



NEW: 07/01/2025
Submitted: 05/13/2025

JOB TITLE:	MANAGER ECE PROGRAMMING (DIAGNOSTIC CENTER)
DIVISION:	EXCEPTIONAL CHILD EDUCATION (ECE)
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8673
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinates, monitors, and implements District Diagnostic Center and ECE/ECH programs; surveys system-wide needs in the area of assignment and determines the effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned. Provides professional development; 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

Provides leadership in assessing and addressing the District's priorities and needs and in developing, reviewing and revising Diagnostic Center programs or activities as assigned

Assumes responsibility for Diagnostic Center and assists designated supervisor in short-range and long-range planning as assigned

Serves as liaison with other units and departments or outside agencies as required

Researches current practices in ECE program area(s) to address achievement and opportunity gaps and improve outcomes for students

Provides technical assistance to District and Diagnostic Center staff

Works cooperatively with the program ECH, ECE, and other program directors, specialists, and supervisors 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

Communicates effectively with all District staff, local school staff and community in both verbal and written form, builds consensus among diverse groups, establishes and maintains productive working relationships with others and builds a vision for the department that is effectively articulated

Monitors and evaluates the efficiency of the Diagnostic Center

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

Assists with development of reports for ECE/ECH programs as required

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

Evaluate 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
<p>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.</p> <p>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).</p>

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.
Three (3) years of successful experience in area of assignment
Extensive knowledge of federal and state laws and regulations regarding programs for exceptional children
Demonstrated ability to work cooperatively in a team situation
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated decision-making abilities



NEW: REVISED

Submitted:

07/01/2019

06/11/2019

07/01/2025

05/13/2025

JOB TITLE:	DIAGNOSTICIAN EXCEPTIONAL CHILD SPECIAL SERVICES
DIVISION:	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	187 DAYS 220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4765
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Assists District staff in the implementation of consistent and appropriate ECE instructional programs; conducts standardized norm-referenced, and criterion-referenced assessments for 2-to 5-year-old children suspected of needing special education; participates in pre-referral, referral, assessment, placement, and follow-up activities; assists the director in collecting and compiling data as needed for appropriate evaluation and placement of children, as well as for District, state and federal reports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists school and community agency staff in the implementation of consistent and appropriate ECE instructional programs and the use of curriculum

Assists in the development and implementation of instructional alternatives/intervention techniques for students identified as having difficulty

Conducts individual and team assessments for 2-to 5-year-old children suspected of needing special education

Conducts screenings and behavior observations for 2-to 5-year-old children suspected of needing special education

Writes comprehensive evaluation reports and behavior observations on those children tested

Assists the Admissions and Release Committees in interpreting educational assessment results, developing the individual education program, and determining appropriate placement as needed

Conducts in-service activities for school personnel, District staff, and community groups

Coordinates and/or participates in parent involvement, staff development, and community agency development activities of the Early Childhood Program

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 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 requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. 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

~~Kentucky Certification with elementary endorsement~~ Kentucky Teacher Certification

~~Certification endorsed in some area of special education or related field~~

Three (3) years of successful experience as a teacher

Demonstrated ability to work cooperatively in a team situation

~~Experience with administering educational assessments~~

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience with administering educational assessments

Experience in a diverse workplace

FOOTNOTE

~~Flexible calendar—July 1-June 30; 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 Submitted:
07/01/2025 05/13/2025

JOB TITLE:	DIAGNOSTICIAN EXCEPTIONAL CHILD SPECIAL SERVICES
DIVISION:	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4765
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Assists District staff in the implementation of consistent and appropriate ECE instructional programs; conducts standardized norm-referenced, and criterion-referenced assessments for 2-to 5-year-old children suspected of needing special education; participates in pre-referral, referral, assessment, placement, and follow-up activities; assists the director in collecting and compiling data as needed for appropriate evaluation and placement of children, as well as for District, state and federal reports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists school and community agency staff in the implementation of consistent and appropriate ECE instructional programs and the use of curriculum

Assists in the development and implementation of instructional alternatives/intervention techniques for students identified as having difficulty

Conducts individual and team assessments for 2-to 5-year-old children suspected of needing special education

Conducts screenings and behavior observations for 2-to 5-year-old children suspected of needing special education

Writes comprehensive evaluation reports and behavior observations on those children tested

Assists the Admissions and Release Committees in interpreting educational assessment results, developing the individual education program, and determining appropriate placement as needed

Conducts in-service activities for school personnel, District staff, and community groups

Coordinates and/or participates in parent involvement, staff development, and community agency development activities of the Early Childhood Program

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

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

Kentucky Teacher Certification

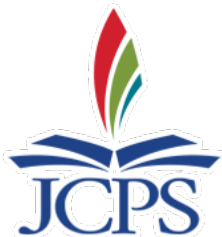
Three (3) years of successful experience as a teacher

Demonstrated ability to work cooperatively in a team situation

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



NEW: 05/14/2025 Submitted: 05/13/2025

JOB TITLE:	SPONSOR ADAPTED SPORTS
DIVISION:	ECE
SALARY SCHEDULE/GRADE:	EXTRA SERVICES SALARY SCHEDULE
WORK YEAR:	COACHING SEASON
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	

SCOPE OF RESPONSIBILITIES

Serves as head sponsor of adapted sports team.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Promotes all adapted sports in the school and community.

Plans the adapted sports athletic program in collaboration with Occupational and Physical Therapy Department.

Organizes and supervises all practices and meetings.

Teaches fundamental skills, team play, strategy, and rules and regulations of the game.

Teaches good sportsmanship and Character First.

Ensures that all students meet all academic eligibility requirements and sports safety requirements including sports physicals, parent/guardian consent, and student accident insurance coverage and limits.

Keeps informed of all rules and regulations established for adapted sports participation by the KHSSA and JCPS.

Completes all coach requirements regarding sports safety including CPR and AED certification and the KHSAA Sports Safety Course as well as all NFHS courses as required by level of education in a timely manner

Collaborates with Occupational/Physical Therapy Department regarding individual student and adapted sports team needs.

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

Performs all other duties as assigned.

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

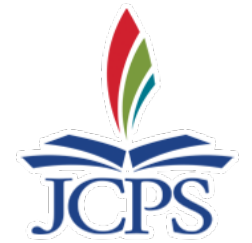
This work is completed in a school-based setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the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

This position requires the following physical activities frequently (up to 75% of the workweek): balancing, bending, climbing, crawling, crouching, driving, feeling, grasping, hearing, kneeling, reaching, lifting up to 20 pounds, pulling up to 20 pounds, and pushing up to 20 pounds. Hearing, talking, standing, walking, and visual acuity are required constantly

MINIMUM QUALIFICATIONS

Minimum of 64 (sixty-four) semester hours of credit from an accredited college or training as required and approved by KHSAA and demonstrated experience in adapted sports activities
NFHS Fundamentals of Coaching
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in working with persons with physical disabilities
Experience in a diverse workplace



~~NEW:~~ REVISED Submitted:
08/03/2022 08/02/2022
07/01/2025 05/13/2025

JOB TITLE:	SPECIALIST ECE IDEA (AGES 3-5 AND PRIVATE SCHOOL) Specialist ECE IDEA
DIVISION:	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4674
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the area of assignment; develops, monitors, and implements assigned program or activity; provides in-service as assigned; surveys system-wide needs in the area of assignment and determines the effectiveness of assigned program or activity; supervises and directs work of committees and other groups as assigned; and ensures compliance with the Individuals with Disabilities Act (IDEA), Kentucky Administrative Regulations (KARs) and District ECE policies/procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with department leaders, school administrators, and staff to ensure administrative procedures are followed and in compliance with federal and state IDEA regulations and District policies

Develops and/or maintains a complete monitoring protocol and process with procedures and timelines for all aspects of IDEA ~~ages 3-5 years old and Private School~~

Reviews the results of developmental screenings and assessments to ensure children receive timely referrals for supportive services

Completes and conducts annual training on administering the assessments and screening tools

Develops a great rapport with First Steps and the Early Childhood Department to remediate barriers in the completion of evaluations and IDEA compliance

Works collaboratively with all private schools ~~and homeschools~~ and provides timely support

Complies relevant reports to management, staff, and the Board of Education

Ensures compliance with the Child Find process to identify, locate, and evaluate children with disabilities

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Maintains confidentiality for children and families

~~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, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving 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

Bachelor's Degree or higher with a Kentucky certification in ~~Supervisor of instruction or Instructional Leadership – Principal, or Director of Special Education, or Director of Pupil Personnel or School Counselor~~ ~~Special Education or Interdisciplinary Early Childhood~~ ~~Instructional Leadership or Supervision or school counselor~~

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

Excellent organizational, interpersonal and problem-solving skills

Knowledge of federal and state laws and regulations regarding programs for exceptional children

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful administrative, supervisory and/or consultant experience in special education

Experience in a diverse workplace



REVISED: 07/01/2025
Submitted: 05/13/2025

JOB TITLE:	Specialist ECE IDEA
DIVISION:	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4674
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the area of assignment; develops, monitors, and implements assigned program or activity; provides in-service as assigned; surveys system-wide needs in the area of assignment and determines the effectiveness of assigned program or activity; supervises and directs work of committees and other groups as assigned; and ensures compliance with the Individuals with Disabilities Act (IDEA), Kentucky Administrative Regulations (KARs) and District ECE policies/procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with department leaders, school administrators, and staff to ensure administrative procedures are followed and in compliance with federal and state IDEA regulations and District policies

Develops and/or maintains a complete monitoring protocol and process with procedures and timelines for all aspects of IDEA

Reviews the results of developmental screenings and assessments to ensure children receive timely referrals for supportive services

Completes and conducts annual training on administering the assessments and screening tools

Develops a great rapport with First Steps and the Early Childhood Department to remediate barriers in the completion of evaluations and IDEA compliance

Works collaboratively with all private schools and homeschools and provides timely support

Complies relevant reports to management, staff, and the Board of Education

Ensures compliance with the Child Find process to identify, locate, and evaluate children with disabilities

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Maintains confidentiality for children and families

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 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 or higher with a Kentucky certification in Supervisor of instruction or Instructional Leadership – Principal, or Director of Special Education, or Director of Pupil Personnel or School Counselor

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

Excellent organizational, interpersonal and problem-solving skills

Knowledge of federal and state laws and regulations regarding programs for exceptional children

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful administrative, supervisory and/or consultant experience in special education

Experience in a diverse workplace