



**NEW:** Revised: Submitted:  
 07/01/2026 02/10/2026  
 07/20/2022 07/19/2022

JOB TITLE:	ASSOCIATE LOUISVILLE TEACHER RESIDENCY
DIVISION	<del>DIVERSITY, EQUITY, AND POVERTY</del> HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8387
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides technical assistance for the Louisville Teacher Residency (LTR) program. Recruits and trains participants for the program and provides operational oversight of the program in support of the program director.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Implements, and monitors the strategies, strategic initiatives, and key tactics needed to achieve the Louisville Teacher Residency recruitment goals
- Assists in recruiting participants to achieve the recruitment goals in terms of class size, quality, and timeliness
- Collaborates with internal teams to develop cost effective LTR branding initiatives and strategies
- Cultivates contracts with JCPS Career Academies, local colleges and universities, businesses, community organizations, and faith- based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District
- Monitors local, state, and national supply and demand data related to positions and needs of the district
- Coordinates and attends job fairs and college/career fairs requiring in-state and out-of-state travel during peak recruiting seasons
- Manages relationships with vendors, such as LinkedIn, Slate, and staffing agencies
- Engages stakeholders (including District employees) in recruitment and retention initiatives
- Collects and analyzes data from multiple sources to evaluate effectiveness of recruitment and retention initiatives
- Works collaboratively with colleagues in Diversity, Equity and Poverty (DEP) and other departments to achieve desired results
- Monitors and guides applicants through the Louisville Teacher Residency (LTR) application process
- Plans and coordinates Louisville Teacher Residency (LTR) program events, interviews, and conducts administrative duties required to maintain program benchmarks and departmental objectives
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

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

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs.,

standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years of successful experience in area of assignment
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree
Kentucky Professional Certification in Administration and/or Supervision
Experience in a diverse workplace



Revised: 07/01/2026  
Submitted: 02/10/2026

JOB TITLE:	ASSOCIATE LOUISVILLE TEACHER RESIDENCY
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8387
BARGAINING UNIT:	CLAS

### SCOPE OF RESPONSIBILITIES

Provides technical assistance for the Louisville Teacher Residency (LTR) program. Recruits and trains participants for the program and provides operational oversight of the program in support of the program director.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements, and monitors the strategies, strategic initiatives, and key tactics needed to achieve the Louisville Teacher Residency recruitment goals

Assists in recruiting participants to achieve the recruitment goals in terms of class size, quality, and timeliness

Collaborates with internal teams to develop cost effective LTR branding initiatives and strategies

Cultivates contracts with JCPS Career Academies, local colleges and universities, businesses, community organizations, and faith-based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District

Monitors local, state, and national supply and demand data related to positions and needs of the district

Coordinates and attends job fairs and college/career fairs requiring in-state and out-of-state travel during peak recruiting seasons

Manages relationships with vendors, such as LinkedIn, Slate, and staffing agencies

Engages stakeholders (including District employees) in recruitment and retention initiatives

Collects and analyzes data from multiple sources to evaluate effectiveness of recruitment and retention initiatives

Works collaboratively with colleagues in Diversity, Equity and Poverty (DEP) and other departments to achieve desired results

Monitors and guides applicants through the Louisville Teacher Residency (LTR) application process

Plans and coordinates Louisville Teacher Residency (LTR) program events, interviews, and conducts administrative duties required to maintain program benchmarks and departmental objectives

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

### PHYSICAL DEMANDS

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

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

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years of successful experience in area of assignment
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree
Kentucky Professional Certification in Administration and/or Supervision
Experience in a diverse workplace



REVISED: Submitted:  
 07/01/2026 02/10/2026  
 07/20/2022 07/19/2022

JOB TITLE:	COACH RESIDENCY
DIVISION	<del>DIVERSITY, EQUITY, POVERTY BUSINESS SERVICES/HUMAN RESOURCES</del>
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4774
BARGAINING UNIT:	CERT

**SCOPE OF RESPONSIBILITIES**

The Coach Residency is primarily responsible for coaching and supporting a residency cohort of 10 future teachers, along with their experienced mentor teachers.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Develops and delivers structured, high-quality professional development to residents and mentors
- Uses a repertoire of strategies for adult learners including real-time, side-by-side classroom coaching, co-planning and co-teaching of lessons, modeling of best practice strategies, analysis of student work, and classroom observation and feedback to improve teacher practices
- Monitors resident growth and development using Danielson’s Framework for Teaching, JCPS Six Essential Systems, the Teacher Residency Expectations Matrix, Culturally Responsive Teaching, Equity Score Card, and Racial Equity Policy
- Participates in the resident selection process for the upcoming school year, including Selection Saturdays
- Participates in projects with contracted partner and collaborating university partner to foster and enhance alignment between the residency and Master’s degree program
- Demonstrates proficient use of Google Tools, including Google Calendar and Drive applications including Docs, Sheets, Slides, and Forms
- Conducts classroom observations and provides actionable and manageable feedback to accelerate teacher development
- Maintains accurate, complete and correct records as required by state and federal statute, administrative regulation and District policy
- Participates in mandatory professional learning sessions and upgrades skills appropriate to assignments
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

~~The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights.~~

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This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending,

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

#### MINIMUM QUALIFICATIONS

Master's degree or above, in an education-related field

Kentucky teaching certificate and at least four years of successful teaching experience

Experience working in high-needs, urban schools

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data

Experience in a diverse workplace



REVISED: 07/01/2026  
Submitted: 02/10/2026

JOB TITLE:	COACH RESIDENCY
DIVISION	BUSINESS SERVICES/HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4774
BARGAINING UNIT:	CERT

### SCOPE OF RESPONSIBILITIES

The Coach Residency is primarily responsible for coaching and supporting a residency cohort of 10 future teachers, along with their experienced mentor teachers.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Develops and delivers structured, high-quality professional development to residents and mentors
- Uses a repertoire of strategies for adult learners including real-time, side-by-side classroom coaching, co-planning and co-teaching of lessons, modeling of best practice strategies, analysis of student work, and classroom observation and feedback to improve teacher practices
- Monitors resident growth and development using Danielson's Framework for Teaching, JCPS Six Essential Systems, the Teacher Residency Expectations Matrix, Culturally Responsive Teaching, Equity Score Card, and Racial Equity Policy
- Participates in the resident selection process for the upcoming school year, including Selection Saturdays
- Participates in projects with contracted partner and collaborating university partner to foster and enhance alignment between the residency and Master's degree program
- Demonstrates proficient use of Google Tools, including Google Calendar and Drive applications including Docs, Sheets, Slides, and Forms
- Conducts classroom observations and provides actionable and manageable feedback to accelerate teacher development
- Maintains accurate, complete and correct records as required by state and federal statute, administrative regulation and District policy
- Participates in mandatory professional learning sessions and upgrades skills appropriate to assignments
- Completes all trainings and other compliance requirements as assignment 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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MINIMUM QUALIFICATIONS
Master's degree or above, in an education-related field
Kentucky teaching certificate and at least four years of successful teaching experience
Experience working in high-needs, urban schools
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize data
Experience in a diverse workplace



REVISED:  
07/01/2026  
07/01/2024

Submitted:  
02/10/2026  
03/26/2024

JOB TITLE:	DIRECTOR LOUISVILLE TEACHER RESIDENCY
DIVISION	<del>DIVERSITY, EQUITY, POVERTY PROGRAMS</del> BUSINESS SERVICES HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4064
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Organizes, plans, directs, and supports the District’s Louisville Teacher Residency program and coordinates the professional learning opportunities for system-wide improvement. This position collaborates with other departments to plan, implement, and monitor the effectiveness of professional learning sessions.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Coordinates the Louisville Teacher Residency program designed to increase teacher capacity in high-need schools to improve student learning outcomes
- Collaborates with university partners to foster and enhance alignment between the residency and the master’s degree program
- Integrates policy, formulates, and recommends program goals and objectives as appropriate
- Works effectively and collaboratively with colleagues in the Diversity, Equity and Poverty department (DEP) and other departments to achieve desired program results
- Stays abreast of the current research on teacher development a professional learning for recruiting, preparing, and retaining teachers
- Collaborates with external partners to ensure program goals are met
- Implements strategies for adult learners including real-time, side-by-side classroom coaching, co-planning/coteaching of lessons, modeling of best practice strategies, analysis of student work, and classroom observation and feedback to improve teacher practices
- Monitors and tracks the progress of the Louisville Teacher Residency program
- Maintains accurate complete and correct record keeping as required by law, District policy, and administrative regulation
- Conducts classroom observations and provides actionable and manageable feedback to accelerate teacher development
- Provides effective leadership in planning and implementing LTR that align to state teaching standards
- 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

**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

Three (3) years of experience in area of assignment

Successful leadership experience

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience in a diverse workplace

Kentucky Professional Certification in Administration and/or Supervision



REVISED: 07/01/2026  
Submitted: 02/10/2026

JOB TITLE:	DIRECTOR LOUISVILLE TEACHER RESIDENCY
DIVISION	BUSINESS SERVICES/HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4064
BARGAINING UNIT:	CERX

### SCOPE OF RESPONSIBILITIES

Organizes, plans, directs, and supports the District's Louisville Teacher Residency program and coordinates the professional learning opportunities for system-wide improvement. This position collaborates with other departments to plan, implement, and monitor the effectiveness of professional learning sessions.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates the Louisville Teacher Residency program designed to increase teacher capacity in high-need schools to improve student learning outcomes

Collaborates with university partners to foster and enhance alignment between the residency and the master's degree program

Integrates policy, formulates, and recommends program goals and objectives as appropriate

Works effectively and collaboratively with colleagues in the Diversity, Equity and Poverty department (DEP) and other departments to achieve desired program results

Stays abreast of the current research on teacher development a professional learning for recruiting, preparing, and retaining teachers

Collaborates with external partners to ensure program goals are met

Implements strategies for adult learners including real-time, side-by-side classroom coaching, co-planning/coteaching of lessons, modeling of best practice strategies, analysis of student work, and classroom observation and feedback to improve teacher practices

Monitors and tracks the progress of the Louisville Teacher Residency program

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

Conducts classroom observations and provides actionable and manageable feedback to accelerate teacher development

Provides effective leadership in planning and implementing LTR that align to state teaching standards

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

### PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS
Master's Degree
Three (3) years of experience in area of assignment
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace
Kentucky Professional Certification in Administration and/or Supervision



REVISED: Submitted:  
 07/01/2026 02/10/2026  
 07/01/2025 03/18/2025

JOB TITLE:	EXECUTIVE- <del>ADMINISTRATOR</del> DIRECTOR LABOR MANAGEMENT, AND EMPLOYEE RELATIONS, <del>AND WORKFORCE</del> DEVELOPMENT
DIVISION	BUSINESS SERVICES/HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE <del>14</del> 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8437
BARGAINING UNIT:	CLAS

### SCOPE OF RESPONSIBILITIES

Provides leadership, expertise and general oversight to the Labor Management and Employee Relations programs and activities including contract administration and negotiations, grievance adjudication, and other employee and labor relations services. Oversees the District's evaluation program by providing expert counsel to leaders across the District regarding employee performance issues.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates the overall activities of the Labor Management and Employee Relations department, including establishing processes, procedures, and workflow for efficient administration of records retention, collective bargaining administration, and employee discipline
- Establishes and maintains a strong working relationship with internal and external stakeholders, including union and association representatives
- Oversees the District evaluation system, training, monitoring, and provides related supports to evaluators
- Provides leadership and expertise in the interpretation and administration of agreements and contracts with employee organizations and is responsible for providing advice to Principals, managers and employees with respect to administration of collective bargaining agreements, reassignments, and disciplinary actions.
- Oversees and the Adjudicates grievances at all levels including mediation and arbitration arising under established grievance procedures for both collective bargained and non-collective bargained employee groups
- Makes policy and procedure recommendations related to area of assignment
- Guides the formulation and development of proposals for negotiations with employee organizations and serves on negotiation teams and as chief spokesperson for the District when assigned
- Collects, integrates, prepares, and distributes data and information for use in contract administration and negotiations and maintains a complete and current database
- Assists in the formulation, development and implementation of procedures to comply with regulations and policies as assigned
- Coordinates the Employment Practices Review Committee; prepares and distributes appropriate reports and recommendations
- Oversees the development and implementation of formal training for Principals, managers, and other supervisory role groups regarding the interpretation and application of collective bargaining agreements, policies, contract administration, employee corrective action and other supervision related functions
- Acts as management representative in contact with union officials on all matters pertaining to Management's decision with regard to disciplinary action, promotions, demotions, transfers, separations, layoffs and wage and salary adjustments as assigned

Directs, on behalf of the District and Superintendent of Schools, the reporting of information to the Education Professional Standards Board as required by law
Collaborates with internal and external partners on workforce development initiatives
Serves on District-wide committees as assigned
Monitors the adjudication of background checks and serves as the point of contact and monitor for background check training
Coordinates the District's responses to all unemployment insurance concerns, issues and claims
Oversees management and maintenance of the District employee personnel records in compliance with Board Policy and applicable laws
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

<b>PHYSICAL DEMANDS</b>
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<b>MINIMUM QUALIFICATIONS</b>
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Bachelor's Degree
Five (5) years successful experience in Labor Management and Employee Relations
Demonstrated ability in verbal and written communication
Effective communication skills

<b>DESIRABLE QUALIFICATIONS</b>
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HR certification
Successful experience in local school administration
Working knowledge of the District's administrative organization and functions
Knowledge of basic principles of research
General Knowledge of Kentucky education law and federal employment law
Experience in a diverse workplace



REVISED: 07/01/2026  
Submitted: 02/10/2026

JOB TITLE:	EXECUTIVE DIRECTOR LABOR MANAGEMENT, AND EMPLOYEE RELATIONS
DIVISION	BUSINESS SERVICES/HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8437
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides leadership, expertise and general oversight to the Labor Management and Employee Relations programs and activities including contract administration and negotiations, grievance adjudication, and other employee and labor relations services. Oversees the District's evaluation program by providing expert counsel to leaders across the District regarding employee performance issues.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Coordinates the overall activities of the Labor Management and Employee Relations department, including establishing processes, procedures, and workflow for efficient administration of records retention, collective bargaining administration, and employee discipline

Establishes and maintains a strong working relationship with internal and external stakeholders, including union and association representatives

Oversees the District evaluation system, training, monitoring, and provides related supports to evaluators

Provides leadership and expertise in the interpretation and administration of agreements and contracts with employee organizations and is responsible for providing advice to Principals, managers and employees with respect to administration of collective bargaining agreements, reassignments, and disciplinary actions.

Oversees and the Aadjudicates grievances at all levels including mediation and arbitration arising under established grievance procedures for both collective bargained and non-collective bargained employee groups

Makes policy and procedure recommendations related to area of assignment

Guides the formulation and development of proposals for negotiations with employee organizations and serves on negotiation teams and as chief spokesperson for the District when assigned

Collects, integrates, prepares, and distributes data and information for use in contract administration and negotiations and maintains a complete and current database

Assists in the formulation, development and implementation of procedures to comply with regulations and policies as assigned

Coordinates the Employment Practices Review Committee; prepares and distributes appropriate reports and recommendations

Oversees the development and implementation of formal training for Principals, managers, and other supervisory role groups regarding the interpretation and application of collective bargaining agreements, policies, contract administration, employee corrective action and other supervision related functions

Acts as management representative in contact with union officials on all matters pertaining to Management's decision with regard to disciplinary action, promotions, demotions, transfers, separations, layoffs and wage and salary adjustments as assigned

Directs, on behalf of the District and Superintendent of Schools, the reporting of information to the Education Professional Standards Board as required by law
Collaborates with internal and external partners on workforce development initiatives
Serves on District-wide committees as assigned
Monitors the adjudication of background checks and serves as the point of contact and monitor for background check training
Coordinates the District's responses to all unemployment insurance concerns, issues and claims
Oversees management and maintenance of the District employee personnel records in compliance with Board Policy and applicable laws
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

<b>PHYSICAL DEMANDS</b>
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<b>MINIMUM QUALIFICATIONS</b>
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Bachelor's Degree
Five (5) years successful experience in Labor Management and Employee Relations
Demonstrated ability in verbal and written communication
Effective communication skills

<b>DESIRABLE QUALIFICATIONS</b>
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HR certification
Successful experience in local school administration
Working knowledge of the District's administrative organization and functions
Knowledge of basic principles of research
General Knowledge of Kentucky education law and federal employment law
Experience in a diverse workplace



JOB TITLE:	EXECUTIVE <del>ADMINISTRATOR</del> DIRECTOR PERSONNEL
DIVISION	BUSINESS SERVICES/HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE <del>14</del> 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4072
BARGAINING UNIT:	CLAS

REVISED: Submitted:  
 07/01/2026 02/10/2026  
 01/29/2025 01/28/2025

**SCOPE OF RESPONSIBILITIES**

Provides leadership to and direct supervision of the District's Personnel Services Department; plans, organizes, and implements position management, and staffing activities; maintains contact with other departments internally (including, but not limited to Budget and Payroll, Academic Services, Information Technology) and externally on routine matters where significant judgment is required.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Supervises, provides direction, and implements goals, objectives and functions of the District Personnel Services Department
- Initiates policy, formulates and recommends hiring, staffing goals and objectives as appropriate
- Develops the operating budget for Personnel Services and assures that all functions operate with the appropriated amounts
- Collaborates on recruiting goals, initiatives, and objectives as appropriate
- Prepares required and special reports as requested
- Assists Principals and/or other organizational units to implement common goals and objectives
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements related to selection, hiring, and placement
- Assures effective implementation of District goals and objectives where applicable
- Provides leadership and direction to wage hour compliance and compensation schedules and procedures and related policies
- Provides leadership and general direction to staff forecasting activities including recruiting and placement practices and procedures
- Responds to open records requests, subpoenas, Kentucky retirement requests, audit requests, and employment verifications
- Leads the District's Human Resources Personnel and ensures that duties, areas of authority/responsibility and accountability are understood, and that effective coordination of the activities within the Division are accomplished
- Regular, predictable performance is required for all performance responsibilities**
- 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**

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

#### MINIMUM QUALIFICATIONS

Master's Degree

Three (3) years successful experience in human resources

Successful leadership experience

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Kentucky certification in administration

Kentucky teaching certificate

Advanced preparation in area of assignment

Human Resources Certification



REVISED: 07/01/2026  
Submitted: 02/10/2026

JOB TITLE:	EXECUTIVE DIRECTOR PERSONNEL
DIVISION	BUSINESS SERVICES/HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4072
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides leadership to and direct supervision of the District's Personnel Services Department; plans, organizes, and implements position management, and staffing activities; maintains contact with other departments internally (including, but not limited to Budget and Payroll, Academic Services, Information Technology) and externally on routine matters where significant judgment is required.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Supervises, provides direction, and implements goals, objectives and functions of the District Personnel Services Department

Initiates policy, formulates and recommends hiring, staffing goals and objectives as appropriate

Develops the operating budget for Personnel Services and assures that all functions operate with the appropriated amounts

Collaborates on recruiting goals, initiatives, and objectives as appropriate

Prepares required and special reports as requested

Assists Principals and/or other organizational units to implement common goals and objectives

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements related to selection, hiring, and placement

Assures effective implementation of District goals and objectives where applicable

Provides leadership and direction to wage hour compliance and compensation schedules and procedures and related policies

Provides leadership and general direction to staff forecasting activities including recruiting and placement practices and procedures

Responds to open records requests, subpoenas, Kentucky retirement requests, audit requests, and employment verifications

Leads the District's Human Resources Personnel and ensures that duties, areas of authority/responsibility and accountability are understood, and that effective coordination of the activities within the Division are accomplished

Regular, predictable performance is required for all performance responsibilities

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**

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

#### MINIMUM QUALIFICATIONS

Master's Degree

Three (3) years successful experience in human resources

Successful leadership experience

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Kentucky certification in administration

Kentucky teaching certificate

Advanced preparation in area of assignment

Human Resources Certification



**NEW:** Revised: Submitted:  
 07/01/2026 02/10/2026  
 02/01/2025 01/28/2025

JOB TITLE:	<del>EXECUTIVE</del> DIRECTOR RECRUITMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE <del>13</del> 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	801F
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Leads districtwide recruitment initiatives; develops and implements a strategic recruitment plan for both certified and classified staff; provides leadership to, and direct supervision of, the recruitment team; leads districtwide efforts to build a strong pool of candidates for all positions, including oversight of teacher pipeline initiatives, i.e. Grow Your Own, apprenticeships, and alternative certification pathways/partnerships; sets vision for recruitment materials, including a focus on diversity and inclusion; sets rigorous recruitment goals and collects and analyzes data to evaluate effectiveness of District recruitment efforts.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Leads the development and implementation of position specific targeted search strategies to source active and passive candidates
- Designs, in collaboration with internal and/or external partners, multi-media marketing strategies to enhance District branding and employee recruitment
- Builds strong relationships with hiring managers and external partners, incorporating feedback into the recruitment process and providing feedback on candidate quality
- Oversees the development of pipeline initiatives with internal and external partners, including the review, routing, and monitoring of agreements
- Develops the budget for recruitment in collaboration with the ~~Chief of HR~~ Executive Office of Talent (HR) and assures all functions operate within the allotted amounts
- Works with the Executive ~~Administrator~~ Director of Personnel Services to monitor the recruitment function of HR Specialists
- Engages a wide variety of stakeholders in recruitment and retention initiatives
- Monitors and tracks local, state, and national supply and demand data related to positions and needs of the District
- Cultivates and maintains contacts with local colleges and universities, businesses, community organizations and faith-based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District
- Reviews vacancy and hiring data with Personnel Services to forecast vacancies, monitor trends, and maintain effective recruiting timelines
- Develops and maintains state and national contacts to support recruitment efforts
- Collects and analyzes data from multiple sources to evaluate effectiveness of recruitment initiatives and to direct recruitment efforts
- Assures compliance with Board recruitment goals and administrative objectives
- Serves as a key leader on the HR leadership team working collaboratively with other senior HR leaders on HR projects and initiatives

Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

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

In-state and out-of-state travel is required on a regular basis with heavy travel required during "recruitment season".

MINIMUM QUALIFICATIONS
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Master's Degree
Three years of experience in recruiting, sales, or marketing, some of which has been at a large organization
Valid Driver's License
Effective written and verbal communication skills
Demonstrated knowledge and effective use of social media including Linked In, Facebook and Twitter

DESIRABLE QUALIFICATIONS
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Knowledge of and /or experiences with utilizing source techniques including direct sourcing, internet and data mining and use of search engines and social media
Experience in a diverse workplace
Three (3) years of successful teaching experience



Revised:  
07/01/2026

Submitted:  
02/10/2026

JOB TITLE:	DIRECTOR RECRUITMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	801F
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
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Leads districtwide recruitment initiatives; develops and implements a strategic recruitment plan for both certified and classified staff; provides leadership to, and direct supervision of, the recruitment team; leads districtwide efforts to build a strong pool of candidates for all positions, including oversight of teacher pipeline initiatives, i.e. Grow Your Own, apprenticeships, and alternative certification pathways/partnerships; sets vision for recruitment materials, including a focus on diversity and inclusion; sets rigorous recruitment goals and collects and analyzes data to evaluate effectiveness of District recruitment efforts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
----------------------------------------------------

- |                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Leads the development and implementation of position specific targeted search strategies to source active and passive candidates                                                                                                              |
| Designs, in collaboration with internal and/or external partners, multi-media marketing strategies to enhance District branding and employee recruitment                                                                                      |
| Builds strong relationships with hiring managers and external partners, incorporating feedback into the recruitment process and providing feedback on candidate quality                                                                       |
| Oversees the development of pipeline initiatives with internal and external partners, including the review, routing, and monitoring of agreements                                                                                             |
| Develops the budget for recruitment in collaboration with the Executive Office of Talent (HR) and assures all functions operate within the allotted amounts                                                                                   |
| Works with the Executive Director of Personnel Services to monitor the recruitment function of HR Specialists                                                                                                                                 |
| Engages a wide variety of stakeholders in recruitment and retention initiatives                                                                                                                                                               |
| Monitors and tracks local, state, and national supply and demand data related to positions and needs of the District                                                                                                                          |
| Cultivates and maintains contacts with local colleges and universities, businesses, community organizations and faith-based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District |
| Reviews vacancy and hiring data with Personnel Services to forecast vacancies, monitor trends, and maintain effective recruiting timelines                                                                                                    |
| Develops and maintains state and national contacts to support recruitment efforts                                                                                                                                                             |
| Collects and analyzes data from multiple sources to evaluate effectiveness of recruitment initiatives and to direct recruitment efforts                                                                                                       |
| Assures compliance with Board recruitment goals and administrative objectives                                                                                                                                                                 |
| Serves as a key leader on the HR leadership team working collaboratively with other senior HR leaders on HR projects and initiatives                                                                                                          |
| Evaluates staff as assigned                                                                                                                                                                                                                   |

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

<b>PHYSICAL DEMANDS</b>
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This work is completed in an office and 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 rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

In-state and out-of-state travel is required on a regular basis with heavy travel required during "recruitment season".

<b>MINIMUM QUALIFICATIONS</b>
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- |                                                                                                              |
|--------------------------------------------------------------------------------------------------------------|
| Master's Degree                                                                                              |
| Three years of experience in recruiting, sales, or marketing, some of which has been at a large organization |
| Valid Driver's License                                                                                       |
| Effective written and verbal communication skills                                                            |
| Demonstrated knowledge and effective use of social media including Linked In, Facebook and Twitter           |

<b>DESIRABLE QUALIFICATIONS</b>
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- |                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Knowledge of and /or experiences with utilizing source techniques including direct sourcing, internet and data mining and use of search engines and social media |
| Experience in a diverse workplace                                                                                                                                |
| Three (3) years of successful teaching experience                                                                                                                |



NEW: Revised: Submitted:  
 07/01/2026 02/10/2026  
 07/01/2019 06/11/2019

JOB TITLE:	<del>CHIEF OF HUMAN RESOURCES EXECUTIVE OFFICER TALENT</del>
DIVISION	BUSINESS SERVICES/HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, Grade <del>18</del> 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8618
BARGAINING UNIT:	CLAS

### SCOPE OF RESPONSIBILITIES

Organizes, plans, directs, and implements the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance; supervises and evaluates the performance of assigned personnel. Ensures District compliance with current, applicable labor laws.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Organizes, plans, directs, and implements the District's human resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance
- Develops and recommends human resources policies and objectives for the District; ~~develops~~ **supervises** recruiting and placement practices and procedures; develops and implements practices to ensure equitable hiring
- Determines and recommends employee relations and contract administration practices to establish positive employer-employee relationships and to promote a high level of employee morale
- Develops, processes, and implements job design, job evaluation, and performance appraisal programs
- Assures compliance with wage and hour policies, compensation schedules, and procedures and other policies related to human resources
- Administers and oversees the District's employee benefits programs and services, employee assistance programs and pre-employment screening activities
- Provides management training programs for employees; designs training programs to meet Districtwide Human Resources programs policies and procedures; 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
- Supervises and evaluates the performance of assigned personnel
- Establishes overall direction and strategic initiatives for the Human Resources division
- Regular, predictable performance is required for all performance responsibilities**
- ~~Evaluates staff as assigned~~
- 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 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 physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Master's Degree in business administration, human resources, or closely related field

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

Ability to read, analyze, interpret, and explain technical journals 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

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 Human Resources

Experience with diverse workforce



Revised: 07/01/2026  
Submitted: 02/10/2026

JOB TITLE:	EXECUTIVE OFFICER TALENT
DIVISION	BUSINESS SERVICES/HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, Grade 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8618
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Organizes, plans, directs, and implements the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance; supervises and evaluates the performance of assigned personnel. Ensures District compliance with current, applicable labor laws.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Organizes, plans, directs, and implements the District's human resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance
- Develops and recommends human resources policies and objectives for the District; supervises recruiting and placement practices and procedures; develops and implements practices to ensure equitable hiring
- Determines and recommends employee relations and contract administration practices to establish positive employer-employee relationships and to promote a high level of employee morale
- Develops, processes, and implements job design, job evaluation, and performance appraisal programs
- Assures compliance with wage and hour policies, compensation schedules, and procedures and other policies related to human resources
- Administers and oversees the District's employee benefits programs and services, employee assistance programs and pre-employment screening activities
- Provides management training programs for employees; designs training programs to meet Districtwide Human Resources programs policies and procedures; 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
- Supervises and evaluates the performance of assigned personnel
- Establishes overall direction and strategic initiatives for the Human Resources division
- Regular, predictable performance is required for all performance responsibilities
- 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 an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

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

#### MINIMUM QUALIFICATIONS

Master's Degree in business administration, human resources, or closely related field

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

Ability to read, analyze, interpret, and explain technical journals 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

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 Human Resources

Experience with diverse workforce



**NEW:** Revised: Submitted:  
 07/01/2026 02/10/2026  
 07/17/2019 07/16/2019

JOB TITLE:	MANAGER <del>DIVERSITY</del> -(EMPLOYEE GROUPS)
DIVISION	<del>DIVERSITY, EQUITY, POVERTY PROGRAMS</del> BUSINESS SERVICES/HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8506
BARGAINING UNIT:	CLAS

### SCOPE OF RESPONSIBILITIES

Provides leadership to the ~~Diversity Equity Poverty~~ Human Resources department in collaboration with the ~~Chief Executive Officer Talent~~. Works closely with both internal and external partners.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership to coordination of projects, programs and activities
- Develops, establishes and administers projects, programs and activities
- Serves as liaison with other units, departments or outside agencies as required
- Makes recommendations regarding implementation of projects, programs and activities and evaluates effectiveness as assigned
- Maintains communication and works closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity
- Prepares and/or assists in preparation or reports, records and other documentation as required
- Accumulates and researches data, documents and other pertinent information as required
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
- Prepares, delivers or assists with training opportunities as appropriate
- 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

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.~~

~~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 physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing,~~

and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years successful experience in area of assignment

Successful leadership experience

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Bachelor's Degree or higher

Kentucky Professional Certification in Administration and/or Supervision

Experience in a diverse workplace



Revised: 07/01/2026  
Submitted: 02/10/2026

JOB TITLE:	MANAGER (EMPLOYEE GROUPS)
DIVISION	BUSINESS SERVICES/HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8506
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides leadership to the Human Resources department in collaboration with the Executive Officer Talent. Works closely with both internal and external partners.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Provides leadership to coordination of projects, programs and activities

Develops, establishes and administers projects, programs and activities

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

Makes recommendations regarding implementation of projects, programs and activities and evaluates effectiveness as assigned

Maintains communication and works closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity

Prepares and/or assists in preparation or reports, records and other documentation as required

Accumulates and researches data, documents and other pertinent information as required

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

Prepares, delivers or assists with training opportunities as appropriate

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**

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

**MINIMUM QUALIFICATIONS**

Bachelor's Degree

Three (3) years successful experience in area of assignment

Successful leadership experience
Effective communication skills

<b>DESIRABLE QUALIFICATIONS</b>
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Bachelor's Degree or higher
Kentucky Professional Certification in Administration and/or Supervision
Experience in a diverse workplace



NEW: Revised: Submitted:  
 07/01/2026 02/10/2026  
 07/17/2019 07/16/2019

JOB TITLE:	SPECIALIST <del>DIVERSITY</del> STRATEGIC HIRING
DIVISION	<del>DIVERSITY, EQUITY AND POVERTY PROGRAMS</del> BUSINESS SERVICES/HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8475
BARGAINING UNIT:	CLAS

### SCOPE OF RESPONSIBILITIES

~~Provides support and guidance in relation to minority recruitment and retention in the hiring of JCPS employees, especially at the administrative level, Grade 8 and above. Collaborates with Human Resources, the JCPS Recruiter, and all Hiring Supervisors and Principals, to ensure a fair, inclusive, and equitable hiring process. Recruits, hires, and promotes, with Equal Employment Opportunity principles in mind, and through implementing practices designed to widen and diversify the pool of candidates considered for employment openings, including vacancies in upper level management.~~

Provides support and guidance districtwide, collaborating with hiring supervisors and applicants, to strengthen and ensure effective recruitment, hiring, talent engagement, and workforce development systems. Serves as a strategic partner and advisor, providing operational support to promote consistent, job-related hiring practices, including identifying and addressing barriers to access, equity, or workforce sustainability, and recommending system-level improvements aligned with Equal Opportunity (EEO) requirements, federal and state nondiscrimination laws, and district tenets. This role supports talent acquisition and engagement strategies to expand outreach, improve candidate experience, strengthen pipelines, monitoring data to drive continuous improvement.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with ~~Human Resources and Senior Management~~ hiring managers district-wide to promote consistent, job-related hiring practices aligned with ~~establish and implement a strong~~ Equal Employment Opportunity (EEO) policy, and hiring guidelines

Consults with ~~H~~iring ~~S~~upervisors, ~~provides strategic guidance throughout the recruitment and selection process,~~ serves as one member of the interview committee, or as a resource to the hiring process, when a central office administrator vacancy is to be filled

Provides immediate training/~~coaching~~ and/or additional follow-up when necessary or requested

~~Collaborates with JCPS Recruiter for supporting minority teacher recruitment and initiatives-~~Supports talent pipeline development, succession planning, and internal mobility through collaboration across departments and in conjunction with leadership development partners

~~Collaborates with Administrator Recruitment and Development for supporting, recruiting, and retaining minority leaders and candidates-~~Leads and supports talent engagement efforts through outreach, university and community partnerships, communication, and recruitment events

~~Collaborates to support with Outreach, University Partnership, Communication, and other Marketing initiatives~~

Maintains appropriate documentation,~~and reports regularly to the Chief Equity Officer,~~

~~Sets, monitors, and supports goals for diversifying staff across departments and schools~~ Identifies trends, gaps, and barriers within recruitment and hiring systems and recommends strategies to strengthen workforce sustainability, access, and leadership readiness across departments and schools.

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

Perform other duties as assigned by supervisor and collaborates closely with the **Chief of Human Resources Executive Officer Talent**

#### PHYSICAL DEMANDS

~~The work is primarily sedentary. The work at times requires bending, squatting, 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.~~

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

#### MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration or Master's Degree in Human Resources or related field

Five (5) years of successful teaching experience or Human Resources, Diversity, or related field as a Classified Administrator

Proven leadership experience with diverse populations

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Proven understanding of SBDM laws and regulations

Experience in a diverse workplace



Revised: 07/01/2026  
Submitted: 02/10/2026

JOB TITLE:	SPECIALIST STRATEGIC HIRING
DIVISION	BUSINESS SERVICES/HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8475
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides support and guidance districtwide, collaborating with hiring supervisors and applicants, to strengthen and ensure effective recruitment, hiring, talent engagement, and workforce development systems. Serves as a strategic partner and advisor, providing operational support to promote consistent, job-related hiring practices, including identifying and addressing barriers to access, equity, or workforce sustainability, and recommending system-level improvements aligned with Equal Opportunity (EEO) requirements, federal and state nondiscrimination laws, and district tenets. This role supports talent acquisition and engagement strategies to expand outreach, improve candidate experience, strengthen pipelines, monitoring data to drive continuous improvement.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Collaborates with hiring managers district-wide to promote consistent, job-related hiring practices aligned with Equal Employment Opportunity (EEO) policy, and hiring guidelines
- Consults with hiring supervisors, provides strategic guidance throughout the recruitment and selection process, serves as one member of the interview committee, or as a resource to the hiring process, when a central office administrator vacancy is to be filled
- Provides immediate training/coaching and/or additional follow-up when necessary or requested
- Supports talent pipeline development, succession planning, and internal mobility through collaboration across departments and in conjunction with leadership development partners
- Supports talent pipeline development, succession planning, and internal mobility through collaboration across departments and in conjunction with leadership development partners
- Leads and supports talent engagement efforts through outreach, university and community partnerships, communications, and recruitment events
- Collaborates to support with Outreach, University Partnership, Communication, and other Marketing initiatives
- Maintains appropriate documentation
- Identifies trends, gaps, and barriers within recruitment and hiring systems and recommends strategies to strengthen workforce sustainability, access, and leadership readiness across departments and schools
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Perform other duties as assigned by supervisor and collaborates closely with the Executive Officer Talent

**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 physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally

(up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration or Master's Degree in Human Resources or related field

Five (5) years of successful teaching experience or Human Resources, Diversity, or related field as a Classified Administrator

Proven leadership experience with diverse populations

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Proven understanding of SBDM laws and regulations

Experience in a diverse workplace