

Strategy and Innovation Rationale

Reclassification of Director to Specialist:

Following the previous employee's retirement, a role assessment indicated that the core job duties could be accurately performed by a candidate with revised credential requirements. By aligning these qualifications more precisely with daily responsibilities, we aim to expand the applicant pool and increase recruitment flexibility.



NEW:
07/01/2026
07/01/2022

Submitted:
06/30/2026
06/28/2022

JOB TITLE:	DIRECTOR SPECIALIST JUVENILE COURT LIAISON
DIVISION	ACADEMIC SERVICES STRATEGY AND INNOVATION
SALARY SCHEDULE/GRADE:	II, GRADE 12 IV, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4286
BARGAINING UNIT:	CLAS 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. Ensures efficient communication among multiple stakeholders and across city agencies. Represents the District during hearings to ensure necessary services are provided as intended. Collaborates with families and other District departments to ensure students receive court-directed supports and referrals to outside services, as necessary. Works 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

Functions as the liaison for District partnerships and grant projects, relevant to early intervention behavior support, violence prevention, and/or court/gun-involved youth

Serves as a full-time school District representative in district court cases concerning weapons and weapon/gun related violence, or safety and educational services for students receiving these charges in the community

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

Completes training to be a District Comprehensive School Threat Assessment Guidelines (CSTAG) trainer of trainers

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

Supervises employees as assigned

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

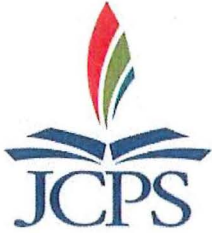
DESIRABLE QUALIFICATIONS

Experience with diverse populations

Demonstrated capacity to effectively coordinate systems and services

Experience with students and families that have been exposed to trauma

Experience in school counseling and case management of student supports



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07/01/2026

Submitted:
06/30/2026

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DIVISION	STRATEGY AND INNOVATION
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JOB CLASS CODE:	4286
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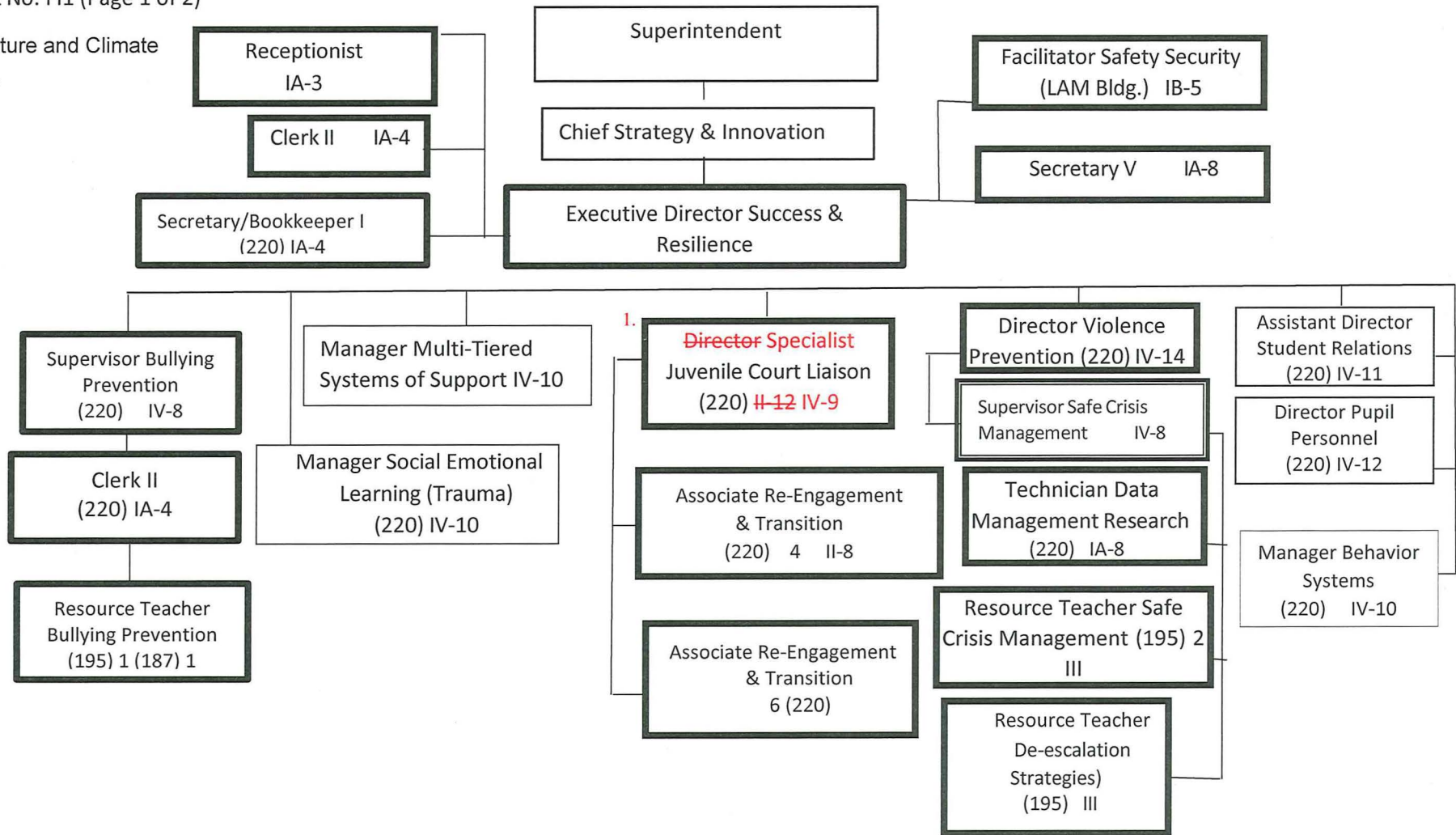
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DESIRABLE QUALIFICATIONS
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School Culture and Climate
2026-2027



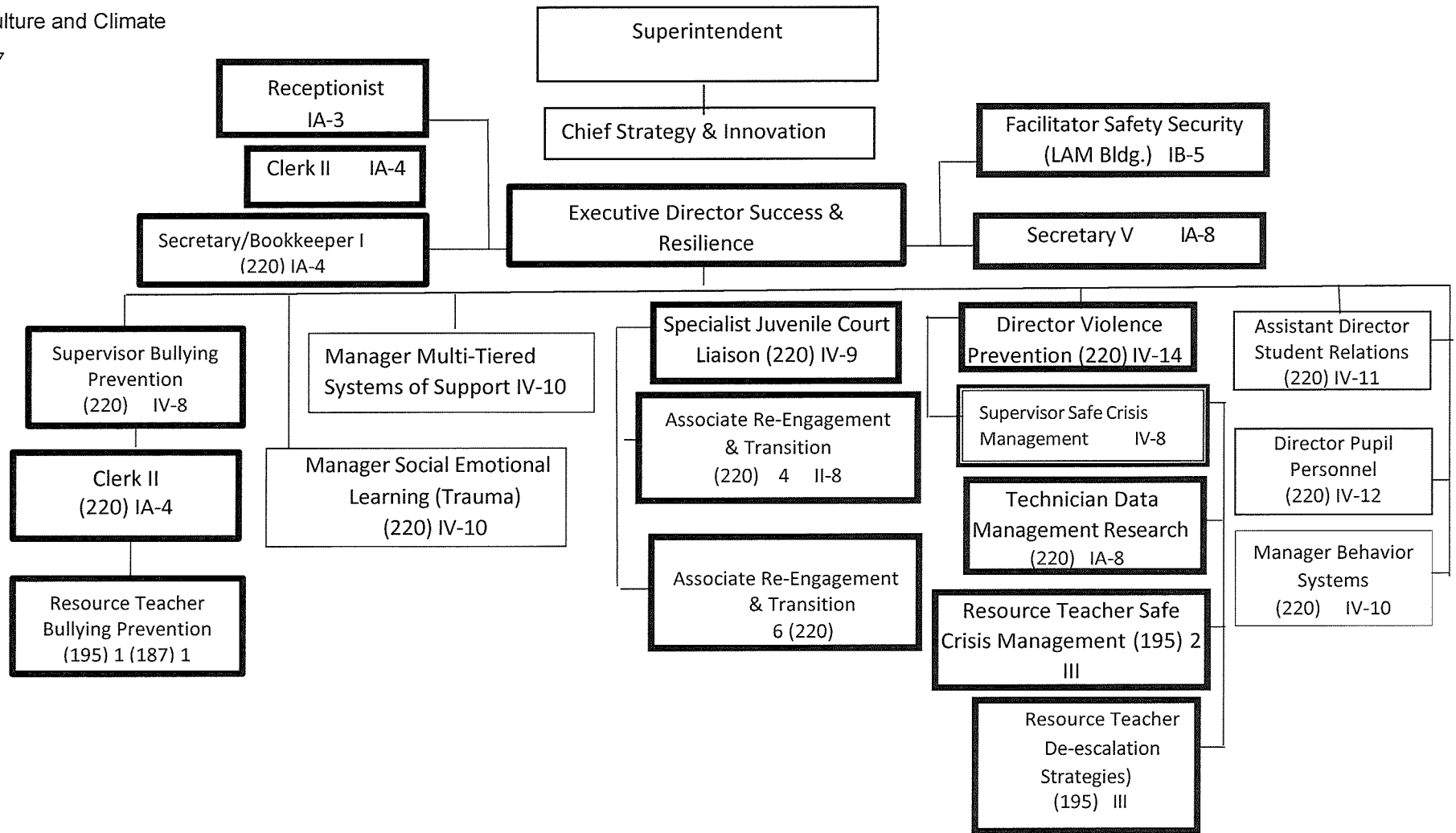
Summary:

General Fund Positions: 20

Categorical Fund Positions: 7

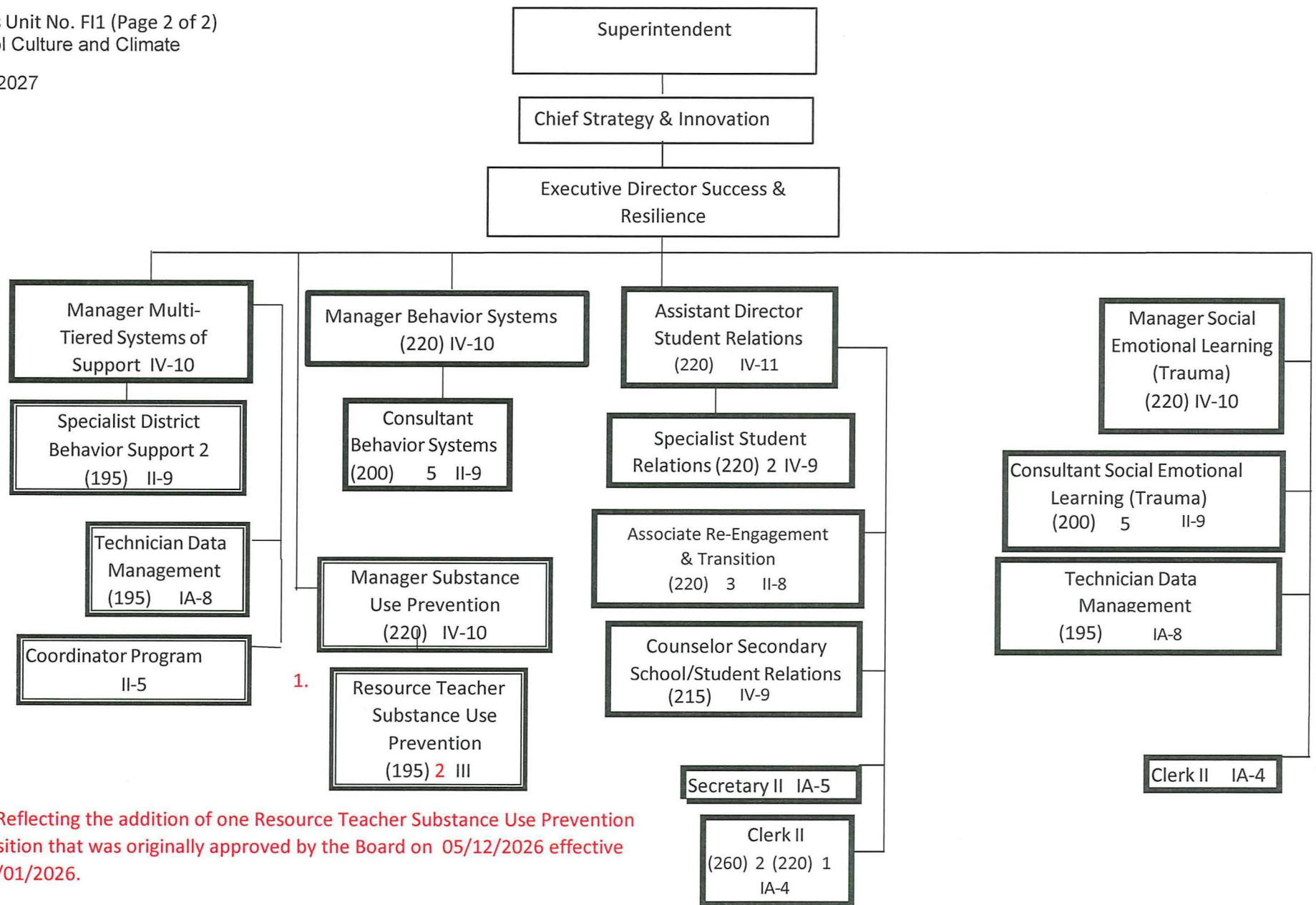
Submitted: 03/31/2026

Effective: 07/1/2026



Summary:
 General Fund Positions: 20
 Categorical Fund Positions: 7

Submitted: 03/31/2026
 Effective: 07/1/2026

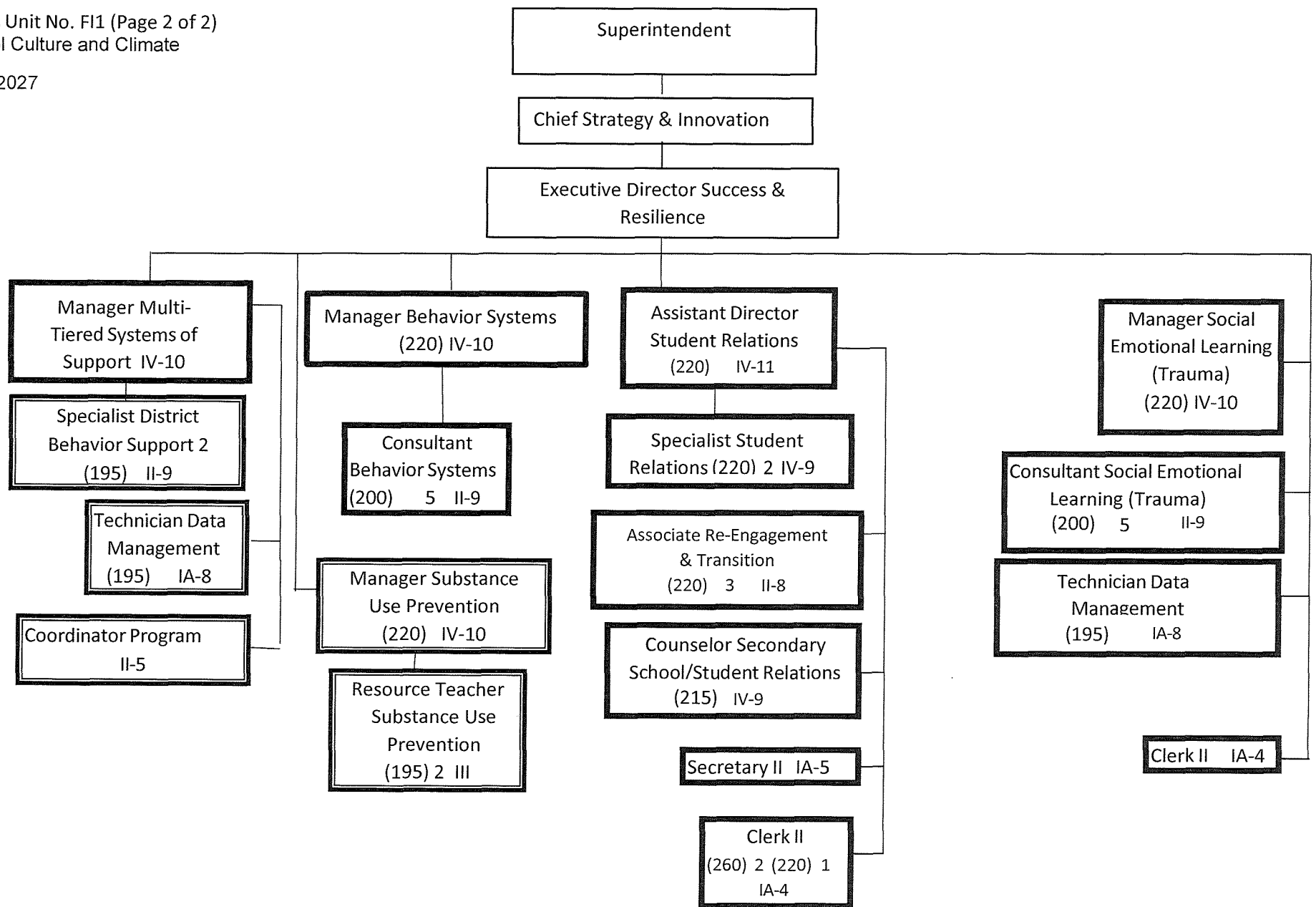


Summary:

General Fund Positions: 26

Categorical Fund Positions: 7

2026-2027



Summary:

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Categorical Fund Positions: 7

Strategy and Innovation Director to Specialist Reclassification

Position Title/Number of Days	Bargaining Unit (Salary Schedule)	Number of Positions	Position "Add" or "Delete"	Salary	Fringes	Total
Director, Juvenile Court Liaison	CLAS	1	Delete	\$ 148,971	\$ 7,866	\$ 156,837
Specialist, Juvenile Court Liaison	CERX	1	Add	\$ 113,428	\$ 5,728	\$ 119,156
TOTAL				\$ (35,542)	\$ (2,138)	\$ (37,680)

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