



NEW: Submitted:
12/02/2020 12/01/2020

JOB TITLE:	CLERK LIBRARY TECHNICAL SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Processes print and non-print materials for school library media centers according to specific departmental requirements and procedures. Inspects and quality checks incoming orders. Organizes orders for shipment. Documents and tracks shipments to schools. Performs standard clerical duties.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Checks, analyzes, and classifies or alphabetizes print and non-print materials for school library media centers
 Makes simple postings to various unit or program records; receives and files receipts for shipments as required
 Prepares reports involving tabulations or posted data and simple arithmetical calculations
 Receives, classifies, and routes incoming mail as assigned
 Provides customer service, answers phones, and routes calls and messages as assigned
 Operates standard office equipment including computers, calculator, printer/copier, as well as pallet jack, dolly, and other office machines
 Uses multiple platforms (Microsoft, Google) for documentation of work. Types, proofreads, duplicates, collates, and processes reports and other materials as required
 Completes all trainings and other compliance requirements as assigned by the designated deadline
 Performs other duties assigned by the Director

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

High School Diploma or G.E.D.
 Previous training and/or experience in office and clerical duties
 Good typing, telephone, file management, and digital skills
 Ability to use multiple platforms (Google, Microsoft) for word processing, spreadsheets, report creation
 Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to work well in a team situation
 Efficient time management
 Experience in a diverse workplace



Effective: ~~NEW:~~ Submitted:
 12/2/2020 12/1/2020
 07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR COMMUNICATIONS AND INFORMATION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	I I / GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD 260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8139
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides assistance in implementing and developing programs that increase awareness of key District initiatives within key internal and external audiences.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in the development of publications and other materials designed to update and inform all District employees

Generates articles and other stories that highlight the District's strategic plan

Assists in the organization of key employee events (~~i.e., Administrator Kick-Off, Retirement Dinner, etc.~~)

Develops, writes and coordinates recognitions for Jefferson County Board of Education meetings

~~Produces daily and weekly newsletters to families and employees to continue a consistent form of communication to our community~~
~~Produces monthly parent newsletter with relevant information for families about District initiatives and upcoming events and produces the weekly newsletter "Great Stories to Share"~~

Assists in the development of a social media strategy to promotes District information for stakeholders

~~Assumes the responsibility of overseeing content displayed on JCPS social media platforms and assists with content development of key stories for the District website~~
~~Organizes surprise visits to schools by the Superintendent to honor employees as part of the "I Love My Job" campaign~~

Develops ideas to present to members of the media recognizing success in the District and spotlighting student achievement

~~Records and edits short videos to share on social media around District initiatives, events, or programs at schools~~
~~Coordinates and organizes media interviews for weekly "I am JCPS" series highlighting employees~~

Produces content for JCPS videography department

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree

Two (2) years of experience writing speeches, news releases, and other internal/external communications

Two (2) years of experience working directly with members of the media
--

Two (2) years of planning and managing internal/external events

Effective communication skills

DESIRABLE QUALIFICATIONS

Prior experience in an educational institution
--

Prior experience in a diverse work place
--



Effective: 12/2/2020 Submitted: 12/1/2020

JOB TITLE:	COORDINATOR COMMUNICATIONS AND INFORMATION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	I I /GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8139
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides assistance in implementing and developing programs that increase awareness of key District initiatives within key internal and external audiences.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists in the development of publications and other materials designed to update and inform all District employees
- Generates articles and other stories that highlight the District's strategic plan
- Assists in the organization of key employee events
- Develops, writes and coordinates recognitions for Jefferson County Board of Education meetings
- Produces daily and weekly newsletters to families and employees to continue a consistent form of communication to our community
- Assists in the development of a social media strategy to promotes District information for stakeholders
- Assumes the responsibility of overseeing content displayed on JCPS social media platforms and assists with content development of key stories for the District website
- Develops ideas to present to members of the media recognizing success in the District and spotlighting student achievement
- Records and edits short videos to share on social media around District initiatives, events, or programs at schools
- Produces content for JCPS videography department
- Completes all trainings and other compliance requirements as assigned and by the designated timeline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Two (2) years of experience writing speeches, news releases, and other internal/external communications
- Two (2) years of experience working directly with members of the media
- Two (2) years of planning and managing internal/external events

Effective communication skills

DESIRABLE QUALIFICATIONS

Prior experience in an educational institution
--

Prior experience in a diverse work place
--



NEW: 12/02/2020
SUBMITTED: 12/1/2020

JOB TITLE:	INSTRUCTIONAL LEAD LIBRARIAN
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides leadership and support for K-12 District school library programs for goal identification and development and district vision alignment. Leads school-based library media specialists in collaboratively implementing Kentucky Academic Standards by embedding a progression of K-12 inquiry-based digital literacy skills and state/national library standards. Coordinate the implementation of District initiatives, developing pedagogies, and trending technologies for long-range future ready strategic planning. Supports school librarians to ensure successful alignment to content areas and partnerships with other departments.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Aligns work to District initiatives i.e., Backpack of Success Skills, developing pedagogies, and trending technologies for long-range strategic planning
Works closely with other district instructional specialists to support collaborative inquiry and deeper learning strategies to improve student outcomes
Provides guidance to school librarians in data collection and promotes the use of up-to-date curation and digital sharing tools to support school and district goals
Maintains communication and provides support and feedback to appropriate departmental, district, and school staff on implementation of and compliance with policies and standards related to school library programs
Assists schools with identifying and addressing personalized learning and multiple literacy needs (digital, visual, media, news, ethical, coding & computational) as well as foundational literacy skills that can be addressed through the school library program
Develops, directs, and provides professional development that supports deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation, and technology competency for school based and district personnel as well as community partners and state librarians
Maintains knowledge of trends in literature and collection development and provides support to K-12 librarians on strategies to create a culture of reading in their school communities
Develops and supports instructional application of resources provided by the department to school libraries, (i.e., special collections, inquiry protocols, standards frameworks, etc.)
Collects and analyzes district library data and plans strategically to develop capacity of school librarians to support inquiry collaboration, and increase student literacy
Integrates research in all areas of responsibility, completes all trainings, and submits reports and recommendations as needed, and other compliance requirements as assigned and by the designated deadline
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
Master's Degree in Education or Library Science
Valid Kentucky Teaching Certificate and Library Media Specialist Endorsement
Five (5) years of successful library experience
Demonstrated ability to work cooperatively in a team situation
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize and interpret data
Experience in planning, developing, and conducting professional development programs
Demonstrated ability in collection development
Ability to develop, coach, and facilitate learning with librarian leadership teams
Experience in a diverse workplace



NEWEFEC

TIVE:

07/17/2019

12/2/2020

SUBMITTE

D:

07/16/2019

12/1/2020

JOB TITLE:	SPECIALIST MANAGER SOCIAL EMOTIONAL LEARNING
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 910
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4201
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership and oversees the district's Social Emotional Learning and Re-engagement staff; analyzes and synthesizes information integral to department divisions; collaborates with other District departments to achieve goals and objectives.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and plans for district-wide implementation of Social Emotional Learning, student re-engagement and systems to promote positive cultures and climates

Coordinates and plans for district-wide implementation of Trauma Informed Approaches to education

Collaborates with local post-secondary institutions to support the inclusion of trauma and social emotional education, aligned with the district's plan, for aspiring teacher certification programs.

Conducts short term and long term planning aligning with the District's strategic plan

Supervises and supports student re-engagement for students transitioning to and from our alternative schools, local/state youth detention centers, and comparable out of district placements.

Supervises and supports multiple role groups to assist with implementation of the District's vision and state and federal requirements

Coordinates trauma training for district partners.

Manages local, state and federal grants and required responsibilities relating to each grant

Provides leadership and training for implementation of programs

Communicates effectively with all District staff, local school staff and community in both verbal and written form, builds consensus among diverse groups, establishes and maintains productive working relationships with others and builds a vision for the department that is effectively articulated

Monitors and evaluates efficiency of programs within department

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 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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree with valid Kentucky Teaching Certificate
Five (5) years of successful teaching experience
Successful leadership experience
Effective communication skills
DESIRABLE QUALIFICATIONS
Kentucky Professional Certification in Administration and/or Supervision or Counseling
Experience in a diverse workplace



Effective: 12/2/2020 Submitted: 12/1/2020

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

SCOPE OF RESPONSIBILITIES
Provides leadership and oversees the district's Social Emotional Learning and Re-engagement staff; analyzes and synthesizes information integral to department divisions; collaborates with other District departments to achieve goals and objectives.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates and plans for district-wide implementation of Social Emotional Learning, student re-engagement and systems to promote positive cultures and climates
Coordinates and plans for district-wide implementation of Trauma Informed Approaches to education
Collaborates with local post-secondary institutions to support the inclusion of trauma and social emotional education, aligned with the district's plan, for aspiring teacher certification programs
Conducts short term and long term planning aligning with the District's strategic plan
Supervises and supports student re-engagement for students transitioning to and from our alternative schools, local/state youth detention centers, and comparable out of district placements
Supervises and supports multiple role groups to assist with implementation of the District's vision and state and federal requirements
Coordinates trauma training for district partners
Manages local, state and federal grants and required responsibilities relating to each grant
Provides leadership and training for implementation of programs
Communicates effectively with all District staff, local school staff and community in both verbal and written form, builds consensus among diverse groups, establishes and maintains productive working relationships with others and builds a vision for the department that is effectively articulated
Monitors and evaluates efficiency of programs within department
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 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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree with valid Kentucky Teaching Certificate
Five (5) years of successful teaching experience

Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky Professional Certification in Administration and/or Supervision or Counseling
Experience in a diverse workplace



Effective: Submitted:
 12/2/2020 12/1/2020
~~NEW:-~~ 07/16/2019
 07/17/2019

JOB TITLE:	SPECIALIST ACCESS AND OPPORTUNITY
DIVISION	DIVERSITY, EQUITY, AND POVERTY
SALARY SCHEDULE/GRADE:	II/GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8265
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of a unit which bears district-wide responsibility for promoting school stability, equitable services and continuity for homeless, foster care eligible, immigrant/refugee, and other underserved students as mandated by federal law. Coordinates services that will improve the academic and social outcomes for students particularly those that have traditionally not had access and opportunity. Identifies any barriers that may prevent a student/family from receiving services, and advocates for service implementation. Works closely with caregivers (e.g., family, case workers, court appointed guardians, etc.) to increase access and opportunity. Promotes school stability and advocates for international, homeless, immigrant/refugee, and other underserved students by overseeing the McKinney-Vento mandates. Identifies barriers and coordinates access services that will improve the academic and social outcomes for identified students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees funding streams which have significant impact on District's programs

Resolve McKinney-Vento disputes and facilitates best interest determination meetings for eligible students (homeless and foster care eligible)

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment including DCBS and the Court system

Responds to federal, state and local monitoring visits, compliance calls and audits for the targeted populations

Ensures that traditionally underserved populations (e.g., homeless, immigrant, refugee and other underserved students) are provided opportunities to meet the same academic achievement standards as other students and reduces the specific barriers students face

Removes barriers that hinder the school enrollment, achievement, and stability for homeless, immigrant/refugee, and other underserved students

Promotes school stability and continuity by carrying out the McKinney-Vento law as the district homeless liaison and ESSA mandates as the district liaison

Serves as an educational liaison between JCPS and agencies serving homeless, immigrant/refugee, and other underserved students and families

Develops, interprets, reviews and revises District policies and procedures in collaboration with other departments to remove barriers for international, homeless, immigrant/refugee students, and other underserved students

Creates and maintains a racial equity dashboard that monitors student academic, behavioral and transient data

Collects data and reports to state and federal agencies as required to assess the educational needs of the target populations

Plans appropriate professional development related to homeless, immigrant/refugee, and other underserved students/families

Coordinates student and family homeless efforts, international services, advocacy, and programs with the educational objectives of the District
Coordinates districtwide professional learning and awareness opportunities for school personnel on the issues and strategies to reach foster care, runaway, and homeless youth, and extended learning opportunities for homeless, immigrant/refugee, and other underserved students and promotes family readiness and willingness to participate
Builds a base of public support to enhance access to services provided by JCPS and community agencies and partners with appropriate community organizations to assure goals and metrics are met as it relates to access
Supervises the implementation of the Clothing Assistance Program
Provides appropriate and timely reporting on the status and needs of the homeless, immigrant, refugee and other underserved students
Creates and facilitates a community council that focuses on the needs of marginalized students
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree with successful experience working (3 years) with highly mobile and disadvantaged students/families particularly homeless, immigrant, refugee and other underserved students
KY certification in public school social work
Successful experience implementing federal, state and local mandates
Extensive knowledge of the services available to support international, homeless, and immigrant/refugee students
Ability to effectively work with homeless and immigrant/refugee students
Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree in the field of social work
Fluency in a major language in the community (i.e., Spanish, Arabic, etc.)
Experience leading diverse groups
Experience with community international services providers
Experience in a diverse workplace



Effective: 12/2/2020
Submitted: 12/1/2020

JOB TITLE:	SPECIALIST ACCESS AND OPPORTUNITY
DIVISION	DIVERSITY, EQUITY, AND POVERTY
SALARY SCHEDULE/GRADE:	II/GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8265
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides leadership to and direct supervision of a unit which bears district-wide responsibility for promoting school stability, equitable services and continuity for homeless, foster care eligible, immigrant/refugee, and other underserved students as mandated by federal law. Coordinates services that will improve the academic and social outcomes for students particularly those that have traditionally not had access and opportunity. Identifies any barriers that may prevent a student/family from receiving services, and advocates for service implementation. Works closely with caregivers (e.g., family, case workers, court appointed guardians, etc.) to increase access and opportunity. Promotes school stability and advocates for international, homeless, immigrant/refugee, and other underserved students by overseeing the McKinney-Vento mandates. Identifies barriers and coordinates access services that will improve the academic and social outcomes for identified students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Oversees funding streams which have significant impact on District's programs
Resolve McKinney-Vento disputes and facilitates best interest determination meetings for eligible students (homeless and foster care eligible)
Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment including DCBS and the Court system
Responds to federal, state and local monitoring visits, compliance calls and audits for the targeted populations
Ensures that traditionally underserved populations (e.g., homeless, immigrant, refugee and other underserved students) are provided opportunities to meet the same academic achievement standards as other students and reduces the specific barriers students face
Removes barriers that hinder the school enrollment, achievement, and stability for homeless, immigrant/refugee, and other underserved students
Promotes school stability and continuity by carrying out the McKinney-Vento law as the district homeless liaison and ESSA mandates as the district liaison
Serves as an educational liaison between JCPS and agencies serving homeless, immigrant/refugee, and other underserved students and families
Develops, interprets, reviews and revises District policies and procedures in collaboration with other departments to remove barriers for international, homeless, immigrant/refugee students, and other underserved students
Creates and maintains a racial equity dashboard that monitors student academic, behavioral and transient data
Collects data and reports to state and federal agencies as required to assess the educational needs of the target populations
Plans appropriate professional development related to homeless, immigrant/refugee, and other underserved students/families
Coordinates student and family homeless efforts, international services, advocacy, and programs with the educational objectives of the District

Coordinates districtwide professional learning and awareness opportunities for school personnel on the issues and strategies to reach foster care, runaway, and homeless youth, and extended learning opportunities for homeless, immigrant/refugee, and other underserved students and promotes family readiness and willingness to participate
--

Builds a base of public support to enhance access to services provided by JCPS and community agencies and partners with appropriate community organizations to assure goals and metrics are met as it relates to access

Supervises the implementation of the Clothing Assistance Program
--

Provides appropriate and timely reporting on the status and needs of the homeless, immigrant, refugee and other underserved students
--

Creates and facilitates a community council that focuses on the needs of marginalized students
--

Evaluates staff as assigned

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree with successful experience working (3 years) with highly mobile and disadvantaged students/families particularly homeless, immigrant, refugee and other underserved students
--

KY certification in public school social work

Successful experience implementing federal, state and local mandates
--

Extensive knowledge of the services available to support international, homeless, and immigrant/refugee students
--

Ability to effectively work with homeless and immigrant/refugee students
--

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree in the field of social work

Fluency in a major language in the community (i.e., Spanish, Arabic, etc.)
--

Experience leading diverse groups

Experience with community international services providers
--

Experience in a diverse workplace



NEW: 12/2/2020
Submitted: 12/1/2020

JOB TITLE:	SPECIALIST NETWORK ARCHITECT
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides expertise and guidance in the design, implementation, maintenance, and configuration of critical technical infrastructure, including but not limited to data and voice systems. Employs design philosophies that seamlessly accommodate secure access to premise, remote, and cloud infrastructure to address the short-term and long-term capacity needs of switching, routing, transmission, and signaling. Leads the design, orchestration, and implementation of business continuity and disaster recovery systems and initiatives. Supervises and guides project teams and collaborates with internal and external stakeholders and other third-parties in executing technical infrastructure projects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
--

- Performs network systems design and analysis to incorporate standards-compliant network security and resilience and designs alternative routing scenarios and changes in the prescribed network activity sequence
- Evaluates and reviews design frameworks and methodologies and approves design to achieve functional requirements and conformance to the infrastructure architecture
- Conducts feasibility studies on the IT infrastructure design options
- Leads teams to maintain and improve the technical infrastructure to facilitate growth and leverages analytics and operational intelligence data to achieve a high degree of availability
- Leads the efforts to evaluate, test, design, develop, and maintain innovative network and telephony solutions
- Guides and instructs the technical infrastructure teams and third-parties in the design, architecture, and commissioning of crucial IT infrastructure
- Engages with key stakeholders and provides knowledge, experience, and thought leadership in telephony, orchestration, networks, and the associated interoperability matters
- Liaises with other departments to understand their needs related to the technical infrastructure and their impact on infrastructure design and maintenance
- Designs and maintains all aspects of business continuity and disaster recovery initiatives related to the technical infrastructure
- Drives the business continuity and disaster recovery initiatives by working closely with key stakeholders and vendors and leads the associated orchestration efforts
- Models, appraises, and presents business continuity and disaster recovery options to the key stakeholders
- Advises and trains the business users and key stakeholders in the concepts and operational requirements to achieve recovery time and recovery point objectives
- Executes projects as assigned
- Utilizes effective time management, planning, and people skills to liaise with management, team members, vendors, and customers and coordinate activities related to the network and infrastructure tasks
- Ensures timely delivery of projects and provides status updates to stakeholders throughout the project lifecycle
- Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The job requires the use of hands for simple grasping and fine manipulations. At times, the position requires bending, squatting, crawling, climbing, reaching, and lifting, carrying, pushing, or pulling lightweights.

MINIMUM QUALIFICATIONS

Bachelor's degree in a related field or six (6) years of demonstrable experience in the design of enterprise networks and implementation of business continuity and disaster recovery solutions

Broad hands-on knowledge in the planning and execution of business continuity solutions in an enterprise setting. Demonstrable experience analyzing and navigating complex enterprise network topologies and security frameworks

In-depth knowledge of all types of disasters, natural or otherwise, their effect on company technologies, and strategies to minimize adverse impact on the business

A current, relevant, and industry-recognized certification, or the ability to complete department- designated and department-paid certification(s) within twelve (12) months of hire

Excellent oral and written communication skills

DESIRABLE QUALIFICATIONS

Master's degree in computer science

Hands-on experience managing technical infrastructure teams in an enterprise setting

Experience working in a diverse workplace



New:
12/2/2020

Submitted:
12/1/2020

JOB TITLE:	SUBSTITUTE TEACHER RETIREE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	V-SUB
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	SUB7

SCOPE OF RESPONSIBILITIES
This position carries out duties as assigned by the Principal to support the school.

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 interest of students
Guides the learning process toward the achievement of curriculum goals
Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
Reports immediately safety concerns to a school official
Maintains accurate complete and correct records as required by law, District policy, and administrative regulation
Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is 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, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS
Retired Teacher of Jefferson County Public Schools
Full Time Kentucky Teacher Certification or Kentucky Emergency Substitute Teacher Certification
Experience working with school-age children
Effective communication skills

DESIRABLE QUALIFICATIONS

Experience working in a diverse work place