THIS IS A DECISION PAPER

TO: MEMBERS OF THE HARDIN COUNTY BOARD OF EDUCATION

FROM: Nannette Johnston, Superintendent

DATE: July 2, 2014

TOPIC: Home Hospital Coordinator

DISCUSSION:

The person currently employed in this position has retired. This person has been working in this position for the over 20 years, under the certification of “social worker”. The scope of the job has changed significantly over the past 20 years and the job description for Home Hospital Coordinator is more appropriate (job description attached). The job will require a valid Kentucky Teacher certification. This position will coordinate all homebound and home hospital services, work with teachers at Lincoln Trail Behavioral Health, Spectrum, Crossroads, and any other facility where short/long term care is provided for students where educational services are required. This person will work with the Director of Alternative Programs and the Director of Student Services to ensure all regulations and requirements are met concerning homebound students. This person will work with student/parents-guardians/ and school personnel on the collection and return of assignments, coordinate schedules with the homebound teacher, and attend ARC/504 meetings at all sites. This person will be responsible for meeting with medical professionals and completing all medical documentation for students enrolled in the homebound program and other duties as assigned by the Director of Alternative Programs. This position will be posted for 20 extended days (207) with an increment of $1,500 to coincide with the G.T. and Grant Coordinator positions.

RECOMMENDATION:

I recommend that the position being vacated, previously listed as “social worker”, be reclassified as “Home Hospital Coordinator”.

RECOMMENDED MOTION:

I move that the position being vacated, previously listed as “social worker”, be reclassified as “Home Hospital Coordinator”.