



REVISSED: Submitted:
 07/01/2026 03/10/2026
 07/01/2025 05/13/2025

JOB TITLE:	DIAGNOSTICIAN EXCEPTIONAL CHILD SPECIAL SERVICES
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	220 DAYS AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4765
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Assists District staff in the implementation of consistent and appropriate ECE instructional programs; conducts standardized norm-referenced, and criterion-referenced assessments for ~~2-to-5-year-old~~ children suspected of needing special education; participates in pre-referral, referral, assessment, placement, and follow-up activities; assists the director in collecting and compiling data as needed for appropriate evaluation and placement of children, as well as for District, state and federal reports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists school and community agency staff in the implementation of consistent and appropriate ECE instructional programs and the use of curriculum

Assists in the development and implementation of instructional alternatives/intervention techniques for students identified as having difficulty

~~Conducts individual and team assessments for 2-to-5-year-old children suspected of needing special education~~
 Accurately administers, scores, and interprets individual assessments consistent with state/district policy

Conducts screenings and behavior observations for ~~2-to-5-year-old~~ children suspected of needing special education

Writes comprehensive evaluation reports and behavior observations on those children tested

Assists the Admissions and Release Committees in interpreting educational assessment results, developing the individual education program, and determining appropriate placement as needed

Consults with teachers, school psychologists, speech/language pathologists, and other service providers to support student success.

Maintains accurate and timely documentation and ensures confidentiality of student records.

Monitors and supports compliance with evaluation timelines, due process procedures, and district special education policies.

Supports transitions across educational settings.

Prepares and/or assists in preparation of reports, records, and other documentation as requested by supervisor

Participates in professional learning as required to administer standardized assessments and screenings

Conducts in-service activities for school personnel, District staff, and community groups

Coordinates and/or participates in parent involvement, staff development, and community agency development activities of the ~~Early Childhood Program~~ Exceptional Child Education division

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

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

Kentucky Teaching Certificate in Special Education or Interdisciplinary Early Childhood Education (IECE)

Masters degree or higher

Three (3) years of successful experience as a teacher or other equivalent professional experience

Demonstrated ability to work cooperatively in a team situation

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience with administering educational assessments

Experience in a diverse workplace



REVISED: 07/01/2026
Submitted: 03/10/2026

JOB TITLE:	DIAGNOSTICIAN EXCEPTIONAL CHILD SPECIAL SERVICES
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4765
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Assists District staff in the implementation of consistent and appropriate ECE instructional programs; conducts standardized norm-referenced, and criterion-referenced assessments for children suspected of needing special education; participates in pre-referral, referral, assessment, placement, and follow-up activities; assists the director in collecting and compiling data as needed for appropriate evaluation and placement of children, as well as for District, state and federal reports.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists school and community agency staff in the implementation of consistent and appropriate ECE instructional programs and the use of curriculum

Assists in the development and implementation of instructional alternatives/intervention techniques for students identified as having difficulty

Accurately administers, scores, and interprets individual assessments consistent with state/district policy

Conducts screenings and behavior observations for children suspected of needing special education

Writes comprehensive evaluation reports and behavior observations on those children tested

Assists the Admissions and Release Committees in interpreting educational assessment results, developing the individual education program, and determining appropriate placement as needed

Consults with teachers, school psychologists, speech/language pathologists, and other service providers to support student success.

Maintains accurate and timely documentation and ensures confidentiality of student records.

Monitors and supports compliance with evaluation timelines, due process procedures, and district special education policies.

Supports transitions across educational settings.

Prepares and/or assists in preparation of reports, records, and other documentation as requested by supervisor

Participates in professional learning as required to administer standardized assessments and screenings

Conducts in-service activities for school personnel, District staff, and community groups

Coordinates and/or participates in parent involvement, staff development, and community agency development activities of the Exceptional Child Education division

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

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

Kentucky Teaching Certificate in Special Education or Interdisciplinary Early Childhood Education (IECE)

Masters degree or higher

Three (3) years of successful experience as a teacher or other equivalent professional experience

Demonstrated ability to work cooperatively in a team situation

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience with administering educational assessments

Experience in a diverse workplace



REVISED:
07/01/2026
11/23/2024

Submitted:
03/10/2026
11/12/2024

JOB TITLE:	MENTAL HEALTH PRACTITIONER
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	195 DAYS AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8227
BARGAINING UNIT:	CLA1

SCOPE OF RESPONSIBILITIES

Promotes the mental health wellness of students by assuming responsibility for providing evidence-based interventions at the individual and group level, engaging families, coordinating with community partners, and providing training, collaboration and consultation for school personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides evidence-based and school-based mental health interventions (e.g., counseling) for students with moderate to severe mental health needs based on identified risk factors and universal screenings (e.g. anxiety, bullying, anger management, suicide prevention)

Collaborates with school-based administrators to prioritize individual school needs based on needs assessment and data

Obtains District-level Trauma Informed Care trainings and acts as the lead support for TIC in assigned school(s)

Participates in school-based committees for attendance and behavioral or mental health support as an active collaborator in the development of interventions

Coordinates with appropriate school, District, and community partners to ensure comprehensive services delivery

Promotes family engagement by providing parent support groups, family collaboration meetings, and home visits

Obtains District-based crisis team training and actively participates on the District crisis team

Provides acute crisis support to students

Performs record-keeping and internal and external reporting tasks in a timely and objective manner

Increases knowledge in culturally responsive practices and utilize these practices when working with students

Attends all monthly Mental Health Practitioner meetings

Serves as a provider for the related services of counseling on Individual Education Program (IEP) when appropriate, maintain all documentation required by IDEA, and attends Admissions and Release Committee (ARC) meetings when necessary

Completes required training to maintain professional licensure

Adheres to all District and professional ethical guidelines and standards

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignment

PHYSICAL DEMANDS

This work is completed in a school-based setting. This position has both inside and outside environmental conditions, where protections from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

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

MINIMUM QUALIFICATIONS

One of the following credentials, licenses, or permits: KY (EPSB) credential in School Social Work, School Counseling, or School Psychology; or Fully Kentucky Licensed Professional Clinical Counselor; or Licensed Clinical Social Worker; or KY Licensed Marriage and Family Therapist; or Licensed Professional Art Therapist; or Kentucky Licensed Clinical Psychologist.

Ability to work well with people

Effective communication skills

DESIRABLE QUALIFICATIONS

Three (3) years of successful experience providing mental health and/or behavioral support with school-aged children

Experience in crisis intervention and counseling

Experience working with children exposed to trauma

Experience in a diverse workplace



REVISED:
07/01/2026

Submitted:
03/10/2026

JOB TITLE:	MENTAL HEALTH PRACTITIONER
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8227
BARGAINING UNIT:	CLA1

SCOPE OF RESPONSIBILITIES

Promotes the mental health wellness of students by assuming responsibility for providing evidence-based interventions at the individual and group level, engaging families, coordinating with community partners, and providing training, collaboration and consultation for school personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides evidence-based and school-based mental health interventions (e.g., counseling) for students with moderate to severe mental health needs based on identified risk factors and universal screenings (e.g. anxiety, bullying, anger management, suicide prevention)
- Collaborates with school-based administrators to prioritize individual school needs based on needs assessment and data
- Obtains District-level Trauma Informed Care trainings and acts as the lead support for TIC in assigned school(s)
- Participates in school-based committees for attendance and behavioral or mental health support as an active collaborator in the development of interventions
- Coordinates with appropriate school, District, and community partners to ensure comprehensive services delivery
- Promotes family engagement by providing parent support groups, family collaboration meetings, and home visits
- Obtains District-based crisis team training and actively participates on the District crisis team
- Provides acute crisis support to students
- Performs record-keeping and internal and external reporting tasks in a timely and objective manner
- Increases knowledge in culturally responsive practices and utilize these practices when working with students
- Attends all monthly Mental Health Practitioner meetings
- Serves as a provider for the related services of counseling on Individual Education Program (IEP) when appropriate, maintain all documentation required by IDEA, and attends Admissions and Release Committee (ARC) meetings when necessary
- Completes required training to maintain professional licensure
- Adheres to all District and professional ethical guidelines and standards
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignment

PHYSICAL DEMANDS

This work is completed in a school-based setting. This position has both inside and outside environmental conditions, where protections from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

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MINIMUM QUALIFICATIONS

One of the following credentials, licenses, or permits: KY (EPSB) credential in School Social Work, School Counseling, or School Psychology; or Fully Kentucky Licensed Professional Clinical Counselor; or Licensed Clinical Social Worker; or KY Licensed Marriage and Family Therapist; or Licensed Professional Art Therapist; or Kentucky Licensed Clinical Psychologist.

Ability to work well with people

Effective communication skills

DESIRABLE QUALIFICATIONS

Three (3) years of successful experience providing mental health and/or behavioral support with school-aged children

Experience in crisis intervention and counseling

Experience working with children exposed to trauma

Experience in a diverse workplace



Revised:
07/01/2026

Submitted:
02/12/2019

JOB TITLE:	ECE IMPLEMENTATION COACH
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4745
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Coordinate and assist the school based Exceptional Child Education (ECE) team to support student achievement; administer, score and interpret assessments; and maintain compliance with district Exceptional Child Education procedures. Provide technical assistance and support for the implementation of the Kentucky Administration Regulations (KARs) and the Individuals with Disabilities Education Act (IDEA).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Schedules and chairs and/or serves as committee member for Admission and Release Committee (ARC) meetings according to policies and procedures/timelines, complete all district required forms correctly and accurately

Assists staff, parents, etc. in referral procedures, collect and document required information at the ARC to act upon referral (updated screenings, documentation of interventions, etc.)

Adheres to policies for completing evaluations within specified timelines and prepares data in conjunction with the evaluation team, competently administers, scores, and interprets assessments

Participates in decision making for program planning and development of Individual Education Programs aimed at improving individual student achievement and access

Provides input for effective and efficient scheduling to maximize student access to general curriculum

Enters Exceptional Child Education data into the state student information system and assists with the development of reports

Develops and maintains a positive rapport with families and staff

Develops and/or maintains a complete monitoring protocol and process with procedures and timelines for all aspects of IDEA

Monitors data of students with disabilities to ensure alignment with ECE procedures, KARs, and the IDEA

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

Attends trainings and meetings as directed by Executive Officer of Exceptional Child Education

Performs other duties as assigned by the 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.

MINIMUM QUALIFICATIONS

Kentucky Teaching Certificate in Interdisciplinary Early Childhood Education (IECE), or Special Education, or Speech & Language Pathologist, or School Counseling, or School Psychologist, or Occupational Therapy, or Physical Therapy

Master's Degree or higher in education, or a related field, or graduate of a program in occupational therapy approved by the recognized national accrediting body, or graduate of a program in physical therapy approved by the American Physical Therapy Association

Three (3) years successful teaching experience or related area of expertise
Ability to work successfully with people
Working knowledge of federal and state laws and regulations regarding programs for exceptional children
Ability to work cooperatively in a team situation
Demonstrated decision-making abilities
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize data
Demonstrated experience in chairing ARC meetings and/or IEP development



Revised:
07/01/2026

Submitted:
02/12/2019

JOB TITLE:	ECE IMPLEMENTATION COACH
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4745
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Coordinate and assist the school based Exceptional Child Education (ECE) team to support student achievement; administer, score and interpret assessments; and maintain compliance with district Exceptional Child Education procedures. Provide technical assistance and support for the implementation of the Kentucky Administration Regulations (KARs) and the Individuals with Disabilities Education Act (IDEA).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Schedules and chairs and/or serves as committee member for Admission and Release Committee (ARC) meetings according to policies and procedures/timelines, complete all district required forms correctly and accurately
Assists staff, parents, etc. in referral procedures, collect and document required information at the ARC to act upon referral (updated screenings, documentation of interventions, etc.)
Adheres to policies for completing evaluations within specified timelines and prepares data in conjunction with the evaluation team, competently administers, scores, and interprets assessments
Participates in decision making for program planning and development of Individual Education Programs aimed at improving individual student achievement and access
Provides input for effective and efficient scheduling to maximize student access to general curriculum
Enters Exceptional Child Education data into the state student information system and assists with the development of reports
Develops and maintains a positive rapport with families and staff
Develops and/or maintains a complete monitoring protocol and process with procedures and timelines for all aspects of IDEA
Monitors data of students with disabilities to ensure alignment with ECE procedures, KARs, and the IDEA
Completes and attends all trainings and other compliance requirements as assigned by the designated deadline
Attends trainings and meetings as directed by Executive Officer of Exceptional Child Education
Performs other duties as assigned by the 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.

MINIMUM QUALIFICATIONS
Kentucky Teaching Certificate in Interdisciplinary Early Childhood Education (IECE), or Special Education, or Speech & Language Pathologist, or School Counseling, or School Psychologist, or Occupational Therapy, or Physical Therapy
Master's Degree or higher in education, or a related field, or graduate of a program in occupational therapy approved by the recognized national accrediting body, or graduate of a program in physical therapy approved by the American Physical Therapy Association

Three (3) years successful teaching experience or related area of expertise
Ability to work successfully with people
Working knowledge of federal and state laws and regulations regarding programs for exceptional children
Ability to work cooperatively in a team situation
Demonstrated decision-making abilities
Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize data
Demonstrated experience in chairing ARC meetings and/or IEP development



Revised:
07/01/2026

Submitted:
12/13/2022

JOB TITLE:	ECE IMPLEMENTATION COACH-DIAGNOSTIC CENTER
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4747
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Coordinate and assist the Diagnostic Center Exceptional Child Education (ECE) team to use data to support, administer, score, and interpret assessments; maintain compliance with district Exceptional Child Education procedures. Provide technical assistance and support for the implementation of the Kentucky Administration Regulations (KAR's) and the Individuals with Disabilities Act (IDEA). Review and use data to support ARC decisions regarding identification, location and evaluation; assist in development of Individualized Education Programs (IEP).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Schedules and chairs and/or serves as committee member for Admission and Release Committee (ARC) meetings according to policies and procedures/timelines, complete all district required forms correctly and accurately

Assists staff, parents, etc. in referral procedures, collect and document required information at the ARC to act upon referral (updated screenings, documentation of interventions, etc.)

Adheres to policies for completing evaluations within specified timelines and prepares data in conjunction with the evaluation team, competently administers, scores, and interprets assessments

Participates in decision making for program planning and development of Individual Education Programs aimed at improving individual student achievement and access

Provides input for effective and efficient scheduling to maximize student access to general curriculum

Enters Exceptional Child Education data into the state student information system and assists with the development of reports

Develops and maintains a positive rapport with families and staff

Develops and/or maintains a complete monitoring protocol and process with procedures and timelines for all aspects of IDEA

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

~~Attends trainings and meetings as directed by Executive Officer of Exceptional Child Education~~

Performs other duties as assigned by the 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.

MINIMUM QUALIFICATIONS

Kentucky Teaching Certificate in Interdisciplinary Early Childhood Education (IECE), or special education, or Speech & Language Pathologist, or School Counseling, or School Psychologist, or Occupational Therapy, or Physical Therapy

Master's Degree or higher in education, or a related field, or graduate of a program in occupational therapy approved by the recognized national accrediting body, or graduate of a program in physical therapy approved by the American Physical Therapy Association

Ability to work successfully with people

Working knowledge of federal and state laws and regulations regarding programs for exceptional children

Ability to work cooperatively in a team situation
Three (3) years of successful teaching experience or related area of expertise
Demonstrated decision-making abilities
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize data
Demonstrated experience in chairing ARC meetings and/or IEP development



Revised:
07/01/2026

Submitted:
12/13/2022

JOB TITLE:	ECE IMPLEMENTATION COACH-DIAGNOSTIC CENTER
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4747
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Coordinate and assist the Diagnostic Center Exceptional Child Education (ECE) team to use data to support, administer, score, and interpret assessments; maintain compliance with district Exceptional Child Education procedures. Provide technical assistance and support for the implementation of the Kentucky Administration Regulations (KAR's) and the Individuals with Disabilities Act (IDEA). Review and use data to support ARC decisions regarding identification, location and evaluation; assist in development of Individualized Education Programs (IEP).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Schedules and chairs and/or serves as committee member for Admission and Release Committee (ARC) meetings according to policies and procedures/timelines, complete all district required forms correctly and accurately

Assists staff, parents, etc. in referral procedures, collect and document required information at the ARC to act upon referral (updated screenings, documentation of interventions, etc.)

Adheres to policies for completing evaluations within specified timelines and prepares data in conjunction with the evaluation team, competently administers, scores, and interprets assessments

Participates in decision making for program planning and development of Individual Education Programs aimed at improving individual student achievement and access

Provides input for effective and efficient scheduling to maximize student access to general curriculum

Enters Exceptional Child Education data into the state student information system and assists with the development of reports

Develops and maintains a positive rapport with families and staff

Develops and/or maintains a complete monitoring protocol and process with procedures and timelines for all aspects of IDEA

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

~~Attends trainings and meetings as directed by Executive Officer of Exceptional Child Education~~

Performs other duties as assigned by the 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.

MINIMUM QUALIFICATIONS

Kentucky Teaching Certificate in Interdisciplinary Early Childhood Education (IECE), or special education, or Speech & Language Pathologist, or School Counseling, or School Psychologist, or Occupational Therapy, or Physical Therapy

Master's Degree or higher in education, or a related field, or graduate of a program in occupational therapy approved by the recognized national accrediting body, or graduate of a program in physical therapy approved by the American Physical Therapy Association

Ability to work successfully with people

Working knowledge of federal and state laws and regulations regarding programs for exceptional children

Ability to work cooperatively in a team situation

Three (3) years of successful teaching experience or related area of expertise
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Demonstrated decision-making abilities
--

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data

Demonstrated experience in chairing ARC meetings and/or IEP development



NEW- Revised: Submitted:
 07/01/2026 03/10/2026
 08/07/2019 08/06/2019

JOB TITLE:	THERAPIST ASSISTANT (OCCUPATIONAL/PHYSICAL)
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IA, GRADE 11
WORK YEAR:	190 DAYS AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8136
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Provides students with therapy services under the supervision of a licensed therapist that are necessary for the students to benefit from their exceptional child education.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Administers treatment and implements programs as designated by the therapist
- Interacts with parents and school personnel in implementing an appropriate individual education program
- Assists the therapist in communicating with parents concerning home programs, equipment, and other therapy related matters
- Documents student progress and maintains appropriate data/records pertaining to therapy services
- Recommends individual equipment needs and modifications to the therapist; assists in adapting, fabricating and maintaining equipment
- Participates in providing inservice programs for school District personnel
- Completes all trainings and other compliance requirements as assigned 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, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Graduate of a two (2) year approved therapist assistant program
- Licensed Physical Therapist Assistant or Certified Occupational Therapy Assistant
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Ability to work in a team situation
- Experience in a diverse workplace



Revised:
07/01/2026

Submitted:
03/10/2026

JOB TITLE:	THERAPIST ASSISTANT (OCCUPATIONAL/PHYSICAL)
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IA, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8136
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Provides students with therapy services under the supervision of a licensed therapist that are necessary for the students to benefit from their exceptional child education.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Administers treatment and implements programs as designated by the therapist
- Interacts with parents and school personnel in implementing an appropriate individual education program
- Assists the therapist in communicating with parents concerning home programs, equipment, and other therapy related matters
- Documents student progress and maintains appropriate data/records pertaining to therapy services
- Recommends individual equipment needs and modifications to the therapist; assists in adapting, fabricating and maintaining equipment
- Participates in providing inservice programs for school District personnel
- Completes all trainings and other compliance requirements as assigned 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, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Graduate of a two (2) year approved therapist assistant program
- Licensed Physical Therapist Assistant or Certified Occupational Therapy Assistant
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Ability to work in a team situation
- Experience in a diverse workplace



NEW- Revised: Submitted:
 07/01/2026 03/10/2026
 07/01/2019 06/11/2019

JOB TITLE:	LIAISON SPEECH LANGUAGE
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	195 DAYS AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8135
BARGAINING UNIT:	CLA1

SCOPE OF RESPONSIBILITIES

Provides technical and direct assistance to speech/language clinicians; increase of diagnosis, case selection and case management; assists in providing inservice; and serves as a liaison to teachers, parents and administrative staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists speech/language clinicians in diagnosis, case selection and case management
- Assists with planning and implementing inservice for the clinicians
- Recommends, locates and/or secures selected materials for speech/language clinicians who need alternative/supplementary materials, tests, or equipment
- Provides assistance in the Admissions and Release Committee process, including the chairing of non-public speech only ARCs, when needed
- Consults with parents, ECE teachers, speech/language clinicians, general program teachers, counselors, Principals, psychologists, and individual students concerning assessment and intervention strategies for students who are communicatively disabled
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

- Master's Degree in Speech/Language Pathology with Kentucky certification in the area of communication disorders (speech and hearing)
- Three (3) years of experience in the schools as a speech and language clinician
- Certificate of Clinical Competency in Speech Pathology from the American Speech, Language and Hearing Association or its equivalent
- Demonstrated ability to work cooperatively in a team situation
- Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in leadership roles in the field of communication disorders

Experience in a diverse workplace

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.



Revised:
07/01/2026

Submitted:
03/10/2026

JOB TITLE:	LIAISON SPEECH LANGUAGE
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8135
BARGAINING UNIT:	CLA1

SCOPE OF RESPONSIBILITIES

Provides technical and direct assistance to speech/language clinicians; increase of diagnosis, case selection and case management; assists in providing inservice; and serves as a liaison to teachers, parents and administrative staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists speech/language clinicians in diagnosis, case selection and case management

Assists with planning and implementing inservice for the clinicians

Recommends, locates and/or secures selected materials for speech/language clinicians who need alternative/supplementary materials, tests, or equipment

Provides assistance in the Admissions and Release Committee process, including the chairing of non-public speech only ARCs, when needed

Consults with parents, ECE teachers, speech/language clinicians, general program teachers, counselors, Principals, psychologists, and individual students concerning assessment and intervention strategies for students who are communicatively disabled

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

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MINIMUM QUALIFICATIONS

Master's Degree in Speech/Language Pathology with Kentucky certification in the area of communication disorders (speech and hearing)

Three (3) years of experience in the schools as a speech and language clinician

Certificate of Clinical Competency in Speech Pathology from the American Speech, Language and Hearing Association or its equivalent

Demonstrated ability to work cooperatively in a team situation

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in leadership roles in the field of communication disorders

Experience in a diverse workplace

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.



JOB TITLE:	LEAD PSYCHOLOGIST
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4131
BARGAINING UNIT:	CERX

NEW:
07/01/2020

Submitted:
04/21/2020

SCOPE OF RESPONSIBILITIES

The Lead Psychologist shall ~~direct~~ **assist the Executive Officer in directing** the operations and services of ECE Assessment and the delivery of services for students' emotional, behavioral and learning needs; assist in the integration of special education services with the general education curriculum; and provide expertise to administrators on student and personnel issues. Ensures compliance with IDEA, KAR for Exceptional Children, and Section 504 of the Rehabilitation Act of 1973 as related to finding, identifying, and supporting all children with disabilities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates, monitors, ~~Provides leadership, supervision~~ and supports the professional development of ECE Assessment staff

Coordinates, monitors, ~~Provides leadership, supervision and management~~ **manages** for the psychological services and the ECE assessment process

Facilitates the timely referral and evaluation of students enrolled and not enrolled in the District, for eligibility related to special education services in compliance with IDEA Child Find regulations

Complies with all **Federal, state, and District** mandated timelines

Provides leadership and collaboration for December 1 Child Count in compliance with state and federal regulations

Acts as a consultant to school and District staff on issues related but not limited to the ECE referral process, Child Find, ECE eligibility, and school psychological services

Provides leadership, consultation, training and organization for District-level crisis response

Collaborates with community work groups regarding mental health and psychological services

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 for state and federal compliance

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

Collaborates with District departments and work groups to support student achievement

Provides professional development and training for District and school staff on topics to support student achievement and success

Assists in preparation for Due Process proceedings

Collaborates with ECE department personnel and school staff to ensure strong professional growth and learning experiences

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

~~Promotes professional growth and 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, 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.

MINIMUM QUALIFICATIONS

EPSB Standard Certification for School Psychologist

~~Certification for Director of Special Education or Safe Crisis Management~~

Three (3) years of psychoeducational consultation and assessment

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



Revised: 07/01/2026
 Submitted: 03/10/2026

JOB TITLE:	LEAD PSYCHOLOGIST
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4131
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The Lead Psychologist shall assist the Executive Officer in directing the operations and services of ECE Assessment and the delivery of services for students' emotional, behavioral and learning needs; assist in the integration of special education services with the general education curriculum; and provide expertise to administrators on student and personnel issues. Ensures compliance with IDEA, KAR for Exceptional Children, and Section 504 of the Rehabilitation Act of 1973 as related to finding, identifying, and supporting all children with disabilities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates, monitors and supports the professional development of ECE Assessment staff
- Coordinates, monitors and supports the psychological services and the ECE assessment process
- Facilitates the timely referral and evaluation of students enrolled and not enrolled in the District, for eligibility related to special education services in compliance with IDEA Child Find regulations
- Complies with all Federal, state, and District mandated timelines
- Provides leadership and collaboration for December 1 Child Count in compliance with state and federal regulations
- Acts as a consultant to school and District staff on issues related but not limited to the ECE referral process, Child Find, ECE eligibility, and school psychological services
- Provides leadership, consultation, training and organization for District-level crisis response
- Collaborates with community work groups regarding mental health and psychological services
- 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 for state and federal compliance
- 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
- Collaborates with District departments and work groups to support student achievement
- Provides professional development and training for District and school staff on topics to support student achievement and success
- Assists in preparation for Due Process proceedings
- Collaborates with ECE department personnel and school staff to ensure strong professional growth and learning experiences
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EPSB Standard Certification for School Psychologist

Three (3) years of psychoeducational consultation and assessment

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Experience in a diverse workplace