



NEW: 05/24/2023 Submitted: 05/23/2023

JOB TITLE:	ASSISTANT PRINCIPAL ON SPECIAL ASSIGNMENT
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	AS APPROVED BY THE BOARD
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Works with assigned leader to implement special projects with the goal of attaining the district's educational goals. The scope is determined by the size of the project, the level of stakeholder engagement, and the impact on student outcomes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as an instructional leader with the department/school leader who guides, facilitates, and supports the assigned projects

Applies concepts of instruction, student outcomes, research, theory, and design to the assigned project

Maintains multi-cultural awareness, gender sensitivity, and racial and ethnic appreciation

Collaborates with other department/school leaders to promote district goals related to assigned project

Collaborates with department/school leaders to develop and implement systems and manage resources to effectively and accountably ensure the success of the assigned project

Enforces appropriate state and federal regulations, District policies, administrative directives, and accreditation standards related to assigned project

Provides leadership in collaboration with the department/school leader to engage appropriate stakeholders in assigned project

Manages and maintains appropriate records for assigned project in accordance with state and systemwide practices

Duties may include performance of health services, 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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is completed in an office and school-based setting. This position has both inside and outside environmental conditions, where protections from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25%) of the workweek: balancing, crawling, and crouching. The following physical activities are required occasionally (up to 50%) of the workweek: bending, climbing, reaching, standing, and walking. Driving, feeling, grasping, kneeling, lifting up to 20 pounds, pulling up to 20 pounds, and pushing up to 20 pounds are required frequently (up to 75% of the workweek). Hearing,

repetitive motions, talking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

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

Three (3) years of successful teaching experience

Two years successful experience as a school district administrator

Satisfactory performance on district administrative application processes

Satisfactory interviews with Superintendent and his/her designees

Satisfactory record of job history and performance

Satisfactory job references

Valid driver's license

DESIRABLE QUALIFICATIONS

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

Experience with/working knowledge of current school and district programs and procedures

Experience in a diverse workplace



NEW: 05/24/2023 Submitted: 05/23/2023

JOB TITLE:	PRINCIPAL SPECIAL ASSIGNMENT
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	AS APPROVED BY THE BOARD
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Works with assigned leader to implement special projects with the goal of attaining the district's educational goals. The scope is determined by the size of the project, the level of stakeholder engagement, and the impact on student outcomes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as an instructional leader with the department/school leader who guides, facilitates, and supports the assigned projects

Applies concepts of instruction, student outcomes, research, theory, and design to the assigned project

Maintains multi-cultural awareness, gender sensitivity, and racial and ethnic appreciation

Collaborates with other department/school leaders to promote district goals related to assigned project

Collaborates with department/school leaders to develop and implement systems and manage resources to effectively and accountably ensure the success of the assigned project

Enforces appropriate state and federal regulations, District policies, administrative directives, and accreditation standards related to assigned project

Provides leadership in collaboration with the department/school leader to engage appropriate stakeholders in assigned project

Manages and maintains appropriate records for assigned project in accordance with state and systemwide practices

Duties may include performance of health services, 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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

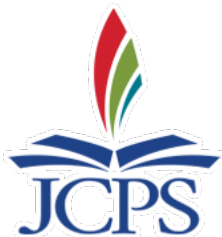
PHYSICAL DEMANDS

This work is completed in an office and school-based setting. This position has both inside and outside environmental conditions, where protections from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25%) of the workweek: balancing, crawling, and crouching. The following physical activities are required occasionally (up to 50%) of the workweek: bending, climbing, reaching, standing, and walking. Driving, feeling, grasping, kneeling, lifting up to 20 pounds, pulling up to 20 pounds, and pushing up to 20 pounds are required frequently (up to 75% of the workweek). Hearing, repetitive motions, talking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Master's degree with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
Three (3) years of successful teaching experience
Three years successful experience as a school district administrator
Satisfactory performance on district administrative application processes
Satisfactory interviews with Superintendent and his/her designees
Satisfactory record of job history and performance
Satisfactory job references
Valid driver's license

DESIRABLE QUALIFICATIONS
Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
Experience with/working knowledge of current school and district programs and procedures
Experience in a diverse workplace



NEW: Revised: Submitted:
 07/01/2019 06/11/2019
 07/01/2023 05/23/2023

JOB TITLE:	INTERPRETER I EDUCATIONAL
DIVISION	ACADEMIC SCHOOL SCHOOLS
SALARY SCHEDULE/GRADE:	IA, GRADE 6 8
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8298
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Interprets and/or transliterates English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include but are not limited to American Sign Language, English-based sign language, cued speech, and/or oral transliterating. As a member of the educational team, works closely with teachers responsible for the student's educational program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Uses recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors

Attends classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities

Interprets at meetings, conferences, appointments, field trips, assemblies, and other educational activities

Utilizes planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors

Prepares for demanding course material as necessary for successful interpreting and/or transliterating

Serves as a professional member of the education team in the appropriate Admissions and Release Committee process

Participates in professional development as relevant to the interpreting experience

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 and driving automotive equipment.

MINIMUM QUALIFICATIONS

High School Diploma or G. E. D.

Temporary license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

Continuing Education Requirements

One year (1) of experience interpreting in an education setting or working in the deaf community with supporting documentation or graduation from an Interpreter Training Program

DESIRABLE QUALIFICATIONS

Associate Degree or two (2) years of post-secondary education (interpreter training program preferred) or approved equivalent
Member in professional interpreter and/or other organizations relating to deafness
Experience in a diverse workplace



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

JOB TITLE:	INTERPRETER I EDUCATIONAL
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8298
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Interprets and/or transliterates English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include but are not limited to American Sign Language, English-based sign language, cued speech, and/or oral transliterating. As a member of the educational team, works closely with teachers responsible for the student's educational program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Uses recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors

Attends classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities

Interprets at meetings, conferences, appointments, field trips, assemblies, and other educational activities

Utilizes planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors

Prepares for demanding course material as necessary for successful interpreting and/or transliterating

Serves as a professional member of the education team in the appropriate Admissions and Release Committee process

Participates in professional development as relevant to the interpreting experience

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 and driving automotive equipment.

MINIMUM QUALIFICATIONS

High School Diploma or G. E. D.

Temporary license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

Continuing Education Requirements

One year (1) of experience interpreting in an education setting or working in the deaf community with supporting documentation or graduation from an Interpreter Training Program

DESIRABLE QUALIFICATIONS

Associate Degree or two (2) years of post-secondary education (interpreter training program preferred) or approved equivalent
Member in professional interpreter and/or other organizations relating to deafness
Experience in a diverse workplace



NEW: Revised:
07/01/2019
07/01/2023

Submitted:
06/11/2019
05/23/2023

JOB TITLE:	INTERPRETER II EDUCATIONAL
DIVISION	ACADEMIC SCHOOL SCHOOLS
SALARY SCHEDULE/GRADE:	IA, GRADE 8 10
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8272
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Interprets and/or transliterates English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include but are not limited to American Sign Language, English-based sign language, cued speech, and/or oral transliterating. As a member of the educational team, works closely with teachers responsible for the student's educational program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Uses recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors

Attends classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities

Interprets at meetings, conferences, appointments, field trips, assemblies, and other educational activities

Utilizes planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors

Prepares for demanding course material as necessary for successful interpreting and/or transliterating

Serves as a professional member of the education team in the appropriate Admissions and Release Committee process

Participates in professional development as relevant to the interpreting experience

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 and driving automotive equipment.

MINIMUM QUALIFICATIONS

High School Diploma or G. E. D.

Full license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

Continuing education requirements

One (1) of year experience interpreting in an education setting or working in the deaf community with supporting documentation or graduation from an Interpreter Training Program

Meets current national certification requirements for sign language interpreting

Effective communication skills

DESIRABLE QUALIFICATIONS
Associate Degree or two (2) years of post-secondary education (interpreter training program preferred) or approved equivalent
Member in professional interpreter and/or other organizations relating to deafness
Previous experience in educational interpreting
Experience in a diverse workplace



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

JOB TITLE:	INTERPRETER II EDUCATIONAL
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	IA, GRADE 10
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8272
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Interprets and/or transliterates English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include but are not limited to American Sign Language, English-based sign language, cued speech, and/or oral transliterating. As a member of the educational team, works closely with teachers responsible for the student's educational program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Uses recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors

Attends classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities

Interprets at meetings, conferences, appointments, field trips, assemblies, and other educational activities

Utilizes planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors

Prepares for demanding course material as necessary for successful interpreting and/or transliterating

Serves as a professional member of the education team in the appropriate Admissions and Release Committee process

Participates in professional development as relevant to the interpreting experience

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 and driving automotive equipment.

MINIMUM QUALIFICATIONS

High School Diploma or G. E. D.

Full license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

Continuing education requirements

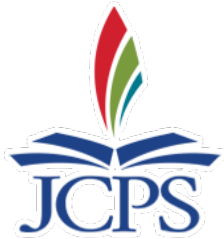
One (1) of year experience interpreting in an education setting or working in the deaf community with supporting documentation or graduation from an Interpreter Training Program

Meets current national certification requirements for sign language interpreting

Effective communication skills

DESIRABLE QUALIFICATIONS

Associate Degree or two (2) years of post-secondary education (interpreter training program preferred) or approved equivalent
Member in professional interpreter and/or other organizations relating to deafness
Previous experience in educational interpreting
Experience in a diverse workplace



NEW: Revised:
07/01/2019
07/01/2023

Submitted:
06/11/2019
05/23/2023

JOB TITLE:	INTERPRETER III EDUCATIONAL
DIVISION	ACADEMIC SCHOOL SCHOOLS
SALARY SCHEDULE/GRADE:	1A, GRADE 40 12
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8300
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Interprets and/or transliterates English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include, but are not limited to American Sign Language, English-based sign language, cued speech, and/or oral transliterating. As a member of the educational team, works closely with teachers responsible for the student's educational program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Uses recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors

Attends classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities

Interprets at meetings, conferences, appointments, field trips, assemblies, and other educational activities

Utilizes planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors

Prepares for demanding course material as necessary for successful interpreting and/or transliterating

Serves as a professional member of the education team in the appropriate Admissions and Release Committee process

Participates in professional development as relevant to the interpreting experience

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 and driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree in interpreting, education or related field

Two (2) years of experience interpreting in an educational setting or related field with supporting documentation

Full license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

DESIRABLE QUALIFICATIONS

Member in professional interpreter and/or other organizations relating to deafness

Experience in a diverse workplace



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

JOB TITLE:	INTERPRETER III EDUCATIONAL
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	1A, GRADE 12
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8300
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Interprets and/or transliterates English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include, but are not limited to American Sign Language, English-based sign language, cued speech, and/or oral transliterating. As a member of the educational team, works closely with teachers responsible for the student's educational program.

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MINIMUM QUALIFICATIONS

Bachelor's degree in interpreting, education or related field

Two (2) years of experience interpreting in an educational setting or related field with supporting documentation

Full license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

DESIRABLE QUALIFICATIONS

Member in professional interpreter and/or other organizations relating to deafness

Experience in a diverse workplace