

**NEW:** Submitted:  
 Revised: 08/06/2019  
 08/07/2019 05/28/2024  
 7/1/2024

JOB TITLE:	RESOURCE TEACHER
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4740
BARGAINING UNIT:	CERT

**SCOPE OF RESPONSIBILITIES**

Provides support, assistance, and advice to system wide service center and/or school staffs in the area of assignment.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides technical assistance to District and school staff in area of assignment
- Provides feedback to appropriate District and school staff on implementation of and compliance with policies and standards related to area of assignment
- Delivers technical assistance in the design and implementation of workshops and training programs as required
- Provides staff training as assigned to meet District goals and objectives
- Gathers data as needed to complete assignments
- Researches past and current practices in area of assignment, integrates research in all areas of responsibility, submits reports and recommendations as required
- Performs health services, if needed, for which training will be provided
- 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 the assigned JCPS worksite to provide active supervision of students as required by Kentucky State Law.

**PHYSICAL DEMANDS**

~~The work is performed while standing or walking. 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.~~

This work is completed in a school-based 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 occasionally (up to 50% of the workweek): balancing, crawling, feeling, grasping, lifting up to 50 pounds, pulling up to 50 pounds, and pushing up to 50 pounds. The following physical activities are required frequently (up to 75% of the workweek): bending, crouching, kneeling, reaching, repetitive motions, and standing. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek). Driving is not required for this position.

**MINIMUM QUALIFICATIONS**

Master's degree with valid Kentucky Teaching Certificate

Three (3) years of successful teaching experience
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Ability to work successfully with people
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Effective communication skills
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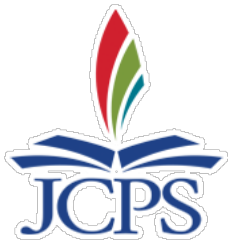
<b>DESIRABLE QUALIFICATIONS</b>
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Demonstrated leadership ability
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Demonstrated ability to write distinctly and to organize data
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Experience in planning, developing, and conducting in-service programs
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Experience in a diverse workplace
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Revised:  
7/1/2024

Submitted:  
05/28/2024

JOB TITLE:	RESOURCE TEACHER
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	JOB FAMILY III
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FLSA STATUS:	EXEMPT
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- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
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**PHYSICAL DEMANDS**

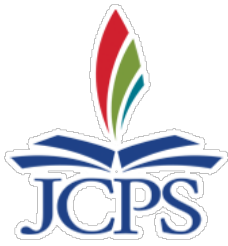
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**MINIMUM QUALIFICATIONS**

- Master's degree with valid Kentucky Teaching Certificate
- Three (3) years of successful teaching experience
- Ability to work successfully with people
- Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize data
Experience in planning, developing, and conducting in-service programs
Experience in a diverse workplace



NEW:  
Revised: 08/28/2019  
07/01/2024

Submitted:  
08/27/2019  
05/28/2024

JOB TITLE:	COORDINATOR ELEMENTARY SCHOOL TECHNOLOGY
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3179
BARGAINING UNIT:	CERA

**SCOPE OF RESPONSIBILITIES**

Plans, organizes, and delivers instructional support services, working with students, teachers, and administrators to integrate technology into the curriculum. Maintains ~~records and prepares reports~~ school technology inventory, assists leadership with preparing the school technology plan, and creates reports on technology usage. Enforces Board and district (IT3) policies, regulations, and rules. Selects and maintains computer software/hardware and peripherals that support the curriculum. ~~Selects and maintains~~ Provides recommendations for selecting and maintaining computer software, hardware, and peripherals that support the curriculum. Facilitates the implementation of district technology initiatives, such as the JCPS Technology Plan and the Everyone:1 Plan, along with school technology programs. ~~instruction of the Computer Application Skills Continuum and the administration of the JCPS Computer Applications Skills Assessment through both the computer networks and the individual classroom computers for students and staff.~~

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Acts as the technology leader of the school, encourages parental/family support, and participates as a member of the school's technology committee to ensure ~~that~~ technology is integrated into the instructional program of the school

Develops with faculty and administration the school technology plan in accordance with District and Kentucky Education Technology System (KETS) plans, school planning documentation, and ~~based on curricular needs and the Comprehensive School Improvement Plan CSIP.~~

Participates as a member of the instructional team. Collaborates with teachers, students, and administrators to plan, organize, and deliver instructional technology support services, ensuring seamless integration of technology into the curriculum ~~plans regularly with teachers for the integration of computer technology into the curriculum.~~

Develops and/or implements school wide policies in accordance with District and KETS policies, regulations, procedures, and standards concerning selection of technology materials, copyright law, acceptable use and equity of access

Provides input and/or acts as an advisor on the purchase of all hardware and software to the technology committee and administration/SBDM in accordance with District ([jcps.me/software](http://jcps.me/software)) and KETS standards

Develops and/or implements school wide policies in accordance with District and KETS policies, regulations, procedures, and standards concerning the selection of technology materials, copyright law, acceptable use, and equity of access

Arranges for maintenance of school devices, printers, peripherals, and software. Provides service for minor repairs to the technology. ~~Supervises the maintenance and inventory of computers, printers, peripherals, and software in the school and provides service for minor repairs to the equipment and the networks~~

Maintains updated school technology inventory with district provided inventory system

~~Administrates and supports the JCPS Net school network on a day-to-day basis~~

Acts as the primary point of contact and disseminates information between district technology supports (IT3- Information, Innovation, Integration) ~~Telecommunications, Computer Education Support, and Management Information Services units~~ and the school staff.

~~Attends district STC and other technology meetings and participates in professional development to keep informed of current developments in computer technology and education. Maintains ongoing collaboration with district technology support staff through regular individual and group meetings.~~

~~Serves as the first "point of contact" for computer and network related problems in the school~~

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

Performs all other duties as assigned by the Principal or athletic director

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite to provide active supervision of students as required by Kentucky State Law.

#### PHYSICAL DEMANDS

~~The work is primarily sedentary. The work may requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work is repetitive. The work, at times, requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push and pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.~~

This work is completed in a school-based 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 occasionally (up to 50% of the workweek): balancing, crawling, feeling, grasping, lifting up to 50 pounds, pulling up to 50 pounds, and pushing up to 50 pounds. The following physical activities are required frequently (up to 75% of the workweek): bending, crouching, kneeling, reaching, repetitive motions, and standing. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek). Driving is not required for this position.

#### MINIMUM QUALIFICATIONS

~~Working knowledge of all components of the Computer Applications Skills Continuum~~ This work requires a basic understanding of all Google Suite, Microsoft O365, iOS, and other JCPS district-wide software

Experience with assisting students and staff in using computer hardware and software

Minimum of sixty-four (64) semester hours of credit from an accredited college or university

Possess a broad knowledge of school curriculum and instructional technology

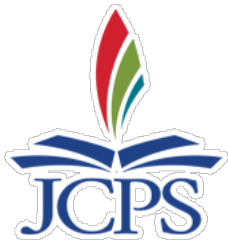
Effective communication skills

#### DESIRABLE QUALIFICATIONS

Kentucky Teacher Certification

Coursework in instructional technology application and leadership

Experience in a diverse workplace



Revised:  
07/01/2024

Submitted:  
05/28/2024

JOB TITLE:	COORDINATOR ELEMENTARY SCHOOL TECHNOLOGY
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3179
BARGAINING UNIT:	CERA

**SCOPE OF RESPONSIBILITIES**

Plans, organizes, and delivers instructional support services, working with students, teachers, and administrators to integrate technology into the curriculum. Maintains school technology inventory, assists leadership with preparing the school technology plan, and creates reports on technology usage. Enforces Board and district (IT3) policies, regulations, and rules. Selects and maintains computer software/hardware and peripherals that support the curriculum. Provides recommendations for selecting and maintaining computer software, hardware, and peripherals that support the curriculum. Facilitates the implementation of district technology initiatives, such as the JCPS Technology Plan and the Everyone:1 Plan, along with school technology programs.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Acts as the technology leader of the school, encourages parental/family support, and participates as a member of the school's technology committee to ensure technology is integrated into the instructional program of the school

Develops with faculty and administration the school technology plan in accordance with District and Kentucky Education Technology System (KETS) plans, school planning documentation, and curricular needs

Participates as a member of the instructional team. Collaborates with teachers, students, and administrators to plan, organize, and deliver instructional technology support services, ensuring seamless integration of technology into the curriculum

Develops and/or implements school wide policies in accordance with District and KETS policies, regulations, procedures, and standards concerning selection of technology materials, copyright law, acceptable use and equity of access

Provides input and/or acts as an advisor on the purchase of all hardware and software to the technology committee and administration/SBDM in accordance with District (jcps.me/software) and KETS standards

Develops and/or implements school wide policies in accordance with District and KETS policies, regulations, procedures, and standards concerning the selection of technology materials, copyright law, acceptable use, and equity of access

Arranges for maintenance of school devices, printers, peripherals, and software. Provides service for minor repairs to the technology

Maintains updated school technology inventory with district provided inventory system

Acts as the primary point of contact and disseminates information between district technology supports (IT3-Information, Innovation, Integration) and the school staff

Maintains ongoing collaboration with district technology support staff through regular individual and group meetings

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

Performs all other duties as assigned by the Principal or athletic director

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite to provide active supervision of students as required by Kentucky State Law

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#### MINIMUM QUALIFICATIONS

This work requires a basic understanding of all Google Suite, Microsoft O365, iOS, and other JCPS district-wide software.

Experience with assisting students and staff in using computer hardware and software

Minimum of sixty-four (64) semester hours of credit from an accredited college or university

Possess a broad knowledge of school curriculum and instructional technology

Effective communication skills

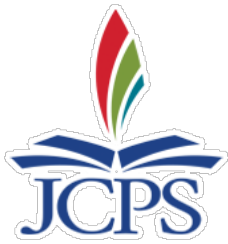
#### DESIRABLE QUALIFICATIONS

Kentucky Teacher Certification

Coursework in instructional technology application and leadership

Experience in a diverse workplace





NEW:  
Revised: 08/28/2019  
08/28/2019  
07/01/2024

Submitted:  
08/27/2019  
05/28/2024

JOB TITLE:	COORDINATOR HIGH SCHOOL TECHNOLOGY
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3181
BARGAINING UNIT:	CERA

**SCOPE OF RESPONSIBILITIES**

Plans, organizes and delivers instructional support services, working with students, teachers and administrators to integrate technology into the curriculum. Maintains ~~records and prepares reports.~~ **school technology inventory, assists leadership with preparing the school technology plan, and creates reports on technology usage.** Enforces Board and district (IT3) policies, regulations, and rules. Selects and maintains computer software/hardware and peripherals that support the curriculum. ~~Selects and maintains~~ **Provides recommendations for selecting and maintaining computer software, hardware, and peripherals that support the curriculum.** Facilitates the implementation of district technology initiatives, such as the JCPS Technology Plan and the Everyone:1 Plan, along with school technology programs. ~~instruction of the Computer Application Skills Continuum and the administration of the JCPS Computer Applications Skills Assessment through both the computer networks and the individual classroom computers for students and staff.~~

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Acts as the **technology leader of the school**, encourages parental/family support, and participates as a member of the school's technology committee to ensure ~~that~~ technology is integrated into the instructional program of the school

Develops with faculty and administration the school technology plan in accordance with District and Kentucky Education Technology System (KETS) plans, **school planning documentation, and based on curricular needs and the Comprehensive School Improvement Plan CSIP.**

Participates as a member of the instructional team. **Collaborates with teachers, students, and administrators to plan, organize, and deliver instructional technology support services to ensure seamless integration of technology into the curriculum plans regularly with teachers for the integration of computer technology into the curriculum.**

Develops and/or implements school-wide policies in accordance with District and KETS policies, regulations, procedures, and standards concerning selection of technology materials, copyright law, acceptable use and equity of access

**Develops, provides, and/or coordinates professional development to staff and community in the use of computer software/hardware and peripherals and demonstrates practical applications for curriculum connections**

**Provides input and/or acts as an advisor on the purchase of all hardware and software to the technology committee and administration/SBDM in accordance with District (jcps.me/software) and KETS standards**

**Arranges for maintenance of school devices, printers, peripherals, and software. Provides service for minor repairs to the technology. Supervises the maintenance and inventory of computers, printers, peripherals, and software in the school and provides service for minor repairs to the equipment and the networks**

**Maintains updated school technology inventory with district provided inventory system.**

**Administrates and supports the JCPS Net school network on a day-to-day basis**

Acts as the **primary** point of contact and disseminates information between district technology supports (IT3- Information, Innovation, Integration) ~~Telecommunications, Computer Education Support, and Management Information Services units~~ and the school staff

~~Attends district STC and other technology meetings and participates in professional development to keep~~

~~informed of current developments in computer technology and education. Maintains ongoing collaboration with district technology support staff through regular individual and group meetings~~

~~Serves as the first "point of contact" for computer and network related problems in the school~~

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

Performs all other duties as assigned by the Principal or athletic director

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite to provide active supervision of students as required by Kentucky State Law

#### PHYSICAL DEMANDS

~~The work is primarily sedentary. The work may requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work is repetitive. The work, at times, requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push and pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.~~

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This position requires the following physical activities occasionally (up to 50% of the workweek): balancing, crawling, feeling, grasping, lifting up to 50 pounds, pulling up to 50 pounds, and pushing up to 50 pounds. The following physical activities are required frequently (up to 75% of the workweek): bending, crouching, kneeling, reaching, repetitive motions, and standing. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek). Driving is not required for this position.

#### MINIMUM QUALIFICATIONS

~~Working knowledge of all components of the Computer Applications Skills Continuum~~ This work requires a basic understanding of all Google Suite, Microsoft O365, iOS, and other JCPS district-wide softwares

Experience with assisting students and staff in using computer hardware and software

Minimum of sixty-four (64) semester hours of credit from an accredited college or university

Possess a broad knowledge of school curriculum and instructional technology

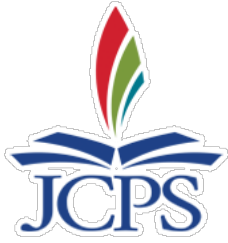
Effective communication skills

#### DESIRABLE QUALIFICATIONS

Kentucky Teacher Certification

Coursework in instructional technology application and leadership

Experience in a diverse workplace



Revised:  
07/01/2024

Submitted:  
05/28/2024

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DIVISION	ACADEMIC SCHOOL
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WORK YEAR:	AS ASSIGNED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3181
BARGAINING UNIT:	CERA

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Plans, organizes and delivers instructional support services, working with students, teachers and administrators to integrate technology into the curriculum. Maintains school technology inventory, assists leadership with preparing the school technology plan, and creates reports on technology usage. Enforces Board and district (IT3) policies, regulations, and rules. Selects and maintains computer software/hardware and peripherals that support the curriculum. Provides recommendations for selecting and maintaining computer software, hardware, and peripherals that support the curriculum. Facilitates the implementation of district technology initiatives, such as the JCPS Technology Plan and the Everyone:1 Plan, along with school technology programs.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Acts as the technology leader of the school, encourages parental/family support, and participates as a member of the school's technology committee to ensure technology is integrated into the instructional program of the school

Develops with faculty and administration the school technology plan in accordance with District and Kentucky Education Technology System (KETS) plans, school planning documentation, and-curricular needs

Participates as a member of the instructional team. Collaborates with teachers, students, and administrators to plan, organize, and deliver instructional technology support services to ensure seamless integration of technology into the curriculum

Develops and/or implements school-wide policies in accordance with District and KETS policies, regulations, procedures, and standards concerning selection of technology materials, copyright law, acceptable use and equity of access

Develops, provides, and/or coordinates professional development to staff and community in the use of computer software/hardware and peripherals and demonstrates practical applications for curriculum connections

Provides input and/or acts as an advisor on the purchase of all hardware and software to the technology committee and administration/SBDM in accordance with District (jcps.me/software) and KETS standards

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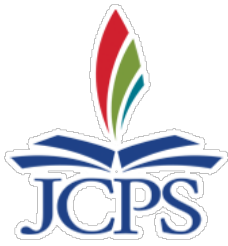
Effective communication skills

### DESIRABLE QUALIFICATIONS

Kentucky Teacher Certification

Coursework in instructional technology application and leadership

Experience in a diverse workplace



**NEW:** Submitted:  
 Revised: 08/27/2019  
 08/28/2019 05/28/2024  
 07/01/2024

JOB TITLE:	COORDINATOR MIDDLE SCHOOL TECHNOLOGY
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	6089
BARGAINING UNIT:	CERA

**SCOPE OF RESPONSIBILITIES**

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- Provides input and/or acts as an advisor on the purchase of all hardware and software to the technology committee and administration/SBDM in accordance with District ([jcps.me/software](http://jcps.me/software)) and KETS standards
- Arranges for maintenance of school devices, printers, peripherals, and software. Provides service for minor repairs to the technology. ~~Supervises the maintenance and inventory of computers, printers, peripherals, and software in the school and provides service for minor repairs to the equipment and the networks.~~
- Maintains updated school technology inventory with district provided inventory system
- ~~Administrates and supports the JCPS Net school network on a day-to-day basis~~
- Acts as the **primary** point of contact and disseminates information between district technology supports (IT3-Information, Innovation, Integration) ~~Telecommunications, Computer Education Support, and Management Information Services units~~ and the school staff
- ~~Attends district STC and other technology meetings and participates in professional development to keep informed of current developments in computer technology and education. Maintains ongoing collaboration with~~

district technology support staff through regular individual and group meetings
<del>Serves as the first "point of contact" for computer and network related problems in the school</del>
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs all other duties as assigned by the Principal or athletic director
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite to provide active supervision of students as required by Kentucky State Law

PHYSICAL DEMANDS
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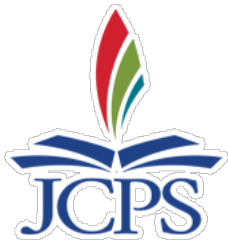
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MINIMUM QUALIFICATIONS
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<del>Working knowledge of all components of the Computer Applications Skills Continuum</del> This work requires a basic understanding of all Google Suite, Microsoft O365, iOS, and other JCPS district-wide softwares
Experience with assisting students and staff in using computer hardware and software
Minimum of sixty-four (64) semester hours of credit from an accredited college or university
Possess a broad knowledge of school curriculum and instructional technology
Effective communication skills

DESIRABLE QUALIFICATIONS
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Kentucky Teacher Certification
Coursework in instructional technology application and leadership
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FLSA STATUS:	EXEMPT
JOB CLASS CODE:	6089
BARGAINING UNIT:	CERA

**SCOPE OF RESPONSIBILITIES**

Plans, organizes and delivers instructional support services, working with students, teachers and administrators to integrate technology into the curriculum. Maintains school technology inventory, assists leadership with preparing the school technology plan, and creates reports on technology usage. Enforces Board and district (IT3) policies, regulations, and rules. Selects and maintains computer software/hardware and peripherals that support the curriculum. Provides recommendations for selecting and maintaining computer software, hardware, and peripherals that support the curriculum. Facilitates the implementation of district technology initiatives, such as the JCPS Technology Plan and the Everyone:1 Plan, along with school technology programs.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Acts as the technology leader of the school, encourages parental/family support, and participates as a member of the school's technology committee to ensure technology is integrated into the instructional program of the school
- Develops with faculty and administration the school technology plan in accordance with District and Kentucky Education Technology System (KETS) plans, school planning documentation, and curricular needs
- Participates as a member of the instructional team. Collaborates with teachers, students, and administrators to plan, organize, and deliver instructional technology support services to ensure seamless integration of technology into the curriculum
- Develops and/or implements school-wide policies in accordance with District and KETS policies, regulations, procedures, and standards concerning selection of technology materials, copyright law, acceptable use and equity of access
- Develops, provides, and/or coordinates professional development to staff and community in the use of computer software/hardware and peripherals and demonstrates practical applications for curriculum connections
- Provides input and/or acts as an advisor on the purchase of all hardware and software to the technology committee and administration/SBDM in accordance with [District \(jcps.me/software\)](http://jcps.me/software) and KETS standards
- Arranges for maintenance of school devices, printers, peripherals, and software. Provides service for minor repairs to the technology
- Maintains updated school technology inventory with district provided inventory system
- Acts as the primary point of contact and disseminates information between district technology supports (IT3-Information, Innovation, Integration) and the school staff
- Maintains ongoing collaboration with district technology support staff through regular individual and group meetings
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs all other duties as assigned by the Principal or athletic director
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite to provide active supervision of students as required by Kentucky State Law

### PHYSICAL DEMANDS

This work is completed in a school-based 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 occasionally (up to 50% of the workweek): balancing, crawling, feeling, grasping, lifting up to 50 pounds, pulling up to 50 pounds, and pushing up to 50 pounds. The following physical activities are required frequently (up to 75% of the workweek): bending, crouching, kneeling, reaching, repetitive motions, and standing. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek). Driving is not required for this position.

### MINIMUM QUALIFICATIONS

This work requires a basic understanding of all Google Suite, Microsoft O365, iOS, and other JCPS district-wide softwares

Experience with assisting students and staff in using computer hardware and software

Minimum of sixty-four (64) semester hours of credit from an accredited college or university

Possess a broad knowledge of school curriculum and instructional technology

Effective communication skills

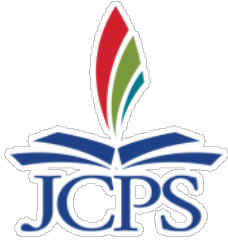
### DESIRABLE QUALIFICATIONS

Kentucky Teacher Certification

Coursework in instructional technology application and leadership

Experience in a diverse workplace





**NEW:** Submitted:  
 Revised: 08/06/2019  
 08/07/2019 05/28/2024  
 07/01/2024

JOB TITLE:	TEACHER
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4589
BARGAINING UNIT:	CERT

**SCOPE OF RESPONSIBILITIES**

Plans, organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Meets and instructs assigned classes in the locations and at the times designated
  - Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
  - Guides the learning process toward the achievement of curriculum goals and establishes objectives for all lessons, units, projects, and the like in order to communicate these objectives to students
  - Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes, and maintains written evidence of preparation
  - Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conducts, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
  - Assesses the accomplishments of students on a regular basis and provides progress reports and counseling to parents as required concerning academic and behavioral progress of all assigned students
  - Participates in parent/teacher conferences as necessary to assist the parent's participation and support of a child's education
  - Maintains accurate, complete and correct records as required by law, District policy, and administrative regulation
  - Continues personal professional growth and upgrading of skills appropriate to teaching assignments
  - Attends staff meetings, serves on staff committees, and accepts a share of responsibility for extracurricular activities
  - Performs health services, if needed, for which training will be provided
  - Completes all trainings and other compliance requirements as assigned 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 to provide active supervision of students as required by Kentucky State Law

**PHYSICAL DEMANDS**

The work is performed while standing or walking. 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.

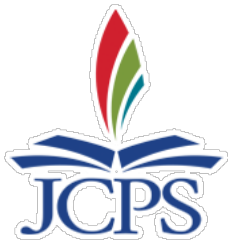
This work is completed in a school-based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions

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MINIMUM QUALIFICATIONS
Kentucky certification appropriate to the grade level and curricular assignment
Experience and preparation required by the Board
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace



Revised:  
07/01/2024

Submitted:  
05/28/2024

JOB TITLE:	TEACHER
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4589
BARGAINING UNIT:	CERT

**SCOPE OF RESPONSIBILITIES**

Plans, organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Meets and instructs assigned classes in the locations and at the times designated
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- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes, and maintains written evidence of preparation
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- Assesses the accomplishments of students on a regular basis and provides progress reports and counseling to parents as required concerning academic and behavioral progress of all assigned students
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<b>MINIMUM QUALIFICATIONS</b>
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Kentucky certification appropriate to the grade level and curricular assignment
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Experience and preparation required by the Board
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Experience in a diverse workplace
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