



NEW: Revised: Submitted:
 09/04/2024 09/03/2024
 07/01/2019 06/11/2019

JOB TITLE:	ASSISTANT HUMAN RESOURCES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8619
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance in the area of Human Resources (HR), as assigned, including recruitment, staffing, compensation, employee benefits, and employee relations ensuring compliance with federal, state statutes, and District policies and procedures. Assists with District employees, and state and local agencies for processing and dissemination of human resources information; plans and conducts employment information presentations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Resolves administrative problems with applicants, employees, and District departments
- Handles inquiries and complaints to ensure quick, equitable resolution
- Develops information and statistical data to prepare reports and applications required for District decision-making and by law
- Follows HR procedures and policies to recruit, screen, interview, and hire personnel
- Arranges and conducts employee information presentations
- Advises and counsels District personnel on Human Resources related issues and programs
- Coordinates meetings, conferences, and appointments and performs general office functions
- Provides assistance to Specialist HR in matters relating to recruitment and staffing of personnel
- Provides information to the other departments and the public, applying significant knowledge of District policies and procedures
- Serves as the back-up personnel action approver to the HR partner
- 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

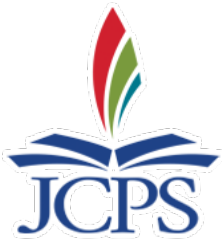
~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. This work is completed in an office setting.~~

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 of experience in the Human Resources functions
Effective written communications skills
Ability to organize a variety of duties
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in human resources management
Experience in audio visual presentations as well as graphic communication
Experience in a diverse workplace



Revised:
09/04/2024

Submitted:
09/03/2024

JOB TITLE:	ASSISTANT HUMAN RESOURCES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8619
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance in the area of Human Resources (HR), as assigned, including recruitment, staffing, compensation, employee benefits, and employee relations ensuring compliance with federal, state statutes, and District policies and procedures. Assists with District employees, and state and local agencies for processing and dissemination of human resources information; plans and conducts employment information presentations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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- Handles inquiries and complaints to ensure quick, equitable resolution
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- Advises and counsels District personnel on Human Resources related issues and programs
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- 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
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PHYSICAL DEMANDS

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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 of experience in the Human Resources functions

Effective written communications skills

Ability to organize a variety of duties

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in human resources management

Experience in audio visual presentations as well as graphic communication

Experience in a diverse workplace



REVISED: Submitted:
 09/04/2024 09/03/2024
 07/01/2023 03/28/2023

JOB TITLE:	COORDINATOR HUMAN RESOURCES POSITION CONTROL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8630
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Provides technical assistance to the Human Resources team, as assigned. Support the HR Partners by maintaining position control checks and balances. Serves as a liaison for Human Resources, Budget, and Payroll regarding position control management.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Resolves administrative problems regarding position control numbers
- Coordinates position control inquiries and provides HR team, schools, and departments with accurate, timely position information
- Develops information and statistical data to prepare reports and applications required for District decision-making and by law
- Regularly reviews and manages position control and conducts weekly audits using error reports and other checks and balances systems
- Works closely with Budget office to provide summary class codes for new positions as needed
- Advises and counsels school personnel position management related issues
- Coordinates meetings, conferences, and appointments and performs general office functions
- Provides assistance to HR Assistants in matters relating to the general business of the office and as a backup for personnel action approvals
- Provides information to the other departments and the public, applying significant knowledge of District policies and procedures
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by the designated 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.~~

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MINIMUM QUALIFICATIONS

Bachelor's degree (additional experience may be substituted for education)

Three (3) years experience in the Human Resources functions

Effective written and verbal communications skills

Ability to organize a variety of duties

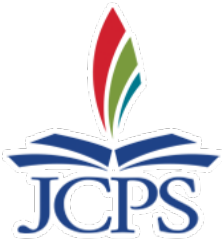
Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in human resources management

Experience in audiovisual presentations as well as graphic communication

Experience in a diverse workplace



REVISED:
09/04/2024

Submitted:
09/03/2024

JOB TITLE:	COORDINATOR HUMAN RESOURCES POSITION CONTROL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8630
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Provides technical assistance to the Human Resources team, as assigned. Support the HR Partners by maintaining position control checks and balances. Serves as a liaison for Human Resources, Budget, and Payroll regarding position control management.

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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 (additional experience may be substituted for education)

Three (3) years experience in the Human Resources functions

Effective written and verbal communications skills

Ability to organize a variety of duties

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in human resources management

Experience in audiovisual presentations as well as graphic communication

Experience in a diverse workplace



REVISED: Submitted:
 09/04/2024 09/03/2024
 12/14/2022 12/13/2022

JOB TITLE:	CLERK HUMAN RESOURCES PROCESSING
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8715
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Checks, analyzes and cross references onboarding related forms to transfer and enter personnel actions into the district Human Resources Information System before the designated payroll lockdown date. Assumes responsibility for monitoring and tracking actions to assist with accurate payroll processing in accordance with district policy, state and federal guidelines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Corresponds with employees, locations and assigned area to answer related personnel action questions
- Enters accurate personnel actions into the district Human Information Resources Systems, by assigned district locations, before the designated payroll lockdown date
- Monitors and tracks personnel actions workflow and alerts assigned area of issues to be addressed, to ensure all actions are approved by the assigned approver before the designated payroll lockdown date
- Receives and distributes onboarding documents via email, pony, and postal mail or by hand.
- Establishes and maintains files and filing systems in accordance with departmental policies and procedures.
- Reviews, Preps, Scans and indexes documents into the district electronic storage system
- Successfully uses software and operates computers, printers and other equipment as required
- Answers phones calls and responds to emails with accurate information researched from district policy, state or federal guidelines
- 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

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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 and working knowledge of business English, spelling and arithmetic

Two (2) years successful experience in clerical functions

Type/transcription skills, ability to operate calculator accurately and efficiently

Successful experience with computer word processing/file management functions

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to work well in a team situation

Efficient time management

Training or education in business practices and skills

Experience in a diverse workplace



REVISED:
09/04/2024

Submitted:
09/03/2024

JOB TITLE:	CLERK HUMAN RESOURCES PROCESSING
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8715
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D and working knowledge of business English, spelling and arithmetic
Two (2) years successful experience in clerical functions
Type/transcription skills, ability to operate calculator accurately and efficiently
Successful experience with computer word processing/file management functions
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work well in a team situation
Efficient time management
Training or education in business practices and skills
Experience in a diverse workplace



NEW: Revised: Submitted:
 09/04/2024 09/03/2024
 05/26/2021 05/25/2021

JOB TITLE:	TRANSITION TEACHER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	EMERGENCY CERTIFICATION
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8171
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES

The transition teacher carries out the duties in the absence of the teacher of record **to meet the school programmatic needs.**

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 interest of students
- Guides the learning process toward the achievement of curriculum goals
- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
- Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
- Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
- Reports immediately safety concerns to a school official
- Maintains accurate complete and correct records as required by law, District policy, and administrative regulation
- Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments
- Performs health services, if needed, for which training will be provided
- 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 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, 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

~~Kentucky Emergency Substitute Teacher Certification~~ Certification issued by the Kentucky Education Professional Standards Board

Bachelors degree from an accredited college or university ~~with a 2.50 minimum GPA~~

Experience working with school-age children

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



Revised:
09/04/2024

Submitted:
09/03/2024

JOB TITLE:	TRANSITION TEACHER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	EMERGENCY CERTIFICATION
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8171
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES

The transition teacher carries out the duties in the absence of the teacher of record to meet the school programmatic needs.

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 interest of students
- Guides the learning process toward the achievement of curriculum goals
- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
- Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
- Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
- Reports immediately safety concerns to a school official
- Maintains accurate complete and correct records as required by law, District policy, and administrative regulation
- Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments
- Performs health services, if needed, for which training will be provided
- 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 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

Certification issued by the Kentucky Education Professional Standards Board

Bachelor's degree from an accredited college or university

Experience working with school-age children

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



NEW: Revised: Submitted:
 09/04/2024 09/03/2024
 08/07/2019 08/06/2019

JOB TITLE:	SUBSTITUTE TEACHER PREFERRED
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	JOB FAMILY V-SUB
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4700
BARGAINING UNIT:	SUBW

SCOPE OF RESPONSIBILITIES
The substitute teacher carries out the duties in the absence of the teacher of record to meet school programmatic needs.

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 interest of students
Guides the learning process toward the achievement of curriculum goals
Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
Reports immediately safety concerns to a school official
Maintains accurate complete and correct records as required by law, District policy, and administrative regulation
Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments
Performs health services, if needed, for which training will be provided
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 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, 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.

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MINIMUM QUALIFICATIONS

~~Kentucky Emergency Substitute Teacher Certification~~ Certification issued by the Kentucky Education Professional Standards Board

64 College credit hours from an accredited college or university with a 2.45 minimum GPA

Experience working with school-age children

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse work place



Revised:
09/04/2024

Submitted:
09/03/2024

JOB TITLE:	SUBSTITUTE TEACHER PREFERRED
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	JOB FAMILY V-SUB
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4700
BARGAINING UNIT:	SUBW

SCOPE OF RESPONSIBILITIES

The substitute teacher carries out the duties in the absence of the teacher of record to meet school programmatic needs.

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 interest of students
- Guides the learning process toward the achievement of curriculum goals
- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
- Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
- Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
- Reports immediately safety concerns to a school official
- Maintains accurate complete and correct records as required by law, District policy, and administrative regulation
- Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments
- Performs health services, if needed, for which training will be provided
- 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 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

Certification issued by the Kentucky Education Professional Standards Board

64 College credit hours from an accredited college or university with a 2.45 minimum GPA

Experience working with school-age children

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse work place



NEW: Revised: Submitted:
 09/04/2024 09/03/2024
 12/02/2020 12/01/2020

JOB TITLE:	SUBSTITUTE TEACHER RETIREE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	JOB FAMILY V-SUB
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4692
BARGAINING UNIT:	SUB7

SCOPE OF RESPONSIBILITIES

This position carries out duties as assigned by the Principal to support the school.

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 interest of students
- Guides the learning process toward the achievement of curriculum goals
- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
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- 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, 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

Retired Teacher of Jefferson County Public Schools

~~Full Time Kentucky Teacher Certification or Kentucky Emergency Substitute Teacher Certification~~
Certification by the Kentucky Education Professional Standards Board

Experience working with school-age children

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience working in a diverse work place



Revised: 09/04/2024
Submitted: 09/03/2024

JOB TITLE:	SUBSTITUTE TEACHER RETIREE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	JOB FAMILY V-SUB
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4692
BARGAINING UNIT:	SUB7

SCOPE OF RESPONSIBILITIES

This position carries out duties as assigned by the Principal to support the school.

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 interest of students
- Guides the learning process toward the achievement of curriculum goals
- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
- Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
- Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
- Reports immediately safety concerns to a school official
- Maintains accurate complete and correct records as required by law, District policy, and administrative regulation
- Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments
- Performs health services, if needed, for which training will be provided
- 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 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

Retired Teacher of Jefferson County Public Schools

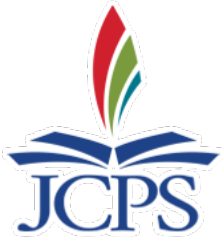
Certification by the Kentucky Education Professional Standards Board

Experience working with school-age children

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience working in a diverse work place



NEW: Revised: Submitted:
 09/04/2024 09/03/2024
 08/07/2019 08/06/2019

JOB TITLE:	SUBSTITUTE TEACHER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	JOB FAMILY V-SUB
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4690
BARGAINING UNIT:	SUBW

SCOPE OF RESPONSIBILITIES

~~The substitute teacher carries out the duties in the absence of the teacher of record.~~ This position carries out duties as assigned by the principal to meet school programmatic needs.

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 interest of students
- Guides the learning process toward the achievement of curriculum goals
- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
- Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
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- 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, 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.

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MINIMUM QUALIFICATIONS

~~Kentucky Emergency Substitute Teacher Certification~~ Certification by the Kentucky Education Professional Standards Board

64 College credit hours from an accredited college or university with a 2.45 minimum GPA

Experience working with school-age children

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse work place



Revised:
09/04/2024

Submitted:
09/03/2024

JOB TITLE:	SUBSTITUTE TEACHER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	JOB FAMILY V-SUB
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4690
BARGAINING UNIT:	SUBW

SCOPE OF RESPONSIBILITIES

This position carries out duties as assigned by the principal to meet school programmatic needs.

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 interest of students
- Guides the learning process toward the achievement of curriculum goals
- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
- Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
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PHYSICAL DEMANDS

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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

Certification by the Kentucky Education Professional Standards Board

64 College credit hours from an accredited college or university with a 2.45 minimum GPA

Experience working with school-age children

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse work place



NEW: Revised: Submitted:
 09/04/2024 09/03/2024
 08/07/2019 08/06/2019

JOB TITLE:	SUBSTITUTE TEACHER TEMPORARY/PART-TIME
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	JOB FAMILY V-SUB
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4692
BARGAINING UNIT:	SUB7

SCOPE OF RESPONSIBILITIES

This position carries out duties as assigned by the Principal to support the school.

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 interest of students
- Guides the learning process toward the achievement of curriculum goals
- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
- Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
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PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

~~Kentucky Emergency Substitute Teacher Certification~~ Certification by the Kentucky Education Professional Standards Board

64 College credit hours from an accredited college or university with a 2.45 minimum GPA

Experience working with school-age children

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience working in a diverse work place



Revised: 09/04/2024
Submitted: 09/03/2024

JOB TITLE:	SUBSTITUTE TEACHER TEMPORARY/PART-TIME
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	JOB FAMILY V-SUB
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4692
BARGAINING UNIT:	SUB7

SCOPE OF RESPONSIBILITIES

This position carries out duties as assigned by the Principal to support the school.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Meets and instructs assigned classes in the locations and at the times designated
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MINIMUM QUALIFICATIONS

Certification by the Kentucky Education Professional Standards Board

64 College credit hours from an accredited college or university with a 2.45 minimum GPA

Experience working with school-age children

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience working in a diverse work place



NEW: Revised: Submitted:
 09/04/2024 09/03/2024
 08/07/2019 08/06/2019

JOB TITLE:	TEACHER PERMANENT FULL TIME AUXILIARY
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB JOB FAMILY V
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8049
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES

The Teacher Permanent Full Time Auxiliary carries out the duties ~~in the absence of the teacher of record to support programmatic needs~~. Assignment of a Teacher Permanent Full Time Auxiliary is restricted to temporary use ~~during an absence of a teacher or temporarily while a teacher vacancy is being filled~~. Teacher Permanent Full Time Auxiliary positions are assigned to a specific location but expected to fill assignments in other locations as needed. This position 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 interest of students
- Guides the learning process toward the achievement of curriculum goals
- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
- Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
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- 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

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MINIMUM QUALIFICATIONS

~~Kentucky Emergency Substitute Teacher Certification~~ Certification issued by the Kentucky Education Professional Standards Board

64 College credit hours from an accredited college or university with a 2.45 minimum GPA

Experience working with school-age children

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse work place



Revised: 09/04/2024
Submitted: 09/03/2024

JOB TITLE:	TEACHER PERMANENT FULL TIME AUXILIARY
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	JOB FAMILY V
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8049
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES

The Teacher Permanent Full Time Auxiliary carries out the duties to support programmatic needs. Assignment of a Teacher Permanent Full Time Auxiliary is restricted to temporary use. Teacher Permanent Full Time Auxiliary positions are assigned to a specific location but expected to fill assignments in other locations as needed. This position 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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MINIMUM QUALIFICATIONS

Certification issued by the Kentucky Education Professional Standards Board

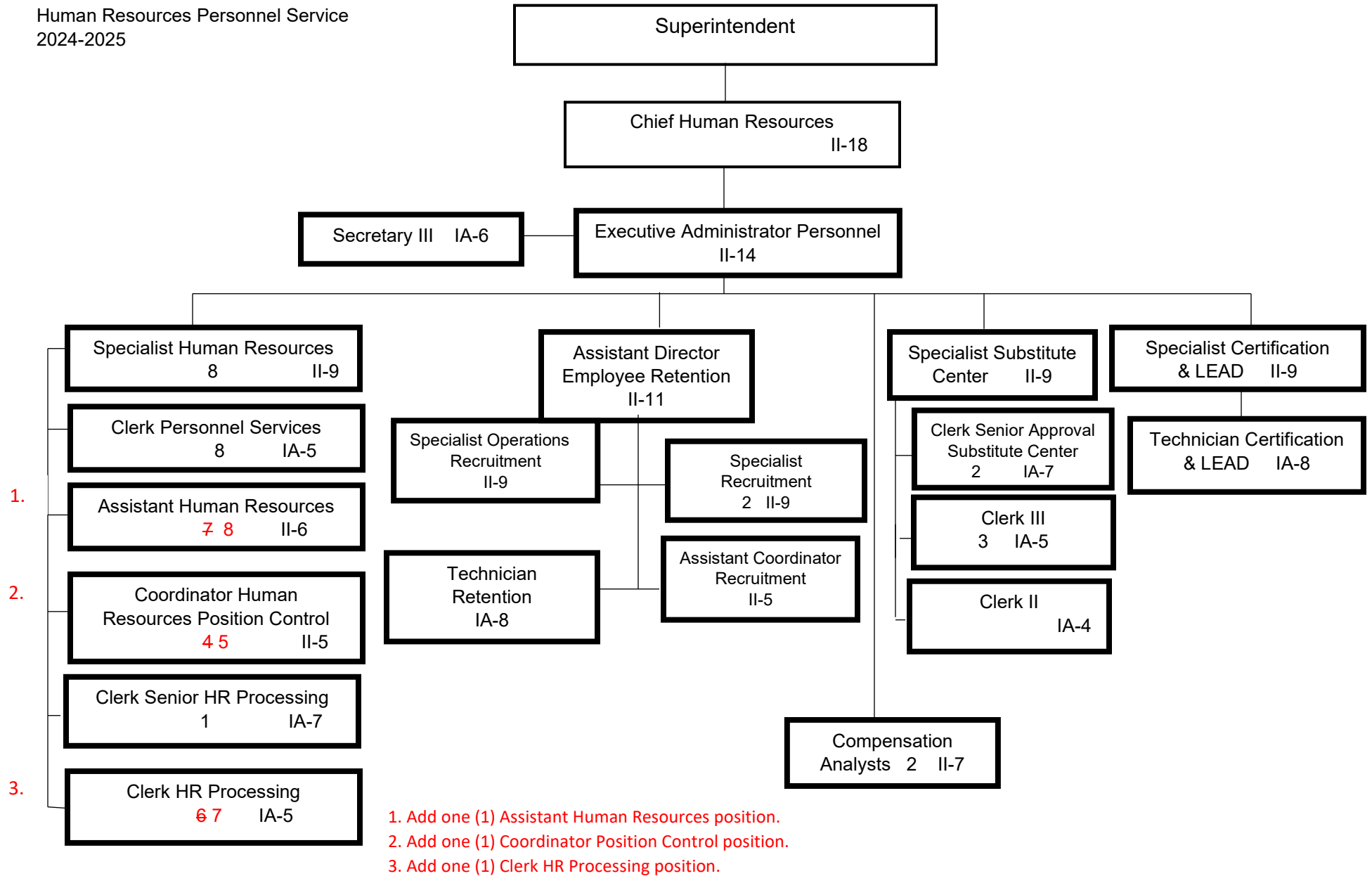
64 College credit hours from an accredited college or university with a 2.45 minimum GPA

Experience working with school-age children

Effective communication skills

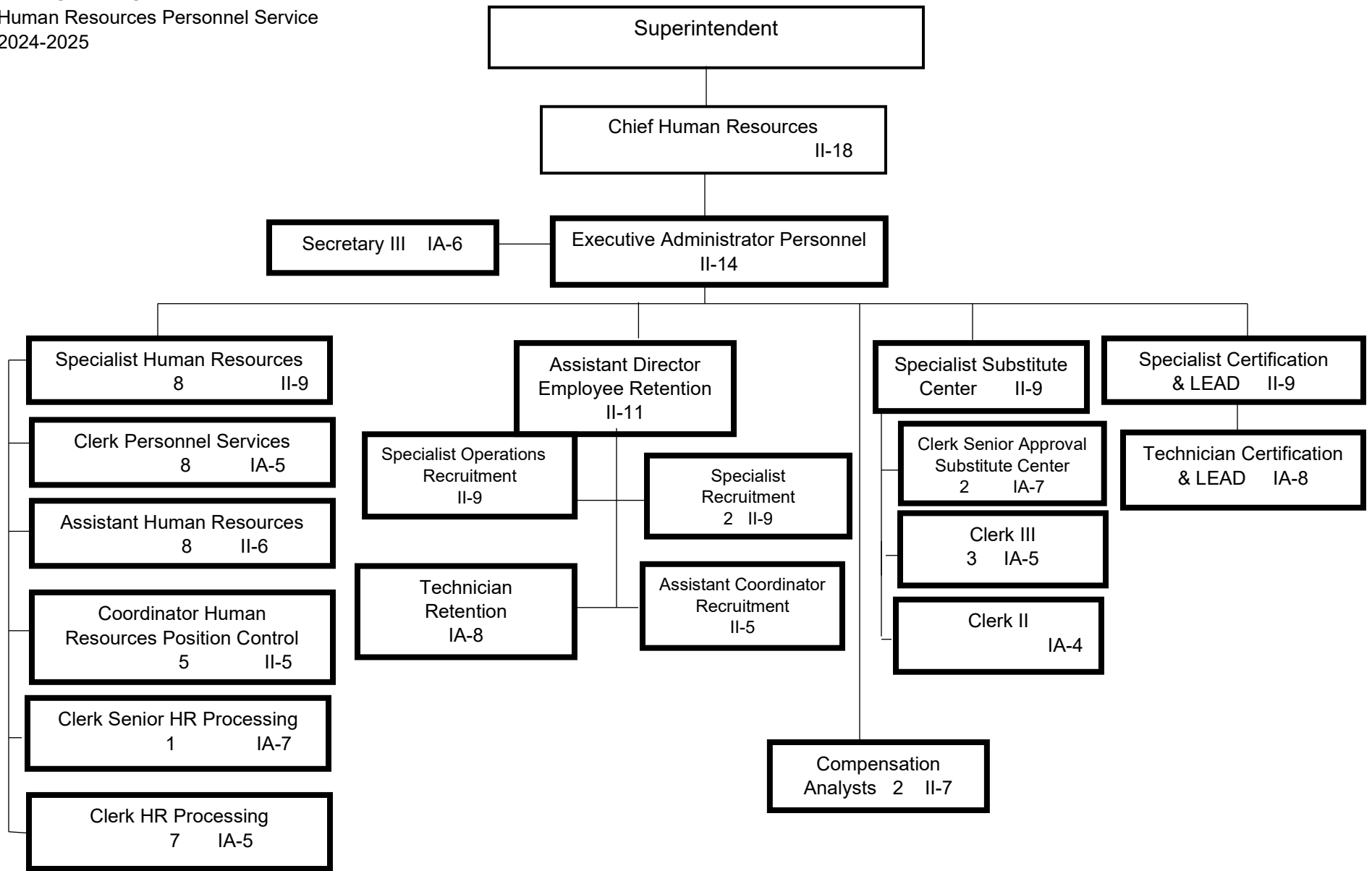
DESIRABLE QUALIFICATIONS

Experience in a diverse work place



Summary:

General Fund Positions: ~~53~~ 56
 Categorical Fund Positions: 0



Summary:

General Fund Positions: 56
 Categorical Fund Positions: 0