Classified Instructional Staff

Supporting our best and brightest!

Professional growth opportunities provided through appropriate professional learning/development are essential to broaden the knowledge and skills of classified employees. The Professional Learning and Development Office is committed to working collaboratively with all departments to ensure compliance with federal, state, and district trainings that will support classified instructional, classified non-instructional, and classified administrative employees.

Classified instructional support staff (instructional assistants; instructors I, II, III; and all other classified employees who work in an instructional capacity) are required to have 24 professional development hours annually in order to meet district and state guidelines. (*See PD Requirements for Classified Staff.)

Classified staff who work in a non-instructional capacity (custodians, secretaries, clerks, etc.) participate in and receive hours from Job Enhancement Training (JET). JET hour needs are determined by the job identified by the cost center head. JET hours are obtained during the employee’s work hours.

The Professional Learning and Development Office supports classified staff in the following manner:

- Coordinating orientations for all classified employees,
- Coordinating professional development for classified instructional staff on state mandated Flexible Professional Development Days, focuses on State and National Professional Learning Standards, JCPS Professional Learning Strands and our Professional Learning Framework,
- Coordinating and facilitating professional learning opportunities, for classified instructional employees, such as:
  - Professional Learning sessions after work hours on Best Practices;
  - The Classified Institute

Contacts

| PD General Information | (502) 485-3415 |
| Jennifer Colley       | (502) 485-3291 |
| Charlotte Ivey        | (502) 485-3833 |
| Tequi Jackson         | (502) 485-3442 |
| Donna Sherrod         | (502) 485-3755 |