



Effective: ~~NEW~~  
 9/30/2020  
 07/01/2020

Submitted:  
 9/29/2020  
 06/09/2020

JOB TITLE:	<del>EXECUTIVE</del> DIRECTOR ENGLISH SECOND LANGUAGE
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE <del>1213</del>
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	<del>3249</del>
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Plans and delivers district supports for English Language Learners to provide equitable access to meaningful English language development and content instruction so that all English Language Learners have the same opportunity to achieve college and career readiness. Provides leadership to and direct supervision of the ESL Department.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages and coordinates the overall ESL Department administration, ESL instructional programs, the ESL intake center and language services

Provides District leadership for the support of English language learners

Supports the JCPS testing unit with the administration of ACCESS for ELLs as required by federal and state regulations

Works with the ESL specialist to monitor the performance of exited ELL students who are in the first and second year of monitoring status

Develops ESL summer programming with the use of the Refugee School Impact Grant including creation of timelines, budgets, staffing, and materials to properly resource the ESL summer programs

Manages and develops the federal Title III budget

Manages the Refugee School Impact Grant and completes the Grant report

Manages the General Fund budget

Anticipates and projects General Fund budget requests for each school year

Evaluates staff as assigned

Performs all 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 activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

Master's Degree with Kentucky certification in administration and/or supervision

Five (5) years of successful experience in area of assignment

Endorsement for Teaching English as a Second Language, all grades

Current experience working with English language learners
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced training in area of assignment
Five (5) years of teaching or school administration experience
Experience in a diverse workplace



Effective: 9/30/2020      Submitted: 9/29/2020

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

SCOPE OF RESPONSIBILITIES
Plans and delivers district supports for English Language Learners to provide equitable access to meaningful English language development and content instruction so that all English Language Learners have the same opportunity to achieve college and career readiness. Provides leadership to and direct supervision of the ESL Department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Manages and coordinates the overall ESL Department administration, ESL instructional programs, the ESL intake center and language services
Provides District leadership for the support of English language learners
Supports the JCPS testing unit with the administration of ACCESS for ELLs as required by federal and state regulations
Works with the ESL specialist to monitor the performance of exited ELL students who are in the first and second year of monitoring status
Develops ESL summer programming with the use of the Refugee School Impact Grant including creation of timelines, budgets, staffing, and materials to properly resource the ESL summer programs
Manages and develops the federal Title III budget
Manages the Refugee School Impact Grant and completes the Grant report
Manages the General Fund budget
Anticipates and projects General Fund budget requests for each school year
Evaluates staff as assigned
Performs all 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 activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky certification in administration and/or supervision
Five (5) years of successful experience in area of assignment
Endorsement for Teaching English as a Second Language, all grades
Current experience working with English language learners

Effective communication skills
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DESIRABLE QUALIFICATIONS
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Advanced training in area of assignment
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Five (5) years of teaching or school administration experience
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Experience in a diverse workplace
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New:  
Effective:  
9/30/2020  
8/19/2020

Submitted:  
9/29/2020  
8/18/2020

JOB TITLE:	EXECUTIVE ADMINISTRATOR <del>ESL</del> / ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
DIVISION:	ACADEMIC SUPPORT
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership to assist principals, school leadership, and district teams in the implementation of effective academic programs, <del>specializing in ESL</del> , and related support programs. Assists the Assistant Superintendent of Academic Support Programs and Special Populations in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for students and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership to principals and school staffs in developing systems and structures that support an inclusive model <del>for English Language Learners</del>
Provides leadership to principals and school staffs to support an effective MTSS system <del>that supports the needs of English Language Learners</del>
Focuses on using multiple sources of data to assist principals in determining <del>ESL and</del> support strategies to promote student success
Identifies professional development needs based on data indicating schools' needs
Provides leadership to principals and school staffs to help develop systems that engage and support <del>ESL families</del>
<del>Provides leadership to ESL staff to support and engage families during the intake process</del>
Acts as liaison for community partnerships
<del>Develops the operating budget for the ESL division and assures that all functions operate within the appropriated amounts</del>
Works closely with the Assistant Superintendent of Academic Support Programs and Special Populations to support all aspects of the work of each division within the Academic Support Programs department
Cooperates and coordinates with other organizational divisions and principals to implement common goals and objectives
Provides leadership in working with principals and school staffs in planning and implementing District, state and federal guidelines, policies and procedures

Identifies recurring obstacles to student success and collaborates with school leadership to address these obstacles with particular attention to the achievement gap
Assumes effective implementation of District goals and objectives where applicable
Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs
Completes all trainings and other compliance requirements as assigned by the designated deadline
Evaluates staff as assigned
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 or higher with Kentucky Certification in Administration (Principal Certification)
<del>Endorsement for Teaching English as a Second Language, all grades</del>
Five (5) years of successful administrative experience
Three (3) years of successful experience as a teacher
Experience in the evaluation of classroom teachers
Experience leading diverse groups of people
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as a Principal of a school <del>with ESL program</del>
Leadership experience in implementing programs in a school district
Experience in a diverse workplace



Effective:  
9/30/2020

Submitted:  
9/29/2020

JOB TITLE:	EXECUTIVE ADMINISTRATOR / ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
DIVISION:	ACADEMIC SUPPORT
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to assist principals, school leadership, and district teams in the implementation of effective academic programs and related support programs. Assists the Assistant Superintendent of Academic Support Programs and Special Populations in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for students and families.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to principals and school staffs in developing systems and structures that support an inclusive model

Provides leadership to principals and school staffs to support an effective MTSS system

Focuses on using multiple sources of data to assist principals in determining support strategies to promote student success

Identifies professional development needs based on data indicating schools' needs

Provides leadership to principals and school staffs to help develop systems that engage and support

Acts as liaison for community partnerships

Works closely with the Assistant Superintendent of Academic Support Programs and Special Populations to support all aspects of the work of each division within the Academic Support Programs department

Cooperates and coordinates with other organizational divisions and principals to implement common goals and objectives

Provides leadership in working with principals and school staffs in planning and implementing District, state and federal guidelines, policies and procedures

Identifies recurring obstacles to student success and collaborates with school leadership to address these obstacles with particular attention to the achievement gap

Assumes effective implementation of District goals and objectives where applicable

Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs

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

Evaluates staff as assigned
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 or higher with Kentucky Certification in Administration (Principal Certification)
Five (5) years of successful administrative experience
Three (3) years of successful experience as a teacher
Experience in the evaluation of classroom teachers
Experience leading diverse groups of people
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as a Principal of a school
Leadership experience in implementing programs in a school district
Experience in a diverse workplace





New: 09/30/2020 Submitted: 09/29/2020

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIVERSITY, EQUITY, POVERTY
DIVISION	DIVERSITY, EQUITY, POVERTY
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the District's Diversity, Equity, Poverty Department; plans, organizes, and implements recruitment, retention, position management and staffing activities; maintains contact with other departments internally (including, but not limited to Budget and Payroll, Academic Services, Information Technology) and externally on routine matters where significant judgment is required.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, provides direction, and implements goals, objectives and functions of the District Diversity, Equity, Poverty Department

Initiates policy, formulates and recommends goals and objectives of Diversity, Equity, Poverty Department as appropriate

Develops the operating budget for Diversity, Equity, Poverty Department and assures that all functions operate with the appropriated amounts

Prepares required and special reports as requested

Assists Principals and/or other organizational units to implement common goals and objectives of Diversity, Equity, Poverty Department

Assures compliance with federal, state statutes and regulations, and District policy and administrative procedures

Assures effective implementation of District goals and objectives where applicable

Provides leadership and direction to support implementation, continuation, and innovation of racial equity

Responds to open records requests, subpoenas, and other outside requests

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

### PHYSICAL DEMANDS

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

### MINIMUM QUALIFICATIONS

Master's Degree and Kentucky Certification in Administration

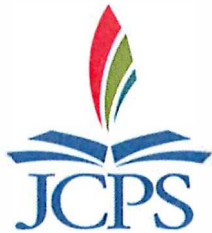
Three (3) years of successful experience in school leadership and administration

Kentucky teaching certificate
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DESIRABLE QUALIFICATIONS
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Advanced preparation in area of assignment
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Experience in a diverse workspace
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JOB TITLE:	EXECUTIVE ADMINISTRATOR PERSONNEL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4072
BARGAINING UNIT:	CERX

NEW Effective: Submitted:  
07/01/2019 05/14/2019  
09/30/2020 09/29/2020

#### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of ~~an organization unit~~ the District's Personnel Services Department, ~~program or department~~; plans, organizes, and implements recruitment, retention, position management and staffing activities ~~which may affect more than one organizational department or major activity~~; maintains contact with other departments internally (including, but not limited to Budget and Payroll, Academic Services, Information Technology) and externally on routine matters where significant judgment is required.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, ~~and~~ provides direction, ~~and to~~ implements goals, objectives and functions of the District Personnel Services Department

Initiates policy, formulates and recommends program hiring, staffing and recruitment goals and objectives as appropriate

~~Completes performance evaluation of Human Resource staff as assigned~~

Develops the operating budget for ~~the organizational unit~~ Personnel Services and assures that all functions operate with the appropriated amounts

Prepares required and special reports as requested

Assists ~~with~~ Principals and/or other organizational units to implement common goals and objectives

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment related to recruitment, selection, hiring, and retention

Assures effective implementation of District goals and objectives where applicable

Provides leadership and direction to an wage hour compliance and compensation schedules and procedures and related policies

Provides leadership and general direction to staff forecasting activities including recruiting and placement practices and procedures

Responds to open records requests, subpoenas, Kentucky retirement requests, audit requests, and employment verifications

Leads the District's Human Resources Personnel and ensures that duties, areas of authority/responsibility and accountability are understood, and that effective coordination of the activities within the Division are accomplished

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS
Master's Degree <u>and Kentucky Certification in Administration</u>
Three (3) years of successful experience in human resources
Kentucky teaching certificate
Successful leadership experience

DESIRABLE QUALIFICATIONS
Advanced preparation in area of assignment
<u>Human Resources Certification</u>



JOB TITLE:	EXECUTIVE ADMINISTRATOR PERSONNEL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4072
BARGAINING UNIT:	CERX

Effective:  
09/30/2020

Submitted:  
09/29/2020

#### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the District's Personnel Services Department; plans, organizes, and implements recruitment, retention, position management and staffing activities; maintains contact with other departments internally (including, but not limited to Budget and Payroll, Academic Services, Information Technology) and externally on routine matters where significant judgment is required.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, provides direction, and implements goals, objectives and functions of the District Personnel Services Department

Initiates policy, formulates and recommends hiring, staffing and recruitment goals and objectives as appropriate

Develops the operating budget for Personnel Services and assures that all functions operate with the appropriated amounts

Prepares required and special reports as requested

Assists Principals and/or other organizational units to implement common goals and objectives

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements related to recruitment, selection, hiring, and retention

Assures effective implementation of District goals and objectives where applicable

Provides leadership and direction to wage hour compliance and compensation schedules and procedures and related policies

Provides leadership and general direction to staff forecasting activities including recruiting and placement practices and procedures

Responds to open records requests, subpoenas, Kentucky retirement requests, audit requests, and employment verifications

Leads the District's Human Resources Personnel and ensures that duties, areas of authority/responsibility and accountability are understood, and that effective coordination of the activities within the Division are accomplished

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

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

#### MINIMUM QUALIFICATIONS

Master's Degree and Kentucky Certification in Administration

Three (3) years of successful experience in human resources
Kentucky teaching certificate
Successful leadership experience
<b>DESIRABLE QUALIFICATIONS</b>
Advanced preparation in area of assignment
Human Resources Certification