



NEW  
3/19/2025

SUBMITTED:  
3/18/2025

<b>JOB TITLE:</b>	TEACHER STATE AGENCY CHILDREN'S PROGRAMS
<b>DIVISION:</b>	SCHOOLS
<b>SALARY SCHEDULE/GRADE:</b>	
<b>WORK YEAR:</b>	187 DAYS
<b>FLSA STATUS:</b>	EXEMPT
<b>JOB CLASS CODE:</b>	
<b>BARGAINING UNIT:</b>	CERT

**SCOPE OF RESPONSIBILITIES**

Plans, organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials. Teachers working in Alternative Education Programs (JCPS State Agency Children's Programs) must meet all the same general teacher certification requirements as other district teachers. Teachers who instruct courses in a subject area in which they are not certified are required to use curriculum that has been reviewed regularly by a teacher who is certified for that subject area. May be reassigned to various JCPS worksites as District needs change during the school term.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Meets and instructs assigned classes at state agency locations at designated times.
- Creates and maintains an environment conducive to learning, appropriate to the maturity and interests of students.
- Guides the learning process towards curriculum goals, establishes objectives for lessons, units, and projects, and communicates these objectives to students.
- Employs appropriate instructional methods and materials, prepares for classes, and maintains written evidence of preparation.
- Assists in implementing Board policies, administrative regulations, and agency rules, develops reasonable rules of behavior, and maintains order in the learning environment.
- Regularly assesses student accomplishments, provides progress reports, and counsels parents or guardians on academic and behavioral progress.
- Participates in conferences to assist parents or guardians in supporting their child's education.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulation.
- Continues personal professional growth and skill upgrading.
- Takes necessary precautions to protect students, equipment, materials, and facilities.
- Performs health services if needed, with provided training.
- Completes all training and compliance requirements by designated deadlines.
- Performs other duties as assigned by the supervisor.
- Collaborate with certified subject area teachers for curriculum review if teaching subject areas outside of certification
- This position requires reporting to the assigned JCPS worksite to provide active supervision of students as required by Kentucky State Law.
- This position may be reassigned to various JCPS worksites to meet District needs during the school term.
- Regular predictable performance is required for all performance responsibilities.

**PHYSICAL DEMANDS**

This work is completed in a school-based 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 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**

- Kentucky certification appropriate to the content and curricular assignment.
- Experience and preparation required by the Board.
- Effective communication skills.

**DESIRABLE QUALIFICATIONS**

Experience in a diverse workplace

**FOOTNOTE**

