



NEW: Submitted:  
07/01/2022 05/24/2022

JOB TITLE:	ASSOCIATE LEADERSHIP AND PROFESSIONAL DEVELOPMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a project, program or activity having limited overall impact on the District and requiring limited variety of standard practices and procedures; contact outside the unit is limited to routine matters; requires routine supervision.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of a project, program or activity and evaluates staff as assigned

Develops, establishes, or administers project, program, or activity

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

Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned

Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of project, program, or activity

Prepares and/or assists in preparation or reports, records and other documentation as required

Accumulates and researches data, documents, and other pertinent information as required

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

Prepares, delivers, or assists with training opportunities as appropriate

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 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

Five (5) years of successful experience in administration or leadership

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in Diversity, Equity, and Inclusion Practices
Kentucky Professional Certification in Administration and/or Supervision (Principal Certification)
Experience in a diverse workplace



**NEW:** **REVISED:** Submitted:  
 07/01/2020 06/09/2020  
 07/01/2022 05/24/2022

JOB TITLE:	EXECUTIVE DIRECTOR CURRICULUM DESIGN AND LEARNING INNOVATIONS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	<del>AS APPROVED BY THE BOARD</del> 220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4062
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

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

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with Assistant Superintendent to provide leadership to content area staff so that teachers and school leaders are supported

Identifies training needs for various stakeholders groups and works to create opportunities for learning in various formats (e.g., in-person; on-line etc.)

Collaborates with District staff across multiple departments to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps

Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives

Works with others in the department to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning

Collaborates with other regulatory groups, including the Department of Education

Supports compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to academics

Supervises and evaluates Instructional Coach ELA, Instructional Coach Math and other staff as assigned

Performs other duties as assigned by supervisor

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

#### PHYSICAL DEMANDS

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

#### MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)

Three (3) years of successful experience as a teacher
Five (5) years of related work experience
Effective communication skills

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



REVISED: 07/01/2022  
Submitted: 05/24/2022

JOB TITLE:	EXECUTIVE DIRECTOR CURRICULUM DESIGN AND LEARNING INNOVATIONS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4062
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

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

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with Assistant Superintendent to provide leadership to content area staff so that teachers and school leaders are supported

Identifies training needs for various stakeholders groups and works to create opportunities for learning in various formats (e.g., in-person; on-line etc.)

Collaborates with District staff across multiple departments to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps

Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives

Works with others in the department to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning

Collaborates with other regulatory groups, including the Department of Education

Supports compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to academics

Supervises and evaluates Instructional Coach ELA, Instructional Coach Math and other staff as assigned

Performs other duties as assigned by supervisor

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

#### PHYSICAL DEMANDS

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

#### MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)

Three (3) years of successful experience as a teacher

Five (5) years of related work experience
Effective communication skills
<b>DESIRABLE QUALIFICATIONS</b>
Successful experience as an administrator
Leadership experience in implementing programs in a school district
Experience delivering professional development to large groups of teachers and administrators
Experience in a diverse workplace



NEW: 07/01/2022  
Submitted: 05/24/2022

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

#### SCOPE OF RESPONSIBILITIES

Provides programmatic support to schools and District departments; assists in planning, implementation, evaluation, and monitoring of Title I, Title II, and Title IV programs; researches evidence-based practices that can be used in schools to improve student achievement; provides guidance, monitoring, and support of federal programs in private/nonpublic schools.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supports Title I schools in program planning, implementation, and evaluation of Title I Schoolwide Programs

Assists in planning, developing, and implementing professional development and/or trainings

Provides technical expertise for school and District office staff in implementing Title I, Title II, and Title IV programs

Consults with personnel at schools and District offices on selection, implementation, and evaluation of instructional programs and services

Collects, compiles, and analyzes school and District data

Disseminates information about federal programs as appropriate

Provides monitoring and consultation for private/nonpublic schools, as needed

Assists in monitoring compliance with Title I, Title II, and Title IV legislation and guidelines

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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Associate's degree

Ability to conduct research, maintain accurate records, and meet established deadlines

Ability to work successfully with a variety of programs

Effective written and verbal communication skills

#### DESIRABLE QUALIFICATIONS

Bachelor's degree

Experience with federal or state programs
Demonstrated leadership ability
Experience with continuous improvement planning
Experience in a diverse workplace



~~NEW:~~ REVISED: Submitted:  
 08/07/2019 08/06/2019  
 07/01/2022 05/24/2022

JOB TITLE:	<del>DIRECTOR EXECUTIVE ADMINISTRATOR</del> ACADEMIC PROJECT MANAGEMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	<del>IV II, GRADE 12</del> 14
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4059
BARGAINING UNIT:	<del>CERX</del> CLAS

#### SCOPE OF RESPONSIBILITIES

Works closely with Chief Academic Officer on projects that involve ~~community partners and internal or multiple District departments as well as~~ external partners. Assists Chief Academic Officer in promoting overall efficiency and maximizing ~~academic departmental~~ services in support of educational achievement for students. ~~In addition, manages the District's Health Services Department.~~

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Partners with staff assigned to ~~lead academic~~ departments to achieve goals of the department

Identifies needs ~~in the area of academics~~ and works with internal and external partners to address those needs

Collaborates with District staff ~~and works to promote and assist with projects~~ to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps

Performs analysis to determine and communicate recommendations for utilizing community supports

Understands and communicates the needs of ~~academic District~~ departments to internal and external partners to enhance effective partnerships

Ensures effective partnerships with community stakeholders through meaningful interactions

Assists Principals and school leadership teams to ~~support strategic initiatives expand their repertoire of instructional strategies to ensure deeper learning~~

Collaborates with other community regulatory groups including the Department of Education

Supports compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures ~~relating to academics~~

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

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, 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

Three (3) years of successful experience as a teacher

Successful leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as an administrator
Leadership experience in implementing programs in a school district
Experience in a diverse workplace



Revised: 07/01/2022  
Submitted: 05/24/2022

JOB TITLE:	EXECUTIVE ADMINISTRATOR PROJECT MANAGEMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Works closely with Chief Academic Officer on projects that involve multiple District departments as well as external partners. Assists Chief Academic Officer in promoting overall efficiency and maximizing departmental services in support of educational achievement for students. In addition, manages the District's Health Services Department.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Partners with staff assigned to academic departments to achieve goals of the department
- Identifies needs and works with internal and external partners to address those needs
- Collaborates with District staff and works to promote and assist with projects to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps
- Performs analysis to determine and communicate recommendations for utilizing community supports
- Understands and communicates the needs of District departments to internal and external partners to enhance effective partnerships
- Ensures effective partnerships with community stakeholders through meaningful interactions
- Assists Principals and school leadership teams to support strategic initiatives
- Collaborates with other community regulatory groups including the Department of Education
- Supports compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, 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
- Three (3) years of successful experience as a teacher
- Successful leadership experience
- Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as an administrator
Leadership experience in implementing programs in a school district
Experience in a diverse workplace



NEW: 07/01/2022  
Submitted: 05/24/2022

JOB TITLE:	PRINCIPAL EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, implementing, supervising, and maintaining the educational program and is directly or indirectly responsible for attainment of the District, state, federal mandates, regulations, standards, and goals. Establishes and maintains effective and efficient operations that provide a safe, positive, and healthy learning environment in the services of families and children. Directs, supervises, and evaluates the instructional programs and the work of all assigned personnel, maintains pupil welfare and desirable school community relations, and develops and executes building rules, regulations, and procedures consistent with general policies of the system.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment

Applies concepts of curriculum, instruction and assessment research, theory, and design and best practices to achieve academic expectations

Reviews plans and goals with Early Childhood administration and program staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems, and services

Leads efforts to promote racial equity, positive identity development and anti-bias education practices

Assesses needs of the student population and available resources and uses this information to align the mission of the early childhood program and the center with student and family needs

Enforces JCPS student support and behavior intervention policies, procedures and documentation and appropriately addresses challenging behaviors in Early Childhood through multi-tiered systems of support

Engages in rigorous analyses of multiple Early Childhood student assessment data, and leads implementation of academic and behavior supports and interventions

Supervises and evaluates classified and certified staff and personnel assigned to the school or center

Allocates, manages and monitors resources (staff, materials, dollars, time and physical facilities) to effectively and accountably ensure successful student learning

Works cooperatively with the designated coordinator and staff development personnel to plan, implement and evaluate training and technical assistance for staff, parents, and volunteers

Builds positive and meaningful partnerships with parents, parent groups, community partners and agencies and promotes positive public and school-community relations

Enforces and assures compliance with appropriate state and federal regulations, District policies, administrative directives, and accreditation standards

Provides, plans, and maintains appropriate and confidential records, monthly programs, and other program reports as required and/or directed

Works cooperatively with the Early Childhood administration and specialists in developing, reviewing, and revising programs or activities as assigned

Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system wide accounting practices
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 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 with valid Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Three (3) years of successful teaching experience, preferably in grades PreK through 5

Satisfactory performance on District administrative application processes

Satisfactory record of job history and performance

Satisfactory job references

Demonstrated ability to handle stressful situations

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Experience with/working knowledge of current Early Childhood programs and procedures

Demonstrated ability to work with various groups including those with diversified background

Experience in a diverse workplace



NEW:- Revised: Submitted:  
 07/01/2019 06/11/2019  
 07/01/2022 05/24/2022

JOB TITLE:	ASSOCIATE PRINCIPAL EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE <del>10</del> 11
WORK YEAR:	<del>230</del> 220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Assumes responsibility for planning, implementing, supervising, and maintain <del>ing</del> the educational program and is directly or indirectly responsible for attainment of the District, state, federal mandates, regulations, standards, and goals. Establishes and maintains effective and efficient operations that provide a safe, positive, and healthy learning environment in the services of families and children. <del>Directs, supervises, and evaluates the instructional programs and the work of all assigned personnel, maintains pupil welfare and desirable school community relations, and develops and executes building rules, regulations, and procedures consistent with general policies of the system.</del>

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment
Applies concept of curriculum, best practices, research, theory, and design to achieve academic expectations
Reviews plans and goals with <del>designated supervisor</del> Early Childhood administration and program staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems, and services
Leads efforts to promote racial equity, positive identity development and anti-bias education practices
<del>Guides, facilitates, and supports the curriculum, instruction, and assessment</del>
Assesses needs of the student population and available resources and uses this information to align the mission of the Early Childhood Program and the center with student and family needs
Enforces JCPS student support and behavior intervention policies, procedures and documentation and appropriately addresses challenging behaviors in Early Childhood through multi-tiered systems of support
Engages in rigorous analyses of multiple Early Childhood student assessment data, and leads implementation of academic and behavior supports and interventions
Supervises and evaluates classified and certified staff and personnel as assigned to the school or center
Allocates, manages, and monitors resources (staff, materials, dollars, time and physical facilities) to effectively and accountably ensure successful student learning
Works cooperatively with the designated coordinator and staff development personnel to plan, implement and evaluate <del>provide</del> training and technical assistance for staff, parents, and volunteers <del>in area of assignment</del>
Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system wide accounting practices
Provides, plans, and maintains appropriate and confidential records, monthly programs, and other program reports as required and/or <del>directed needed</del>
Builds positive and meaningful partnerships with parents, parent groups, community partners and agencies and promotes positive public and school-community relations

Enforces and assures compliance with appropriate state and federal regulations, District policies, administrative directives, and accreditation standards
<del>Provides technical assistance to district and school staff in area of assignment</del>
Works cooperatively with the <del>Early Childhood administration designated coordinators,</del> program directors, and specialists in developing, reviewing, and revising programs or activities as assigned
<del>Assures compliance with federal, state, and local policy, administrative procedures, and regulations to area of assignment</del>
Performs health services, if necessary, for which training will be provided
<del>Evaluates staff as assigned</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

Master's Degree and Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

~~Kentucky Teacher's Certification in area of specialty appropriate for instruction~~

Three (3) years of successful teaching ~~experience,~~ preferably in ~~the area of specialty~~ grades PreK through 5

Satisfactory performance on District administrative application processes

Satisfactory record of job history and performance

Satisfactory job references

Demonstrated ability to handle stressful situations

Effective communication skills

#### DESIRABLE QUALIFICATIONS

~~Administrative experience in area of assignment~~

~~Ability to set priorities~~

~~Experience in development and implementation of school-based in-service~~

Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Experience with/working knowledge of current Early Childhood programs and procedures

Demonstrated ability to work with various groups including those with diverse backgrounds

Experience in a diverse workplace



Revised:  
07/01/2022

Submitted:  
05/24/2022

JOB TITLE:	ASSOCIATE PRINCIPAL EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, implementing, supervising, and maintaining the educational program and is directly or indirectly responsible for attainment of the District, state, federal mandates, regulations, standards, and goals. Establishes and maintains effective and efficient operations that provide a safe, positive, and healthy learning environment in the services of families and children. Directs, supervises, and evaluates the instructional programs and the work of all assigned personnel, maintains pupil welfare and desirable school community relations, and develops and executes building rules, regulations, and procedures consistent with general policies of the system.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment

Applies concept of curriculum, best practices, research, theory, and design to achieve academic expectations

Reviews plans and goals with Early Childhood Director and program staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems, and services

Leads efforts to promote racial equity, positive identity development and anti-bias education practices

Assesses needs of the student population and available resources and uses this information to align the mission of the Early Childhood Program and the center with student and family needs

Enforces JCPS student support and behavior intervention policies, procedures and documentation and appropriately addresses challenging behaviors in Early Childhood through multi-tiered systems of support

Engages in rigorous analyses of multiple Early Childhood student assessment data, and leads implementation of academic and behavior supports and interventions

Supervises and evaluates classified and certified staff and personnel as assigned to the school or center

Allocates, manages, and monitors resources (staff, materials, dollars, time, and physical facilities) to effectively and accountably ensure successful student learning

Works cooperatively with the designated coordinator and staff development personnel to plan, implement and evaluate training and technical assistance for staff, parents, and volunteers

Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system wide accounting practices

Provides, plans, and maintains appropriate and confidential records, monthly programs, and other program reports as required and/or directed

Builds positive and meaningful partnerships with parents, parent groups, community partners and agencies and promotes positive public and school-community relations

Enforces and assures compliance with appropriate state and federal regulations, District policies, administrative directives, and accreditation standards

Works cooperatively with the Early Childhood program director, and specialists in developing, reviewing, and revising programs or activities as assigned
Performs health services, if necessary, for which training will be provided
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

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

#### MINIMUM QUALIFICATIONS

Master's Degree and Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Three (3) years of successful teaching experience, preferably in grades PreK through 5

Satisfactory performance on District administrative application processes

Satisfactory record of job history and performance

Satisfactory job references

Demonstrated ability to handle stressful situations

Effective communication skills

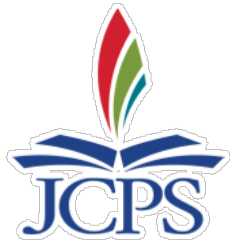
#### DESIRABLE QUALIFICATIONS

Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Experience with/working knowledge of current Early Childhood programs and procedures

Demonstrated ability to work with various groups including those with diverse backgrounds

Experience in a diverse workplace



NEW

REVISED:

07/01/2019

05/25/2022

Submitted:

06/11/2019

05/24/2022

JOB TITLE:	MANAGER FAMILY RESOURCE/YOUTH SERVICE CENTER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	<del>IV</del> II, GRADE 10
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4435
BARGAINING UNIT:	<del>CERX</del> CLAS

#### SCOPE OF RESPONSIBILITIES

Provides direct leadership to and direct supervision of Family Resource/Youth Service Centers. Plans, organizes, and implements activities which routinely affect the organizational unit or program; maintains regular contact with other units, departments or persons outside the District on routine matters.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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

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

Develops the operating budget for the organizational unit 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

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

Assures effective implementation of District goals and objectives where applicable

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

#### PHYSICAL DEMANDS

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

Bachelor's Degree

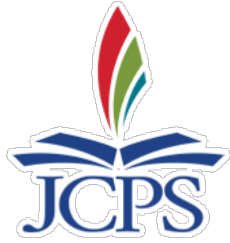
Three (3) years of successful experience directly related to assignment

Certification/licensure in area of assignment where applicable

Successful leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Advanced preparation in area of assignment
Experience in a diverse workplace



REVISED:  
05/25/2022

Submitted:  
05/24/2022

JOB TITLE:	MANAGER FAMILY RESOURCE/YOUTH SERVICE CENTER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides direct leadership to and direct supervision of Family Resource/Youth Service Centers. Plans, organizes, and implements activities which routinely affect the organizational unit or program; maintains regular contact with other units, departments or persons outside the District on routine matters.

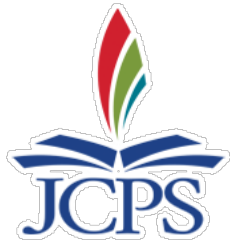
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and provides direction to implement goals, objectives and functions of the organizational unit
Initiates policy, formulates and recommends program goals and objectives as appropriate
Develops the operating budget for the organizational unit 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
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
Assures effective implementation of District goals and objectives where applicable
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires 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
Bachelor's Degree
Three (3) years of successful experience directly related to assignment
Certification/licensure in area of assignment where applicable
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree

Advanced preparation in area of assignment
Experience in a diverse workplace



NEW  
REVISED:  
07/01/2019  
0702/2022

Submitted:  
05/14/2019  
05/24/2022

JOB TITLE:	SUPERVISOR TITLE-IV MANAGER EXTENDED LEARNING
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GR 8- 10
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4267
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Works closely with Assistant Superintendent on projects that involve internal and external/community partners. Provides instructional and programmatic support to school and District departments; assists in planning, implementation, evaluation, and monitoring of Title I, Title II, and Title IV programs; participates in planning, developing, and implementing the Summer Backpack League; provides guidance, monitoring, and support of federal programs in private/nonpublic schools. organizes and executes programs and projects related to Extended Learning.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as a resource by providing a variety of instructional services to personnel at schools and District offices

Partners with staff assigned to academic departments to achieve goals of the department

Identifies needs in the area of academics and works with internal and external partners to address those needs

Collaborates with District staff to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps

Assist in program planning, implementation, and evaluation

Assists in planning, developing, and implementing professional development and/or trainings-Principals and school leadership teams to expand their repertoire of extended learning opportunities

Provides technical expertise for school and District office staff in implementing Title I, Title II, and Title IV programs

Collects, compiles, and analyzes management system data collaborates with community partners

Identifies extended learning needs from various stakeholder groups and works to create opportunities for extended learning in various formats (e.g., in-person; on-line etc.)

Disseminates information about federal programs as appropriate

Works with appropriate personnel to resolve concerns lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives

Assists in monitoring compliance with Title I, Title II, and Title IV, legislation and guidelines

Evaluates staff as assigned

Performs other duties as assigned by supervisor

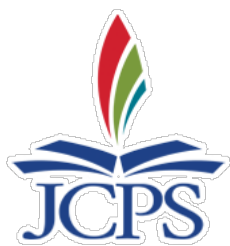
Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS
Master's degree with KY certification in Administration and/or Supervision (Principal Certification)
Three (3) years of successful teaching experience at the appropriate level
Experience delivering and planning professional learning
Successful leadership experience
<del>Knowledge of current literature, instructional strategies and materials in the math or English language arts areas</del>
Effective communication skills

DESIRABLE QUALIFICATIONS
<del>Ability to interpret test results and assist in developing/refining, where appropriate, corrective instructional interventions</del>
Successful experience as an administrator
Demonstrated ability to work with a wide range of people in different roles
Experience in diverse workplace



REVISED:  
0702/2022

Submitted:  
05/24/2022

JOB TITLE:	MANAGER EXTENDED LEARNING
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GR 10
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Works closely with Assistant Superintendent on projects that involve internal and external/community partners. Plans, organizes, and executes programs and projects related to Extended Learning.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Partners with staff assigned to academic departments to achieve goals of the department

Identifies needs in the area of academics and works with internal and external partners to address those needs

Collaborates with District staff to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps

Assists Principals and school leadership teams to expand their repertoire of extended learning opportunities

Collaborates with community partners

Identifies extended learning needs from various stakeholder groups and works to create opportunities for extended learning in various formats (e.g., in-person; on-line etc.)

Works with appropriate personnel to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives

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

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

#### MINIMUM QUALIFICATIONS

Master's degree with KY certification in Administration and/or Supervision (Principal Certification)

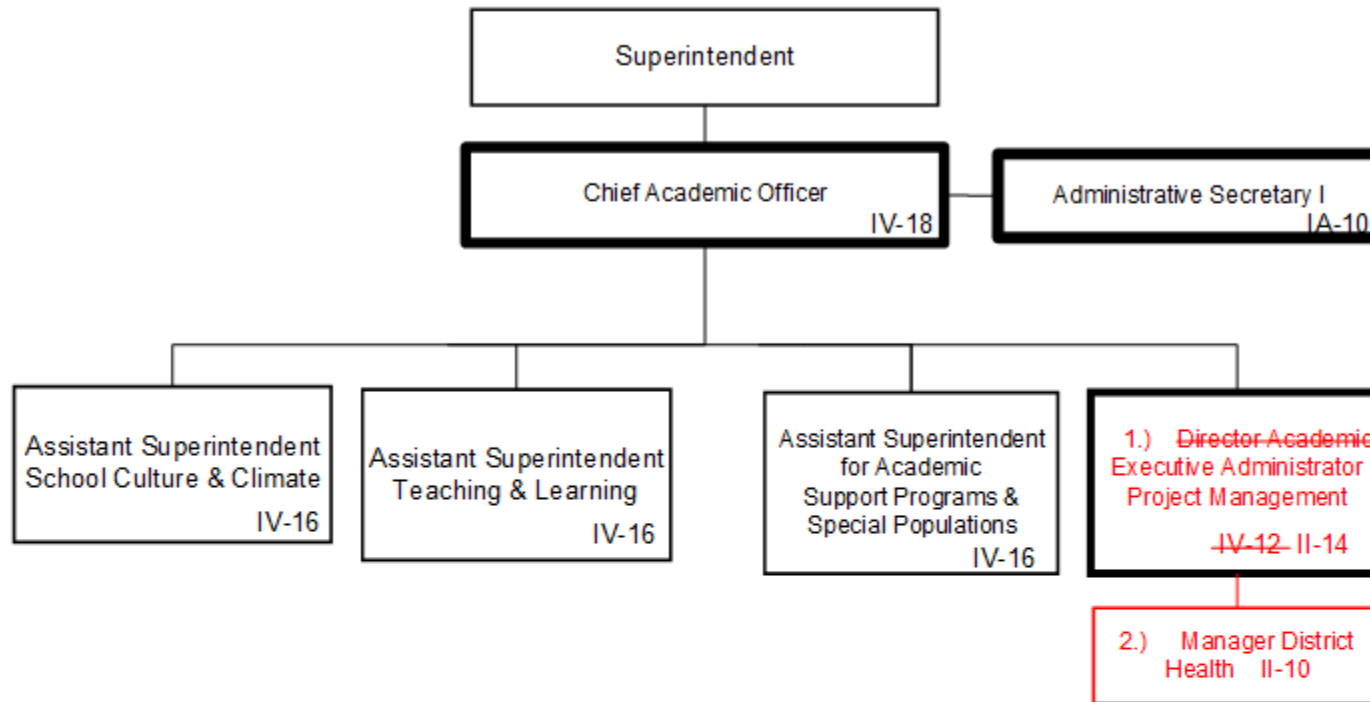
Three (3) years of successful teaching experience at the appropriate level

Experience delivering and planning professional learning

Successful leadership experience

Effective communication skills

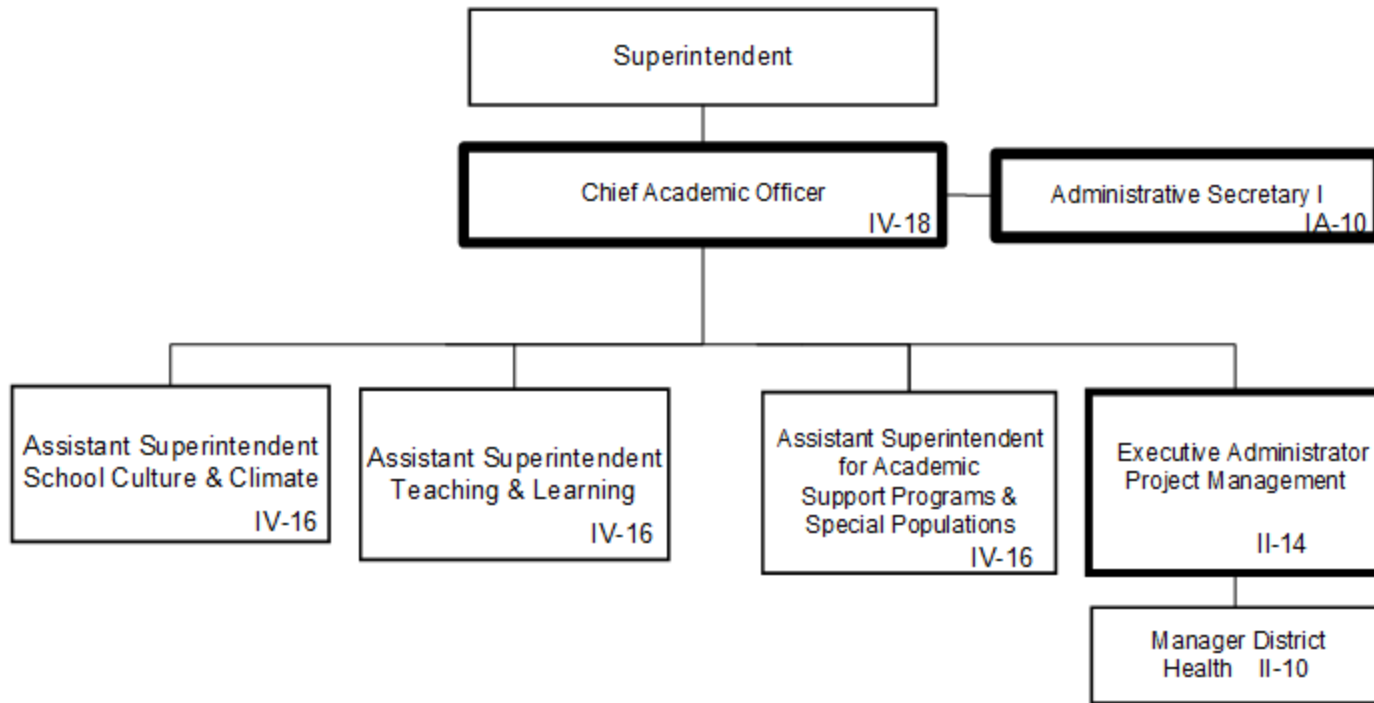
DESIRABLE QUALIFICATIONS
Successful experience as an administrator
Demonstrated ability to work with a wide range of people in different roles
Experience in diverse workplace



- 1.) Reclassify Director Academic Project Management IV-12 to Executive Administrator Project Management II-14.
- 2.) Change reporting from Assistant Superintendent Academic Support Programs and Special Populations to Executive Administrator Project Management

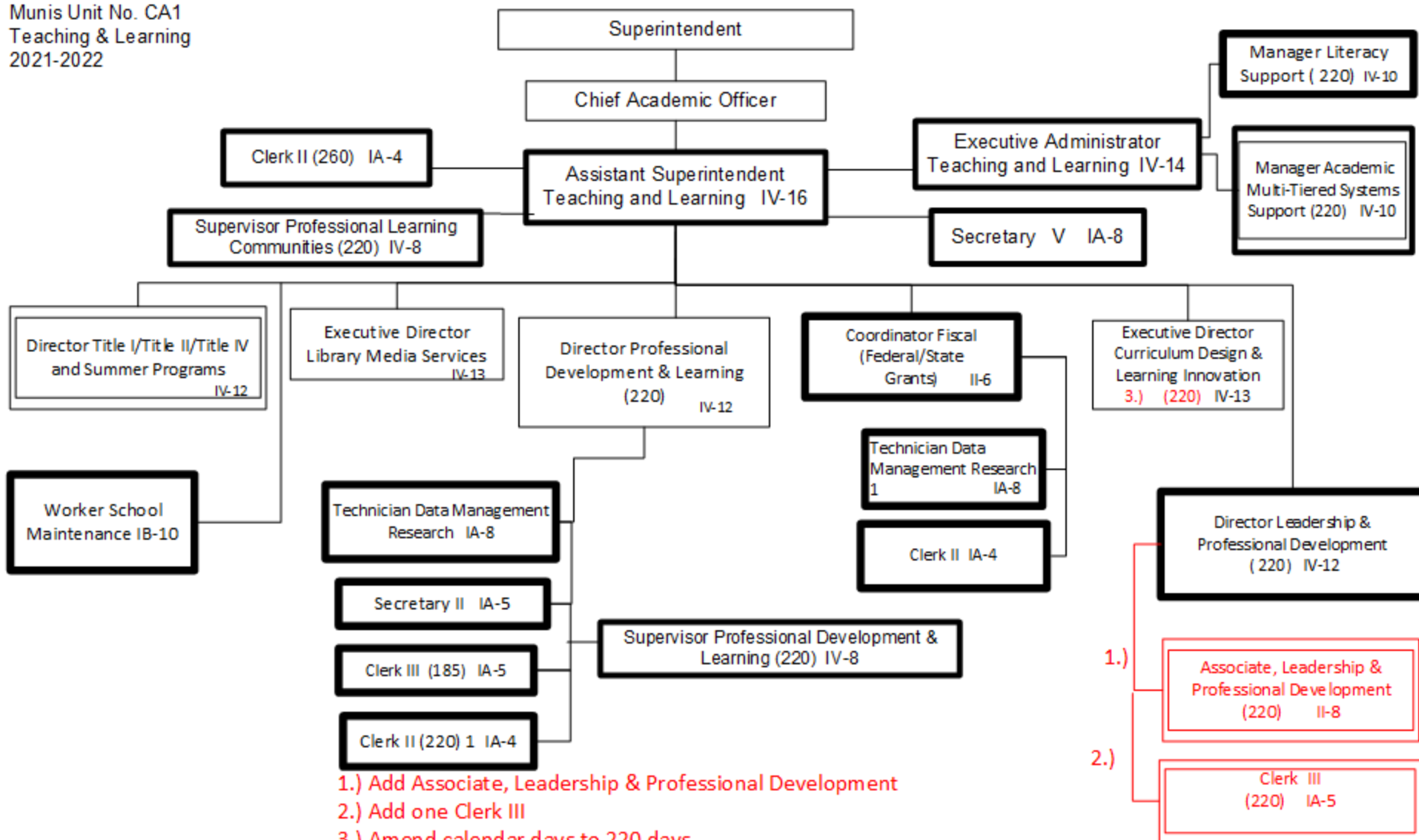
Summary:

General Fund Positions : 3 4  
Categorical Fund Positions: 0



Summary:

General Fund Positions : 4  
Categorical Fund Positions: 0

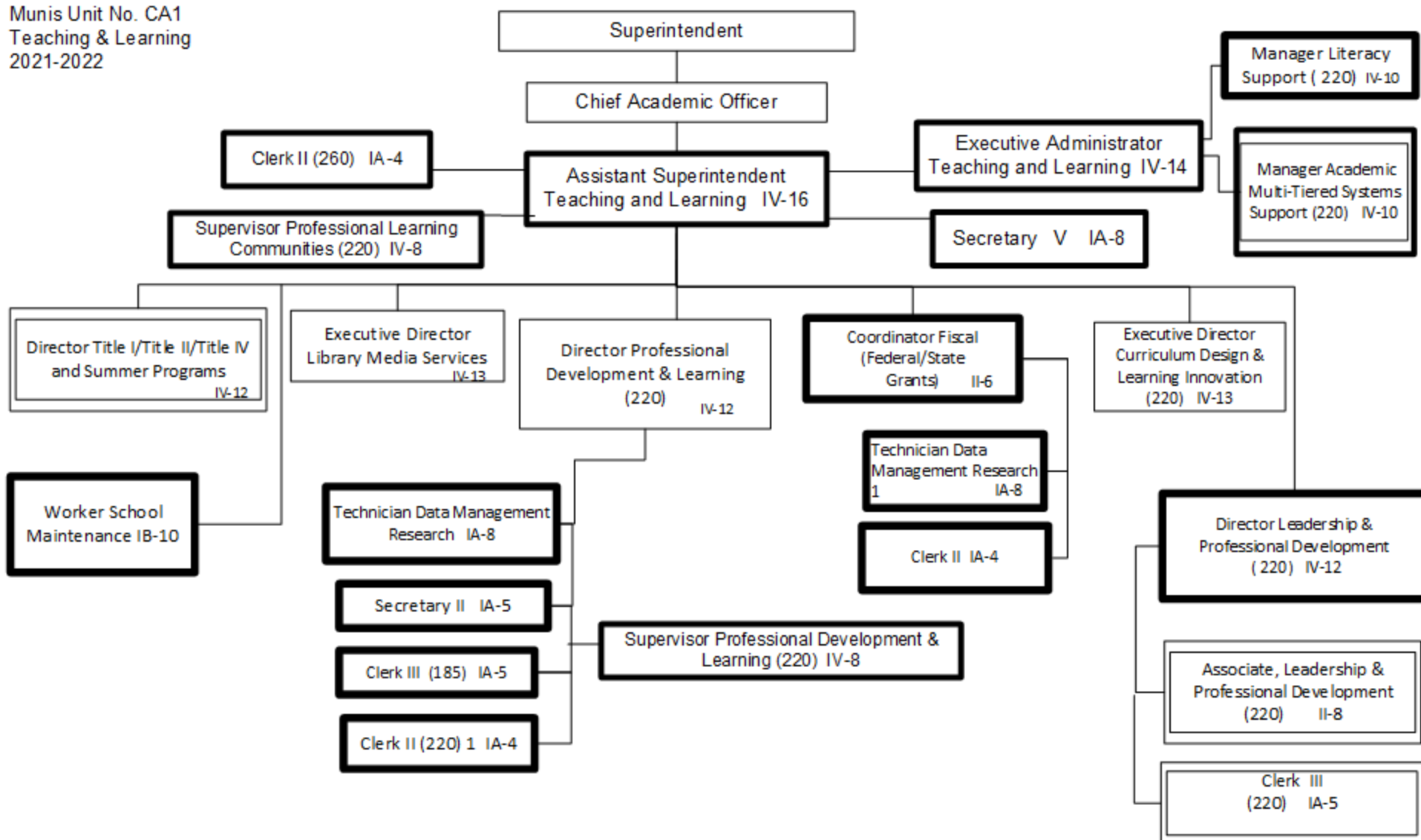


#### Summary:

General Fund Positions: 17

Categorical Fund Positions: ~~4~~ 2

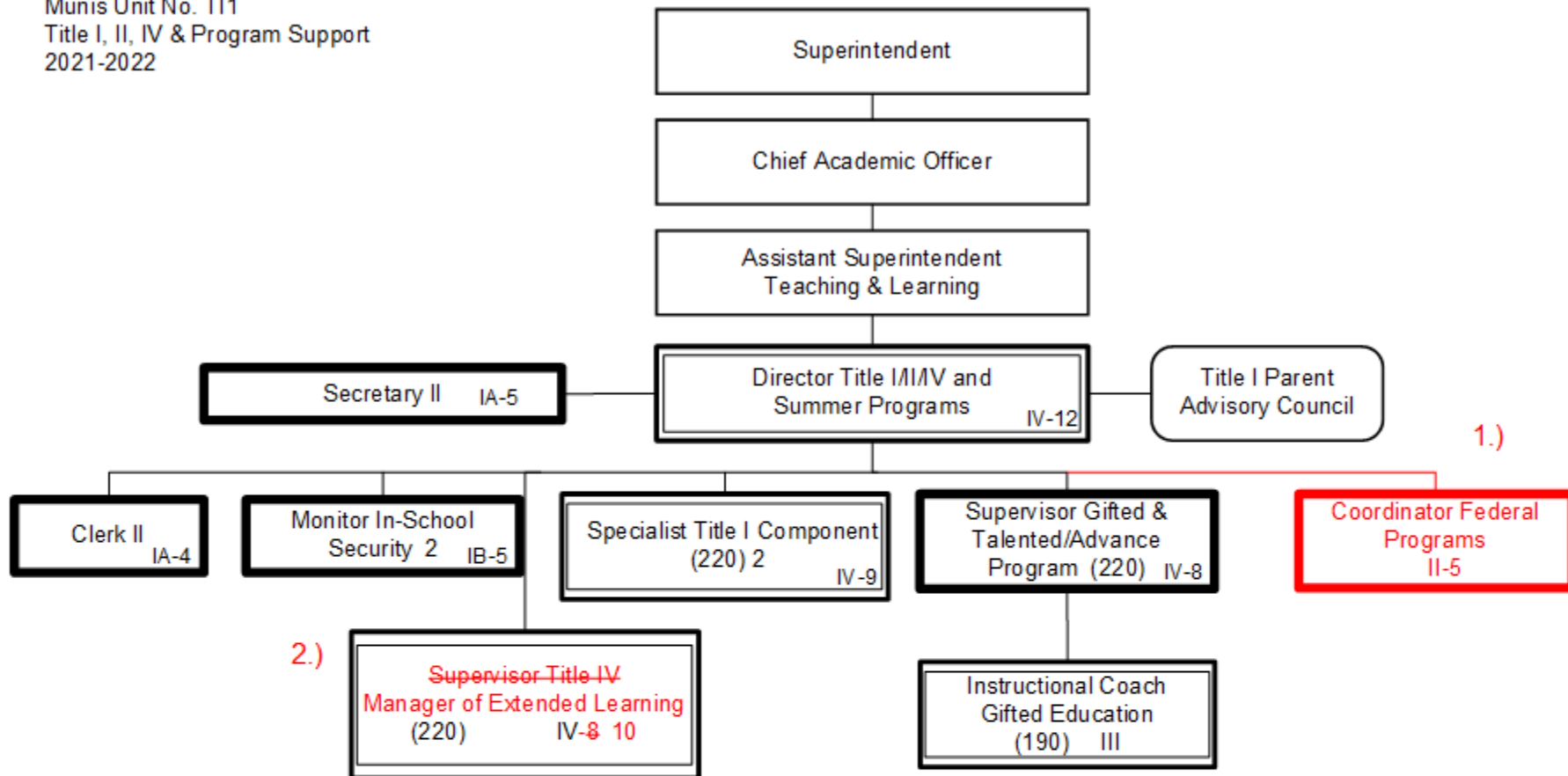
Submitted ~~05/10/2022~~ 05/24/2022  
Effective ~~05/11/2022~~ 07/01/2022



Summary:

General Fund Positions: 17  
Categorical Fund Positions: 2

Submitted 05/24/2022  
Effective 07/01/2022

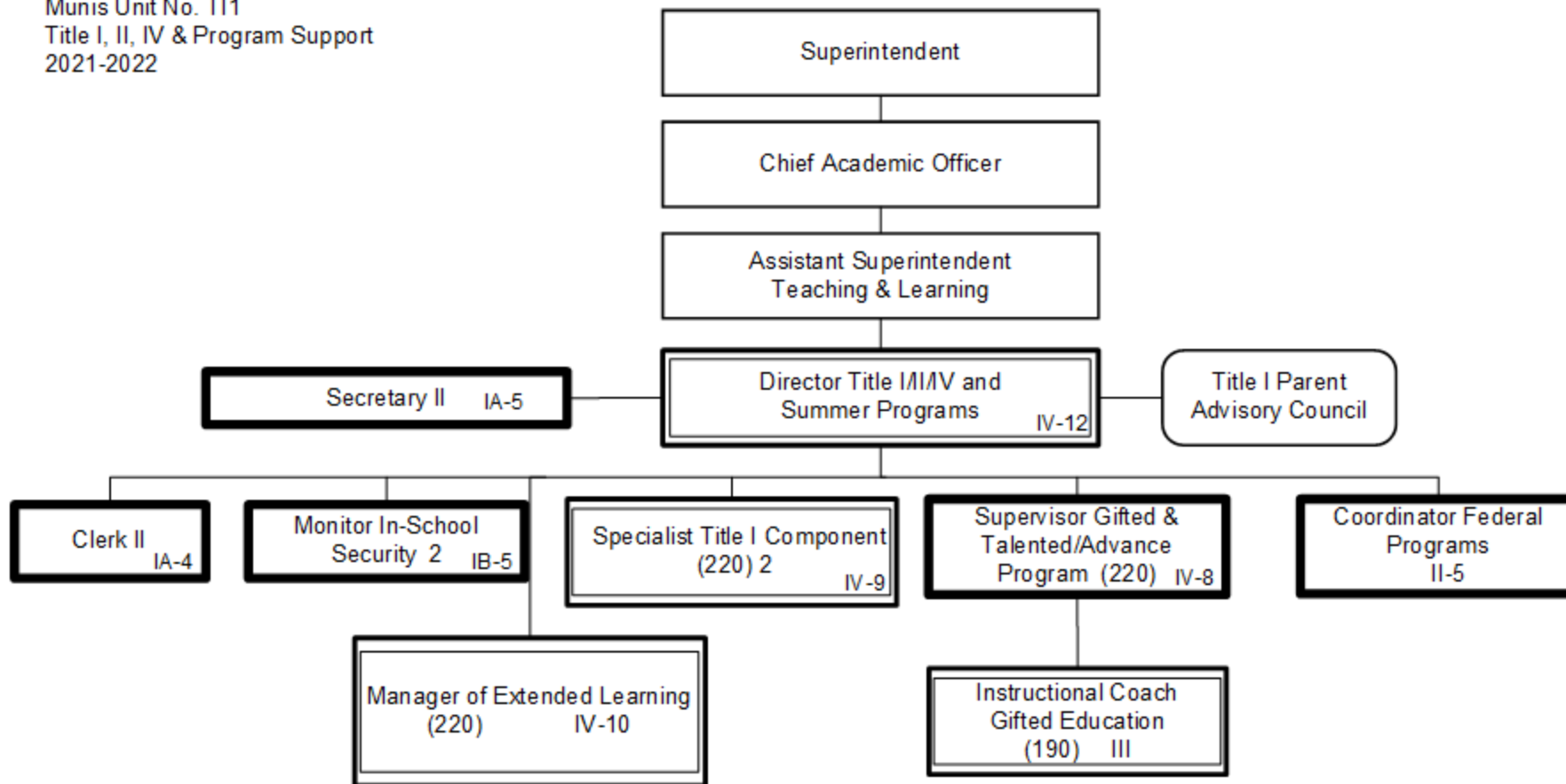


- 1.) Add position of Coordinator Federal Programs  
2.) Add position of Manager of Extended Learning

Summary:

General Fund Positions: 5

Categorical Fund Positions: 5



Summary:

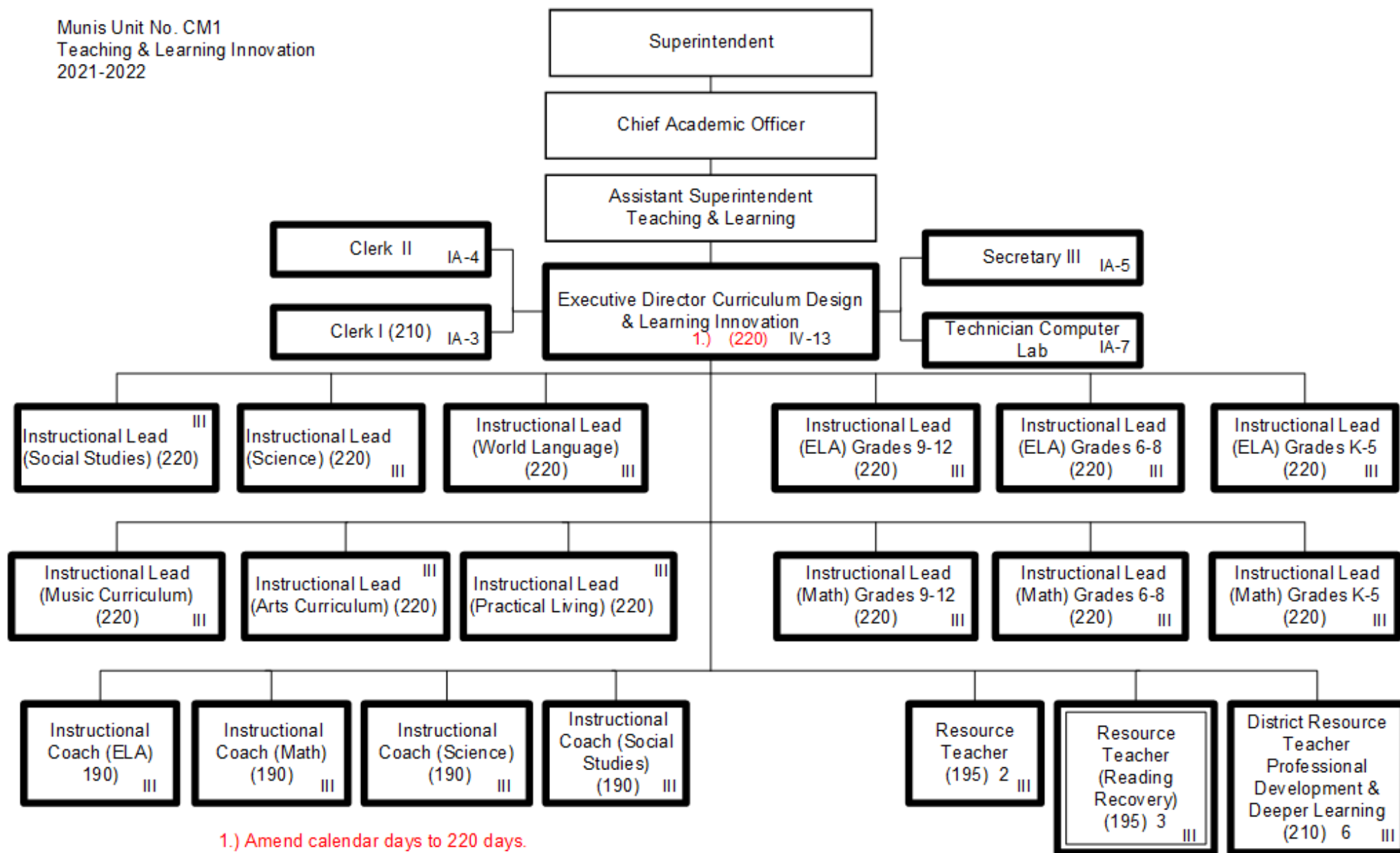
General Fund Positions: 5

Categorical Fund Positions: 5

E-5

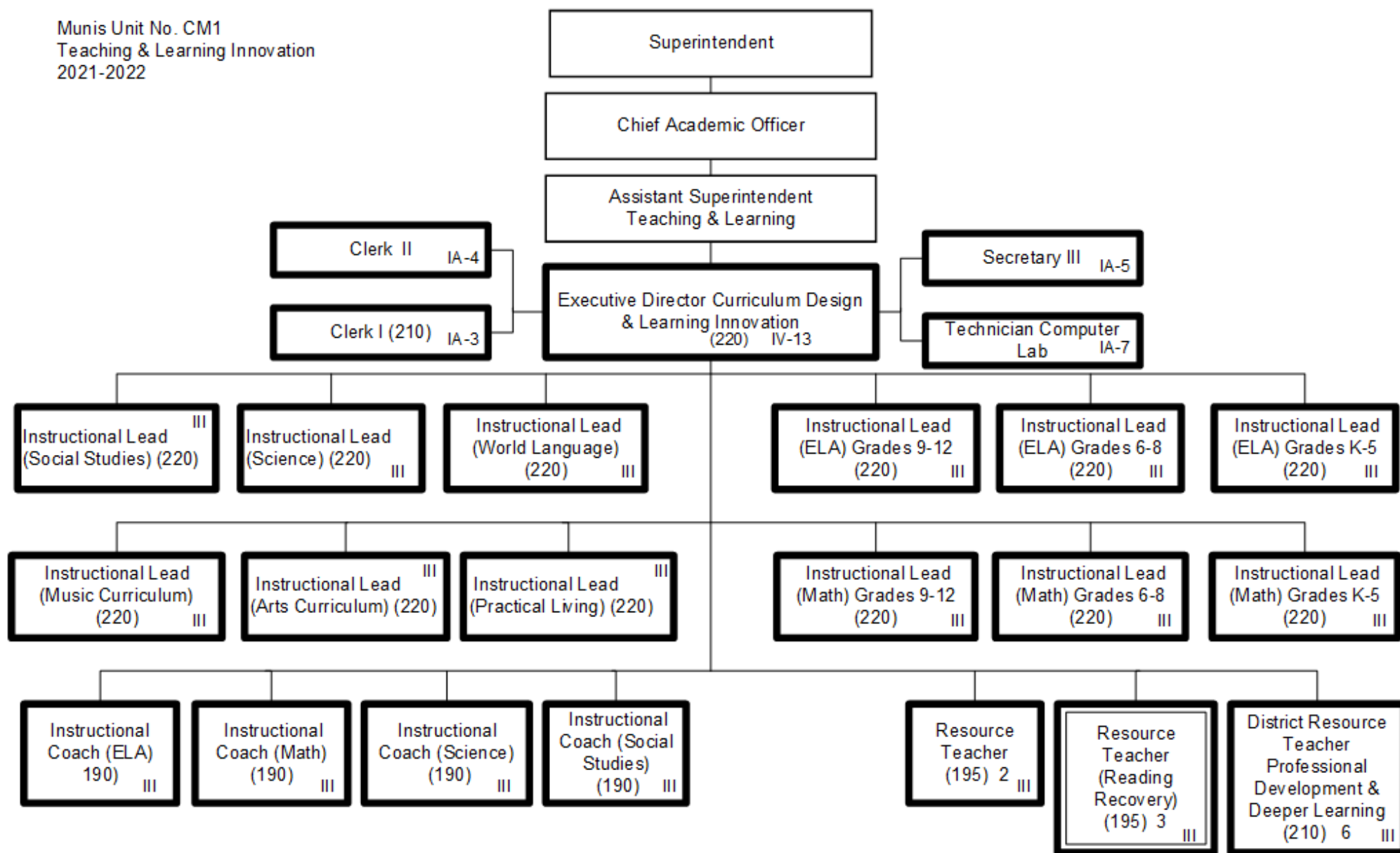
Submitted  
 Effective

05/24/2022  
 07/01/2022



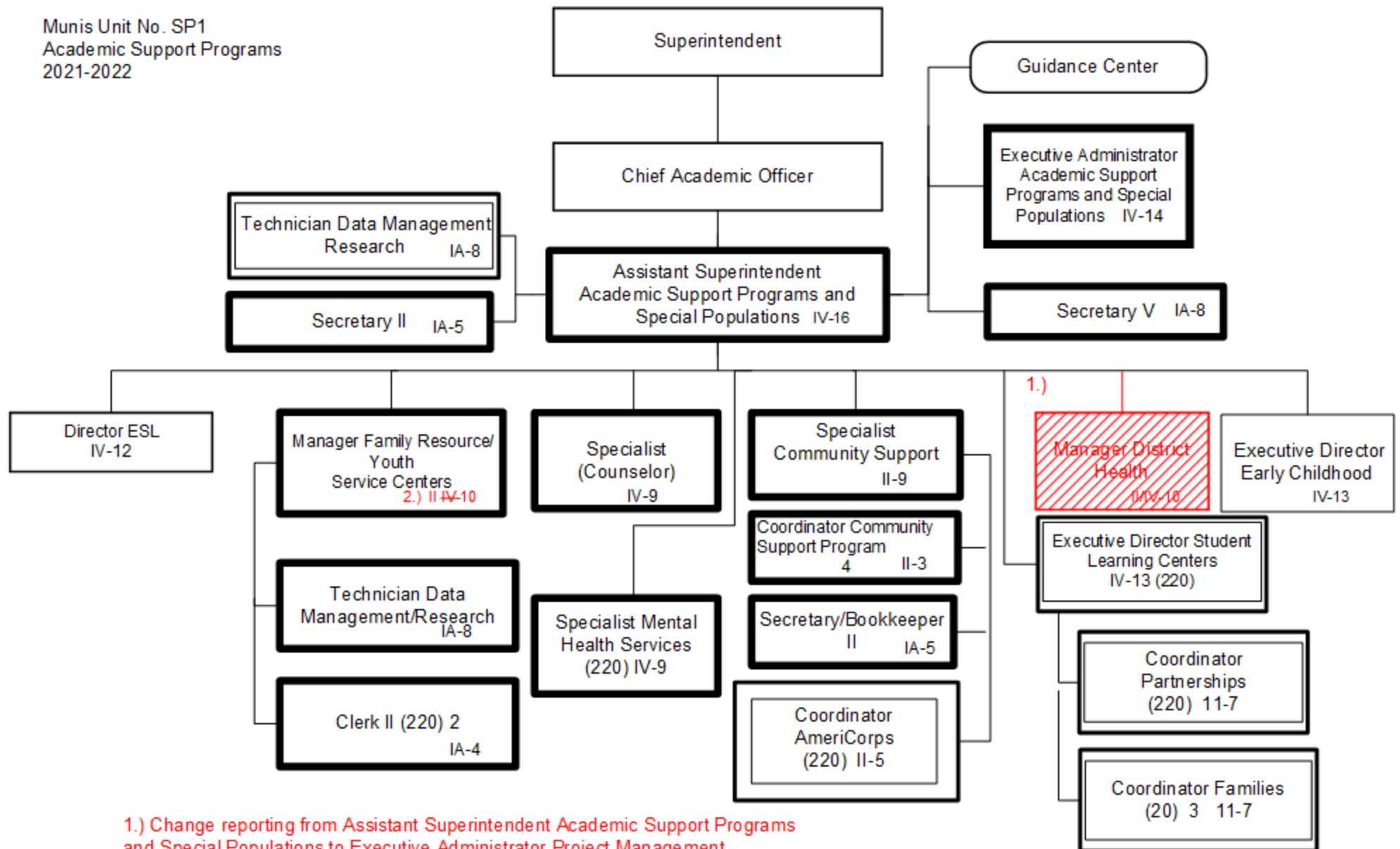
#### Summary:

General Fund Positions: 29  
Categorical Fund Positions: 3



Summary:

General Fund Positions: 29  
Categorical Fund Positions: 3



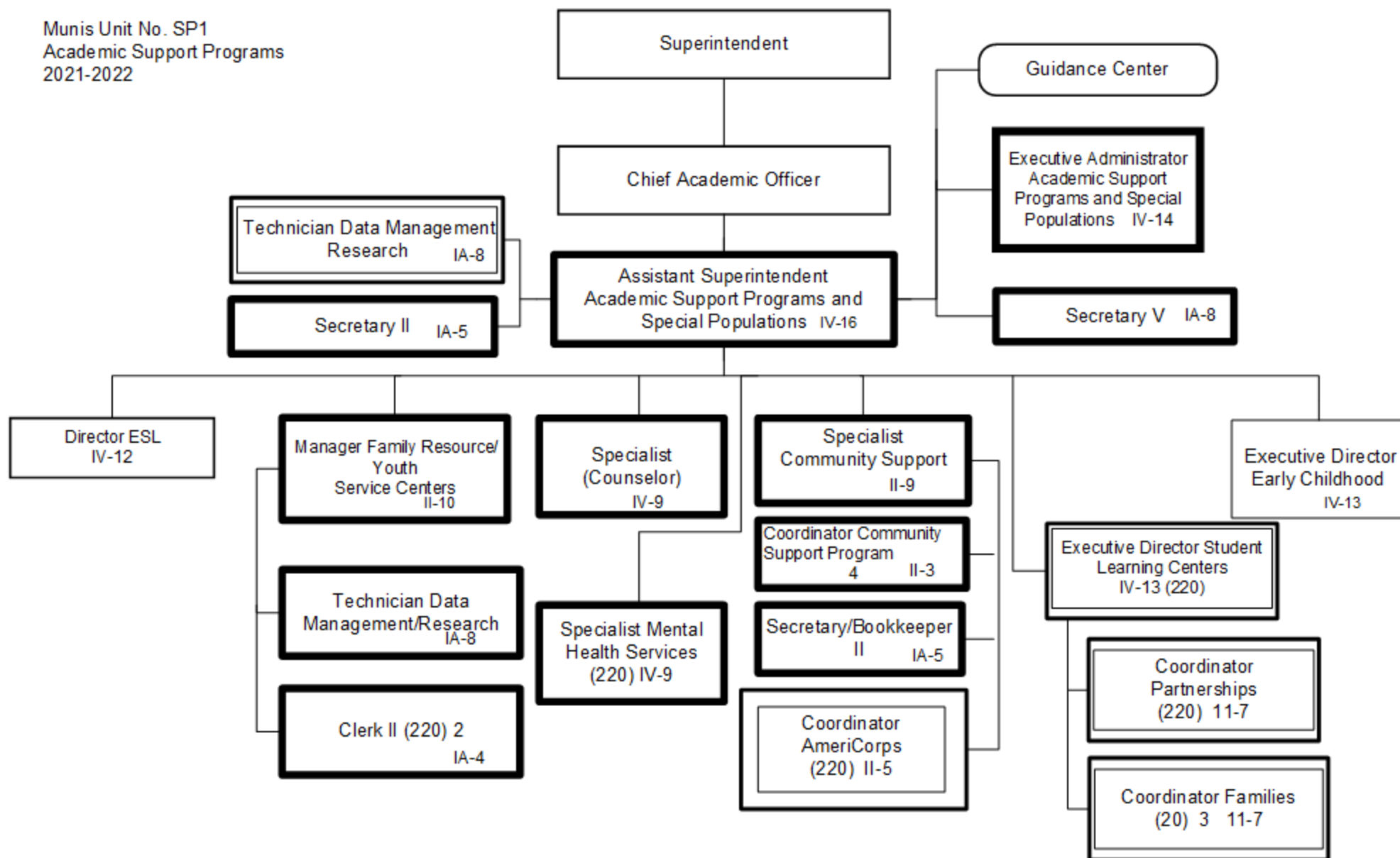
Summary:

General Fund Positions: ~~49~~ 18

Categorical Fund Positions: 3

E-8

Submitted ~~12/14/2021~~ 05/24/2022  
Effective ~~12/15/2021~~ 07/01/2022

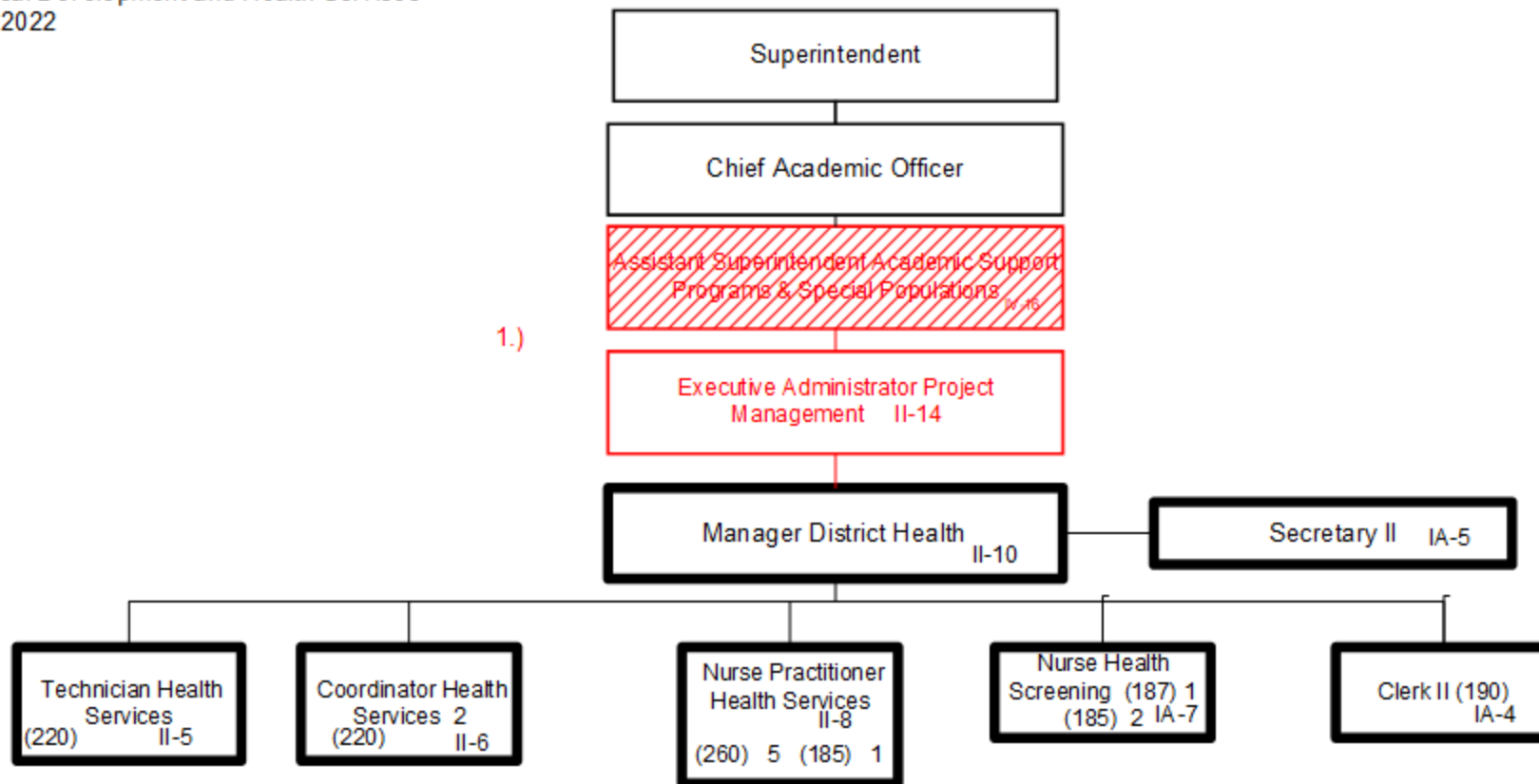


Summary:

General Fund Positions: 18  
Categorical Fund Positions: 3

E-8

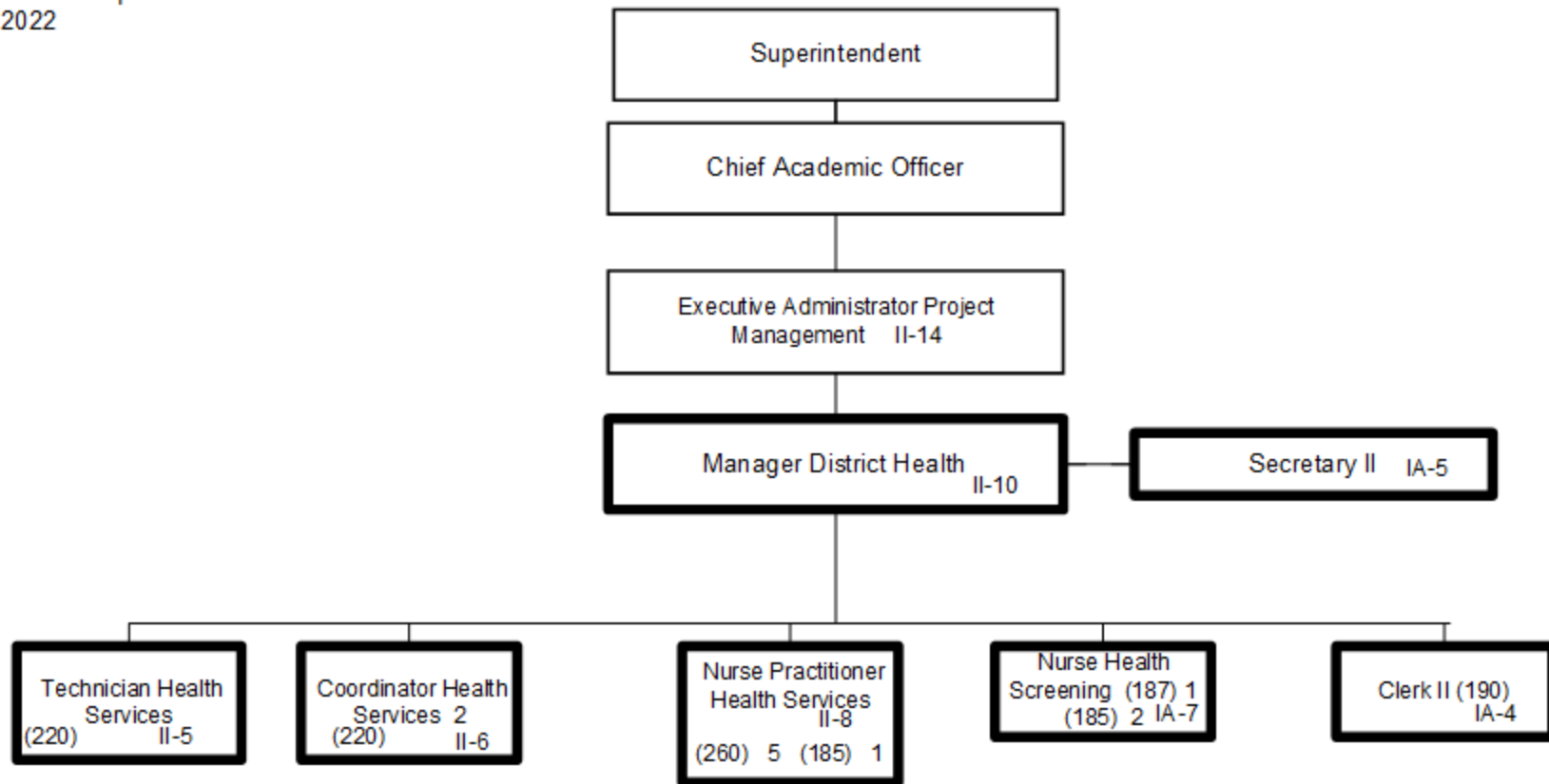
Submitted 05/24/2022  
Effective 07/01/2022



1.) Change reporting relationship from Assistant Superintendent Academic Support Programs & Special Populations to Executive Administrator Project Management.

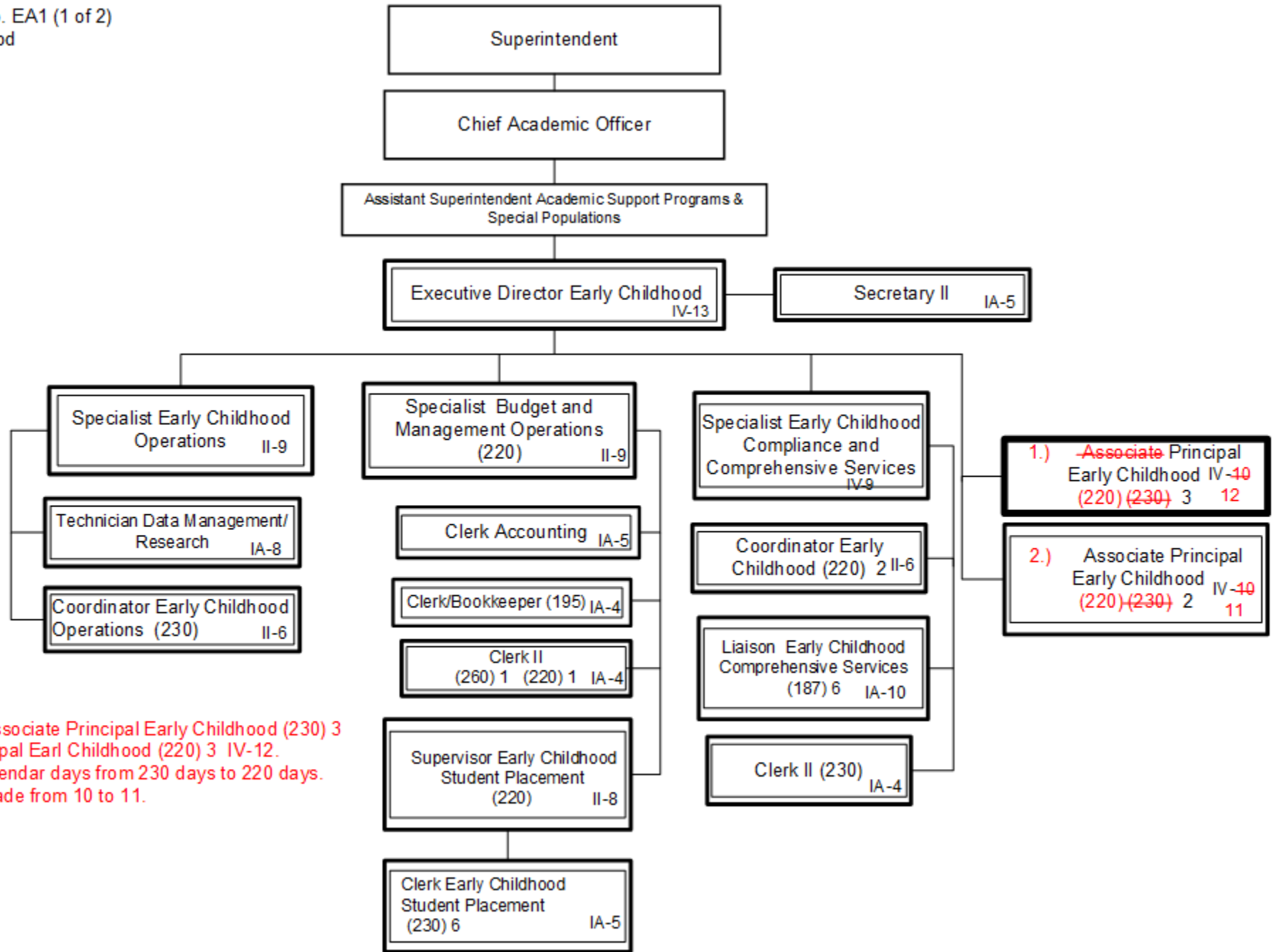
Summary:

General Fund Positions: 15  
Categorical Fund Positions: 0



Summary:

General Fund Positions: 15  
Categorical Fund Positions: 0



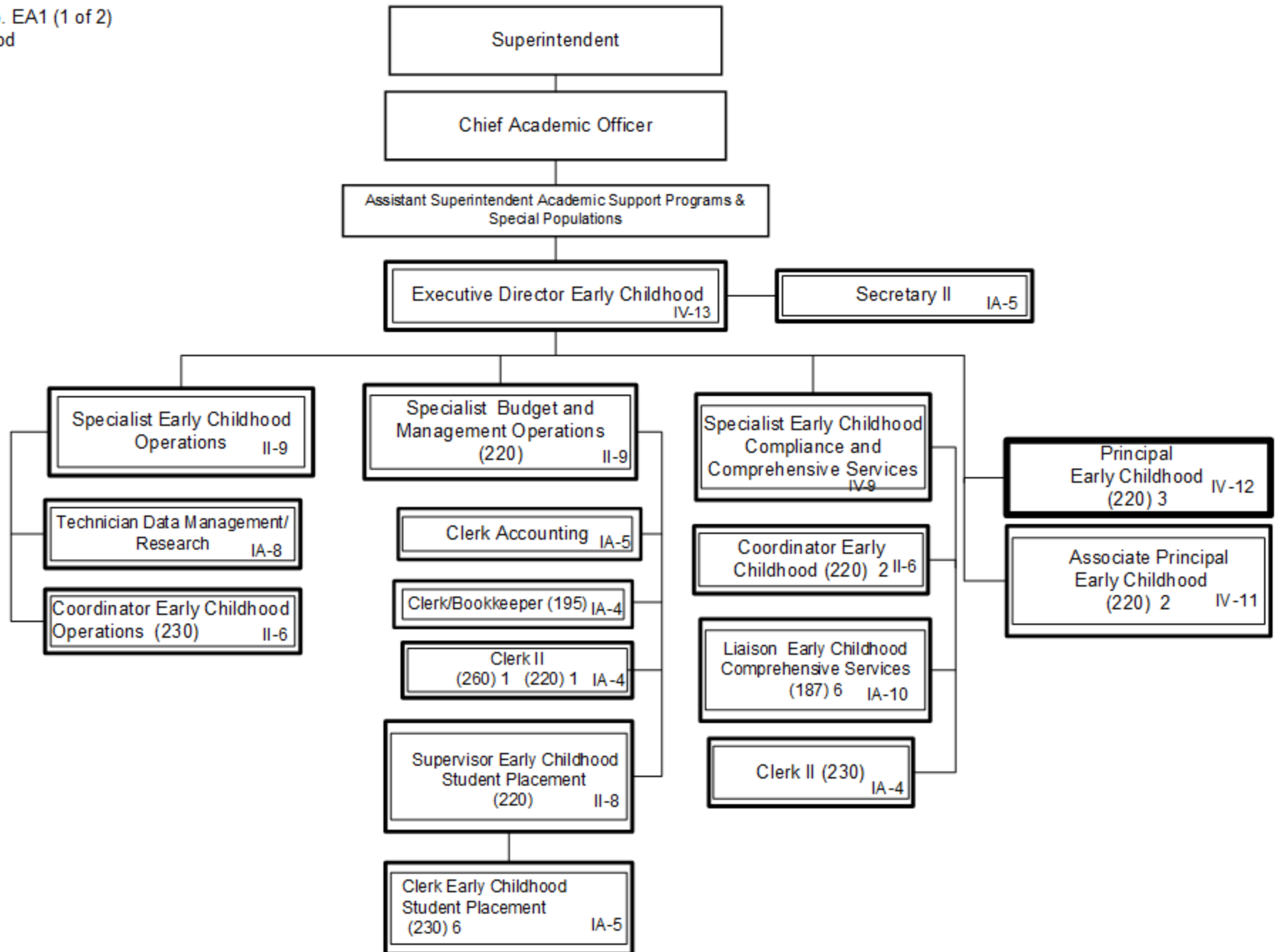
- 1.) Change Associate Principal Early Childhood (230) 3 IV-10 to Principal Early Childhood (220) 3 IV-12.
  - 2.) Amend calendar days from 230 days to 220 days.
- Amend pay grade from 10 to 11.

Summary:

General Fund Positions: 3  
Categorical Fund Positions: 29

E-11(1 of 2)

Submitted ~~12/10/2019~~ 05/24/2022  
Effective ~~12/11/2019~~ 07/01/2022



Summary:

General Fund Positions: 3  
Categorical Fund Positions: 29

E-11(1 of 2)

Submitted 05/24/2022  
Effective 07/01/2022