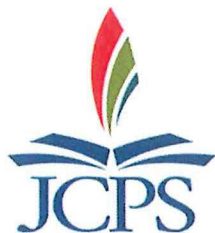


Rationale for ECE Organizational Chart Changes and Job Description

The proposed revisions reflect a strategic realignment of existing ECE leadership responsibilities and a clarification of job descriptions to better align roles, expertise, and resources with current organizational needs. **There is no cost associated with these proposed changes.** No additional positions or staffing resources are being requested. As you can see from the org charts that follow, most of the requested changes involve modifications to reporting structures. Additionally, a summary of job description changes is included herein:

1. Transition of the Manager of ECE Programming for the Diagnostic Center position to Manager of ECE Programming, responsible for overseeing special programs and projects

2. The current Supervisor ECE position description will serve as the basis for several new related positions as vacancies become available. The new Supervisor ECE MSD job description more clearly defines the qualifications, responsibilities, and expectations specific to the supervision and support of MSD programming.



NEW- Revised: Submitted:
 09/26/2026 09/22/2026
 07/01/2025 05/13/2025

JOB TITLE:	MANAGER ECE PROGRAMMING (DIAGNOSTIC CENTER)
DIVISION	EXCEPTIONAL CHILD EDUCATION (ECE)
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8673
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinates, monitors, and implements ~~District Diagnostic Center and~~ ECE/ECH programs; surveys system-wide needs in the area of assignment and determines the effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned. ~~Provides professional development;~~ eEnsures compliance with the Individuals with Disabilities Education Act (IDEA), Kentucky Administrative Regulations (KARs), and District ECE policies/procedures. Provides technical assistance and support for the implementation of the KARs and the IDEA.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership in assessing and addressing the District's priorities and needs and in developing, reviewing and revising ~~Diagnostic Center~~ programs or activities as assigned

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

Serves as liaison with other units and departments or outside agencies as required

Researches current practices in ECE program area(s) to address achievement and opportunity gaps and improve outcomes for students

Provides technical assistance to District and ~~Diagnostic Center~~ staff in area of assignment

~~Works cooperatively with the program ECH, ECE, and other program directors, specialists, and supervisors in assessing and addressing the District's priorities and needs and in developing, reviewing, and revising programs or activities as assigned~~

Supervises and directs the work of committees and task forces as assigned

Communicates effectively with all District staff, local school staff and community in both verbal and written form, builds consensus among diverse groups, establishes and maintains productive working relationships with others and builds a vision for the department that is effectively articulated

Monitors and evaluates the efficiency of the ~~Diagnostic Center~~ programs

Assures compliance with federal, state and District policy, administrative procedures and negotiated Agreements as applicable to assignment

Assists with development of reports for ECE/~~ECH~~ programs as required

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

Evaluate staff as assigned

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 for collaboration, customer support, and team interaction

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, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, 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 or higher with Kentucky Certification in Supervisor of Instruction or Instructional Leadership – Principal, or Director of Special Education, or Director of Pupil Personnel, or School Counselor~~

Master's Degree or higher

Certification in Special Education

Three (3) years of successful experience in area of assignment

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

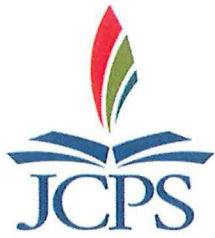
Demonstrated ability to work cooperatively in a team situation

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated decision-making abilities

Kentucky Certification in Supervisor of Instruction or Instructional Leadership – Principal, or Director of Special Education, or Director of Pupil Personnel, or School Counselor



Revised: 09/26/2026
Submitted: 09/22/2026

JOB TITLE:	MANAGER ECE PROGRAMMING
DIVISION	EXECPTIONAL CHILD EDUCATION (ECE)
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8673
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinates, monitors, and implements ECE programs; surveys system-wide needs in the area of assignment and determines the effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned. Ensures compliance with the Individuals with Disabilities Education Act (IDEA), Kentucky Administrative Regulations (KARs), and District ECE policies/procedures. Provides technical assistance and support for the implementation of the KARs and the IDEA.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership in assessing and addressing the District's priorities and needs and in developing, reviewing and revising programs or activities as assigned

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

Serves as liaison with other units and departments or outside agencies as required

Researches current practices in ECE program area(s) to address achievement and opportunity gaps and improve outcomes for students

Provides technical assistance to District and staff in area of assignment

Supervises and directs the work of committees and task forces as assigned

Communicates effectively with all District staff, local school staff and community in both verbal and written form, builds consensus among diverse groups, establishes and maintains productive working relationships with others and builds a vision for the department that is effectively articulated

Monitors and evaluates the efficiency of the programs

Assures compliance with federal, state and District policy, administrative procedures and negotiated Agreements as applicable to assignment

Assists with development of reports for ECE programs as required

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

Evaluate staff as assigned

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 for collaboration, customer support, and team interaction

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, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, 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

Certification in Special Education

Three (3) years of successful experience in area of assignment

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

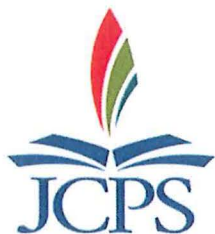
Demonstrated ability to work cooperatively in a team situation

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated decision-making abilities

Kentucky Certification in Supervisor of Instruction or Instructional Leadership – Principal, or Director of Special Education, or Director of Pupil Personnel, or School Counselor



NEW: 09/23/2026 Submitted: 09/22/2026

JOB TITLE:	SUPERVISOR ECE MSD
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and School staff in meeting the needs of students with moderate and severe disabilities and adhering to the Individuals with Disabilities Education Act (IDEA). Monitors implementation and effectiveness of assigned ECE program; professional learning; and leads effort to improve outcomes for students with significant support needs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists designated supervisor in short-range and long-range planning to improve outcomes for students with disabilities
Provide leadership, consultation, and technical assistance to district and school-based staff regarding programing and services for students with moderate and severe disabilities
Collaborates with school and District staff to provide professional learning and technical assistance to address achievement and opportunity gaps and improve outcomes for students with disabilities
Researches current practices in ECE program area(s) to address achievement and opportunity gaps and improve outcomes for students with disabilities
Assures compliance with District ECE policies/ procedures, Kentucky Administrative (KAR), IDEA, and any applicable licensure board requirements
Communicates and assists parents with understanding of ECE programs
Collaborates with District and school staff for continuous improvement of ECE program area(s) to address achievement and opportunity gaps
Assists with development of reports as required
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Adheres to all district data-entry requirements and established timelines across all designated systems, including the accurate and timely completion of documentation for Medicaid billing and other compliance-related data needs
Conducts comprehensive student record reviews as needed to ensure compliance with KARs, IDEA, Alternate Assessment, district auditing standards, and Section 504/ADA regulations
Completes district-required ARC Chair training and assumes responsibility for chairing meetings as designated, ensuring all proceedings and documentation strictly adhere to due process requirements
Maintains knowledge of federal and state special education regulations, Kentucky Department of Education guidance, district procedures, and evidence-based practices related to students with significant disabilities
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, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, 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 a Kentucky certification in Director of Special Education or instructional leadership or Supervision or Certification in School Counseling or Exceptional Children Consultant

Kentucky teacher certification in Special Education- Moderate and Severe Disabilities or an equivalent certification

Three (3) years of successful experience in teaching special education or equivalent professional experience in area of assignment

Knowledge of federal and state laws and regulations regarding programs for exceptional children

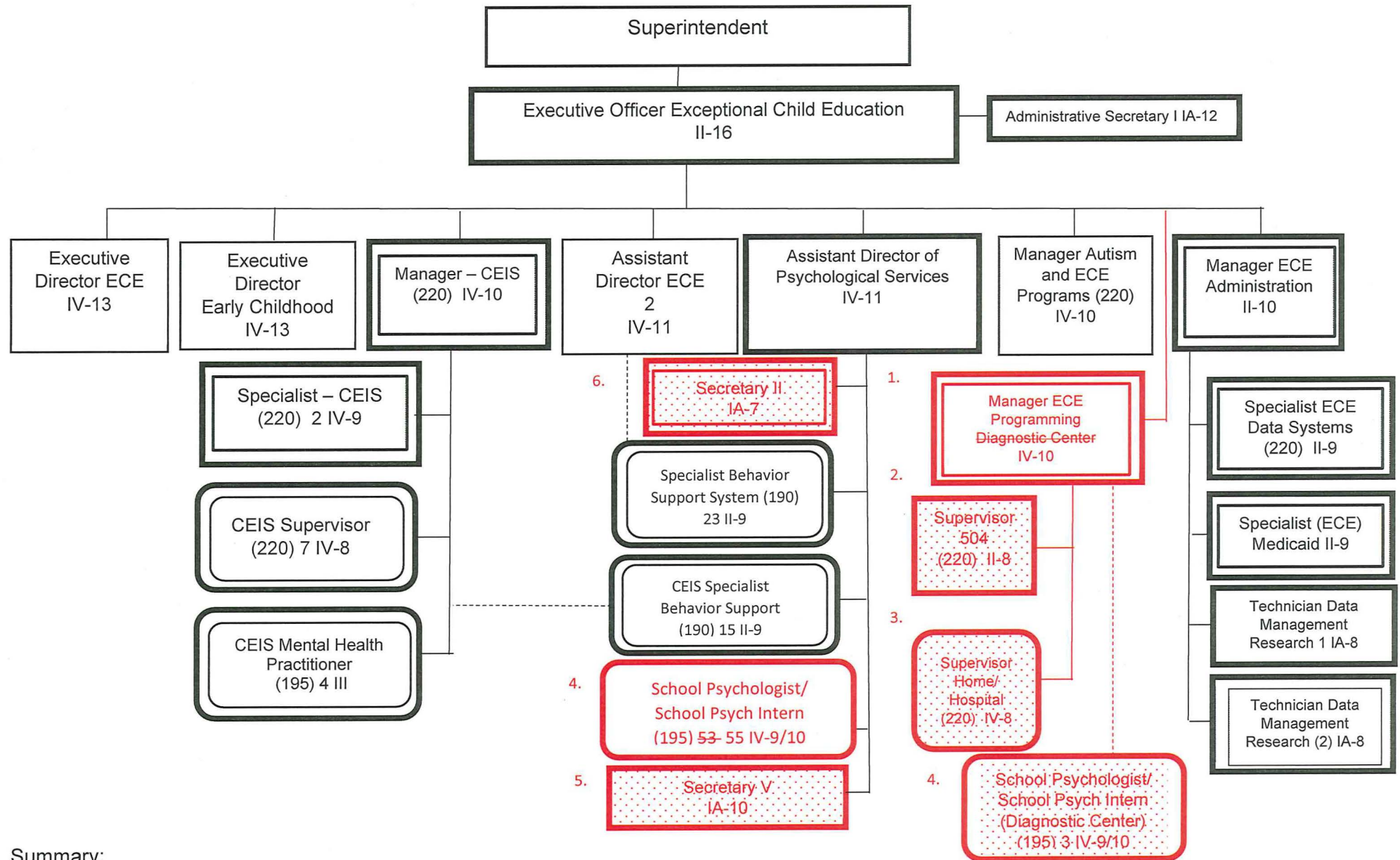
Effective communication skills

DESIRABLE QUALIFICATIONS

Experience chairing, facilitating, or supporting ARC meetings processes

Safe Crisis Management Certification or willingness to obtain it

Experience in a diverse workplace



Summary:

General Fund Positions: 4 6
 Categorical Fund Positions: 9 10

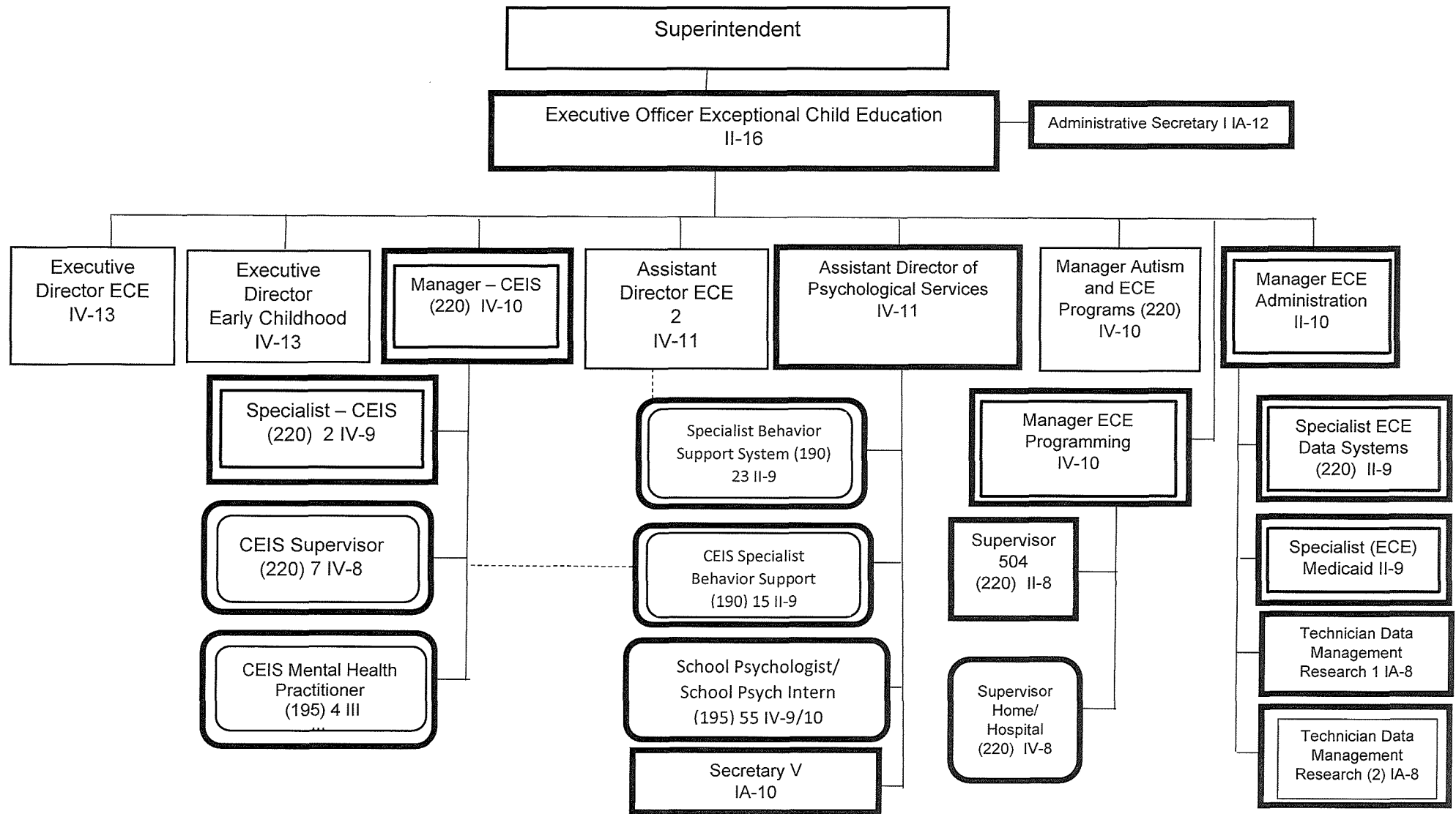
Narrative for EC1 L-1 (Page 1 of 3)

(*) Indicates change description on a corresponding page

1. Change reporting of Manager ECE Programming (Diagnostic Center) from Assistant Director Psychological Services to Executive Officer ECE; Remove Diagnostic Center from Manager ECE Programming job title.
2. Change reporting of Supervisor 504 from Executive Director ECE (page 2 of 3) to Manager ECE Programming (page 1 of 3).
3. Change reporting of Supervisor Hospital from Executive Director ECE (page 2 of 3) to Manager ECE Programming (page 1 of 3).
4. Remove indirect reporting of (3) School Psychologists from the Manager ECE; (55) School Psychologists/Psych Interns report directly to the Assistant Director Psychological Services.
5. Change reporting of Secretary V IA-10 from Assistant Director ECE to Assistant Director Psychological Services from (page 2 of 3) to (page 1 of 3)
6. Change reporting of Secretary II IA-7 from Assistant Director Psychological Services (page 1 of 3) to Assistant Director ECE (page 2 of 3)

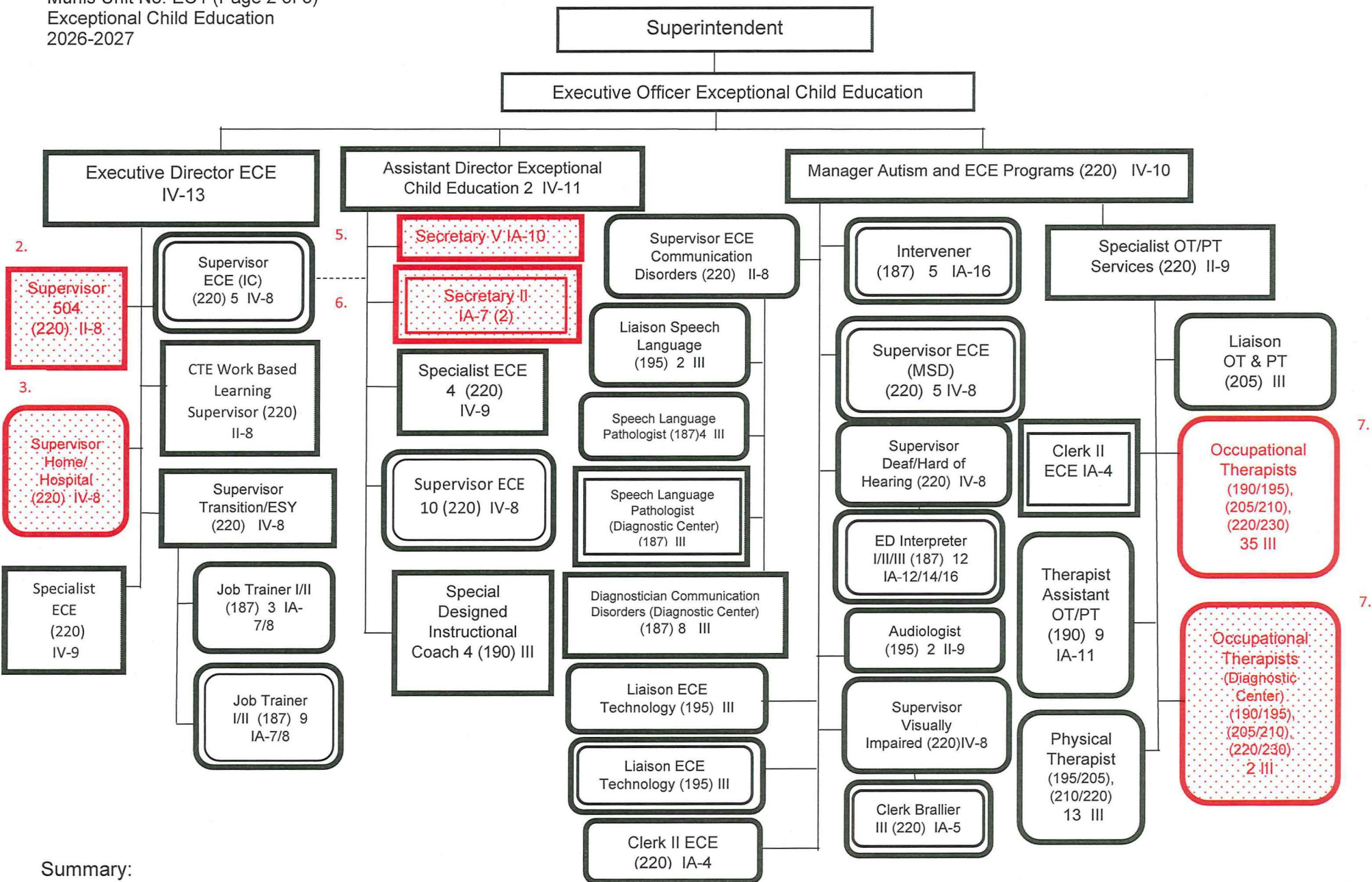
Submitted: 09/22/2026

Effective: 09/26/2026



Summary:

General Fund Positions: 6
 Categorical Fund Positions: 10



Summary:

General Fund Positions: 26-23

Categorical Fund Positions: 3 4

Submitted: 07/15/2026 09/22/2026

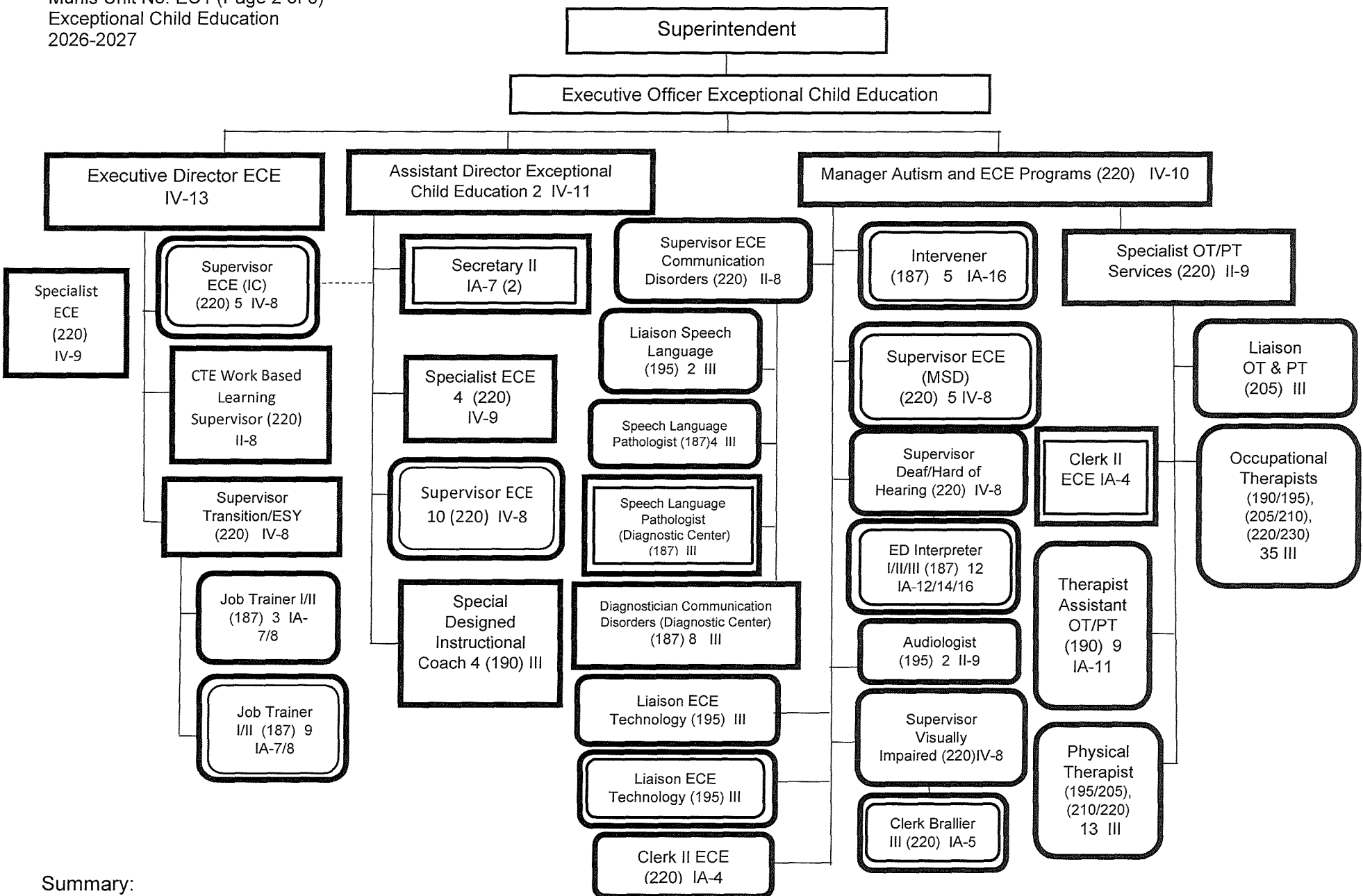
Effective: 08/11/2026- 09/26/2026

Narrative for EC1 L-1 (Page 2 of 3)

(*) Indicates change description on a corresponding page

- *2. Change reporting of Supervisor 504 from Executive Director ECE (page 2 of 3) to Manager ECE Programming (page 1 of 3).
- *3. Change reporting of Supervisor Hospital from Executive Director ECE (page 2 of 3) to Manager ECE Programming (page 1 of 3).
- *5. Change reporting of Secretary V IA-10 from Assistant Director ECE (page 2 of 3) to Assistant Director Psychological Services (page 1 of 3).
- *6. Change reporting of Secretary II IA-7 from Assistant Director Psychological Services (page 1 of 3) to Assistant Director ECE (page 2 of 3).
- 7. Remove indirect reporting of (2) Occupational Therapists from Manager ECE Programming (page 1 of 3);(35) Occupational Therapists report directly to the Specialist OT/PT.

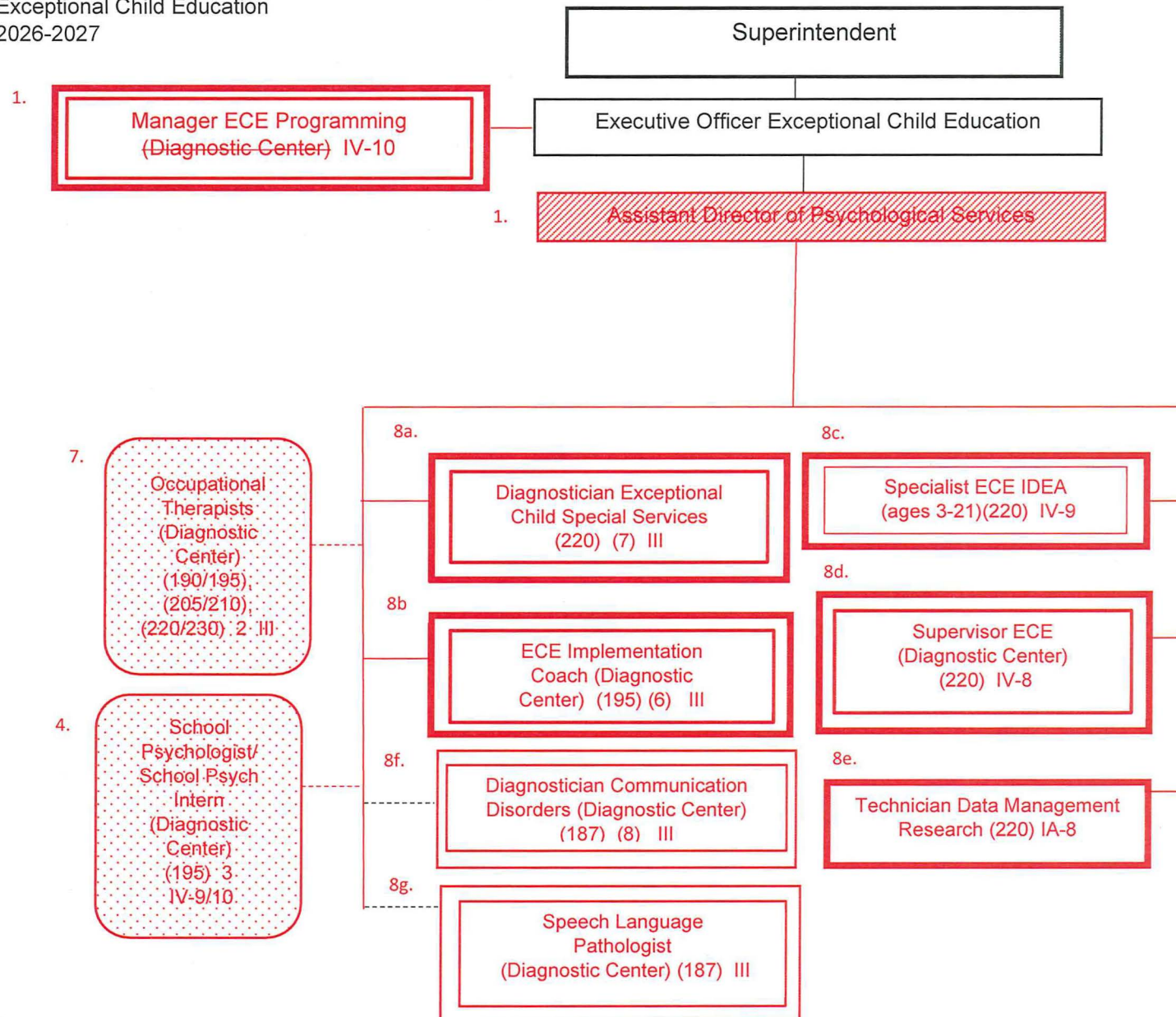
Submitted: 09/22/2026
Effective: 09/26/2026



Summary:

General Fund Positions: 23

Categorical Fund Positions: 4



Summary:

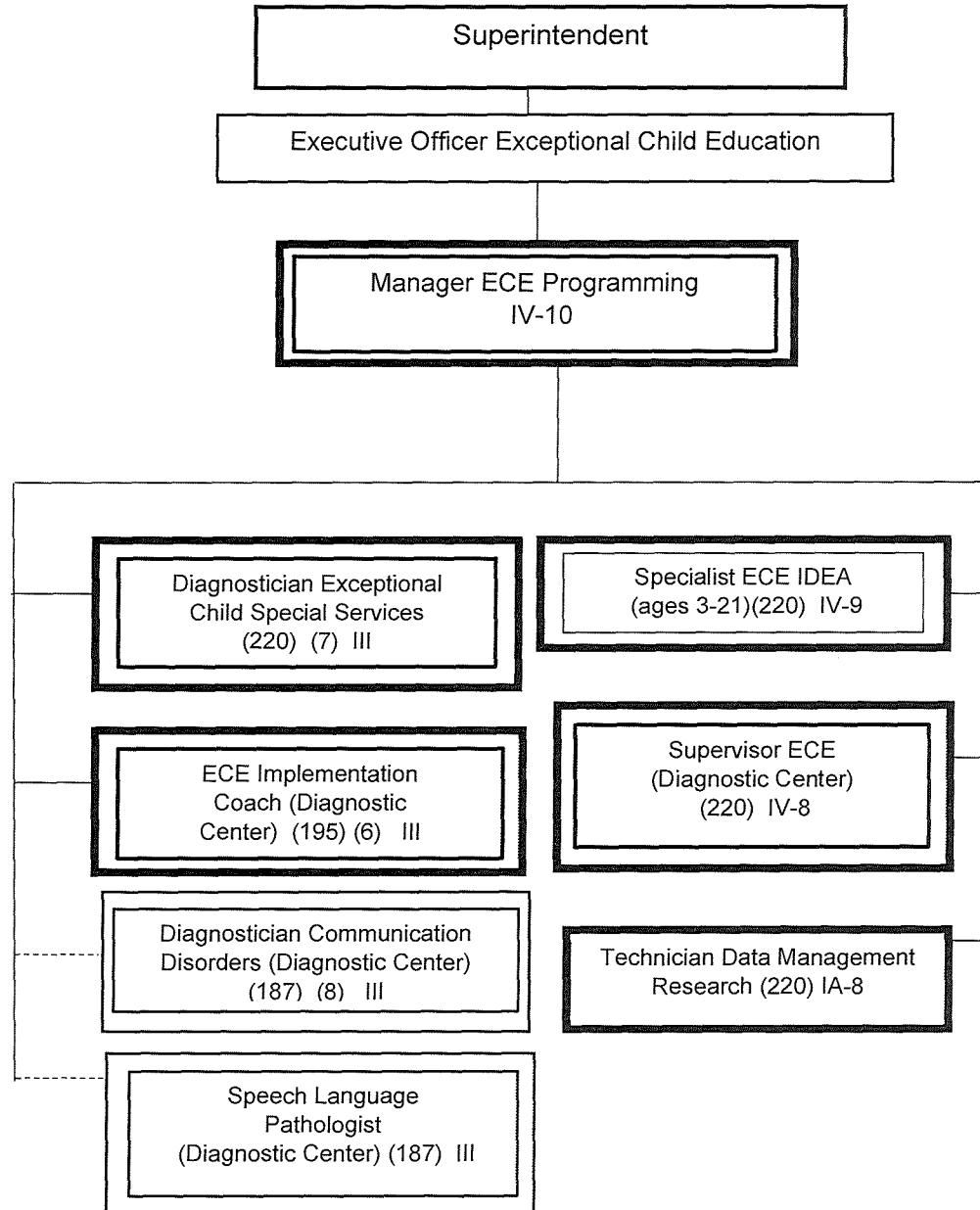
General Fund Positions: 1
 Categorical Fund Positions: ~~16~~-15

Narrative for EC1 L-1 (Page 3 of 3)

(*) Indicates change description on a corresponding page

- *1. Change reporting of Manager ECE Programming (Diagnostic Center) from Assistant Director Psychological Services to Executive Officer ECE; Remove Diagnostic Center from Manager ECE Programming job title.
- *4. Remove indirect reporting of (3) School Psychologists/ Psych Interns; 55 School Psychologists/Psych Interns report to the Assistant Director Psychological Services (page 1 of 3).
- *7. Remove indirect reporting of (2) Occupational Therapists; 35 Occupational Therapists report directly to the Specialist OT/PT
- 8. Change reporting of the following positions from manager ECE Programming to Assistant Director Psychological Services
 - a. Diagnostician Exceptional Child Services (7) III (220)
 - b. ECE Implementation Coach (Diagnostic Center) (6) III (195)
 - c. Specialist IDEA ages (3-21) IV-9 (220)
 - d. Supervisor ECE (Diagnostic Center) IV-8 (220)
 - e. Technician Data Management Research IA-8 (220)
 - f. (indirect report) Diagnostician Communication Disorders (Diagnostic Center) (8) III (187)
 - g. (indirect report) Speech Language Pathologist (Diagnostic Center) (1) III (187)

Submitted: 09/22/2026
Effective: 09/26/2026



Summary:

General Fund Positions: 1
Categorical Fund Positions: 15