

NEW: Revised: 04/09/2025 11/11/2020 Submitted: 04/08/2025 11/10/2020

JOB TITLE:	TEACHER GIFTED
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4525
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Plans, organizes, and delivers gifted services at assigned locations based on identified student needs and approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; assists in establishing and maintaining identification processes; supervises students and secures and maintains school property and materials. May be transferred to other locations or clusters of locations as District needs change during the school term and from school year to school year.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Meets and instructs assigned classes in the locations and at the times designated

Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students

Guides the learning process toward the achievement of curriculum goals and establishes objectives for all lessons, units, projects, and the like in order to communicate these objectives to students.

Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes, and maintains written evidence of preparation

Assists the administration in implementing Board policies, administrative regulations, equitable identification, and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner

Assess the accomplishments of students on a regular basis and provides progress reports and counseling to parents as required concerning academic and behavioral progress of all assigned students

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

Continues personal professional growth and upgrading of skills appropriate to teaching assignments

Attends staff meetings, serves on staff committees, and accepts a share of responsibility for extracurricular activities

Performs health services if needed for which training will be provided

Performs other duties as assigned by Principal or supervisor and evaluated by Director Title I/II/IV and Programmatic Support

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 to provide active supervision of students as required by Kentucky State Law.

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 find manipulations.

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

KY certification appropriate to the grade level and curricular assignment

Gifted endorsement

Experience and preparation required by the Board

Effective communication skills

DESIRABLE QUALIFICATIONS

Has access to private vehicle for transportation purposes as needed

Has appropriate vehicle insurance as required by the District

Experience in diverse workplace and with diverse student populations



Revised: 04/09/2025

Submitted: 04/08/2025

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DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
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FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4525
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Meets and instructs assigned classes in the locations and at the times designated

Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students

Guides the learning process toward the achievement of curriculum goals and establishes objectives for all lessons, units, projects, and the like in order to communicate these objectives to students.

Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes, and maintains written evidence of preparation

Assists the administration in implementing Board policies, administrative regulations, equitable identification, and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner

Assess the accomplishments of students on a regular basis and provides progress reports and counseling to parents as required concerning academic and behavioral progress of all assigned students

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

Continues personal professional growth and upgrading of skills appropriate to teaching assignments

Attends staff meetings, serves on staff committees, and accepts a share of responsibility for extracurricular activities

Performs health services if needed for which training will be provided

Performs other duties as assigned by Principal or supervisor and evaluated by Director Title I/II/IV and Programmatic Support

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 to provide active supervision of students as required by Kentucky State Law.

PHYSICAL DEMANDS

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

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

MINIMUM QUALIFICATIONS

KY certification appropriate to the grade level and curricular assignment

Gifted endorsement

Experience and preparation required by the Board

Effective communication skills

DESIRABLE QUALIFICATIONS

Has access to private vehicle for transportation purposes as needed

Has appropriate vehicle insurance as required by the District

Experience in diverse workplace and with diverse student populations



NEW: Revised: 04/09/2025 07/01/2020 Submitted: 04/08/2025 04/21/2020

JOB TITLE:	SCHOOL PSYCHOLOGIST
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4135
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Functions as a psychoeducational consultant to all students through consultation counseling, assessment, staff development, and program development/evaluation activities- evaluation and program development activities. Ensures compliance with the Individuals with Disabilities Education Act (IDEA), Kentucky Administrative Regulations (KARs) and District ECE policies/procedures. Provides technical assistance and support for the implementation of the KARs and the IDEA.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Accurately administers, scores and interprets individual assessments consistent with professional standards and state/district policy

Acts as a psycho-educational consultant to teachers and other school staff in the design and implementation of appropriate preventive and early intervention strategies for children

Works with various school teams to support multi-tiered systems of support for all students within assigned schools

Participates in Admissions and Release Committees both in interpreting assessment results and in planning appropriate programs for individual children including individual education programs and intervention plans

Provides group or individual counseling to students and families as a related service provider on IEPs or when appropriate

Observes student behavior in school-based settings to gain holistic understanding of their needs and challenges

Participates and leads crisis intervention at assigned schools and at the District level when needed

Prepares comprehensive reports summarizing assessment findings, intervention recommendations, and progress updates for relevant school personnel and parents

Manages assessment, intervention, and consultation case assignments in accordance with federal and state regulations and District policies and procedures

Provides guidance to assigned schools on regulations, policies, procedures, and practices related to IDEA, Part B, part C, KAR, and Section 504 of the Rehabilitation Act of 1973, ADA to maintain compliance

Conducts comprehensive psycho-educational evaluations that include but are not limited to the assessment of intellectual, developmental, academic, social/emotional and behavioral status in a manner consistent with professional standards and state/District policy

Leads parent education or training groups when necessary

Participates in collaborative and consultative activities with teachers, parents, Administrators, ARC chairs and other school-based personnel

Serves as a resource to school Principals and other administrative staff on issues of school-level or system-level concern

Organizes and conducts staff development activities and serves as a resource for school and District personnel

Participates in the implementation of research and evaluation projects to benefit the District

Prepares and/or assists in preparation of reports, records and other documentation as requested by supervisor

Assumes responsibility for the orientation of new school psychologists and school psychology interns or practicum students within the system

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work may require the ability to model and demonstrate safe crisis management techniques and strategies.

This work is conducted 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 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

EPSB Standard or Provisional Certificate for School Psychologist

Expertise in psycho-educational consultation and assessment

Willingness to review psychological literature and translate into practice

Safe Crisis Management Certification or willing to get it

Effective communication skills

DESIRABLE QUALIFICATIONS

Training and experience in leading parent groups

Expertise in group/individual psychological counseling

Three (3) years of successful professional experience in appropriate areas

Knowledge of Individuals with Disabilities in Education Act and the Kentucky Administrative Regulations related to Exceptional Children

Experience in a diverse workplace

Footnote

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



Revised: 04/09/2025 Submitted: 04/08/2025

JOB TITLE:	SCHOOL PSYCHOLOGIST
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4135
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Functions as a psychoeducational consultant to all students through consultation counseling, assessment, staff development, evaluation and program development activities. Ensures compliance with the Individuals with Disabilities Education Act (IDEA), Kentucky Administrative Regulations (KARs) and District ECE policies/procedures. Provides technical assistance and support for the implementation of the KARs and the IDEA.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Accurately administers, scores and interprets individual assessments consistent with professional standards and state/district policy

Acts as a psycho-educational consultant to teachers and other school staff in the design and implementation of appropriate preventive and early intervention strategies for children

Works with various school teams to support multi-tiered systems of support for all students within assigned schools

Participates in Admissions and Release Committees both in interpreting assessment results and in planning appropriate programs for individual children including individual education programs and intervention plans

Provides group or individual counseling to students and families as a related service provider on IEPs or when appropriate

Observes student behavior in school-based settings to gain holistic understanding of their needs and challenges

Participates and leads crisis intervention at assigned schools and at the District level when needed

Prepares comprehensive reports summarizing assessment findings, intervention recommendations, and progress updates for relevant school personnel and parents

Manages assessment, intervention, and consultation case assignments in accordance with federal and state regulations and District policies and procedures

Provides guidance to assigned schools on regulations, policies, procedures, and practices related to IDEA, Part B, part C, KAR, and Section 504 of the Rehabilitation Act of 1973, ADA to maintain compliance

Conducts comprehensive psycho-educational evaluations that include but are not limited to the assessment of intellectual, developmental, academic, social/emotional and behavioral status in a manner consistent with professional standards and state/District policy

Leads parent education or training groups when necessary

Participates in collaborative and consultative activities with teachers, parents, Administrators, ARC chairs and other school-based personnel

Organizes and conducts staff development activities and serves as a resource for school and District personnel

Participates in the implementation of research and evaluation projects to benefit the District

Prepares and/or assists in preparation of reports, records and other documentation as requested by supervisor

Assumes responsibility for the orientation of new school psychologists and school psychology interns or practicum students within the system

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted 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 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

EPSB Standard or Provisional Certificate for School Psychologist

Expertise in psycho-educational consultation and assessment

Willingness to review psychological literature and translate into practice

Effective communication skills

DESIRABLE QUALIFICATIONS

Training and experience in leading parent groups

Expertise in group/individual psychological counseling

Three (3) years of successful professional experience in appropriate areas

Knowledge of Individuals with Disabilities in Education Act and the Kentucky Administrative Regulations related to Exceptional Children

Experience in a diverse workplace



NEW: 04/09/2025

Submitted: 04/08/2025

JOB TITLE:	SCHOOL PSYCHOLOGIST - INTERN
DIVISION	EXECPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Under the supervision of an EPSB-certified school psychologist, this position will function as a psychoeducation consultant to all students through consultation counseling, assessment, staff development, and program development/evaluation activities. Adheres to ethical guidelines related to confidentiality, informed consent, and appropriate boundaries with students and their families

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Accurately administers, scores, and interprets individual assessments consistent with professional standards and state/district policy

Prepares comprehensive reports summarizing assessment findings, intervention recommendations, and progress updates for relevant school personnel and parents

Participates in Admissions and Release Committee meetings to interpret assessment results and appropriate plan programs for students, including individual education programs and written remedial plans

Observe student behavior in classroom settings to gain a holistic understanding of their needs and challenges

Develops and implements individualized intervention plans based on assessment results, including behavioral strategies, academic supports, and counseling interventions

Provides group or individual counseling to students as a related service provider on IEPs or when appropriate

Organizes and conducts staff development activities for school personnel

As directed by the supervisor, responds to immediate crisis situations within the school setting and provides the necessary support to students

Maintains accurate records of student interactions, interventions, and progress data to inform decision-making

Participates in the implementation of research-based projects and evaluations

Attending training sessions and participating in supervision meetings with a licensed school psychologist to enhance clinical skills and knowledge

Performs other duties as assigned by the supervisor

Completes all internship requirements for the University/College

As an intern, all activities will be conducted under the close supervision of a licensed school psychologist

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted 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 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 equivalent graduate hours from a school psychology program and eligible for Kentucky Department of Education provisional certification as a school psychologist

Willingness to review psychological literature and translate it into practice

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of Individuals with Disabilities in Education Act and the Kentucky Administrative Regulations related to Exceptional Children

Gaining experience working with students from various backgrounds and with diverse needs



NEW: Revised: 04/09/2025 07/28/2021 Submitted: 04/08/2025 07/27/2021

JOB TITLE:	SUPERVISOR HOME/HOSPITAL
DIVISION	EXECPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4123
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in meeting the needs of students in the Home/Hospital program and ensures instruction is in compliance with federal law, state statutes and District policies and procedures. Coordinates and mMonitors implementation and effectiveness of Home/Hospital program; professional learning; supervises and directs the work of support staff as assigned to improve outcomes of students assigned to Home/Hospital.

Assists designated supervisor in short-range and long-range planning to improve outcomes for students enrolled in Home/Hospital instruction

Assists in coordination of programming and supports programming on behalf of students enrolled in Home/Hospital

Assures compliance with District policies/procedures, Kentucky Administrative Regulations(KAR), and pertinent federal legislation

Provides administrative management and instructional leadership for total operation of the Home/Hospital program

Collaborates with school and District staff to provide professional learning and technical assistance to address achievement and opportunity gaps and improve outcomes for students enrolled in Home/Hospital

Researches current practices in Home/Hospital area(s) to address achievement and opportunity gaps and improve outcomes for students enrolled in Home/Hospital

Coordinates with schools, parents, health care professionals and other outside agencies to resolve issues, develop appropriate programming and to provide instructional services to students enrolled in home/hospital services

Ensures all areas of student and fiscal records are in compliance with federal law, state regulation and District policies/procedures as related to Home/Hospital

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

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

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 the ability to model and demonstrate safe crisis management techniques and strategies.

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, 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

Bachelor's Degree or higher with Kentucky Certification in Supervisor of Instruction or Instructional Leadership – Principal, or Director of Special Education, or Director of Pupil Personnel, or School Counselor. Master's Degree with a Kentucky certification in Administration and Supervision (Principal Certification) or Director of Special Education or Instructional Supervisor

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

Knowledge of federal and state laws regarding home/hospital programs

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Experience in a diverse workplace

Experience adhering to/knowledge of the Individuals with Disabilities Act (IDEA)



Revised: 04/09/2025 Submitted: 04/08/2025

JOB TITLE:	SUPERVISOR HOME/HOSPITAL
DIVISION	EXECPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4123
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in meeting the needs of students in the Home/Hospital program and ensures instruction is in compliance with federal law, state statutes and District policies and procedures. Coordinates and monitors implementation and effectiveness of Home/Hospital program; professional learning; supervises and directs the work of support staff as assigned to improve outcomes of students assigned to Home/Hospital.

Assists designated supervisor in short-range and long-range planning to improve outcomes for students enrolled in Home/Hospital instruction

Assists in coordination of programming and supports programming on behalf of students enrolled in Home/Hospital

Assures compliance with District policies/procedures, Kentucky Administrative Regulations(KAR), and pertinent federal legislation

Provides administrative management and instructional leadership for total operation of the Home/Hospital program

Collaborates with school and District staff to provide professional learning and technical assistance to address achievement and opportunity gaps and improve outcomes for students enrolled in Home/Hospital

Researches current practices in Home/Hospital area(s) to address achievement and opportunity gaps and improve outcomes for students enrolled in Home/Hospital

Coordinates with schools, parents, health care professionals and other outside agencies to resolve issues, develop appropriate programming and to provide instructional services to students enrolled in home/hospital services

Ensures all areas of student and fiscal records are in compliance with federal law, state regulation and District policies/procedures as related to Home/Hospital

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to 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.

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MINIMUM QUALIFICATIONS

Bachelor's Degree or higher with Kentucky Certification in Supervisor of Instruction or Instructional Leadership – Principal, or Director of Special Education, or Director of Pupil Personnel, or School Counselor.

Knowledge of federal and state laws regarding home/hospital programs

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Experience in a diverse workplace

Experience adhering to/knowledge of the Individuals with Disabilities Act (IDEA)