
Experience in planning, developing, and implementing professional learning programs



Effective: ~~NEW:~~
07/01/2020~~2019~~

Submitted:
5/26/2020
~~05/14/2019~~

JOB TITLE:	MANAGER MULTI-TIERED SYSTEMS OF SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GRADE 10
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4042
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

This position is responsible for coordinating and implementing a Multi-Tiered System of Support model in the school settings and districtwide. The MTSS Director will assist with academic and behavior interventions to support high quality instruction for all students, and to meet students' individual needs, utilize measurement tools for various levels of assessment, maintain professional competence through professional reading and attending appropriate workshops, courses, and conferences in keeping with the needs of students, and conduct short-term and long-term planning of MTSS. The MTSS Director will align planning to the district's strategic plan, supervise and support multiple role groups to assist with implementation of MTSS, and the district's vision and state and federal requirements, monitoring and evaluating the efficiency of programs within the department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of a Multi-Tiered System of Supports (MTSS) at the district and school levels (e.g. observations, feedback, modeling, implementation of a reading universal screener, interpreting data and other supportive assistance necessary to implement a Multi-Tiered System of Supports)

Monitors the fidelity of implementation of MTSS at the school level including both academic and behavior support systems

Maintains effective and timely written and oral communication with parents, staff and other school personnel

Coordinates MTSS staff development activities for school-based and district personnel and attends all professional development and district-level MTSS meetings

Encourages and models skillful use of data to inform decision making

Maintains cooperative and positive working relationships with parents, staff, and other district personnel

Works collaboratively with various district departments

Serves as requested on district committees

~~Evaluates staff as assigned~~
Supervises and evaluates Resource Teacher Multi-tiered Systems of Support and other 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 performed while standing and walking. 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.

MINIMUM QUALIFICATIONS

Master's degree with valid Kentucky Teaching Certificate

Kentucky Professional Certification in Administration and Supervision (Principal Certification)

Five(5) years of successful teaching experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Proven leadership ability

Experience with diverse populations

Experience in planning, developing, and implementing professional learning programs



NEW:
07/01/2020

Submitted:
06/09/2020

JOB TITLE:	NURSE (LPN) HEALTH SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	195 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Functions in an LPN role as defined by the Kentucky Board of Nursing Scope of Practice. Collaborates with the assigned Registered Nurse (RN) and/or Health Services Nurse Practitioners (NP) to identify and assist with Coordinated School Health (CSH) programs and services for students. Cooperates with the building Principal and staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Promotes wellness and performs/arranges for the prevention and control of communicable diseases in conjunction with JCPS RN/NP
Collaborates and consults with JCPS RN/NP to identify health related issues and assists with applicable programs for students and parents health related needs
Establishes and maintains all necessary equipment and supplies for the school health room
Administers medication and/or treatment as authorized by the student's health care provider and/or in consultation with JCPS RN/NP as needed and according to district guidelines
Observes, monitors and cares for sick and injured students under the direction of a JCPS RN/NP until the parents arrive at school to pick them up
Conducts health screenings; height, weight, vision, hearing and other health related assessments as needed and applicable to state regulations and school programs being implemented (i.e. Health Promotion Schools of Excellence fitness assessments, etc.)
Assists with Primary Care Provider Authorization forms, vision exams, etc. and prepares necessary forms and reports according to program standards
Provides health education sessions for students, staff and parents in conjunction with JCPS RN/NP
Assists JCPS RN/NP with immunization and physical clinics
Acts as a resource for staff wellness programs
Communicates with community health agencies to ascertain resources available to students in need
Counsels and applies procedures to safeguard students' life and health according to district guidelines and direction of JCPS RN/NP
Collaborates with the various teams of District departments and other community agencies in developing, monitoring, and implementing CSH programs and activities
Performs medical services for which training will be provided
Evaluates staff as assigned
Performs other duties as assigned by supervisor and evaluated by Nurse Practitioner Health Services
Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 exposure to marked changes in temperature and humidity, and driving automotive equipment.

MINIMUM QUALIFICATIONS
Current license as a Kentucky Licensed Practical Nurse (LPN)
One (1) year of successful experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Previous health related experience in a school setting
Previous nursing care experience working with special needs students
Previous pediatric/adolescent nursing experience
Experience in diverse workplace



JOB TITLE:	NURSE PRACTITIONER HEALTH SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8503
BARGAINING UNIT:	CLAS

Effective: 07/01/2020 Submitted: 06/09/2020

SCOPE OF RESPONSIBILITIES
Functions in an expanded nurse practitioner role as defined by the Kentucky Board of Nursing Scope of Practice. Serves as a consultant to school, Family Resource/Youth Service Center staff, and other JCPS departments in communicating between home, school, and community to assist in meeting the school health requirements, and follow up on health concerns as applicable to assigned location. Plans and implements a Coordinated School Health (CSH) program as defined by the Centers for Disease Control, with specific emphasis on the health services component.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides assessment, counseling, education and management including diagnosis, and prescribing treatment of common health conditions as supported by appropriate clinical standards of care resources (i.e. Clinical Guidelines and Family Practice Constance R. Uphold and Mary V. Graham) in cooperation with parents, healthcare providers, and collaborative physicians
Promotes wellness and performs/arranges the prevention and control of communicable diseases to ascertain improved attendance, including securing and administering the Vaccines for Children program
Consults with and serves as liaison to staff, parents, students, healthcare providers and community agencies on health-related issues
Secures a complete health, psychosocial, and physical history and records findings in a systematic, accurate and succinct form, as applicable to assignment and/or needed
Performs complete physical examinations and appropriate medical procedures and treatment as needed
Monitors and assists with planning, developing and implementing CSH programs and services to meet district departments and individual school health needs under the direction of the health services coordinator
Provides training to staff, parents, and students on health-related issues
Keeps current on medical information, public health issues, and treatment procedures, and maintains current certification in first aid and CPR including instructor's certificate
Works in cooperation with and provides trainings for other District school nurses/nurse practitioners, and provides oversight and supervision for district nurses (LPN and RNs), along with contract agency nurses with fulfilling the medical needs of students
Maintains records and prepares necessary forms and reports, etc. according to program standards
Acts as a resource for all health concerns in the District and assists with staff wellness programs
Conducts home visits in conjunction with Pupil Personnel and the FRYSC and educates/treats/refers as needed to ascertain improved attendance
Collaborates with District departments, parent advisory committees, health care providers, mental and dental health providers, youth and family service programs, health management and local colleges and universities to serve and act as health/medical mentors and preceptors for universities and colleges
Performs medical services for which training will be provided
Supervises and evaluates Nurse (LPN) and other staff as assigned
Performs other duties as assigned by the supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary unless performing certain health services. 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 exposure to marked changes in temperature and humidity, and driving automotive equipment.

MINIMUM QUALIFICATIONS
Current license as a Kentucky Registered Nurse
Certified as an Advanced Practice Registered Nurse (APRN) Practitioner in the State of Kentucky
Master's Degree
Current Family or Pediatric Nurse Practitioner Certification
Two (2) years of successful nursing experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in community and pediatric/adolescent nursing
Classroom teaching experience
Experience in diverse workplace



Effective: ~~NEW:~~ Submitted:
 07/01/2020~~17/2019~~ 06/9/2020
 07/16/2019

JOB TITLE:	NURSE PRACTITIONER HEALTH SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8503
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Functions in an expanded nurse practitioner role as defined by the Kentucky Board of Nursing Scope of Practice. Serves as a consultant to school, Family Resource/Youth Service Center staff, and other JCPS departments in communicating between home, school, and community to assist in meeting the school health requirements, and follow up on health concerns as applicable to assigned location. Plans and implements a Coordinated School Health (CSH) program as defined by the Centers for Disease Control, with specific emphasis on the health services component.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides assessment, counseling, education and management including diagnosis, and prescribing treatment of common health conditions as supported by appropriate clinical standards of care resources (i.e. Clinical Guidelines and Family Practice Constance R. Uphold and Mary V. Graham) in cooperation with parents, healthcare providers, and collaborative physicians
Promotes wellness and performs/arranges the prevention and control of communicable diseases to ascertain improved attendance, including securing and administering the Vaccines for Children program
Consults with and serves as liaison to staff, parents, students, healthcare providers and community agencies on health-related issues
Secures a complete health, psychosocial, and physical history and records findings in a systematic, accurate and succinct form, as applicable to assignment and/or needed
Performs complete physical examinations and appropriate medical procedures and treatment as needed
Monitors and assists with planning, developing and implementing CSH programs and services to meet district departments and individual school health needs under the direction of the health services coordinator
Provides training to staff, parents, and students on health-related issues
Keeps current on medical information, public health issues, and treatment procedures, and maintains current certification in first aid and CPR including instructor's certificate
Works in cooperation with and provides trainings for other District school nurses/nurse practitioners, and provides oversight and supervision for district nurses (LPN and RNs), along with contract agency nurses with fulfilling the medical needs of students
Maintains records and prepares necessary forms and reports, etc. according to program standards
Acts as a resource for all health concerns in the District and assists with staff wellness programs
Conducts home visits in conjunction with Pupil Personnel and the FRYSC and educates/treats/refers as needed to ascertain improved attendance
Collaborates with District departments, parent advisory committees, health care providers, mental and dental health providers, youth and family service programs, health management and local colleges and universities to serve and act as health/medical mentors and preceptors for universities and colleges
Performs medical services for which training will be provided
Supervises and eEvaluates Nurse (LPN) and other staff as assigned
Performs other duties as assigned by the supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary unless performing certain health services. 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 exposure to marked changes in temperature and humidity, and driving automotive equipment.

MINIMUM QUALIFICATIONS
Current license as a Kentucky Registered Nurse
Certified as an Advanced Practice Registered Nurse (APRN) Practitioner in the State of Kentucky
Master's Degree
Current Family or Pediatric Nurse Practitioner Certification
Two (2) years of successful nursing experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in community and pediatric/adolescent nursing
Classroom teaching experience
Experience in diverse workplace



New:
07/1/2020

Submitted:
06/09/2020

JOB TITLE:	NURSE REGISTERED HEALTH SERVICES
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Assesses, plans and implements the nursing process, provides classroom instruction appropriate and maintains accurate medical records. Promotes wellness and disease prevention by early detection and correction of health problems that may interfere with learning, growth, and development.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Exercises proficiency in medical knowledge and skills in pediatric, adolescent and adult preventive health
Assesses students and develops a health care plan appropriate to the student's needs, and documents medical records
Assesses students' health care needs and counsels with parent/guardian as needed to ensure resources available for care
Participates in student/parent conferences, including initial intake conferences
Develops and implements preventive health instruction within guidelines/approval of the office of student health using the team approach
Explores community resources and on request schedules appointments to facilitate optimal care
Maintains appropriate medical records and orders supplies and health teaching materials
Provides instruction in other health related programs
Provides health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor and evaluated by Manager District Health

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 exposure to marked changes in temperature and humidity, and driving automotive equipment.

MINIMUM QUALIFICATIONS
Current Kentucky Registered Nurse (RN) license
One year of nursing experience
Associate Degree or Nursing Diploma
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree in Nursing
Classroom Teaching Experience
Experience in school, community and/or pediatric nursing
Experience in a diverse workplace



Effective:
7/1/2020

Submitted:
06/09/2020

JOB TITLE:	RESOURCE TEACHER BEHAVIOR SUPPORT SYSTEMS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4744
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides support, assistance, and coaching to system-wide service center and/or school staff in the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Designs, prepares, and delivers professional trainings for school-based teams and whole school implementation
Provides support, assistance, and advice to schools and teams (e.g. effective instructional and class management techniques)
Monitors the implementation of District behavior policies and procedures at the local school level
Delivers technical assistance on the design and implementation of the Behavior Support System
Monitors completion of school level activities to ensure the validity of implementation
Gathers data, prepares reports, records, and documents as required by supervisor or designee
Assists school teams with the application of the evaluation results so they are used to identify next steps
Performs other duties as assigned by supervisor and evaluated by Supervisor Behavior Support Systems
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
Master's degree with valid Kentucky Teaching Certificate
Three (3) years of successful teaching experience
Excellent interpersonal skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write clearly and professionally
Demonstrated ability to organize data
Training/willingness to train in Safe Crisis Management
Experience in planning, developing, and conducting professional development
Experience in planning, developing, and conducting coaching experiences
Experience in a diverse workplace



Effective: ~~NEW:~~

7/1/2020
08/07/2019

Submitted:

06/09/2020
08/06/2019

JOB TITLE:	RESOURCE TEACHER BEHAVIOR SUPPORT SYSTEMS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4744
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides support, assistance, and coaching to system-wide service center and/or school staff in the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Designs, prepares, and delivers professional trainings for school-based teams and whole school implementation
Provides support, assistance, and advice to schools and teams (e.g. effective instructional and class management techniques)
Monitors the implementation of District behavior policies and procedures at the local school level
Delivers technical assistance on the design and implementation of the Behavior Support System
Monitors completion of school level activities to ensure the validity of implementation
Gathers data, prepares reports, records, and documents as required by supervisor or designee
Assists school teams with the application of the evaluation results so they are used to identify next steps
Performs other duties as assigned by supervisor and evaluated by Supervisor Behavior Support Systems
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
Master's degree with valid Kentucky Teaching Certificate
Three (3) years of successful teaching experience
Excellent interpersonal skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write clearly and professionally
Demonstrated ability to organize data
Training/willingness to train in Safe Crisis Management
Experience in planning, developing, and conducting professional development
Experience in planning, developing, and conducting coaching experiences
Experience in a diverse workplace



JOB TITLE:	RESOURCE TEACHER EARLY CHILDHOOD SPECIAL SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4760
BARGAINING UNIT:	CERT

Effective:
07/1/2020

Submitted:
06/09/2020

SCOPE OF RESPONSIBILITIES
Assists District staff in the implementation of consistent and appropriate ECE (Exceptional Child Education) instructional programs; provides direct services and consultation to local schools and community agencies on intervention strategies, best practices in instruction, materials selection, curriculum, and staff development; participates in pre-referral, referral, assessment, placement, and follow-up activities; assists the department in collecting and compiling data as needed for appropriate evaluation and placement of children, as well as for District, state and federal reports; coordinates and participates in parent involvement, staff development and community agency development activities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists school and community agency staff in the implementation of consistent and appropriate ECE instructional programs and the use of curriculum
Assists in the development and implementation of instructional alternatives/intervention techniques for students identified as having difficulty
Locates and secures instructional materials for teachers, as needed
Conducts in-service for school personnel, District staff, and community groups
Assists the Admissions and Release Committees (ARCs) as a contributing member of the ARC in interpreting educational assessment results, developing the individual education program, and determining appropriate placement, as needed
Administers educational assessments for preschool students within the District as needed
Coordinates and/or participates in parent involvement, staff development, and community agency development activities of the Early Childhood Program
Performs other duties as assigned by supervisor and evaluated by Manager Early Childhood
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 requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, 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
Master's degree or non-degree fifth year program
Kentucky certification in interdisciplinary early childhood education or certification endorsed in some area of special education or related field
Three (3) years of successful experience as a teacher
Demonstrated ability to work cooperatively in a team situation
Demonstrated experience in at least one area of ECE
Effective communication skills

DESIRABLE QUALIFICATIONS
Skill in in-service and demonstrating teaching
Experience and education in early childhood special education
Willingness to keep abreast of the current developments in the field of Exceptional Child Education
Experience and skill in providing consultation to teachers on special education practices
Kindergarten certification
Experience in a diverse workplace

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.



Effective:NEW:

07/1/2020

08/07/2019

Submitted:

06/09/2020

08/06/2019

JOB TITLE:	RESOURCE TEACHER EARLY CHILDHOOD SPECIAL SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4760
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Assists District staff in the implementation of consistent and appropriate ECE (Exceptional Child Education) instructional programs; provides direct services and consultation to local schools and community agencies on intervention strategies, best practices in instruction, materials selection, curriculum, and staff development; participates in pre-referral, referral, assessment, placement, and follow-up activities; assists the department in collecting and compiling data as needed for appropriate evaluation and placement of children, as well as for District, state and federal reports; coordinates and participates in parent involvement, staff development and community agency development activities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists school and community agency staff in the implementation of consistent and appropriate ECE instructional programs and the use of curriculum
Assists in the development and implementation of instructional alternatives/intervention techniques for students identified as having difficulty
Locates and secures instructional materials for teachers, as needed
Conducts in-service for school personnel, District staff, and community groups
Assists the Admissions and Release Committees (ARCs) as a contributing member of the ARC in interpreting educational assessment results, developing the individual education program, and determining appropriate placement, as needed
Administers educational assessments for preschool students within the District as needed
Coordinates and/or participates in parent involvement, staff development, and community agency development activities of the Early Childhood Program
Performs other duties as assigned by supervisor and evaluated by Manager Early Childhood
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 requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, 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
Master's degree or non-degree fifth year program
Kentucky certification in interdisciplinary early childhood education or certification endorsed in some area of special education or related field
Three (3) years of successful experience as a teacher
Demonstrated ability to work cooperatively in a team situation
Demonstrated experience in at least one area of ECE
Effective communication skills

DESIRABLE QUALIFICATIONS
Skill in in-service and demonstrating teaching
Experience and education in early childhood special education
Willingness to keep abreast of the current developments in the field of Exceptional Child Education
Experience and skill in providing consultation to teachers on special education practices
Kindergarten certification
Experience in a diverse workplace

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.



Effective: 07/01/2020
Submitted: 06/09/2020

JOB TITLE:	RESOURCE TEACHER MULTI-TIERED SYSTEMS OF SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4762
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

This position is responsible for analyzing data collected through teaching and learning, and provides both prompt reflection/support and constructive feedback to school personnel for both academics and behavior. The position provides technical support and coaching for school teams; provides professional development and support for schools in order to organize and maintain support teams; organizes support systems; provides classroom management support for teachers; organizes effective individual student intervention strategies in both academics and behavior; assists with data collections, analysis and evaluation; monitors the effectiveness of campus support efforts and outcomes, and coordinates support efforts across schools, vertical teams, and the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
--

- Assists in the coordination of a multi-tiered system of support with consistent standards and best practices to ensure equitable support needed by schools to address the needs of all students
- Provides professional development in a variety of formats, including follow-up support
- Provides school personnel with prompt reflection/support and constructive feedback
- Works in a collegial manner to provide support and feedback through model teaching, side by side teaching, mentoring and coaching as needed to teachers
- Supports school/District staff in the development, implementation, and sustainability of academic and behavior school programs such as social emotional learning, trauma informed practices, etc.
- Provides coaching to school staff for academic and behavior interventions
- Develops training materials to support job-embedded professional development
- Maintains and documents regular communication, including problem-solving, with school teams, leaders and Principals to ensure the effectiveness of school- based programs
- Assists campuses in collecting, analyzing, and evaluating data in order to establish goal setting for students in a proactive manner
- Analyzes student data and effective implementation of evidence-based interventions for students for both academics and behavior
- Performs other duties as assigned by supervisor and evaluated by Manager Multi-Tiered Systems of Support
- 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

- Master's degree with valid Kentucky Teaching Certificate
- Three (3) years of successful teaching experience
- Consultant Certification once selected for the position
- Ability to work successfully with diverse groups
- Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and organize data
Experience in planning, developing, and conducting in-service programs
Experience in a diverse workplace



Effective:~~NEW~~
07/01/2020
08/07/2019

Submitted:
06/09/2020
08/06/2019

JOB TITLE:	RESOURCE TEACHER MULTI-TIERED SYSTEMS OF SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4762
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

This position is responsible for analyzing data collected through teaching and learning, and provides both prompt reflection/support and constructive feedback to school personnel for both academics and behavior. The position provides technical support and coaching for school teams; provides professional development and support for schools in order to organize and maintain support teams; organizes support systems; provides classroom management support for teachers; organizes effective individual student intervention strategies in both academics and behavior; assists with data collections, analysis and evaluation; monitors the effectiveness of campus support efforts and outcomes, and coordinates support efforts across schools, vertical teams, and the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in the coordination of a multi-tiered system of support with consistent standards and best practices to ensure equitable support needed by schools to address the needs of all students

Provides professional development in a variety of formats, including follow-up support

Provides school personnel with prompt reflection/support and constructive feedback

Works in a collegial manner to provide support and feedback through model teaching, side by side teaching, mentoring and coaching as needed to teachers

Supports school/District staff in the development, implementation, and sustainability of academic and behavior school programs such as social emotional learning, trauma informed practices, etc.

Provides coaching to school staff for academic and behavior interventions

Develops training materials to support job-embedded professional development

Maintains and documents regular communication, including problem-solving, with school teams, leaders and Principals to ensure the effectiveness of school- based programs

Assists campuses in collecting, analyzing, and evaluating data in order to establish goal setting for students in a proactive manner

Analyzes student data and effective implementation of evidence-based interventions for students for both academics and behavior

Performs other duties as assigned by supervisor **and evaluated by Manager Multi-Tiered Systems of Support**

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
Master's degree with valid Kentucky Teaching Certificate
Three (3) years of successful teaching experience
Consultant Certification once selected for the position
Ability to work successfully with diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and organize data
Experience in planning, developing, and conducting in-service programs
Experience in a diverse workplace



NEW:
07/01/2020

Submitted:
06/9/2020

JOB TITLE:	SOCIAL WORKER PUPIL PERSONNEL
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Implements and maintains social services delivery and coordination to pupils of the District. Maintains regular contact with local staff, agency personnel, court workers, doctors, lawyers, parents and pupils. Exercises no supervision of other positions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Identifies pupil difficulties which interfere with attendance, adjustment, and achievement in school through referral by teachers, Principals, counselors and other personnel
Serves as a member of the Neighborhood Place interdisciplinary team to identify resources of the school District and represented agencies to address family problems and develop appropriately planned social service interventions; which would service as a liaison between home, school and community and act as an advocate for children
Consults and collaborates with other school personnel to gather information and establish a plan for modification of pupil's specific challenges and agency personnel
Works with individual pupils toward correction of certain personal, social and emotional challenges
Works with parents to help increase their understanding, and constructive participation in appropriate efforts to alleviate pupil's challenges
Utilizes planned consultation with the District and represented community agencies within the Neighborhood Place to identify individual children families, and target populations in need of services not currently offered and to work collaboratively with these entities to create services
Functions as a member of the Jefferson County Public Schools' crisis team to respond to schools during critical situations that affect students, staff of the community
Provides psycho-educational group services for students or parents in facing emotional issues i.e., death, divorce, alcohol and drug abuse, self-esteem, etc.
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor and evaluated by Director Pupil Personnel

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 lights weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment

MINIMUM QUALIFICATIONS
Master's Degree in social work (MSW)
Kentucky certification in public school social work
Effective communication skills

DESIRABLE QUALIFICATIONS
High degree of dedication to the profession of school social work; self-management; maturity; and flexibility
Knowledge of community resources
Demonstrated expertise in working with students, parents, school personnel and community members of varying goals and cultural backgrounds
Experience in a diverse workplace



Effective:
07/01/2020

Submitted:
06/09/2020

JOB TITLE:	SPECIALIST CHILD DEVELOPMENT AND EDUCATION
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4189
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership for planning, coordinating and developing the District's early childhood curriculum, instructional and evaluation programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership to coordination of curriculum and assessment projects in early childhood programs
Administers the development, monitoring, and updating of a comprehensive plan for design and delivery of curriculum and assessment for early childhood content
Collaborates with other early childhood personnel in matters relating to early childhood instructional program development and the use of assessment data for the improvement of instruction
Coordinates training, support and technical assistance to early childhood instructional staff
Assumes responsibility for the design and development of a written curriculum and pacing guides for all early childhood content including tools aligned to assist the classroom teacher with the design of lessons to deliver the written curriculum
Makes recommendations regarding implementation of a project, program or activity and evaluates effectiveness
Prepares and/or assists in preparation or reports, records and other documentation as required
Maintains communication and works closely with early childhood program staff, District staff, and the community regarding information developments and implementation of project, program or activity and evaluates effectiveness
Researches past and current practices in the field of early childhood development and integrates research in all areas of responsibility
Assures compliance with federal, state and District policy
Supervises and evaluates Instructional Coach Early Childhood, Instructor I, II Bilingual Associate and other 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 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
Master's degree with Kentucky Interdisciplinary Early Childhood Education Certification (IECE) Kentucky Professional Certification in Administration
Three (3) years of successful experience in early childhood
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience teaching at the early childhood level or kindergarten Successful leadership experience
Knowledge of federal and state laws and regulations relating to early childhood education
Experience in a diverse workplace



Effective:
07/01/2020~~19~~

Submitted:
6/9/2020
~~7/16/2019~~

JOB TITLE:	SPECIALIST CHILD DEVELOPMENT AND EDUCATION
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4189
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership for planning, coordinating and developing the District's early childhood curriculum, instructional and evaluation programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership to coordination of curriculum and assessment projects in early childhood programs
Administers the development, monitoring, and updating of a comprehensive plan for design and delivery of curriculum and assessment for early childhood content
Collaborates with other early childhood personnel in matters relating to early childhood instructional program development and the use of assessment data for the improvement of instruction
Coordinates training, support and technical assistance to early childhood instructional staff
Assumes responsibility for the design and development of a written curriculum and pacing guides for all early childhood content including tools aligned to assist the classroom teacher with the design of lessons to deliver the written curriculum
Makes recommendations regarding implementation of a project, program or activity and evaluates effectiveness
Prepares and/or assists in preparation or reports, records and other documentation as required
Maintains communication and works closely with early childhood program staff, District staff, and the community regarding information developments and implementation of project, program or activity and evaluates effectiveness
Researches past and current practices in the field of early childhood development and integrates research in all areas of responsibility
Assures compliance with federal, state and District policy
Supervises and e Evaluates Instructional Coach Early Childhood, Instructor I, II Bilingual Associate and other 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 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
Master's degree with Kentucky Interdisciplinary Early Childhood Education Certification (IECE) Kentucky Professional Certification in Administration
Three (3) years of successful experience in early childhood
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience teaching at the early childhood level or kindergarten Successful leadership experience
Knowledge of federal and state laws and regulations relating to early childhood education
Experience in a diverse workplace



Effective:
07/01/2020

Submitted:
06/09/2020

JOB TITLE:	SPECIALIST COMMUNITY SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8495
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Assumes responsibility for developing and implementing assigned programs including Neighborhood Place, AmeriCorps and Title V; represents the district with staff and outside organizations as assigned to address program needs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Establishes and maintains on-going communication with community agencies and organizations to further education
Coordinates Title V Home School Coordinator positions
Provides leadership for Title V staff to enhance student achievement, increase attendance, decrease dropout rate, decrease the suspension rate, and engage in parental involvement
Prepares and/or assists in preparation of reports and records for the district and state and federal governments
Maintains the Title V budget
Provides guidance for Title V "Parent Workshops" to enhance opportunities for parents to become aware of resources to assist their children in school
Oversees the budget and staff for the AmeriCorps Program
Serves as the District's primary staff liaison with Neighborhood Place
Oversees all funding allocated to Neighborhood Place
Supervises and evaluates AmeriCorps Participants and other 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 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
Experience in governmental relations
Experience in community development
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Successful experience in area of research methods and strategies
Experience in a diverse workplace



Effective: ~~NEW:~~

07/01/2020
~~17/2019~~

Submitted:

06/09/2020
~~07/16/2019~~

JOB TITLE:	SPECIALIST COMMUNITY SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8495
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for developing and implementing assigned programs including Neighborhood Place, AmeriCorps and Title V; represents the district with staff and outside organizations as assigned to address program needs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
--

- | |
|--|
| Establishes and maintains on-going communication with community agencies and organizations to further education |
| Coordinates Title V Home School Coordinator positions |
| Provides leadership for Title V staff to enhance student achievement, increase attendance, decrease dropout rate, decrease the suspension rate, and engage in parental involvement |
| Prepares and/or assists in preparation of reports and records for the district and state and federal governments |
| Maintains the Title V budget |
| Provides guidance for Title V "Parent Workshops" to enhance opportunities for parents to become aware of resources to assist their children in school |
| Oversees the budget and staff for the AmeriCorps Program |
| Serves as the District's primary staff liaison with Neighborhood Place |
| Oversees all funding allocated to Neighborhood Place |
| Supervises and eEvaluates AmeriCorps Participants and other 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 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 |
| Experience in governmental relations |
| Experience in community development |
| Effective communication skills |

DESIRABLE QUALIFICATIONS

- | |
|--|
| Master's Degree |
| Successful experience in area of research methods and strategies |
| Experience in a diverse workplace |



Effective:
07/01/2020

Submitted:
06/09/2020

JOB TITLE:	SUPERVISOR BEHAVIOR SUPPORT SYSTEMS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4216
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership for the coordination of the JCPS Behavior Support System. Coordinates practices and procedures for the implementation of the Behavior Support System.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership for the implementation of the JCPS Behavior Support System
Develops, establishes, and administers training to schools regarding Positive Behavior Intervention and Restorative Practices
Communicates with schools and outside agencies as required
Makes recommendations regarding the program's implementation, and evaluates to ensure effectiveness
Maintains communication and works closely with District staff, local school staff, and the community regarding information and program implementation
Prepares and/or assists in preparation of reports, records, and other documentation as required
Gathers District and school level data, documents, and other pertinent documentation to analyze and determine future course of action
Supervises and evaluates Resource Teacher Behavior Support Systems and other 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 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
Master's Degree
Three (3) years of successful teaching experience
Successful leadership experience
Kentucky Professional Certification in Administration and/or Supervision (Principal Certification)
Effective communication skills

DESIRABLE QUALIFICATIONS
Proven leadership ability
Experience with diverse populations
Experience in a diverse workplace



Effective: ~~NEW:~~
07/01/2020
~~17/2019~~

Submitted:
06/09/2020
~~07/16/2019~~

JOB TITLE:	SUPERVISOR BEHAVIOR SUPPORT SYSTEMS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4216
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership for the coordination of the JCPS Behavior Support System. Coordinates practices and procedures for the implementation of the Behavior Support System.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
--

Provides leadership for the implementation of the JCPS Behavior Support System
Develops, establishes, and administers training to schools regarding Positive Behavior Intervention and Restorative Practices
Communicates with schools and outside agencies as required
Makes recommendations regarding the program's implementation, and evaluates to ensure effectiveness
Maintains communication and works closely with District staff, local school staff, and the community regarding information and program implementation
Prepares and/or assists in preparation of reports, records, and other documentation as required
Gathers District and school level data, documents, and other pertinent documentation to analyze and determine future course of action
Supervises and evaluates Resource Teacher Behavior Support Systems and other staff as assigned 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 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

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

DESIRABLE QUALIFICATIONS

Proven leadership ability
Experience with diverse populations
Experience in a diverse workplace



JOB TITLE:	SUPERVISOR SAFE CRISIS MANAGEMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4217
BARGAINING UNIT:	CERX

Effective:

7/1/2020

Submitted:

06/09/2020

SCOPE OF RESPONSIBILITIES
Provides leadership and coordination of district-wide Safe Crisis Management and routinely affects more than one major unit or department; involves diversified but generally standardized choice of action defined by a wide range of established rules and procedures; decisions routinely and generally have short/ long term impact; decisions require judgement to modify conditions and resolve misunderstandings; refers unusual matters to supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership to coordination of Safe Crisis Management
Develops, establishes, and oversees the implementation of Safe Crisis Management; prepares/delivers/assists with training opportunities as appropriate, including facilitation of on-going training of Safe Crisis Management
Serves as liaison with other units, departments or outside agencies as required
Makes recommendations regarding implementation of Safe Crisis Management 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 Safe Crisis Management
Ensures accuracy and prepares and/or assists in preparation or reports, records and other documentation as required
Ensures school and district compliance with federal, and state laws, and District policy, administrative procedures, and negotiated agreements as applicable to assignment
Coordinates and supervises the area of behavior management, positive behavioral supports, de-escalation strategies, and physical assists to school personnel identified by school administration in Safe Crisis Management techniques
Provides direction to Safe Crisis Management instructors; makes site visits to ensure correct implementation of Safe Crisis Management
Supervises and evaluates Resource Teacher Safe Crisis Management, Resource Teacher De-escalation Strategies and other 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
At times the work is primarily sedentary, however it will require the ability to model and demonstrate Safe Crisis Management techniques and strategies. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light to heavy weights. The work requires the use of hands for 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
Three (3) years of successful teaching experience
Kentucky Professional Certification in Administration and/or Supervision (Principal Certification)
Safe Crisis Management Certification
Effective communication skills

DESIRABLE QUALIFICATIONS
Proven leadership ability
Experience in a diverse workplace



Effective~~NEW:~~

7/1/2020

~~07/17/2019~~

Submitted:

06/09/2020

~~07/16/2019~~

JOB TITLE:	SUPERVISOR SAFE CRISIS MANAGEMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4217
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership and coordination of district-wide Safe Crisis Management and routinely affects more than one major unit or department; involves diversified but generally standardized choice of action defined by a wide range of established rules and procedures; decisions routinely and generally have short/ long term impact; decisions require judgement to modify conditions and resolve misunderstandings; refers unusual matters to supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of Safe Crisis Management

Develops, establishes, and oversees the implementation of Safe Crisis Management; prepares/delivers/assists with training opportunities as appropriate, including facilitation of on-going training of Safe Crisis Management

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

Makes recommendations regarding implementation of Safe Crisis Management 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 Safe Crisis Management

Ensures accuracy and prepares and/or assists in preparation or reports, records and other documentation as required

Ensures school and district compliance with federal, and state laws, and District policy, administrative procedures, and negotiated agreements as applicable to assignment

Coordinates and supervises the area of behavior management, positive behavioral supports, de-escalation strategies, and physical assists to school personnel identified by school administration in Safe Crisis Management techniques

Provides direction to Safe Crisis Management instructors; makes site visits to ensure correct implementation of Safe Crisis Management

~~Evaluates staff as assigned~~
Supervises and evaluates Resource Teacher Safe Crisis Management, Resource Teacher De-escalation Strategies and other 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

At times the work is primarily sedentary, however it will require the ability to model and demonstrate Safe Crisis Management techniques and strategies. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light to heavy weights. The work requires the use of hands for 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

Three (3) years of successful teaching experience

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

Safe Crisis Management Certification

Effective communication skills

DESIRABLE QUALIFICATIONS

Proven leadership ability

Experience in a diverse workplace