



NEW: 12/15/2021 Submitted: 12/14/2021

JOB TITLE:	COORDINATOR AMERICORPS
DIVISION	ACADEMIC SUPPORT PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Plans, organizes, executes, and/or coordinates on-boarding new members, orientation, and oversight of required Federal and State files. Insures program compliance in collaboration with JCPS Specialist of Community Support. Provides on-going support to schools and AmeriCorps Staff assisting with program fidelity and alignment to JCPS Mission and Vision. Attends State and Federal Government meetings on behalf of District.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as a liaison with other units, departments, State AmeriCorps Office, and outside agencies as required pertaining to the AmeriCorps Program

Assists supervisor and other district data personnel by providing data analysis that pertains to the AmeriCorps Program

Maintains complete and comprehensive files for members and program to insure compliance with all governmental agencies (JCPS, Federal, State)

Assists in the on-boarding of new AmeriCorps Members

Builds and broadens collaborative relationships with Principals, school administrators, and community partners

Responds to host schools insuring supports are in place as needed for successful AmeriCorps Placements

Provides on-going support for members insuring program implementation

Explores and cultivates new community partnerships that enhance student achievement and programmatic outcomes

Submits time and compliance reports to Serve Kentucky and the Federal AmeriCorps Agency

Assists supervisor with member orientations and on-going professional development

Oversees AmeriCorps time and data management systems

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, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposed to marked changes in temperature and humidity and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

Bachelor's degree with at least one year of experience in related field

Ability to establish and maintain rapport with persons from varying life styles and various community groups

General knowledge of District's programs, operations, practices and procedures
Effective communication skills
<b>DESIRABLE QUALIFICATIONS</b>
Extensive knowledge of the dynamic of the District and Jefferson County community
Knowledge of AmeriCorps
Experience in a diverse workplace



JOB TITLE:	COORDINATOR FISCAL (FEDERAL/STATE GRANTS)
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8036
BARGAINING UNIT:	<del>CLAS</del> CLAP

REVISED: Submitted:  
~~08/18/2021~~ ~~08/17/2021~~  
 12/15/2021 12/14/2021

SCOPE OF RESPONSIBILITIES
Coordinates financial component operations of the program, monitors budget operations, program purchasing, and model procurement system, in accordance with local, regional and federal guidelines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Reviews financial plans and goals with supervisor, and evaluates effectiveness of the plan
Supervises program purchasing system and ensures compliance with JCPS procurement, and local, regional, and federal guidelines
Oversees school and district Title 1 funds
Oversees state reports
Develops a system for the implementation of budget operations including model procurement, bids, analyzing budget expenditures and provides monthly status reports to program director
Assists with negotiation of contracts for procurement of program goods and services for all component areas as needed, and ensures compliance with District, federal and state regulations
Coordinates planning, grant writing and the development of special programs, and projects as needed
Maintains a centralized inventory system of all program property and records, and establishes an accounting inventory system to maintain current records of equipment at all school locations
Provides supervisor with biweekly plans, monthly progress reports and other program reports as needed
Serves as liaison to Chief Financial Officer
Completes 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 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
Bachelor's degree <del>or equivalent work experience</del>
Three (3) years of responsible accounting operations experience
Ability to maintain accurate records and meet established deadlines

Effective communication skills
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DESIRABLE QUALIFICATIONS
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Bachelor’s degree
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Experience in a diverse workplace
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Footnote
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This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.
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MINIMUM QUALIFICATIONS
Bachelor's degree or equivalent work experience
Three (3) years of responsible accounting operations experience
Ability to maintain accurate records and meet established deadlines
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree
Experience in a diverse workplace

Footnote
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NEW: Submitted:  
12/15/2021 12/14/2021

JOB TITLE:	SPECIALIST ESL INTAKE/ASSESSMENT
DIVISION	ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Coordinates systems, feedback, supervision, and monitoring to support EL Identification, registration, assessment, and program monitoring throughout the District. Responsible for providing training, supervision, program service development, and oversight, to ensure compliance with KDE standards and identification practices.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

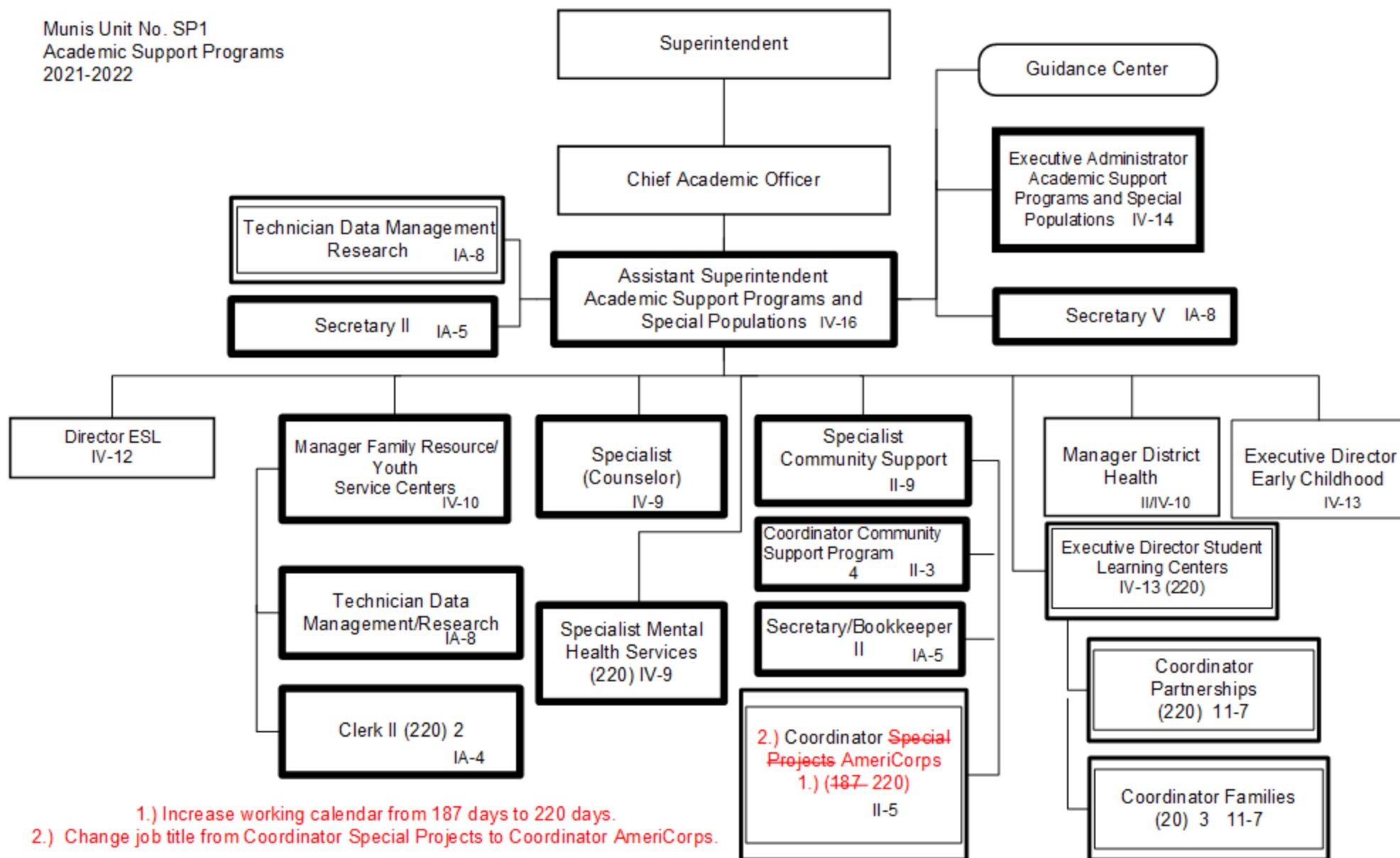
Works with the ESL Director to research EL Identification, registration, assessment, and monitoring needs to ensure alignment with KDE policies
Collaborates with staff to prepare reports for JCPS, KDE, and other stakeholders as needed
Ensures ESL office compliance with student data and record keeping
Creates and oversees ESL office and district-wide systems and processes to monitor program effectiveness
Provides district Professional Development training and develops systems to improve efficiency in the intake and assessment process
Ensures the District is current with research-based practices involving English Language Proficiency screener and assessment
Provides training and oversees the work of the ESL Intake and Assessment Center staff
Focuses on building school and District capacity relating to KDE requirements regarding EL Identification such as the Home Language Survey, Program Service Plan, and international transcript review
Supervises the intake and assessment center staff
Oversees the District EL records process including records requests, international transcript reviews, and required records maintenance
Coordinates EL identification schedules to support student placement efforts
Provides systems for supporting EL families in identification and consultation of EL programming
Maintains accurate Intake records related to student registration and school enrollment and provides data reports to Director of ESL
Collaborates with the ESL instructional unit to provide information regarding EL programming for identified students
Communicates with District departments, schools, and administrators regarding identification of EL students and required student records
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Collaborates with private non-profit schools to provide assistance in EL identification and coordinates Declaration of Participation process

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 in specific content area
Master's degree in Teaching
Effective communication skills
ESL Certificate
Five (5) years of teaching experience in area of assignment

DESIRABLE QUALIFICATIONS
Certificate in Administration and/or Supervision (Principal Certification)
Experience in a diverse workplace



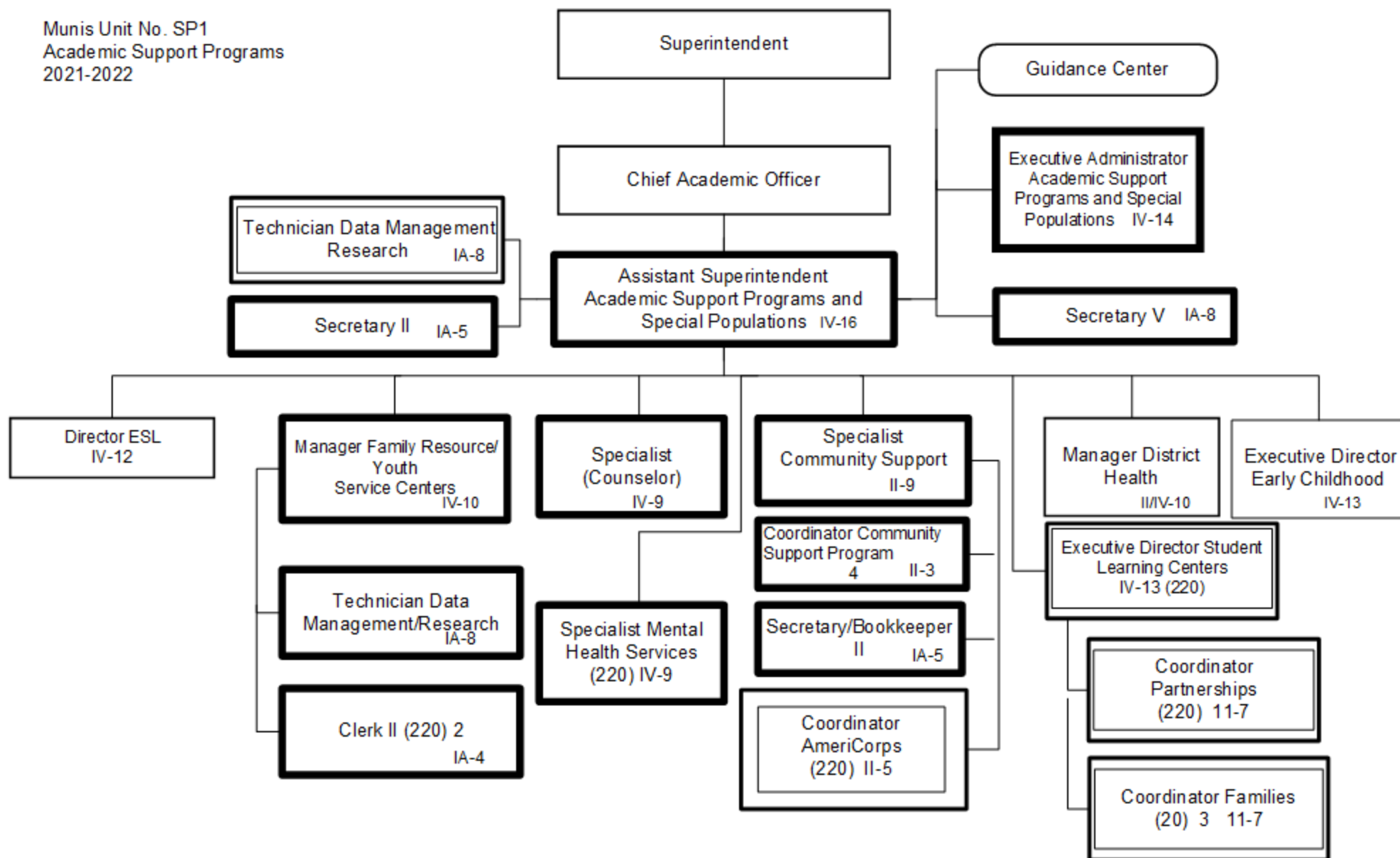


Summary:

General Fund Positions: 19  
Categorical Fund Positions: 3

E-8

Submitted ~~10/26/2021~~ 12/14/2021  
Effective ~~10/27/2021~~ 12/15/2021

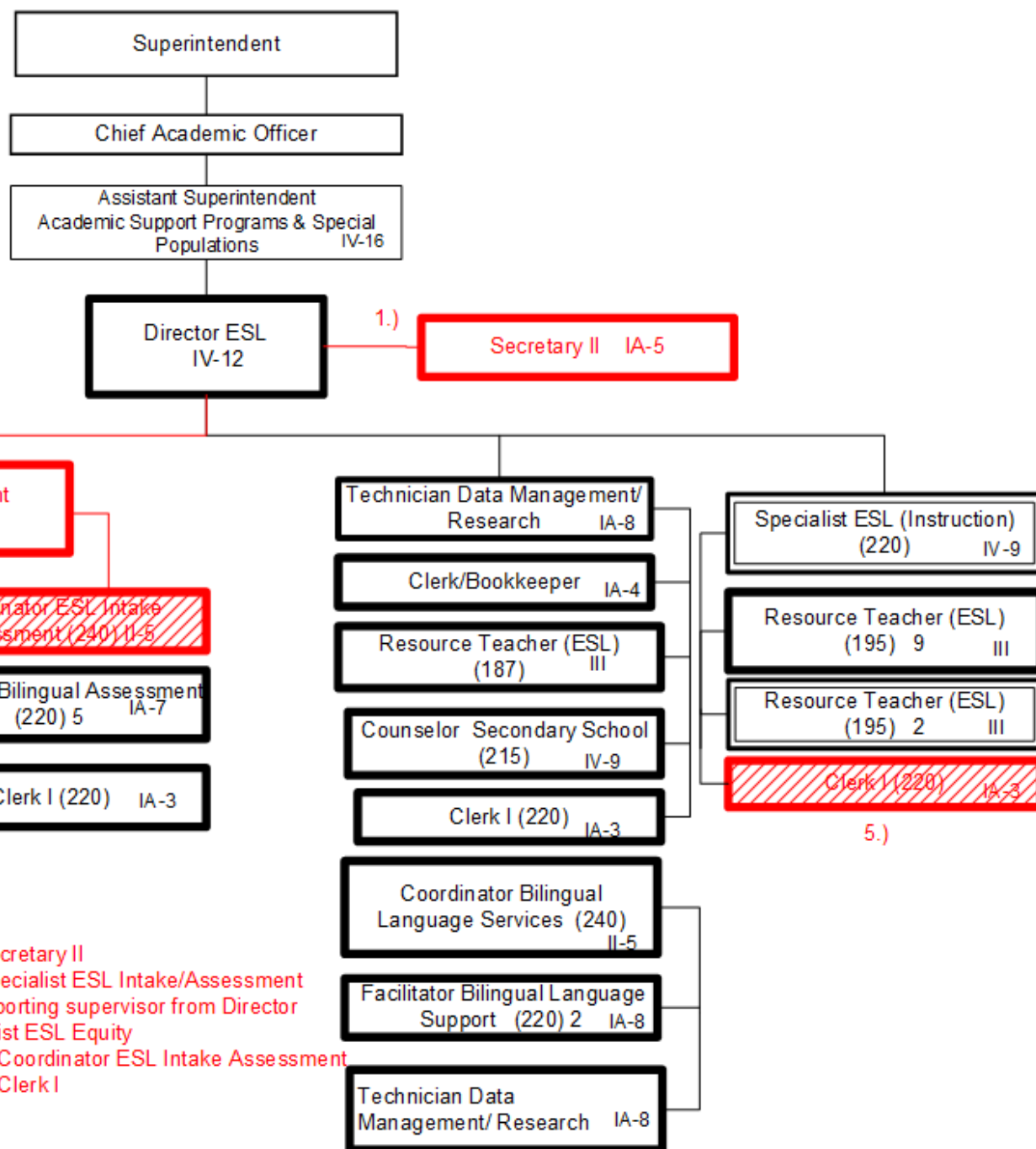


Summary:

General Fund Positions: 19  
Categorical Fund Positions: 3

E-8

Submitted 12/14/2021  
Effective 12/15/2021

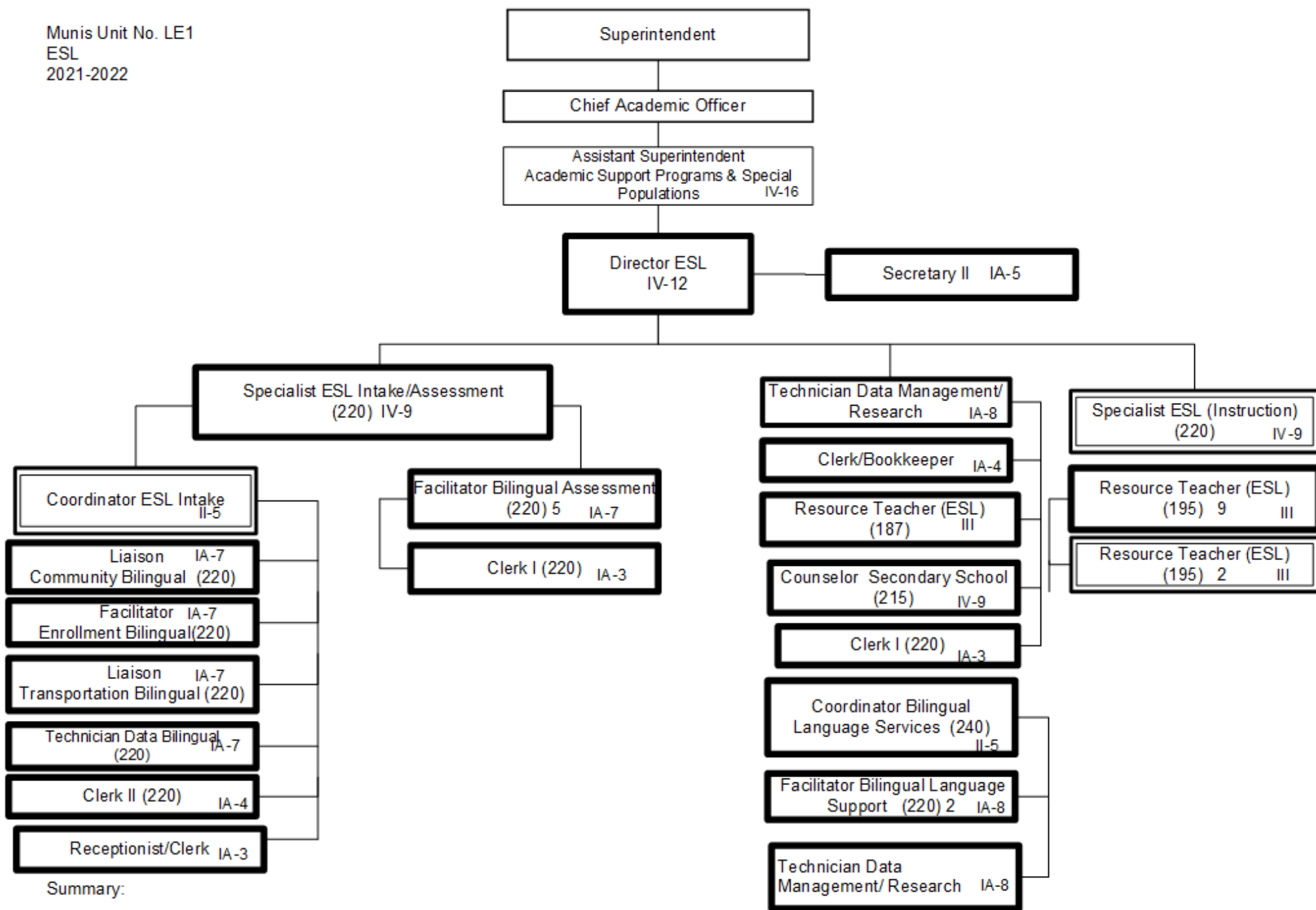


Summary:

General Fund Positions: 33  
Categorical Fund Positions: 4

E-10

Submitted ~~9/29/2020~~ 12/14/2021  
Effective ~~9/30/2020~~ 12/15/2021



Summary:

General Fund Positions: 33  
Categorical Fund Positions: 4