



NEW: REVISSED: Submitted:
 05/13/2026 05/12/2026
 12/15/2021 12/14/2021

JOB TITLE:	SPECIALIST JUVENILE COURT LIAISON
DIVISION	ACADEMIC SERVICES STRATEGY AND INNOVATION
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4286
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Promotes the health and wellness of students by ensuring coordination of services across agencies that serve, support, and respond to students who are court involved. They will ensure efficient communication among multiple stakeholders and across city agencies. The Specialist Juvenile Court Liaison will represent the District during hearings to ensure necessary services are provided as intended. They will collaborate with families and other District departments to ensure students receive court directed supports and referrals to outside services, as necessary. They will work with District staff and authorities to facilitate transitions to ensure students and families have the resources they need to be successful.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Serves as a liaison between the school, parent, courts, community agencies, and other authorities to ensure coordination of services and efficient communication across all stakeholders
- Participates in individual or group counseling sessions, conferences, and attends hearings in juvenile court
- Serves as a full-time school district representative involved in District court cases concerning weapons and weapon/gun related violence
- Coordinates the appropriate school, District, and community partners to ensure comprehensive services delivery
- Establishes and maintains an ongoing program of home contact with parents of identified students and works with parents to increase understanding and constructive participation in the school program
- Promotes family engagement by providing parent support groups, family collaboration meetings, and home visits
- Prepares required and special reports as requested
- Performs record keeping and internal and external reporting tasks in a timely and objective manner
- Assures compliance with federal, state, and District policy, administrative procedures, and negotiated agreements as applicable to assignment and transition
- 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

PHYSICAL DEMANDS

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

This work is completed in an office and school settings. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of work location.

This position requires the following physical activities occasionally (up to 50% of the workweek): lifting, carrying, pushing and pulling up to 20lbs., bending, squatting, crawling, climbing, and reaching. The following physical activities are required frequently (up to 75% of the workweek): driving, grasping, and moving around the work setting. Hearing, talking, and visual acuity and repetitive motions with hands are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Master's Degree

Three (3) years of successful teaching experience

~~Kentucky Professional Certification in Administration and/or Supervision~~ Professional Certification issued by the KY Education Professional Standards Board (EPSB) in Administration/Supervision(principal) OR School Counseling

Knowledge and experience in working with community law enforcement officers, court judges/personnel, and social agencies

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience with diverse populations

Experience in school counseling and case management of student supports

Demonstrated capacity to effectively coordinate systems and services

Experience with students and families that have been exposed to trauma

Experience in a diverse workplace



Revised:
05/13/2026

Submitted:
06/09/2026

JOB TITLE:	SPECIALIST JUVENILE COURT LIAISON
DIVISION	STRATEGY AND INNOVATION
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4286
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Promotes the health and wellness of students by ensuring coordination of services across agencies that serve, support, and respond to students who are court involved. They will ensure efficient communication among multiple stakeholders and across city agencies. The Specialist Juvenile Court Liaison will represent the District during hearings to ensure necessary services are provided as intended. They will collaborate with families and other District departments to ensure students receive court directed supports and referrals to outside services, as necessary. They will work with District staff and authorities to facilitate transitions to ensure students and families have the resources they need to be successful.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Serves as a liaison between the school, parent, courts, community agencies, and other authorities to ensure coordination of services and efficient communication across all stakeholders
- Participates in individual or group counseling sessions, conferences, and attends hearings in juvenile court
- Serves as a full-time school district representative involved in District court cases concerning weapons and weapon/gun related violence
- Coordinates the appropriate school, District, and community partners to ensure comprehensive services delivery
- Establishes and maintains an ongoing program of home contact with parents of identified students and works with parents to increase understanding and constructive participation in the school program
- Promotes family engagement by providing parent support groups, family collaboration meetings, and home visits
- Prepares required and special reports as requested
- Performs record keeping and internal and external reporting tasks in a timely and objective manner
- Assures compliance with federal, state, and District policy, administrative procedures, and negotiated agreements as applicable to assignment and transition
- 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

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

- Master's Degree
- Three (3) years of successful teaching experience
- Professional Certification issued by the KY Education Professional Standards Board (EPSB) in Administration/Supervision(principal) OR School Counseling
- Knowledge and experience in working with community law enforcement officers, court judges/personnel, and social agencies
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience with diverse populations
- Experience in school counseling and case management of student supports
- Demonstrated capacity to effectively coordinate systems and services
- Experience with students and families that have been exposed to trauma
- Experience in a diverse workplace



NEW:
07/01/2026

Submitted:
05/12/2026

JOB TITLE:	RESOURCE TEACHER SUBSTANCE USE PREVENTION
DIVISION	STRATEGY AND INNOVATION
SALARY SCHEDULE/GRADE:	GRANT FUNDED/III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides leadership and direct support for classroom-based prevention programming. Works under the direction of the Substance Abuse Prevention Manager to implement evidence-based prevention education, provide professional learning, and collaborate with school staff and community partners. Supports the district's prevention infrastructure to ensure youth receive consistent, high-quality programming that reduces risks and promotes positive outcomes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates and delivers prevention education programming in schools using a substance abuse curriculum.
- Provides training and supports teachers to ensure fidelity of program implementation.
- Collaborates with district departments and community partners to align prevention services and resources.
- Completes all training and compliance requirements as assigned and by the designated deadline.
- Assists the Program Manager in developing and delivering professional learning related to prevention strategies.
- Maintains program documentation and provides data for grant compliance and evaluation.
- Supports communication and outreach to families and community partners regarding prevention initiatives.
- Models effective prevention practices and builds school capacity to sustain programming.
- Assist the Manager with developing reports and maintaining documentation required for grant compliance and evaluation.
- Assures compliance with federal, state, and district policies, as well as grant regulations.
- Performs other duties as assigned by the Prevention Manager or supervisor.

PHYSICAL DEMANDS

This work is completed in an office and school settings. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are not protections from temperature changes or atmospheric conditions either inside or outside of work location.

This position requires the following physical activities occasionally (up to 50% of the workweek): grasping, lifting, pushing and pulling up to 10 lbs. The following physical activities are required frequently (up to 75% of the workweek): driving, repetitive motions with hands, and moving around the work setting. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Master's degree in education, Counseling, Social Work, Public Health, or related field.

Teaching Certification, two (2) years of experience working with youth in an educational or prevention setting.

Knowledge of evidence-based prevention practices.

Effective communication and collaboration skills.

DESIRABLE QUALIFICATIONS

Experience implementing classroom-based prevention curricula.

Knowledge of youth substance use prevention and intervention strategies.

Footnote

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



NEW:
07/01/2026

Submitted:
05/12/2026

JOB TITLE:	SUBSTANCE USE PREVENTION MANAGER
DIVISION	STRATEGY AND INNOVATION
SALARY SCHEDULE/GRADE:	GRANT FUNDED/IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership and coordination for the district’s evidence-based prevention programming. Responsible for building prevention infrastructure, managing partnerships, and developing a prevention workforce to ensure youth receive high-quality, research-based programming. Works collaboratively with schools, departments, and community partners to interrupt pathways to substance use, reduce risk factors, and promote positive outcomes for students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises and provides directions to implement goals, objectives, and functions of district prevention programming.
- Initiates policy, formulates, and recommends prevention goals and objectives aligned with grant requirements and district priorities.
- Develops and monitors the prevention program budget, ensuring compliance with grant funding guidelines.
- Coordinates and supports implementation of a substance abuse curriculum across schools, ensuring program fidelity and effectiveness.
- Develop reports and maintain documentation required for grant compliance and evaluation.
- Facilitates partnerships with community organizations to strengthen prevention infrastructure and support for schools.
- Provides technical assistance and professional learning for school staff and prevention specialists.
- Assures compliance with federal, state, and district policies, as well as grant regulations.
- Evaluates and provides leadership to prevention specialists as assigned.
- Performs other duties as assigned by supervisor.

PHYSICAL DEMANDS

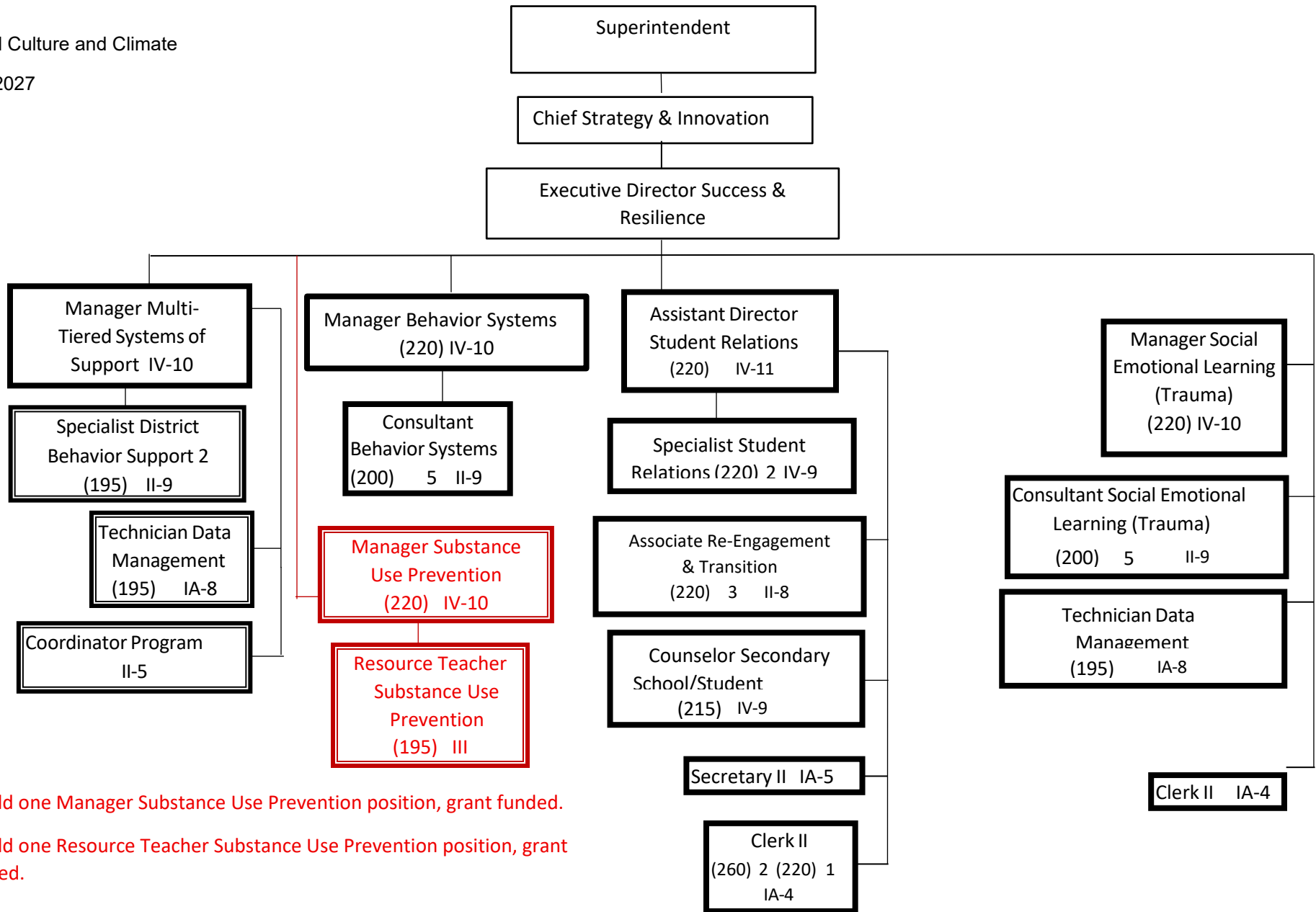
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MINIMUM QUALIFICATIONS
Master's degree in education, Counseling, Social Work, Public Health, or related field.
Three (3) years of successful teaching, counseling, or prevention-related experience.
Demonstrated leadership experience, effective communication, and collaboration skills.
Kentucky Administrator Certification (Principal Certification)

DESIRABLE QUALIFICATIONS
Experience with evidence-based prevention programs.
Knowledge of substance use prevention, youth development, or public health.

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.



1. Add one Manager Substance Use Prevention position, grant funded.
2. Add one Resource Teacher Substance Use Prevention position, grant funded.

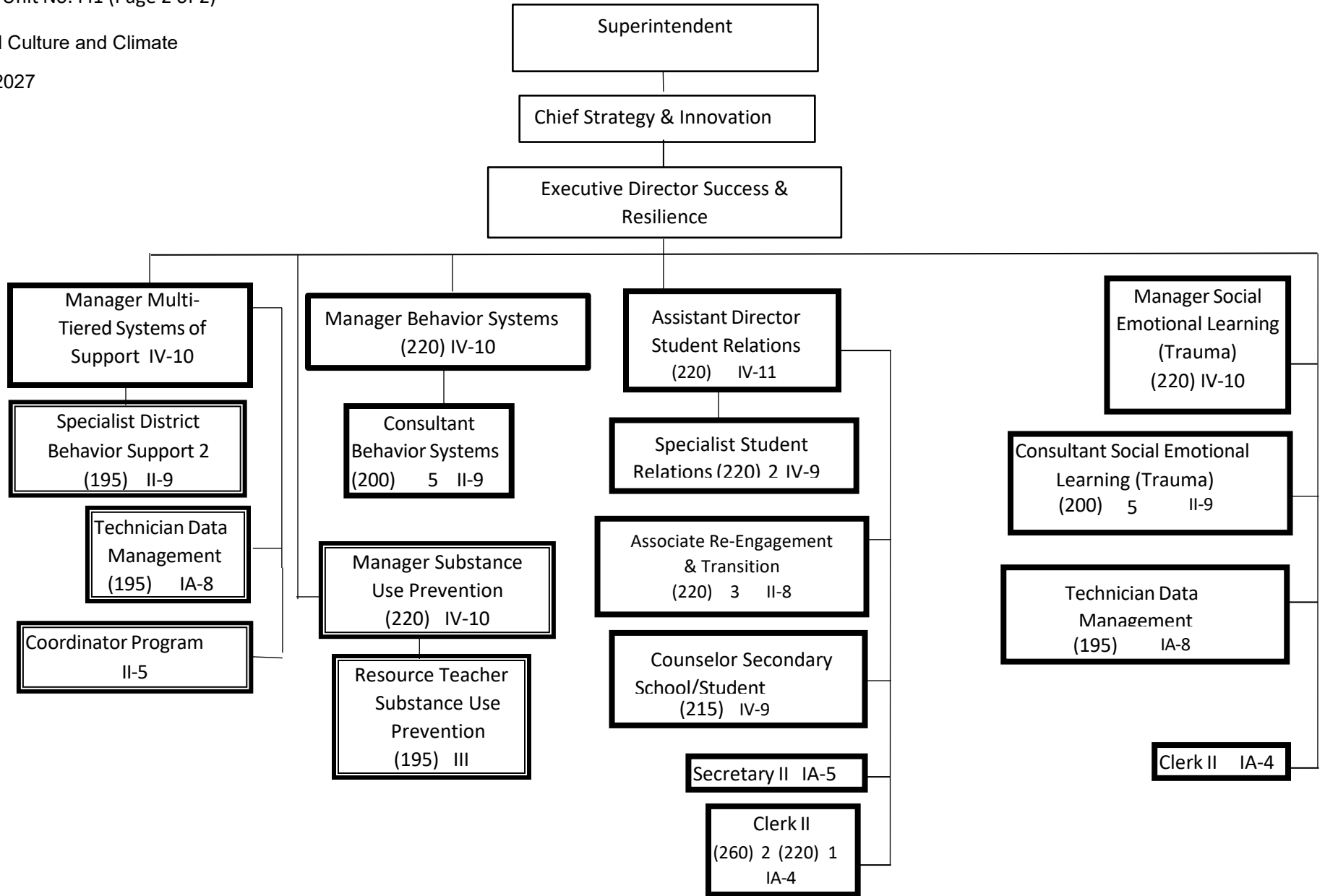
Summary:

General Fund Positions: 26

Categorical Fund Positions: 4 6

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

Effective: 07/01/2026



Summary:

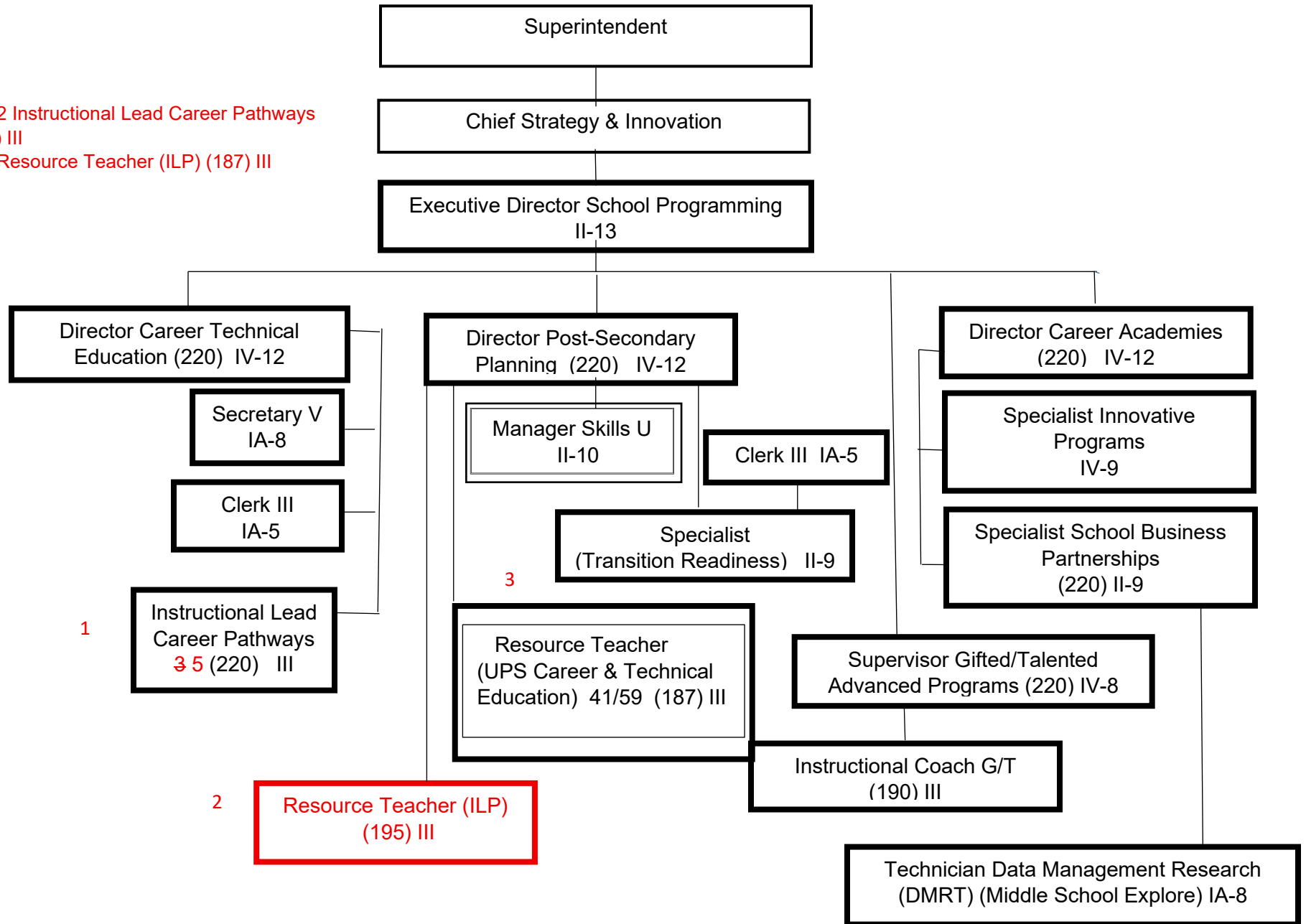
General Fund Positions: 26

Categorical Fund Positions: 6

Submitted: 05/12/2026

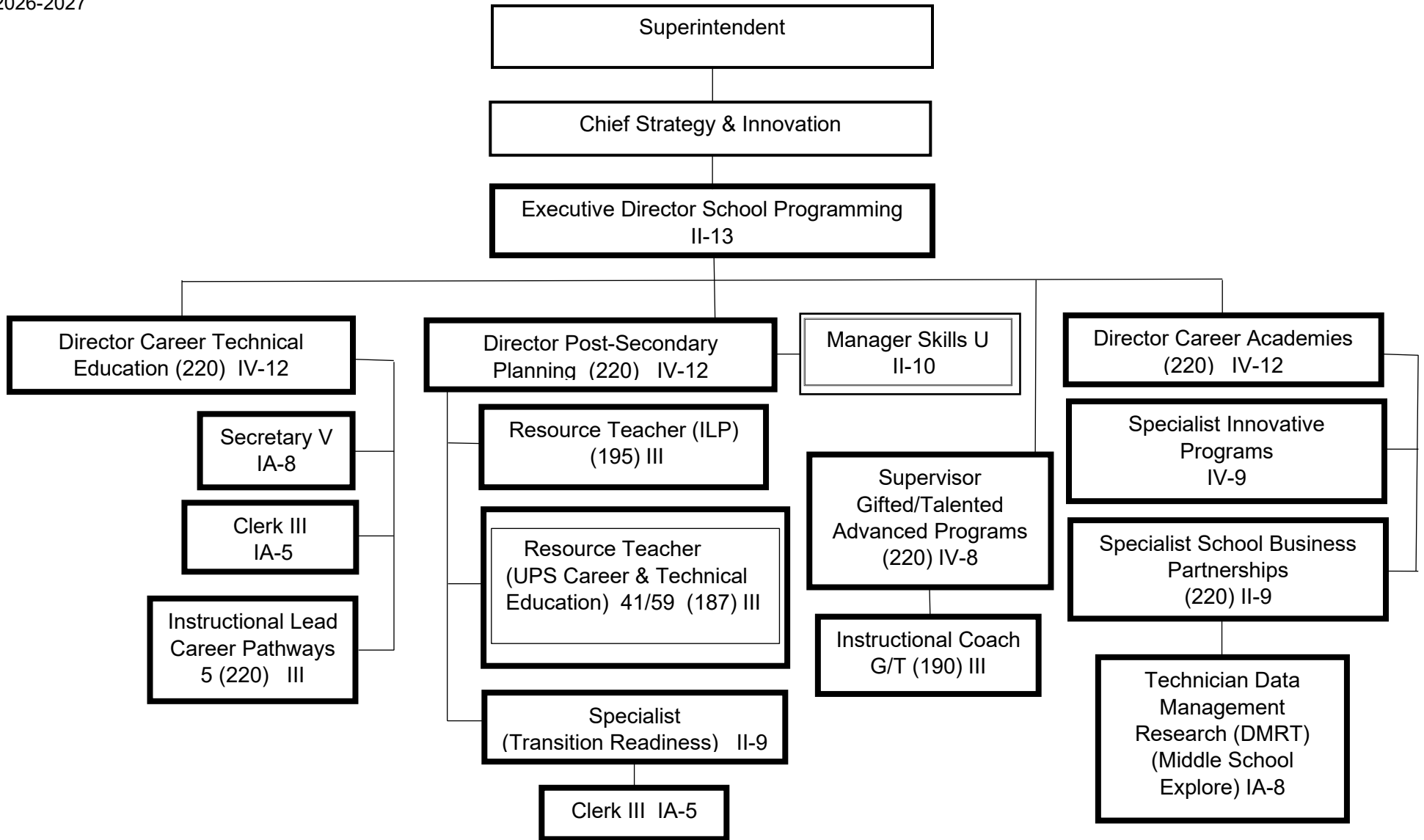
Effective: 07/01/2026

- 1. Add 2 Instructional Lead Career Pathways (220) III
- 2. Add Resource Teacher (ILP) (187) III



Summary:

General Fund Positions: ~~45~~ 18
 Categorical Fund Positions: 1



Summary:

General Fund Positions: 18
 Categorical Fund Positions: 1