



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	ASSOCIATE SATELLITE OFFICES
DIVISION	DIVERSITY, EQUITY AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8119
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Coordinates efforts and programs at satellite offices. Works with both community and District partners to ensure access to District programs and activities at satellite office(s). Partners with multiple departments to ensure equitable access for students and families.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supports and creates programs designed to meet the needs of students and families in satellite office(s)

Works closely with communications team to craft messages for stakeholders and community groups to ensure that programs are well-advertised to ensure equitable access

Seeks and develops opportunities to expand satellite offices

Works with local officials and District departments to ensure cohesive partnerships to provide services to families and students

Represents the District at events and serves on committees as assigned by supervisor

Partners with schools and municipalities

Identifies recurring obstacles to success for students and works with appropriate internal and external partners to address

Monitors compliance with federal laws, Kentucky statutes, JCPS Board of Education regulations, and JCPS policies and procedures

Develops accessible opportunities for community and students

Facilitates community need assessments as to needs

Completes all trainings and other compliance requirements as assigned and 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. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years related work experience

Experience working with children and families

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience as school administrator

Experience in working with community partners

Experience in a diverse workplace