

JOB TITLE
NUTRITION REFRIGERATION
TECHNICIAN

DIVISION
OPERATIONS SERVICES

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
IB, GRADE 11

LENGTH OF WORK YEAR
260 DAYS

DATE
NOVEMBER 25, 2013

SCOPE OF RESPONSIBILITIES

Maintains food service refrigeration equipment in a safe and efficient operating condition for all kitchens in the school district.

PERFORMANCE RESPONSIBILITIES

1. Maintains all kitchen walk-in coolers and freezer refrigeration systems.
2. Installs and repairs all walk-in doors, hardware and gaskets.
3. Installs, repairs and cleans food service ice machines.
4. Maintains, repairs and replaces all reach-in boxes, milk coolers and serving line refrigeration.
5. Performs all inspections as required by local codes.
6. Maintains all kitchen refrigeration equipment to include a preventative maintenance program.
7. Installs new or relocated kitchen refrigeration equipment.
8. Maintains all records and inspections as required by District, state and local regulations.
9. Completes accurate work orders with respect to repairs completed, time expended and materials used.
10. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Completed an apprenticeship or equivalent training
3. Three (3) years experience in commercial refrigeration and controls
4. Valid Certification for Refrigerants Removal and Recycling and Purchasing
5. Valid driver's license

DESIRABLE QUALIFICATIONS

1. Valid Kentucky HVAC Journeyman license

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JOB TITLE
DIRECTOR HUMAN RESOURCES

DIVISION
OPERATIONS SERVICES

REPORTS TO
CHIEF OPERATIONS OFFICER

SALARY SCHEDULE & GRADE
I I, GRADE 14

LENGTH OF WORK YEAR
260 DAYS

DATE
NOVEMBER 25, 2013

SCOPE OF RESPONSIBILITIES

Provides leadership, general oversight and direct supervision and direction to management of the district's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance.

PERFORMANCE RESPONSIBILITIES

1. Provides general oversight and direction to personnel services and employee relations programs in the district.
2. Formulates and recommends Human Resources policies for the district.
3. Determines and recommends employee relations/contract administration practices necessary to establish a positive employer-employee relationship and to promote a high level of employee morale.
4. Provides leadership and general direction to the process of job design, job evaluation and performance appraisal program.
5. Provides leadership and direction to wage and hour compliance, compensation schedules and procedures and related policies.
6. Provides leadership and general direction to manpower forecasting activities including recruiting and placement practices and procedures.
7. Provides leadership and general direction to the district's employee benefits programs and services, employee assistance programs and pre-employment physical capabilities screening activities.
8. Defines the district's Human Resources programs and ensures that duties, areas of authority/responsibility and accountability are understood and that effective coordination of the activities within the Division are accomplished.
9. Performs other duties as assigned by the Chief Operations Officer.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, 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.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree
2. Five (5) years successful experience in human resources, personnel and/or employee relations field
3. Diverse combination of education, certification, and experience in the Human Resource field

DESIRABLE QUALIFICATIONS

1. Broad general successful experience in human resources management
2. Generalist background with broad knowledge of employment, compensation, organizational planning, employee relations, employee benefits, employee assistance programs and employee training
3. Demonstrated ability and experience leading a Human Resources department
4. Demonstrated ability to supervise employees
5. Knowledge of practices and regulations guiding the employment process and employment law

JOB TITLE
DIRECTOR LABOR MANAGEMENT
AND EMPLOYEE RELATIONS

DIVISION
OPERATIONS SERVICES

REPORTS TO
DIRECTOR HUMAN RESOURCES

SALARY SCHEDULE & GRADE
I I, GRADE 13

LENGTH OF WORK YEAR
260 DAYS

DATE
NOVEMBER 25, 2013

SCOPE OF RESPONSIBILITIES

Assumes responsibility for administration of agreements and contracts with employee organizations; collects, prepares and maintains a data and information base appropriate to contract administration and negotiations; handles grievances; interprets agreements and contracts to administrative staff and others; prepares negotiations proposals; serves on negotiation teams as assigned; assists with strengthening supervision skills; plans and provides appropriate in-service training; chairs district-wide committees related to personnel policies and procedures as assigned; and analyzes and maintains the district's job descriptions and related files.

PERFORMANCE RESPONSIBILITIES

1. Guides the formulation and development of proposals for negotiations with employee organizations and serves on negotiation teams and as chief spokesperson for the district when assigned.
2. Analyzes, interprets, and directs the administration of agreements and contracts with employee organizations and provides advice with regard to administration of employee-related policies and procedures.
3. Collects, integrates, prepares, and distributes data and information for use in contract administration and negotiations and maintains a complete and current database.
4. Handles grievances arising under agreements and contracts, serving as the superintendent's designee.
5. Provides assistance to employees, employee organizations, and administrative staff on matters relating to contract administration.
6. Assists in the formulation, development and implementation of procedures to comply with regulations and policies adopted by the Board related to employee relations.
7. Chairs the Employment Practices Review Committee and the Compensation Analysis Committee; prepares and distributes appropriate reports and recommendations.
8. Analyzes, interprets, prepares, distributes and maintains the district's job descriptions and related files.
9. Analyzes, interprets, and maintains the district's organizational charts.
10. Performs other duties as assigned by the Director Human Resources.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, 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, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree
2. Five (5) years successful experience in personnel and/or employee relations
3. Demonstrated ability in verbal and written communication

DESIRABLE QUALIFICATIONS

1. Kentucky Professional Certificate in Administration and/or Supervision
2. Successful experience local school administration
3. Working knowledge of the district's administrative organization and functions
4. Knowledge of basic principles of research

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JOB TITLE
DIRECTOR ADMINISTRATOR
RECRUITMENT AND DEVELOPMENT

DIVISION
OPERATIONS SERVICES

REPORTS TO
DIRECTOR HUMAN RESOURCES

SALARY SCHEDULE & GRADE
IV, GRADE 13

LENGTH OF WORK YEAR
260 DAYS

DATE
NOVEMBER 25, 2013

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, coordinating and managing the district's administrative recruitment and development program.

PERFORMANCE RESPONSIBILITIES

1. Researches, plans, organizes and conducts training programs, seminars and conferences for certified and classified personnel designed to improve leadership, supervisory and evaluation skills.
2. Designs and implements promotional procedures; makes timely announcements of dates to be observed by personnel aspiring to managerial positions.
3. Counsels applicants, providing feedback and advice.
4. Recommends management transfers, dismissals and promotions.
5. Coordinates and directs administrative intern programs for the district.
6. Provides input for identifying and defining present and future training needs by assisting with coordinating and conducting needs analysis.
7. Coordinates the administrative and managerial staffing activities, including internal and external recruitment.
8. Ensures compliance with district goals and objectives and with state and federal regulations.
9. Performs other duties as assigned by the Director Human Resources.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Master's Degree and Kentucky Professional Certification in Administration and Supervision
2. Three (3) years successful experience in local school administration
3. Three (3) years successful experience in personnel administration

DESIRABLE QUALIFICATIONS

1. Knowledge of management recruitment techniques and programs
2. Doctorate degree

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JOB TITLE
EDUCATIONAL INTERPRETER I
(DEAF AND HARD OF HEARING)

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
IA, GRADE 6

LENGTH OF WORK YEAR
187 DAYS

DATE
NOVEMBER 25, 2013

SCOPE OF RESPONSIBILITIES

Interprets and/or transliterates English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include, but are not limited to American Sign Language, English-based sign language, cued speech, and/or oral transliterating. As a member of the educational team, works closely with teachers responsible for the student's educational program.

PERFORMANCE RESPONSIBILITIES

1. Uses recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors.
2. Attends classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities.
3. Interprets at meetings, conferences, appointments, field trips, assemblies, and other educational activities.
4. Utilizes planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors.
5. Prepares for demanding course material as necessary for successful interpreting and/or transliterating.
6. Serves as a professional member of the education team in the appropriate Admissions and Release Committee process.
7. Participates in professional development as relevant to the interpreting experience.
8. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

1. High School Diploma or G. E. D.
2. Temporary license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing
3. Continuing Education Requirements
4. One year (1) experience interpreting in an education setting or working in the deaf community with supporting documentation or graduation from an Interpreter Training Program

DESIRABLE QUALIFICATIONS

1. Associate Degree or two (2) years of post secondary education (interpreter training program preferred) or approved equivalent
2. Member in professional interpreter and/or other organizations relating to deafness

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JOB TITLE
EDUCATIONAL INTERPRETER I I
(DEAF AND HARD OF HEARING)

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
IA, GRADE 8

LENGTH OF WORK YEAR
187 DAYS

DATE
NOVEMBER 25, 2013

SCOPE OF RESPONSIBILITIES

Interprets and/or transliterates English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include, but are not limited to American Sign Language, English-based sign language, cued speech, and/or oral transliterating. As a member of the educational team, works closely with teachers responsible for the student's educational program.

PERFORMANCE RESPONSIBILITIES

1. Uses recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors.
2. Attends classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities.
3. Interprets at meetings, conferences, appointments, field trips, assemblies, and other educational activities.
4. Utilizes planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors.
5. Prepares for demanding course material as necessary for successful interpreting and/or transliterating.
6. Serves as a professional member of the education team in the appropriate Admissions and Release Committee process.
7. Participates in professional development as relevant to the interpreting experience.
8. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

1. High School Diploma or G. E. D.
2. Full license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing
3. Continuing education requirements
4. One (1) year experience interpreting in an education setting or working in the deaf community with supporting documentation or graduation from an Interpreter Training Program
5. Meets current national certification requirements for sign language interpreting

DESIRABLE QUALIFICATIONS

1. Associate Degree or two (2) years of post secondary education (interpreter training program preferred) or approved equivalent
2. Member in professional interpreter and/or other organizations relating to deafness
3. Previous experience in educational interpreting

JOB TITLE
EDUCATIONAL INTERPRETER III
(DEAF AND HARD OF HEARING)

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
IA, GRADE 10

LENGTH OF WORK YEAR
187 DAYS

DATE
NOVEMBER 25, 2013

SCOPE OF RESPONSIBILITIES

Interprets and/or transliterates English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include, but are not limited to American Sign Language, English-based sign language, cued speech, and/or oral transliterating. As a member of the educational team, works closely with teachers responsible for the student's educational program.

PERFORMANCE RESPONSIBILITIES

1. Uses recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors.
2. Attends classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities.
3. Interprets at meetings, conferences, appointments, field trips, assemblies, and other educational activities.
4. Utilizes planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors.
5. Prepares for demanding course material as necessary for successful interpreting and/or transliterating.
6. Serves as a professional member of the education team in the appropriate Admissions and Release Committee process.
7. Participates in professional development as relevant to the interpreting experience.
8. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in interpreting, education or related field
2. Two (2) year's experience interpreting in an educational setting or related field with supporting documentation
3. Full license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

DESIRABLE QUALIFICATIONS

1. Member in professional interpreter and/or other organizations relating to deafness

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