



NEW:
07/01/2026

Submitted:
05/12/2026

JOB TITLE:	RESIDENT IN TRANSITION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	EMERGENCY CERTIFICATION
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES

The resident in transition carries out duties in the absence of a teacher of record to meet school programmatic needs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Meets and instructs assigned classes in the locations and at the times designated
- Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interest of students
- Guides the learning process toward the achievement of curriculum goals
- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
- Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
- Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
- Reports safety concerns immediately to a school official
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations
- Participates in mandatory professional learning sessions and upgrades skills appropriate to position and assignment
- Performs health services, if needed, for which training will be provided
- Completes all training 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 the assigned JCPS worksite to provide active supervision of students as required by Kentucky State Law.

PHYSICAL DEMANDS

This work is completed in a school-based setting. This position has 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 occasionally (up to 50% of the workweek): balancing,

crawling, feeling, grasping, lifting up to 50 pounds, pulling up to 50 pounds, and pushing up to 50 pounds. The following physical activities are required frequently (up to 75% of the workweek): bending, crouching, kneeling, reaching, repetitive motions, and standing. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek). Driving is not required for this position.

MINIMUM QUALIFICATIONS

Successfully completed all university and district requirements for the Louisville Teacher Residency Program

Valid KY Substitute Certification from the Education Professional Standards Board (5 or 10 year)

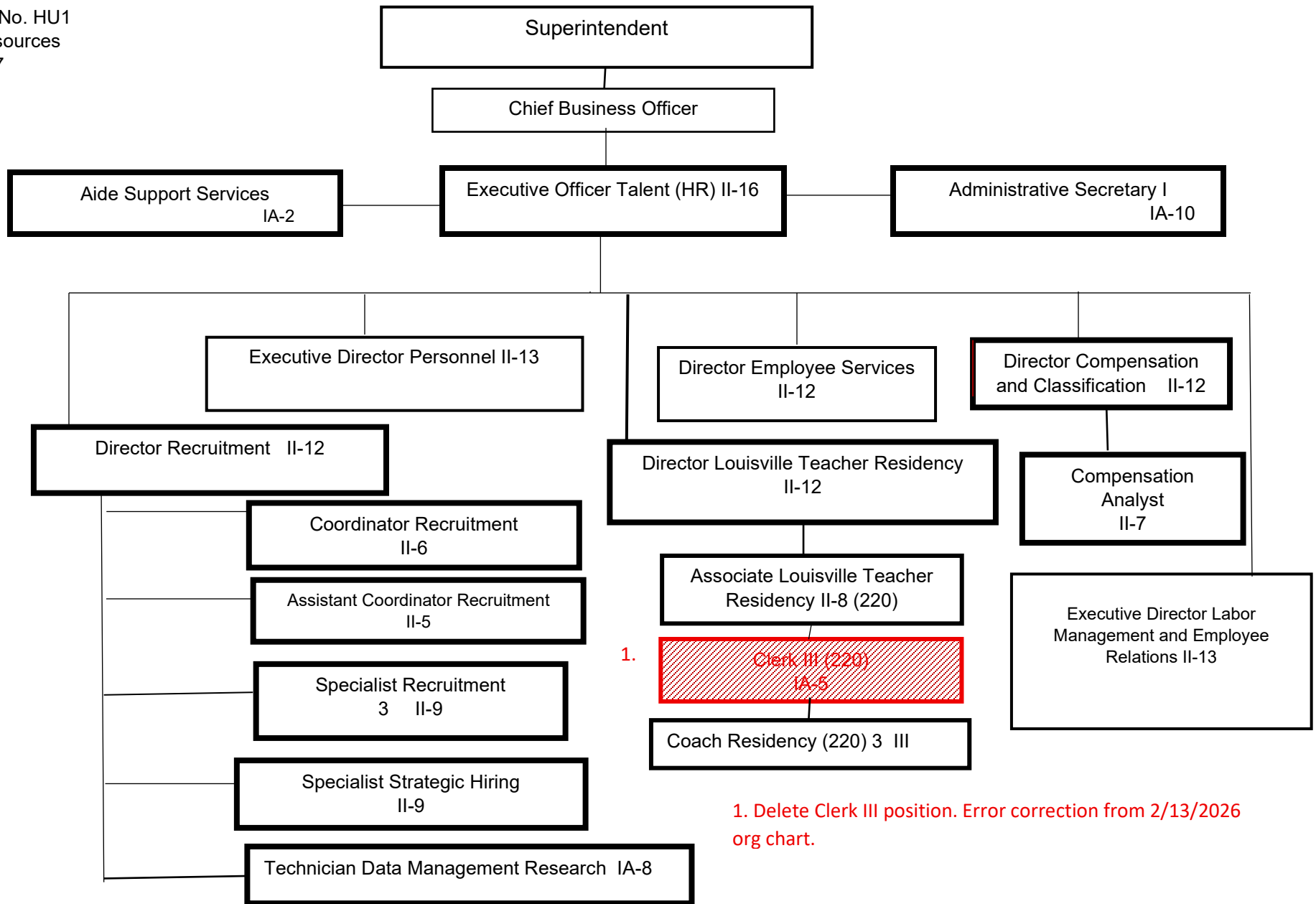
Has met all requirements for a one-year conditional certification (attempted all required PRAXIS exams) or full certification (passed all required PRAXIS exams)

Experience working with school-age children

Effective Communication Skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



1.

1. Delete Clerk III position. Error correction from 2/13/2026 org chart.

Summary:

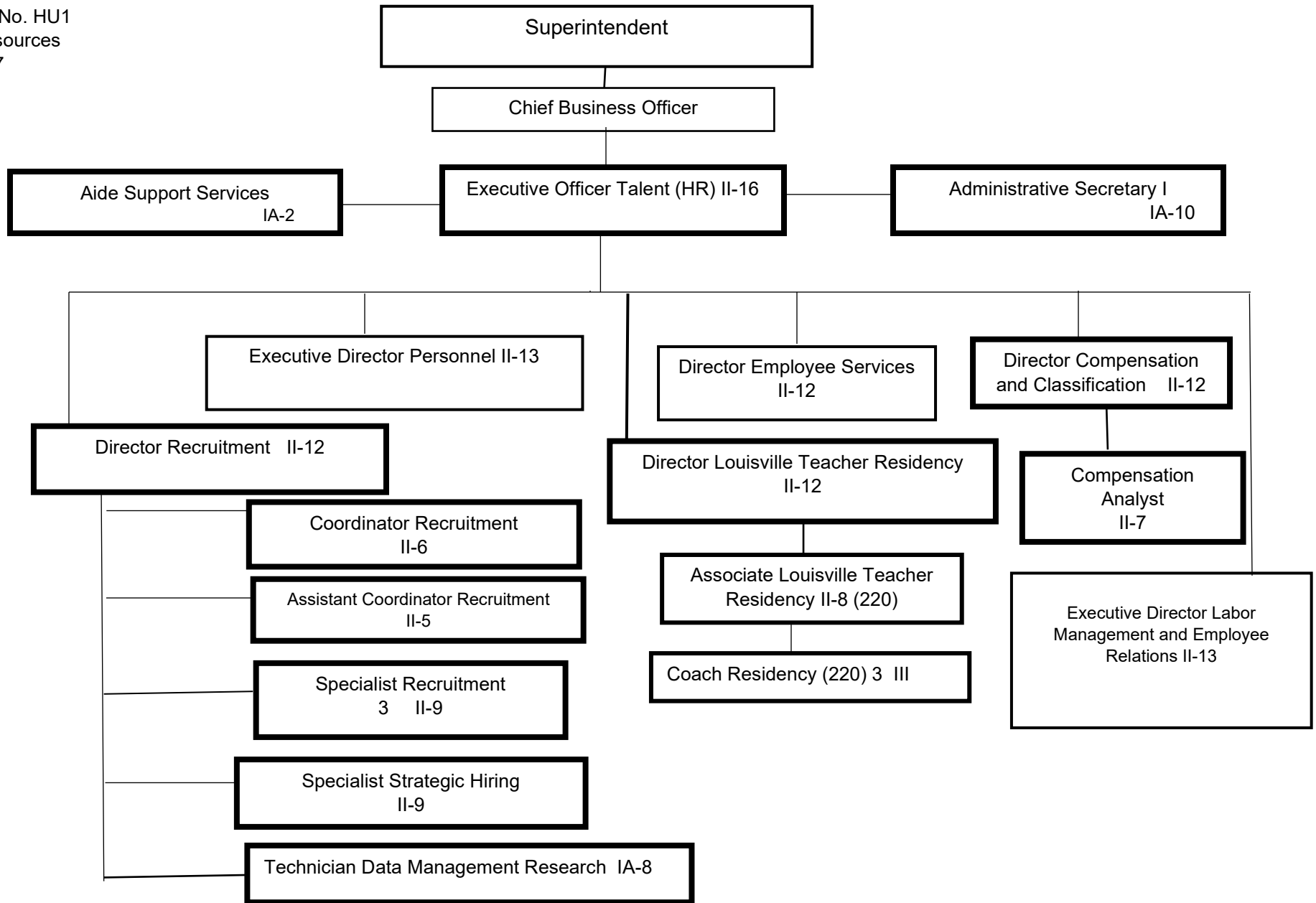
General Fund Positions: ~~19~~ 18

Categorical: 0

G-2

Submitted: ~~02/10/2026~~ 05/12/2026

Effective: 07/01/2026



Summary:

General Fund Positions: 18

Categorical: 0

G-2

Submitted: 05/12/2026

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