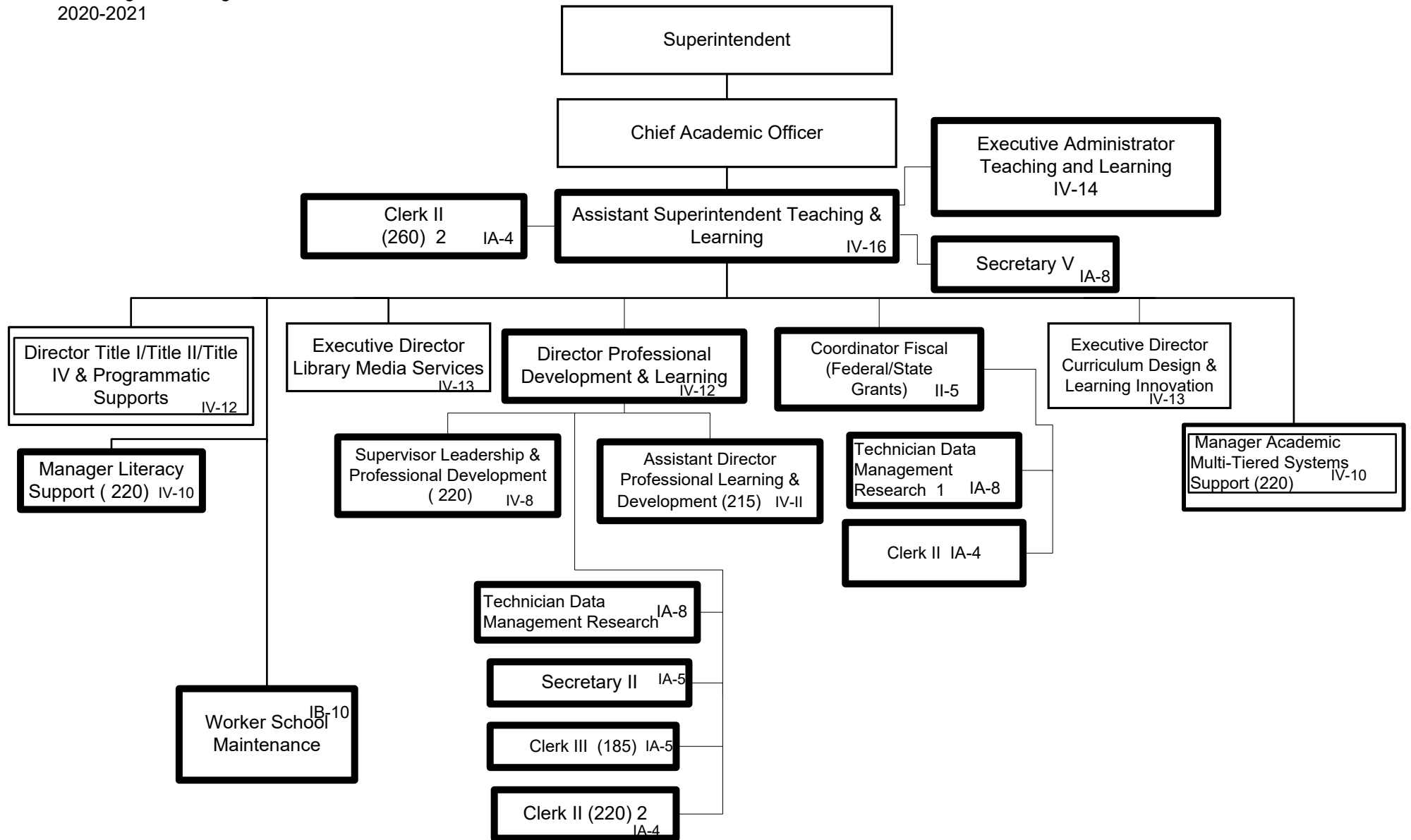


1. Add Executive Administrator

Summary:

General Fund Positions: 18  
Categorical Fund Positions: 1



Summary:

General Fund Positions: 18  
Categorical Fund Positions: 1



NEW: 04/21/2021 Submitted: 04/20/2021

JOB TITLE:	EXECUTIVE ADMINISTRATOR TEACHING AND LEARNING
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Coordinates and assists the Assistant Superintendent of Teaching and Learning by providing leadership for the planning, development and instructional resources in professional learning, federal programs including Title 1, 2, and 4, Gifted and Talented, Teacher leader Development initiatives and Library Media Services. Collaborates with district leadership to determine district and school academic instructional and professional learning needs and on-going plans for support. Provides leadership to the district in complying with federal and state regulations as applicable to areas of supervision.

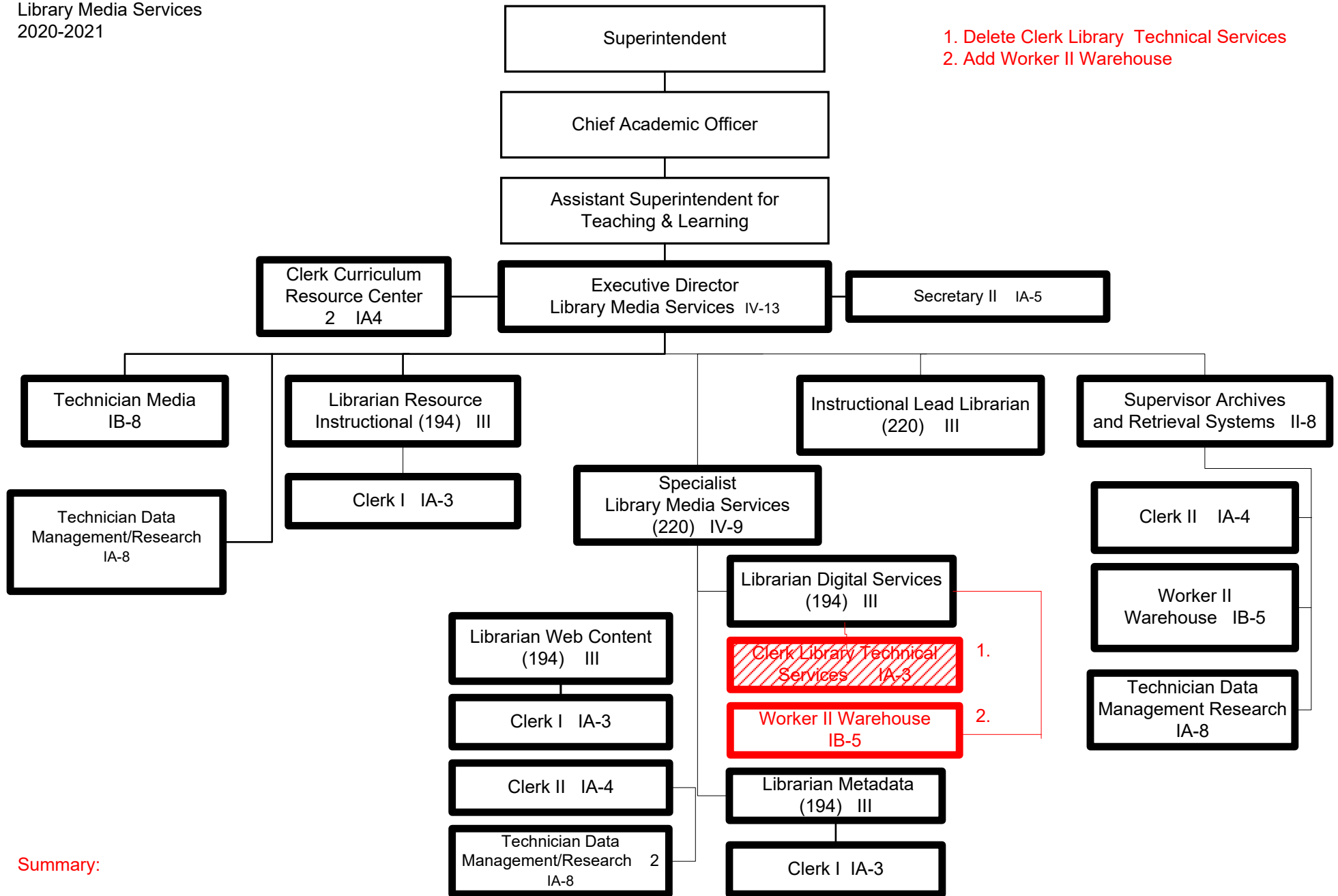
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides direction to lead the development, monitoring, and revising of a comprehensive plan for adequate and equitable access of recommended district curriculum, instructional resources and assessments
Provides leadership to district leaders, resource teachers, school staffs to support effective instructional practices
Provides leadership to design, develop and/or recommend instructional approaches, resources and tools to support teachers in the design and implementation
Cooperates and maintains effective systems used to determine the impact of the Teaching and Learning staff, continually monitoring to ensure supports are provided equitably to schools
Identifies curricular and instructional needs based on data indicating academic supports
Assists with the implementation of Professional Learning Communities in the schools by providing the necessary tools and professional development as needed
Cooperates and coordinates with other organizational departments, Executive Administrators and principals to implement the common goal
Supervises, directs, and coordinates the work of staff and committees as assigned
Provides instructional assistance to district and school staff to obtain information regarding the effectiveness of assigned programs, activities and systems work
Assures compliance with local, state and federal regulations and procedures related to research and program evaluation
Assures compliance with Board Goals and Administrative Objectives related to research and program evaluation
Completes all trainings and other compliance requirements as assigned by the designated deadline
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, crawling, 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
Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)
Five (5) years of successful administrative experience
Experience in evaluation
Experience with Professional Learning Communities

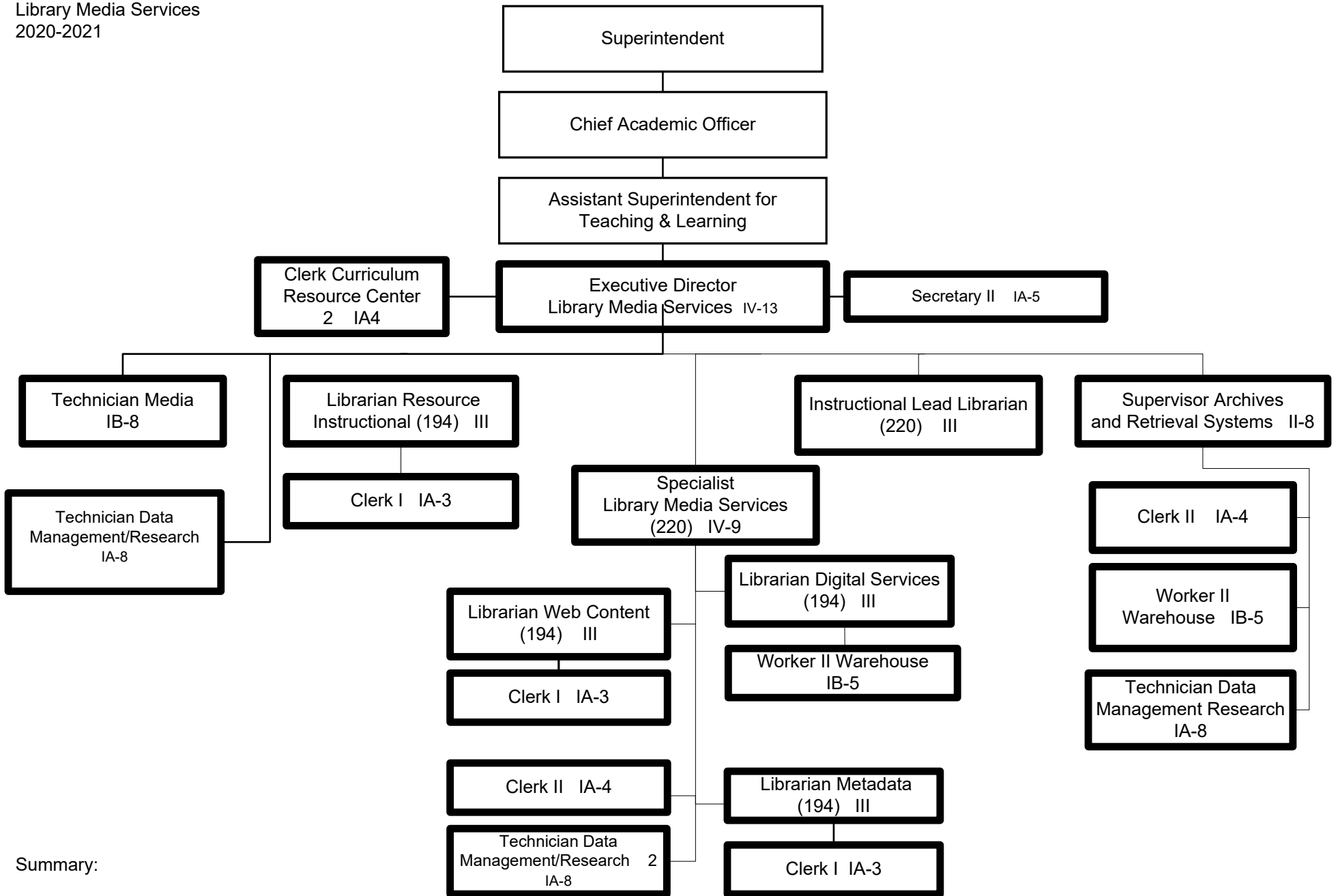
Experience leading diverse groups of people
Effective writing and communication skills
Understanding of systems management

DESIRABLE QUALIFICATIONS
Leadership experience in implementing programs in a school district
Experience in a diverse workplace



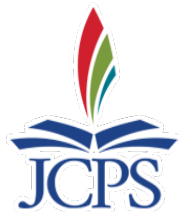
Summary:

General Fund Positions: -22 23  
Categorical Fund Positions: 0



Summary:

General Fund Positions: 23  
Categorical Fund Positions: 0



**NEW-Effective:**

07/17/2019  
4/21/2021

**Submitted:**

07/16/2019  
4/20/2021

JOB TITLE:	WORKER II WAREHOUSE
DIVISION:	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8844
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Received and inspects shipments and verifies accurate deliveries. Inspects for damage, shortages, wrong items, and other concerns. Maintains a perpetual inventory system of materials. Assumes responsibility for receiving, processing, storage and distribution of warehouse materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assumes responsibility for receipt, storage and delivery of all warehoused items
Inspects shipments and verifies accurate deliveries and shipments
Works with central receiver to coordinate scheduled deliveries when appropriate
Inspects products and verifies accurate picking and product rotation (e.g., first in first out) as necessary for the respective division or department
Assists in loading and unloading deliveries and shipments
Operates CRT terminal to process receipts and withdrawals or operates standard office equipment, including computers, copier, and other office machines, in order to type, duplicate, collate, and process reports and other materials as required
Maintains inventory and budget records, assesses department or warehouse needs and orders supplies as appropriate
Performs custodial duties to maintain the warehouse in a clean, safe and orderly manner
Pulls, stamps, packs, and prepares items for shipment
Operates a variety of warehouse vehicles and equipment
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned by the designated deadline

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 requires lifting, bending, squatting, crawling, climbing, reaching, carrying, pushing, pulling up to heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Valid driver's license
Knowledge of CRT operation and computerized inventory system or experience with computer, transcription, word processing, file management functions
Three (3) years of warehouse materials handling experience or equivalent
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of BIGS procedures and coding system

Commercial driver's license
Experience in a diverse workplace





Effective: 4/21/2021 Submitted: 4/20/2021

JOB TITLE:	WORKER II WAREHOUSE
DIVISION:	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8844
BARGAINING UNIT:	CLAE

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