

NEW: Submitted:  
07/01/2023 06/06/2023

JOB TITLE:	ASSISTANT SUPERINTENDENT OF ELEMENTARY ACADEMICS
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership for the planning, development and implementation of the district's Elementary curricular and instructional resources, professional learning, and library media support. Collaborates with other Elementary Assistant Superintendents to determine school and District academic, instructional and professional learning needs and on-going plans for support. Provides leadership to the district in complying with federal and state regulations as applicable to areas of supervision.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Leads the development, monitoring, and revising of a comprehensive plan for adequate and equitable access of recommended District curriculum, instructional resources and assessments

Designs, develops and/or recommends instructional approaches, resources and tools to support teachers in design and implementation

Ensures that instructional resources are aligned with the District's curriculum and recommended instructional approaches

Creates and maintains effective systems used to determine the impact of the Teaching and Learning staff, continually monitoring to ensure supports are provided equitably to schools

Creates and maintains effective systems to determine professional learning needs based on student achievement

Directs District-wide capacity through professional development and training with focus on achievement gap

Collaborates with other Assistant Superintendents in all matters relating to instructional program development and implementation, and the use of assessment data for improved student learning

Coordinates District Library Media Services, ensuring alignment with District vision and goals

Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

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

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

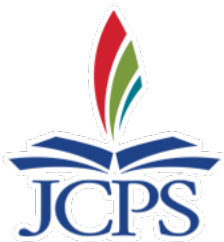
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, carrying, or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

#### MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification for Superintendent

Five (5) years successful administrative experience
Ten (10) years of successful public school service in a certificated position(s)
Three (3) years successful experience as a teacher
Ability to articulate vision of best practice for instructional programs
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Ten (10) years of experience as a school principal Advanced preparation or doctorate
Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district
Experience working at the district level to support school content and curriculum needs



NEW: Submitted:  
07/01/2023 06/06/2023

JOB TITLE:	ASSISTANT SUPERINTENDENT OF SECONDARY ACADEMICS
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership for the planning, development and implementation of the district's secondary (middle and high) curricular and instructional resources, professional learning, and federal programs including Title I, II, and IV. Collaborates with other Secondary Assistant Superintendents to determine school and District academic, instructional and professional learning needs and on-going plans for support. Provides leadership to the district in complying with federal and state regulations as applicable to areas of supervision.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Leads the development, monitoring, and revising of a comprehensive plan for adequate and equitable access of recommended District curriculum, instructional resources and assessments

Designs, develops and/or recommends instructional approaches, resources and tools to support teachers in design and implementation

Ensures that instructional resources are aligned with the District's curriculum and recommended instructional approaches

Provides intentional coaching and creates systems to guide district and school based academic leads based on the District's instructional vision

Creates and maintains effective systems used to determine the impact of the JCPS Academics staff, continually monitoring to ensure supports are provided equitably to schools

Creates and maintains effective systems to determine professional learning needs based on student achievement

Directs District-wide capacity through professional development and training with focus on achievement gap

Collaborates with other Assistant Superintendents in all matters relating to instructional program development and implementation, and the use of assessment data for improved student learning

Coordinates compliance and quality of federal programs in Titles I, II, and IV, ensuring alignment with District vision and goals

Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

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

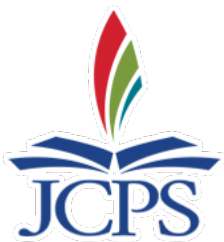
Performs other duties as assigned by supervisor

#### 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, carrying, or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification for Superintendent
Five (5) years successful administrative experience
Ten (10) years of successful public school service in a certificated position(s)
Three (3) years successful experience as a teacher
Ability to articulate vision of best practice for instructional programs
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Ten (10) years of experience as a school principal Advanced preparation or doctorate
Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district
Experience working at the district level to support school content and curriculum needs
Experience in a diverse workplace



NEW: Submitted:  
07/01/2023 06/06/2023

JOB TITLE:	SPECIALIST CURRICULUM DESIGN AND SUPPORT
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides clarity and organization of all school curriculum and support needs. The specialist will work with vendors to vet instructional programming as well as with school principals to determine needs. The Curriculum Support Specialist will also track contracts, events, and other trainings needs to ensure schools have high quality resources and supports.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Follows a protocol to vet high quality resources and tracks data to monitor effectiveness to determine how the district resources are being utilized

Works with Assistant Superintendents and content specialists to determine resource needs to support school level work.

Leads and tracks the yearly curriculum refinement process

Leads committee work to determine new curriculum

Works directly with vendors and district partners to provide high quality instructional resources, training and support

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

Processes and tracks district contracts

Acts as a liaison for community partnerships and student support

Develops and maintains a budget for instructional resources

Communicates with departments across the school district to maintain consistent messaging and support

Provides regular updates and needs assessments to leadership

Plans and executes professional development as needed

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to areas of supervision

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

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

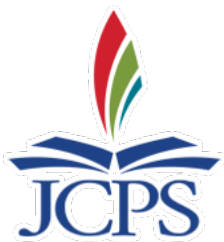
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, carrying, or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

**MINIMUM QUALIFICATIONS**

- Master’s degree with Kentucky Teacher Certification
- Three (3) years of successful experience as a teacher
- Demonstrated Leadership with Diverse Groups
- Ability to articulate vision of best practice for instructional programs
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Experience working at the district level to support school content and curriculum needs
- Experience in diverse workplace
- Strong communication skills and the ability to multitask regularly



NEW: 07/01/2023 Submitted: 06/06/2023

JOB TITLE:	SPECIALIST ESL TRANSITION
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Supports schools in providing EL services to transitioning and newly arrived students to ensure student success in new learning environments. Responsible for training, supervision, and oversight of programming pertaining to newly arrived students.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Monitors and supports post-secondary readiness requirements for ELs
Collaborates with the community and district staff to help students successfully meet their post-secondary goals.
Collaborates with summer/extending learning leads to coordinate summer programming options for students, including programming for students in need of graduation credits
Monitors exited EL students' academic achievement in general education classrooms
Monitors/supports graduation requirements and collaboration with post-secondary office
Coordinates contracts and budgets relating to program goals
Collaborates with A1 schools to prepare and plan for transitioning students and newly arrived students
Collaborates with counselors, master schedulers, school administrators to ensure refugee, immigrant, and newly arrived students are scheduled appropriately for course credit attainment
Reviews and monitors reports for proper scheduling of refugee, immigrant, and newly arrived students to receive EL programming and coordinates with school staff
Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, negotiated agreements, and JCPS policies, rules, and procedures
Supports EL programming for transitioning and newly arrived students
Monitors and supports newly arrived students' enrollment, placement, and progress
Supports teachers of transitioning and newly arrived students to enhance the ability of teachers to understand the use of curricula, assessment measures, and research-based instructional strategies for ELs
Works with transitioning and newly arrived families to help support their child's education
Coordinates and delivers high-quality professional development designed to improve the instruction and assessment of English Learners
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 driving automotive equipment.

**MINIMUM QUALIFICATIONS**

Master's degree with Kentucky Teacher Certification

ESL certification or endorsement recognized by the KY Education Professional Standards Board

Five (5) years of teaching experience in area of assignment

Effective communication skills

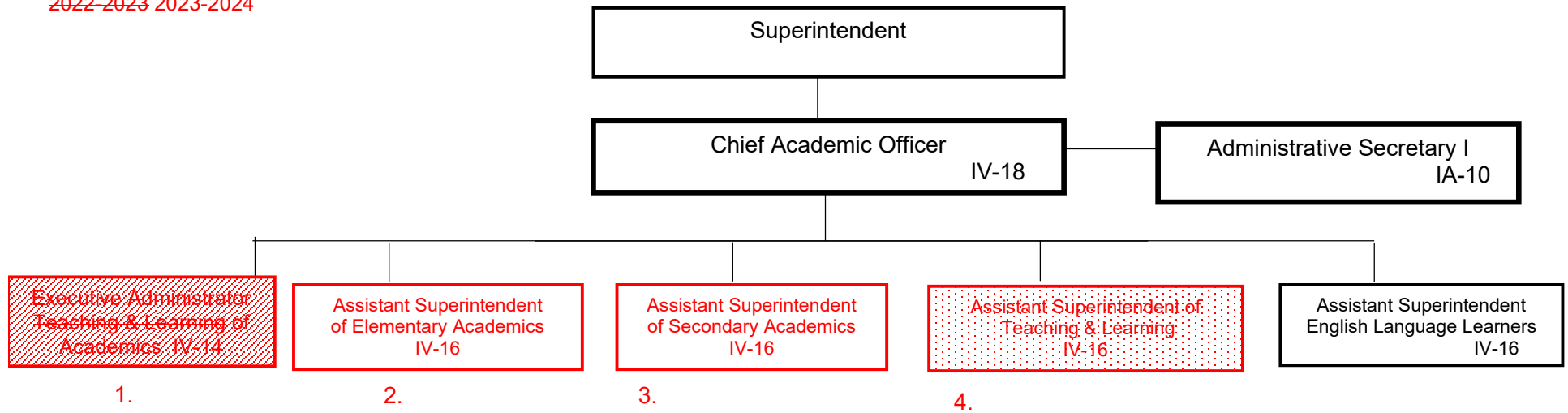
**DESIRABLE QUALIFICATIONS**

Certificate in Administration and/or Supervision (Principal Certification)

Experience working with high school students

Experience in diverse workplace





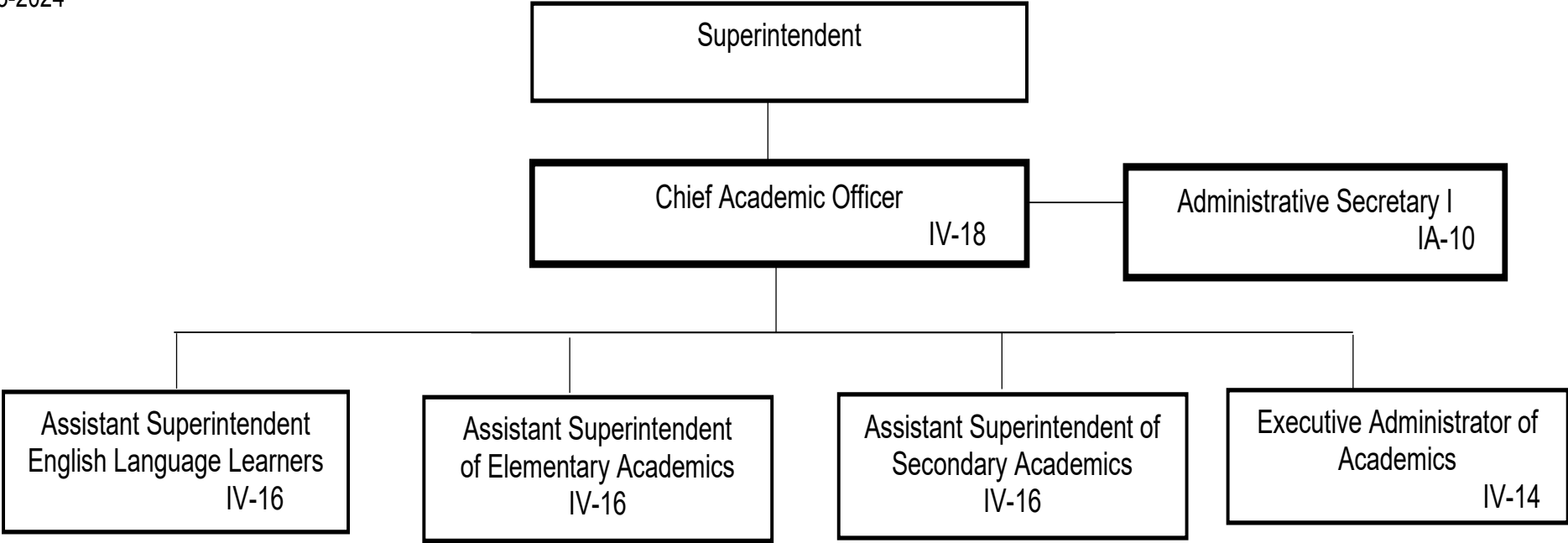
1. Change reporting relationship of Executive Administrator from "Teaching & Learning" (CA1) to Chief Academic Officer and change title to "Academics"
2. Add Assistant Superintendent of Elementary Academics
3. Add Assistant Superintendent of Secondary Academics
4. Delete Assistant Superintendent of Teaching & Learning

Summary:

General Fund Positions: 2  
Categorical Fund Positions: 0

E-1

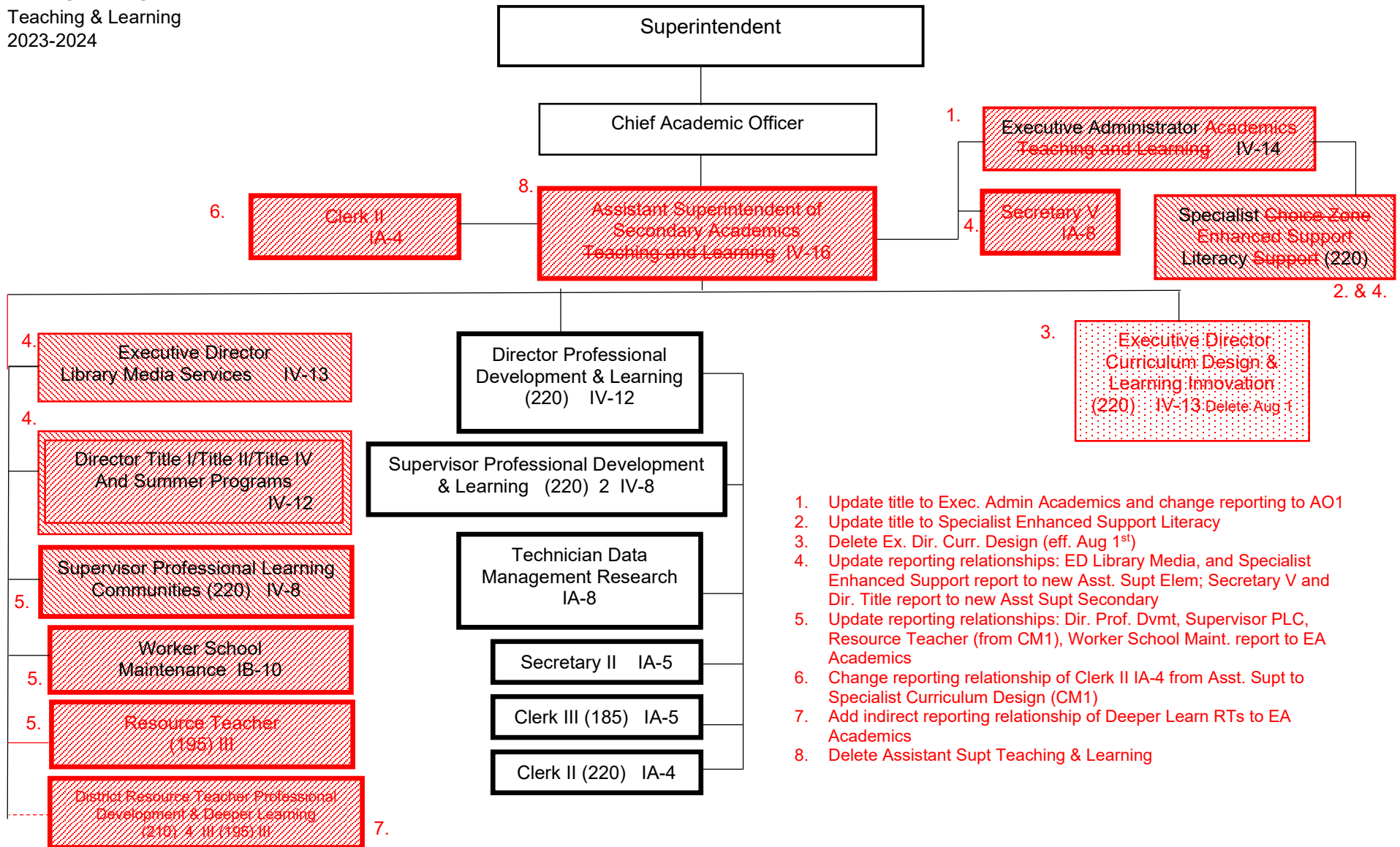
Submitted: 03/28/2023 06/06/23  
Effective: 07/01/23



Summary:

General Fund Positions: 2  
Categorical Fund Positions: 0

Submitted: 06/06/23  
Effective: 07/01/23



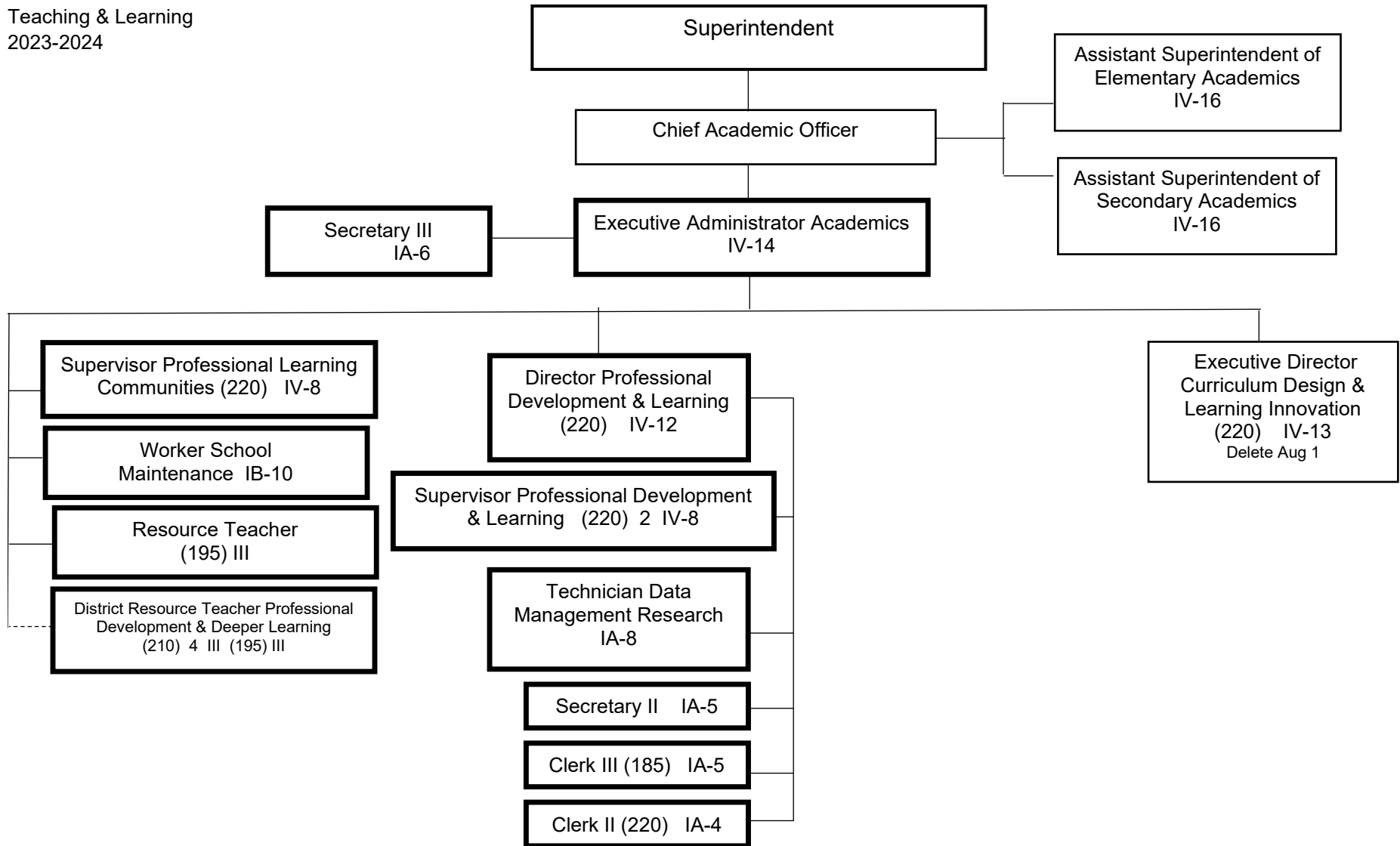
1. Update title to Exec. Admin Academics and change reporting to AO1
2. Update title to Specialist Enhanced Support Literacy
3. Delete Ex. Dir. Curr. Design (eff. Aug 1<sup>st</sup>)
4. Update reporting relationships: ED Library Media, and Specialist Enhanced Support report to new Asst. Supt Elem; Secretary V and Dir. Title report to new Asst Supt Secondary
5. Update reporting relationships: Dir. Prof. Dvmt, Supervisor PLC, Resource Teacher (from CM1), Worker School Maint. report to EA Academics
6. Change reporting relationship of Clerk II IA-4 from Asst. Supt to Specialist Curriculum Design (CM1)
7. Add indirect reporting relationship of Deeper Learn RTs to EA Academics
8. Delete Assistant Supt Teaching & Learning

Summary:

General Fund Positions: ~~12~~ 17  
Categorical Fund Positions: 1

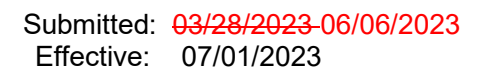
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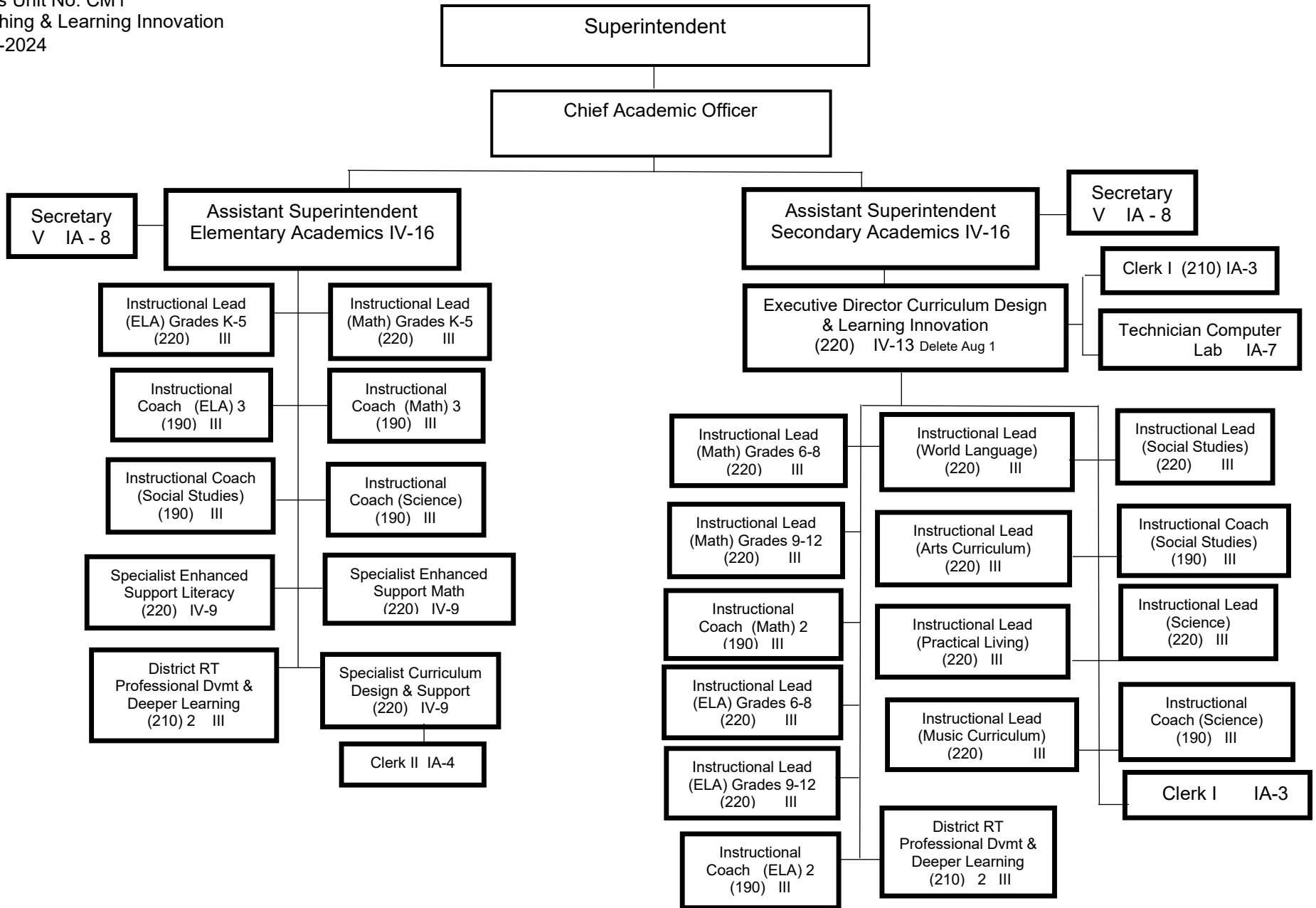
Submitted: ~~03/28/2023~~ 06/06/2023  
Effective: 07/01/2023



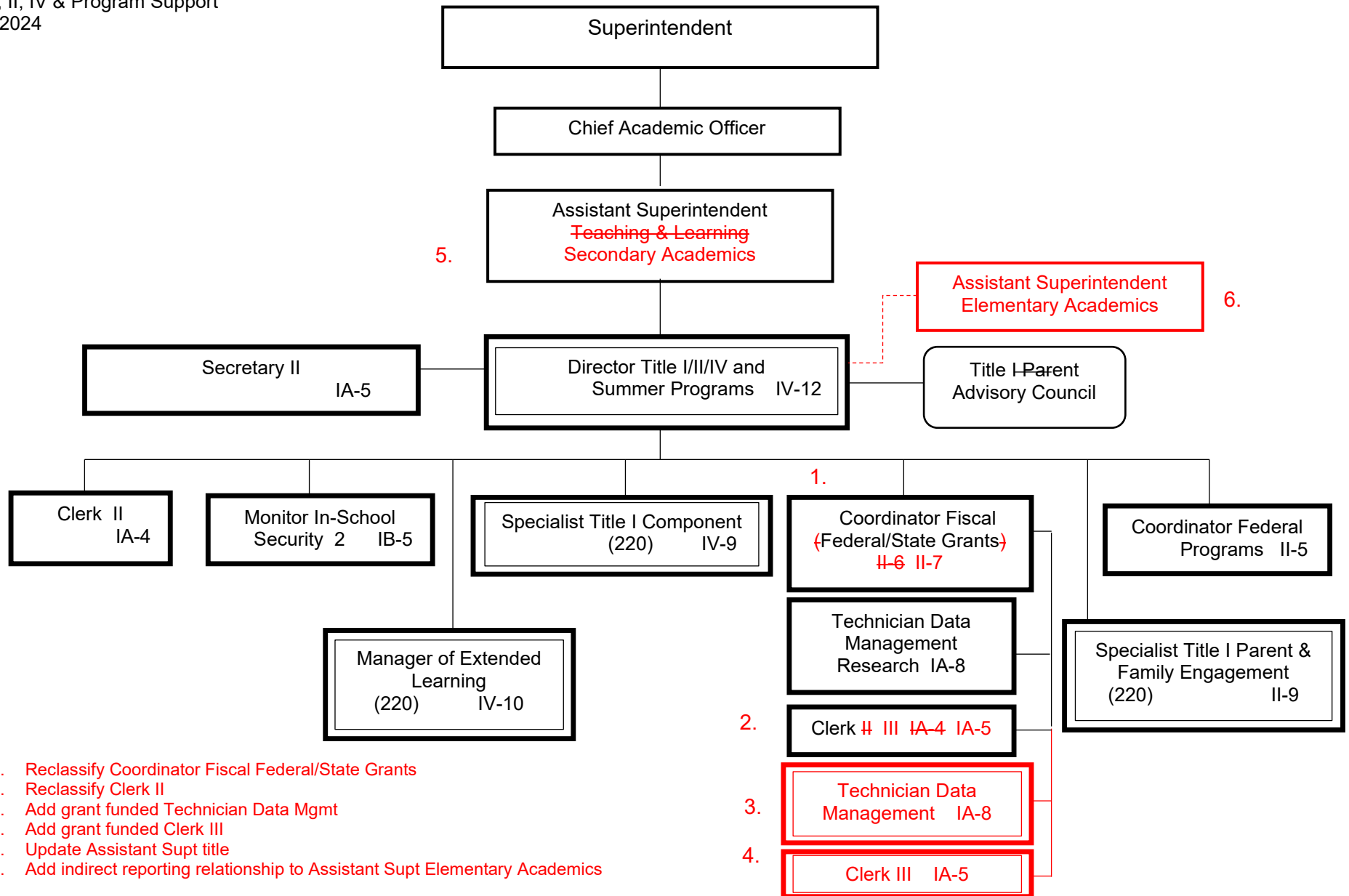
Summary:

General Fund Positions: 17  
Categorical Fund Positions: 1





Summary:  
General Fund Positions: 42  
Categorical Fund Positions: 0



Summary:

General Fund Positions: 8

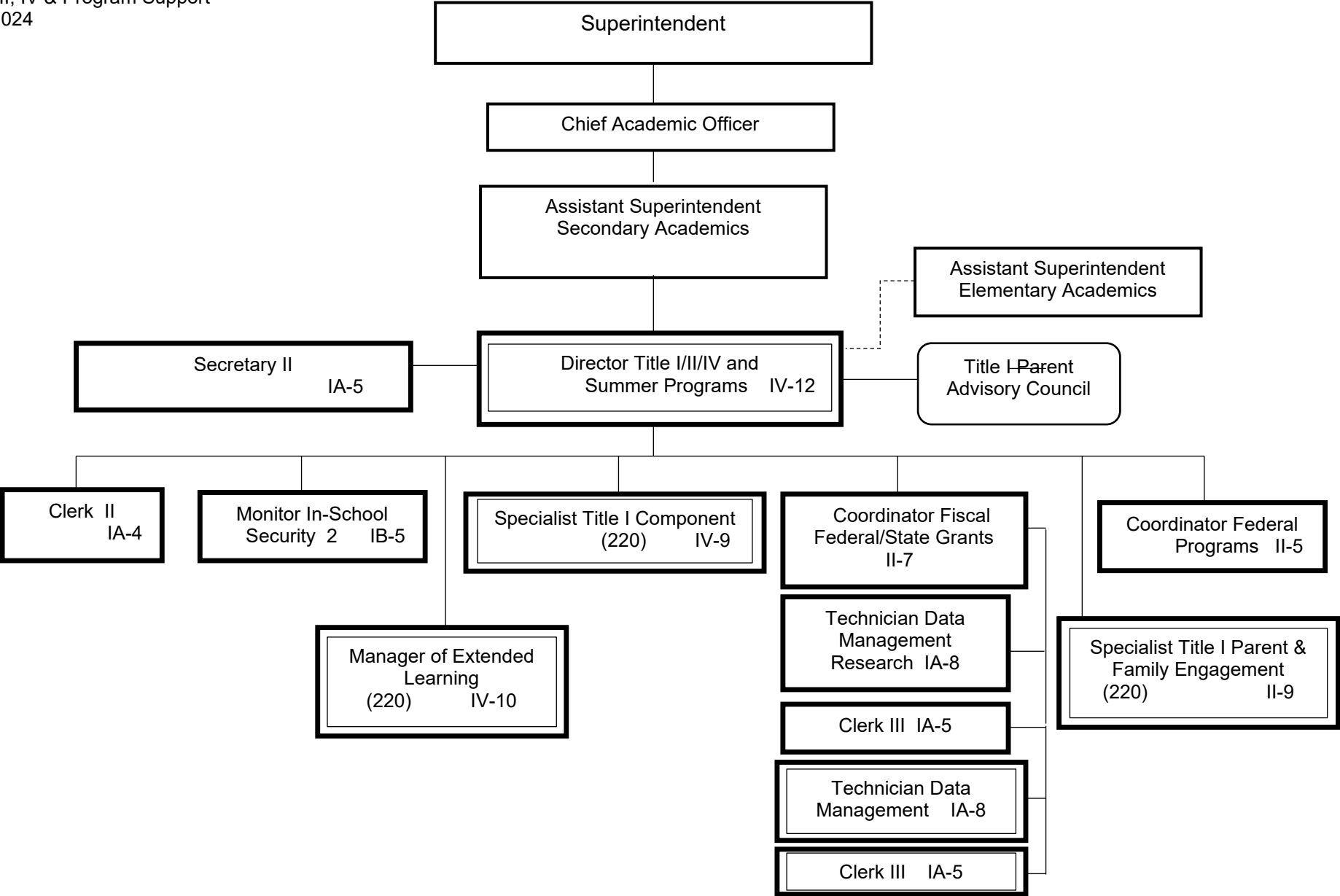
Categorical Fund Positions: -4 6

E-5 E - 4

Submitted: 03/28/2023

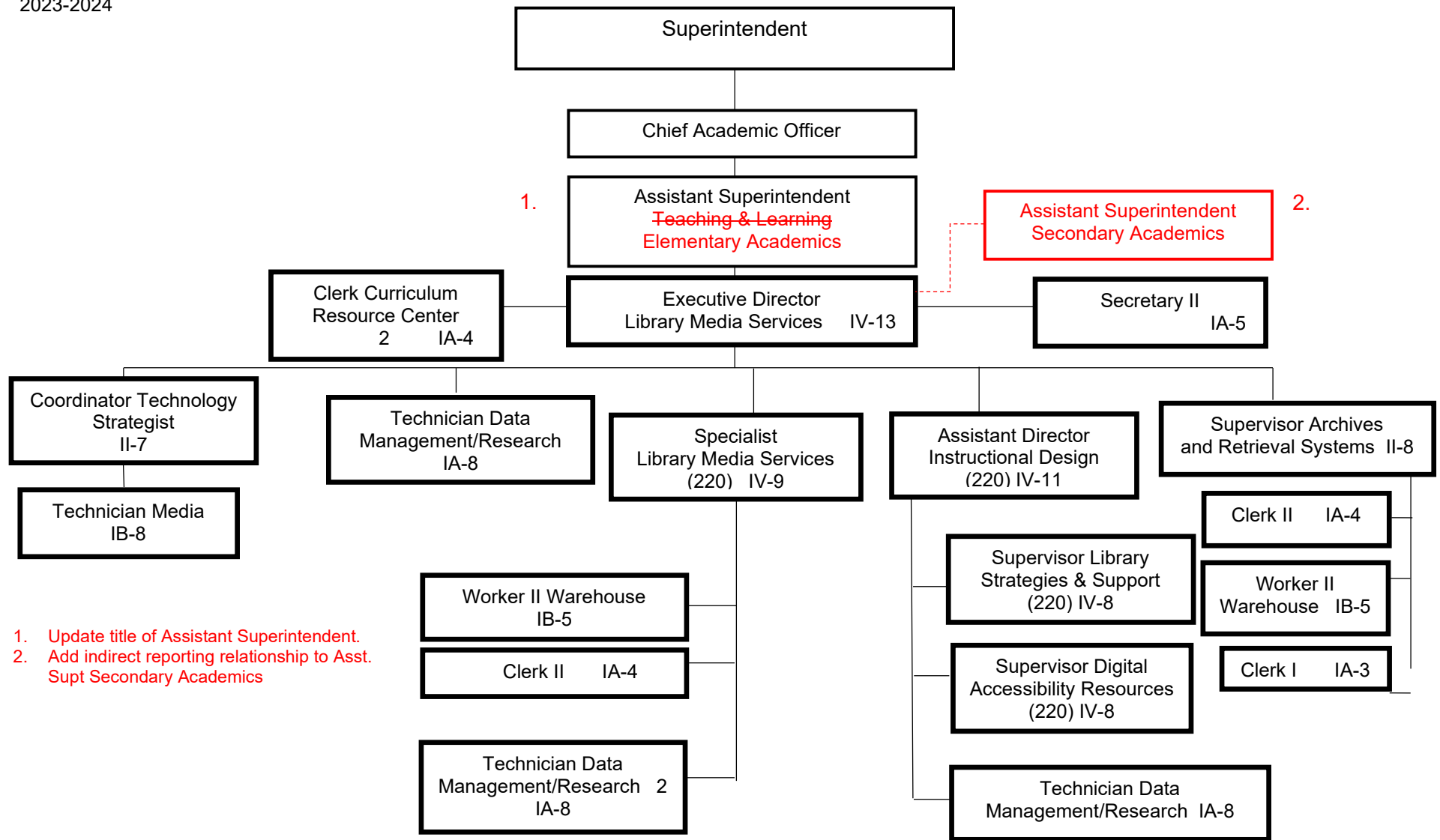
06/06/2023

Effective: 07/01/2023



Summary:  
General Fund Positions: 8  
Categorical Fund Positions: 6



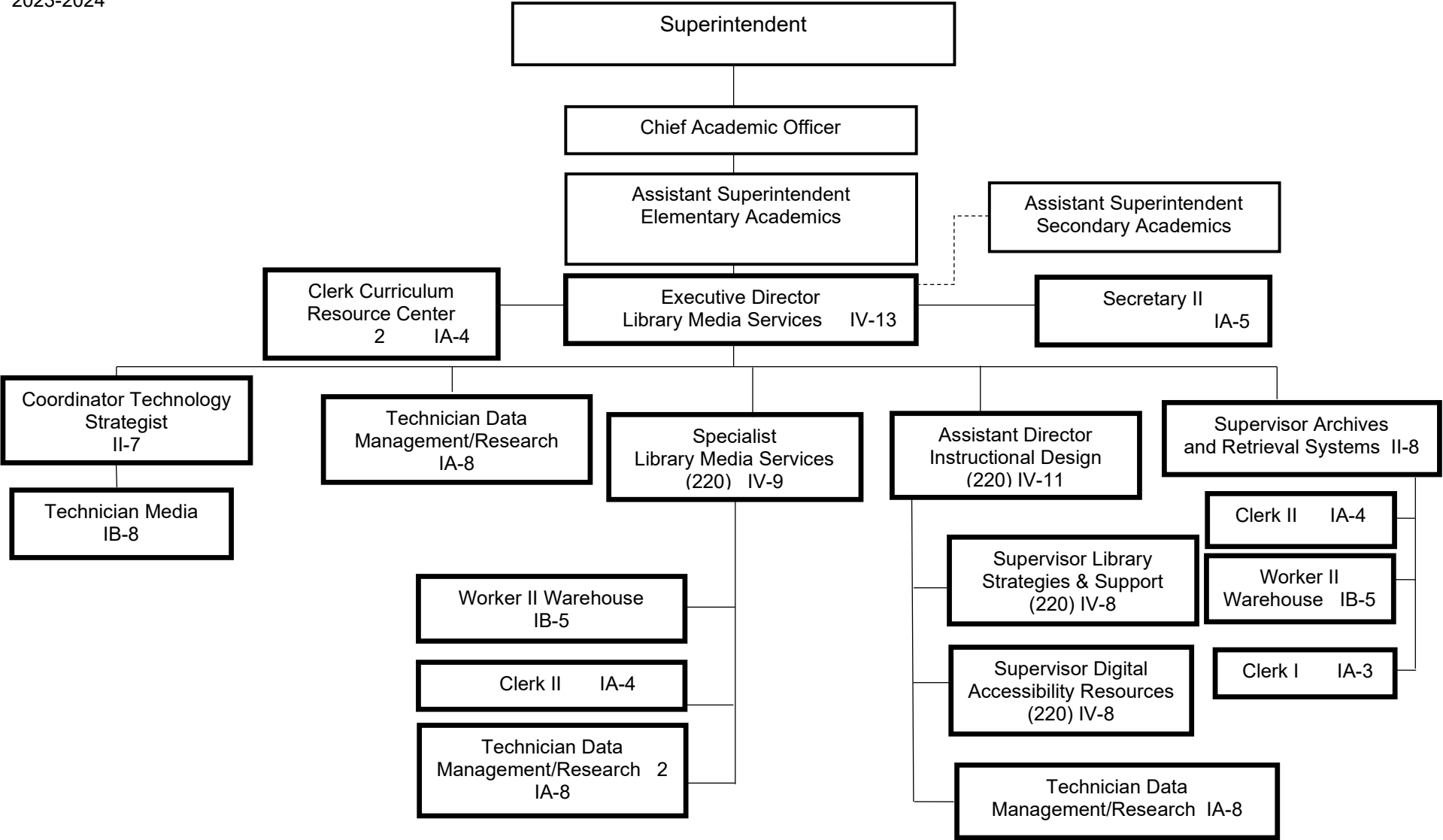


Summary:

General Fund Positions: 20  
Categorical Fund Positions: 0

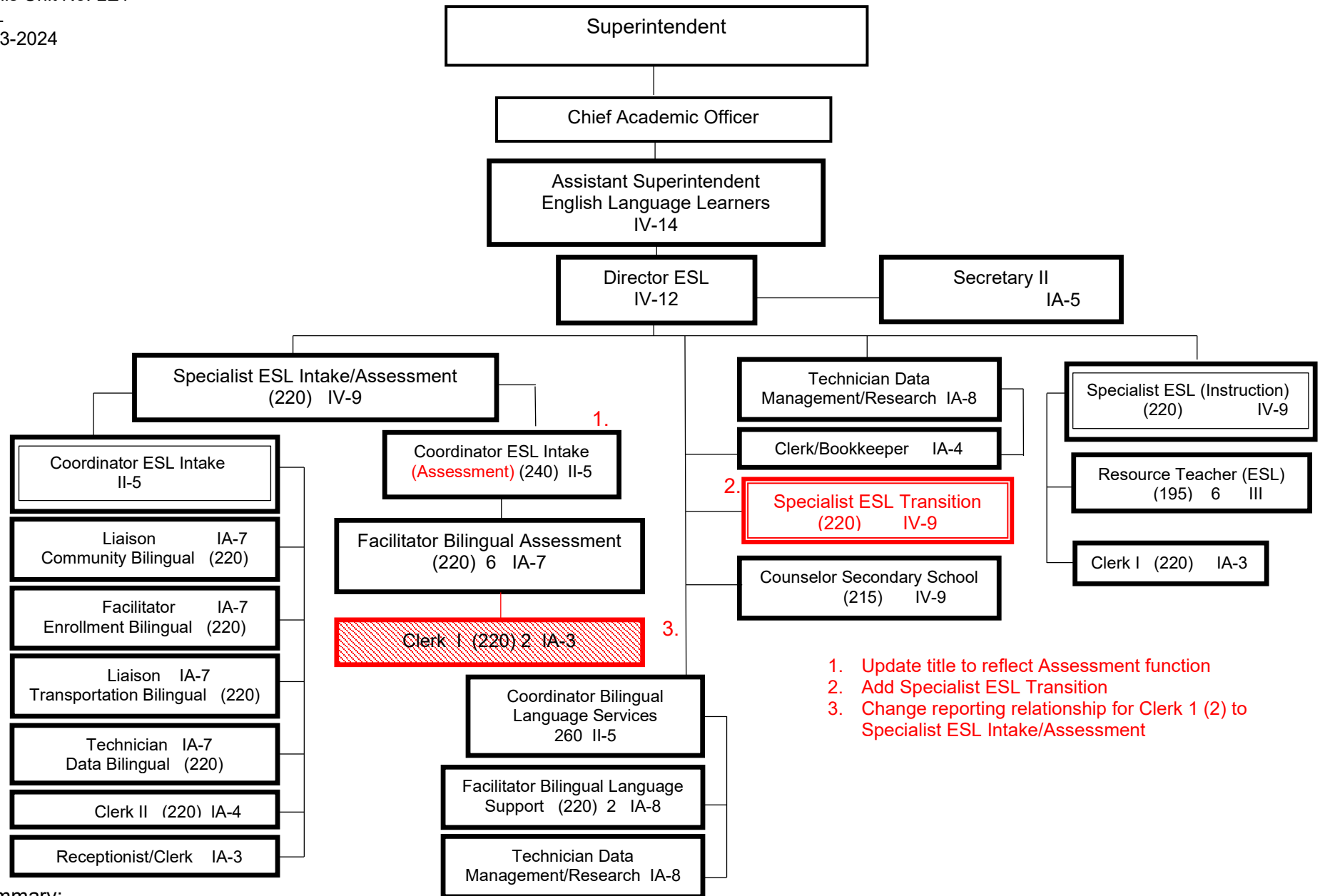
E-6 E - 5

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



Summary:

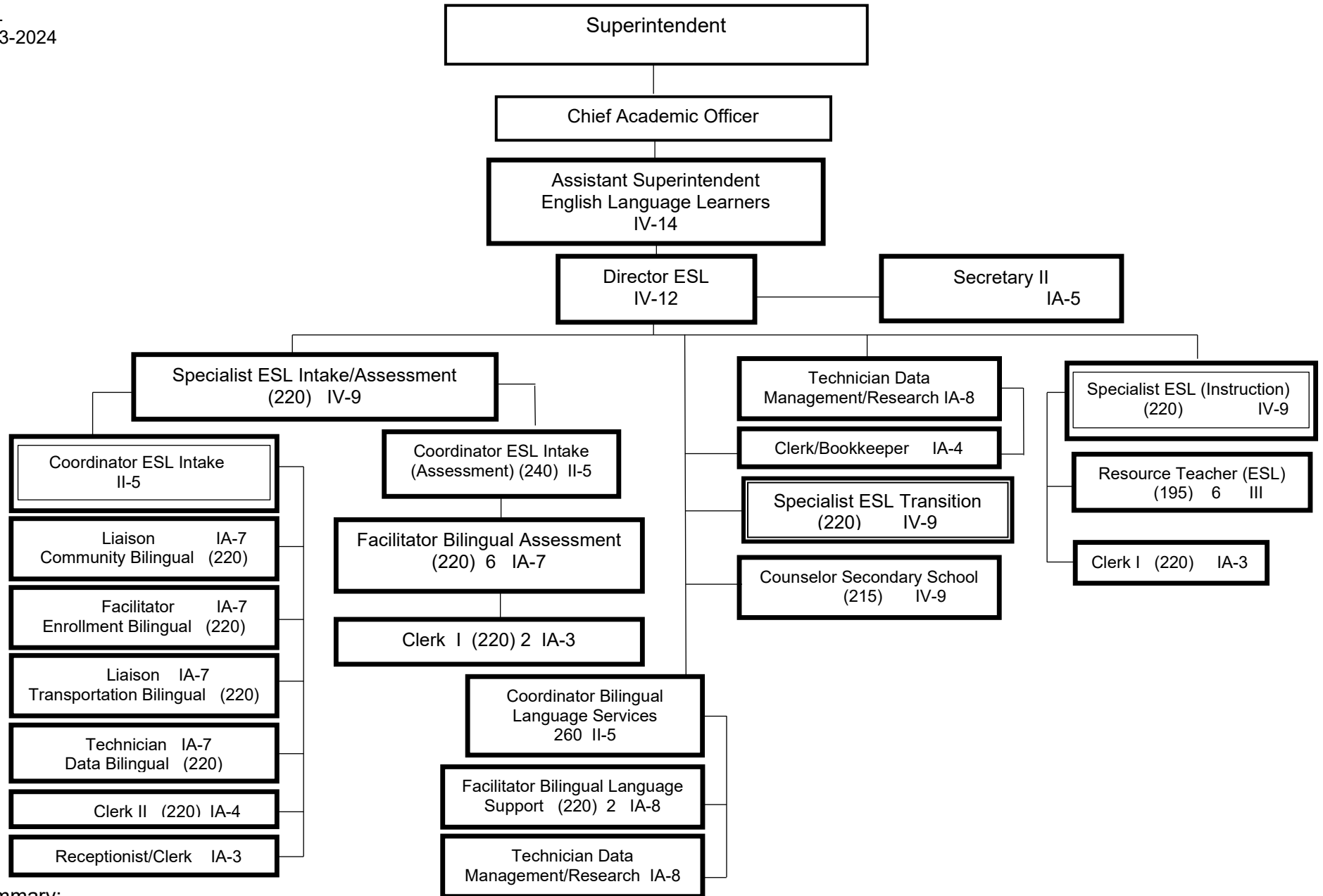
General Fund Positions: 20  
Categorical Fund Positions: 0



Summary:  
General Fund Positions: 33  
Categorical Fund Positions: 23

~~E-10~~ E - 6

Submitted: ~~03/28/2023~~ 06/06/2023  
Effective: 07/01/2023



Summary:  
General Fund Positions: 33  
Categorical Fund Positions: 3