



NEW: 03/19/2025 Submitted: 03/18/2025

JOB TITLE:	ACADEMIC SPECIALIST EXTENDED LEARNING
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Works closely with the Director of Student Learning and Extended Programs on projects that involve internal and external/community partners. Plans, organizes, and executes programs and projects related to Extended Learning. Provides instructional support to school-based Extended School Services Coordinators and administrators; assists in ESS planning, implementation, evaluation and monitoring; assists in planning, developing, implementing professional learning for school based personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Partners with staff assigned to academic departments to achieve goals of the department

Identifies needs in the area of academics and works with internal and external partners to address those needs

Assists Principals, school leadership teams, and other school based personnel to expand their repertoire of extended learning opportunities

Collaborates with community partners

Identifies extended learning needs from various stakeholder groups and works to create opportunities for extended learning in various formats (e.g., in-person; on-line etc.) throughout the year

Works with appropriate personnel to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Assists in the planning, implementation and evaluation of ESS and other extended learning programs

Collects, compiles and analyzes ESS and other extended learning concerns

Assists in planning, developing and implementing ESS and extended learning professional learning and support

Works with appropriate personnel to resolve ESS and extended learning concerns

Assists in monitoring ESS for compliance with Title 1 legislation and guidelines

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

This work is conducted 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

Master's degree with KY certification in Administration and/or Supervision (Principal Certification)

Three (3) years of successful teaching experience at the appropriate level

Experience delivering and planning professional learning

Three (3) years of successful teaching experience at the appropriate level

Experience delivering and planning professional learning

Successful leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful experience as an administrator

Demonstrated ability to work with a wide range of people in different roles

Experience in a diverse workplace



REVISED: Submitted:
 03/19/2025 03/18/2025
 07/01/2024 05/28/2024

JOB TITLE:	COORDINATOR FEDERAL PROGRAMS ACADEMICS
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8777
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Provides programmatic support to schools and District departments; assists in planning, implementation, evaluation, and monitoring of Title I, II and Title IV programs; **collaborates with schools and other district departments to ensure federal compliance documents and procedures are maintained**; researches evidence-based practices that can be used in schools to improve **student achievement parent and family engagement**; assists with the planning and coordination of extended learning programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supports schools and district departments in program planning, implementation, and evaluation of federal and extended learning programs

Assists in planning, developing, and implementing professional development and/or trainings

Provides technical expertise for school and District office staff in implementing Title II and Title IV programs

Consults with personnel at schools and District offices on selection, implementation, and evaluation of instructional programs and services

Collects, compiles, and analyzes school and District data

Disseminates information about federal programs as appropriate

Assists in monitoring compliance with Title II and Title IV legislation and guidelines

Assists in the planning, coordination, and implementation of extended learning programs

Assists schools with **effective planning to utilize Title I Parent & Family Engagement funds to the** support of parent and family engagement programs

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 regular reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted 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
Associate's degree
Ability to conduct research, maintain accurate records, and meet established deadlines
Ability to work successfully with a variety of programs
Effective written and verbal communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree
Experience with federal or state programs
Demonstrated leadership ability
Experience with continuous improvement planning
Experience in a diverse workplace



REVISED: 03/19/2025
Submitted: 03/18/2025

JOB TITLE:	COORDINATOR FEDERAL PROGRAMS
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8777
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Provides programmatic support to schools and District departments; assists in planning, implementation, evaluation, and monitoring of Title I, II and Title IV programs; collaborates with schools and other district departments to ensure federal compliance documents and procedures are maintained; researches evidence-based practices that can be used in schools to improve parent and family engagement; assists with the planning and coordination of extended learning programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supports schools and district departments in program planning, implementation, and evaluation of federal and extended learning programs

Assists in planning, developing, and implementing professional development and/or trainings

Provides technical expertise for school and District office staff in implementing Title II and Title IV programs

Consults with personnel at schools and District offices on selection, implementation, and evaluation of instructional programs and services

Collects, compiles, and analyzes school and District data

Disseminates information about federal programs as appropriate

Assists in monitoring compliance with Title II and Title IV legislation and guidelines

Assists in the planning, coordination, and implementation of extended learning programs

Assists schools with effective planning to utilize Title I Parent & Family Engagement funds to support of parent and family engagement programs

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 regular reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted 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
Associate's degree
Ability to conduct research, maintain accurate records, and meet established deadlines
Ability to work successfully with a variety of programs
Effective written and verbal communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree
Experience with federal or state programs
Demonstrated leadership ability
Experience with continuous improvement planning
Experience in a diverse workplace



REVISED: Submitted:
 03/19/2025 03/18/2025
 03/27/2024 03/26/2023

JOB TITLE:	COORDINATOR OF PROFESSIONAL DEVELOPMENT AND LEARNING
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	I I, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8294
BARGAINING UNIT:	CLAS CLAP

SCOPE OF RESPONSIBILITIES

Provides technical assistance to the District's instructional and classified staff in the area of Professional Learning involving the development, monitoring and implementation of high quality professional learning systems.
 Controls the Center for Professional Learning booking system and provides on-site PD support.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works closely with the Professional Development Office and other JCPS departments in developing and implementing high quality professional learning experiences and systems

~~Works in conjunction with the site lead to ensure day to day functioning of the CPL site and other Academics Professional Learning initiatives~~

Provides professional learning and technical assistance to department and school staff on various topics, on the professional learning platforms, and other areas ~~related to staff growth~~ related to assignment

Provides professional learning for classified staff ~~and other staff as directed~~ and trains district users in specific applications

Meets with the professional learning department and other departments regularly to monitor effectiveness of professional learning systems

Maintains and develops accurate records on JCPS professional learning and provides data and reports to appropriate personnel

~~Evaluates effectiveness of professional learning systems within JCPS~~

Manages the PDL email and call center and Center for Professional Learning booking systems

~~Provides technical assistance to District and school staff in the use of professional learning platforms and other areas of assignment~~

Maintains hardware and CPL inventory, conducting purchasing as needed

Monitors activity within the CPL and on campus grounds, reporting all incidents to the site lead

Assures compliance with local, state and federal regulations and procedures related to areas of assignment

Researches past and current practices in professional learning and integrates research in areas of responsibility

Completes support tasks including but not limited to payroll, requisitions, purchasing, inventory, event setup and clean up

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 the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted 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 in area of responsibilities~~

~~Three (3) years of experience in area of assignment~~

~~One (1) year successful experience in administration/supervision~~

Effective communication skills and ability to work well in a team setting

High School Diploma or G.E.D.

Ability to provide support with operating technology

Ability to work outside of a typical workday and weekends, as needed

DESIRABLE QUALIFICATIONS

Experience in working with different age groups

~~Experience in working with community organizations and agencies~~

Experience in planning, developing and conducting professional learning sessions

Experience in a diverse workplace



REVISED: 03/19/2025
Submitted: 03/18/2025

JOB TITLE:	COORDINATOR OF PROFESSIONAL DEVELOPMENT AND LEARNING
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	I I, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8294
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Provides technical assistance to the District's instructional and classified staff in the area of Professional Learning involving the development, monitoring and implementation of high quality professional learning systems. Controls the Center for Professional Learning booking system and provides on-site PD support.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works closely with the Professional Development Office and other JCPS departments in developing and implementing high quality professional learning experiences and systems

Works in conjunction with the site lead to ensure day to day functioning of the CPL site and other Academics Professional Learning initiatives

Provides professional learning and technical assistance to department and school staff on various topics, on the professional learning platforms, and other areas related to assignment

Provides professional learning for classified staff and trains district users in specific applications

Meets with the professional learning department and other departments regularly to monitor effectiveness of professional learning systems

Maintains and develops accurate records on JCPS professional learning and provides data and reports to appropriate personnel

Manages the PDL email and call center and Center for Professional Learning booking systems

Maintains hardware and CPL inventory, conducting purchasing as needed

Monitors activity within the CPL and on campus grounds, reporting all incidents to the site lead

Assures compliance with local, state and federal regulations and procedures related to areas of assignment

Researches past and current practices in professional learning and integrates research in areas of responsibility

Completes support tasks including but not limited to payroll, requisitions, purchasing, inventory, event setup and clean up

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 the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted 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

Effective communication skills and ability to work well in a team setting

High School Diploma or G.E.D.

Ability to provide support with operating technology

Ability to work outside of a typical workday and weekends, as needed

DESIRABLE QUALIFICATIONS

Experience in working with different age groups

Experience in planning, developing and conducting professional learning sessions

Experience in a diverse workplace



~~NEW:~~ Revised: Submitted:
 03/19/2025 03/18/2025
 04/21/2021 04/20/2021

JOB TITLE:	EXECUTIVE ADMINISTRATOR TEACHING AND LEARNING
DIVISION	ACADEMICS SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8741
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinates and assists the Assistant Superintendents of ~~Teaching and Learning Academics~~ by providing leadership ~~for in the planning, and development and instructional resources in~~ of district initiatives and curricular resources to enhance professional learning; and support federal programs including Title ~~1I, 2II, and 4IV, Gifted and Talented, Teacher leader Development initiatives and Library Media Services.~~ Collaborates with district leadership to ~~determine district and school academic instructional~~ assess academic and professional learning needs and for ongoing ~~plans for~~ support. Provides leadership to insure the district ~~in-complying compliance~~ with applicable federal and state regulations ~~as-applicable to~~ in areas of supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides ~~direction to lead the development, monitoring, and revising of a comprehensive plan for adequate and~~ instructional leadership and oversight regarding district-adopted high quality instructional resources (HQIRs) and supports equitable access ~~of recommended district curriculum, for all~~ instructional resources and assessments

Provides leadership to district leaders, ~~instructional coaches resource teachers, and~~ schools ~~staffs~~ to support effective instructional practices

Provides leadership to design, develop and/or recommend instructional approaches, resources and tools to support teachers in the design and implementation

~~Cooperates and maintains effective systems used to determine the impact of the Teaching and Learning staff, continually monitoring to ensure supports are provided equitably to schools~~
 Works with Assistant Superintendents and content specialists to determine resource needs to support school level work

~~Identifies curricular and instructional needs based on data indicating academic supports~~
 Works with others in the department to lead continuous improvement efforts that will reduce achievement and opportunity gaps

Manages and oversees all Title I, II and IV funding streams designed to support schools, District priorities, goals and strategic plans

Assists with the implementation of Professional Learning Communities in the schools by providing the necessary tools and professional development as needed

Cooperates and coordinates with other organizational departments, Executive Administrators and principals to implement ~~the~~ common goals

Supervises, directs, and coordinates the work of staff and committees as assigned

Provides instructional assistance to district and school staff to obtain information regarding the effectiveness of assigned programs, activities and systems work

Assures compliance with local, state and federal regulations and procedures related to research and program evaluation

Assures compliance with Board Goals and Administrative Objectives related to research and program evaluation

Completes all trainings and other compliance requirements as assigned by the designated deadline
Evaluates staff as assigned
Performs other duties as assigned by supervisor

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.~~

This work is conducted 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

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

Five (5) years of successful administrative experience

Experience in evaluation

Experience with Professional Learning Communities

Experience leading diverse groups of people

Effective writing and communication skills

Understanding of systems management

DESIRABLE QUALIFICATIONS

Leadership experience in implementing programs in a school district

Experience in a diverse workplace



JOB TITLE:	EXECUTIVE ADMINISTRATOR
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8741
BARGAINING UNIT:	CERX

Revised: 03/19/2025
Submitted: 03/18/2025

SCOPE OF RESPONSIBILITIES

Coordinates and assists the Assistant Superintendents of Academics by providing leadership in the planning and development of district initiatives and curricular resources to enhance professional learning, and support federal programs including Title I, II, and IV. Collaborates with district leadership to assess academic and professional learning needs for ongoing support. Provides leadership to insure district compliance with applicable federal and state regulations in areas of supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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- Provides instructional leadership and oversight regarding district-adopted high quality instructional resources (HQIRs) and supports equitable access for all instructional resources and assessments
- Provides leadership to district leaders, instructional coaches, and schools to support effective instructional practices
- Provides leadership to design, develop and/or recommend instructional approaches, resources and tools to support teachers in the design and implementation
- Works with Assistant Superintendents and content specialists to determine resource needs to support school level work
- Works with others in the department to lead continuous improvement efforts that will reduce achievement and opportunity gaps
- Manages and oversees all Title I, II and IV funding streams designed to support schools, District priorities, goals and strategic plans
- Assists with the implementation of Professional Learning Communities in the schools by providing the necessary tools and professional development as needed
- Cooperates and coordinates with other organizational departments, Executive Administrators and principals to implement common goals
- Supervises, directs, and coordinates the work of staff and committees as assigned
- Provides instructional assistance to district and school staff to obtain information regarding the effectiveness of assigned programs, activities and systems work
- Assures compliance with local, state and federal regulations and procedures related to research and program evaluation
- Assures compliance with Board Goals and Administrative Objectives related to research and program evaluation
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is conducted 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
Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)
Five (5) years of successful administrative experience
Experience in evaluation
Experience with Professional Learning Communities
Experience leading diverse groups of people
Effective writing and communication skills
Understanding of systems management

DESIRABLE QUALIFICATIONS
Leadership experience in implementing programs in a school district
Experience in a diverse workplace



~~NEW:~~ Revised: Submitted:
 07/01/2025 03/18/2025
 08/05/2020 08/04/2020

JOB TITLE:	INSTRUCTOR I BILINGUAL ASSOCIATE
DIVISION	ACADEMICS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8186
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

~~Assists teachers in fulfilling the goals of the second language program by providing the appropriate language instruction to the students assigned to such classes. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction.~~ This position is responsible for assisting in the coordination, creation, and implementation of supports for Multilingual Learners (MLs) and their families. This position requires supporting in the coordination of resources and partnerships in conjunction with diverse community stakeholders and provided direct service to MLs and their families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides appropriate language instruction to students under the supervision of the certified classroom teacher
- Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program
- ~~Assists teachers in communications with parents of students assigned to the second language classes~~
 Serves as a liaison between the school and its multilingual families to increase sense of belonging and family engagement
- Builds positive relationships between newly enrolled multilingual learners and school staff to ease their transition into the school system
- Serves as a liaison with other support services, such as: social workers, counselors, community agencies, interpreters, and other personnel to support targeted students
- Assists teachers in maintaining and reporting student progress
- Provides instruction, ~~counseling~~, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement
- ~~Plans and implements parent and child interactions and activities~~
- Maintains accurate records on the program and provides data to appropriate personnel
- Plans regularly with staff and participates in appropriate school meetings and activities
- ~~Conducts on-boarding and orientation for newly enrolled multilingual learners and their family and supports the identification process for newly enrolled, potential multilingual learners~~
- ~~Accompanies on home visits as needed~~
- Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

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 25 pounds, pulling up to 25 pounds, and pushing up to 25 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

High School Diploma or G.E.D.

Passing score on the Kentucky Para-educator Assessment or 48 college hours

Demonstrated proficiency in two (2) languages, English and the appropriate language

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system

Effective communication skills

DESIRABLE QUALIFICATIONS

~~Associate's Degree~~

~~Experience in teaching multi-age group~~ Experience in working with different age groups

Experience in working with community organizations and agencies

Experience in a diverse workplace

Footnote

~~This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.~~



Revised: 07/01/2025
Submitted: 03/18/2025

JOB TITLE:	INSTRUCTOR I BILINGUAL ASSOCIATE
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8186
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

This position is responsible for assisting in the coordination, creation, and implementation of supports for Multilingual Learners (MLs) and their families. This position requires supporting in the coordination of resources and partnerships in conjunction with diverse community stakeholders and provided direct service to MLs and their families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides appropriate language instruction to students under the supervision of the certified classroom teacher
- Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program
- Serves as a liaison between the school and its multilingual families to increase sense of belonging and family engagement
- Builds positive relationships between newly enrolled multilingual learners and school staff to ease their transition into the school system
- Serves as a liaison with other support services, such as: social workers, counselors, community agencies, interpreters, and other personnel to support targeted students
- Assists teachers in maintaining and reporting student progress
- Provides instruction, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement
- Maintains accurate records on the program and provides data to appropriate personnel
- Plans regularly with staff and participates in appropriate school meetings and activities
- Conducts on-boarding and orientation for newly enrolled multilingual learners and their family and supports the identification process for newly enrolled, potential multilingual learners
- Accompanies on home visits as needed
- Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

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 25 pounds, pulling up to 25 pounds, and pushing up to 25 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

High School Diploma or G.E.D.

Passing score on the Kentucky Para-educator Assessment or 48 college hours

Demonstrated proficiency in two (2) languages, English and the appropriate language

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in working with different age groups

Experience in working with community organizations and agencies

Experience in a diverse workplace



~~NEW:~~ Revised: Submitted:
 07/01/2025 03/18/2025
 07/01/2019 06/11/2019

JOB TITLE:	INSTRUCTOR II BILINGUAL ASSOCIATE
DIVISION	ACADEMICS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8150
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

~~Assists teachers in fulfilling the goals of the second language program by providing the appropriate language instruction to the students assigned to such classes. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction.~~ This position is responsible for assisting in the coordination, creation, and implementation of supports for Multilingual Learners (MLs) and their families. This position requires supporting in the coordination of resources and partnerships in conjunction with diverse community stakeholders and provided direct service to MLs and their families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides appropriate language instruction to students under the supervision of the certified classroom teacher
- Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program
- ~~Assists teachers in communications with parents of students assigned to the second language classes~~
 Serves as a liaison between the school and its multilingual families to increase sense of belonging and family engagement
- ~~Builds positive relationships between newly enrolled multilingual learners and school staff to ease their transition into the school system~~
- ~~Serves as a liaison with other support services, such as: social workers, counselors, community agencies, interpreters, and other personnel to support targeted students~~
- Assists teachers in maintaining and reporting student progress
- Provides instruction, ~~counseling~~, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement
- ~~Plans and implements parent and child interactions and activities~~
- Maintains accurate records on the program and provides data to appropriate personnel
- Plans regularly with staff and participates in appropriate school meetings and activities
- ~~Conducts on-boarding and orientation for newly enrolled multilingual learners and their family and supports the identification process for newly enrolled, potential multilingual learners~~
- ~~Accompanies on home visits as needed~~
- Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

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 25 pounds, pulling up to 25 pounds, and pushing up to 25 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

Associate Degree or approved equivalent training (64 college semester hours) and experience

One year of successful experience in related field

Demonstrated proficiency in two (2) languages, English and the appropriate language

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree

Experience in teaching multi-age group

Experience in a diverse workplace



Revised: 07/01/2025
Submitted: 03/18/2025

JOB TITLE:	INSTRUCTOR II BILINGUAL ASSOCIATE
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8150
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

This position is responsible for assisting in the coordination, creation, and implementation of supports for Multilingual Learners (MLs) and their families. This position requires supporting in the coordination of resources and partnerships in conjunction with diverse community stakeholders and provided direct service to MLs and their families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides appropriate language instruction to students under the supervision of the certified classroom teacher

Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program

Serves as a liaison between the school and its multilingual families to increase sense of belonging and family engagement

Builds positive relationships between newly enrolled multilingual learners and school staff to ease their transition into the school system

Serves as a liaison with other support services, such as: social workers, counselors, community agencies, interpreters, and other personnel to support targeted students

Assists teachers in maintaining and reporting student progress

Provides instruction, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement

Maintains accurate records on the program and provides data to appropriate personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Conducts on-boarding and orientation for newly enrolled multilingual learners and their family and supports the identification process for newly enrolled, potential multilingual learners

Accompanies on home visits as needed

Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate

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

Performs other duties as assigned by supervisor

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 25 pounds, pulling up to 25 pounds, and pushing up to 25 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

Associate Degree or approved equivalent training (64 college semester hours) and experience

One year of successful experience in related field

Demonstrated proficiency in two (2) languages, English and the appropriate language

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree

Experience in teaching multi-age group

Experience in a diverse workplace



~~NEW:~~ Revised: Submitted:
 07/01/2025 03/18/2025
 07/01/2019 06/11/2019

JOB TITLE:	INSTRUCTOR III BILINGUAL ASSOCIATE
DIVISION	ACADEMICS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8166
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

~~Assists teachers in fulfilling the goals of the second language program by providing the appropriate language instruction to the students assigned to such classes. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction.~~ This position is responsible for assisting in the coordination, creation, and implementation of supports for Multilingual Learners (MLs) and their families. This position requires supporting in the coordination of resources and partnerships in conjunction with diverse community stakeholders and provided direct service to MLs and their families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides appropriate language instruction to students under the supervision of the certified classroom teacher
- Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program
- ~~Assists teachers in communications with parents of students assigned to the second language classes~~
 Serves as a liaison between the school and its multilingual families to increase sense of belonging and family engagement
- Builds positive relationships between newly enrolled multilingual learners and school staff to ease their transition into the school system
- Serves as a liaison with other support services, such as: social workers, counselors, community agencies, interpreters, and other personnel to support targeted students
- Assists teachers in maintaining and reporting student progress
- Provides instruction, ~~counseling~~, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement
- ~~Plans and implements parent and child interactions and activities~~
- Maintains accurate records on the program and provides data to appropriate personnel
- Plans regularly with staff and participates in appropriate school meetings and activities
- ~~Conducts on-boarding and orientation for newly enrolled multilingual learners and their family and supports the identification process for newly enrolled, potential multilingual learners~~
- ~~Accompanies on home visits as needed~~
- Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

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 25 pounds, pulling up to 25 pounds, and pushing up to 25 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

Bachelor's Degree

Three years of successful experience in related field

Demonstrated proficiency in two (2) languages, English and the appropriate language

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's degree

Experience in teaching multi-age group

Experience in a diverse workplace

Footnote

~~This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.~~



Revised: 07/01/2025
Submitted: 03/18/2025

JOB TITLE:	INSTRUCTOR III BILINGUAL ASSOCIATE
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8166
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

This position is responsible for assisting in the coordination, creation, and implementation of supports for Multilingual Learners (MLs) and their families. This position requires supporting in the coordination of resources and partnerships in conjunction with diverse community stakeholders and provided direct service to MLs and their families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides appropriate language instruction to students under the supervision of the certified classroom teacher
- Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program
- Serves as a liaison between the school and its multilingual families to increase sense of belonging and family engagement
- Builds positive relationships between newly enrolled multilingual learners and school staff to ease their transition into the school system
- Serves as a liaison with other support services, such as: social workers, counselors, community agencies, interpreters, and other personnel to support targeted students
- Assists teachers in maintaining and reporting student progress
- Provides instruction, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement
- Maintains accurate records on the program and provides data to appropriate personnel
- Plans regularly with staff and participates in appropriate school meetings and activities
- Conducts on-boarding and orientation for newly enrolled multilingual learners and their family and supports the identification process for newly enrolled, potential multilingual learners
- Accompanies on home visits as needed
- Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

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 25 pounds, pulling up to 25 pounds, and pushing up to 25 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

- Bachelor's Degree
- Three years of successful experience in related field
- Demonstrated proficiency in two (2) languages, English and the appropriate language
- Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
- Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Master's degree
- Experience in teaching multi-age group
- Experience in a diverse workplace



~~NEW:~~ Revised: Submitted:
 07/01/2025 03/18/2025
 07/01/2024 03/26/2024

JOB TITLE:	MANAGER MULTILINGUAL LEARNERS (INSTRUCTION)
DIVISION	SCHOOLS ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4297
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Coordinates and monitors District and school ~~ESL~~ English Language Development (ELD) staff , monitors the implementation of assigned programs, provides professional development as assigned, surveys system-wide needs in area of assignment and determines the effectiveness of the assigned program. Supervises and directs the work of committees and other groups as assigned. Ensures compliance with local, state, and federal guidelines. Provides technical assistance and support for the implementation of Title III programming.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for ELD programming and develops short-range and long-range planning to improve outcomes for ~~Multilingual Learners (MLs)~~ students.

Oversees the ML Instructional unit and provides support and oversight of the district's programming for ML students

Analyzes data to monitor program impact and develop ongoing plans for refinement

Coordinates University endorsement programs, budgets, and staff training

Coordinates with IT and the Instructional Team to coordinate internal platform improvements for monitoring and communication

Researches, implements, and trains district staff in implementation of software and programs designed to support Multilingual Learners

Researches current practices in programming for MLs ~~students~~ to address achievement and opportunity gaps and improve outcomes for multilingual learners

Works cooperatively with the program director, specialists, and instructional team in assessing and addressing the District's priorities and needs and in developing, reviewing, and revising programs or activities as assigned

Supervises and directs the work of committees and task forces as assigned

Inputs, analyzes, and reports data using internal systems

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

Assists with the development of reports for ML program area as required

Evaluates staff as assigned

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

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

This work is conducted in an office and school 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

Master's Degree in specific content area

Certificate in Administration and/or Supervision (Principal Certification)

Endorsement for Teaching English as a Second Language, all grades

Three (3) years of teaching experience in area of assignment

Leadership experience in the field of English Language Development

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Successful experience in area of research methods and strategies

Experience in diverse workplace



Revised: 07/01/2025
Submitted: 03/18/2025

JOB TITLE:	MANAGER MULTILINGUAL LEARNERS (INSTRUCTION)
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4297
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Coordinates and monitors District and school English Language Development (ELD) staff , monitors the implementation of assigned programs, provides professional development as assigned, surveys system-wide needs in area of assignment and determines the effectiveness of the assigned program. Supervises and directs the work of committees and other groups as assigned. Ensures compliance with local, state, and federal guidelines. Provides technical assistance and support for the implementation of Title III programming.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for ELD programming and develops short-range and long-range planning to improve outcomes for Multilingual Learners (MLs).

Oversees the ML Instructional unit and provides support and oversight of the district's programming for ML students

Analyzes data to monitor program impact and develop ongoing plans for refinement

Coordinates University endorsement programs, budgets, and staff training

Coordinates with IT and the Instructional Team to coordinate internal platform improvements for monitoring and communication

Researches, implements, and trains district staff in implementation of software and programs designed to support Multilingual Learners

Researches current practices in programming for MLs to address achievement and opportunity gaps and improve outcomes for multilingual learners

Works cooperatively with the program director, specialists, and instructional team in assessing and addressing the District's priorities and needs and in developing, reviewing, and revising programs or activities as assigned

Supervises and directs the work of committees and task forces as assigned

Inputs, analyzes, and reports data using internal systems

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

Assists with the development of reports for ML program area as required

Evaluates staff as assigned

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

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

This work is conducted in an office and school 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
Master's Degree in specific content area
Certificate in Administration and/or Supervision (Principal Certification)
Endorsement for Teaching English as a Second Language, all grades
Three (3) years of teaching experience in area of assignment
Leadership experience in the field of English Language Development
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience in area of research methods and strategies
Experience in diverse workplace



REVISED: Submitted:
 07/01/2025 03/18/2025
 07/01/2024 03/26/2024

JOB TITLE:	SPECIALIST MULTILINGUAL LEARNER WELCOME CENTER
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4048
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinate systems, feedback, supervision, and monitoring to support EL Identification, registration, assessment, and program monitoring throughout the district. Responsible for providing training, supervision, program service development, and oversight, to ensure compliance with KDE standards and identification practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with the Director of Multilingual Learners and Assistant Superintendent of Multilingual Learners to research ML Identification, registration, assessment, and monitoring needs to ensure alignment with KDE policies

Collaborates with staff to prepare reports for JCPS, KDE, and other stakeholders as needed

Ensures Office of Multilingual Learners compliance with student data and record keeping

~~Creates and oversees Office of Multilingual Learners and district-wide systems and processes to monitor program effectiveness~~

Provides district Professional Development training and develops systems to improve efficiency in the intake and assessment process

Ensures the district is current with research-based practices involving English Language Proficiency screener and assessment

Provides training and ~~oversees~~ **supervises** the work of the Office of Multilingual Learner's Welcome Center staff

Focuses on building school and district capacity relating to KDE requirements regarding ML Identification such as the Home Language Survey, Program Service Plan, and international transcript review

~~Supervises the Welcome Center staff~~

Oversees the district ML records process including records requests, international transcript reviews, and required records maintenance

Coordinates EL identification schedules to support student placement efforts

Provides systems for supporting ML families in identification and consultation of EL programming

Maintain accurate Intake records related to student registration and school enrollment and provides data reports to Director of Multilingual Learners and Assistant Superintendent of Multilingual Learners

Collaborate with the ML instructional unit to provide information regarding EL programming for identified students

Communicates with district departments, schools, and administrators regarding identification of ML students and required student records

Supervise staff as assigned

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksites for collaboration, customer support, and team interaction

Completes all trainings and other compliance requirements as assigned and by the designated deadline
Collaborates with Private Non-profit schools to provide assistance in ML identification and coordinates Declaration of Participation process

PHYSICAL DEMANDS

This work is conducted in an office and school settings. 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). The work requires activities involving driving automotive equipment and leading professional development.

MINIMUM QUALIFICATIONS

Bachelor's Degree in specific content area

Master's degree in Teaching

Effective communication skills

ESL Certificate

Five (5) years of teaching experience in area of assignment

DESIRABLE QUALIFICATIONS

Certificate in Administration and/or Supervision (Principal Certification)

Experience in a diverse workplace



REVISED: Submitted:
07/01/2025 03/18/2025

JOB TITLE:	SPECIALIST MULTILINGUAL LEARNER WELCOME CENTER
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4048
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinate systems, feedback, supervision, and monitoring to support EL Identification, registration, assessment, and program monitoring throughout the district. Responsible for providing training, supervision, program service development, and oversight, to ensure compliance with KDE standards and identification practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with the Director of Multilingual Learners and Assistant Superintendent of Multilingual Learners to research ML Identification, registration, assessment, and monitoring needs to ensure alignment with KDE policies

Collaborates with staff to prepare reports for JCPS, KDE, and other stakeholders as needed

Ensures Office of Multilingual Learners compliance with student data and record keeping

Provides district Professional Development training and develops systems to improve efficiency in the intake and assessment process

Ensures the district is current with research-based practices involving English Language Proficiency screener and assessment

Provides training and supervises the work of the Office of Multilingual Learner's Welcome Center staff

Focuses on building school and district capacity relating to KDE requirements regarding ML Identification such as the Home Language Survey, Program Service Plan, and international transcript review

Oversees the district ML records process including records requests, international transcript reviews, and required records maintenance

Coordinates EL identification schedules to support student placement efforts

Provides systems for supporting ML families in identification and consultation of EL programming

Maintain accurate Intake records related to student registration and school enrollment and provides data reports to Director of Multilingual Learners and Assistant Superintendent of Multilingual Learners

Collaborate with the ML instructional unit to provide information regarding EL programming for identified students

Communicates with district departments, schools, and administrators regarding identification of ML students and required student records

Supervise staff as assigned

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksites for collaboration, customer support, and team interaction

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

Collaborates with Private Non-profit schools to provide assistance in ML identification and coordinates Declaration of Participation process

PHYSICAL DEMANDS

This work is conducted in an office and school settings. 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). The work requires activities involving driving automotive equipment and leading professional development.

MINIMUM QUALIFICATIONS
Bachelor's Degree in specific content area
Master's degree in Teaching
Effective communication skills
ESL Certificate
Five (5) years of teaching experience in area of assignment

DESIRABLE QUALIFICATIONS
Certificate in Administration and/or Supervision (Principal Certification)
Experience in a diverse workplace



NEW: Submitted:
07/01/2025 03/18/2025

JOB TITLE:	MANAGER MULTILINGUAL LEARNERS / STUDENT AND FAMILY SERVICES
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Coordinate and monitor districtwide multilingual family support systems, monitors the implementation of assigned programs, provides professional development as assigned, surveys system-wide needs in area of assignment and determines the effectiveness of the assigned program. Supervises and directs the work of committees and other groups as assigned. Ensures compliance with local, state, and federal guidelines. Provides technical assistance and support for the implementation of Title III programming.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for district-wide multilingual student support and family engagement systems
Creates and oversees Office of Multilingual Learner Welcome Center and district-wide systems and processes to monitor program effectiveness
Coordinates and communicates with the Office of School Choice on district policies, training, and support
Coordinates and oversees the international transcript evaluation process
Coordinates with special programs, i.e., ECE, Gifted and Talented, Home Hospital, etc. and district support teams to develop and monitor student and family support systems and services as assigned
Collaborates with Title 1 family and engagement to develop systems and supports for Multilingual Learner (ML) families
Analyzes data to monitor program impact and develops ongoing plans for refinement and improvement
Supports the data management coordination between school and district
Researches, implements, and trains district staff in implementation of software and programs designed to support Multilingual Learners (MLs) and families
Researches current practices in programming and services for MLs to address achievement and opportunity gaps and improve outcomes for multilingual learners
Works cooperatively with the program director, specialists, and other OML staff in assessing and addressing the District's priorities and needs and in developing, reviewing, and revising programs or activities as assigned
Provides training and oversees the work of the Office of Multilingual Learner's Welcome Center staff
Supervises and directs the work of committees and task forces as assigned
Inputs, analyzes, and reports data using internal systems
Assures compliance with federal, state, and District policy, administrative procedures, and negotiated agreements as applicable to assignment
Assists with the development of reports for family and student services area as required
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
<p>This work is conducted in an office and school settings. 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.</p> <p>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). The work requires activities involving driving automotive equipment and leading professional development.</p>

MINIMUM QUALIFICATIONS
Master's Degree in specific content area
Certificate in Administration and/or Supervision (Principal Certification)
Endorsement for Teaching English as a Second Language, all grades
Three (3) years of teaching experience in area of assignment
Leadership experience in the field of English Language Development
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience in area of research methods and strategies
Experience in diverse workplace



~~NEW:~~ Revised

Submitted:

03/19/2025

03/18/2025

07/01/2023

06/06/2023

JOB TITLE:	SPECIALIST CURRICULUM DESIGN AND SUPPORT ACADEMIC PROJECTS (ASSESSMENT)
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4127
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The Specialist Academic Projects (Assessment) collaborates with district and school staff to manage academic projects related to assessment from inception to conclusion. The specialist ~~p~~Provides clarity and organization of all ~~school curriculum~~ district funded assessment resources ~~and support needs~~. The specialist will work with vendors to vet instructional ~~and assessment materials programming as well as~~ and with school ~~principals~~ staff to determine needs. The ~~Curriculum Support~~ Specialist ~~will~~ also tracks contracts, ~~manages logistics events~~, and ~~coordinates~~ other professional learning and support ~~trainings needs~~ to ensure schools have high quality resources and supports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Follows a protocol to vet high quality ~~assessment~~ resources ~~including tracking data to monitor implementation and to measure impact. and tracks data to monitor effectiveness to determine how the district resources are being utilized~~

~~Synthesizes data and prepares reports to summarize impact findings~~

Works with Assistant Superintendents and content specialists to determine resource needs to support school level work.

Leads and tracks the yearly curriculum refinement process

~~Leads committee work to determine new curriculum~~

Works directly with vendors and district partners to provide high quality instructional resources, training and support

Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives

Works with others in the department to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Processes and tracks district contracts

~~Acts as a liaison for community partnerships and student support~~

~~Develops and maintains a budget for instructional resources~~

Communicates with departments across the school district to maintain consistent messaging and support

Provides regular updates and needs assessments to leadership

Plans and executes professional development as needed

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to areas of supervision

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

Performs other duties as assigned by supervisor

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, carrying, or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

MINIMUM QUALIFICATIONS

Master's degree with Kentucky Teacher Certification

Three (3) years of successful experience as a teacher

Demonstrated Leadership with Diverse Groups

Ability to articulate vision of best practice for instructional programs
--

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience working at the district level to support school content and curriculum needs

Experience in diverse workplace

Strong communication skills and the ability to multitask regularly
--



Revised 03/19/2025 Submitted: 03/18/2025

JOB TITLE:	SPECIALIST ACADEMIC PROJECTS (ASSESSMENT)
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4127
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The Specialist Academic Projects (Assessment) collaborates with district and school staff to manage academic projects related to assessment from inception to conclusion. The specialist provides clarity and organization of all district funded assessment resources. The specialist will work with vendors to vet instructional and assessment materials and with school staff to determine needs. The specialist also tracks contracts, manages logistics, and coordinates other professional learning and support to ensure schools have high quality resources and supports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Follows a protocol to vet high quality assessment resources including tracking data to monitor implementation and to measure impact.

Synthesizes data and prepares reports to summarize impact findings

Works with Assistant Superintendents and content specialists to determine resource needs to support school level work.

Leads and tracks the yearly curriculum refinement process

Works directly with vendors and district partners to provide high quality instructional resources, training and support

Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives

Works with others in the department to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Processes and tracks district contracts

Communicates with departments across the school district to maintain consistent messaging and support

Provides regular updates and needs assessments to leadership

Plans and executes professional development as needed

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to areas of supervision

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

Performs other duties as assigned by supervisor

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, carrying, or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

MINIMUM QUALIFICATIONS

Master's degree with Kentucky Teacher Certification
Three (3) years of successful experience as a teacher
Demonstrated Leadership with Diverse Groups
Ability to articulate vision of best practice for instructional programs
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience working at the district level to support school content and curriculum needs
Experience in diverse workplace
Strong communication skills and the ability to multitask regularly



~~NEW:~~ Revised

Submitted:

03/19/2025

03/18/2025

07/01/2023

06/06/2023

JOB TITLE:	SPECIALIST CURRICULUM DESIGN AND SUPPORT ACADEMIC PROJECTS (CURRICULUM)
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4127
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The Specialist Academic Projects (Curriculum) collaborates with district and school staff to manage academic projects from inception to conclusion. The specialist ~~p~~Provides clarity and organization of all ~~school curriculum~~ district funded high quality resources ~~and support needs~~. The specialist will work with vendors to vet instructional materials ~~programming as well as~~ and with school ~~principals~~ staff to determine needs. The ~~Curriculum Support~~ Specialist ~~will~~ also tracks contracts, ~~manages logistics events~~, and ~~coordinates~~ other professional learning and ~~support trainings needs~~ to ensure schools have high quality resources and supports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Follows a protocol to vet high quality instructional resources ~~including tracking data to monitor implementation and to measure impact. and tracks data to monitor effectiveness to determine how the district resources are being utilized~~

~~Synthesizes data and prepares reports to summarize impact findings~~

Works with Assistant Superintendents and content specialists to determine resource needs to support school level work.

Leads and tracks the yearly curriculum refinement process

~~Leads committee work to determine new curriculum~~

Works directly with vendors and district partners to provide high quality instructional resources, training and support

Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives

Works with others in the department to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Processes and tracks district contracts

~~Acts as a liaison for community partnerships and student support~~

~~Develops and maintains a budget for instructional resources~~

Communicates with departments across the school district to maintain consistent messaging and support

Provides regular updates and needs assessments to leadership

Plans and executes professional development as needed

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to areas of supervision

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

Performs other duties as assigned by supervisor

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, carrying, or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

MINIMUM QUALIFICATIONS
Master's degree with Kentucky Teacher Certification
Three (3) years of successful experience as a teacher
Demonstrated Leadership with Diverse Groups
Ability to articulate vision of best practice for instructional programs
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience working at the district level to support school content and curriculum needs
Experience in diverse workplace
Strong communication skills and the ability to multitask regularly



Revised 03/19/2025 Submitted: 03/18/2025

JOB TITLE:	SPECIALIST ACADEMIC PROJECTS (CURRICULUM)
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4127
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The Specialist Academic Projects (Curriculum) collaborates with district and school staff to manage academic projects from inception to conclusion. The specialist provides clarity and organization of all district funded high quality resources. The specialist will work with vendors to vet instructional materials and with school staff to determine needs. The specialist also tracks contracts, manages logistics, and coordinates other professional learning and support to ensure schools have high quality resources and supports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Follows a protocol to vet high quality instructional resources including tracking data to monitor implementation and to measure impact.
Synthesizes data and prepares reports to summarize impact findings
Works with Assistant Superintendents and content specialists to determine resource needs to support school level work.
Leads and tracks the yearly curriculum refinement process
Works directly with vendors and district partners to provide high quality instructional resources, training and support
Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives
Works with others in the department to lead continuous improvement efforts that will reduce the achievement and opportunity gaps
Processes and tracks district contracts
Communicates with departments across the school district to maintain consistent messaging and support
Provides regular updates and needs assessments to leadership
Plans and executes professional development as needed
Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to areas of supervision
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

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, carrying, or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

MINIMUM QUALIFICATIONS

Master's degree with Kentucky Teacher Certification
Three (3) years of successful experience as a teacher
Demonstrated Leadership with Diverse Groups
Ability to articulate vision of best practice for instructional programs
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience working at the district level to support school content and curriculum needs
Experience in diverse workplace
Strong communication skills and the ability to multitask regularly



~~NEW:~~ Revised

Submitted:

03/19/2025

03/18/2025

07/01/2023

06/06/2023

JOB TITLE:	SPECIALIST CURRICULUM DESIGN AND SUPPORT ACADEMIC PROJECTS (FEDERAL PROGRAMS)
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4127
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The Specialist Academic Projects (Federal Programs) collaborates with district and school staff to manage academic projects related to federal programs from inception to conclusion. The specialist ~~p~~Provides clarity and organization of all ~~school curriculum~~ federal funding and acts as liaison with Private Non-Public (PNP) schools that receive federal funding ~~and support needs~~. The specialist will work with vendors to vet instructional materials ~~programming as well as~~ and with school ~~principals~~ staff to determine needs. The ~~Curriculum Support S~~pecialist will also tracks contracts, manages logistics ~~events~~, and coordinates other professional learning and support as needed ~~trainings needs to ensure schools have high quality resources and supports~~.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Follows a protocol to track data to ~~monitor allocation and spending of federal funds and to measure impact. vet~~ ~~igh quality resources and tracks data to monitor effectiveness to determine how the district resources are being utilized~~

Synthesizes data and prepares reports to summarize impact findings

~~Works with Assistant Superintendents and content specialists to determine resource needs to support school level work~~

~~Leads and tracks the yearly curriculum refinement process~~

~~Leads committee work to determine new curriculum~~

Works directly with vendors and district partners to provide ~~high quality instructional resources~~, training and support

Performs analysis to determine and communicate recommendations for ~~effective uses of federal funds by PNP schools professional development and then works to deliver the training necessary to meet objectives~~

Works with others in the department to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Processes and tracks district contracts

~~Acts as a liaison for community partnerships and student support~~

~~Develops and maintains a budget for instructional resources~~

Communicates with departments across the school district to maintain consistent messaging and support

Provides regular updates and needs assessments to leadership

Plans and executes professional development as needed

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to areas of supervision

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

Performs other duties as assigned by supervisor

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, carrying, or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

MINIMUM QUALIFICATIONS

Master's degree with Kentucky Teacher Certification

Three (3) years of successful experience as a teacher

Demonstrated Leadership with Diverse Groups

Ability to articulate vision of best practice for instructional programs
--

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience working at the district level to support school content and curriculum needs

Experience in diverse workplace

Strong communication skills and the ability to multitask regularly
--



Revised 03/19/2025
Submitted: 03/18/2025

JOB TITLE:	SPECIALIST ACADEMIC PROJECTS (FEDERAL PROGRAMS)
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4127
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The Specialist Academic Projects (Federal Programs) collaborates with district and school staff to manage academic projects related to federal programs from inception to conclusion. The specialist provides clarity and organization of all federal funding and acts as liaison with Private Non-Public (PNP) schools that receive federal funding. The specialist will work with vendors to vet instructional materials and with school principals staff to determine needs. The specialist also tracks contracts, manages logistics, and coordinates other professional learning and support as needed.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Follows a protocol to track data to monitor allocation and spending of federal funds and to measure impact.

Synthesizes data and prepares reports to summarize impact findings

Works directly with vendors and district partners to provide training and support

Performs analysis to determine and communicate recommendations for effective uses of federal funds by PNP schools

Works with others in the department to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Processes and tracks district contracts

Communicates with departments across the school district to maintain consistent messaging and support

Provides regular updates and needs assessments to leadership

Plans and executes professional development as needed

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to areas of supervision

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

Performs other duties as assigned by supervisor

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, carrying, or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

MINIMUM QUALIFICATIONS

Master's degree with Kentucky Teacher Certification

Three (3) years of successful experience as a teacher

Demonstrated Leadership with Diverse Groups

Ability to articulate vision of best practice for instructional programs

Effective communication skills
DESIRABLE QUALIFICATIONS
Experience working at the district level to support school content and curriculum needs
Experience in diverse workplace
Strong communication skills and the ability to multitask regularly



REVISED: Submitted:
 07/01/2025 03/18/2025
 11/15/2023 11/14/2023

JOB TITLE:	MANAGER SPECIALIST EXTENDED LEARNING
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV/GR 10 9
WORK YEAR:	220 260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4037
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Works closely with ~~the~~ Director of Student Learning and Extended Programs on projects that involve internal and external/community partners. Plans, organizes, and executes programs and projects related to Extended Learning. Provides instructional support to school-based Extended School Services Coordinators and administrators; assists in ESS planning, implementation, evaluation and monitoring; assists in planning, developing, implementing ~~in-~~ **service professional learning** for school based personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Partners with staff assigned to academic departments to achieve goals of the department

Identifies needs in the area of academics and works with internal and external partners to address those needs

Assists Principals, ~~and~~ school leadership teams, **and other school based personnel** to expand their repertoire of extended learning opportunities

Collaborates with community partners

Identifies extended learning needs from various stakeholder groups and works to create opportunities for extended learning in various formats (e.g., in-person; on-line etc.) **throughout the year**

Works with appropriate personnel to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Assists in **the** planning, implementation and evaluation of ESS **and other extended learning** programs

Collects, compiles and analyzes ~~component management system~~ ESS **and other extended learning** data

Assists in planning, developing and implementing ESS **and extended learning** professional learning and support

Works with appropriate personnel to resolve ESS concerns

Assists in monitoring ESS for compliance with Title I legislation and guidelines

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

~~This 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 exposure to marked changes in temperature and humidity and driving automotive equipment.~~

This work is conducted 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

Master's degree with KY certification in Administration and/or Supervision (Principal Certification)

Three (3) years of successful teaching experience at the appropriate level

Experience delivering and planning professional learning

Successful leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful experience as an administrator

Demonstrated ability to work with a wide range of people in different roles

Experience in diverse workplace



REVISED: 07/01/2025 Submitted: 03/18/2025

JOB TITLE:	SPECIALIST EXTENDED LEARNING
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV/GR 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4037
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Works closely with the Director of Student Learning and Extended Programs on projects that involve internal and external/community partners. Plans, organizes, and executes programs and projects related to Extended Learning. Provides instructional support to school-based Extended School Services Coordinators and administrators; assists in ESS planning, implementation, evaluation and monitoring; assists in planning, developing, implementing professional learning for school based personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Partners with staff assigned to academic departments to achieve goals of the department

Identifies needs in the area of academics and works with internal and external partners to address those needs

Assists Principals, school leadership teams, and other school based personnel to expand their repertoire of extended learning opportunities

Collaborates with community partners

Identifies extended learning needs from various stakeholder groups and works to create opportunities for extended learning in various formats (e.g., in-person; on-line etc.) throughout the year

Works with appropriate personnel to lead continuous improvement efforts that will reduce the achievement and opportunity gaps

Assists in the planning, implementation and evaluation of ESS and other extended learning programs

Collects, compiles and analyzes ESS and other extended learning data

Assists in planning, developing and implementing ESS and extended learning professional learning and support

Works with appropriate personnel to resolve ESS concerns

Assists in monitoring ESS for compliance with Title I legislation and guidelines

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

This work is conducted 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
Master's degree with KY certification in Administration and/or Supervision (Principal Certification)
Three (3) years of successful teaching experience at the appropriate level
Experience delivering and planning professional learning
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as an administrator
Demonstrated ability to work with a wide range of people in different roles
Experience in diverse workplace



REVISED: Submitted:
 07/01/2025 03/18/2025
 07/01/2024 03/26/2024

JOB TITLE:	SPECIALIST MULTILINGUAL LEARNERS (ML) INSTRUCTION
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4048
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Builds the capacity of ML instructional team, English Language Development (ELD) school-based teachers and mainstream/content teachers to accelerate the learning of Multilingual Learners (MLs) in K-12 schools across the District. Responsible for developing and delivering standards based professional development in support of ELD teachers and mainstream/content teachers to build content knowledge and pedagogical skills in ELD.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with department leadership to identify the professional development needs of staff by examining the education outcomes of the ML students as indicated by results on state assessments and district assessments, and results of ESL ELD classroom walkthroughs
Coordinates and delivers high quality professional development designed to improve the instruction and assessment of MLs
Enhances the ability of teachers to understand the use of curricula, assessment measures, and instructional strategies for MLs that is based on scientifically-based research
Demonstrates strategies that focus on increasing the English language proficiency of MLs
Works to substantially increase the subject matter knowledge, teaching knowledge, and teaching skills of teachers of MLs
Focuses on building the capacity of ML school-based teachers and mainstream/content teachers to accelerate the learning of MLs in the schools
Collaborates and oversees the ML Instructional Team with instructional support and professional development
Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategic plans and initiatives, including High Density ML and enhanced Support/Choice Zone Schools
Works with department leadership to evaluate the effectiveness of professional development through an analysis of ML student performance as measured by ACCESS for ELLs results that demonstrate progress and proficiency in learning English, as measured by EL progress and achievement results on state assessments, EL achievement gap data, and EL and former EL graduation rate
Evaluates staff as assigned
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
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
<p>This work is conducted in an office and school 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.</p> <p>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). The work requires activities involving driving automotive equipment and leading professional development.</p>

MINIMUM QUALIFICATIONS
Bachelor's Degree in specific content area
Master's degree in Teaching
ESL Certificate
Five (5) years of teaching experience in area of assignment
Effective communication skills

DESIRABLE QUALIFICATIONS
Certificate in Administration and/or Supervision (Principal Certification)
Experience in a diverse workplace



REVISED: 07/01/2025
Submitted: 03/18/2025

JOB TITLE:	SPECIALIST MULTILINGUAL LEARNERS (ML) INSTRUCTION
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4048
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Builds the capacity of ML instructional team, English Language Development (ELD) school-based teachers and mainstream/content teachers to accelerate the learning of Multilingual Learners (MLs) in K-12 schools across the District. Responsible for developing and delivering standards based professional development in support of ELD teachers and mainstream/content teachers to build content knowledge and pedagogical skills in ELD.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with department leadership to identify the professional development needs of staff by examining the education outcomes of the ML students as indicated by results on state assessments and district assessments, and results of ELD classroom walkthroughs

Coordinates and delivers high quality professional development designed to improve the instruction and assessment of MLs

Enhances the ability of teachers to understand the use of curricula, assessment measures, and instructional strategies for MLs that is based on scientifically-based research

Demonstrates strategies that focus on increasing the English language proficiency of MLs

Works to substantially increase the subject matter knowledge, teaching knowledge, and teaching skills of teachers of MLs

Focuses on building the capacity of ML school-based teachers and mainstream/content teachers to accelerate the learning of MLs in the schools

Collaborates and oversees the ML Instructional Team with instructional support and professional development

Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategic plans and initiatives, including High Density ML and enhanced Support/Choice Zone Schools

Works with department leadership to evaluate the effectiveness of professional development through an analysis of ML student performance as measured by ACCESS for ELLs results that demonstrate progress and proficiency in learning English, as measured by EL progress and achievement results on state assessments, EL achievement gap data, and EL and former EL graduation rate

Evaluates staff as assigned

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

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

This work is conducted in an office and school 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). The work requires activities involving driving automotive equipment and leading professional development.

MINIMUM QUALIFICATIONS
Bachelor's Degree in specific content area
Master's degree in Teaching
ESL Certificate
Five (5) years of teaching experience in area of assignment
Effective communication skills

DESIRABLE QUALIFICATIONS
Certificate in Administration and/or Supervision (Principal Certification)
Experience in a diverse workplace



~~NEW~~: Revised: Submitted:
 07/01/2025 03/18/2025
 10/06/2021 10/05/2021

JOB TITLE:	SUPERVISOR SPECIALIST OF PROFESSIONAL DEVELOPMENT AND LEARNING
DIVISION	ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	IV, GRADE 8 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4144
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides assistance and supervision in the development of programming designed to strengthen onboarding, retention, mentoring and building upon existing teacher leadership. Collaborates with school and district to support the coordination and implementation of high-quality professional learning. Evaluates professional learning and designs training to increase best practices around adult learning to support student learning.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Reviews school-based professional learning and development plans to determine district-wide needs through data collection, feedback, and analysis
Assists with the creation and implementation of the district-wide professional development plan
Coordinates the implementation of district-wide professional learning and workshops for employees
Provides programming for onboarding, mentoring, flexible professional development for certified/classified
Designs and coordinates sustainable professional learning experiences for select role groups, including but not limited to new teachers, teachers pursuing National Board Certification, instructional classified staff, etc.
Provides coaching, in service training, and professional learning best practices support to school and district PD providers
Researches past and current practices in the area of professional learning
Accumulates and researches data and regulation related to professional learning to assist with district and state reporting
Coordinates with departments on launching and monitoring beginning of the year training for all staff
Manages, supports, and reviews all site based and district professional learning sessions inputted into the PD tracking platform
Collaborates with District staff to support and execute the District's vision for a coherent approach to professional learning
Evaluates professional development throughout the district, collecting data on participant experience, growth, and impact on student learning
Understands and communicates best practices in professional learning impacting student outcomes
Generates reports for effective evaluation of district-wide professional learning
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Provides ongoing feedback and coaching to professional development providers
Performs other duties as assigned by supervisor

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 driving automotive equipment.~~

This work is completed in an office and 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 rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, 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

Master's Degree with valid Kentucky Administrator Certificate/~~Instructional Leadership Degree or an advanced (doctoral level) degree in Educational Leadership~~

Three (3) years of successful teaching experience

Ability to work successfully with people

Effective written and verbal communications skills

~~Experience in planning, developing, leading, and conducting professional learning sessions~~

~~Ability to work outside of a typical workday and weekends, as needed~~

DESIRABLE QUALIFICATIONS

Demonstrated expertise in professional learning

Demonstrated leadership ability

~~Experience in planning, developing, and conducting professional learning sessions~~

Experience working in a diverse workplace



Revised: 07/01/2025
Submitted: 03/18/2025

JOB TITLE:	SPECIALIST OF PROFESSIONAL DEVELOPMENT AND LEARNING
DIVISION	ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4144
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides assistance and supervision in the development of programming designed to strengthen onboarding, retention, mentoring and building upon existing teacher leadership. Collaborates with school and district to support the coordination and implementation of high-quality professional learning. Evaluates professional learning and designs training to increase best practices around adult learning to support student learning.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Reviews school-based professional learning and development plans to determine district-wide needs through data collection, feedback, and analysis

Assists with the creation and implementation of the district-wide professional development plan

Coordinates the implementation of district-wide professional learning and workshops for employees

Provides programming for onboarding, mentoring, flexible professional development for certified/classified

Designs and coordinates sustainable professional learning experiences for select role groups, including but not limited to new teachers, teachers pursuing National Board Certification, instructional classified staff, etc.

Provides coaching, in service training, and professional learning best practices support to school and district PD providers

Researches past and current practices in the area of professional learning

Accumulates and researches data and regulation related to professional learning to assist with district and state reporting

Coordinates with departments on launching and monitoring beginning of the year training for all staff

Manages, supports, and reviews all site based and district professional learning sessions inputted into the PD tracking platform

Collaborates with District staff to support and execute the District's vision for a coherent approach to professional learning

Evaluates professional development throughout the district, collecting data on participant experience, growth, and impact on student learning

Understands and communicates best practices in professional learning impacting student outcomes

Generates reports for effective evaluation of district-wide professional learning

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

Provides ongoing feedback and coaching to professional development providers

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is completed in an office and 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 rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, 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

Master's Degree with valid Kentucky Administrator Certificate/Instructional Leadership Degree or an advanced (doctoral level) degree in Educational Leadership

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Ability to work successfully with people

Effective written and verbal communications skills

Experience in planning, developing, leading, and conducting professional learning sessions

Ability to work outside of a typical workday and weekends, as needed

DESIRABLE QUALIFICATIONS

Demonstrated expertise in professional learning

Demonstrated leadership ability

Experience working in a diverse workplace