June 4, 2013

**DECISION PAPER**

TO: Hardin County Board of Education

FROM: Nannette Johnston, Superintendent

SUBJECT: Job Description Additions

**ISSUE:**

We have several job descriptions for which the wording “maintain regular and predictable attendance” was omitted. This would allow for that wording to be added so that it is on all job descriptions.

We have the need for Instructional assistants to periodically administer health services as outlined by KRS 156.502. Specifically, the job description for instructional assistant I and II should include “the administration of health services to students as necessary, including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.”

**RECOMMENDATION/RECOMMENDED MOTION:**

I move that Hardin County Schools approve the addition of the wording regarding “maintain regular and predictable attendance” to all job descriptions as well as the addition of “the administration of health services to students as necessary, including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures” to the job descriptions of instructional assistant I and II.