



REVISED: Submitted:
 07/01/2026 02/10/2026
 07/01/2020 06/09/2020

JOB TITLE:	ASSOCIATE DIVERSITY, EQUITY, POVERTY COMMUNITY INFORMATION
DIVISION	DIVERSITY, EQUITY, POVERTY PROGRAMS STUDENT SUPPORT
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8643
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of ~~Diversity, Equity and Poverty Opportunity and Access~~, and development, monitoring and implementation of assigned program or activity; provides in-service as assigned; surveys system-wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned
- Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising program or activity when applicable
- Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
- Supervises and directs the work of committees and task forces when applicable
- Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in when applicable
- Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities when applicable
- Provides technical assistance to District and school staff in the areas of assignment
- Assures compliance with local, state and federal regulations and procedures related to area of assignment
- Assures compliance with Board Goals and Administrative Objectives related to area of assignment
- 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, reaching with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity 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

Three (3) years successful experience in area of assignment

Effective communication skills

DESIRABLE QUALIFICATIONS

Certification/licensure in area of assignment where applicable

Experience in a diverse workplace



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

JOB TITLE:	ASSOCIATE COMMUNITY INFORMATION
DIVISION	STUDENT SUPPORT
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8643
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of Opportunity and Access, and development, monitoring and implementation of assigned program or activity; provides in-service as assigned; surveys system-wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising program or activity when applicable

Researches past and current practices in all areas assigned and integrates research in all areas of responsibility

Supervises and directs the work of committees and task forces when applicable

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in when applicable

Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities when applicable

Provides technical assistance to District and school staff in the areas of assignment

Assures compliance with local, state and federal regulations and procedures related to area of assignment

Assures compliance with Board Goals and Administrative Objectives related to area of assignment

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

Three (3) years successful experience in area of assignment

Effective communication skills

DESIRABLE QUALIFICATIONS

Certification/licensure in area of assignment where applicable
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Experience in a diverse workplace



NEW: Revised: Submitted:
 07/01/2026 02/10/2026
 12/10/2019 12/10/2019

JOB TITLE:	EXECUTIVE-ADMINISTRATOR DIRECTOR SCHOOL CHOICE
DIVISION	STUDENT SUPPORT SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 14 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8181
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

The Executive ~~Administrator~~ Director of School Choice is responsible for supporting the Board of Education in its role as a charter school authorizer, including providing administrative leadership, management, and implementation of District processes and procedures relating to charter school authorization; and other projects and initiatives. Additionally, the department of student assignment and the magnet office will report to the Executive ~~Administrator~~ Director.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Ensures compliance with statutes and administrative regulations governing the Board's role as a charter school authorizer

Develops and implements procedures in accordance with applicable statutes and administrative regulations, to guide the Board's performance of its duties as a charter school authorizer

Coordinates training for Board and staff regarding the Board's role as a charter school authorizer

Coordinates with other departments and divisions within the District including, but not limited to Student Assignment, Financial Services, Human Resources, and Operations for the efficient and effective implementation of the Board's role as a charter school authorizer

Stays current with all legislation and administrative regulations relating to charter schools

Establishes close working relationship with KDE, DSBA, other Kentucky authorizers, and national education organizations to identify and implement evidence-based best practices for charter school authorizers

Provides administrative support and regular reports to the Board in their role as a charter school authorizer

Oversees the work of the Student Assignment Department including magnets, transfers, and all other functions involving assignment of students to schools

Collaborates with other departments to ensure the smooth operations of student assignment functions

Supports families and students as they make choices for school; facilitates problem solving with families and schools to address concerns

Regular, predictable performance is required for all performance responsibilities

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

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. This work requires the use of hands for simple grasping and fine manipulations.~~

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 or higher with Kentucky Certification in Administration or Classified Administrator with a Bachelor's Degree and Policy experience

Five (5) years of relevant policy/regulation experience

Extensive knowledge of federal and state laws and regulations

Proven leadership experience with diverse populations

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree in Public Policy, Public Administration, or related field

Experience working with the Kentucky Department of Education

Extensive experience working collaboratively with diverse, external organizations

Experience in a diverse workplace



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

JOB TITLE:	EXECUTIVE DIRECTOR SCHOOL CHOICE
DIVISION	STUDENT SUPPORT
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The Executive Director of School Choice is responsible for supporting the Board of Education in its role as a charter school authorizer, including providing administrative leadership, management, and implementation of District processes and procedures relating to charter school authorization; and other projects and initiatives. Additionally, the department of student assignment and the magnet office will report to the Director.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Ensures compliance with statutes and administrative regulations governing the Board's role as a charter school authorizer

Develops and implements procedures in accordance with applicable statutes and administrative regulations, to guide the Board's performance of its duties as a charter school authorizer

Coordinates training for Board and staff regarding the Board's role as a charter school authorizer

Coordinates with other departments and divisions within the District including, but not limited to Student Assignment, Financial Services, Human Resources, and Operations for the efficient and effective implementation of the Board's role as a charter school authorizer

Stays current with all legislation and administrative regulations relating to charter schools

Establishes close working relationship with KDE, DSBA, other Kentucky authorizers, and national education organizations to identify and implement evidence-based best practices for charter school authorizers

Provides administrative support and regular reports to the Board in their role as a charter school authorizer

Oversees the work of the Student Assignment Department including magnets, transfers, and all other functions involving assignment of students to schools

Collaborates with other departments to ensure the smooth operations of student assignment functions

Supports families and students as they make choices for school; facilitates problem solving with families and schools to address concerns

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

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

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

PHYSICAL DEMANDS

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

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

MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration or Classified Administrator with a Bachelor's Degree and Policy experience

Five (5) years of relevant policy/regulation experience

Extensive knowledge of federal and state laws and regulations

Proven leadership experience with diverse populations

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree in Public Policy, Public Administration, or related field

Experience working with the Kentucky Department of Education

Extensive experience working collaboratively with diverse, external organizations

Experience in a diverse workplace



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

JOB TITLE:	EXECUTIVE OFFICER STUDENT SUPPORT AND COMMUNITY ENGAGEMENT
DIVISION	STUDENT SUPPORT & COMMUNITY ENGAGEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership and expertise in forming, guiding, advising and evaluating all positions assigned to the division: Student Support, mental and physical health and safety, community engagement, FRYCs and Wellbeing Services
- Administers the District's PreK-12 division programs in area of assignment and integrates these programs with the services of other District organizational units to provide the most efficient and effective education possible for students
- Develops engagement strategies to ensure that all parts of the community are engaged with the District
- Engages and collaborates with parents, community partners and advocates to support the education of students
- Provides leadership and expertise in assessing, identifying, formulating and implementing the District's educational goals and objectives
- Provides strategic planning and executive leadership in the verification and validation of programs and practices
- Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations and JCPS policies, rules and procedures
- Prepares reports, presentations, and recommendations for the Superintendent and Board of Education
- Develops and efficiently manages operating budget
- Attends all meetings of the Board of Education and provides input
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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 with Kentucky Certification for Superintendent

Five (5) years of successful administrative experience

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

Three (3) years of successful experience as a teacher

Ability to articulate vision of best practice for change management

Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

Ten (10) years of experience as a school principal

Experience as a Superintendent or Assistant Superintendent

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

Advanced preparation or doctorate

Experience in a diverse workplace