



~~NEW:~~ Revised: Submitted:
07/30/2025 07/29/2025
09/04/2024 09/03/2024

JOB TITLE:	AUXILIARY TEACHER PERMANENT-FULL TIME-AUXILIARY
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	JOB FAMILY V
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8049
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES

The ~~Auxiliary Teacher Permanent Full Time-Auxiliary~~ carries out duties to support programmatic needs, and the ~~aAssignment of a Teacher Permanent Full Time-Auxiliary~~ is restricted to a temporary use. ~~Teacher Permanent Full Time~~ Auxiliary ~~Teacher~~ positions are assigned to a specific location but ~~expected to may~~ fill assignments in other locations as needed. This position may organize and deliver the program of instruction based on approved curriculum; monitor, evaluate, and communicate student progress; maintain records and make reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

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 interest of students

Guides the learning process toward the achievement of curriculum goals

Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes

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

Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students

Reports immediately safety concerns to a school official

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

Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments

Performs health services, if needed, for which training will be provided

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to 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~~ moving around the school setting. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek). Driving is not required for this position.

MINIMUM QUALIFICATIONS

~~Minimum Five-year sub c~~ Certification issued by the Kentucky Education Professional Standards Board

~~64 College credit hours from an accredited college or university with a 2.45 minimum GPA Bachelor's degree~~

Experience working with school-age children

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse work place



Revised: 07/30/2025
Submitted: 07/29/2025

JOB TITLE:	AUXILIARY TEACHER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	JOB FAMILY V
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8049
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES

The Auxiliary Teacher carries out duties to support programmatic needs, and the assignment is restricted to a temporary use. Auxiliary Teacher positions are assigned to a specific location but may fill assignments in other locations as needed. This position may organize and deliver the program of instruction based on approved curriculum; monitor, evaluate, and communicate student progress; maintain records and make reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

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 interest of students
- Guides the learning process toward the achievement of curriculum goals
- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
- Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
- Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
- Reports immediately safety concerns to a school official
- Maintains accurate complete and correct records as required by law, District policy, and administrative regulation
- Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite to provide active supervision of students as required by Kentucky State Law

PHYSICAL DEMANDS

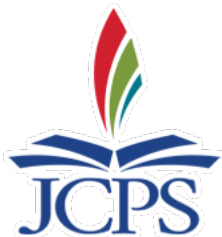
This work is completed in a school-based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

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 moving around the school setting. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek). Driving is not required for this position.

MINIMUM QUALIFICATIONS
Minimum Five-year sub certification issued by the Kentucky Education Professional Standards Board
Bachelor's degree
Experience working with school-age children
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse work place



NEW: Revised: Submitted:
 07/30/2025 07/29/2025
 07/01/2019 06/11/2019

JOB TITLE:	CLERK TEMPORARY / SUBSTITUTE
DIVISION	AS ASSIGNED HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 3 SUB 1
WORK YEAR:	AS APPROVED BY THE BOARD AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8967
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Performs any combination of the following routine and standard clerical duties for a unit or program according to specific departmental requirements and which require application of various standard and routine work methods and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Checks, analyzes, and classifies or alphabetizes materials, conducting limited research when necessary

Makes simple postings to various unit or program records; receives and issues receipts for payments as required

Prepares reports involving tabulations or posted data and simple arithmetical calculations

Files information in established files and removes files upon request and matches with reports, correspondence, etc.; prepares related indices and cross reference aids

Receives, classifies, and routes incoming mail as assigned

Acts as receptionist and answers telephones as assigned

Operates standard office equipment machines including computers, adding machine, calculator, copier, and other office machines

Word processes, proofreads, duplicates, collates, and processes reports and other materials as required

Completes all trainings and other compliance requirements as assigned 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 light weights.~~

This work is completed 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 activities rarely (up to 25% of the workweek): bending, squatting, and reaching. The following activities are required occasionally (up to 50% of the workweek): lifting up to 20lbs, pushing up to 20lbs, moving around the office setting. 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

High School Diploma or G.E.D.

Previous training and/or experience in office and clerical duties

Good word processing, telephone, calculator, and office machine skills
Ability to use computer word processing/file management skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work well in a team situation
Efficient time management
Experience in a diverse work place



Revised: 07/30/2025
Submitted: 07/29/2025

JOB TITLE:	CLERK TEMPORARY / SUBSTITUTE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB 1
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8967
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Performs any combination of the following routine and standard clerical duties for a unit or program according to specific departmental requirements and which require application of various standard and routine work methods and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Checks, analyzes, and classifies or alphabetizes materials, conducting limited research when necessary
- Makes simple postings to various unit or program records; receives and issues receipts for payments as required
- Prepares reports involving tabulations or posted data and simple arithmetical calculations
- Files information in established files and removes files upon request and matches with reports, correspondence, etc.; prepares related indices and cross reference aids
- Receives, classifies, and routes incoming mail as assigned
- Acts as receptionist and answers telephones as assigned
- Operates standard office equipment machines including computers, adding machine, calculator, copier, and other office machines
- Word processes, proofreads, duplicates, collates, and processes reports and other materials as required
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is completed 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 activities rarely (up to 25% of the workweek): bending, squatting, and reaching. The following activities are required occasionally (up to 50% of the workweek): lifting up to 20lbs, pushing up to 20lbs, moving around the office setting. 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

- High School Diploma or G.E.D.
- Previous training and/or experience in office and clerical duties
- Good word processing, telephone, calculator, and office machine skills
- Ability to use computer word processing/file management skills
- Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work well in a team situation
Efficient time management
Experience in a diverse work place



NEW: 07/30/2025 Submitted: 07/29/2025

JOB TITLE:	INSTRUCTIONAL ASSISTANT SUBSTITUTE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB 4
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Under the direction of the supervising teacher or Principal, the substitute instructional assistant participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation, and organization of materials and equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Implements instructional techniques and learning activities as directed by the teacher
- Participates as an integral member of the remediation instructional team
- Administers achievement and diagnostic tests as the teacher recommends for individual students
- Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab under the direction of the teacher
- Operates and cares for equipment used in the classroom for instructional purposes
- Distributes materials for instruction
- Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips
- Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills under the direction of the teacher
- Performs health services, if needed, for which training will be provided
- 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 activities occasionally (up to 50% of the workweek); crawling, grasping, lifting up to 20 lbs., pulling up to 20lbs, and pushing up to 20 lbs.

The following physical activities are required frequently (up to 75% of the workweek), bending, climbing, squatting, kneeling, reaching, repetitive motions, and moving around the school setting. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Demonstrated competent language skills
- Successful experience working with children, individually or in groups, including ability to read and understand meanings of words and ideas associated with them and to use them effectively

Participation in any training necessary for ECE and Early Childhood classes

Successful completion of the Instructional Assistant Online Orientation

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated knowledge of computer operations and functions

Experience with standard office machines
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Experience in a diverse workplace



NEW: Submitted:
07/30/2025 07/29/2025

JOB TITLE:	SUBSTITUTE DRIVER VAN
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB 8
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Provides safe transportation of students to their assigned school. Drivers must successfully complete a school bus driver training program and remain current on all pupil transportation policies and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates the school van in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools

Observes the schedule and routes provided by transportation services

Reports promptly to the area coordinator when unable to drive allowing adequate time for the assignment of a substitute driver

Successfully demonstrates acceptable student management techniques and follows established procedures for reporting student management concerns to building principals

Reports all accidents and/or injuries to assigned compound and transportation offices

Submits required reports and attends meetings when required by administrative staff

Performs a minimum of four (4) emergency bus evacuation drills annually at each school under the supervision of the Principal

Completes appropriate form to report all vehicle safety and mechanical concerns

Provides effective communication with parents, students, and District personnel

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

The work is completed outside of a building. This position has outside environmental conditions with no protection from weather conditions, temperature changes, atmospheric conditions and exposure to dust fumes and gases while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek); balancing, climbing, squatting, crawling, and crouching. The following physical activities are required occasionally (up to 50% of the workweek); lifting up to 50lbs., pulling up to 50lbs., and pushing up to 50lbs. Bending, grasping, reaching, moving, repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Effective communication skills

Valid driver's license with evidence of a good driving record

DESIRABLE QUALIFICATIONS
Knowledge of school system policies and procedures
Experience working with children from diverse background



NEW: Revised: Submitted:
 07/30/2025 07/29/2025
 08/07/2019 08/06/2019

JOB TITLE:	SUBSTITUTE INSTRUCTOR
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB—06, 07, 08 SEE BELOW
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8952 SEE BELOW
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Assists in the implementation of education programs by providing comprehensive assessment, evaluations, and instruction to meet the needs of parents and children; including home visitation and instruction under the direction of certified staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible participants under the supervision of classroom teacher where appropriate

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

Plans and implements parent and child interactions and activities

Provides and/or arranges adult supports, activities and sessions

Promotes program, interprets purpose of program to potential clients and interested persons in the community

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

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

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

Performs health services, if needed, for which training will be provided

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 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, lifting, carrying pushing, and pulling up to 20 pounds. The following physical activities are required frequently (up to 75% of the workweek): bending, squatting, crouching, kneeling, reaching, and moving around the school setting. Hearing, talking, repetitive motions with hands and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR III, SUB/GRADE 8: JOB CLASS XXX
Bachelor's Degree or equivalent experience
Three (3) years of successful teaching experience
Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
Program specific certifications/training
Effective communication skills
MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR II, SUB/GRADE 7: JOB CLASS XXX
Associate Degree or approved equivalent training (64 college semester hours) and experience
One year successful experience in related field
Program specific certifications/training
Effective communication skills
MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR I, SUB/GRADE 6: JOB CLASS XXX
High School Diploma or GED
Experience working with children and parents with multi-cultural and multi-ethnic background
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in teaching multi-age group
Experience in teaching preschool and/or adult education
Experience in a diverse workplace



Revised: 07/30/2025
Submitted: 07/29/2025

JOB TITLE:	SUBSTITUTE INSTRUCTOR
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SEE BELOW
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES
Assists in the implementation of education programs by providing comprehensive assessment, evaluations, and instruction to meet the needs of parents and children; including home visitation and instruction under the direction of certified staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Implements a comprehensive education program for eligible participants under the supervision of classroom teacher where appropriate
Provides instruction, counseling, appropriate learning material and experiences for the participants and provides notes of students' progress and achievement
Plans and implements parent and child interactions and activities
Provides and/or arranges adult supports, activities and sessions
Promotes program, interprets purpose of program to potential clients and interested persons in the community
Maintains accurate records on the program and provides data to appropriate personnel
Plans regularly with staff and participates in appropriate school meetings and activities
Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate
Performs health services, if needed, for which training will be provided
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, lifting, carrying pushing, and pulling up to 20 pounds. The following physical activities are required frequently (up to 75% of the workweek): bending, squatting, crouching, kneeling, reaching, and moving around the school setting. Hearing, talking, repetitive motions with hands and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR III, SUB/GRADE 8: JOB CLASS XXX
Bachelor's Degree or equivalent experience
Three (3) years of successful teaching experience

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
Program specific certifications/training
Effective communication skills
MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR II, SUB/GRADE 7: JOB CLASS XXX
Associate Degree or approved equivalent training (64 college semester hours) and experience
One year successful experience in related field
Program specific certifications/training
Effective communication skills
MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR I, SUB/GRADE 6: JOB CLASS XXX
High School Diploma or GED
Experience working with children and parents with multi-cultural and multi-ethnic background
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in teaching multi-age group
Experience in teaching preschool and/or adult education
Experience in a diverse workplace



REVISED:
07/30/2025
~~07/01/2025~~

Submitted:
07/29/2025
~~06/10/2025~~

JOB TITLE:	SUBSTITUTE INSTRUCTOR I/II/III BILINGUAL ASSOCIATE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB/GRADE SEE BELOW
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	SUBC

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

Assists teachers in maintaining and reporting student progress

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

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

Conduct onboarding and orientation for newly enrolled multilingual learners and their family and support 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

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 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 moving around the school setting**. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek). Driving is not required for this position.

MINIMUM QUALIFICATIONS

MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR III BILINGUAL ASSOCIATE, SUB/GRADE 8: JOB CLASS 802G

Bachelor's Degree **or equivalent experience**

Three years of successful experience in related field

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

Experience working with children and parents with multi-culture and multi-ethnic backgrounds

Receptive to U.S. educational system, philosophy, policy, and methodology

Effective communication skills

MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR II BILINGUAL ASSOCIATE, SUB/GRADE 7: JOB CLASS 802F

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

One year successful experience in related field

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

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

Receptive to the U.S. educational system, philosophy, policy, and methodology

Effective communication skills

MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR I BILINGUAL ASSOCIATE, SUB/GRADE 6: JOB CLASS 802C

High School Diploma or G.E.D

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

Experience working with children and parents with multi-cultural and multi-ethnic backgrounds

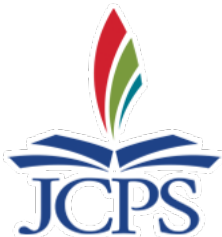
Receptive to the U.S. educational system, philosophy, policy, and methodology

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in teaching multi-age group

Experience in a diverse workplace



REVISED: 07/30/2025
Submitted: 07/29/2025

JOB TITLE:	SUBSTITUTE INSTRUCTOR I/II/III BILINGUAL ASSOCIATE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB/GRADE SEE BELOW
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	SUBC

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

Assists teachers in maintaining and reporting student progress

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

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

Conduct onboarding and orientation for newly enrolled multilingual learners and their family and support 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

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 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 moving around the school setting. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek). Driving is not required for this position.

MINIMUM QUALIFICATIONS

MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR III BILINGUAL ASSOCIATE, SUB/GRADE 8: JOB CLASS 802G

Bachelor's Degree or equivalent experience

Three years of successful experience in related field

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

Experience working with children and parents with multi-culture and multi-ethnic backgrounds

Receptive to U.S. educational system, philosophy, policy, and methodology

Effective communication skills

MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR II BILINGUAL ASSOCIATE, SUB/GRADE 7: JOB CLASS 802F

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

One year successful experience in related field

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

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

Receptive to the U.S. educational system, philosophy, policy, and methodology

Effective communication skills

MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR I BILINGUAL ASSOCIATE, SUB/GRADE 6: JOB CLASS 802C

High School Diploma or G.E.D

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

Experience working with children and parents with multi-cultural and multi-ethnic backgrounds

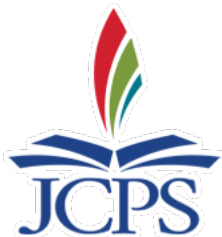
Receptive to the U.S. educational system, philosophy, policy, and methodology

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in teaching multi-age group

Experience in a diverse workplace



NEW: 07/30/2025 Submitted: 07/29/2025

JOB TITLE:	SUBSTITUTE NUTRITION SERVICES ASSISTANT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB 5
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Assumes responsibility for cooperating with and the completion of all assigned tasks under the direction of the supervisor. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow assistants to ensure maximum efficiency of food production and total program

Prepares food using standardized recipes and completes support documentation as directed by the supervisor

Assists in temperature monitoring and recording to ensure food is properly received, prepared, held, served, and cooled in accordance with the approved Hazard Analysis and Critical Control Points plan

Demonstrates proper methods of storing foods and use and care of equipment

Cleans assigned areas in order to maintain compliance with federal, state, local, and JCPS regulations

Maintains quality standards for the presentation and service of food in a pleasant environment

Performs all other duties assigned by the supervisor

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

PHYSICAL DEMANDS

The work is completed in kitchen environment, potentially exposure to fluctuant temperatures from ovens, steamers, refrigerators and freezers and to dust, fumes, and gases while working on performance responsibilities. This position requires the following activities occasionally (up to 50% of the workweek); grasping, lifting up to 50 lbs., pulling up to 50lbs, and pushing up to 50 lbs.

The following physical activities are required frequently (up to 75% of the workweek), bending, crouching, squatting, reaching, repetitive motions, and moving around the kitchen setting. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

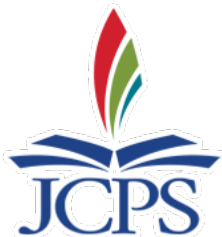
Complete Kentucky Department of Education Certification as a food service employee within 40 days of employment

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful food service experience

Participation in vocational food service courses
Louisville Metro Department of Public Health and Wellness food safety certification
Experience in a diverse workplace



NEW: Submitted:
07/30/2025 07/29/2025

JOB TITLE:	SUBSTITUTE SPECIAL NEEDS TRANSPORTATION ASSISTANT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB 52
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Assists the bus driver in supervising, loading and unloading students transported on special needs and/or Early Childhood buses. Provides direct support to students as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Adheres to schedules and routes prepared by transportation services

Adheres to the directives of the school bus driver when on a school bus

Utilizes acceptable student management techniques and follows established procedures for reporting student management concerns to building principals and transportation personnel

Submits required reports and attends meetings when required by administrative staff

Provides effective communication with parents, students, and District personnel

Assists the driver in securing all seat belts, harnesses, and wheelchair clamps

Follows established procedures for loading and unloading students

Performs health services, if needed, for which training will be provided

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

The work is completed outside of a building. This position has outside environmental conditions with no protection from weather conditions, temperature changes, atmospheric conditions and exposure to dust fumes and gases while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek); balancing, climbing, and crouching. The following physical activities are required occasionally (up to 50% of the workweek); lifting up to 50lbs., pulling up to 50lbs., and pushing up to 50lbs. Bending, reaching, moving, repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Practices effective written communication skills

Possesses the ability to work effectively with children and adults

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures
Experience in working with children
Experience in a diverse workplace