



Effective: ~~NEW:~~ Submitted:  
 07/01/2019 06/11/2019  
 11/11/2020 11/10/2020

JOB TITLE:	FACILITATOR BILINGUAL LANGUAGE SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD <del>220 DAYS</del>
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8235
BARGAINING UNIT:	CLAR

#### SCOPE OF RESPONSIBILITIES

Works with the Coordinator Bilingual Language Services to facilitate and oversee district-wide requests for interpreters and translators. Communicates with parents, school personnel, and outside agencies. Translates documents when appropriate. Proofreads Spanish translations. Maintains accurate records of interpreter and translation requests that are received.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Fills in when Coordinator Bilingual Language Services is absent

~~Works closely with the Coordinator Bilingual Language Services to obtain current and new practices~~ Assigns interpreters and/or translators to specific jobs

~~Provides interpreters with specifics for the job~~

Receives and reviews all request for language support

Determines best language support method

Secures interpreters/translators for specific jobs

Provides interpreter/translator with specifics for the job

Keeps requesters updated while job is being processed

Works with outside agencies contracted by the district to provide language support

Completes translations of documents when appropriate

Proofreads translations of documents when appropriate

~~Emails outcomes to requesters after parents are contacted~~

~~Proofreads translations when appropriate~~

~~Receives and distributes faxes accordingly~~

~~Gathers, reviews, and validates time sheets submitted by Instructor Bilingual Associates~~

~~Follows up with Instructor Bilingual Associates to obtain paperwork regarding payroll~~

~~Collects data and reports~~

~~Serves as liaison for Transact, Language Line Solutions, and Catholic Charities~~

~~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

Bachelor's Degree

Three (3) years of successful experience

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

Master's degree

Experience in teaching multi-age group

Experience in a diverse workplace



Effective: 11/11/2020  
Submitted: 11/10/2020

JOB TITLE:	FACILITATOR BILINGUAL LANGUAGE SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8235
BARGAINING UNIT:	CLAR

#### SCOPE OF RESPONSIBILITIES

Works with the Coordinator Bilingual Language Services to facilitate and oversee district-wide requests for interpreters and translators. Communicates with parents, school personnel, and outside agencies. Translates documents when appropriate. Proofreads Spanish translations. Maintains accurate records of interpreter and translation requests that are received.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Fills in when Coordinator Bilingual Language Services is absent

Works closely with the Coordinator Bilingual Language Services to obtain current and new practices

Receives and reviews all request for language support

Determines best language support method

Secures interpreters/translators for specific jobs

Provides interpreter/translator with specifics for the job

Keeps requesters updated while request for language support is being processed

Works with outside agencies contracted by the district to provide language support

Completes translations of documents when appropriate

Proofreads translations of documents when appropriate

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

Bachelor's Degree

Three (3) years of successful experience

Demonstrated proficiency in two (2) languages: English and another 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
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DESIRABLE QUALIFICATIONS
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Master's degree
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Experience in teaching multi-age group
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Experience in a diverse workplace
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Effective: ~~NEW:~~ Submitted:  
 07/01/2019 06/11/2019  
 11/11/2020 11/10/2020

JOB TITLE:	COORDINATOR BILINGUAL LANGUAGE SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD <del>240 DAYS</del>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8237
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Facilitates and oversees District-wide language services operation. Provides technical assistance to District and program staff. Communicates with international parents, school personnel, and outside agencies. Develops, monitors and implements procedures to access bilingual support.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Supervises and directs the work of interpreters and translators~~

Develops and maintains procedures to access language support in the district

~~Oversees the work of Facilitators Bilingual Language Support~~

~~Provides training for Instructor Bilingual Associates who serve as interpreters~~

Evaluates and implements changes to improve the effectiveness of services

Promotes the use of language support in non-instructional settings

Collaborates with all JCPS schools, programs and departments to provide effective services

Serves as a liaison for outside agencies contracted by the district to provide language support

Assists district employees with technical issues related to language support interruptions

Prepares reports and recommendations for the district for the Language Services operation

Develops the Language Services budget and allocates funding for services

Oversees the work of the Language Services staff

Evaluates Language Services staff

Completes translations of documents when appropriate

Proofreads translations of documents when appropriate

~~Suggests and implements changes to improve effectiveness of services~~

~~Provides technical assistance to District and school staff in need of bilingual support~~

~~Facilitates communication between schools/programs and international families~~

~~Assists in planning and implementation of special events and activities~~

~~Collaborates with all programs/departments to provide effective services~~

~~Receives interpreter and translation requests~~

~~Prepares interpreter and/or translation requests~~

~~Assigns interpreters and/or translators to specific jobs~~

~~Provides interpreters with specifics for the job~~

<del>Keeps requesters updated while job is being processed</del>
<del>Emails outcomes to requesters after parents are contacted</del>
<del>Refers JCPS callers for on-demand interpretation</del>
<del>Proofreads appropriate translations</del>
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 activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

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

One (1) year successful experience in administration/supervision

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience in working with different age groups

Experience in working with community organizations and agencies

Experience in a diverse workplace



Effective: 11/11/2020      Submitted: 11/10/2020

JOB TITLE:	COORDINATOR BILINGUAL LANGUAGE SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8237
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Facilitates and oversees District-wide language services operation. Provides technical assistance to District and program staff. Communicates with international parents, school personnel, and outside agencies. Develops, monitors and implements procedures to access bilingual support.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops and maintains procedures to access language support in the district
Evaluates and implements changes to improve the effectiveness of services
Promotes the use of language support in non-instructional settings
Collaborates with all JCPS schools, programs and departments to provide effective services
Serves as a liaison for outside agencies contracted by the district to provide language support
Assists district employees with technical issues related to language support interruptions
Prepares reports and recommendations for the district for the Language Services operation
Develops the Language Services budget and allocates funding for services
Oversees the work of the Language Services staff
Evaluates Language Services staff
Completes translations of documents when appropriate
Proofreads translations of documents when appropriate
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 activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years of successful experience in area of assignment
One (1) year successful experience in administration/supervision
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in working with different age groups
Experience in working with community organizations and agencies
Experience in a diverse workplace





Effective:~~NEW:~~ Submitted:  
 11/11/2020 11/10/2020  
 08/07/2019 08/06/2019

JOB TITLE:	TECHNICIAN WORK VERIFICATION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD <del>260 DAYS</del>
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8691
BARGAINING UNIT:	CLAB

#### SCOPE OF RESPONSIBILITIES

Receives, researches, complies, ~~and~~ verifies ~~and provides;~~ work experience documents received to determine if work experience credit will be awarded or denied based on district salary placement rules and policies, state, or federal guidelines. ~~Supports the organization and operation of employee files maintained by Labor Management and Employee Relations. Accurately enters work verification actions into the District Human Resources Information System within the payroll lockdown or as soon as the work experience is verified.~~

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Corresponds with employees and external vendors via phone or email to ~~provide and or verify work history~~ ~~verify~~ and answer work verification questions

Researches external vendors' websites, job descriptions, work calendars, payroll reporting and practices to verify work experience

Compiles data from abbreviated small payroll reports from external vendors to verify years' experience credit to be awarded

Answers phone calls, emails, and meets with employees to discuss challenges with work experience received and responds to questions with answers supported by the Board approved salary schedule, District policy, state or federal guidelines

Receives ~~and reviews~~ external work experience documents and ~~distributes them for entry~~ ~~accurately enters routine work experience credit actions~~ into the District Human Information Resources Systems before the payroll lockdown date

~~Assumes responsibility to research and resolve work verification challenges as soon as possible to ensure all work verification actions are approved by the designed approver within the payroll lockdown or as soon as eligible work experience is verified~~

Returns ~~Distributes~~ work verification documents requested from external entities in a timely manner ~~that alerts employees of work experience awarded or denied via email, pony, or postal mail~~

Assists the ~~Records Room~~ staff by reviewing and filing personnel files ~~Welcome and Processing Clerks when needed~~

Uses software and operates computers successfully, printers and other equipment as required

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. It 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

High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
Two (2) years of successful experience in clerical functions
Two (2) years of data processing experience
Successful experience with computer word processing, file management functions, transcription skills, and the ability to operate calculator accurately and efficiently
Effective communication skills

DESIRABLE QUALIFICATIONS
One (1) year of responsible research and evaluation experience
Ability to work well in a team situation and various
Efficient time management
Training or education in business practices and skills
Experience in a diverse workplace



Effective: 11/11/2020  
Submitted: 11/10/2020

JOB TITLE:	TECHNICIAN WORK VERIFICATION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8691
BARGAINING UNIT:	CLAB

#### SCOPE OF RESPONSIBILITIES

Receives, researches, complies, verifies and provides work experience documents received to determine if work experience credit will be awarded or denied based on district salary placement rules and policies, state, or federal guidelines. Supports the organization and operation of employee files maintained by Labor Management and Employee Relations.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Corresponds with employees and external vendors via phone or email to provide and or verify work history and answer work verification questions

Researches external vendors' websites, job descriptions, work calendars, payroll reporting and practices to verify work experience

Compiles data from abbreviated small payroll reports from external vendors to verify years' experience credit to be awarded

Answers phone calls, emails, and meets with employees to discuss challenges with work experience received and responds to questions with answers supported by the Board approved salary schedule, District policy, state or federal guidelines

Receives and reviews external work experience documents and distributes them for entry into the District Human Information Resources Systems before the payroll lockdown date

Returns work verification documents requested from external entities in a timely manner

Assists the Records Room staff by reviewing and filing personnel files

Uses software and operates computers successfully, printers and other equipment as required

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. It 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

High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic

Two (2) years of successful experience in clerical functions

Two (2) years of data processing experience

Successful experience with computer word processing, file management functions, transcription skills, and the ability to operate calculator accurately and efficiently

Effective communication skills
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DESIRABLE QUALIFICATIONS
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One (1) year of responsible research and evaluation experience
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Ability to work well in a team situation and various
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Efficient time management
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Training or education in business practices and skills
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Experience in a diverse workplace
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Effective:~~NEW~~: Submitted:  
 11/11/2020 11/10/2020  
 08/07/2019 08/06/2019

JOB TITLE:	TEACHER GIFTED
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4525
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Plans, organizes, and delivers gifted services at assigned locations based on identified student needs and approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students and secures and maintains school property and materials. May be transferred to other locations or clusters of locations as District needs change during the school term and from school year to school year.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Meets and instructs assigned classes in the locations and at the times designated
Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
Guides the learning process toward the achievement of curriculum goals and establishes objectives for all lessons, units, projects, and the like in order to communicate these objectives to students.
Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes, and maintains written evidence of preparation
Assists the administration in implementing Board policies, administrative regulations, and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
Assess the accomplishments of students on a regular basis and provides progress reports and counseling to parents as required concerning academic and behavioral progress of all assigned students
Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities
Continues personal professional growth and upgrading of skills appropriate to teaching assignments
Attends staff meetings, serves on staff committees, and accepts a share of responsibility for extracurricular activities
Performs health services if needed for which training will be provided
Performs other duties as assigned by Principal or supervisor and evaluated by Director Title I/II/IV and Programmatic 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

KY certification appropriate to the grade level and curricular assignment

Gifted endorsement
Experience and preparation required by the Board
Effective communication skills

DESIRABLE QUALIFICATIONS
Has access to private vehicle for transportation purposes as needed
Has appropriate vehicle insurance as required by the District
Experience in diverse workplace and with diverse student populations



Effective: 11/11/2020  
Submitted: 11/10/2020

JOB TITLE:	TEACHER GIFTED
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4525
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Plans, organizes, and delivers gifted services at assigned locations based on identified student needs and approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students and secures and maintains school property and materials. May be transferred to other locations or clusters of locations as District needs change during the school term and from school year to school year.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Meets and instructs assigned classes in the locations and at the times designated
Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
Guides the learning process toward the achievement of curriculum goals and establishes objectives for all lessons, units, projects, and the like in order to communicate these objectives to students.
Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes, and maintains written evidence of preparation
Assists the administration in implementing Board policies, administrative regulations, and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
Assess the accomplishments of students on a regular basis and provides progress reports and counseling to parents as required concerning academic and behavioral progress of all assigned students
Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities
Continues personal professional growth and upgrading of skills appropriate to teaching assignments
Attends staff meetings, serves on staff committees, and accepts a share of responsibility for extracurricular activities
Performs health services if needed for which training will be provided
Performs other duties as assigned by Principal or supervisor and evaluated by Director Title I/II/IV and Programmatic 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

KY certification appropriate to the grade level and curricular assignment

Gifted endorsement
Experience and preparation required by the Board
Effective communication skills

DESIRABLE QUALIFICATIONS
Has access to private vehicle for transportation purposes as needed
Has appropriate vehicle insurance as required by the District
Experience in diverse workplace and with diverse student populations





~~Submitted For Effective:~~ Submitted:  
 11/11/2020 11/10/2020  
 Approval: 6/11/2019  
 Effective: 7/01/2019

JOB TITLE:	DIRECTOR TITLE I/II/IV AND PROGRAMMATIC SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4060
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of Title I/II/IV department and oversees Title I, Title II, and Title IV funding streams which have significant impact on District's programs; plans and implements activities which typically affect more than one organizational department or major activity; maintains contact with other departments; the public, other agencies and/or parents on districtwide matters.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and provides direction to implement goals, objectives and functions of the organizational unit

Manages and oversees all Title I/II/IV Gifted Talented/Advance Programs, and Extended School Services funding streams and programmatic supports designed to support Title I schools, District priorities, goals and strategic plans

Initiates policy, formulates and recommends program goals and objectives as appropriate

Develops the operating budget for Title I, II, IV, Gifted Talented/Advance Programs and Extended School Services, and assures that all functions operate within the appropriated amounts

Prepares required and special reports as requested

Provides effective leadership to implement performance evaluation procedures

Cooperates with Principals and/or other organizational units to implement common goals and objectives for Title I, II, IV, Gifted Talented/Advance Programs and Extended School Services

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

Chairs and/or participates on committees and task forces as assigned

~~Supervises and e~~Evaluates ~~Teacher Gifted 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 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 of instruction

Five (5) years of successful experience related to Title I/II Programming and other federal and/or state programs

Experience delivering and planning professional learning

Successful leadership experience

Effective communication skills
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DESIRABLE QUALIFICATIONS
Advanced training in research, development, and evaluation
Principal experience
Experience in a diverse workplace



Effective:  
11/11/2020

Submitted:  
11/10/2020

JOB TITLE:	DIRECTOR TITLE I/II/IV AND PROGRAMMATIC SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4060
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of Title I/II/IV department and oversees Title I, Title II, and Title IV funding streams which have significant impact on District's programs; plans and implements activities which typically affect more than one organizational department or major activity; maintains contact with other departments; the public, other agencies and/or parents on districtwide matters.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and provides direction to implement goals, objectives and functions of the organizational unit

Manages and oversees all Title I/II/IV Gifted Talented/Advance Programs, and Extended School Services funding streams and programmatic supports designed to support Title I schools, District priorities, goals and strategic plans

Initiates policy, formulates and recommends program goals and objectives as appropriate

Develops the operating budget for Title I,II, IV, Gifted Talented/Advance Programs and Extended School Services, and assures that all functions operate within the appropriated amounts

Prepares required and special reports as requested

Provides effective leadership to implement performance evaluation procedures

Cooperates with Principals and/or other organizational units to implement common goals and objectives for Title I, II, IV, Gifted Talented/Advance Programs and Extended School Services

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

Chairs and/or participates on committees and task forces as assigned

Supervises and evaluates Teacher Gifted 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 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 of instruction

Five (5) years of successful experience related to Title I/II Programming and other federal and/or state programs

Experience delivering and planning professional learning

Successful leadership experience

Effective communication skills
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DESIRABLE QUALIFICATIONS
Advanced training in research, development, and evaluation
Principal experience
Experience in a diverse workplace