



NEW: 07/01/2023
Submitted: 03/28/2023

JOB TITLE:	ASSISTANT TRANSPORTATION DATA
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	7906
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Plan and implement transportation for JCPS special student populations including but not limited to special needs transportation and serve as a liaison between the specified division and the transportation department. Maintain accurate data pertaining to the student's transportation needs according to requirements.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Receives, process requests and resolve needs for special population transportation according to district requirements
- Communicates with families, schools and bus compounds verifying contact information as well as transportation address is accurate
- Compiles and input data to maintain compliance with local, state and federal requirements
- Notifies bus compounds, schools, families of transportation method for students as assigned by the division
- Point of contact with outside agencies hired by JCPS to transport special populations as assigned by the division
- Researches and establishes transportation for special student populations participating in after school programs and summer programs
- Collaborates with division leadership in coordinating transportation for students
- Assists in compiling transportation reports on an as needed basis
- Maintains record of transportation requirements pertaining to student's safety according to district requirements
- Completes all training and other compliance requirements as assigned by the designated deadline
- Coordinates, plan, and secure facility agreements to ensure adequate space for project, program or activity
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

- High School diploma or higher
- Effective technology platform integration

Ability to work cooperatively with others
Knowledge of local, state, and federal transportation guidelines
Three (3) years experience involving record keeping and computer usage
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in special population transportation
Experience in a diverse workplace



NEW:
09/25/2024

Submitted:
09/24/2024

JOB TITLE:	SPONSOR MIDDLE/HIGH SCHOOL HISPANIC STUDENT UNION
DIVISION	DIVERSITY, EQUITY, AND POVERTY DIVISION
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CERA, CLAX, PARA

SCOPE OF RESPONSIBILITIES

Serves as Hispanic Student Union sponsor and reports to the principal.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Promotes all HSU activities in the school and community
- Plans and assists in all HSU meetings, events and programs
- Organizes and supervises all meetings, events and programs
- Facilitates discussion with the Hispanic Student Union about student leadership around ethnicity, race, and racism to empower students
- Assists HSU in leading ethnicity, race, and equity initiatives in the community
- Remains informed of all rules and regulations established for participation in JCPS
- 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.

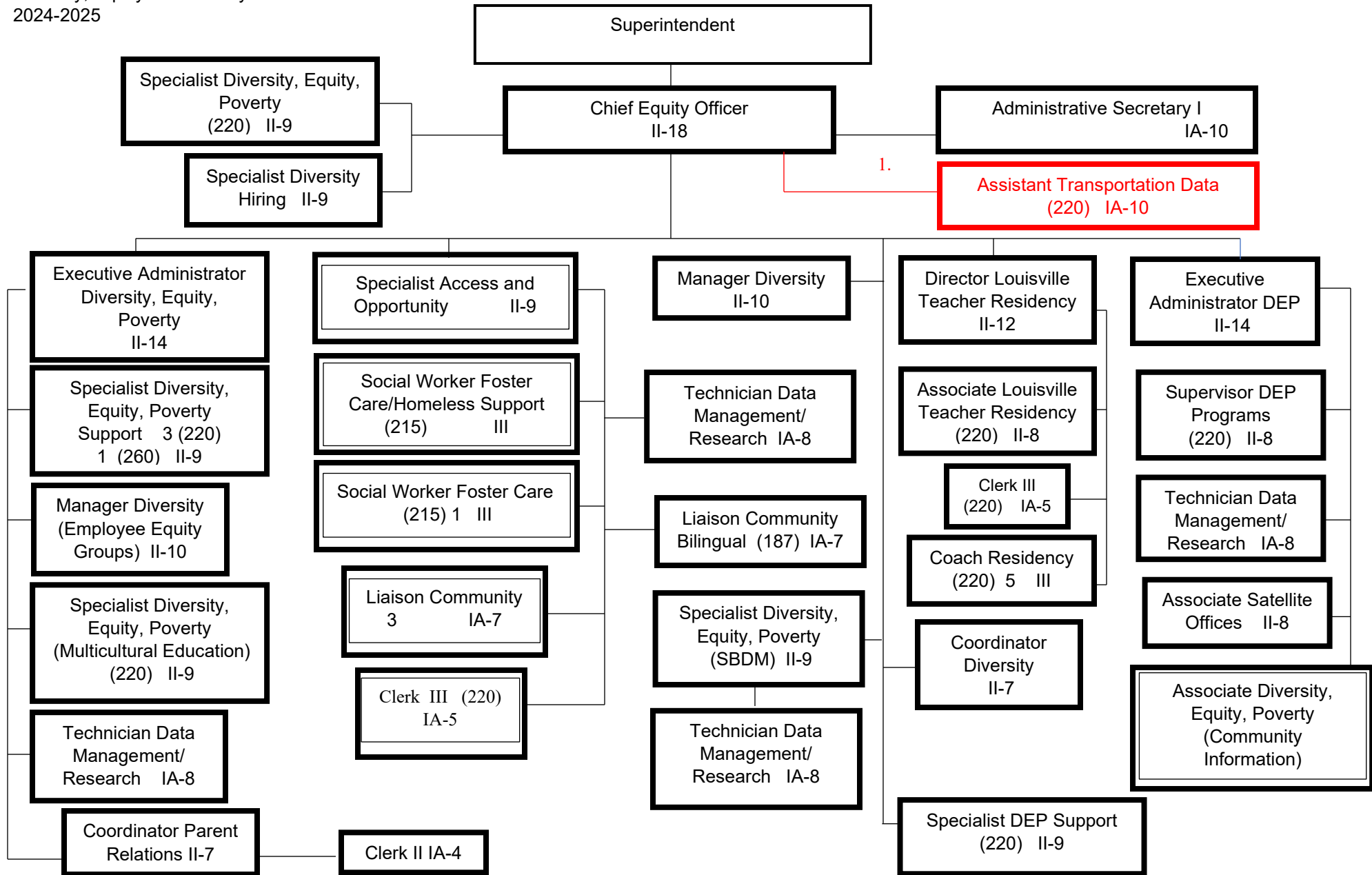
This position requires the following physical activities occasionally (up to 50% of the workweek): balancing, crawling, feeling, grasping, lifting up to 50 pounds, pulling up to 50 pounds, and pushing up to 50 pounds. The following physical activities are required frequently (up to 75% of the workweek): 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

- Minimum of 64 (sixty-four) semester hours of credit from an accredited college
- Effective organizational skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



Summary:

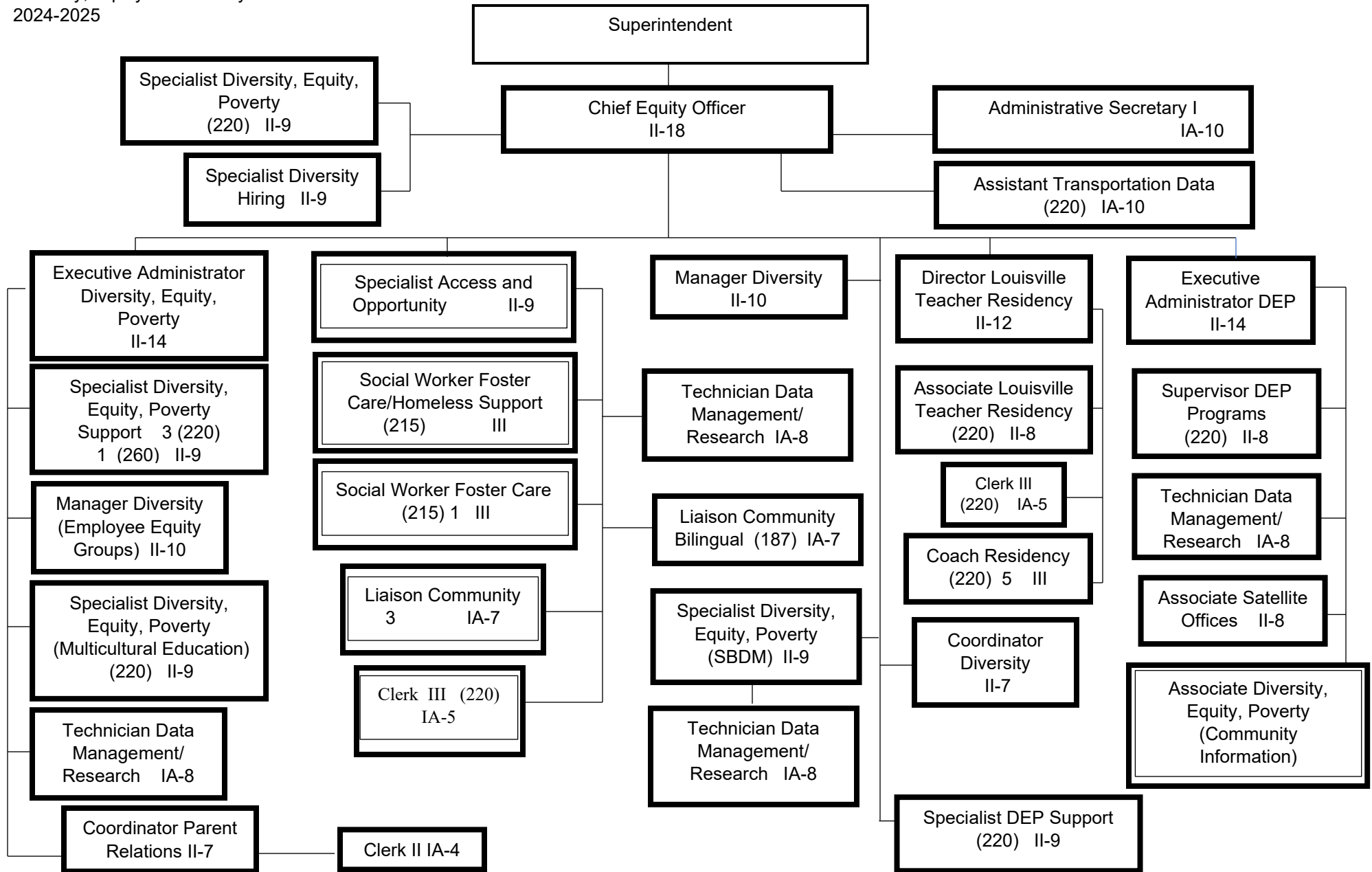
1. Add one (1) Assistant Transportation Data position

General Fund Positions: ~~34~~ 32

Categorical Fund Positions: 8

Submitted: 08/20/2024 09/24/2024

Effective: 08/21/2024 09/25/2024



Summary:

General Fund Positions: 32
 Categorical Fund Positions: 8