



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

JOB TITLE:	COACH ACADEMIES OF LOUISVILLE
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	220 Days
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4752
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides leadership, coordination, and support for a school in implementation of the Academies of Louisville Career Academy Model. through work with business/community partners, Office of Transition Readiness, talent academies, and student/teacher support.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops and implements an annual cycle of planning with business/community partners that ensures consistent, regular communication and engagement of every partner
Maintains an accurate list of partners, contact information, and other relevant data in the designated partnership data system
Facilitates planning of quality experiential learning opportunities through collaboration with teachers and business/community partners. Experiential Learning opportunities include but not limited to guest speakers, mock interviews, panel discussions, industry tours, job shadows, career expos/job fairs, capstone experiences, or co-ops
Develops and maintains advisory boards for each academy and plans four (4) meetings per year; provides a yearly planning calendar during opening week of school for the entire year ensures that advisory board agendas meet requirements for Perkins funding and Model Academy Status
Works directly with business/community partners, including collecting time/talent hours monthly, reporting to Guiding Team and OCCR twice monthly, and maintaining ongoing communication with all partners to ensure meaningful engagement (e.g. aligns co-op opportunities, coordinates equipment/supply needs)
Attends and assists in H hosting an annual business partner appreciation event for all business partners at the end of each school year
Organizes an academy planning retreat in the summer with each academy advisory board to review academy offerings, ensures alignment of pathways to workforce projections, and develops program modifications in conjunction with the Office of Transition Readiness
Visits business partners' place of business in the summer
Assists academy teachers with the coordination of work-based learning experiences, site evaluations, and support and student placements
Attends a all District academy coach meetings one (1) day a month and all assigned trainings/meetings as designated by the Director of CCR or High School Zone to maintain the credentials to serve as academy coach
Ensures entry of student participation in experiential learning opportunities into designated data systems and completion of post-experience surveys
Serves as the liaison between the District and the school to ensure consistent communication to all academies and staff role groups

Attends trainings for various “quasi-administrative” roles to include master scheduling, strategic plans, SIP plans, CTE Administration , etc. to be prepared to assist administrators with normal management functions
Attends all partnership councils/collaborative meetings that relate to designated school's career academies
Attends one (1) academy team meeting each month to monitor highly effective interdisciplinary teaming
Coordinates and ensures participation of experiential learning for all academies, including but not limited to career fairs, college visits, guest speakers, industry related field trips, job shadows, and internships
Promotes and supports the work of each academy to align with National Career Academy Coalitions (NCAC) accreditation status, National Standards of Practice , working towards model status
Works with academy team leaders on budgeting, equipment needs, year-end reports, student data, and calendar of events
Coordinates and monitors teacher externships, Project-Based Learning (PBL) training, interdisciplinary training, highly effective teaming , or other trainings as needed
Works with academy teams to implement academy showcases, school tours, and recruitment events
Oversees all aspects of Academy Ambassador program (i.e. student selection, District Student Ambassador Leadership Team , District training, uniform item maintenance/inventory , and ambassador events)
Serves on the school leadership team and works closely with guidance counselors and administrative team to ensure master scheduling aligns to pathway completers and academy purity standards
Spends 95% of time working on Academies of Louisville specific activities
Completes required reports: Academy Action Plans, Budget, Calendar of Events, Dual Credit , Industry Certifications, Academy enrollment, graduation rate, purity report, CCR Awards, CCR Data, Postsecondary readiness Awards, Postsecondary Readiness Data , student experience tracker, PBL tracker (understands TEDS data entry and coordinates the work of the TEDS clerk)
Assists in the onboarding of new staff CTE/Academy teachers, team leads, and administrators to the academy model
Assists in the implementation of the Freshman Academy Experience and Upper Academy Experience Guides in the building
Helps administrative team ensure ninth grade career exploration course and senior capstone projects are implemented according to District expectations
Completes or facilitates completion of reports/data including tracking students NAME & NEED Data Charts for CCR, Business & Industry Related Reports (minutes, agendas of advisory meetings, and time/talent report), Student Work Based Learning Experience Tracker, Career Pathway Information Form to the High School office OCCR , and Industry Certification School Report to the High School office OCCR
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
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, with the ability to lift, carry, push or pull lightweights.~~

This work is completed in a school-based and 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 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

Master's Degree with valid Kentucky teaching certificate

Three (3) years successful teaching experience

Valid Driver's License and ability to travel to work locations

Demonstrated academic leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in the human resources, workforce development, or education fields

Demonstrated history of leadership experience in school setting (Department Chair, Team Leader, SBDM, etc.)

Demonstrated history of working with external partners (business partners, advisory boards, industry associations, etc.)

Successful experience organizing and planning events such as awards programs, retreats, orientations, trainings, etc.

Effective and efficient attention to detail with experience working with student data, maintaining records, producing reports

Strong professional standards, communication skills, and understanding of meeting protocols in working with business partners

Experience in a diverse workplace



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

JOB TITLE:	COACH ACADEMIES OF LOUISVILLE
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	220 Days
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4752
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides leadership, coordination, and support for a school in implementation of the Academies of Louisville Career Academy Model.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops and implements an annual cycle of planning with business/community partners that ensures consistent, regular communication and engagement of every partner

Maintains an accurate list of partners, contact information, and other relevant data in the designated partnership data system

Facilitates planning of quality experiential learning opportunities through collaboration with teachers and business/community partners. Experiential Learning opportunities include but not limited to guest speakers, mock interviews, panel discussions, industry tours, job shadows, career expos/job fairs, capstone experiences, or co-ops

Develops and maintains advisory boards for each academy and plans four (4) meetings per year; ensures that advisory board agendas meet requirements for Perkins funding and Model Academy Status

Attends and assists in hosting an annual business partner appreciation event at the end of each school year

Attends all District academy coach meetings and all assigned trainings/meetings as designated by the Director of CCR or High School Zone to maintain the credentials to serve as academy coach

Ensures entry of student participation in experiential learning opportunities into designated data systems and completion of post-experience surveys

Serves as the liaison between the District and the school to ensure consistent communication to all academies and staff role groups

Attends trainings for various "quasi-administrative" roles to include master scheduling, strategic plans, SIP plans, CTE Administration, etc. to be prepared to assist administrators with normal management functions

Attends one (1) academy team meeting each month to monitor highly effective teaming

Promotes and supports the work of each academy to align with National Career Academy Coalitions (NCAC); National Standards of Practice, working towards model status

Works with academy team leaders on budgeting, equipment needs, year-end reports, student data, and calendar of events

Coordinates and monitors teacher externships, Project-Based Learning (PBL) training, interdisciplinary training, highly effective teaming, or other trainings as needed

Works with academy teams to implement academy showcases, school tours, and recruitment events

Oversees all aspects of Academy Ambassador program (i.e. student selection, District Student Ambassador Leadership Team, District training, uniform item maintenance/inventory, and ambassador events)

Serves on the school leadership team and works closely with guidance counselors and administrative team to ensure master scheduling aligns to pathway completers and academy purity standards

Spends 95% of time working on Academies of Louisville specific activities
Completes required reports: Academy Action Plans, Budget, Calendar of Events, Industry Certifications, Academy enrollment, graduation rate, purity report, Postsecondary readiness Awards, Postsecondary Readiness Data, student experience tracker, PBL tracker (understands TEDS data entry and coordinates the work of the TEDS clerk)
Assists in the onboarding of new staff to the academy model
Assists in the implementation of the Freshman Academy Experience and Upper Academy Experience Guides in the building
Helps administrative team ensure ninth grade career exploration course and senior capstone projects are implemented according to District expectations
Completes or facilitates completion of reports/data including tracking students NAME & NEED Data Charts for CCR, Business & Industry Related Reports (minutes, agendas of advisory meetings, and time/talent report), Student Work Based Learning Experience Tracker, Career Pathway Information Form to the High School office, and Industry Certification School Report to the High School office
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
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 and 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 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

Master's Degree with valid Kentucky teaching certificate

Three (3) years successful teaching experience

Valid Driver's License and ability to travel to work locations

Demonstrated academic leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in the human resources, workforce development, or education fields

Demonstrated history of leadership experience in school setting (Department Chair, Team Leader, SBDM, etc.)

Demonstrated history of working with external partners (business partners, advisory boards, industry associations, etc.)

Successful experience organizing and planning events such as awards programs, retreats, orientations, trainings, etc.

Effective and efficient attention to detail with experience working with student data, maintaining records, producing reports
Strong professional standards, communication skills, and understanding of meeting protocols in working with business partners
Experience in a diverse workplace



NEW:
03/19/2025

JOB TITLE:	TEACHER STATE AGENCY CHILDREN'S PROGRAMS
DIVISION:	SCHOOLS
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Plans, organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials. Teachers working in Alternative Education Programs (JCPS State Agency Children's Programs) must meet all the same general teacher certification requirements as other district teachers. Teachers who instruct courses in a subject area in which they are not certified are required to use curriculum that has been reviewed regularly by a teacher who is certified for that subject area. May be reassigned to various JCPS worksites as District needs change during the school term.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Meets and instructs assigned classes at state agency locations at designated times.

Creates and maintains an environment conducive to learning, appropriate to the maturity and interests of students.

Guides the learning process towards curriculum goals, establishes objectives for lessons, units, and projects, and communicates these objectives to students.

Employs appropriate instructional methods and materials, prepares for classes, and maintains written evidence of preparation.

Assists in implementing Board policies, administrative regulations, and agency rules, develops reasonable rules of behavior, and maintains order in the learning environment.

Regularly assesses student accomplishments, provides progress reports, and counsels parents or guardians on academic and behavioral progress.

Participates in conferences to assist parents or guardians in supporting their child's education.

Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulation.

Continues personal professional growth and skill upgrading.

Takes necessary precautions to protect students, equipment, materials, and facilities.

Performs health services if needed, with provided training.

Completes all training and compliance requirements by designated deadlines.

Performs other duties as assigned by the supervisor.
Collaborate with certified subject area teachers for curriculum review if teaching subject areas outside of certification
This position requires reporting to the assigned JCPS worksite to provide active supervision of students as required by Kentucky State Law.
This position may be reassigned to various JCPS worksites to meet District needs during the school term.
Regular predictable performance is required for all performance responsibilities.

PHYSICAL DEMANDS

This work is completed in a school-based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities occasionally (up to 50% of the workweek): balancing, crawling, feeling, grasping, lifting up to 50 pounds, pulling up to 50 pounds, and pushing up to 50 pounds. The following physical activities are required frequently (up to 75% of the workweek): bending, crouching, kneeling, reaching, repetitive motions, and standing. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek). Driving is not required for this position.

MINIMUM QUALIFICATIONS

Kentucky certification appropriate to the content and curricular assignment.

Experience and preparation required by the Board.

Effective communication skills.

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace.



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

JOB TITLE:	FACILITATOR ENROLLMENT BILINGUAL
DIVISION	ACADEMICS/SCHOOLS
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8241
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Greets visitors including parents, local school personnel, and community persons. Assists callers by answering inquiries relative to OML Welcome Center operations, and routing phone calls. Assists parents with student registration and assessment and student scheduling. Gathers information and documents relative to student registration. Maintains reports relative to registration.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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| Serves as first contact for international or multilingual families in person or via telephone |
| Interprets for international or multilingual families in person or via telephone |
| Assists families requesting additional language support |
| Answers general Office of Multilingual Learners Welcome Center inquiries and routes incoming calls |
| Maintains a neat and orderly waiting area |
| Schedules appointments for student registration and assessment |
| Gathers information and documentation relative to student registration |
| Assists international or multilingual families in completing registration forms |
| Requests and processes student records |
| Maintains OML Welcome Center reports |
| Prepares and prints daily student appointment schedule |
| Operates and maintains office copiers, computers and printers |
| Supports school and community events as directed by supervisor. |
| Regular, predictable performance is required for all performance responsibilities |
| This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction |
| Performs other duties as assigned by supervisor |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |

PHYSICAL DEMANDS

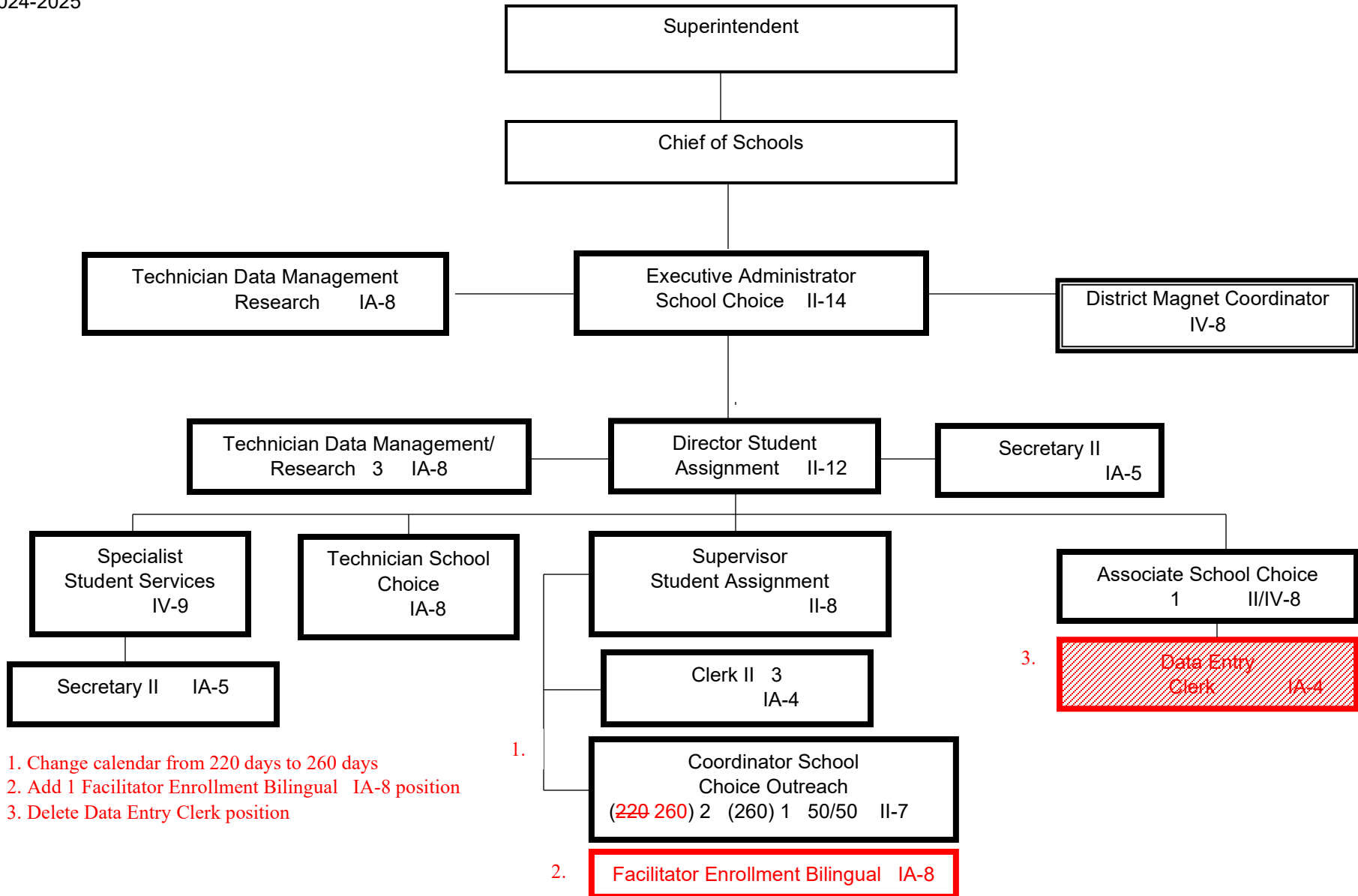
This work is conducted in an office and school settings. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

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.

MINIMUM QUALIFICATIONS
Associate's Degree or approved equivalent training (64 college semester hours) and experience
One (1) year of successful experience
Demonstrated proficiency in two (2) languages: English and another 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

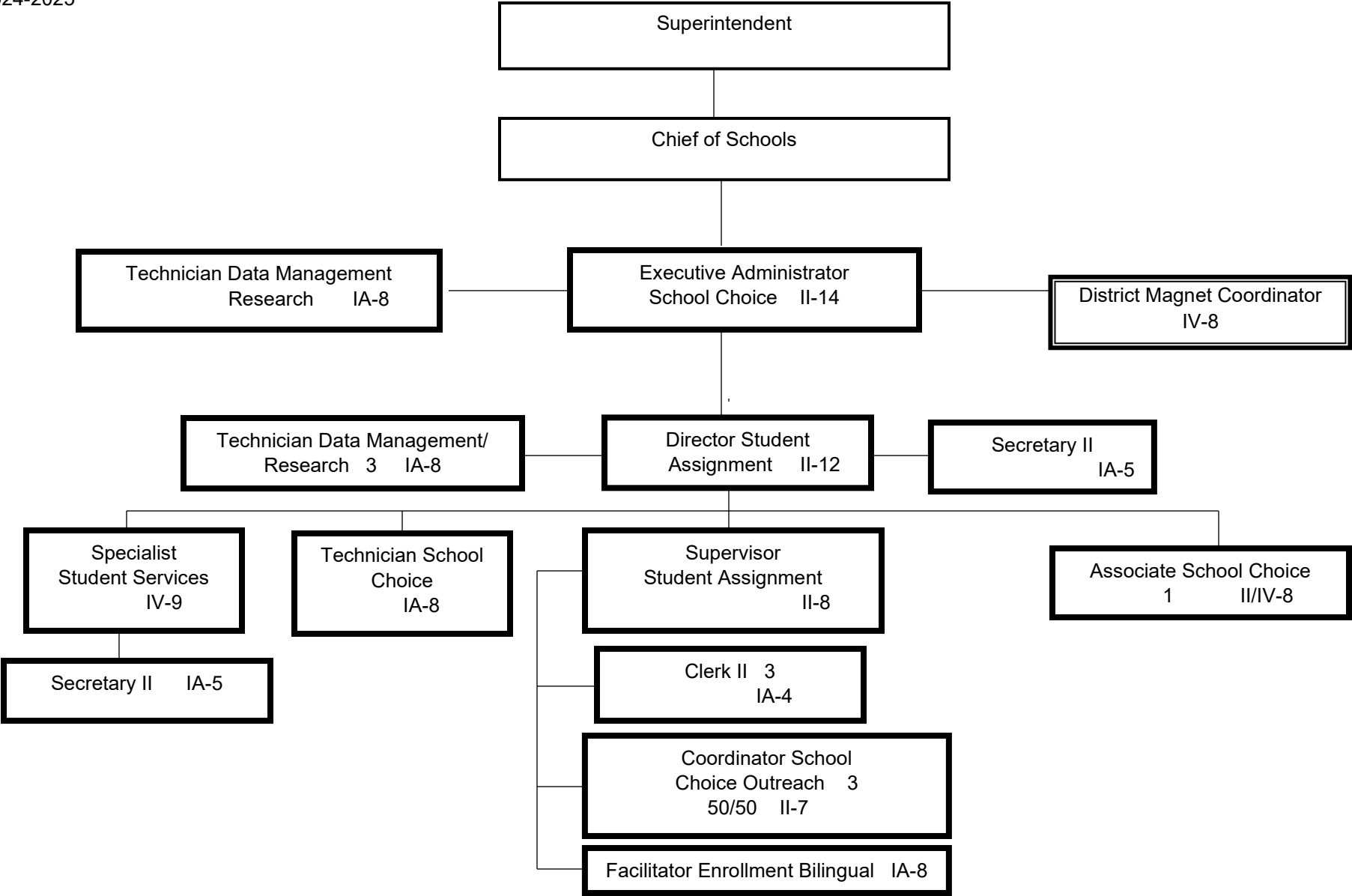


Summary:

General Fund Positions: ~~48.5~~ 19.5
Categorical Fund Positions: .50

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Submitted: 09/24/2024 3/18/2025
Effective: 09/25/2024 7/1/2025



Summary:

General Fund Positions: 19.5
Categorical Fund Positions: .50