



**NEW:** Revised:      Submitted:  
 07/01/2019          05/14/2019  
 09/04/2024          09/03/2024

JOB TITLE:	SUPERVISOR SYSTEMS IMPROVEMENT
DIVISION	ACCOUNTABILITY, RESEARCH & SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8191
BARGAINING UNIT:	CERT

**SCOPE OF RESPONSIBILITIES**

Provides technical assistance to District and school staff in the areas of systems improvement and school improvement planning, monitoring and implementation of assigned program or activity; provides professional development as assigned; and determines effectiveness of assigned program or activity

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned
- Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising program or activity as assigned
- Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
- Supervises and directs the work of committees and task forces as assigned
- Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in area of assignment
- Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities
- Prepares required and special reports and briefs
- Provides technical assistance to District and school staff in the areas of systems improvement and planning
- Assure compliance with local, state and federal regulations and procedures related to area of systems improvement and school improvement planning
- Assures compliance with Board Goals and Administrative Objectives related to area of systems improvement and school improvement planning
- 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 for collaboration, customer support, and team interaction**

**PHYSICAL DEMANDS**

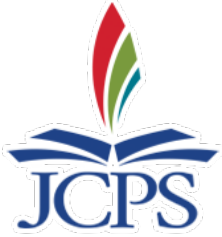
~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.~~

This work is completed 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
Three (3) years successful experience in area of assignment
Effective communication and writing skills

DESIRABLE QUALIFICATIONS
Master's Degree
KY teacher certification
Experience in a diverse workplace



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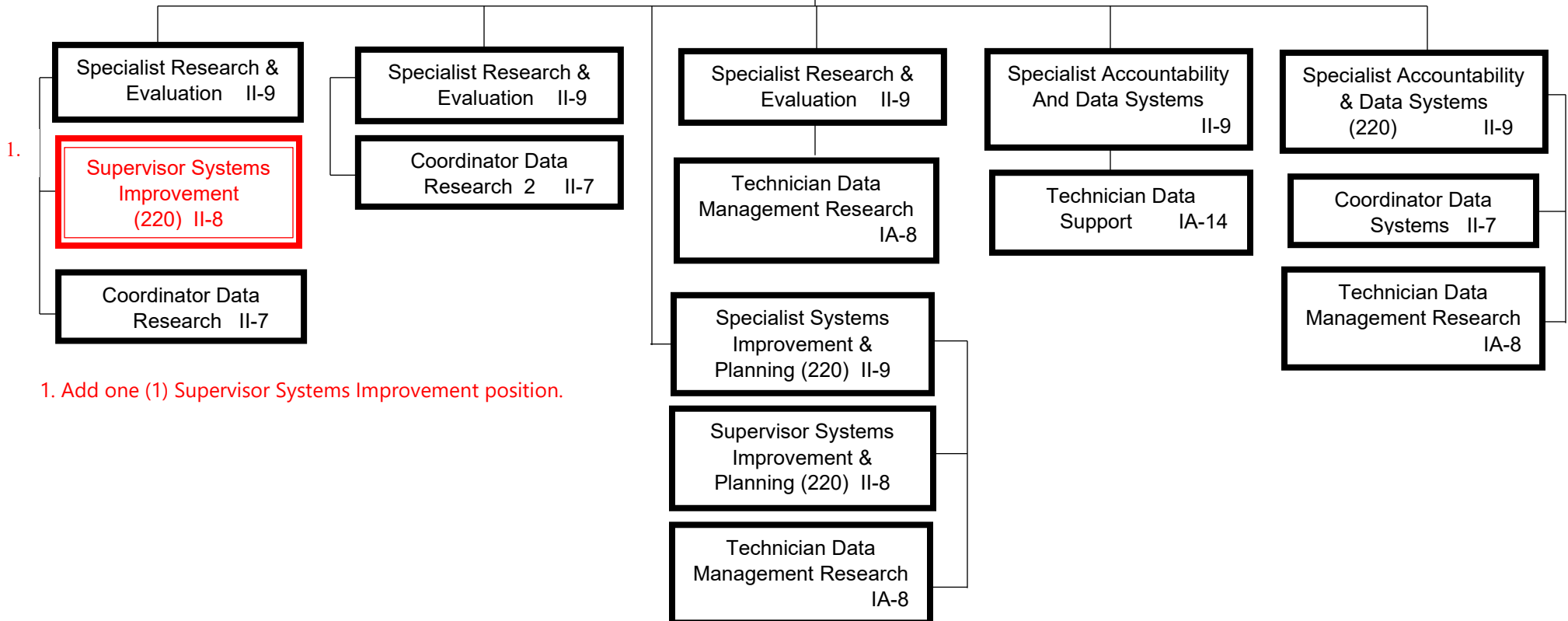
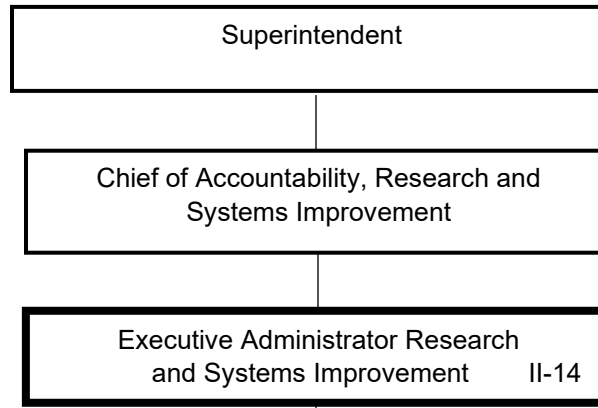
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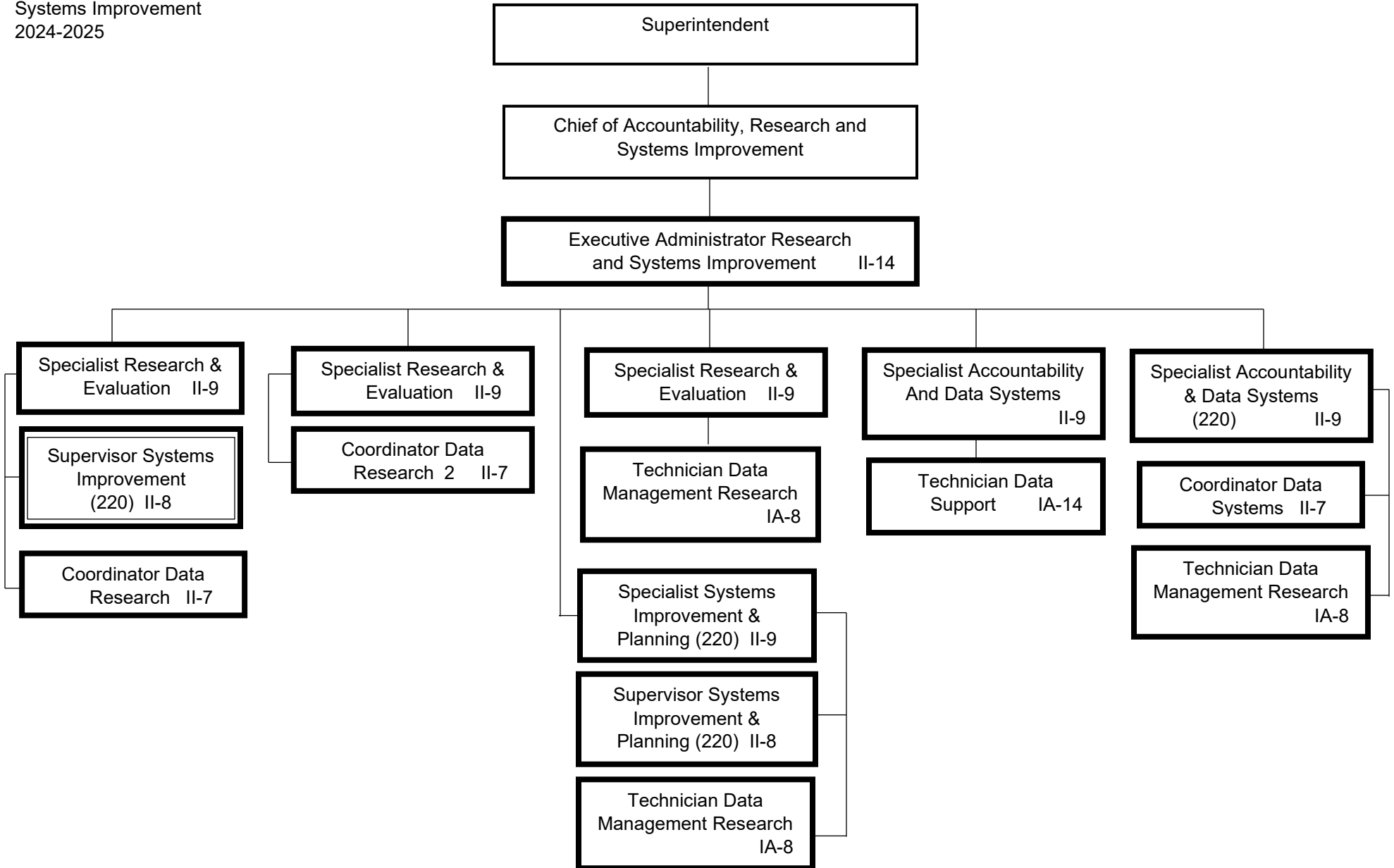


1. Add one (1) Supervisor Systems Improvement position.

Summary:

General Fund Positions: 16  
Categorical Fund Positions: 0 1

Submitted: 03/26/2024 09/03/2024  
Effective: 07/01/2024 09/04/2024



Summary:

General Fund Positions: 16  
 Categorical Fund Positions: 1