

REVISED: **07/01/2026**
07/01/2023

Submitted: **01/20/2026**
03/28/2023

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|------------------------|---|
| JOB TITLE: | CHIEF EQUITY OPPORTUNITY & ACCESS OFFICER |
| DIVISION | DIVERSITY, EQUITY, AND POVERTY PROGRAMS OPPORTUNITY & ACCESS |
| SALARY SCHEDULE/GRADE: | II, GRADE 18 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8835 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Plans, guides and Provides administrative leadership for the management of educational opportunities and access in Jefferson County Public Schools. Responsible for the implementation of District policies related to educational access and opportunities for the district's students and families. Ensures the alignment of strategies, initiatives, and programs with the district's strategic plan and reports data and advises the Superintendent and Cabinet on diversity, equity and social justice issues related to equitable access to educational opportunities for students and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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| Monitors Creates programs, plans and policies to ensure equitable educational access for address the inequities of marginalized students and families |
| Monitors, manages and adheres to all Federal guidelines as it relates to McKinney Vento Act, Every Student Succeeds Act and Title I |
| Collaborates Co-designs with appropriate staff to create and refine an access improvement framework for marginalized groups |
| Manages and creates equitable access for immigrant, refugee and migrant students and families |
| Develops and implements Districtwide training to promote cultural proficiency and competency and a climate of equity and inclusion |
| Provides support to District and community on the efforts, impact and progress of the Racial Equity Policy |
| Evaluates documentation proved and a Advises individuals and departments on appropriate action(s) to be taken as it relates to cultural competence, fairness and equitable access Racial Equity |
| Provides training for certified and non-certified staff regarding educational opportunities and access for students and families with regards to Racial Equity, Gender Equity, curricular design and Implicit Bias |
| Advises Superintendent and the Jefferson County School Board as needed with regards to equity equitable access |
| Promotes systemic equity and a climate of acceptance and inclusion through interaction with individuals and agencies inside and outside the District |
| Represents the District in regional and local associations, civic clubs, ethnic and non-profit organizations and boards |
| Sponsors and supports student groups to ensure educational opportunity and access such as Black Student Union, LGBTQ and other affinity groups |
| Collects Gathers, researches and analyzes data for use in statistical calculations and reporting in order to meet the District goals and vision including the Racial Equity Analysis Protocol, Equity Monitoring Tool and Racial Equity Metrics |
| Leads and manages community schools and satellite offices, coordinates and organizes District volunteer opportunities |

Provides support for the schools and their Racial Equity Plans

~~Participates, supports and advises recruitment and retention of underrepresented groups and monitors, evaluates and assess adequacy of diversity of candidates in the hiring and screening process~~

~~Works with Human Resources to develop recruitment strategies that attract underrepresented candidates~~

Manages the department budget including developing budget proposals, justifying expenses and monitoring accounts

~~Collaborates with all consultants, committees, stakeholders, community boards, coalitions, businesses, local elected officials and trade association that impact the goals of diversity, equity and inclusion throughout project~~

Oversees and enhances the Construction Manager's work to meet and ideally surpass the Minority, Women and Local (M/W/L) workforce goals for construction labor

Attends all meetings of the Board of Education and provides input

Evaluates staff as assigned

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. 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

Master's Degree

Five (5) years administrative experience in education and/or governmental related positions

Five (5) years experience leading diversity, equity and inclusion efforts in a medium to large organization

A general knowledge of federal and state regulations affecting compliance in an educational agency

Demonstrated leadership through a heightened understanding of ones own identity, values, assumptions, and biases

Demonstrated leadership to help others build skills and will to examine the impact of race and value equity as a shared goal

Demonstrated leadership to seek and make use of diverse perspectives in decision making, considering the intended and unintended consequences of decisions on all stakeholder groups

Demonstrated leadership in examining individual and system data that have been disaggregated by race, ethnicity, and other characteristics

Effective communication skills

DESIRABLE QUALIFICATIONS

Prior experience in program development with Kentucky Certification in Administration and/or Supervision (Superintendent certification)

Knowledge of Civil Rights enforcement agencies and procedures

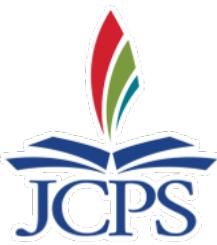
Technical knowledge of and experience in affirmative action programs

Demonstrated ability to work with agencies and community organizations

General Knowledge of Kentucky School Law

Knowledge of Culturally Responsive Teaching and Pedagogical practices

Experience in a diverse workplace



REVISED: 07/01/2026 Submitted: 01/20/2026

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|------------------------|------------------------------------|
| JOB TITLE: | CHIEF OPPORTUNITY & ACCESS OFFICER |
| DIVISION | OPPORTUNITY & ACCESS |
| SALARY SCHEDULE/GRADE: | II, GRADE 18 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8835 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Provides administrative leadership for the management of educational opportunities and access in Jefferson County Public Schools. Responsible for the implementation of District policies related to educational access and opportunities for the district's students and families. Ensures the alignment of strategies, initiatives, and programs with the district's strategic plan and reports data and advises the Superintendent and Cabinet on issues related to equitable access to educational opportunities for students and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Monitors policies to ensure equitable educational access for marginalized students and families

Monitors, manages and adheres to all Federal guidelines as it relates to McKinney Vento Act

Collaborates with appropriate staff to create and refine an access improvement framework for marginalized groups

Manages and creates equitable access for immigrant, refugee and migrant students and families

Develops and implements Districtwide training to promote cultural proficiency and competency and a climate of equity and inclusion

Provides support to District and community on the efforts, impact and progress of the Racial Equity Policy

Advises individuals and departments on appropriate action(s) to be taken as it relates to cultural competence, fairness and equitable access

Provides training for staff regarding educational opportunities and access for students and families

Advises Superintendent and the Jefferson County School Board as needed with regards to equitable access

Promotes systemic equity and a climate of acceptance and inclusion through interaction with individuals and agencies inside and outside the District

Represents the District in regional and local associations, civic clubs, ethnic and non-profit organizations and boards

Sponsors and supports student groups to ensure educational opportunity and access

Collects and analyzes data for use in statistical calculations and reporting in order to meet the District goals and vision

Coordinates and organizes District volunteer opportunities

Provides support for the schools and their Racial Equity Plans

Manages the department budget including developing budget proposals, justifying expenses and monitoring accounts

Oversees and enhances the Construction Manager's work to meet and ideally surpass the Minority, Women and Local (M/W/L) workforce goals for construction labor

Attends all meetings of the Board of Education and provides input

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

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MINIMUM QUALIFICATIONS

Master's Degree

Five (5) years administrative experience in education and/or governmental related positions

Five (5) years experience leading diversity, equity and inclusion efforts in a medium to large organization

A general knowledge of federal and state regulations affecting compliance in an educational agency

Demonstrated leadership through a heightened understanding of ones own identity, values, assumptions, and biases

Demonstrated leadership to help others build skills and will to examine the impact of race and value equity as a shared goal

Demonstrated leadership to seek and make use of diverse perspectives in decision making, considering the intended and unintended consequences of decisions on all stakeholder groups

Demonstrated leadership in examining individual and system data that have been disaggregated by race, ethnicity, and other characteristics

Effective communication skills

DESIRABLE QUALIFICATIONS

Prior experience in program development with Kentucky Certification in Administration and/or Supervision (Superintendent certification)

Knowledge of Civil Rights enforcement agencies and procedures

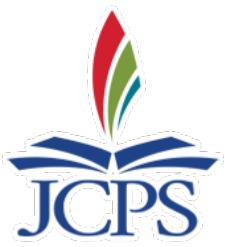
Technical knowledge of and experience in affirmative action programs

Demonstrated ability to work with agencies and community organizations

General Knowledge of Kentucky School Law

Knowledge of Culturally Responsive Teaching and Pedagogical practices

Experience in a diverse workplace



| | |
|------------------------|---------------------------|
| JOB TITLE: | CHIEF ACADEMIC OFFICER |
| DIVISION | ACADEMICS SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 18 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8837 |
| BARGAINING UNIT: | CLAS |

REVISED: **07/01/2026**
07/01/2023

Submitted: **01/20/2026**
03/28/2023

SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the operations of the Academic Services Division **including schools, curriculum and instruction, federal programs, professional learning, and other designated educational programs**. Oversees Regional Assistant Superintendents who are directly responsible for leveraging high quality teaching and learning in every school, in every classroom, every day, for every child. Oversees the planning, development, **implementation**, assessment, and improvement of educational programs, instructional, and student support with particular attention given to closing the achievement and opportunity gaps. Collaborates with **other chiefs the Chief of Schools in** promoting overall efficiency and maximizing of educational opportunities for PreK-12 school students. Responsible for the implementation of District policies and programs related to **schools, curriculum** and instruction, and educational services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers the overall instructional activities of the District's PreK-12 schools and integrates the overall instructional program with the services of others **and ensures schools are organized and administered in a manner which promotes student learning and accomplishes the goals of the District. District organizational units to provide the most efficient and effective education possible for students**

Provides leadership and expertise in assessing, identifying, formulating, and implementing the District **instructional educational** goals and objectives, **program development, implementation, evaluation, and redesign**

Provides strategic planning and executive leadership in the verification and validation of instructional programs and practices

Prepares reports and recommendations for the superintendent of schools and the Board of Education for all aspects of the PreK-12 instructional programs

Leads the change management process, which focuses on transforming schools resulting in a dramatic increase in student achievement with particular attention to the achievement and opportunity gap

Collaborates with Choice Schools to ensure principals are equipped for data-led presentations

Oversees the implementation of District data walks

Coordinates with District staff to provide tools, services, and strategies for differentiated school level support for Principals and instructional leadership teams that drive school improvement

Fosters meaningful relationships with families and community partners to provide holistic support for students within and across schools, responds to opportunities and challenges presented by a diverse community, and creates a strong neighborhood support structure to ensure all students are achieving

Develops communication and collaboration systems, in collaboration with the Executive Leadership Team, that ensure smooth flow of information, both vertically and horizontally, to enable all resources to be focused on high priority goals for each school and ensure the sharing and implementation of best practices across schools

Attends all meetings of the Board of Education and provides input interprets, when requested by the superintendent of schools, the instructional programs and support efforts to the Board of Education and the public

Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources assigned to the Chief of Academic Services

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs

Provides leadership for regular review of district instructional goals and objectives, program development, implementation, evaluation, and redesign

Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives and partners with the Chief of Schools to ensure that schools are organized and administered in a manner which promotes student learning and accomplishes the goals of the District

Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Evaluates staff as assigned

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

Regular, predictable performance is required for all performance responsibilities

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

This work is 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

Master's Degree with Kentucky Professional Certification in Administration for Superintendent

Five (5) years successful administrative and management experience

Three (3) years successful experience as a teacher

Ability to absorb, analyze, organize and communicate information and ideas

Ability to articulate vision of best practice for change management

Knowledge of current instructional programs and innovations; knowledge of student needs in the area of instruction

Understanding of systems management

Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in urban/suburban school district with student population representing cultural plurality

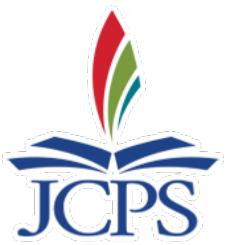
Ten (10) years of experience as a school principal

Experience as a Superintendent or Assistant Superintendent

Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large school district

Advanced preparation or doctorate

Experience in diverse workplace



REVISED: Submitted:
07/01/2026 01/20/2026

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|------------------------|--------------------------|
| JOB TITLE: | CHIEF ACADEMIC OFFICER |
| DIVISION | ACADEMICS |
| SALARY SCHEDULE/GRADE: | II, GRADE 18 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8837 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the operations of the Academic Services Division including schools, curriculum and instruction, federal programs, professional learning, and other designated educational programs. Oversees Regional Assistant Superintendents who are directly responsible for leveraging high quality teaching and learning in every school, in every classroom, every day, for every child. Oversees the planning, development, implementation, assessment, and improvement of educational programs, instructional, and student support with particular attention given to closing the achievement and opportunity gaps. Collaborates with other chiefs promoting overall efficiency and maximizing of educational opportunities for PreK-12 school students. Responsible for the implementation of District policies and programs related to schools, curriculum and instruction, and educational services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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| Administers the overall instructional activities of the District's PreK-12 schools and integrates the overall instructional program with the services of others and ensures schools are organized and administered in a manner which promotes student learning and accomplishes the goals of the District. |
| Provides leadership and expertise in assessing, identifying, formulating, and implementing the District instructional goals and objectives, program development, implementation, evaluation, and redesign |
| Provides strategic planning and executive leadership in the verification and validation of instructional programs and practices |
| Prepares reports and recommendations for the superintendent of schools and the Board of Education for all aspects of the PreK-12 instructional programs |
| Leads the change management process, which focuses on transforming schools resulting in a dramatic increase in student achievement with particular attention to the achievement and opportunity gap |
| Collaborates with Choice Schools to ensure principals are equipped for data-led presentations |
| Oversees the implementation of District data walks |
| Coordinates with District staff to provide tools, services, and strategies for differentiated school level support for Principals and instructional leadership teams that drive school improvement |
| Fosters meaningful relationships with families and community partners to provide holistic support for students within and across schools, responds to opportunities and challenges presented by a diverse community, and creates a strong neighborhood support structure to ensure all students are achieving |
| Develops communication and collaboration systems, in collaboration with the Executive Leadership Team, that ensure smooth flow of information, both vertically and horizontally, to enable all resources to be focused on high priority goals for each school and ensure the sharing and implementation of best practices across schools |
| Attends all meetings of the Board of Education and provides input |
| Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs |

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| Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment |
| Evaluates staff as assigned |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Regular, predictable performance is required for all performance responsibilities |
| This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction |
| Performs other duties as assigned by supervisor |

PHYSICAL DEMANDS

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

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MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Professional Certification for Superintendent

Five (5) years successful administrative and management experience

Three (3) years successful experience as a teacher

Ability to absorb, analyze, organize and communicate information and ideas

Ability to articulate vision of best practice for change management

Knowledge of current instructional programs and innovations; knowledge of student needs in the area of instruction

Understanding of systems management

Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in urban/suburban school district with student population representing cultural plurality

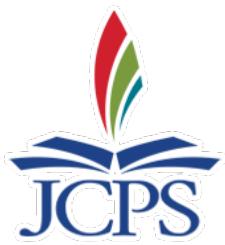
Ten (10) years of experience as a school principal

Experience as a Superintendent or Assistant Superintendent

Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large school district

Advanced preparation or doctorate

Experience in diverse workplace



NEW: Submitted:
07/01/2026 01/20/2026

| | |
|------------------------|--------------------------|
| JOB TITLE: | CHIEF BUSINESS OFFICER |
| DIVISION | BUSINESS |
| SALARY SCHEDULE/GRADE: | II, GRADE 18 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Provides administrative leadership of the business operations of the district. Responsible for the oversight and management of the District's human resources, financial services, and information technology functions. Develops and executes business strategies that align with the District's mission, vision and goals. Serves as an advisor to the Superintendent and Board on financial, workforce, and technology matters.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Develops and communicates clear strategic plans for HR, finance, and IT
- Oversees the implementation of the human resource strategy including talent acquisition, workforce planning, performance management, and employee engagement
- Ensures compliance with federal, state, and local laws and District policies
- Oversees financial planning, budgeting, forecasting, and reporting
- Ensures compliance with regulatory requirements and maintains strong internal controls
- Directs IT strategy to support business operations and digital transformation
- Collaborates with District leaders to align operational priorities with District goals
- Leads organizational structure management and processes to ensure efficiency
- Drives process improvements and implements best practices across departments
- Manages the department budget including developing budget proposals, justifying expenses and monitoring accounts
- Attends all meetings of the Board of Education and provides input
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Master's Degree in business administration, human resources, finance, or organizational management, information technology, or a related field

Experience at the executive leadership level responsible for finance, HR, IT or related field in a school district.

Five (5) years progressive administrative experience in education and/or governmental related positions in a medium to large organization

Ability to read, analyze, interpret, and explain technical journals, financial reports, and legal documents

Ability to express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience

Demonstrated reputation for integrity, transparency, and accountability with sound technical skills, analytical ability and good judgement.

Knowledge of IT systems, cybersecurity, and digital transformation

Expertise in human resources best practices and organizational development

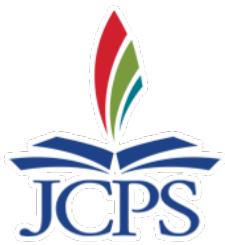
Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

Five or more years experience at the executive leadership level responsible for finance, HR, IT, or related field in a school district

Advanced preparation, executive certification, or doctorate degree



NEW: 07/01/2026 Submitted: 01/20/2026

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|------------------------|----------------------------------|
| JOB TITLE: | CHIEF OF STRATEGY AND INNOVATION |
| DIVISION | STRATEGY AND INNOVATION |
| SALARY SCHEDULE/GRADE: | II, GRADE 18 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Provides executive leadership in designing, implementing, and sustaining a coherent, equity-centered vision for innovation, academic pathways, and student success across the District. Leads strategic planning, continuous improvement, and system-wide innovation initiatives while overseeing the effective implementation of School Choice programs, Postsecondary Readiness, Career and Technical education (CTE), and district-wide Success and Resilience programs thus creating positive school cultures. Ensures alignment between District goals, academic programming, workforce readiness, and community expectations, while fostering inclusive, student-centered learning environments that promote excellence, belonging, and opportunity for all students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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| Leads the development, execution, and monitoring of the District's strategic plan, ensuring alignment with District and community needs |
| Drives innovation in instructional models, learning pathways, and organizational practices that improve student outcomes and operational effectiveness |
| Uses data, research, and stakeholder input to identify trends, evaluate initiatives, and guide continuous improvement efforts |
| Provides executive oversight of School Choice programs, innovation initiatives, Magnet, Success and Resilience programs, CTE and Post-Secondary Readiness programs, and other divisional services to ensure equitable access, program quality, and alignment with district goal |
| Develops and sustains partnerships with colleges, universities, workforce boards, and industry leaders |
| Collaborates with academic and other district divisions to develop and implement innovative initiatives |
| Engages families, community partners, and external stakeholders in co-creating innovative solutions |
| Ensures compliance with federal, state, and local regulations related to assigned programs |
| Prepares reports, presentations, and recommendations for the Superintendent and Board of Education |
| Develops and efficiently manages operating budget |
| Attends all meetings of the Board of Education and provides input |
| Evaluates staff as assigned |
| Completes all trainings and other compliance requirements as assigned |
| Regular, predictable performance is required for all performance responsibilities |
| This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction |
| Performs other duties as assigned by supervisor |

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification for Superintendent

Five (5) years of successful administrative experience

Ten (10) years of successful public school service in certificated position(s)

Three (3) years of successful experience as a teacher

Ability to articulate vision of best practice for change management

Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

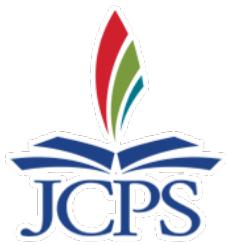
Ten (10) years of experience as a school principal

Experience as a Superintendent or Assistant Superintendent

Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large school district

Advanced preparation or doctorate

Experience in a diverse workplace



NEW: 07/01/2026 Submitted: 01/20/2026

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|------------------------|---|
| JOB TITLE: | EXECUTIVE OFFICER ACCOUNTABILITY & RESEARCH |
| DIVISION | ACCOUNTABILITY & RESEARCH |
| SALARY SCHEDULE/GRADE: | II GRADE 16 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8455 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Provides administrative leadership for the management of Accountability, Research, and Systems Improvement division. Oversees the District's research and evaluation agenda and coordinates the improvement planning cycle at the District and school levels. Responsible for the implementation of District policies related to accountability and improvement planning. Collaborates to ensures the alignment of strategies, initiatives, and programs with the district's strategic plan and reports data on both implementation and outcome metrics.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership for the development of District research and evaluation services and supervises implementation

Collaborates with the Chief of Strategy & Innovation and provides technical assistance in the development of District's strategic plan

Provides consultation to facilitate division efforts in research and evaluation

Provides leadership for the District testing program by serving as the District's Assessment Coordinator and communicates the results to staff and others as appropriate

Supervises the development and refinement of the District's testing program

Collaborates with Chief Academic Officer for the planning and development of the District's evaluation program to obtain information on achievement of system wide and individual school goals and objectives

Provides leadership for the planning and implementation of institutional research related to resource development

Provides leadership in developing data bases that will be used to research and evaluate District goals and programs

Collaborates with District leadership and provides technical assistance and data for District and school improvement planning process

Attends all meetings of the Board of Education and provides input

Evaluates staff as assigned

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 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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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

Five (5) years successful administrative and management experience

Ability to absorb, analyze, organize and communicate information and ideas

Academic preparation and experience in educational research, measurement and testing and education management

Demonstrated leadership ability within diverse groups

Effective communication skills

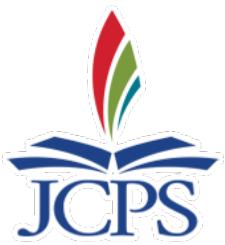
DESIRABLE QUALIFICATIONS

Doctorate Degree

Evidence of academic excellence, ability to work with groups and self-motivating work habits

Successful experience in school administration

Experience in a diverse workplace



NEW: 07/01/2026 Submitted: 01/20/2026

| | |
|------------------------|--|
| JOB TITLE: | EXECUTIVE OFFICER COMMUNICATIONS & COMMUNITY RELATIONS |
| DIVISION | COMMUNICATIONS AND COMMUNITY RELATIONS |
| SALARY SCHEDULE/GRADE: | II, GRADE 16 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8429 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Provides administrative leadership for the management of Communications and Community Relations division. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for K-12 school students. Ensures the alignment of projects with foundations, grants and business partnerships, parent involvement, special projects, public information and communications.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Develops communication strategies that ensure accurate information is communicated clearly and succinctly to all stakeholders
- Supports all areas of the system in order to present a unified, coherent message to its various audiences through an integrated communication approach
- Ensures that releases/communications to media are accurate and time sensitive and build positive relationships with media
- Develops and implements high-quality communications and marketing programs that effectively promote the District's services
- Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
- Attends all meetings of the Board of Education and provides input
- Ensures compliance with federal laws
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Evaluates employees as assigned
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

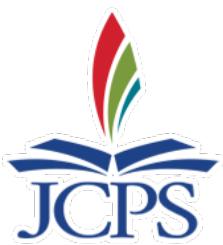
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

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|--|
| Bachelor's Degree with equivalent years experience within the field of communications or community relations |
| Five (5) years work experience |
| Ability to articulate vision of best practice for instructional programs |
| Demonstrated leadership ability within diverse groups |
| Effective communication skills |

DESIRABLE QUALIFICATIONS

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| Master's Degree |
| Experience with media outlets, community groups, or similar agencies |
| Leadership experience in implementing operations in school district |
| Experience in a diverse workplace |



NEW: 07/01/2026 Submitted: 01/20/2026

| | |
|------------------------|--|
| JOB TITLE: | EXECUTIVE OFFICER STUDENT SUPPORT AND COMMUNITY ENGAGEMENT |
| DIVISION | STUDENT SUPPORT & COMMUNITY ENGAGEMENT |
| SALARY SCHEDULE/GRADE: | II, GRADE 16 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Assists the Superintendent of Schools in promoting overall efficiency and maximizing student support, safety and wellbeing related to educational opportunities for K-12 school students. Serves as the executive officer and provides administrative leadership for the operations of the Student Support & Community Engagement Division including Student Support Services, mental and physical health services, School Nurses, Family Resource and Youth Services Centers (FRYSCs), parent partnerships and other designated community engagement programs. Assumes the responsibility for the overall division services which focus on compliance, as well as consistency and quality of programs for students, directly related to district, state and federal guidelines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and expertise in forming, guiding, advising and evaluating all positions assigned to the division: Student Support, mental and physical health and safety, community engagement, FRYCs and Wellbeing Services

Administers the District's PreK-12 division programs in area of assignment and integrates these programs with the services of other District organizational units to provide the most efficient and effective education possible for students

Develops engagement strategies to ensure that all parts of the community are engaged with the District

Engages and collaborates with parents, community partners and advocates to support the education of students

Provides leadership and expertise in assessing, identifying, formulating and implementing the District's educational goals and objectives

Provides strategic planning and executive leadership in the verification and validation of programs and practices

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations and JCPS policies, rules and procedures

Prepares reports, presentations, and recommendations for the Superintendent and Board of Education

Develops and efficiently manages operating budget

Attends all meetings of the Board of Education and provides input

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned

Regular, predictable performance is required for all performance responsibilities

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification for Superintendent

Five (5) years of successful administrative experience

Ten (10) years of successful public school service in certificated position(s)

Three (3) years of successful experience as a teacher

Ability to articulate vision of best practice for change management

Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

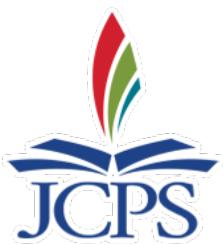
Ten (10) years of experience as a school principal

Experience as a Superintendent or Assistant Superintendent

Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large school district

Advanced preparation or doctorate

Experience in a diverse workplace



NEW: Revised: Submitted:
07/01/2026 01/20/2026
08/20/2025 08/19/2025

| | |
|------------------------|---|
| JOB TITLE: | SPECIAL ASSISTANT TO THE SUPERINTENDENT |
| DIVISION | ADMINISTRATION |
| SALARY SCHEDULE/GRADE: | II, GRADE 15 18 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8441 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

The Special Assistant to the Superintendent serves as a key strategic advisor, thought partner, and connector to the Superintendent. This position is designed to provide confidential counsel, context, and insight into the district's internal dynamics and community landscape to support informed decision-making and relationship building. The role will work in close coordination with Cabinet members the Chief of Staff to ensure alignment between executive priorities and district operations, with a particular focus on providing cultural fluency, historical context, and strategic navigation for the Superintendent's ~~first years in~~ office. ~~Ensures effective operations of the Superintendent's office; provides comprehensive support to assigned areas; provides strategic communications counsel to the Superintendent~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Acts as a strategic thought partner to the Superintendent, offering insights into district culture, organizational dynamics, key personnel, and community history.

Provides discreet counsel on sensitive issues, advising the Superintendent on both the formal and informal structures that influence the district.

Assists in interpreting organizational patterns and internal trends that may impact strategic initiatives, policy implementation, or community engagement.

Serves as an internal connector across departments, helping the Superintendent navigate relationships, initiatives, and leadership transitions.

Attends Cabinet, Board, and community meetings to provide synthesis, identify undercurrents, and ensure the Superintendent is fully briefed and supported.

Partners with Cabinet members the Chief of Staff to ensure seamless coordination of executive operations, while focusing on contextual leadership and long-range support.

Monitors the implementation of the Superintendent's priorities across departments, surfacing barriers, risks, or opportunities for stronger alignment.

Supports executive communications and represents the Superintendent when appropriate in high-level internal and external meetings.

Anticipates needs and proactively surfaces relevant issues of insights that support the Superintendent's learning, leadership, and strategic focus.

Attends evening meetings, and occasional weekend commitments as required.

Travels locally to school and community events and/or to events outside the district as required.

~~Facilitates communication and cooperation among senior management related to the successful, timely completion of work assigned~~

~~Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that the division is organized and administrated in a manner which promotes student learning~~

and accomplishes the goals of the District

Accompanies the Superintendent and supports his/her participation as a member of various local, state, and federal commissions, task forces, and coalitions dealing with public education issues

Attends all meetings of the Board of Education and provides input

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

Master's degree or higher in education, public policy, administration, or a related field.

Valid Kentucky Educational Leadership Certificate or equivalent

Demonstrated knowledge of JCPS's organizational structure, operational history, community landscape, and internal culture

Minimum of 10 years of experience in education, with at least 8 years in central office or leadership role; JCPS experience strongly preferred

Proven ability to build trusting relationships, exercise sound judgment, and maintain the highest level of confidentiality.

Exceptional interpersonal, written, and verbal communication skills.

Demonstrated commitment to educational equity, student achievement, and community engagement.

Ability to thrive in a fast-paced, politically complex, and high-accountability environment.

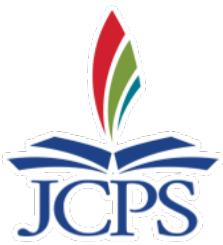
DESIRABLE QUALIFICATIONS

Deep understanding of the JCPS Vision: All JCPS students graduate prepared, empowered, and inspired to reach their full potential and contribute as thoughtful, responsible citizens of our diverse, shared world.

Familiarity with JCPS's strategic plan, Vision 2020/2030, and commitment to racial equity and restorative practices.

Footnote

This position is funded through the Jefferson County Public Education Foundation and subject to availability of funds.



Revised: 07/01/2026 Submitted: 01/20/2026

| | |
|------------------------|---|
| JOB TITLE: | SPECIAL ASSISTANT TO THE SUPERINTENDENT |
| DIVISION | ADMINISTRATION |
| SALARY SCHEDULE/GRADE: | II, GRADE 18 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
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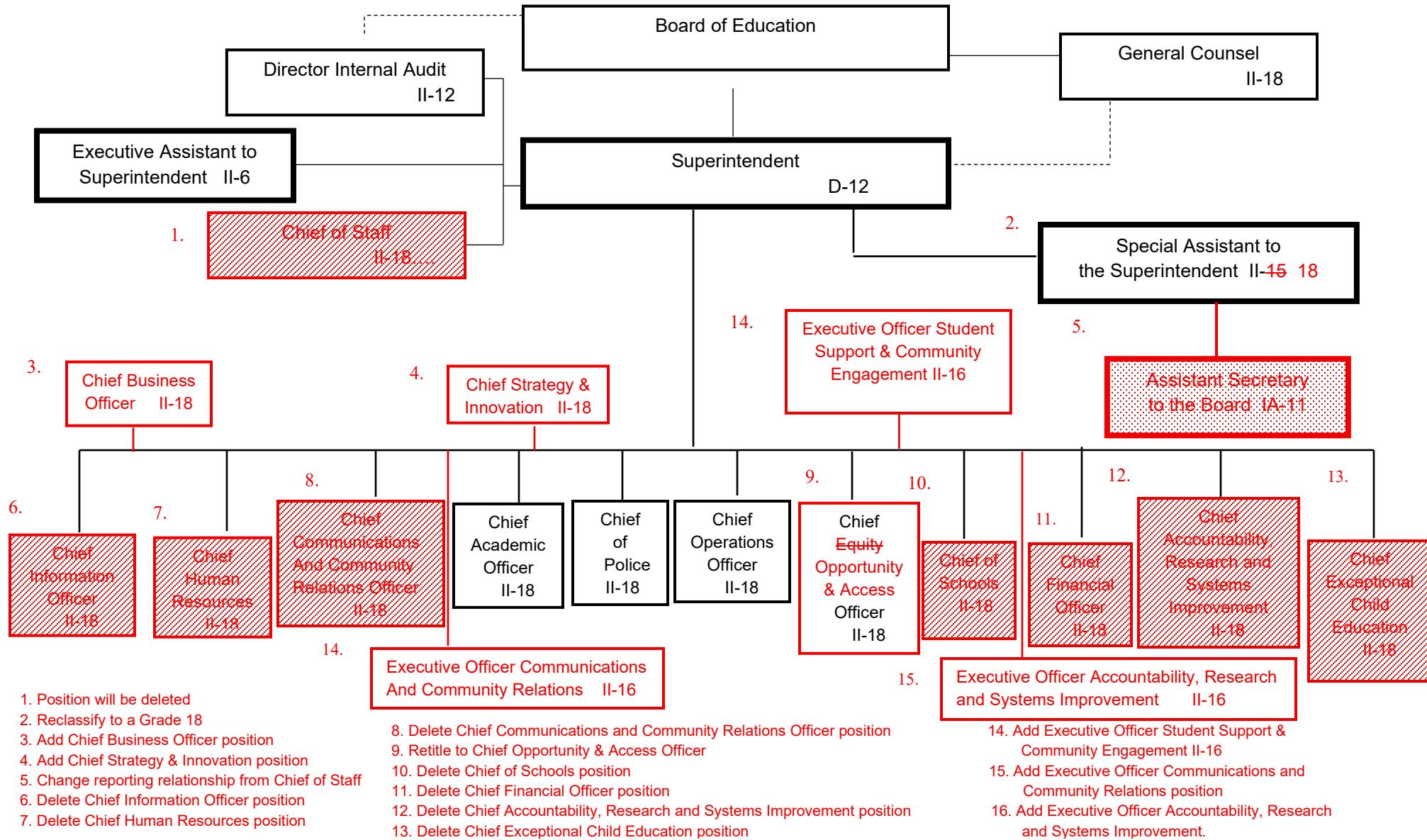
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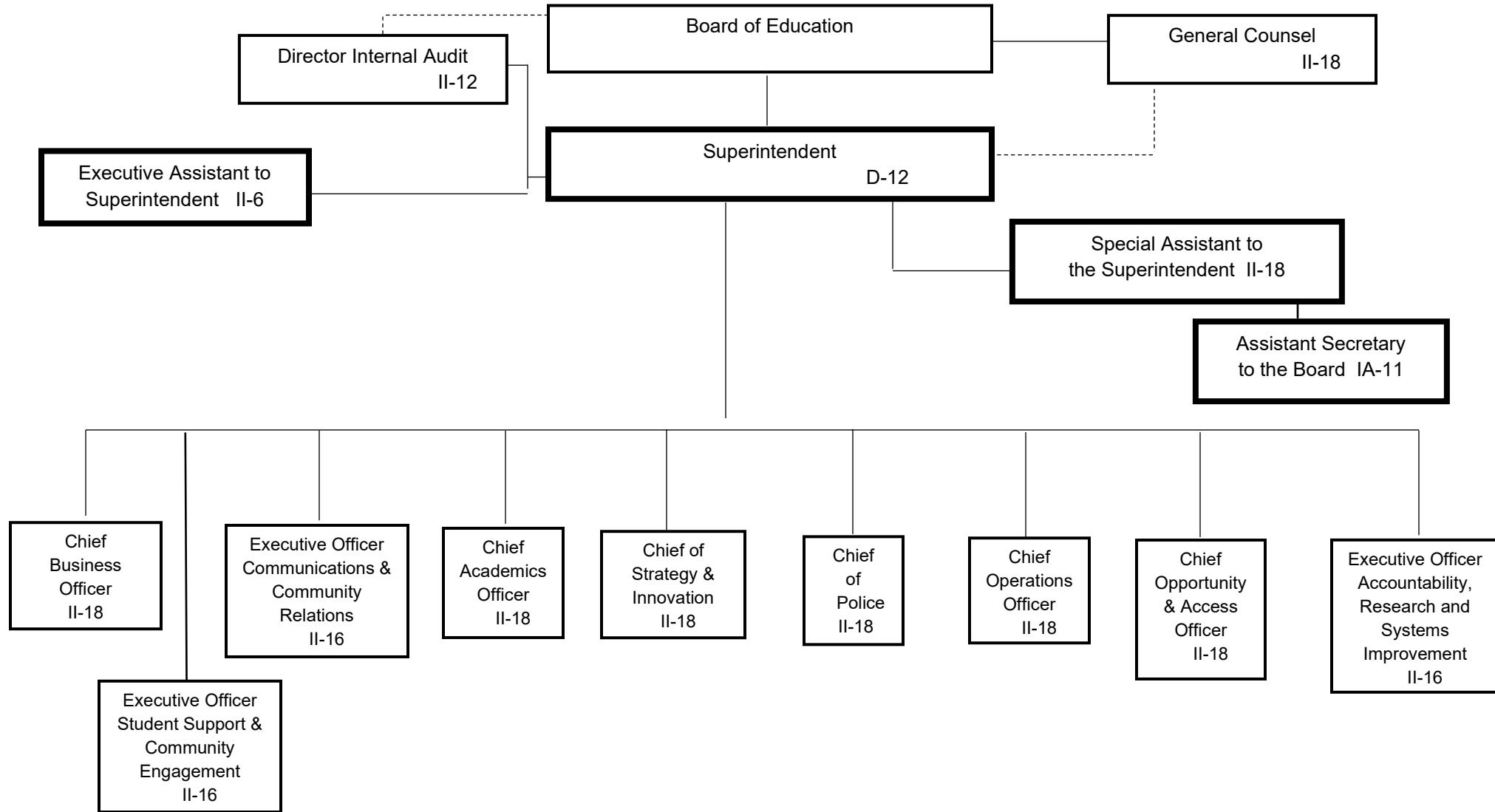


Summary: General Fund Positions: 3 4

Categorical Fund Positions: 0

Submitted: 08/19/2025 01/20/2026

Effective: 08/20/2025 07/01/2026



Summary:

General Fund Positions: 4

Categorical Fund Positions: 0

A-1

Submitted: 01/20/2026

Effective: 07/01/2026