



NEW: 11/13/2024
Submitted: 11/12/2024

JOB TITLE:	EXECUTIVE ADMINISTRATOR FOR CHOICE ZONE
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to assist Principals and school leadership teams in the implementation of evidence-based strategies to support and coordinate school accelerated improvement strategies in Choice Zone Schools. Assists the Assistant Superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of school accelerated improvement. Assists Assistant Superintendent and other District staff in evaluations of programs and strategies designed to promote school accelerated improvement for Choice Zone.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coaches principals in schools to achieve higher achievement levels for students with particular attention paid to closing the achievement and opportunity gaps
- Focuses on using multiple sources of data to assist principals in determining strategies to support student success; identifying professional development needs based on data indicating schools' needs in the accelerated improvement process
- Supports and assists planning professional development and helps school leaders address academic and other challenges to support success in the accelerated improvement process
- Engages in meaningful dialogue with Principals to address instructional, social and emotional, and other needs of students and families
- Completes performance evaluations of Principals as requested by Assistant Superintendent
- Supports parents, students, and families in resolving conflicts
- Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning
- Identifies recurring obstacles to student success through the study of common causes of problems and works with school leadership to address these problems with particular attention to the achievement and opportunity gaps
- Collaborates with District staff to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps in the Choice Zone
- Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs and school turnaround
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25%) of the workweek: balancing, crawling, crouching, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): bending, climbing, driving, feeling, grasping, lifting up to 20 pounds, pulling up to 20 pounds, and pushing up to 20 pounds, hearing, reaching, standing, talking, and walking 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

Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)

Five (5) years of successful administrative experience

Three (3) years of successful experience as a teacher

Experience in the evaluation of classroom teachers

Experience leading diverse groups of people

Effective communication skills

Valid driver's license

DESIRABLE QUALIFICATIONS

Successful experience as a principal

Leadership experience in implementing programs in a school District

Experience in a diverse workplace



JOB TITLE:	SPECIALIST SCHOOL BUSINESS PARTNERSHIPS
DIVISION	ACADEMIC SERVICES SCHOOLS
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8035
BARGAINING UNIT:	CLAS

NEW: Revised: Submitted:
 11/13/2024 11/12/2024
 07/01/2019 05/14/2019

SCOPE OF RESPONSIBILITIES

Leads and coordinates projects, programs and systems to strengthen, expand, and support JCPS school and business partnerships for the purpose of enhancing the educational opportunities, inform instructional practices, and increase student achievement.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Evaluates effectiveness of Academies of Louisville School Business Partnerships and ensures partnership activities, programs, or projects are having an impact on student achievement

Develops, establishes or administers an onboarding protocol around developing and strengthening school and business partnerships

Serves as liaison with other units, departments or outside agencies as required for developing and strengthening school, business, and community partnerships to support student achievement

Supports the expansion of work based learning opportunities and collaborates with instructional leads to build a robust career pathway co-op, apprenticeship, and internship system

Maintains communication and works closely with District staff, local school staff and the community regarding school, business, and community partnerships

Prepares reports and maintains records and documentation to track school and business partnerships in terms of time, talent, and investment to schools

Accumulates and researches data, documents and other pertinent information as required

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment

Design and develop the partnership process and system for partnerships between local businesses and Academy of Louisville Schools that provides equitable access for all students to relevant learning opportunities connected to their career pathway

Develop a recruitment system with community partners (GLS, KY Works) and serve as lead recruiter to grow Academy of Louisville school, community, and business partnerships

Provide ongoing support and opportunities for learning to business partners including but not limited to training session, evaluation processes online platform for sharing information, and tracking of investment from business partners

Work with JCPS Instructional Leads to provide support to teachers and administrators on best ways to engage and leverage business partners to improve student success

Serve as the primary liaison between the JCPS Office of Transition Readiness and GLI/KentuckianaWorks for efforts on workforce and talent development (Guiding Team, Industry Collaboratives, KWIB alignment, etc.)

Facilitate bi-weekly Academy Coach meetings including logistics, agenda, and follow-up

Liaison to the Summer Works initiative

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.~~

This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

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MINIMUM QUALIFICATIONS

Bachelor's Degree
Successful leadership experience
Experience with creating and maintaining partnerships with local business and organizations
Effective communication skills
Valid driver's License

DESIRABLE QUALIFICATIONS

Master's Degree or higher
Kentucky Professional Certification in Administration and/or Supervision
Experience in a diverse workplace



JOB TITLE:	SPECIALIST SCHOOL BUSINESS PARTNERSHIPS
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8035
BARGAINING UNIT:	CLAS

Revised: 11/13/2024
Submitted: 11/12/2024

SCOPE OF RESPONSIBILITIES

Leads and coordinates projects, programs and systems to strengthen, expand, and support JCPS school and business partnerships for the purpose of enhancing the educational opportunities, inform instructional practices, and increase student achievement.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Evaluates effectiveness of Academies of Louisville School Business Partnerships and ensures partnership activities, programs, or projects are having an impact on student achievement

Develops, establishes or administers an onboarding protocol around developing and strengthening school and business partnerships

Serves as liaison with other units, departments or outside agencies as required for developing and strengthening school, business, and community partnerships to support student achievement

Supports the expansion of work based learning opportunities and collaborates with instructional leads to build a robust career pathway co-op, apprenticeship, and internship system

Maintains communication and works closely with District staff, local school staff and the community regarding school, business, and community partnerships

Prepares reports and maintains records and documentation to track school and business partnerships in terms of time, talent, and investment to schools

Accumulates and researches data, documents and other pertinent information as required

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment

Design and develop the partnership process and system for partnerships between local businesses and Academy of Louisville Schools that provides equitable access for all students to relevant learning opportunities connected to their career pathway

Develop a recruitment system with community partners (GLS, KY Works) and serve as lead recruiter to grow Academy of Louisville school, community, and business partnerships

Provide ongoing support and opportunities for learning to business partners including but not limited to training session, evaluation processes online platform for sharing information, and tracking of investment from business partners

Work with JCPS Instructional Leads to provide support to teachers and administrators on best ways to engage and leverage business partners to improve student success

Serve as the primary liaison between the JCPS Office of Transition Readiness and GLI/KentuckianaWorks for efforts on workforce and talent development (Guiding Team, Industry Collaboratives, KWIB alignment, etc.)

Facilitate bi-weekly Academy Coach meetings including logistics, agenda, and follow-up

Liaison to the Summer Works initiative

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

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MINIMUM QUALIFICATIONS

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|---|
| Bachelor's Degree |
| Successful leadership experience |
| Experience with creating and maintaining partnerships with local business and organizations |
| Effective communication skills |
| Valid driver's License |

DESIRABLE QUALIFICATIONS

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| Master's Degree or higher |
| Kentucky Professional Certification in Administration and/or Supervision |
| Experience in a diverse workplace |



NEW: 11/13/2024
REVISED: 07/01/2024
 Submitted: 11/12/2024
 04/16/2024

JOB TITLE:	MENTAL HEALTH PRACTITIONER
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8229
BARGAINING UNIT:	CLA1

SCOPE OF RESPONSIBILITIES

Promotes the mental health wellness of students by assuming responsibility for providing evidence-based interventions at the individual and group level, engaging families, coordinating with community partners, and providing training, collaboration and consultation for school personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides evidence-based and school-based mental health interventions (e.g., counseling) for students with moderate to severe mental health needs based on identified risk factors and universal screenings (e.g. anxiety, bullying, anger management, suicide prevention)
- Collaborates with school-based administrators to prioritize individual school needs based on needs assessment and data
- Obtains District-level Trauma Informed Care trainings and acts as the lead support for TIC in assigned school(s)
- Participates in school-based committees for attendance and behavioral or mental health support as an active collaborator in the development of interventions
- Coordinates with appropriate school, District, and community partners to ensure comprehensive services delivery
- Promotes family engagement by providing parent support groups, family collaboration meetings, and home visits
- Obtains District-based crisis team training and actively participates on the District crisis team
- Provides acute crisis support to students
- Performs record-keeping and internal and external reporting tasks in a timely and objective manner
- Increases knowledge in culturally responsive practices and utilize these practices when working with students
- Attends all monthly Mental Health Practitioner meetings
- Serves as a provider for the related services of counseling on Individual Education Program (IEP) when appropriate, maintain all documentation required by IDEA, and attends Admissions and Release Committee (ARC) meetings when necessary
- Completes required training to maintain professional licensure
- Adheres to all District and professional ethical guidelines and standards
- 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 various worksites throughout JCPS based on caseload/programmatic assignment

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

One of the following credentials, licenses, or permits: KY (EPSB) credential in School Social Work, School Counseling, or School Psychology; or Fully Kentucky Licensed Professional **Clinical** Counselor; or Licensed Clinical Social Worker; or KY Licensed Marriage and Family Therapist; or Licensed Professional Art Therapist; or Kentucky Licensed Clinical Psychologist.

Ability to work well with people

Effective communication skills

DESIRABLE QUALIFICATIONS

Three (3) years of successful experience providing mental health and/or behavioral support with school-aged children

Experience in crisis intervention and counseling

Experience working with children exposed to trauma

Experience in a diverse workplace



Revised: 11/13/2024
Submitted: 11/12/2024

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DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	III
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JOB CLASS CODE:	8229
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Ability to work well with people

Effective communication skills

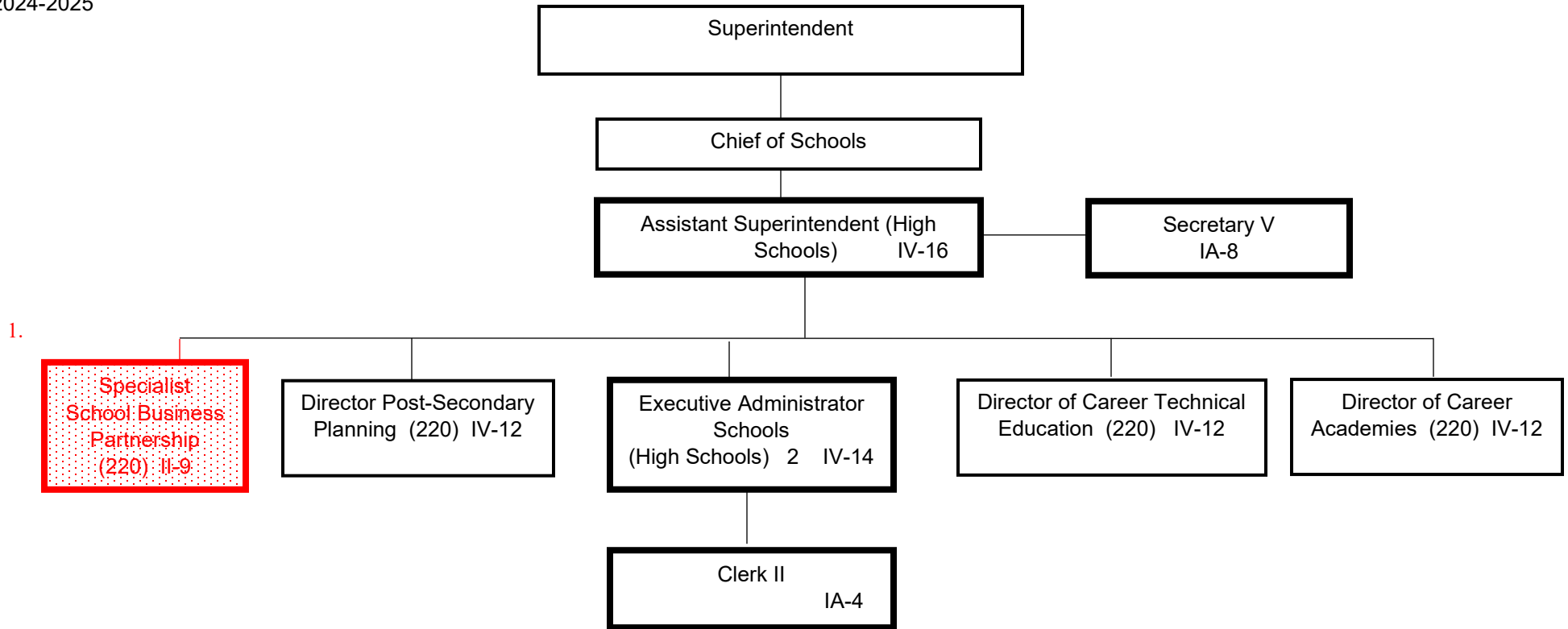
DESIRABLE QUALIFICATIONS

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Experience in crisis intervention and counseling

Experience working with children exposed to trauma

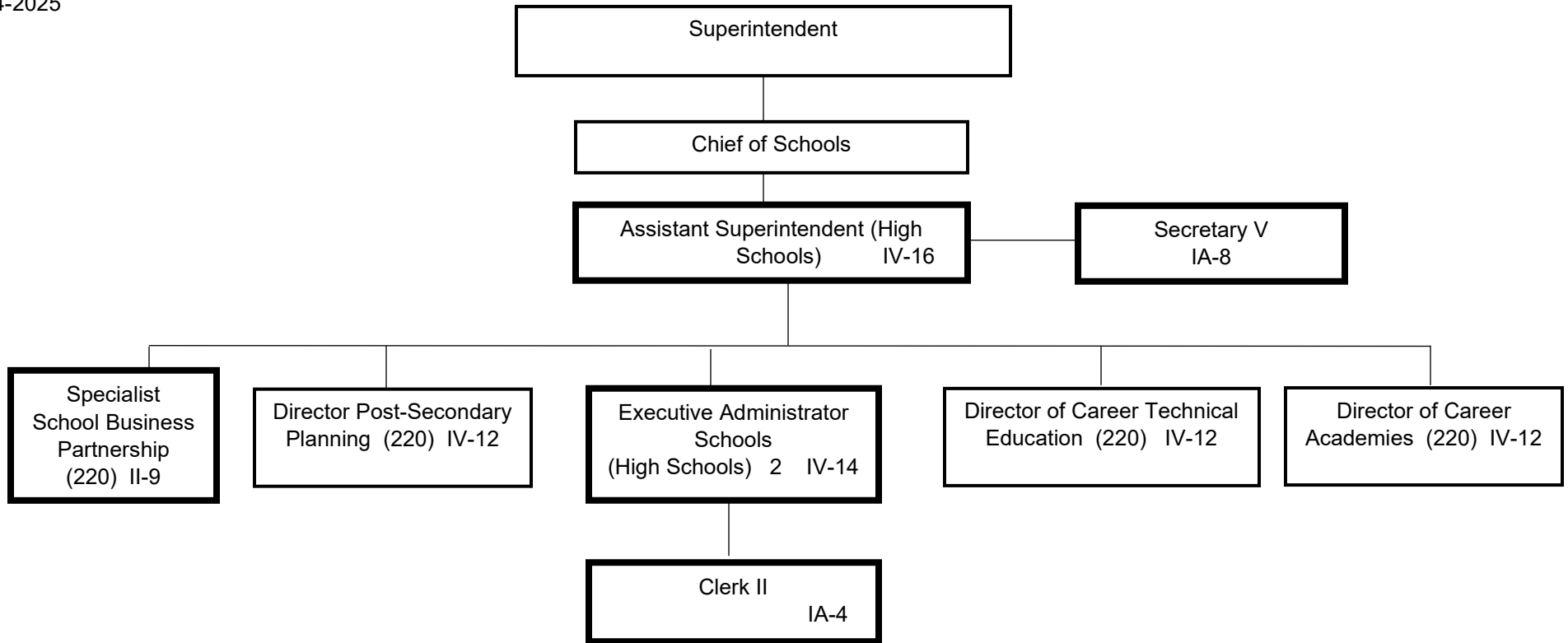
Experience in a diverse workplace



1. Change reporting relationship from Director Career Technical Education to Assistant Superintendent (High Schools)

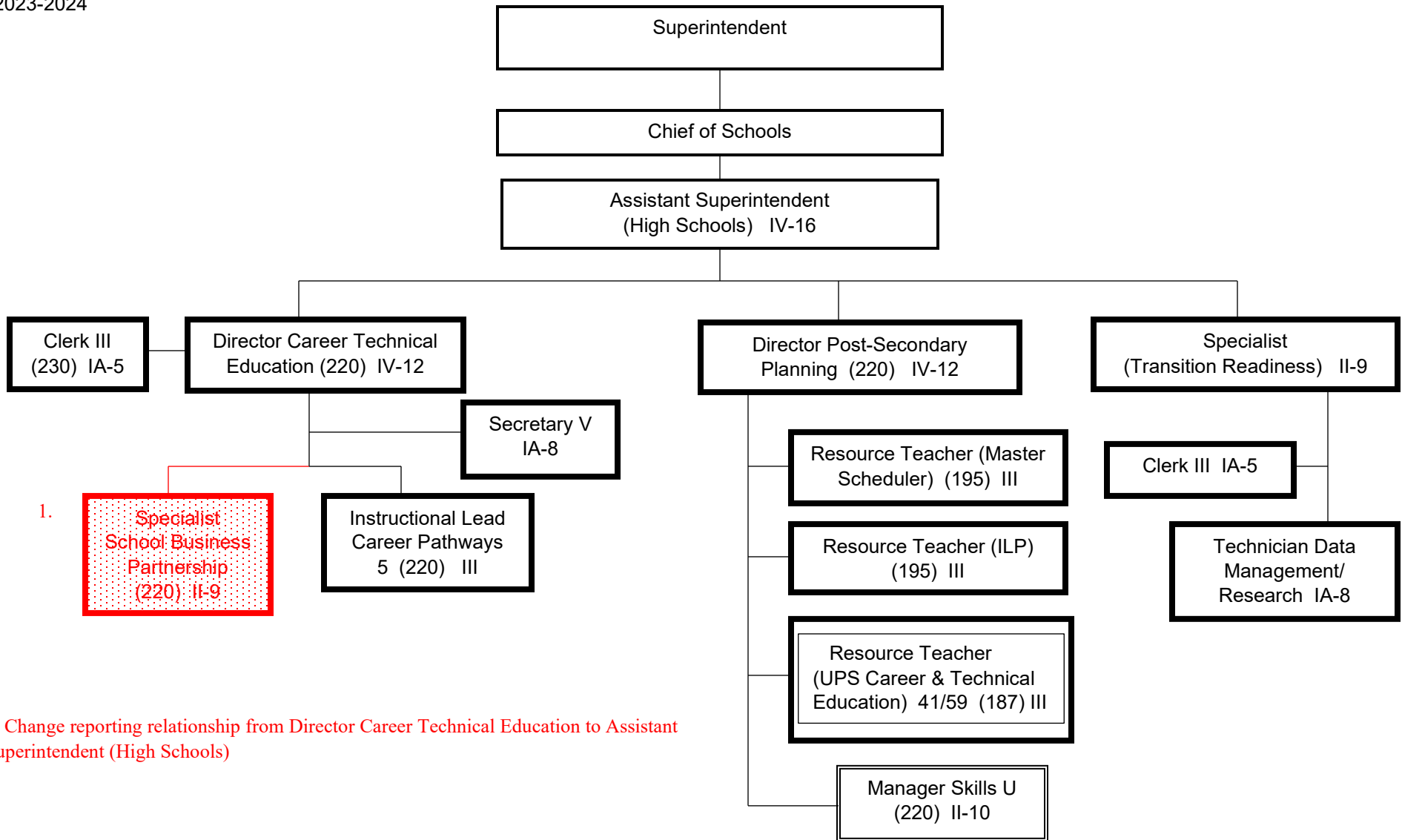
Summary:

General Fund Positions: ~~4~~ 5
Categorical Fund Positions: 0



Summary:

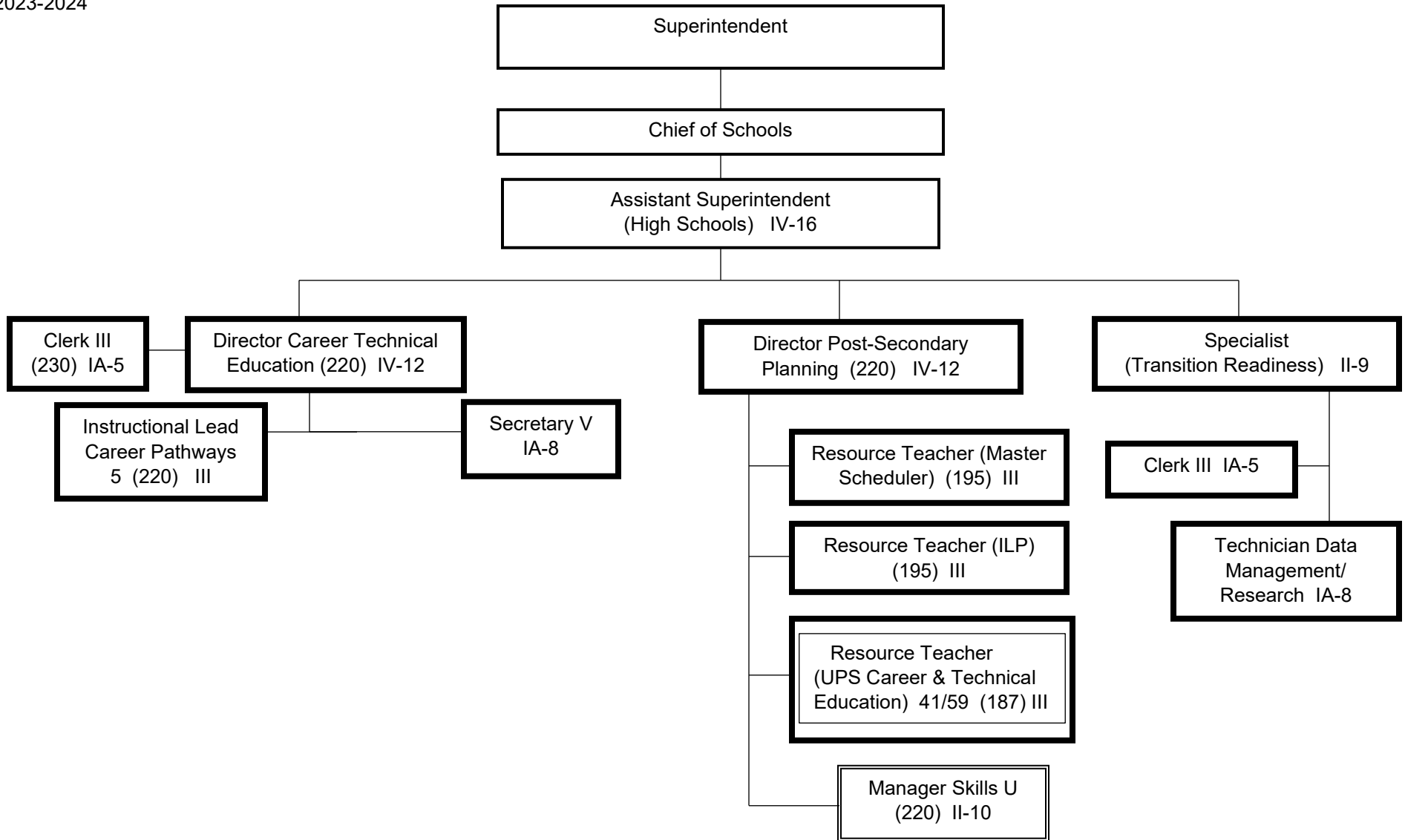
General Fund Positions: 5
Categorical Fund Positions: 0



1. Change reporting relationship from Director Career Technical Education to Assistant Superintendent (High Schools)

Summary:

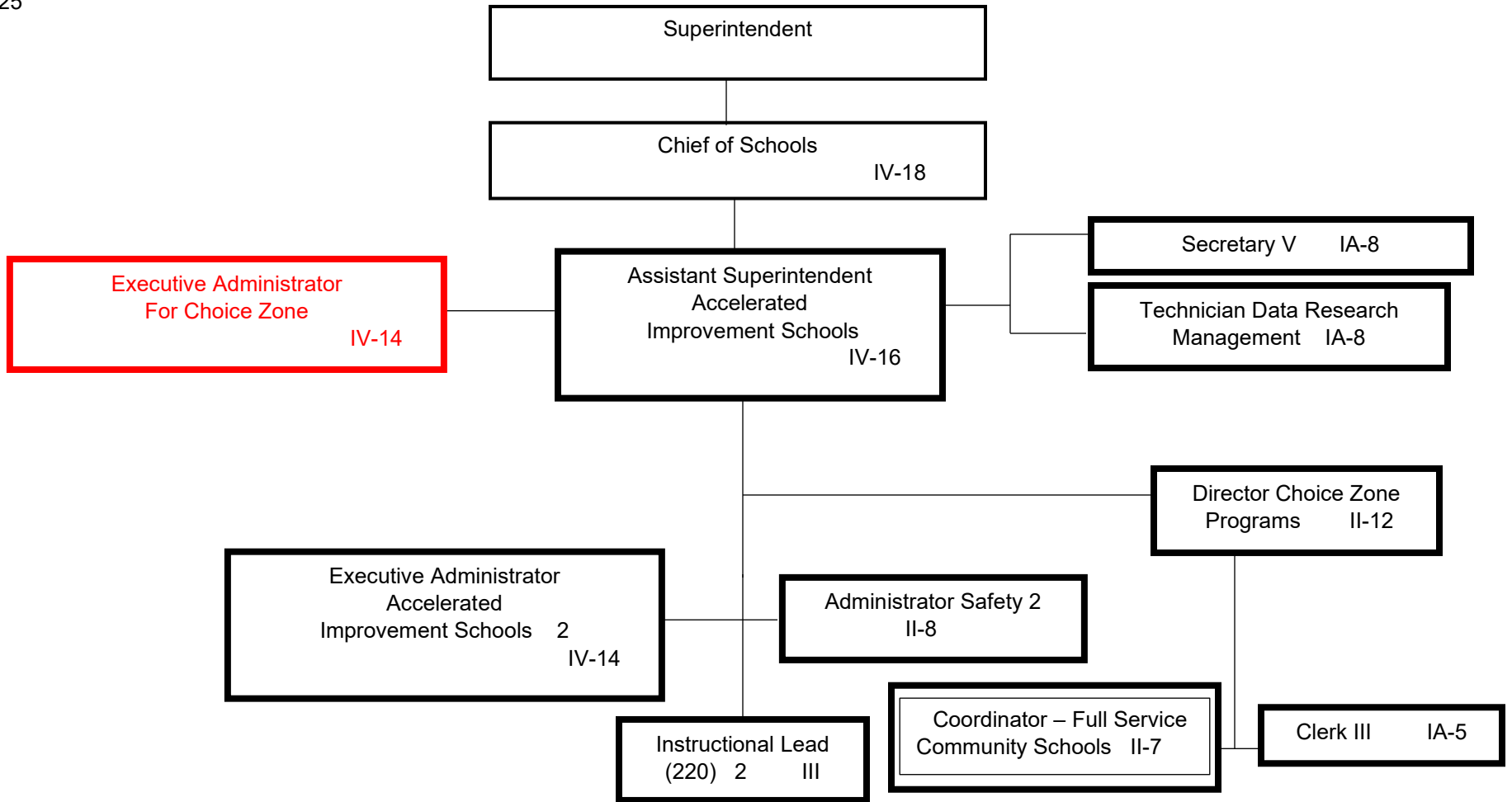
General Fund Positions: ~~15~~ 14
 Categorical Fund Positions: 1



Summary:

General Fund Positions: 14
 Categorical Fund Positions: 1

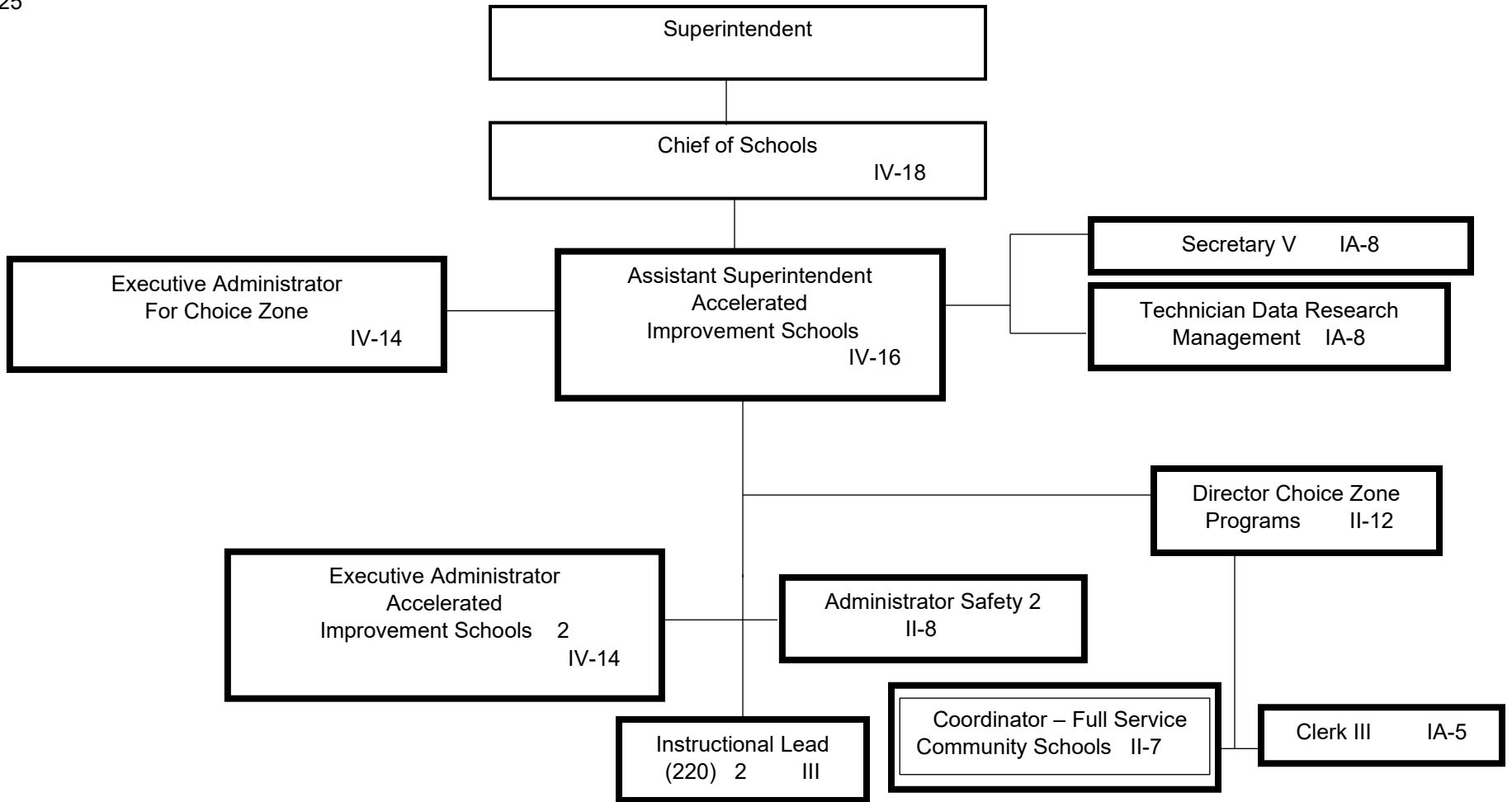
1.



1. Add one Executive Administrator For Choice Zone

Summary:

General Fund Positions: 11
 Categorical Fund Positions: 1



Summary:

General Fund Positions: 12
 Categorical Fund Positions: 1