

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

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

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

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 aAdvises 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	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.~~

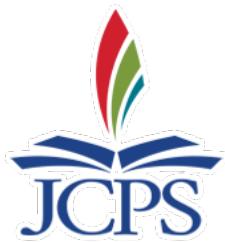
This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

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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



REVISED:
07/01/2026

Submitted:
01/20/2026

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

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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



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

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

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

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

<p>priority goals for each school and ensure the sharing and implementation of best practices across schools</p>
<p>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</p>
<p>Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources assigned to the Chief of Academic Services</p>
<p>Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs</p>
<p>Provides leadership for regular review of district instructional goals and objectives, program development, implementation, evaluation, and redesign</p>
<p>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</p>
<p>Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment</p>
<p>Evaluates staff as assigned</p>
<p>Completes all trainings and other compliance requirements as assigned and by the designated deadline</p>
<p>Regular, predictable performance is required for all performance responsibilities</p>
<p>This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction</p>
<p>Performs other duties as assigned by supervisor</p>

PHYSICAL DEMANDS

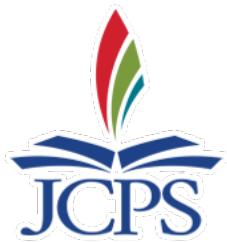
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MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Professional Certification in Administration for Superintendent
Five (5) years successful administrative and management experience
Three (3) years successful experience as a teacher
Ability to absorb, 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: 07/01/2026 Submitted: 01/20/2026

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

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
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

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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

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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

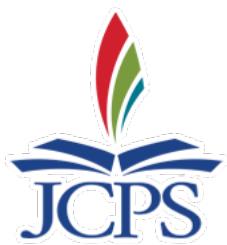
Demonstrated leadership ability within diverse groups

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

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

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

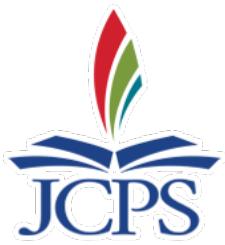
Ten (10) years of experience as a school principal

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: Revised: Submitted:
07/01/2026 01/20/2026
07/01/2019 06/11/2019

JOB TITLE:	CHIEF INFORMATION EXECUTIVE OFFICER INFORMATION TECHNOLOGY
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, Grade 18 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8494
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Organizes, plans, directs, supports and implements the District's Information Technology (IT) functions including information and performance technology, ~~computer education support~~, IT project management, and the District's cybersecurity plan and systems.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supports technology integration to ensure optimal efficiencies for business operations and digital access for students and employee. and instruction to enhance deeper learning for students
Oversees IT project management including network infrastructure
Ensures technical support systems are in place for school and District staff and students
Recommends and implements best practices to provide ease of access to technology for students, teachers, and District staff
Plans for comprehensive District needs including curriculum and instruction integration , student technology literacy, professional development and technology goals evaluation
Strengthens cybersecurity plans and systems to ensure data integrity
Keeps current with the latest technologies, identifies new computer and peripheral solutions that meet school campus curriculum , central office, and Kentucky Department of Education requirements (including KETS Grant and e-rate grants)
Provides and designs training programs for employees to meet District-wide technology needs; assures responsibilities and accountabilities are understood and assures coordination of activities within the division are accomplished
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 as assigned
Supervise and evaluate the performance of assigned personnel
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.

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MINIMUM QUALIFICATIONS

Masters in computer science, engineering or relevant field; or Bachelors with equivalent years of experience in computer science, engineering or relevant field

Five (5) years of experience and education required to provide knowledge and ability of responsibilities

Knowledge of IT systems and infrastructure

Solid understanding of data analysis, budgeting and business operations

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

Reputation for integrity, transparency, and accountability with sound technical skills, analytical ability, and good judgment

Effective communication skills

DESIRABLE QUALIFICATIONS

Advanced preparation or certification in computer Science or relevant field

Background in designing/developing IT systems and planning IT implementation

Experience in a diverse workplace



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

JOB TITLE:	EXECUTIVE OFFICER INFORMATION TECHNOLOGY
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, Grade 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8494
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Organizes, plans, directs, supports and implements the District's Information Technology (IT) functions including information and performance technology, IT project management, and the District's cybersecurity plan and systems.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supports technology integration to ensure optimal efficiencies for business operations and digital access for students and employee.

Oversees IT project management including network infrastructure

Ensures technical support systems are in place for school and District staff and students

Recommends and implements best practices to provide ease of access to technology for students, teachers, and District staff

Plans for comprehensive District needs including student technology literacy, professional development and technology goals evaluation

Strengthens cybersecurity plans and systems to ensure data integrity

Keeps current with the latest technologies, identifies new computer and peripheral solutions that meet school campus, central office, and Kentucky Department of Education requirements (including KETS Grant and e-rate grants)

Provides and designs training programs for employees to meet District-wide technology needs; assures responsibilities and accountabilities are understood and assures coordination of activities within the division are accomplished

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 as assigned

Supervise and evaluate the performance of assigned personnel

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.

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
Masters in computer science, engineering or relevant field; or Bachelors with equivalent years of experience in computer science, engineering or relevant field
Five (5) years of experience and education required to provide knowledge and ability of responsibilities
Knowledge of IT systems and infrastructure
Solid understanding of data analysis, budgeting and business operations
Ability to express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience
Reputation for integrity, transparency, and accountability with sound technical skills, analytical ability, and good judgment
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced preparation or certification in computer Science or relevant field
Background in designing/developing IT systems and planning IT implementation
Experience in a diverse workplace