



NEW: 04/17/2024 SUBMITTED: 04/16/2024

JOB TITLE:	EXECUTIVE DIRECTOR SPECIAL PROJECTS
DIVISION:	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	AS ASSIGNED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

PENDING BOARD APPROVAL

SCOPE OF RESPONSIBILITIES

The Executive Director of Special Projects will organize, manage, and conduct short and long-range planning for a variety of the organization’s needs, implementing solutions and projects as approved.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Serves as a liaison with cabinet-level leaders, departments heads, and other entities, to ensure that organizational goals are met
- Plans, organizes, and coordinates highly complex activities that have a substantial impact on the District
- Attends management meetings and meetings with appropriate staff to provide updates, resolve issues, and communicate new developments while assuring that objectives are understood and accomplished.
- Assures internal controls are established, maintained, and documented in compliance with the District’s objectives
- Drafts schedules for implementation of high-priority, short and long-range plans and proposals
- Outlines and prioritizes tasks and delegates them when appropriate
- Monitors progress, drafting and distributing periodic progress reports for leadership and stakeholders
- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk
- Maintains compliance with Board policies, applicable laws, regulations, and best practices.
- Completes all trainings and other compliance requirements as assignment 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 various worksites throughout JCPS based on caseload/programmatic assignments

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.

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

- Bachelor’s degree in Economics, Business Administration, or related field
- At least seven years of related experience, with three years if high-level management experience
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Strong analytical and problem-solving skills.

DESIRABLE QUALIFICATIONS

Master's in Business Administration or related field
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PMP, PgMP, CAPM, and/or comparable project management certifications
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Experience in a diverse workplace



NEW: REVISED: Submitted:
 07/01/2024 03/26/2024
 04/17/2024 04/16/2024

JOB TITLE:	DETECTIVE
DIVISION	CHIEF OF STAFF
SALARY SCHEDULE/GRADE:	II , GRADE 5 IC, OSS
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Monitors security operations in assigned schools. Plans, organizes, and conducts investigations of cases involving District students, staff, and property. Provides special security at locations where a unique event has occurred or has the potential to occur.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Investigates crimes committed against the District, its staff, students, and visitors while at school or on property owned, used, or leased by the District.
- Evaluates and determines security needs of students, staff, and facilities during periods of elevated threats and assists in producing security plans for District facilities and develop solutions for physical and internal security situations
- Acts as liaison with Law Enforcement and other emergency service agencies and the schools
- Establishes and maintains a working relationship with police districts and the community around specific school sites
- Prepares Kentucky Uniform Reports and compiles, analyzes, and presents statistical information as requested
- Investigates staff misconduct as requested by the administration
- Provides individual security services as directed by the administration
- Maintains current knowledge of the Kentucky Revised Statutes and crime trends as well as current technological trends in security
- Prepares case files for criminal prosecution, maintaining legal chain of custody for evidence
- Investigates criminal complaints throughout the district involving students, staff, and faculty. Any criminal complaint on school property.
- Performs all 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 conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. 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.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, crawling. The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, 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
High school diploma or G.E.D.
Current commission as a Special Law Enforcement Officer or equivalent
Three years of experience in security investigations
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree with emphasis in criminal justice
Training in advanced police investigative techniques including fingerprinting and photography
Experience in a diverse workplace



REVISED: 04/17/2024 Submitted: 04/16/2024

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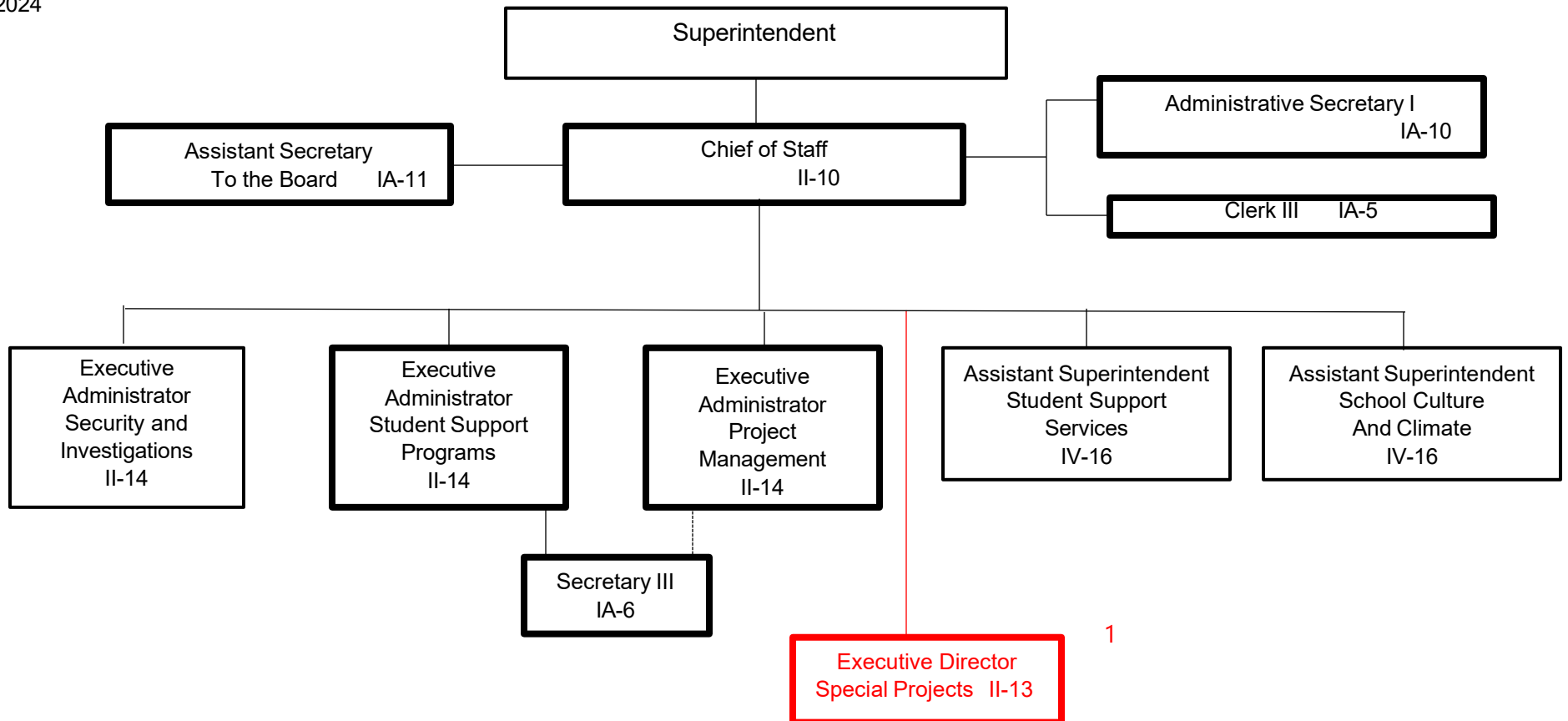
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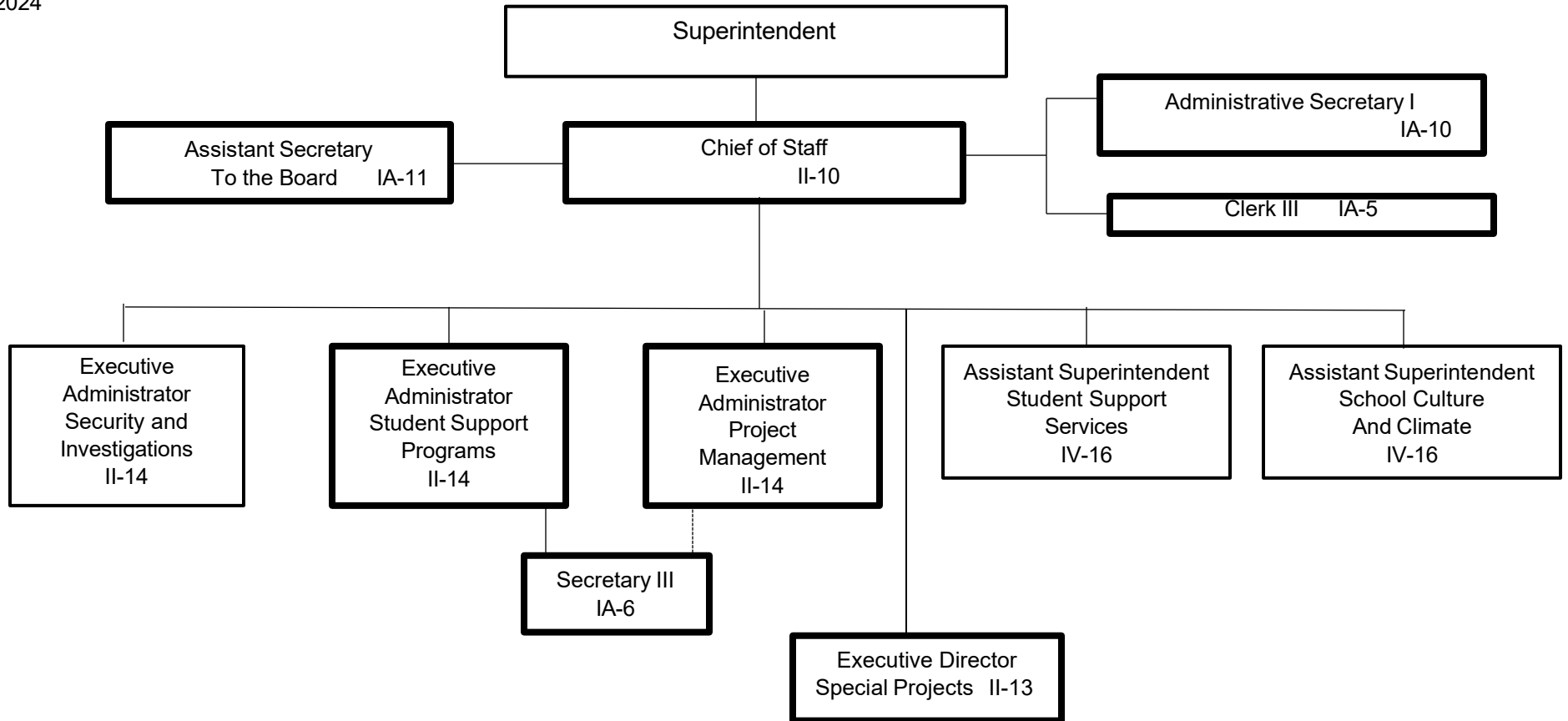
DESIRABLE QUALIFICATIONS
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Training in advanced police investigative techniques including fingerprinting and photography
Experience in a diverse workplace



1. Add Executive Director Special Projects

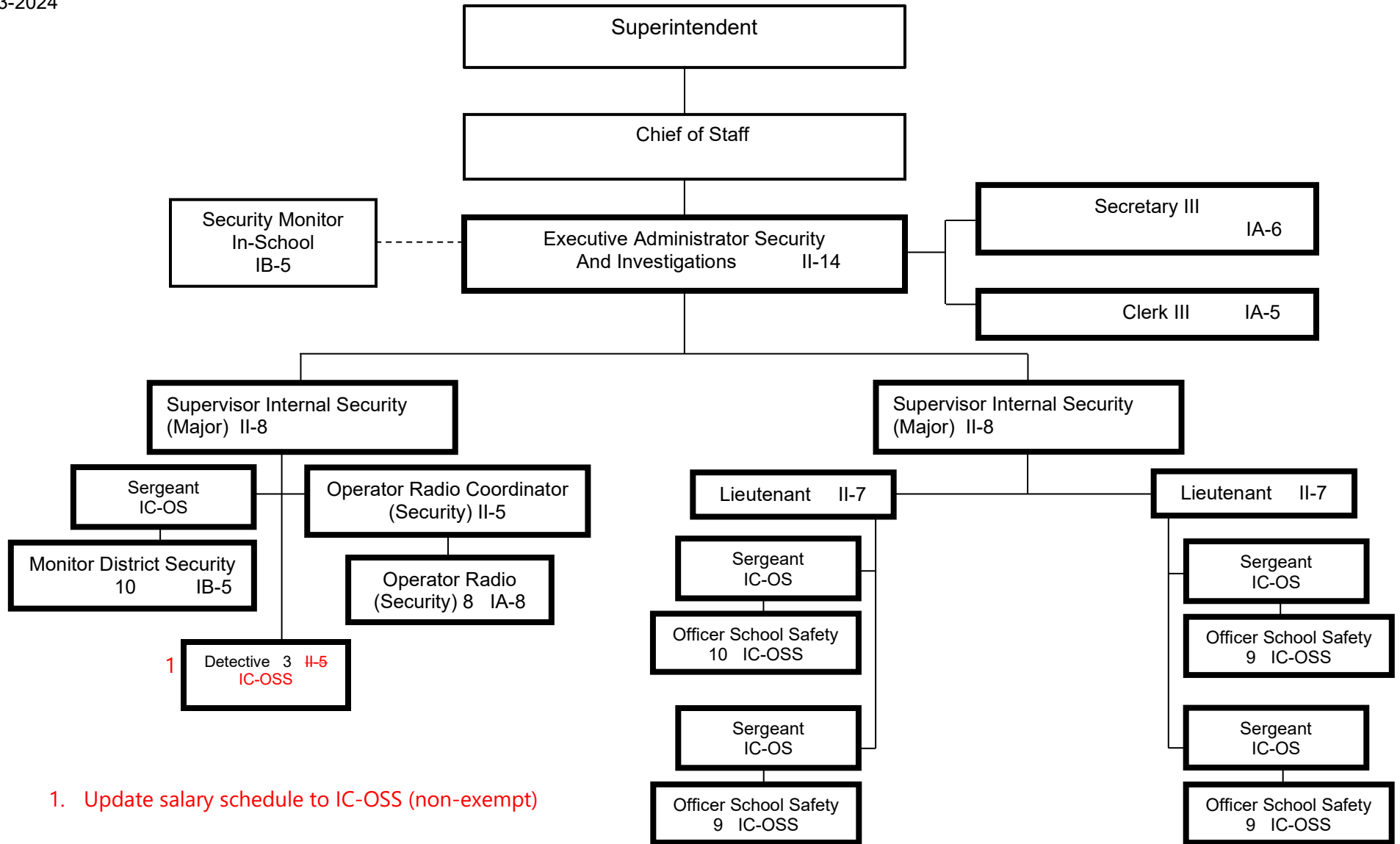
Summary:
General Fund Positions: ~~7~~ 8
Categorical Fund Positions: 9

Submitted: ~~07/25/2023~~ 04/16/2024
Effective: ~~07/26/2023~~ 04/17/2024



Summary:
General Fund Positions: 8
Categorical Fund Positions: 9

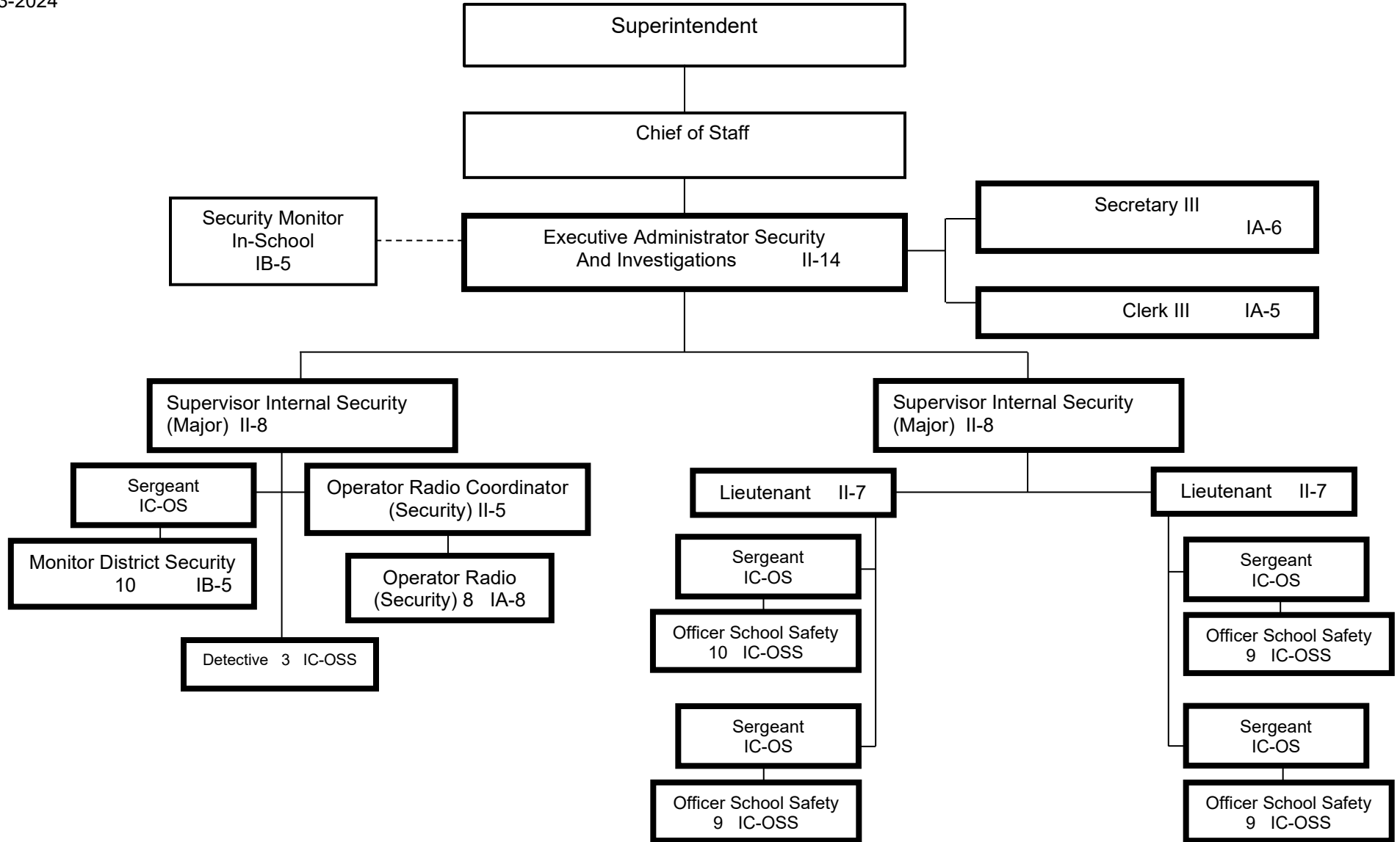
Submitted: 04/16/2024
Effective: 04/17/2024



1. Update salary schedule to IC-OSS (non-exempt)

Summary:
 General Fund Positions: 65
 Categorical Fund Positions: 0

Submitted: ~~03/26/2024~~ 04/16/2024
 Effective: ~~03/27/2024~~ 04/17/2024



Summary:
 General Fund Positions: 65
 Categorical Fund Positions: 0