



NEW: Revised: Submitted:
 07/01/2019 06/11/2019
 07/01/2023 03/28/2023

JOB TITLE:	CHIEF EXCEPTIONAL CHILD EDUCATION
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV II, GRADE 18
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4003 8833
BARGAINING UNIT:	CERX CLAS

SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the operations of the Exceptional Child Education (ECE) Division. Oversees the planning, development, assessment, and improvement of educational programs, instructional, and student support with particular attention given to closing the achievement and opportunity gaps for students receiving special education or 504 services. Collaborates with the Chief of Schools and the Chief Academic Officer in promoting overall efficiency and maximizing of educational opportunities for ECE students. Responsible for the implementation of District, state and federal policies and programs related to special education services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers the District's PreK-12 special education program and integrates the overall special education program with the services of other District organizational units to provide the most efficient and effective education possible for students

Provides leadership and expertise in assessing, identifying, formulating, and implementing the District's educational goals and objectives

Provides strategic planning and executive leadership in the verification and validation of programs and practices

Prepares reports and recommendations for the Superintendent of schools and the Board of Education for all aspects of the PreK-12 special education programs

Attends all meetings of the Board of Education and interprets, when requested by the Superintendent of schools, the special education programs and support efforts of the Board of Education and the public

Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources assigned to the Chief of Exceptional Child Education

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to special education programs

Provides leadership for regular review of District goals and objectives, program development, implementation, evaluation, and redesign

Develops and maintains current knowledge of special education, existing laws, and administrative directives and partners with the Chief of Schools to ensure that schools are organized and administered in a manner which promotes student learning and accomplishes the goals of the District while complying with all state and federal regulations

Partners with the Kentucky Department of education to ensure compliance with all federal and state regulations and works to enhance the collaboration between the District and state to improve special education programs for students

Collaborates with community partners and advocates to support special education students

Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
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 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 with Kentucky Professional Certification in Administration
Director of Special Education certification
Five (5) years successful administrative and management experience
Three (3) years successful experience as a teacher
Ten (10) years of experience in special education services or services for special populations
Ability to absorb, analyze, organize, and communicate information and ideas
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in urban/suburban school district with student population representing cultural plurality
Advanced preparation or doctorate
Experience in a diverse workplace



Revised: 07/01/2023
Submitted: 03/28/2023

JOB TITLE:	CHIEF EXCEPTIONAL CHILD EDUCATION
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8833
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the operations of the Exceptional Child Education (ECE) Division. Oversees the planning, development, assessment, and improvement of educational programs, instructional, and student support with particular attention given to closing the achievement and opportunity gaps for students receiving special education or 504 services. Collaborates with the Chief of Schools and the Chief Academic Officer in promoting overall efficiency and maximizing of educational opportunities for ECE students. Responsible for the implementation of District, state and federal policies and programs related to special education services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers the District's PreK-12 special education program and integrates the overall special education program with the services of other District organizational units to provide the most efficient and effective education possible for students

Provides leadership and expertise in assessing, identifying, formulating, and implementing the District's educational goals and objectives

Provides strategic planning and executive leadership in the verification and validation of programs and practices

Prepares reports and recommendations for the Superintendent of schools and the Board of Education for all aspects of the PreK-12 special education programs

Attends all meetings of the Board of Education and interprets, when requested by the Superintendent of schools, the special education programs and support efforts of the Board of Education and the public

Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources assigned to the Chief of Exceptional Child Education

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to special education programs

Provides leadership for regular review of District goals and objectives, program development, implementation, evaluation, and redesign

Develops and maintains current knowledge of special education, existing laws, and administrative directives and partners with the Chief of Schools to ensure that schools are organized and administered in a manner which promotes student learning and accomplishes the goals of the District while complying with all state and federal regulations

Partners with the Kentucky Department of education to ensure compliance with all federal and state regulations and works to enhance the collaboration between the District and state to improve special education programs for students

Collaborates with community partners and advocates to support special education students

Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
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 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 with Kentucky Professional Certification in Administration

Director of Special Education certification

Five (5) years successful administrative and management experience

Three (3) years successful experience as a teacher

Ten (10) years of experience in special education services or services for special populations

Ability to absorb, analyze, organize, and communicate information and ideas

Understanding of systems management

Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in urban/suburban school district with student population representing cultural plurality

Advanced preparation or doctorate

Experience in a diverse workplace



NEW: Submitted:
07/01/2023 03/28/2023

JOB TITLE:	DIAGNOSTICIAN COMMUNICATION DISORDERS
DIVISION	EXECPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	7328
BARGAINING UNIT:	CLA1

SCOPE OF RESPONSIBILITIES
Assists the Diagnostic Center Exceptional Child Education (ECE) team to screen, assess, and identify students with communication disorders which adversely affect their educational progress. Assists the Admissions and Release Committees in interpreting assessment results and with the development and implementation of the individual education program (IEP).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assures compliance with established state and federal laws, regulations, policies, and procedures
Complies with evaluation standards and determine eligibility for services based on the Kentucky Eligibility Guidelines for Communication Disorders
Communicates effectively test results, diagnosis and proposed treatment plans to the Admissions and Release Committee
Employs instructional/therapeutic methods and materials that are appropriate for meeting each student's goals and objectives
Prepares written evaluations and maintain records which clearly and succinctly document services provided, students' progress and discharge from therapy as recommended to the Admissions and Release Committee
Participates in the multidisciplinary team process regarding eligibility issues, Individual Education Plan (IEP) development, consultation services and service delivery models
Communicates with students, families, caregivers, and other service providers relative to the student's disability
Assists in the development of classroom activities to meet the communication needs of students
Assists with the development and implementation of student individual education program (IEP)
Assesses, selects, and develops augmentative and/or alternative communication systems and provide training in their use
Participates in hearing screening programs to identify and refer students with suspected hearing impairment and / or middle ear disorders
Supervises and coordinates the activities of any assigned staff; adheres to state law regarding the type and amount of supervision required for licensed speech-language pathology assistant(s)
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 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

Master's Degree in Speech/Language Pathology with Kentucky Certification in the area of communication disorders (speech and hearing)

Certificate of Clinical Competency in Speech Pathology from the American Speech, Language and Hearing Association or its equivalent

Demonstrated ability to work cooperatively in a team situation

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in leadership roles in the field of communication disorders

Experience in a diverse workplace

Three years of experience in the schools as a speech and language clinician



NEW: 07/01/2023
Submitted: 03/28/2023

JOB TITLE:	COORDINATOR I
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	7476
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

The Coordinator plan, organize, implement, and manage a project, program, or activity within the district for system-wide improvement; collaborate with other departments to plan, implement, and monitor the effectiveness of project, program, or activity; provide technical assistance to District and school personnel; maintains records and prepare report; and compile and verifies data

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, organize, implement, and coordinate a project, program, or activity
Develops, establish, or administer the project, program, or activity
Serves as liaison with other departments or outside agencies as required
Makes recommendations regarding the implementation of project, program, or activity and evaluate effectiveness as assigned
Manages overall implementation of project, program, or activity and evaluate effectiveness as assigned
Maintains communication and work closely with district staff, school staff and the community regarding information, developments and implementations of project, program or activity
Prepares and assist in preparation of reports, records and other documentation as required
Accumulates and research 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, deliver, or assist with training opportunities as appropriate
Performs related duties as assigned
Coordinates and maintain the record-keeping and reporting of project, program or activity
Coordinates, plan, and secure facility agreements to ensure adequate space for project, program or activity
Completes all training 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, and reaching, with the ability to lift, carry, push, or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

High School diploma or higher
Three (3) years of successful experience in the area of assignment
Effective technology platform integration
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to organize a variety of duties
Experience with organization and systems work
Experience in a diverse workplace



NEW: 07/01/2023
Submitted: 03/28/2023

JOB TITLE:	ASSISTANT TRANSPORTATION DATA
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	7906
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Plan and implement transportation for JCPS special student populations including but not limited to special needs transportation and serve as a liaison between the specified division and the transportation department. Maintain accurate data pertaining to the student's transportation needs according to requirements.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Receives, process requests and resolve needs for special population transportation according to district requirements
- Communicates with families, schools and bus compounds verifying contact information as well as transportation address is accurate
- Compiles and input data to maintain compliance with local, state and federal requirements
- Notifies bus compounds, schools, families of transportation method for students as assigned by the division
- Point of contact with outside agencies hired by JCPS to transport special populations as assigned by the division
- Researches and establishes transportation for special student populations participating in after school programs and summer programs
- Collaborates with division leadership in coordinating transportation for students
- Assists in compiling transportation reports on an as needed basis
- Maintains record of transportation requirements pertaining to student's safety according to district requirements
- Completes all training and other compliance requirements as assigned by the designated deadline
- Coordinates, plan, and secure facility agreements to ensure adequate space for project, program or activity
- Performs other duties as assigned by supervisor

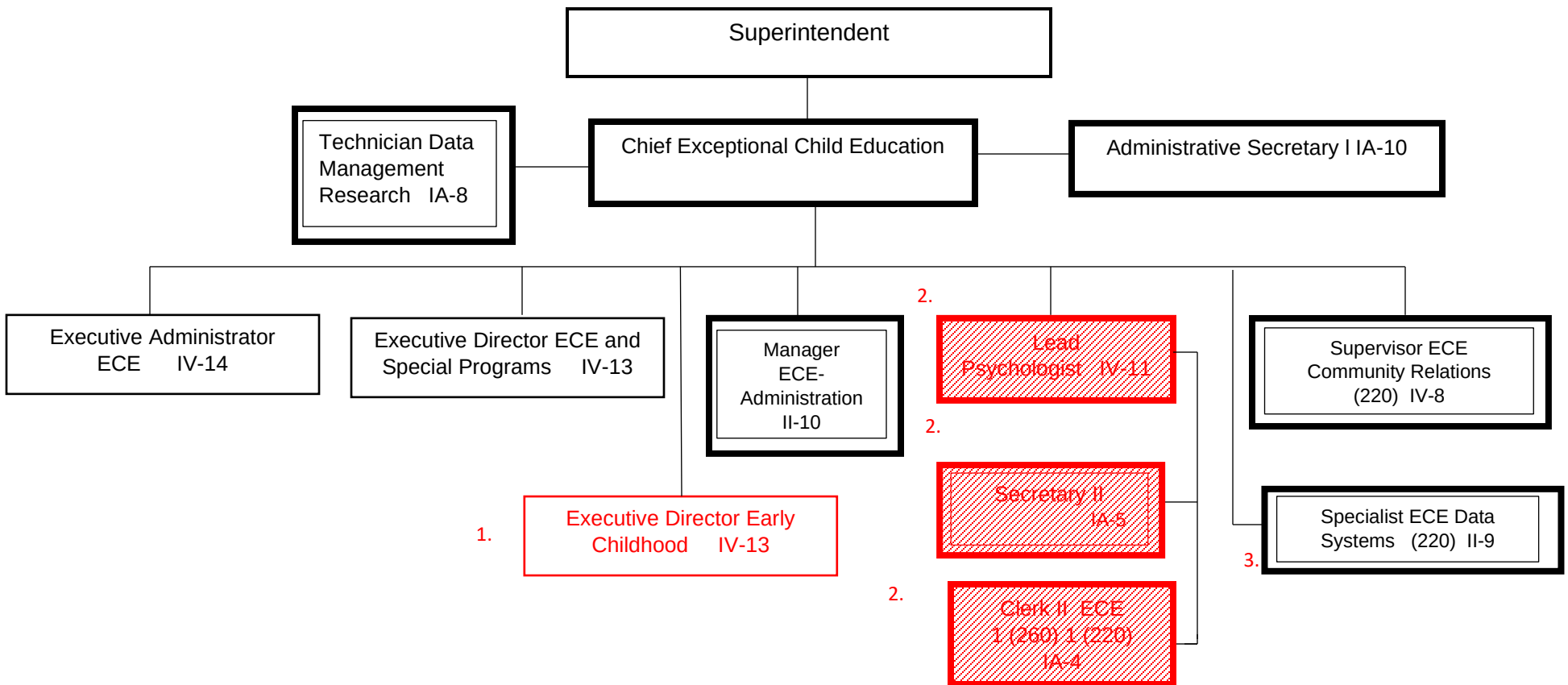
PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

- High School diploma or higher
- Effective technology platform integration
- Ability to work cooperatively with others
- Knowledge of local, state, and federal transportation guidelines

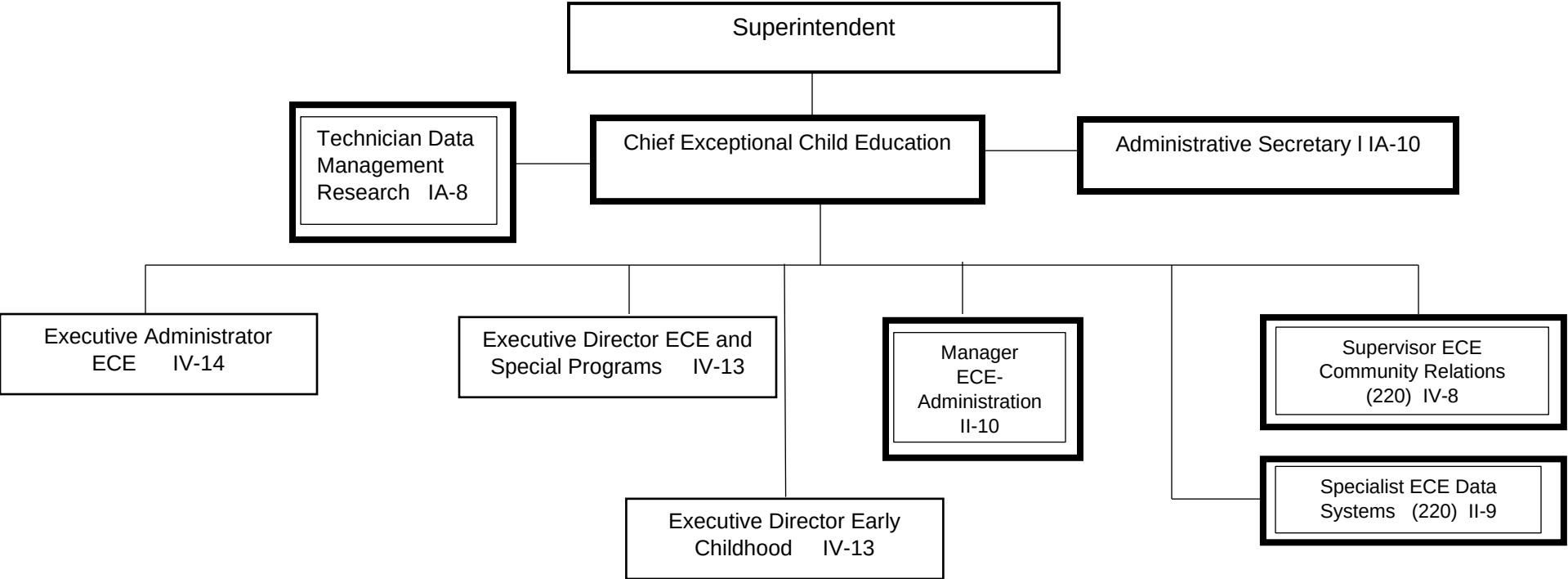
Three (3) years experience involving record keeping and computer usage
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in special population transportation
Experience in a diverse workplace

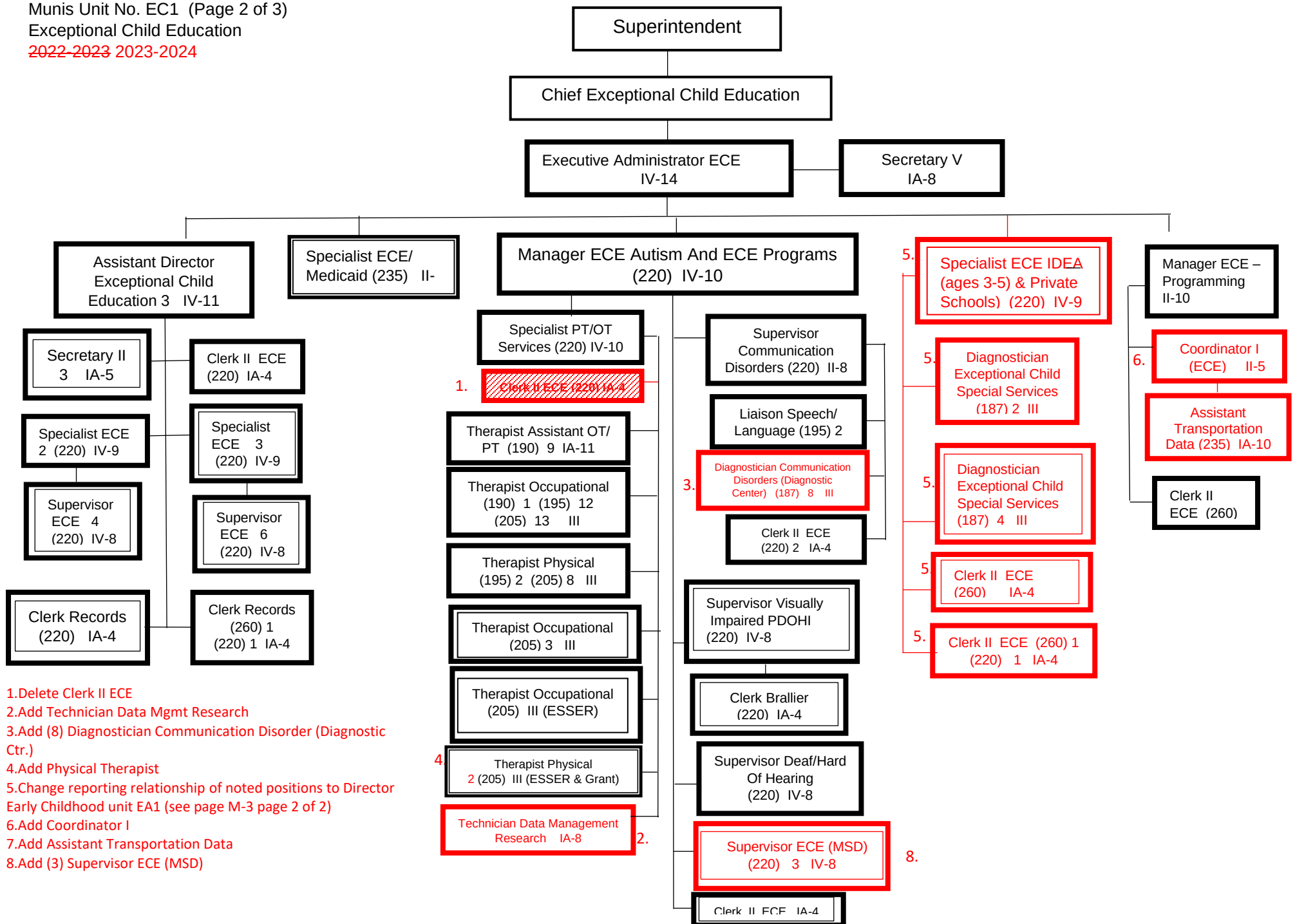


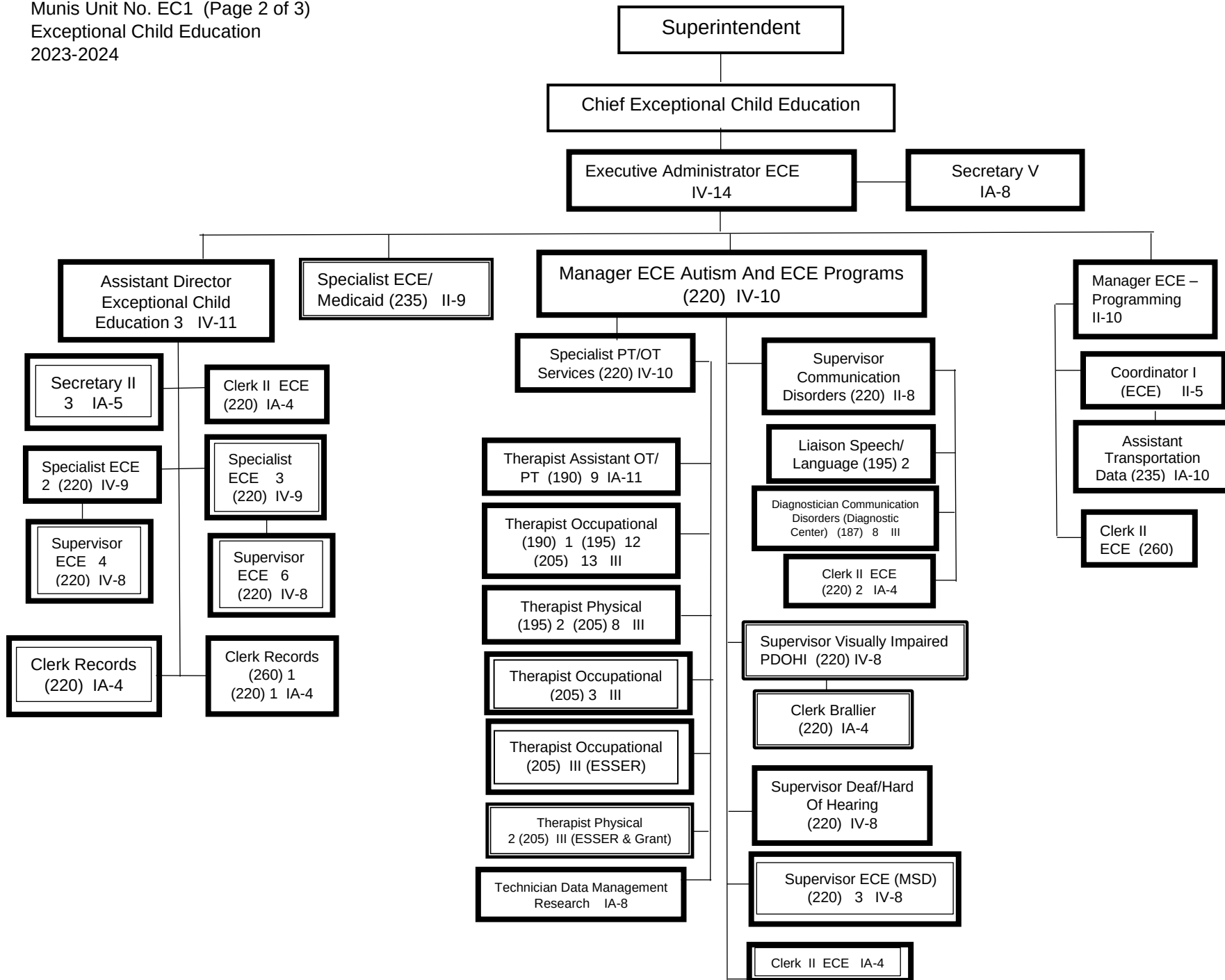
1. Change reporting relationship of Executive Director Early Childhood to Chief of ECE
2. Change reporting relationship of Lead Psychologist, Secretary II, and Clerk I from Chief ECE to Executive Director ECE and Special Programs
3. Change funding from general fund (.5) to IDEA CCEIS (.5)

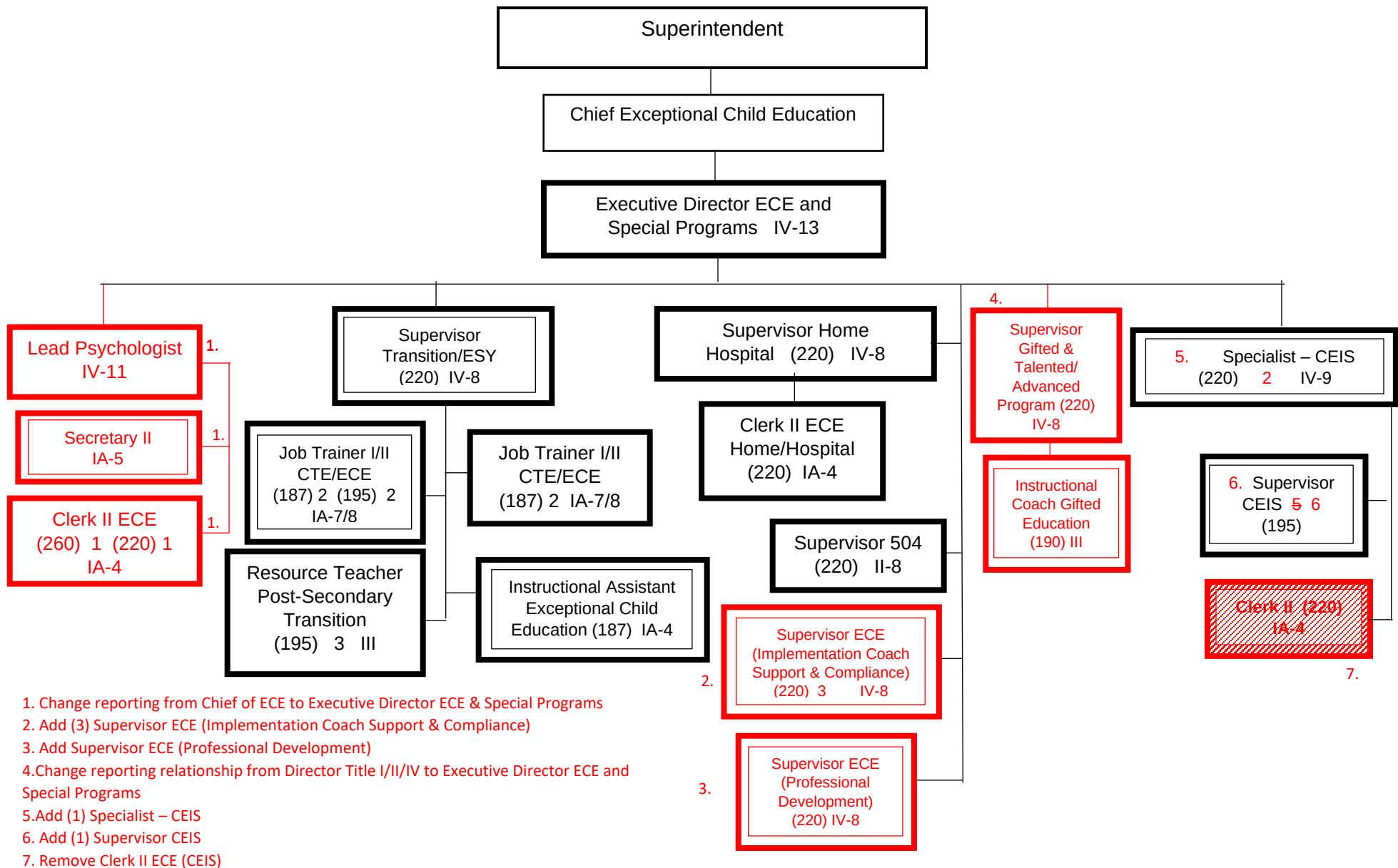
Summary:

General Fund Positions: ~~7~~ 2
 Categorical Fund Positions: ~~5~~ 4



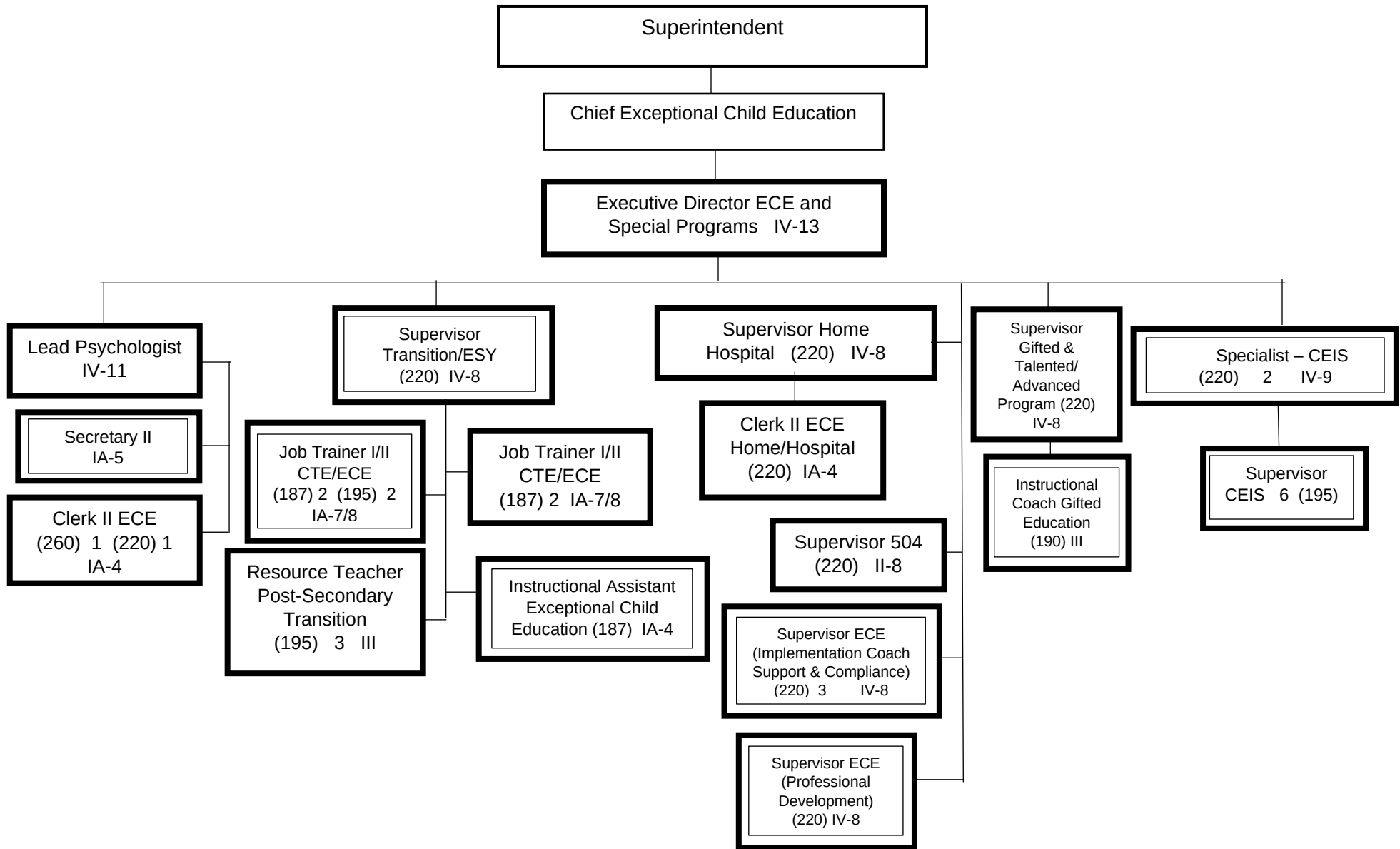




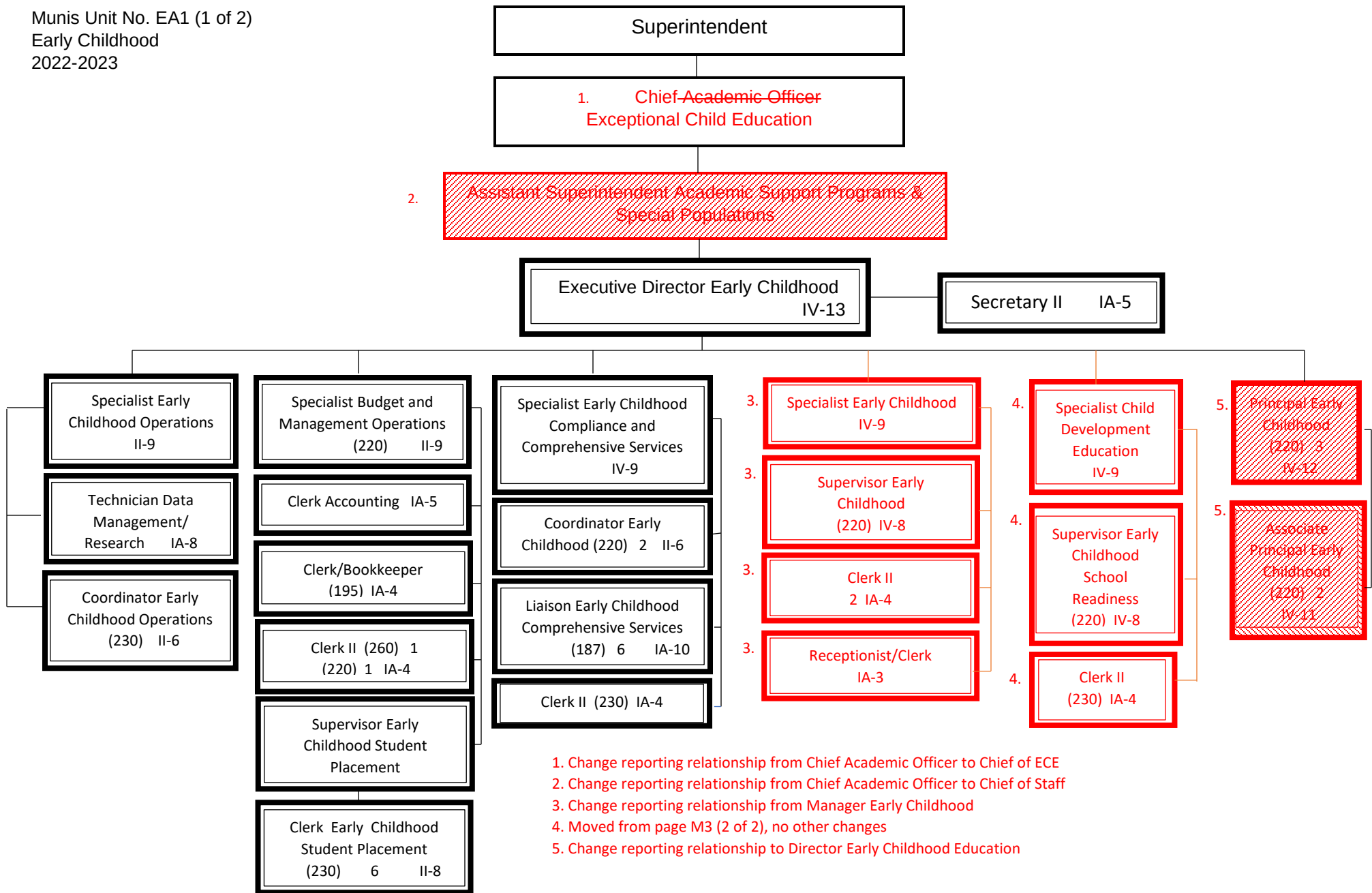


Summary:

General Fund Positions: ~~9~~ 13
 Categorical Fund Positions: ~~13~~ 20



Summary:
 General Fund Positions: 13
 Categorical Fund Positions: 20

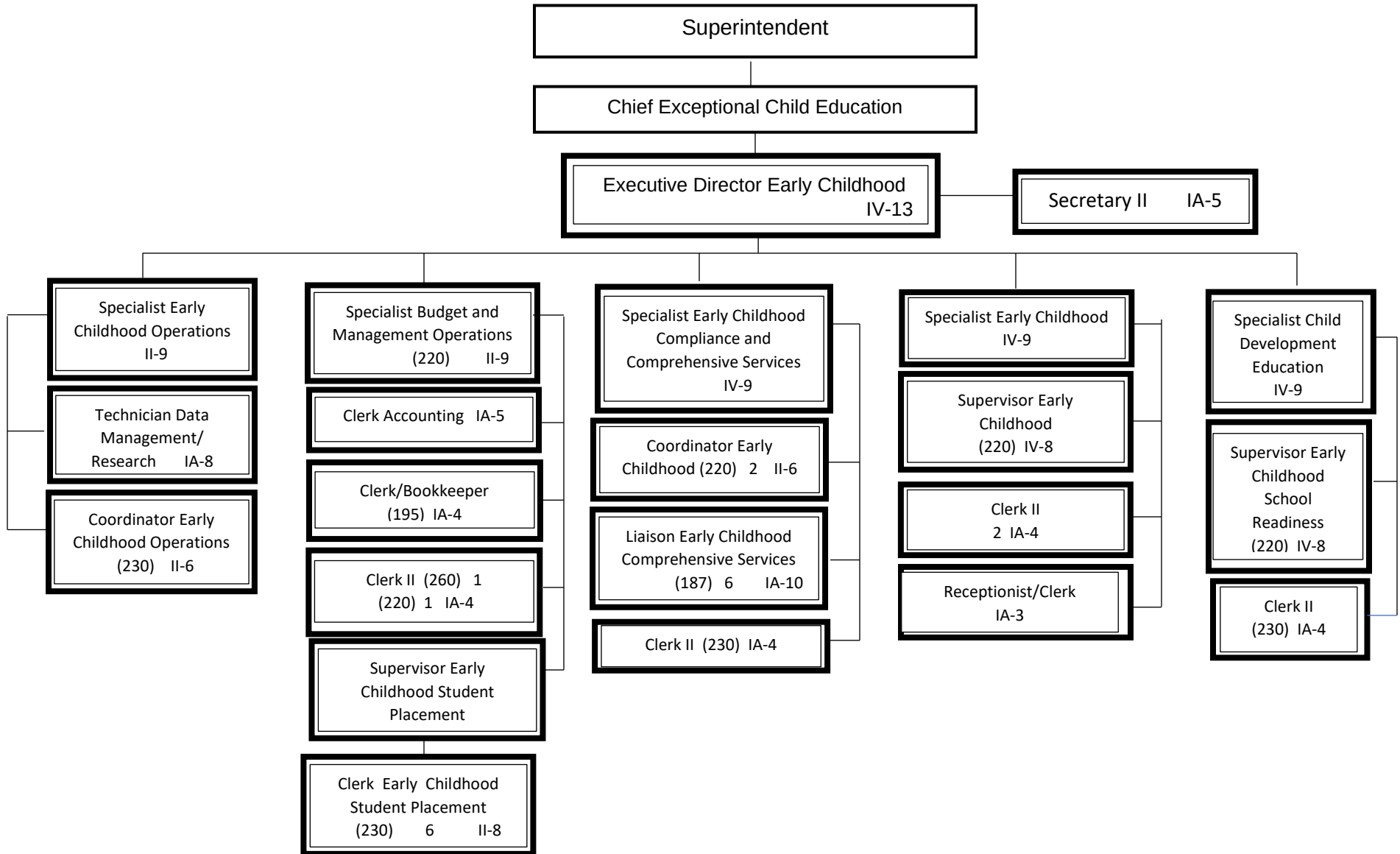


Summary:

General Fund Positions: ~~3~~ 0
Categorical Fund Positions: ~~29~~ 35

M-3 (1 of 2) New

Submitted: ~~05/24/2022~~ 03/28/2023
Effective: ~~07/01/2022~~ 07/01/2023

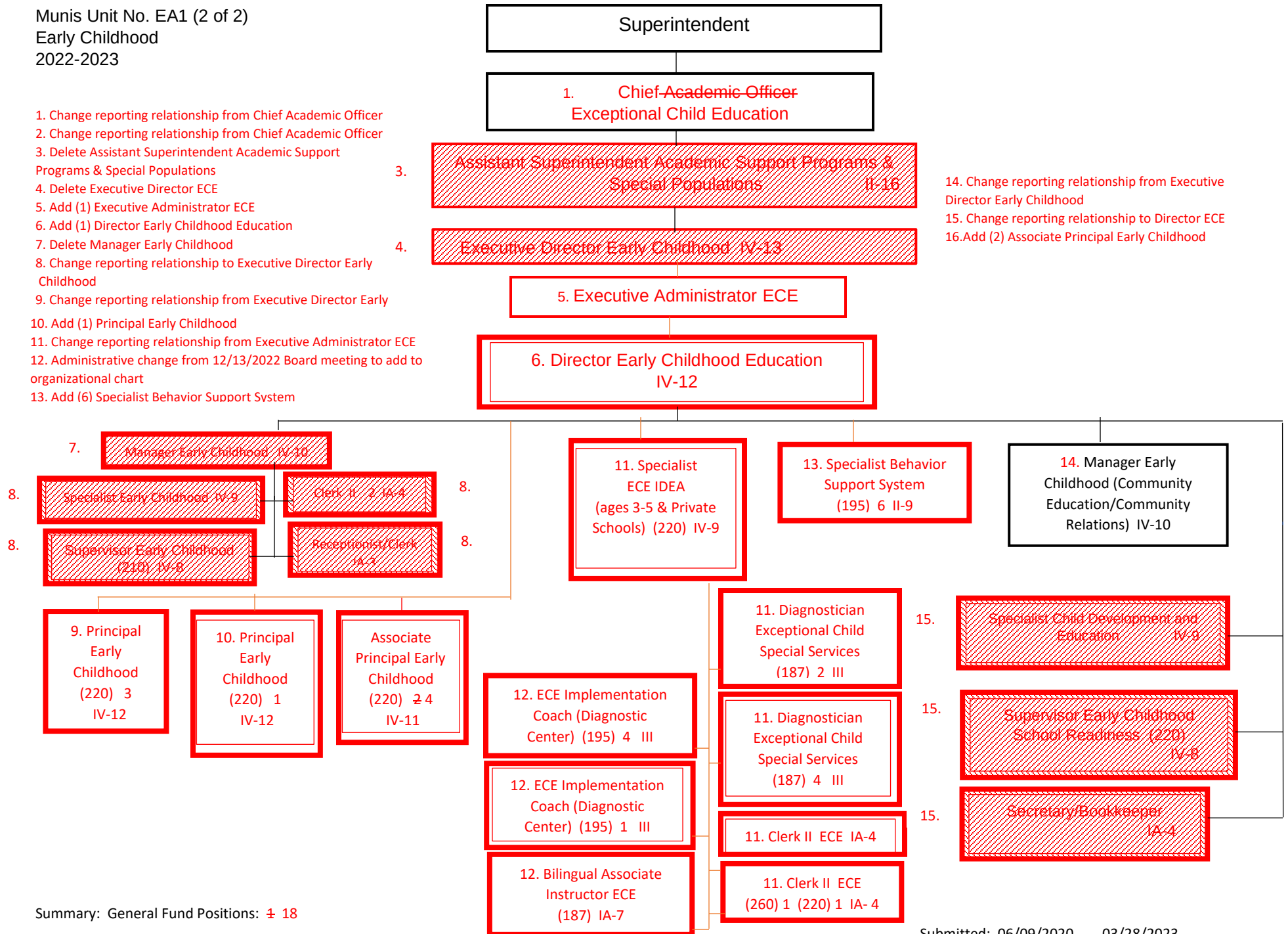


Summary:

General Fund Positions: 0
 Categorical Fund Positions: 35

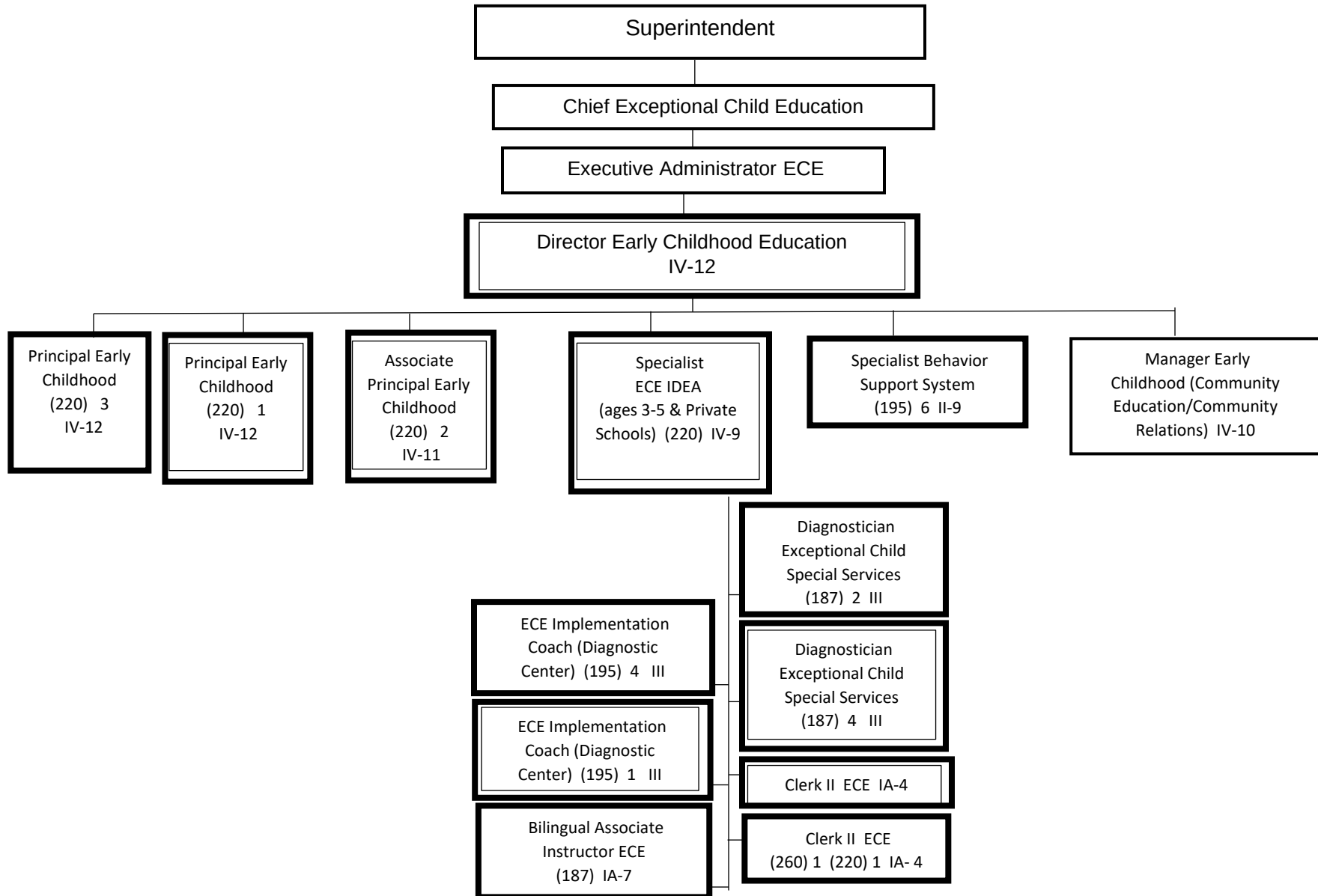
M-3 (1 of 2) New

Submitted: 03/28/2023
 Effective: 07/01/2023



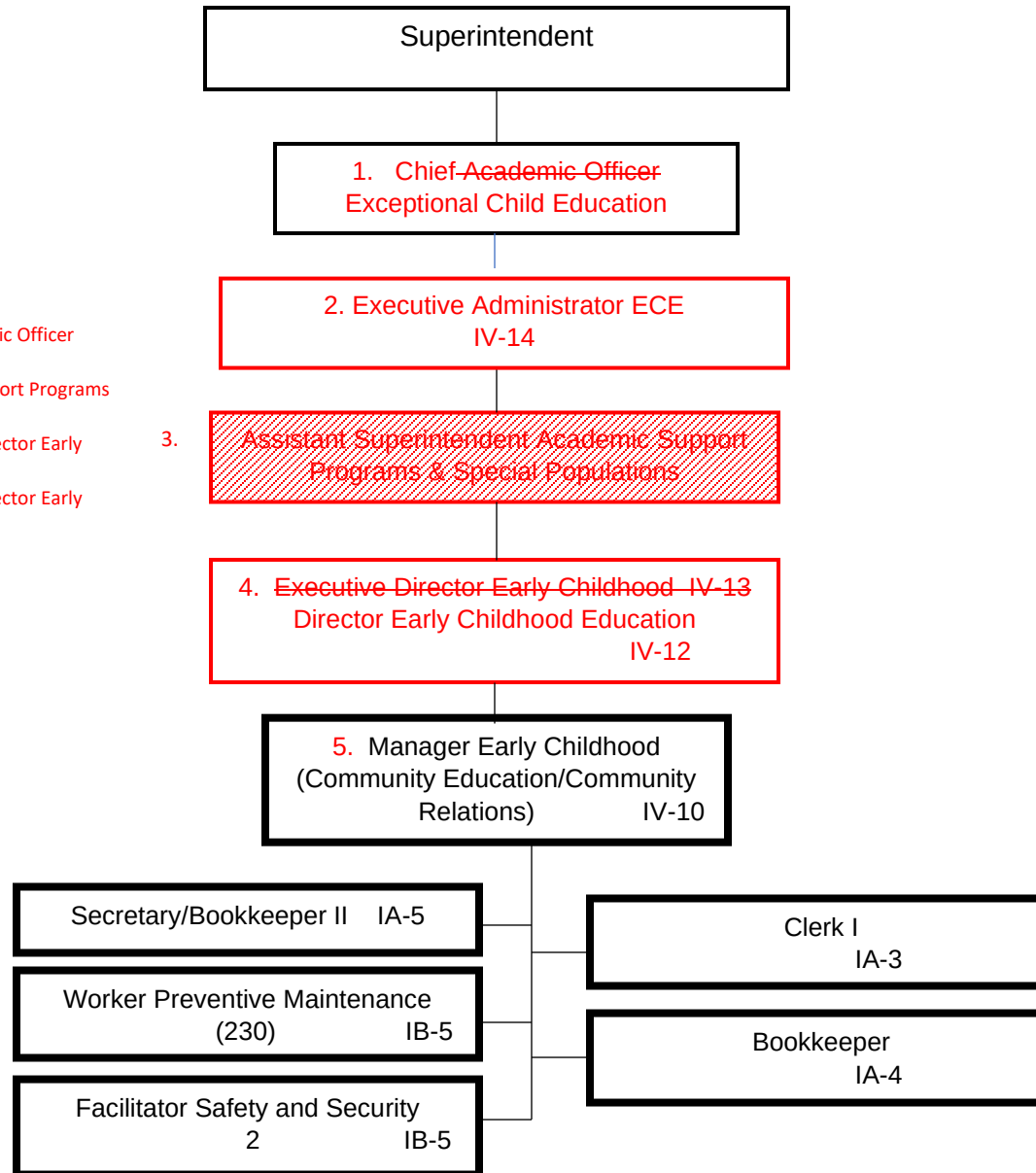
Categorical Fund Positions: ~~8~~ 13

Submitted: 06/09/2020 03/28/2023
Effective: 07/01/2020 07/01/2023



Summary:
 General Fund Positions: 18
 Categorical Fund Positions: 13

1. Change reporting relationship from Chief Academic Officer
2. Add 1 Executive Administrator ECE
3. Remove Assistant Superintendent Academic Support Programs & Special Populations
4. Change reporting relationship from Executive Director Early Childhood
5. Change reporting relationship from Executive Director Early Childhood

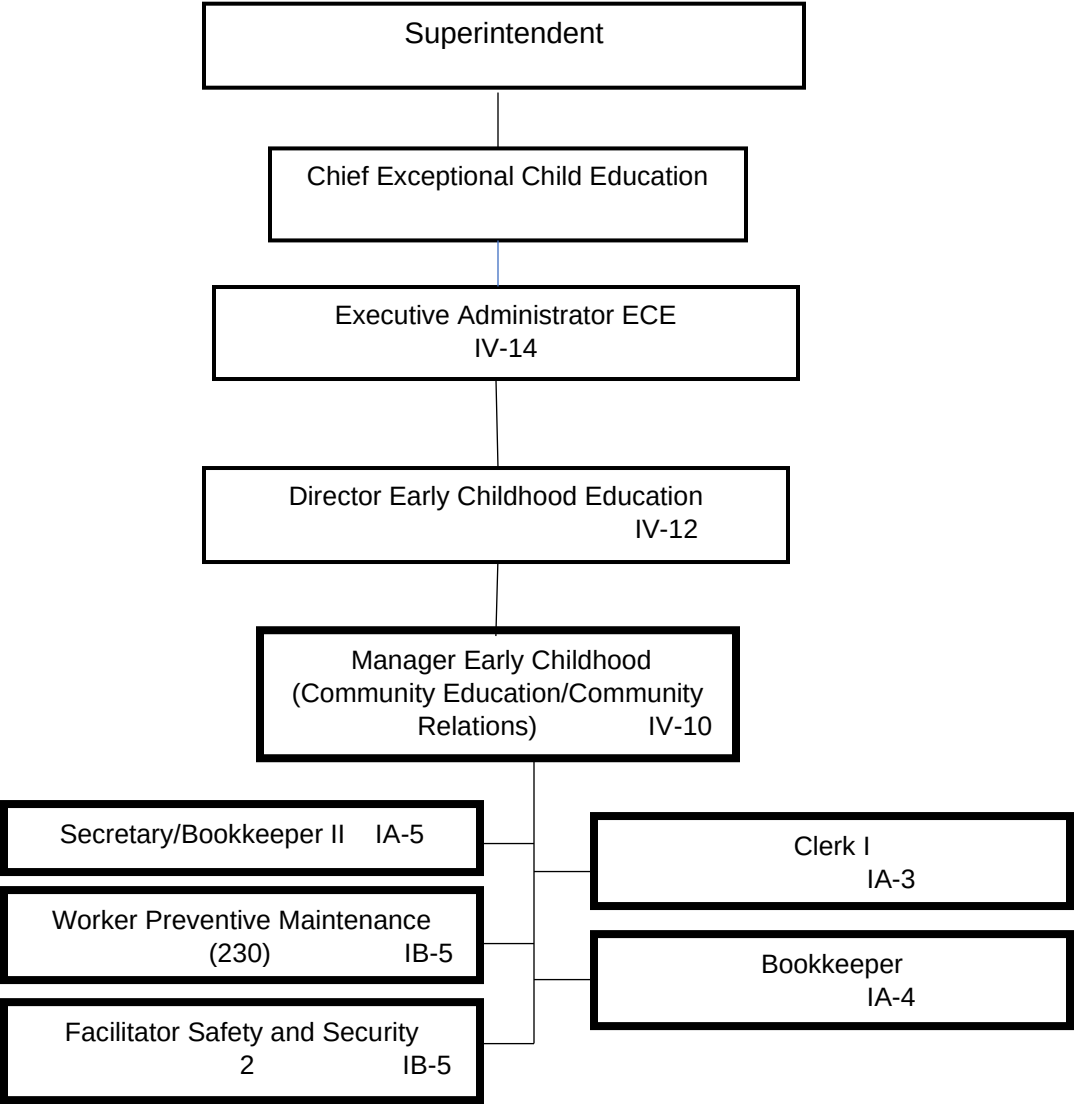


Summary:

General Fund Positions: 7
Categorical Fund Positions: 0

M-4 NEW

Submitted: ~~8/27/2019~~ 03/28/2023
Effective: ~~8/27/2019~~ 07/01/2023



Summary:

General Fund Positions: 7
Categorical Fund Positions: 0

M-4 NEW

Submitted: 03/28/2023
Effective: 07/01/2023