



NEW: Revised: Submitted:
 07/01/2022 06/28/2022
 07/01/2023 05/23/2023

JOB TITLE:	ASSOCIATE REENGAGEMENT AND TRANSITION
DIVISION	ACADEMIC SERVICES ADMINISTRATION
SALARY SCHEDULE/GRADE:	II GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8793
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to school staff, students, and families during transitions. Facilitates re-engagement for students in alternative school, court-involved, and/or gun-involved. Provides advocacy to students and promotes the mental health wellness of students by assuming responsibility for providing evidence-based interventions at the individual and group level, engaging families, coordinating with community partners, and providing training, collaboration and consultation for school personnel. They coordinate services and collaborate with district partners to identify and case manage students who are gun involved, experiencing trauma due to violence, and/or victims of youth threatening violence.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Works closely with District personnel to coordinate safe placements and successful transitions, when needed
- Collaborates with school-based administrators to prioritize training needs based on needs assessment and data
- Obtains District-level Trauma Informed Care trainings and acts as the lead support for TIC in assigned school(s)
- Participates on community and District committees for trauma, behavioral, or mental health support as an active collaborator in the development of transition plans and successful re-entry
- Coordinates with the Manager Social Emotional Learning, and team, to support the implementation ~~and~~ **fidelity** of the JCPS District Trauma Plan
- Analyzes data on student transition and recidivism to evaluate program effectiveness and inform system changes
- Increases knowledge in culturally responsive and trauma informed practices and utilizes these practices when working with stakeholders
- Performs other duties as assigned by supervisor
- Completes required training to maintain professional licensure
- Adheres to all District and professional ethical guidelines and standards
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is ~~performed while standing or walking. primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing.~~ 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
KY (EPSB) credential in Social Work, School Counseling, or School Psychology or Fully KY Licensed Professional Counselor or Licensed Clinical Social Worker, Counselor/Therapist recognized by the KY Board of Licensure or Social Work , or KY Licensed Clinical Psychologist that does not require clinical supervision to perform responsibilities listed above, or a Bachelor's/Master's Degree in Social Work, Psychology, Counseling or related field.
Ability to work well with people
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Three (3) years successful experience providing mental health and/or behavioral support with school-aged children
Experience in crisis intervention and counseling
Experience working with children exposed to trauma



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Social Work, or KY Licensed Clinical Psychologist that does not require clinical supervision to perform responsibilities listed above, or a Bachelor's/Master's Degree in Social Work, Psychology, Counseling or related field.

Successful leadership experience

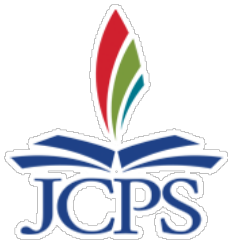
Effective communication skills

DESIRABLE QUALIFICATIONS

Three (3) years successful experience providing mental health and/or behavioral support with school-aged children

Experience in crisis intervention and counseling

Experience working with children exposed to trauma



JOB TITLE:	CHIEF OF STAFF
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8002
BARGAINING UNIT:	CLAS

NEW Submitted:
 REVISED: 06/11/2019
 07/01/2019 05/23/2023
 05/24/2023

SCOPE OF RESPONSIBILITIES

Ensures effective operations of the Superintendent’s office; provides comprehensive support to assigned areas; provides strategic communications counsel to the Superintendent; serves as a credible representative of the Superintendent within the District, in the community, and at state and national levels. **Serves as the executive chief and provides administrative leadership for the management of student support, safety, and wellbeing. Oversees the planning, development, assessment, and improvement of student support, safety, and wellbeing, including non-instructional projects. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of student support, safety, and wellbeing in support of educational opportunities for K-12 school students. Responsible for the implementation of District policies and programs related to Culture and Climate, trauma and mental Health, Student Support Services, School Nurses, District Safety, and other non-instructional projects.**

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

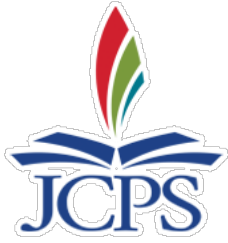
- Assists the Superintendent and other executive leaders in the preparation and delivery of communications necessary to advance the District’s vision, mission, and strategic goals
- Orchestrates effective communication between the Superintendent’s office and employees
- Serves as frontline advocate for the Superintendent’s strategic initiatives and priorities within the District and the community
- Serves as a confidential advisor to the Superintendent on District issues
- Coordinates official meetings and related functions of the Board to ensure efficiency and enhance the Board’s effective governance of the school system
- ~~Supports Board Members’ participation in activities conducted by external organizations~~
- Provides leadership and expertise in forming, guiding, advising, and evaluating all positions assigned to the division of Student Support, Safety, and Wellbeing Services**
- Oversees the secretarial operations that support productivity and effectiveness within the Superintendent’s office
- Prepares and manages the annual budget for the Superintendent’s office **and the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment**
- Facilitates communication and cooperation among senior management related to the successful, timely completion of work assigned
- Represents the Superintendent at functions and on committees as assigned
- ~~Ensures the dissemination of accurate, timely, and helpful information from the Superintendent’s office to other entities and individuals, internally and externally~~

Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that the division is organized and administrated in a manner which promotes student learning and accomplishes the goals of the District
Accompanies the Superintendent and supports his/her participation as a member of various local, state, and federal commissions, task forces, and coalitions dealing with public education issues
Serves as a member of the Superintendent's senior staff
Attends all meetings of the Board of Education and provides input
Provides leadership in all areas assigned by the Superintendent
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates staff as assigned
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
Valid Kentucky Educational Leadership Certificate or equivalent
Five (5) years successful experience in a central office administrative/leadership position
Written and oral communication; overall knowledge of the total operation of the school system; organization; ability to deal with and communicate effectively with individuals and groups.
Effective communication skills

DESIRABLE QUALIFICATIONS
Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district
Advanced preparation or doctorate
Experience in a diverse workplace



JOB TITLE:	CHIEF OF STAFF
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JOB CLASS CODE:	8002
BARGAINING UNIT:	CLAS

REVISED: 05/24/2023 Submitted: 05/23/2023

SCOPE OF RESPONSIBILITIES

Ensures effective operations of the Superintendent’s office; provides comprehensive support to assigned areas; provides strategic communications counsel to the Superintendent; serves as a credible representative of the Superintendent within the District, in the community, and at state and national levels. Serves as the executive chief and provides administrative leadership for the management of student support, safety, and wellbeing. Oversees the planning, development, assessment, and improvement of student support, safety, and wellbeing, including non-instructional projects. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of student support, safety, and wellbeing in support of educational opportunities for K-12 school students. Responsible for the implementation of District policies and programs related to Culture and Climate, trauma and mental Health, Student Support Services, School Nurses, District Safety, and other non-instructional projects.

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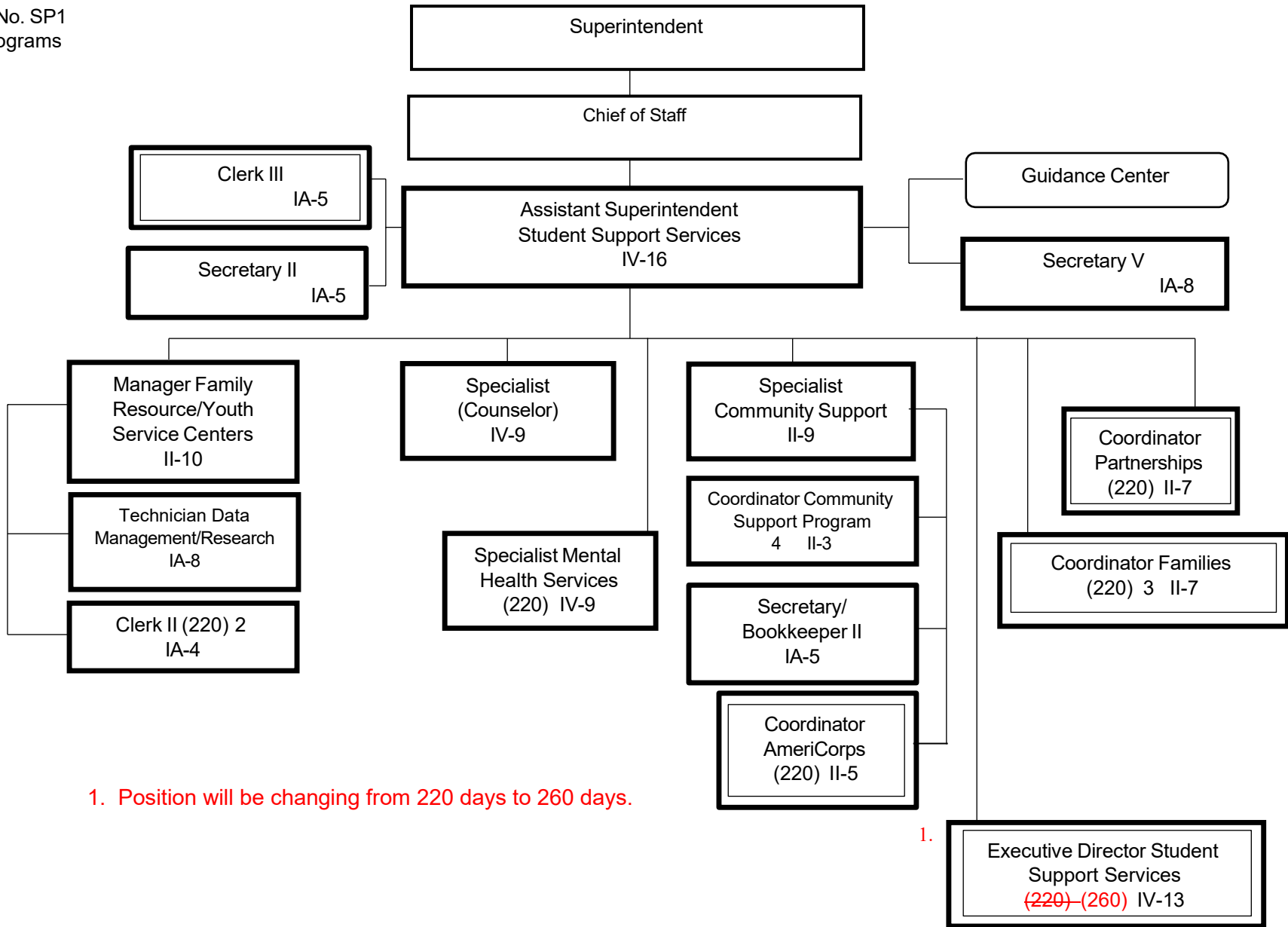
- Assists the Superintendent and other executive leaders in the preparation and delivery of communications necessary to advance the District’s vision, mission, and strategic goals
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- Coordinates official meetings and related functions of the Board to ensure efficiency and enhance the Board’s effective governance of the school system
- Provides leadership and expertise in forming, guiding, advising, and evaluating all positions assigned to the division of Student Support, Safety, and Wellbeing Services
- Oversees the secretarial operations that support productivity and effectiveness within the Superintendent’s office
- Prepares and manages the annual budget for the Superintendent’s office and the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
- Facilitates communication and cooperation among senior management related to the successful, timely completion of work assigned
- Represents the Superintendent at functions and on committees as assigned
- Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that the division is organized and administrated in a manner which promotes student learning and accomplishes the goals of the District
- Accompanies the Superintendent and supports his/her participation as a member of various local, state, and federal commissions, task forces, and coalitions dealing with public education issues
- Serves as a member of the Superintendent’s senior staff

Attends all meetings of the Board of Education and provides input
Provides leadership in all areas assigned by the Superintendent
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates staff as assigned
Performs other duties as assigned by supervisor

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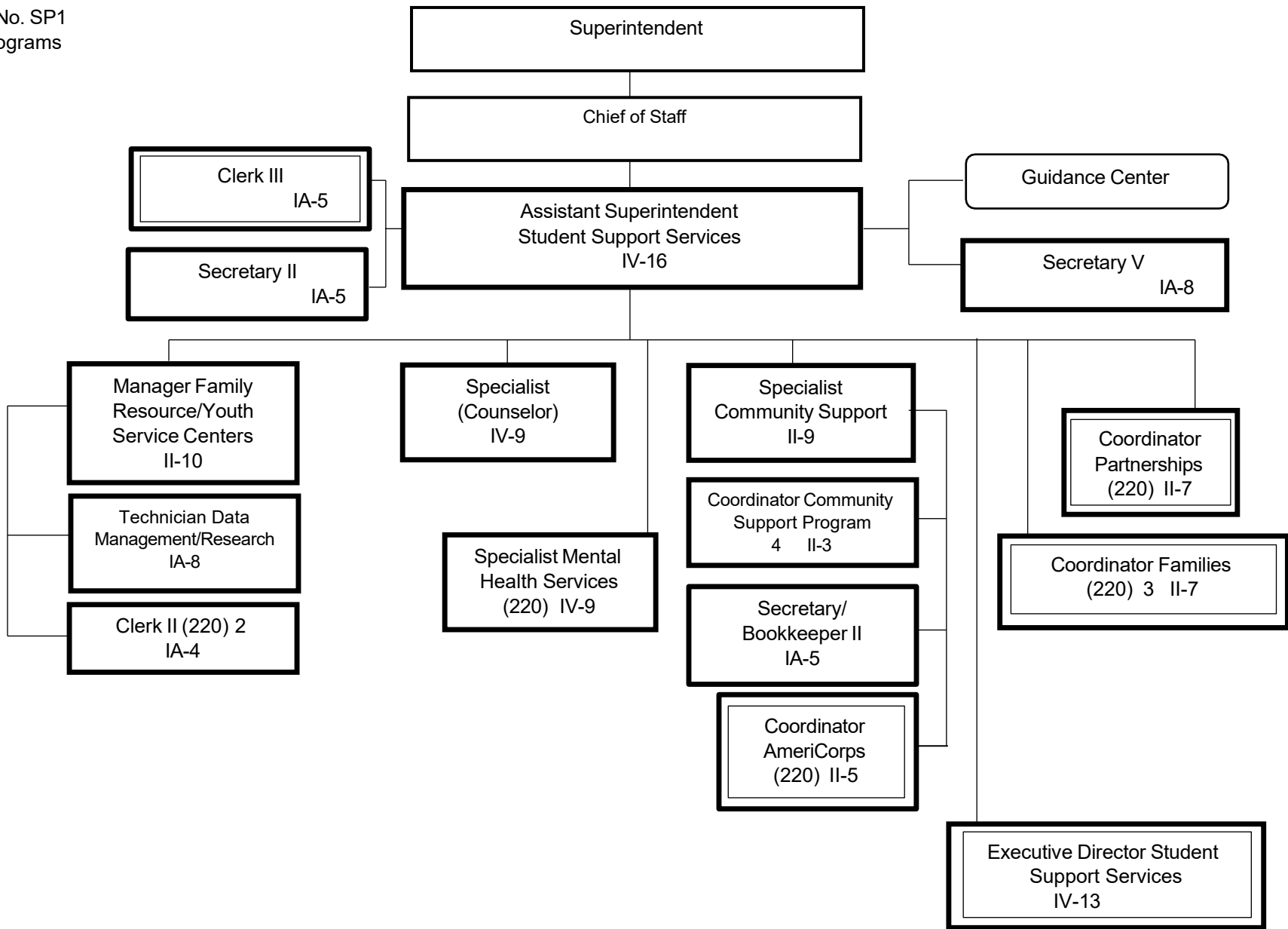
DESIRABLE QUALIFICATIONS
Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district
Advanced preparation or doctorate
Experience in a diverse workplace



Summary:

General Fund Positions: 15
 Categorical Fund Positions: 7

Submitted: 03/28/2023 05/23/2023
 Effective: 03/29/2023 05/24/2023



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General Fund Positions: 15
 Categorical Fund Positions: 7