



REVISED: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	SPECIALIST SCHOOL BUSINESS PARTNERSHIPS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8035
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Leads and coordinates projects, programs and systems to strengthen, expand, and support JCPS school and business partnerships for the purpose of enhancing the educational opportunities, inform instructional practices, and increase student achievement.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Evaluates effectiveness of Academies of Louisville School Business Partnerships and ensures partnership activities, programs, or projects are having an impact on student achievement

Develops, establishes or administers an onboarding protocol around developing and strengthening school and business partnerships

Serves as liaison with other units, departments or outside agencies as required for developing and strengthening school, business, and community partnerships to support student achievement

Supports the expansion of work based learning opportunities and collaborates with instructional leads to build a robust career pathway co-op, apprenticeship, and internship system

Maintains communication and works closely with District staff, local school staff and the community regarding school, business, and community partnerships

Prepares reports and maintains records and documentation to track school and business partnerships in terms of time, talent, and investment to schools

Accumulates and researches data, documents and other pertinent information as required

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

Designs and develops the partnership process and system for partnerships between local businesses and Academy of Louisville Schools that provides equitable access for all students to relevant learning opportunities connected to their career pathway

Develops a recruitment system with community partners Greater Louisville, Inc. (GLI) and KentuckianaWorks and serve as lead recruiter to grow Academy of Louisville school, community, and business partnerships

Provides ongoing support and opportunities for learning to business partners including but not limited to training session, evaluation processes online platform for sharing information, and tracking of investment from business partners

Works with JCPS Instructional Leads to provide support to teachers and administrators on best ways to engage and leverage business partners to improve student success

Serves as the primary liaison between the JCPS Office of Transition Readiness and GLI/KentuckianaWorks for efforts on workforce and talent development (Guiding Team, Industry Collaboratives, KWIB alignment, etc.)

Facilitates bi-weekly Academy Coach meetings including logistics, agenda, and follow-up

Serves as the liaison to the Summer Works initiative

Performs other duties as assigned by supervisor

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

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. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Successful leadership experience
Experience with creating and maintaining partnerships with local business and organizations
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree or higher
Kentucky Professional Certification in Administration and/or Supervision
Experience in a diverse workplace