



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

JOB TITLE:	ASSISTANT DIRECTOR OPPORTUNITY & ACCESS
DIVISION	OPPORTUNITY & ACCESS
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides support to the Director Opportunity & Access Officer; maintains contact with other departments internally and externally on routine matters related to educational access and opportunities for students and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides support in the implementation of goals, objectives and functions of the Opportunity & Access Department
- Prepares required and special reports as requested
- Collaborates with internal and external stakeholders to advocate for and implement common goals and objectives of Opportunity & Access Department
- Assures compliance with federal, state statutes and regulations, and District policy and administrative procedures
- Assures effective implementation of District goals and objectives where applicable
- Provides support in the implementation, continuation, and innovation of equitable access
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

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 leadership and administration

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky Teacher Certification or Certification in Administration

Advanced preparation in area of assignment
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Experience in a diverse workplace



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

JOB TITLE:	COORDINATOR PARENT RELATIONS
DIVISION	DIVERSITY, EQUITY AND POVERTY PROGRAMS OPPORTUNITY AND ACCESS
SALARY SCHEDULE/GRADE:	II GRADE 7 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8650
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Plans, organizes, executes, and/or coordinates various parent relations programs, projects, initiatives, and activities; and works with the Fifteenth District PTA, local PTA units, schools, and other District staff to increase parent/school interaction. Additionally oversees the Volunteer Talent Center.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Plans, coordinates and/or implements various parent relations activities, projects, programs, and initiatives
- Works with schools, other District personnel, and PTA units in the development of plans to increase parent-school interaction
- Provides staff support and technical assistance to schools, local PTA units, and the Fifteenth District PTA; e.g., preparation of newsletters, operation of the PTA Clothes Closet
- Works with the Fifteenth District PTA, Principals and local PTA units to orient and train PTA officers and units
- Establishes and maintains collaborative work relationships with school District personnel who work in the areas of early childhood education in order to effectuate programs and services which facilitate a smooth transition into parent involvement programs at the elementary school level
- Develops and implements workshops, seminars and forums which address timely topics, such as parent/teacher conferences, primary program, school reform issues, strengthening parents' knowledge and skills as teachers of their own children, helping parents better interact with schools and school personnel
- Represents the District at the local, state, and national level in organizations and at various functions; e.g., the Kentucky Association of School Councils, Chapter 2 Advisory Task Force, the Kentucky Coalition of School Volunteer Organizations, the Parents As Teacher (PAT) program and conferences
- Works with schools and PTA units to develop various forms of parent support groups
- Works collaboratively with advocates, schools, Family Resource Center Coordinators and other staff persons who work with parents and families to facilitate open dialogue about parent involvement issues in the District and to develop a comprehensive, coordinated approach to parent involvement
- 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, 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 and exposure to dust, fumes, and gases

MINIMUM QUALIFICATIONS

Bachelor's degree with at least one year's experience in a related field
Ability to establish and maintain rapport with persons from varying life styles and various community groups
General knowledge of the District's programs, operations, practices and procedures
Effective communication skills

DESIRABLE QUALIFICATIONS
Extensive knowledge of the dynamics and mores of the district and the Jefferson County community
Good organization and planning skills
Experience in a diverse workplace



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

JOB TITLE:	COORDINATOR PARENT RELATIONS
DIVISION	OPPORTUNITY AND ACCESS
SALARY SCHEDULE/GRADE:	II GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8650
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Plans, organizes, executes, and/or coordinates various parent relations programs, projects, initiatives, and activities; and works with the Fifteenth District PTA, local PTA units, schools, and other District staff to increase parent/school interaction. Additionally oversees the Volunteer Talent Center.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Plans, coordinates and/or implements various parent relations activities, projects, programs, and initiatives
- Works with schools, other District personnel, and PTA units in the development of plans to increase parent-school interaction
- Provides staff support and technical assistance to schools, local PTA units, and the Fifteenth District PTA; e.g., preparation of newsletters, operation of the PTA Clothes Closet
- Works with the Fifteenth District PTA, Principals and local PTA units to orient and train PTA officers and units
- Establishes and maintains collaborative work relationships with school District personnel who work in the areas of early childhood education in order to effectuate programs and services which facilitate a smooth transition into parent involvement programs at the elementary school level
- Develops and implements workshops, seminars and forums which address timely topics, such as parent/teacher conferences, primary program, school reform issues, strengthening parents' knowledge and skills as teachers of their own children, helping parents better interact with schools and school personnel
- Represents the District at the local, state, and national level in organizations and at various functions; e.g., the Kentucky Association of School Councils, Chapter 2 Advisory Task Force, the Kentucky Coalition of School Volunteer Organizations, the Parents As Teacher (PAT) program and conferences
- Works with schools and PTA units to develop various forms of parent support groups
- Works collaboratively with advocates, schools, Family Resource Center Coordinators and other staff persons who work with parents and families to facilitate open dialogue about parent involvement issues in the District and to develop a comprehensive, coordinated approach to parent involvement
- 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, 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 and exposure to dust, fumes, and gases

MINIMUM QUALIFICATIONS

Bachelor's degree with at least one year's experience in a related field

Ability to establish and maintain rapport with persons from varying life styles and various community groups
General knowledge of the District's programs, operations, practices and procedures
Effective communication skills

DESIRABLE QUALIFICATIONS
Extensive knowledge of the dynamics and mores of the district and the Jefferson County community
Good organization and planning skills
Experience in a diverse workplace



REVISED: Submitted:
 07/01/2026 02/10/2026
 07/01/2024 03/26/2024

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIVERSITY, EQUITY, POVERTY DIRECTOR OPPORTUNITY & ACCESS
DIVISION	DIVERSITY, EQUITY, POVERTY PROGRAMS OPPORTUNITY & ACCESS
SALARY SCHEDULE/GRADE:	II, GRADE 14 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4057
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides support to the Chief Opportunity & Access Officer leadership to and direct supervision of the District's Diversity, Equity, Poverty Department; plans, organizes, and implements recruitment, retention, 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 related to educational access and opportunities for students and families. ~~where significant judgment is required.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises, provides direction, and implements goals, objectives and functions of the ~~District Diversity, Equity, Poverty~~ Opportunity & Access Department
- Initiates policy, formulates and recommends goals and objectives of ~~Opportunity & Access Diversity, Equity, Poverty~~ Department as appropriate
- ~~Develops the operating budget for Diversity, Equity, Poverty Department and assures that all functions operate with the appropriated amounts~~
- Prepares required and special reports as requested
- Assists Principals and/or other organizational units to implement common goals and objectives of ~~Opportunity & Access Diversity, Equity, Poverty~~ Department
- Assures compliance with federal, state statutes and regulations, and District policy and administrative procedures
- Assures effective implementation of District goals and objectives where applicable
- Provides leadership and direction to support implementation, continuation, and innovation of ~~equitable access racial equity~~
- Responds to open records requests, subpoenas, and other outside requests
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

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 successful experience in school leadership and administration

Effective communication skills

Kentucky teaching certificate

DESIRABLE QUALIFICATIONS

Kentucky Teacher Certification or Certification in Administration

Advanced preparation in area of assignment

Experience in a diverse workplace



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

JOB TITLE:	DIRECTOR OPPORTUNITY & ACCESS
DIVISION	OPPORTUNITY & ACCESS
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4057
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides support to the Chief Opportunity & Access Officer leadership to and direct supervision of the District's Diversity, Equity, Poverty Department; plans, organizes, and implements recruitment, retention, 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 related to educational access and opportunities for students and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises, provides direction, and implements goals, objectives and functions of the Opportunity & Access Department
- Initiates policy, formulates and recommends goals and objectives of Opportunity & Access Department as appropriate
- Prepares required and special reports as requested
- Assists Principals and/or other organizational units to implement common goals and objectives of Opportunity & Access Department
- Assures compliance with federal, state statutes and regulations, and District policy and administrative procedures
- Assures effective implementation of District goals and objectives where applicable
- Provides leadership and direction to support implementation, continuation, and innovation of equitable access
- Responds to open records requests, subpoenas, and other outside requests
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

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 successful experience in school leadership and administration
Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky Teacher Certification or Certification in Administration
Advanced preparation in area of assignment
Experience in a diverse workplace



NEW: Revised: Submitted:
 07/01/2026 02/10/2026
~~12/02/2020~~ ~~12/01/2020~~

JOB TITLE:	SPECIALIST ACCESS AND OPPORTUNITY OPPORTUNITY AND ACCESS
DIVISION	DIVERSITY, EQUITY, AND POVERTY OPPORTUNITY AND ACCESS
SALARY SCHEDULE/GRADE:	II/GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8265
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of a unit which bears district-wide responsibility for promoting school stability, equitable services and continuity for homeless, foster care eligible, immigrant/refugee, and other underserved students as mandated by federal law. Coordinates services that will improve the academic and social outcomes for students particularly those that have traditionally not had access and opportunity. Identifies any barriers that may prevent a student/family from receiving services, and advocates for service implementation. Works closely with caregivers (e.g., family, case workers, court appointed guardians, etc.) to increase access and opportunity. Promotes school stability and advocates for international, homeless, immigrant/refugee, and other underserved students by overseeing the McKinney-Vento mandates. Identifies barriers and coordinates access services that will improve the academic and social outcomes for identified students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Oversees funding streams which have significant impact on District's programs
- Resolve Mckinney-Vento disputes and facilitates best interest determination meetings for eligible students (homeless and foster care eligible)
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment including DCBS and the Court system
- Responds to federal, state and local monitoring visits, compliance calls and audits for the targeted populations
- Ensures that traditionally underserved populations (e.g., homeless, immigrant, refugee and other underserved students) are provided opportunities to meet the same academic achievement standards as other students and reduces the specific barriers students face
- Removes barriers that hinder the school enrollment, achievement, and stability for homeless, immigrant/refugee, and other underserved students
- Promotes school stability and continuity by carrying out the McKinney-Vento law as the district homeless liaison and ESSA mandates as the district liaison
- Serves as an educational liaison between JCPS and agencies serving homeless, immigrant/refugee, and other underserved students and families
- Develops, interprets, reviews and revises District policies and procedures in collaboration with other departments to remove barriers for international, homeless, immigrant/refugee students, and other underserved students
- Creates and maintains a racial equity dashboard that monitors student academic, behavioral and transient data
- Collects data and reports to state and federal agencies as required to assess the educational needs of the target populations
- Plans appropriate professional development related to homeless, immigrant/refugee, and other underserved students/families

Coordinates student and family homeless efforts, international services, advocacy, and programs with the educational objectives of the District
Coordinates districtwide professional learning and awareness opportunities for school personnel on the issues and strategies to reach foster care, runaway, and homeless youth, and extended learning opportunities for homeless, immigrant/refugee, and other underserved students and promotes family readiness and willingness to participate
Builds a base of public support to enhance access to services provided by JCPS and community agencies and partners with appropriate community organizations to assure goals and metrics are met as it relates to access
Supervises the implementation of the Clothing Assistance Program
Provides appropriate and timely reporting on the status and needs of the homeless, immigrant, refugee and other underserved students
Creates and facilitates a community council that focuses on the needs of marginalized students
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

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 with successful experience working (3 years) with highly mobile and disadvantaged students/families particularly homeless, immigrant, refugee and other underserved students
KY certification in public school social work
Successful experience implementing federal, state and local mandates
Extensive knowledge of the services available to support international, homeless, and immigrant/refugee students
Ability to effectively work with homeless and immigrant/refugee students
Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree in the field of social work
Fluency in a major language in the community (i.e., Spanish, Arabic, etc.)
Experience leading diverse groups
Experience with community international services providers
Experience in a diverse workplace



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

JOB TITLE:	SPECIALIST OPPORTUNITY AND ACCESS
DIVISION	OPPORTUNITY AND ACCESS
SALARY SCHEDULE/GRADE:	II/GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8265
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of a unit which bears district-wide responsibility for promoting school stability, equitable services and continuity for homeless, foster care eligible, immigrant/refugee, and other underserved students as mandated by federal law. Coordinates services that will improve the academic and social outcomes for students particularly those that have traditionally not had access and opportunity. Identifies any barriers that may prevent a student/family from receiving services, and advocates for service implementation. Works closely with caregivers (e.g., family, case workers, court appointed guardians, etc.) to increase access and opportunity. Promotes school stability and advocates for international, homeless, immigrant/refugee, and other underserved students by overseeing the McKinney-Vento mandates. Identifies barriers and coordinates access services that will improve the academic and social outcomes for identified students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Oversees funding streams which have significant impact on District's programs
- Resolve Mckinney-Vento disputes and facilitates best interest determination meetings for eligible students (homeless and foster care eligible)
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment including DCBS and the Court system
- Responds to federal, state and local monitoring visits, compliance calls and audits for the targeted populations
- Ensures that traditionally underserved populations (e.g., homeless, immigrant, refugee and other underserved students) are provided opportunities to meet the same academic achievement standards as other students and reduces the specific barriers students face
- Removes barriers that hinder the school enrollment, achievement, and stability for homeless, immigrant/refugee, and other underserved students
- Promotes school stability and continuity by carrying out the McKinney-Vento law as the district homeless liaison and ESSA mandates as the district liaison
- Serves as an educational liaison between JCPS and agencies serving homeless, immigrant/refugee, and other underserved students and families
- Develops, interprets, reviews and revises District policies and procedures in collaboration with other departments to remove barriers for international, homeless, immigrant/refugee students, and other underserved students
- Creates and maintains a racial equity dashboard that monitors student academic, behavioral and transient data
- Collects data and reports to state and federal agencies as required to assess the educational needs of the target populations
- Plans appropriate professional development related to homeless, immigrant/refugee, and other underserved students/families
- Coordinates student and family homeless efforts, international services, advocacy, and programs with the educational objectives of the District

Coordinates districtwide professional learning and awareness opportunities for school personnel on the issues and strategies to reach foster care, runaway, and homeless youth, and extended learning opportunities for homeless, immigrant/refugee, and other underserved students and promotes family readiness and willingness to participate

Builds a base of public support to enhance access to services provided by JCPS and community agencies and partners with appropriate community organizations to assure goals and metrics are met as it relates to access

Supervises the implementation of the Clothing Assistance Program

Provides appropriate and timely reporting on the status and needs of the homeless, immigrant, refugee and other underserved students

Creates and facilitates a community council that focuses on the needs of marginalized students

Evaluates staff as assigned

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

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 with successful experience working (3 years) with highly mobile and disadvantaged students/families particularly homeless, immigrant, refugee and other underserved students

KY certification in public school social work

Successful experience implementing federal, state and local mandates

Extensive knowledge of the services available to support international, homeless, and immigrant/refugee students

Ability to effectively work with homeless and immigrant/refugee students

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree in the field of social work

Fluency in a major language in the community (i.e., Spanish, Arabic, etc.)

Experience leading diverse groups

Experience with community international services providers

Experience in a diverse workplace



NEW: Revised: Submitted:
 07/01/2026 02/10/2026
 06/22/2021 06/23/2021

JOB TITLE:	SPECIALIST DIVERSITY, EQUITY, POVERTY OPPORTUNITY AND ACCESS SUPPORT
DIVISION	DIVERSITY, EQUITY, POVERTY PROGRAMS OPPORTUNITY AND ACCESS
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8245
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of projects, programs or activities in the ~~Diversity Equity and Poverty Division~~ Opportunity and Access department, having moderate impact on the District occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside unit are limited to routine matters where approval is needed; requires general supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership to coordination of projects, programs or activities
- Develops, establishes or administers project, program or activity
- Serves as liaison with other units, departments or outside agencies as required
- Makes recommendations regarding implementation of project, program or activity 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
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

~~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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.~~

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
Kentucky Professional Certification in Administration and/or Supervision (Principal Certification)
Experience in a diverse workplace



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

JOB TITLE:	SPECIALIST OPPORTUNITY AND ACCESS SUPPORT
DIVISION	OPPORTUNITY AND ACCESS
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8245
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of projects, programs or activities in the Opportunity and Access department, having moderate impact on the District occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside unit are limited to routine matters where approval is needed; requires general supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership to coordination of projects, programs or activities
- Develops, establishes or administers project, program or activity
- Serves as liaison with other units, departments or outside agencies as required
- Makes recommendations regarding implementation of project, program or activity 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
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

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

DESIRABLE QUALIFICATIONS

Kentucky Professional Certification in Administration and/or Supervision (Principal Certification)
Experience in a diverse workplace