

NEW: Revised: Submitted:
 07/01/2023 05/23/2023
 07/17/2019 07/16/2019

JOB TITLE:	ANALYST GEOGRAPHIC INFORMATION SYSTEMS (GIS)
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8489
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

~~Coordinates Districtwide Geographic Information System (GIS) efforts; develops long-term plan to include all necessary departments including Facilities, Transportation, Demographics, Student Assignment, Research, and Planning; develops specific web applications as needed for administrators, parents, and the general public; creates internship opportunities for students in Geographic Information System Career Pathway; and identifies additional opportunities for Geographic Information System implementation and cost-savings.~~
 Analyzes Geographic Information Systems (GIS) data and makes recommendations to drive daily operations decisions; collects and analyzes field data for facilities room usage surveys, photos, global positioning system (GPS) data, and data from drone; digitizes data to create feature classes in GIS database for further analysis, prepares maps and reports for GIS Services Department to support Operations initiative.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Identifies opportunities to implement Geographic Information System projects in order to increase efficiency and reduce costs throughout the District~~

~~Works with Facilities, Transportation, Demographics, and Security and Investigations to determine short-term and long-term needs and budget impacts~~

~~Provides necessary training and education for key department members in order to expand the use of Geographic Information System in the District~~

~~Converts existing data into a digital format that can be incorporated into a districtwide Geographic Information System~~

~~Develops and maintains Geographic Information System database and technology appropriate to the function of the District~~

~~Develops custom applications for administrators, including web services for Principals and parents~~

~~Provides liaison as assigned with the Louisville Jefferson County Information Consortium (LOJIC), Louisville and Jefferson County planning and zoning, Property Valuation Administration (PVA), and other agencies dealing with pertinent geographic data~~

~~Collaborates with School to Career and Geographic Information System teachers to provide projects and internships for students~~

~~Identifies additional opportunities for Geographic Information System implementation and cost savings by collaborating with department leaders within the district and opening communication lines between departments~~

~~Evaluates staff as assigned~~

Analyzes facility room usage data with school staff and GIS Services and verifies accuracy

Prepares and composes charts, documents, and maintains databases

Assists with preparing the annual projections of student enrollment

Collects field data including GPS data, photos, and building walk-throughs and imports into GIS database

Collects GPS data using survey-grade GPS unit
Compiles reports using all available GIS and GPS data sources
Converts existing data into a digital format that can be incorporated into a districtwide GIS
Helps maintain the historical information on the school boundary lines and statistical data
Helps prepare maps of the School Board districts, school attendance areas, etc. as required
Performs advanced GIS analyses
Analyzes report from databases
Researches and verifies geographic data and creates data in geospatial database
Travels to sites to conduct site surveys for both indoor and outdoor GIS
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, crawling, 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, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

~~Bachelor's Degree~~ High School Diploma or GED

Proficiency in knowledge and use of Geographic Information System

~~Two (2)~~ Three (3) years successful experience in the analysis and management of highly technical data

Advanced spreadsheet (e.g. Microsoft Excel) skills

Ability to work with ~~groups, agencies, and organizations concerned with District and county data~~ all stakeholders, including parents, school staff, and other District departments

Effective communication skills

DESIRABLE QUALIFICATIONS

~~Master's Degree~~ Bachelor's Degree

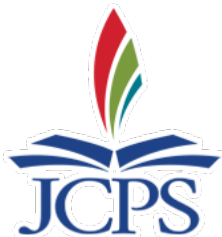
Geographic Information System (GIS) Certificate

Successful experience in applying GIS data to school systems uses

Experience in application development

Drone pilots license

Experience in a diverse workplace



Revised: 07/01/2023
Submitted: 05/23/2023

JOB TITLE:	ANALYST GEOGRAPHIC INFORMATION SYSTEMS (GIS)
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8489
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Analyzes Geographic Information Systems (GIS) data and makes recommendations to drive daily operations decisions; collects and analyzes field data for facilities room usage surveys, photos, global positioning system (GPS) data, and data from drone; digitizes data to create feature classes in GIS database for further analysis, prepares maps and reports for GIS Services Department to support Operations initiative.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Analyzes facility room usage data with school staff and GIS Services and verifies accuracy

Prepares and composes charts, documents, and maintains databases

Assists with preparing the annual projections of student enrollment

Collects field data including GPS data, photos, and building walk-throughs and imports into GIS database

Collects GPS data using survey-grade GPS unit

Compiles reports using all available GIS and GPS data sources

Converts existing data into a digital format that can be incorporated into a districtwide GIS

Helps maintain the historical information on the school boundary lines and statistical data

Helps prepare maps of the School Board districts, school attendance areas, etc. as required

Performs advanced GIS analyses

Analyzes report from databases

Researches and verifies geographic data and creates data in geospatial database

Travels to sites to conduct site surveys for both indoor and outdoor GIS

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 exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

High School Diploma or GED

Proficiency in knowledge and use of Geographic Information System

Three (3) years successful experience in the analysis and management of highly technical data

Advanced spreadsheet (e.g. Microsoft Excel) skills
Ability to work with all stakeholders, including parents, school staff, and other District departments
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
Geographic Information System (GIS) Certificate
Successful experience in applying GIS data to school systems uses
Experience in application development
Drone pilots license
Experience in a diverse workplace



NEW: Revised: Submitted:
 09/01/2021 08/30/2021
 07/01/2023 05/23/2023

JOB TITLE:	EXECUTIVE ADMINISTRATOR SCHOOL AND COMMUNITY NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8440
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Directs all USDA school meal programs including National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Fresh Fruit and Vegetable Grant Program to ensure a financially sound program in compliance with all federal, state, and local regulations and policies. Prepares and maintains necessary data and reports, to comply with federal, state, and local reporting requirements and utilizes the information to make sound program decisions that ensure school meal access to all students and improved operational efficiency and accountability.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs all USDA school meal programs to ensure compliance with federal, state, and local regulations and policies of the Board

Assumes responsibility for procedures to maintain a viable and financially sound food service operation and to develop programs which expand services, ensures optimal school meal access and offerings to all students, and increases the efficiency and accountability of all department operations.

Directs collection and maintenance of program data to prepare timely claims and produce other reports necessary to make informed program decisions; disseminates such information to appropriate District and state personnel and agencies

Monitors site productivity and adjusts labor hours based on acceptable meals per labor hours, program implementation, service delivery method, and site configuration to ensure efficient and effective delivery of the school meal programs at each site

Assumes responsibility for procurement, receipt, and processing of USDA Foods and monitoring operations to ensure optimum use of these resources

Approves the replacement and/or addition of equipment for the program based upon justified needs and to ensure food safety, improved services to students, and maximum utilization of allowable labor hours

Oversees the operation of the Nutrition Service Center's inventory storage, food preparation, and food and supply distribution to ensure maximum levels of quality and efficiency

Monitors procurement of program foods, supplies, and equipment to ensure compliance with federal, state, and local procurement regulations and policies

Plans effective ways of presenting the program to the Board, its staff, students, parents, and the community, that provides a clear understanding of the program's benefits and importance

Oversees the planning and delivery of training for all staff members to ensure compliance with USDA and KDE requirements and to ensure employees have necessary skills to provide quality school meals and customer service

Directs creation and implementation of departmental strategic and operational plans that promote student participation in school meal programs and support the District's vision

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
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PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.
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MINIMUM QUALIFICATIONS

Bachelor's degree in food and nutrition, institutional management, business administration, or related field
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Five (5) years successful experience in school food service program administration some of which has been in a large urban district

Valid driver's license

Pursuant to KRS 158.852 Possess or obtain Level 2 Certification through the School Nutrition Association within three (3) years of hire

Pursuant to 7CFR part 210, at least 8 hours of food safety training is required within thirty (30) days of the employee's start date and no more than five (5) years prior to starting
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School Nutrition Specialist Credential or Level 4 School Nutrition Association Certificate

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's degree in food and nutrition, institutional management, business administration, or related field
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School Nutrition Specialist Credential or Level 4 School Nutrition Association Certificate

Knowledge of policies and procedures of the school district

Ten (10) years successful experience in school food service program administration some of which has been in a large urban school district
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Experience in a diverse workplace



Revised: 07/01/2023
Submitted: 05/23/2023

JOB TITLE:	EXECUTIVE ADMINISTRATOR SCHOOL AND COMMUNITY NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8440
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Directs all USDA school meal programs including National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Fresh Fruit and Vegetable Grant Program to ensure a financially sound program in compliance with all federal, state, and local regulations and policies. Prepares and maintains necessary data and reports, to comply with federal, state, and local reporting requirements and utilizes the information to make sound program decisions that ensure school meal access to all students and improved operational efficiency and accountability.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs all USDA school meal programs to ensure compliance with federal, state, and local regulations and policies of the Board

Assumes responsibility for procedures to maintain a viable and financially sound food service operation and to develop programs which expand services, ensures optimal school meal access and offerings to all students, and increases the efficiency and accountability of all department operations.

Directs collection and maintenance of program data to prepare timely claims and produce other reports necessary to make informed program decisions; disseminates such information to appropriate District and state personnel and agencies

Monitors site productivity and adjusts labor hours based on acceptable meals per labor hours, program implementation, service delivery method, and site configuration to ensure efficient and effective delivery of the school meal programs at each site

Assumes responsibility for procurement, receipt, and processing of USDA Foods and monitoring operations to ensure optimum use of these resources

Approves the replacement and/or addition of equipment for the program based upon justified needs and to ensure food safety, improved services to students, and maximum utilization of allowable labor hours

Oversees the operation of the Nutrition Service Center's inventory storage, food preparation, and food and supply distribution to ensure maximum levels of quality and efficiency

Monitors procurement of program foods, supplies, and equipment to ensure compliance with federal, state, and local procurement regulations and policies

Plans effective ways of presenting the program to the Board, its staff, students, parents, and the community, that provides a clear understanding of the program's benefits and importance

Oversees the planning and delivery of training for all staff members to ensure compliance with USDA and KDE requirements and to ensure employees have necessary skills to provide quality school meals and customer service

Directs creation and implementation of departmental strategic and operational plans that promote student participation in school meal programs and support the District's vision

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
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PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.
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MINIMUM QUALIFICATIONS

Bachelor's degree in food and nutrition, institutional management, business administration, or related field
--

Five (5) years successful experience in school food service program administration some of which has been in a large urban district

Valid driver's license

Pursuant to KRS 158.852 Possess or obtain Level 2 Certification through the School Nutrition Association within three (3) years of hire

Pursuant to 7CFR part 210, at least 8 hours of food safety training is required within thirty (30) days of the employee's start date and no more than five (5) years prior to starting
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Effective communication skills

DESIRABLE QUALIFICATIONS

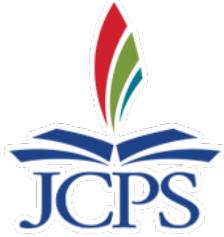
Master's degree in food and nutrition, institutional management, business administration, or related field
--

School Nutrition Specialist Credential or Level 4 School Nutrition Association Certificate
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Knowledge of policies and procedures of the school district

Ten (10) years successful experience in school food service program administration some of which has been in a large urban school district
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Experience in a diverse workplace



NEW: Revised: Submitted:
 07/01/2012 04/30/2012
 07/01/2023 05/23/2023

JOB TITLE:	SPECIALIST GEOGRAPHIC INFORMATION SYSTEM (GIS)
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/IV, GRADE 8 II, GRADE 9
WORK YEAR:	260 DAYS AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8489
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

~~Coordinates-Manages~~ Districtwide Geographic Information System (GIS) efforts; develops long-term plans to include all necessary departments ~~including Facilities, Transportation, Demographics, Student Assignment, Research, and Planning~~; develops specific web applications as needed for necessary stakeholders including administrators, parents, and the general public; ~~creates internship opportunities for students in Geographic Information System Career Pathway~~; creates GIS projects for students; and identifies additional opportunities for Geographic Information System implementation and cost-savings.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Identifies opportunities to implement Geographic Information System projects in order to increase efficiency and reduce costs throughout the district~~

~~Works with Facilities, Transportation, Demographics, and Security and Investigations to determine short-term and long-term needs and budget impacts~~

~~Provides necessary training and education for key department members in order to expand the use of Geographic Information System in the district~~

~~Converts existing data into a digital format that can be incorporated into a districtwide Geographic Information System~~

Develops and maintains Geographic Information System database and technology appropriate to the function of the District

Develops custom applications for administrators, including web services for principals and parents and all stakeholders

~~Provides liaison as assigned with the Louisville Jefferson County Information Consortium (LOJIC), Louisville and Jefferson County planning and zoning, Property Valuation Administration (PVA), and other agencies dealing with pertinent geographic data~~

Collaborates with ~~School-to-Career~~ Academics and Geographic Information System teachers to provide educational opportunities, projects and internships for students

~~Identifies additional opportunities for Geographic Information System implementation and cost savings by collaborating with department leaders within the district and opening communication lines between departments~~

~~Collaborates with Transportation Services to plan and optimize bus routes~~

Develops web mapping applications, reports, and dashboards for users as needed

Develops enrollment projections and optimal capacities on short and long-term basis; helps assign students to schools using school census, race, grade, facilities, and programs data; helps with planning of facility needs; provides information to the general public regarding student school assignment and Board Member District and other boundary lines

Develops reports, projections, and route planning for transportation services

Maintains and documents all school attendance boundary lines, sub-zones and satellites for the student assignment plan and maintains data documentation file for each school, prepares studies and reports for changes in school attendance boundary lines
Maintains indoor GIS data for measuring optimal capacity and ensuring all programs are allocated adequate space in order to serve all students
Maintains the demographics address database and coordinates corrections with IT
Manages enterprise GIS infrastructure and applications for all departments throughout the District
Provides necessary training and education for key department members in order to expand the use of GIS in the District
Completes all trainings and other compliance requirements as assigned by the designated deadline
Evaluates employees as assigned
Performs other duties as assigned by the Supervisor Director Transportation Services

PHYSICAL DEMANDS

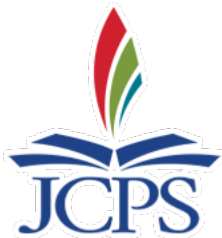
The work is primarily sedentary. ~~It requires the ability to communicate effectively using speech, vision and hearing.~~ The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree
Proficiency in knowledge and use of GIS
Geographic Information System (GIS) Certificate
Three (3) Two (2) years successful experience in the analysis and management of highly technical geographic data
Ability to work with all stakeholders, including parents, school staff, and other District departments groups, agencies and organizations concerned with district and county data
Good oral and written Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree
Geographic Information System (GIS) Certificate
Successful experience in applying Geographic Information System data to GIS in school systems. uses
Drone pilots license
Experience in a diverse workplace



Revised: 07/01/2023
Submitted: 05/23/2023

JOB TITLE:	SPECIALIST GEOGRAPHIC INFORMATION SYSTEMS (GIS)
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8489
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Manages Districtwide Geographic Information Systems (GIS) efforts; develops long-term plans to include all necessary departments; develops specific web applications as needed for necessary stakeholders including administrators, parents, and the general public; creates GIS projects for students; and identifies additional opportunities for GIS implementation and cost-savings.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Collaborates with Academics and GIS teachers to provide educational opportunities, projects, and internships for students
- Collaborates with Transportation Services to plan and optimize bus routes
- Develops web mapping applications, reports, and dashboards for users as needed
- Develops and maintains GIS database and technology appropriate to the function of the District
- Develops custom applications for administrators, including web services for Principals and parents and all stakeholders
- Develops enrollment projections and optimal capacities on short and long-term basis; helps assign students to schools using school census, race, grade, facilities, and programs data; helps with planning of facility needs; provides information to the general public regarding student school assignment and Board Member District and other boundary lines
- Develops reports, projections, and route planning for transportation services
- Maintains and documents all school attendance boundary lines, sub-zones and satellites for the student assignment plan and maintains data documentation file for each school, prepares studies and reports for changes in school attendance boundary lines
- Maintains indoor GIS data for measuring optimal capacity and ensuring all programs are allocated adequate space in order to serve all students
- Maintains the demographics address database and coordinates corrections with IT
- Manages enterprise GIS infrastructure and applications for all departments throughout the District
- Provides necessary training and education for key department members in order to expand the use of GIS in the District
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Evaluates employees as assigned
- Performs other duties as assigned by the 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 exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Proficiency in knowledge and use of GIS

Geographic Information System (GIS) Certificate

Two (2) years successful experience in the analysis and management of highly technical geographic data

Ability to work with all stakeholders, including parents, school staff, and other District departments

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Successful experience in applying GIS in school systems.

Drone pilots license

Experience in a diverse workplace