

NEW: Revised: Submitted: 07/01/2024 03/26/2024 07/20/2022 07/19/2022

JOB TITLE:	DIRECTOR LOUISVILLE TEACHER RESIDENCY
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	<del>IV, GRADE 12</del> II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4064
BARGAINING UNIT:	CERX

### SCOPE OF RESPONSIBILITIES

Organizes, plans, directs, and supports the District's Louisville Teacher Residency program and coordinates the professional learning opportunities for system-wide improvement. This position collaborates with other departments to plan, implement, and monitor the effectiveness of professional learning sessions.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates the Louisville Teacher Residency program designed to increase teacher capacity in high-need schools to improve student learning outcomes

Collaborates with university partners to foster and enhance alignment between the residency and the master's degree program

Integrates policy, formulates, and recommends program goals and objectives as appropriate

Works effectively and collaboratively with colleagues in the Diversity, Equity and Poverty department (DEP) and other departments to achieve desired program results

Stays abreast of the current research on teacher development a professional learning for recruiting, preparing, and retaining teachers

Collaborates with external partners to ensure program goals are met

Implements strategies for adult learners including real-time, side-by-side classroom coaching, coplanning/coteaching of lessons, modeling of best practice strategies, analysis of student work, and classroom observation and feedback to improve teacher practices

Monitors and tracks the progress of the Louisville Teacher Residency program

Maintains accurate complete and correct record keeping as required by law, District policy, and administrative regulation

Conducts classroom observations and provides actionable and manageable feedback to accelerate teacher development

Provides effective leadership in planning and implementing LTR that align to state teaching standards

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 the assigned JCPS worksite for collaboration, customer support, and team interaction

## 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases. The work requires the use of feet for repetitive movements.

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

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

### MINIMUM QUALIFICATIONS

Kentucky Professional Certification in Administration and/or Supervision

Bachelor's Master's Degree

Three (3) years of experience in area of assignment

Successful leadership experience

Effective communication skills

### **DESIRABLE QUALIFICATIONS**

Experience in a diverse workplace

Kentucky Professional Certification in Administration and/or Supervision



Revised: Submitted: 07/01/2024 03/26/2024

JOB TITLE:	DIRECTOR LOUISVILLE TEACHER RESIDENCY
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4064
BARGAINING UNIT:	CERX

### **SCOPE OF RESPONSIBILITIES**

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Maintains accurate complete and correct record keeping as required by law, District policy, and administrative regulation

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Provides effective leadership in planning and implementing LTR that align to state teaching standards

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## MINIMUM QUALIFICATIONS

Master's Degree

Three (3) years of experience in area of assignment

Successful leadership experience

Effective communication skills

## **DESIRABLE QUALIFICATIONS**

Experience in a diverse workplace

Kentucky Professional Certification in Administration and/or Supervision



NEW: Revised: Submitted: 07/01/2024 03/26/2024 09/30/2020 09/29/2020

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIVERSITY, EQUITY, POVERTY
DIVISION	DIVERSITY, EQUITY, POVERTY
SALARY SCHEDULE/GRADE:	<del>IV, GRADE 14</del> II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4057
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the District's Diversity, Equity, Poverty Department; plans, organizes, and implements recruitment, retention, position management and staffing activities; maintains contact with other departments internally (including, but not limited to Budget and Payroll, Academic Services, Information Technology) and externally on routine matters where significant judgment is required.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, provides direction, and implements goals, objectives and functions of the District Diversity, Equity, Poverty Department

Initiates policy, formulates and recommends goals and objectives of Diversity, Equity, Poverty Department as appropriate

Develops the operating budget for Diversity, Equity, Poverty Department and assures that all functions operate with the appropriated amounts

Prepares required and special reports as requested

Assists Principals and/or other organizational units to implement common goals and objectives of Diversity, Equity, Poverty Department

Assures compliance with federal, state statutes and regulations, and District policy and administrative procedures

Assures effective implementation of District goals and objectives where applicable

Provides leadership and direction to support implementation, continuation, and innovation of racial equity

Responds to open records requests, subpoenas, and other outside requests

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

### PHYSICAL DEMANDS

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

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

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

## MINIMUM QUALIFICATIONS

Master's Degree-and Kentucky Certification in Administration

Three (3) years of successful experience in school leadership and administration

Kentucky teaching certificate

## **DESIRABLE QUALIFICATIONS**

Kentucky Certification in Administration

Advanced preparation in area of assignment



Revised: Submitted: 07/01/2024 03/26/2024

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIVERSITY, EQUITY, POVERTY
DIVISION	DIVERSITY, EQUITY, POVERTY
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4057
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the District's Diversity, Equity, Poverty Department; plans, organizes, and implements recruitment, retention, position management and staffing activities; maintains contact with other departments internally (including, but not limited to Budget and Payroll, Academic Services, Information Technology) and externally on routine matters where significant judgment is required.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, provides direction, and implements goals, objectives and functions of the District Diversity, Equity, Poverty Department

Initiates policy, formulates and recommends goals and objectives of Diversity, Equity, Poverty Department as appropriate

Develops the operating budget for Diversity, Equity, Poverty Department and assures that all functions operate with the appropriated amounts

Prepares required and special reports as requested

Assists Principals and/or other organizational units to implement common goals and objectives of Diversity, Equity, Poverty Department

Assures compliance with federal, state statutes and regulations, and District policy and administrative procedures

Assures effective implementation of District goals and objectives where applicable

Provides leadership and direction to support implementation, continuation, and innovation of racial equity

Responds to open records requests, subpoenas, and other outside requests

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

### PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

# MINIMUM QUALIFICATIONS

Master's Degree

Three (3) years of successful experience in school leadership and administration

Kentucky teaching certificate

# **DESIRABLE QUALIFICATIONS**

Kentucky Certification in Administration

Advanced preparation in area of assignment



REVISED: 07/01/2024

07/01/2021

Submitted:

03/26/2024 06/22/2021

JOB TITLE:	SPECIALIST DIVERSITY, EQUITY, POVERTY ADMINISTRATION
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	<del>IV, GRADE 9</del> II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4222
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of projects, programs or activities in the Diversity Equity and Poverty Division, having moderate impact on the District occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside unit are limited to routine matters where approval is needed; requires general supervision.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of major projects, districtwide programs or activities

Develops, establishes or administers project, program or activity

Serves as liaison with other units, departments or outside agencies as required

Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned

Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of project, program or activity

Prepares and/or assists in preparation or reports, records and other documentation as required

Accumulates and researches 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, delivers or assists with training opportunities as appropriate

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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

### 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 being around moving machinery, driving automotive

equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

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# MINIMUM QUALIFICATIONS

Kentucky Professional Certification in Administration and/or Supervision

Bachelor's Master's Degree

Three (3) years of successful experience in area of assignment

Successful leadership experience

Effective communication skills

## **DESIRABLE QUALIFICATIONS**

Kentucky Professional Certification in Administration and/or Supervision



REVISED: Submitted: 07/01/2024 03/26/2024

JOB TITLE:	SPECIALIST DIVERSITY, EQUITY, POVERTY
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II,GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4222
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of projects, programs or activities in the Diversity Equity and Poverty Division, having moderate impact on the District occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside unit are limited to routine matters where approval is needed; requires general supervision.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of major projects, districtwide programs or activities

Develops, establishes or administers project, program or activity

Serves as liaison with other units, departments or outside agencies as required

Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned

Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of project, program or activity

Prepares and/or assists in preparation or reports, records and other documentation as required

Accumulates and researches 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, delivers or assists with training opportunities as appropriate

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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

### PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

# MINIMUM QUALIFICATIONS

Master's Degree

Three (3) years of successful experience in area of assignment

Successful leadership experience

Effective communication skills

# **DESIRABLE QUALIFICATIONS**

Kentucky Professional Certification in Administration and/or Supervision



NEW: Revised: 07/01/2024 07/01/2023

Submitted: 03/26/2024 05/23/2023

JOB TITLE:	SUPERVISOR DIVERSITY, EQUITY, POVERTY PROGRAMS
DIVISION	DIVERSITY, EQUITY, POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	<del>IV, GRADE 8</del> II, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4292
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership for the coordination of Diversity, Equity, and Poverty programmatic access. Coordinates with outside agencies, JCPS, and local community to provide out-of-school programming. Additionally, the supervisor will provide, design, and deliver professional development around racial educational equity for historically marginalized individuals, especially students of color.

# PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Creates and provides professional learning around how to design content-focused lessons that are culturally responsive and engaging

Assists with the support and monitoring of the Racial Equity Analysis Protocol (REAP)

Coordinates the out-of-school programming created through the Diversity, Equity, and Poverty Department—inclusive of 'Literacy &' and 'Numeracy &' programs—and designs and implements 'Lit &' content

Provides leadership as the district coordinator for Educators Rising (pathway to teaching) in collaboration with high schools

Collaborates with literacy and math partners to ensure strong professional learning experiences for identified schools

Maintains cooperative and positive working relationships with school and District staff

Encourages and models skillful use of data to inform decision making as related to Racial Equity

Collaborates closely with teaching and learning staff to support deeper learning strategies through the implementation of Diversity, Equity, and Poverty anchor documents that will improve teachers' toolkits to address achievement and opportunity gaps for historically marginalized individuals and groups and especially students of color

Serves as requested on District committees

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

Regular, predictable performance is required for all performance responsibilities.

This position requires reporting to various worksites throughout JCPS based on caseload/assignment.

## PHYSICAL DEMANDS

This work is conducted in an office and school-based setting. This position has both inside and outside environmental conditions, where protection 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.

# MINIMUM QUALIFICATIONS

Kentucky Professional Certification in Administration/Counseling or Supervision Instruction

Master's Degree or higher with area of major in the assigned curricular area

Expertise in equity, inclusion and culturally responsive education

Demonstrated leadership to help build skills and will to examine the impact of race and value equity as a shared goal

Demonstrated leadership to seek and make use of diverse perspectives in decision making, considering the intended and unintended consequences of decisions on all stakeholder groups

Valid Driver's License

### **DESIRABLE QUALIFICATIONS**

Kentucky Professional Certification in Administration/Counseling or Supervision Instruction

Proven leadership abilities

Experience with diverse populations

Experience in planning, developing, and implementing professional learning programs



Revised: Submitted: 07/01/2024 03/26/2024

JOB TITLE:	SUPERVISOR DIVERSITY, EQUITY, POVERTY PROGRAMS
DIVISION	DIVERSITY, EQUITY, POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4292
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership for the coordination of Diversity, Equity, and Poverty programmatic access. Coordinates with outside agencies, JCPS, and local community to provide out-of-school programming. Additionally, the supervisor will provide, design, and deliver professional development around racial educational equity for historically marginalized individuals, especially students of color.

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Evaluates staff as assigned

Performs other duties as assigned by supervisor

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# MINIMUM QUALIFICATIONS

Master's Degree

Expertise in equity, inclusion and culturally responsive education

Demonstrated leadership to help build skills and will to examine the impact of race and value equity as a shared goal

Demonstrated leadership to seek and make use of diverse perspectives in decision making, considering the intended and unintended consequences of decisions on all stakeholder groups

Valid Driver's License

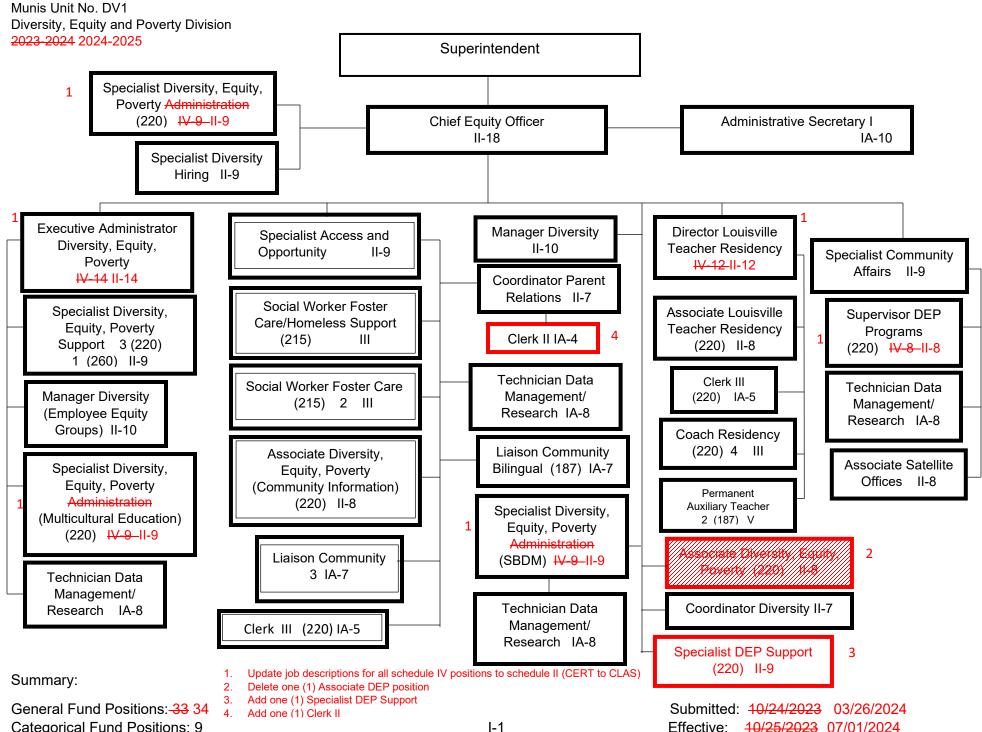
# **DESIRABLE QUALIFICATIONS**

Kentucky Professional Certification in Administration/Counseling or Supervision Instruction

Proven leadership abilities

Experience with diverse populations

Experience in planning, developing, and implementing professional learning programs



Categorical Fund Positions: 9 Munis Unit No. DV1

