

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Alternative Room Monitor

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate and must complete Emergency Non-certified Personnel Program
2. Possess qualities for working with school aged students
3. Has experience working with children in an organized setting
4. Has demonstrated the ability or potential to communicate and work effectively with students, parents and staff

REPORTS TO: Principal or designee

JOB GOAL: Monitor and assist students who have been removed from the regular classroom environment for specific reasons.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures and directions from supervisor related to job responsibilities
2. Assist students in multiple subject areas and multiple grade levels
3. Assist with educational instruction related to assignment
4. Monitor all activities taking place in the alternative room
5. Alert the principal/teacher of any problem or special information about an individual student
6. Provide a supportive disciplinary role
7. Direct use of skills bank computer program
8. Participate in in-service training programs as assigned
9. Maintain a positive environment for students when their behavior has required them to be placed in "time out" (small group isolation)
10. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers
11. Assist teachers when needed and perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

- Hourly (Grade 03)
- 6.5 hrs. per day
- 32.5 hrs. per wk.
- ~~179 days~~ 180 days
- 9 ¼ months
- Board approved 8-9-01, Revised 6/9/2016

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Assistant School Nurse

QUALIFICATIONS:

1. A graduate of an approved practical nursing program and a licensed practical nurse in the State of Kentucky
2. Has three years of nursing experience
3. Possesses a valid driver s license
4. Willingness and ability to accept leadership as a health care professional in the affairs of the school and community
5. Has demonstrated the ability or potential to work effectively with students, parents and staff

REPORTS TO: School Nurse

JOB GOAL: To assist in, within the scope of licensed practical nursing practice, the administration of the school health services program

PERFORMANCE RESPONSIBILITIES:

1. Assist in the implementation of school health services within the total school program
2. Assist in the coordination of health screenings, follow-up of screenings and referral to appropriate services
3. Assist in the assessment of student health records
4. Work with the school nurse and other school health services personnel to meet regulations and promote control of communicable diseases
5. Maintain professional growth through participation in appropriate educational endeavors necessary for current licenser
6. When necessary, make home visits to identify needs and assist parents in utilizing existing resources for providing care of the students
7. Assist with an on-going staff development program for other school health services personnel
8. Perform other duties consistent with the position assigned as requested by the supervisor

TERMS OF EMPLOYMENT:

- Hourly (Grade 12)
- 7.5 per day
- 37.5 – 40 per wk.
- ~~179 days~~ 180 days + 20 summer days
- 10 ¼ months
- Board approved 5-14-98, Revised 6/9/2016

BOONE COUNTY SCHOOLS JOB DESCRIPTION

TITLE: Bus Driver Trainer

QUALIFICATIONS:

1. Has a high school diploma or GED Certificate
2. Has the ability to read and follow written directions
3. Hold a valid Kentucky Commercial Driver's License Class B Endorsement P & S, and a Kentucky School Bus Driver
4. Hold a valid Kentucky Department of Education Driver Trainer certification
5. Minimum two years of school bus driver trainer experience with a good driving record
6. Has demonstrated the ability to communicate with Transportation staff, school administration, students and the community
7. Have a valid certification in CPR/First Aid training

REPORTS TO: Director of Transportation

JOB GOAL: To provide initial and recurrent training to all school bus drivers in the District as well as ongoing driver improvement and student safety training.

PERFORMANCE RESPONSIBILITIES:

1. Conduct the pre-employment road test
2. Assist in maintaining compliance documentation with the State School Bus Driving program
3. Conduct classroom and on-the-road training and document that each applicant has satisfied State requirements
4. Conduct all necessary driver reviews as outlined in the driver training curriculum
5. Remain current on all changes from the Kentucky Department of Education regarding all laws and regulations
6. Attend the annual six-hour recertification training given by the Kentucky Department of Education
7. Facilitate the annual eight-hour update for all drivers in accordance with requirements set forth by the Kentucky Department of Education
8. Drive a school bus in emergency situations as requested by the Director of Transportation
9. Verify driver compliance with pre-trip inspection requirements and process pre-trip forms
10. Review school bus videos at the request of the Director of Transportation and maintain confidentiality per Board policy
11. Monitor required school bus evacuations per Kentucky Department of Education regulations
12. Conduct safety programs in the elementary schools to educate students on school bus safety

BOONE COUNTY SCHOOLS JOB DESCRIPTION

13. Respond to school bus accidents and coordinate communications feedback with appropriate administrators
14. Maintains accident records and reports accidents to the Kentucky Department of Education database. Provides accident information to the insurance company and to the Fleet Service department
15. Perform other duties as requested by supervisor

TERMS OF EMPLOYMENT:

- Hourly (Grade 33)
- 8 per day
- 40 per wk.
- ~~179 days~~ **180 days** – 246 days
- 9 ¼ - 12 months
- Board approved: 6/12/2014, **Revised 6/9/2016**

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Bus Driver

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Has the ability to read and follow written directions
3. Has one year of experience in the operation of a motor vehicle
4. Has physical and mental ability to operate a bus safely and satisfactorily
5. Must be 21 years of age
6. Must hold a Commercial Driver's License-Class B- Endorsement P & S, that is valid for interstate driving, and a Kentucky School Bus Driver Certificate
7. Must pass a driving record check
8. Must have sufficient driving skills and ability to drive a school bus
9. Must be of good moral character
10. Has demonstrated the ability to communicate with staff, parents, and students
11. Must have valid certification in CPR/First Aid training

REPORTS TO: Transportation Coordinator/Director of Transportation

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the District's curricular and extracurricular program

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written codes, regulations, policies, procedures and directions from supervisor related to job responsibilities
2. Operate the bus at all times in a manner that provides maximum safety and comfort for the students
3. Supervise the seating of students, and make sure that all seats are filled before any pupil is permitted to stand in the aisle
4. Transport only students authorized to ride the assigned bus
5. Report any overcrowded conditions to the Manager Transportation
6. Attend training sessions and drivers' meetings
7. Obey all traffic laws and observe all and mandatory safety regulations
8. Maintain student discipline when students are on the bus
9. Report undisciplined students to the proper authority
10. Clean inside of assigned bus daily and the outside as needed to make the bus visible and the lettering clean
11. Wash the outside of the bus monthly on the date it is scheduled for inspection
12. Adhere to an assigned bus route schedule

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

13. Inspect bus prior to each operation for mechanical defects
14. Notify the proper authority in the case of mechanical failure or lateness
15. Discharge students at authorized stops only
16. Exercise responsible leadership when on out-of-district school trips
17. Report all accidents and complete required reports
18. Enforce school bus rider regulations
19. Keep route records as required
20. Perform other duties consistent with the position assigned as requested by the supervisor

TERMS OF EMPLOYMENT:

- Hourly (Grade 33)
- ~~179 days~~ **180 days** - 246 days
- 9-¼ - 12 months
- Board approved 4-8-04, Revised 9-11-08, Revised 11/12/09, **Revised 6/9/2016**

BOONE COUNTY SCHOOLS JOB DESCRIPTION

TITLE: Educational Interpreter Level I

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Experience interpreting in an educational setting or working in a deaf community.
3. Has the ability to read and follow written directions
4. Has Temporary license from the KY Board of Interpreters and actively working with a mentor to achieve a full licensure
5. Has the ability for correct English usage, grammar, spelling, punctuation and vocabulary
6. Has good command of American Sign Language, Signed Exact English, Signed Exact English and other recognized modes of communication with in the deaf and hard of hearing community.
7. Has the ability to interpret in both sign to voice and voice to sign
8. Has demonstrated the ability or potential to communicate, relate and work effectively with students, parents, and staff

REPORTS TO: Director of Special Education Services

JOB GOAL: To provide interpreting and other instructionally related services to hearing disabled students and to facilitate communication among hearing disabled students and their hearing peers, the classroom teacher, and other school personnel

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures, and directions from the supervisor related to job responsibilities
2. Attend and interpret the educational setting, including, but not limited to:
 - Classrooms
 - Laboratories
 - Field trips
 - Assemblies
 - Sports practices and competitions
 - School sponsored extracurricular activities
 - Meetings/conferences
 - Graduation ceremonies
 - All other educational opportunities provided to students.
3. Assist hearing impaired students in communicating with faculty, staff, administrators, and others
4. Confer with instructors and others regarding the special needs and concerns of individual hearing impaired students
5. Serve as a professional member of the educational team in the Admission and Release Committee (ARC) process

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

6. Attend in service programs and faculty meetings as directed by supervisor
7. Perform other duties as assigned that do not interfere with the communication accessibility of assigned students.

TERMS OF EMPLOYMENT:

- Hourly (Grade 13)
- 6.5 per day
- 32.5 per wk.
- ~~179 days~~ 180 days
- 9 ¼ months
- Board approved 8-1-94, Revised 9-11-08, Revised 4-21-2016, Revised 6/9/2016

BOONE COUNTY SCHOOLS JOB DESCRIPTION

TITLE: Educational Interpreter Level II

QUALIFICATIONS:

1. Has an Associate's degree, preferably from an-Interpreter Training Program, and
2. Minimum of 2 years' experience interpreting in an educational setting or working in a deaf community.
3. Has the ability to read and follow written directions
4. Has Temporary license from the KY Board of Interpreters and actively working with a mentor to achieve a full licensure
5. Has the ability for correct English usage, grammar, spelling, punctuation and vocabulary
6. Has good command of American Sign Language, Signed Exact English, Signed Exact English and other recognized modes of communication with in the deaf and hard of hearing community
7. Has the ability to interpret in both sign to voice and voice to sign
8. Has demonstrated the ability or potential to communicate, relate and work effectively with students, parents, and staff

REPORTS TO: Director of Special Education Services

JOB GOAL: To provide interpreting and other instructionally related services to hearing disabled students and to facilitate communication among hearing disabled students and their hearing peers, the classroom teacher, and other school personnel

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures, and directions from the supervisor related to job responsibilities
2. Attend and interpret the educational setting, including, but not limited to:
 - Classrooms
 - Laboratories
 - Field trips
 - Assemblies
 - Sports practices and competitions
 - School sponsored extracurricular activities
 - Meetings/conferences
 - Graduation ceremonies
 - All other educational opportunities provided to students.
3. Assist hearing impaired students in communicating with faculty, staff, administrators, and others
4. Confer with instructors and others regarding the special needs and concerns of individual hearing impaired students
5. Serve as a professional member of the educational team in the Admission and Release Committee (ARC) process
6. Course material as-necessary for successful interpreting and or transliterating.

BOONE COUNTY SCHOOLS JOB DESCRIPTION

7. Attend in service programs and faculty meetings as directed by supervisor
8. Perform other duties as assigned that do not interfere with the communication accessibility of assigned students.

TERMS OF EMPLOYMENT:

- Hourly (Grade 13)
- 6.5 per day
- 32.5 per wk.
- ~~179 days~~ **180 days**
- 9 ¼ months
- Board approved 8-1-94, Revised 9-11-08, Revised 4/21/2016, **Revised 6/9/2016**

BOONE COUNTY SCHOOLS JOB DESCRIPTION

TITLE: Educational Interpreter Level III

QUALIFICATIONS:

1. Has a Bachelor's degree, preferably from an-Interpreter Training Program, and minimum of 3 years' experience interpreting in an educational setting or working in a deaf community, or 7 years' experience may be accepted.
2. Has the ability to read and follow written directions
3. Has full license from the KY Board of Interpreters and actively working with a mentor to achieve a full licensure
4. Has the ability for correct English usage, grammar, spelling, punctuation and vocabulary
5. Has good command of American Sign Language, Signed Exact English, Signed Exact English and other recognized modes of communication with in the deaf and hard of hearing community
6. Has the ability to interpret in both sign to voice and voice to sign
7. Has demonstrated the ability or potential to communicate, relate and work effectively with students, parents, and staff

REPORTS TO: Director of Special Education Services

JOB GOAL: To provide interpreting and other instructionally related services to hearing disabled students and to facilitate communication among hearing disabled students and their hearing peers, the classroom teacher, and other school personnel

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures, and directions from the supervisor related to job responsibilities
2. Attend and interpret the educational setting including but not limited to
 - Classrooms
 - Laboratories
 - Field trips
 - Assemblies
 - Sports practices and competitions
 - School sponsored extracurricular activities
 - Meetings/conferences
 - Graduation ceremonies
 - All other educational opportunities provided to students.
3. Assist hearing impaired students in communicating with faculty, staff, administrators, and others
4. Make recommendations to instructional staff based on the learning styles of students being served
5. Confer with instructors and others regarding the special needs and concerns of individual hearing impaired students
6. Serve as a professional member of the educational team in the Admission and Release Committee (ARC) process

BOONE COUNTY SCHOOLS JOB DESCRIPTION

7. Prepare for demanding course material as-necessary for successful interpreting and or transliterating.
8. Attend in service programs and faculty meetings as directed by supervisor
9. Mentor other educational interpreters
10. Perform other duties as assigned that do not interfere with the communication accessibility of assigned students.

TERMS OF EMPLOYMENT:

- Hourly (Grade 13)
- 6.5 per day
- 32.5 per wk.
- ~~179 days~~ 180 days
- 9 ¼ months
- Board approved 8-1-94, Revised 9-11-08, Revised 4-21-2016, Revised 6/9/2016

BOONE COUNTY SCHOOLS JOB DESCRIPTION

Position Title: Family Resource/Youth Services Center Parent Assistant

QUALIFICATIONS:

1. High School Diploma or GED certificate
2. Knowledge of Boone County Community
3. Ability to communicate effectively
4. Professional demeanor

RESPONSIBLE TO: Family Resource/Youth Services Center Coordinator

JOB GOAL: To assist in coordinating/providing a holistic support system that will enable children to succeed in schools and their families to assist them fully.

PERFORMANCE RESPONSIBILITIES:

1. Provides clerical assistance for the Family Resource Center Coordinator
2. Maintains a regular filing system
3. Places and receives telephone calls and records messages
4. Maintains a schedule of appointments and makes arrangements for conference and interviews
5. Obtains, gathers, and organizes pertinent data as needed and puts it into a usable form
6. Provides a good public relations atmosphere with the community, parents, students and staff
7. Communicates effectively with teachers, parents, students and colleagues
8. Maintains such records as shall be required
9. Types a variety of material, such as letters, student records, reports, memos, monthly statements, etc., for rough drafts and corrected copies
10. Performs clerical tasks as necessary to provide timely feedback on health referrals
11. Serves as liaison between Community and Center
12. Schedules Center activities
13. Recruits and schedules family services
14. Assists in preparation of publicity materials
15. Performs other duties consistent with the position assigned as may be requested by Family Resource Center Advisory Council and/or Superintendent, Family Resource Center Coordinator

EVALUATION:

- Performance of this position will be evaluated annually by the Family Resource Center Coordinator

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TERMS OF EMPLOYMENT WITH GRANT FUNDS:

- Hourly(LEVEL 03)
- 6.5 per day
- 32.5 per wk.
- ~~179 days~~ 180 days
- 9 ¼ months
- Board Approved 6/9/2016

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Food Service General Delivery / Warehouse Person

QUALIFICATIONS:

1. Has a high school diploma or G. E. D. certificate
2. Possesses a valid Kentucky driver's license
3. Has the ability to read and follow written directions
4. Has the physical ability to perform heavy physical labor
5. Has the ability to lift and move objects weighing at least 75 pounds numerous times per day
6. Exhibits personal habits in keeping with the assigned responsibilities
7. Demonstrates aptitude or competence for assigned responsibilities
8. Has demonstrated the ability to communicate and work effectively with school district staff
9. Possesses clerical skills at a minimum level as necessary to perform job responsibilities

REPORTS TO: Director of Food Services

JOB GOAL: To transport and maintain Foodservice warehouse supplies, food and equipment to school cafeterias as is necessary for efficient school cafeteria operation and to help maintain equipment in the school kitchens in a condition of good operation.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures, work orders and directions from supervisor related to job responsibilities
2. Examine school kitchen equipment on a regular basis for needed repair and maintenance as directed by supervisor
3. Make needed repairs of kitchen equipment as skills permit
4. Operate a delivery system for food and supplies to school cafeterias
5. Maintain an inventory system of warehouse food and supplies using an established computer system
6. Receive deliveries of warehouse food and supply items for distributors
7. Maintain an accurate record of freezer temperatures
8. Is responsible for the everyday maintenance of vehicles and equipment used
9. Report conditions needing expertise beyond his/her skills to supervisor
10. Determine which repair jobs may be performed by the school district and which may be performed by outside contractors, and advise supervisor
11. Secure a purchase order for all authorized purchases
12. See that tools and equipment are stored properly, clean and in good repair, ready for next use

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

13. Maintain necessary records and prepare periodic reports
14. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

- Hourly (Grade 41)
- ~~179 days~~ **180 days** - 246 days
- 6-8 hrs per day
- Max. 40 hrs per week
- Max. 12 months
- Board Approved 6/12/08, Revised 9/11/08, **Revised 6/9/2016**

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Instructional Technology Assistant

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Completed two (2) Years of study at an institution of higher education; or
3. Obtained an associate's (or higher) degree; or
4. Has two 2 or more years of experience working with education technology, or computer technology in another field, or the equivalent.
5. Possess qualities for working with students and teachers
6. Has experience working with children in an organized setting
7. Has demonstrated the ability to communicate and work effectively with students, parents and staff

REPORTS TO: Principal or Director of Technology

JOB GOAL: To assist in achieving building and district objectives in the area of instructional technology.

PERFORMANCE RESPONSIBILITIES:

1. Assist teachers and students with various technologies throughout the building including but not limited to: computers, projectors, interactive technologies, mobile devices
2. Troubleshoot technology throughout the building
3. Manage, use and troubleshoot software programs
4. Maintain technology work orders throughout building
5. Maintain technology inventory: equipment, software etc. throughout building
6. Coordinate technology set-up throughout building
7. Manage student and staff network and software account creation
8. Create and maintain computer lab and mobile device checkout schedules
9. Work with the building School Technology Coordinator and building assigned technicians to ensure all technical quotes, purchases and repairs are in compliance with state guidelines (KETS)
10. Maintain and balance technology financial account
11. Monitor and update school website
12. Other technology duties as assigned by principal or Director of Technology

BOONE COUNTY SCHOOLS JOB DESCRIPTION

TERMS OF EMPLOYMENT:

- Hourly (Grade 05)
- 6.5 per day
- 32.5 per wk.
- ~~179 days~~ 180 days
- 9 ¼ months
- Board approved 11-10-05, Revised 11/12/2015, Revised 6/9/2016

BOONE COUNTY SCHOOLS JOB DESCRIPTION

TITLE: Mechanic Helper

QUALIFICATIONS

1. Have a high school diploma or G.E.D. Certificate
2. Has the ability to read and follow written directions
3. Holds a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a Kentucky School Bus Driver Certificate **or** must obtain a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a KY School Bus Driver Certificate within ninety (90) days of employment
4. Have knowledge of auto body and mechanical repair
5. Has demonstrated at least one year of general vehicle servicing experience
6. Has the ability to lift and move objects weighing at least 75 pounds numerous times per day
7. Has demonstrated ability to communicate and work well with staff

REPORTS TO: Shop Foreman

JOB GOAL: To ensure that fleet vehicles are being maintained within the established Preventative Maintenance Schedule and perform minor repairs as needed to ensure a high state of repair of all vehicles.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written guidelines, procedures and directions from the foreman, related to job responsibilities
2. Complete chassis and body lubrication on all transportation vehicles
3. Replace lights, mirrors, wipers, etc. as directed by the foremen
4. Repair minor damages to vehicles and be responsible for the touch up painting of vehicles
5. Assist inspectors in performing the preventative maintenance inspections on all fleet vehicles
6. Be responsible for delivery of buses to various locations for scheduled and emergency repairs
7. Assist mechanics in emergency road service calls
8. Perform other duties consistent with the assigned position as may be requested by the supervisor

TERMS OF EMPLOYMENT:

- ~~179 days~~ **180 days** per year (Grade 32)
- 40 hrs. per week.
- Board Approved 6/12/08, Revision 6/11/2015, **Revised 6/9/2016**

BOONE COUNTY SCHOOLS JOB DESCRIPTION

TITLE: Occupational Therapist

QUALIFICATIONS:

1. Must have a Bachelor's degree and be a graduate of an occupational therapy school approved by the American Medical Association and the American Occupational Therapy Association
2. Certified by the Occupational Therapy Certification Board (OTCB)
3. Hold a Kentucky Occupational Therapy license
4. Knowledge of etiology, characteristics and prognosis of major disabling conditions
5. Knowledge of a variety of treatment techniques, and their indications and contraindications
6. Ability to conduct and interpret occupational therapy evaluations
7. Knowledge of normal developmental sequences and learning patterns
8. Ability to work as part of a multi-disciplinary team, consult with education staff, and direct a licensed COTA, if necessary
9. Experience in a pediatric occupational therapy setting is desirable
10. Knowledge of the role of an occupational therapist and the ability to explain that role to others
11. Ability to present in-service training on therapy related topics to parents, teachers and other support personnel
12. Has demonstrated ability to work and communicate effectively with parents, students, and staff

REPORTS TO: Director Special Education Services/Executive Director Student Services

JOB GOAL:

1. Registered occupational therapists in public schools are considered to be related service personnel. The occupational therapist is responsible for assessment, planning, and goal development and for providing appropriate intervention services designed to enhance the student's potential for learning, to assist the student in acquiring those functional performance skills needed to participate in and benefit from the educational environment, and to help the student function independently
2. The Occupational Therapist will assist students to benefit from Special Education by providing Occupational Therapy Services to include:
 - Fine and oral motor functioning; e.g., grasp, coordination of two-handed activities
 - Perceptual motor programs to improve motor planning, body scheme, visual and spatial perception, sequencing, and problem-solving
 - Activities of daily living and independent living, e.g., feeding, dressing, toileting, home living skills, working and keyboarding to enhance functional ability

PERFORMANCE RESPONSIBILITIES:

1. Monitor the use of splints and other adaptive devices designed to enhance independence in the education setting, e.g., writing, typing, feeding and positioning
2. Obtain necessary background information on each student to include referral necessary to fulfill legal and liability requirements; maintain ongoing communication link with other

Occupational Therapist

BOONE COUNTY SCHOOLS JOB DESCRIPTION

personnel as needs of each student indicates; interpret pertinent information to educational personnel

3. Provide individual assessment of referred students and, where indicated, recommendations for educational personnel
4. Plan and develop therapeutic intervention goals and objectives in collaboration with staff that are educationally relevant and will be used in students' educational programs
5. Establish a system of documentation that is professional, efficient, accountable and conforms to state and district policy
6. Interact with teachers, parents and therapists to integrate services, goals and program plan into the Individual Education Program
7. Participate in Student Intervention Team (SIT) and Admissions and Release Committee (ARC) meetings
8. Assist in the implementation of therapy programs to meet IEP goals
9. Develop plan to implement individual student goals which may include activities and exercises at school and at home
10. Assist the special education teachers in modifying classroom activities
11. Teach parents, teachers and assistants how to implement programs
12. Assist the physical education teacher in developing activities to enhance motor skills
13. Manage student behavior during therapy
14. Interpret the therapy evaluation, goals and program plan to parents
15. Suggest material needs and designs modification to meet individual needs of the student
16. Document the evaluation and objective recordings of progress on individual students. Maintain data related to services
17. Develop and adhere to a daily schedule.
18. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

- Salary- Professional I Salary Schedule
- 8 hrs. per day
- 40 hrs. per wk.
- ~~179 days~~ 180 days
- 9-1/4 months
- Board approved 7-16-98, Revised 6/9/2016

BOONE COUNTY SCHOOLS JOB DESCRIPTION

TITLE: Occupational Therapy Assistant

QUALIFICATIONS:

1. Graduate of an occupational therapy assistant educational program that is approved by the American Occupational Therapy Association, and all fieldwork requirements
2. Certified by the Occupational Therapy Certification Board (OTCB)
3. Completion of the National Certification Examination
4. Hold a Kentucky Certified Occupational Therapy Assistant license

REPORTS TO: Executive Director Student Services

JOB GOAL: Certified Occupational Therapy Assistants in public schools are considered to be related service personnel. A COTA provides occupational therapy services to disabled students under the direction and supervision of a registered occupational therapist. These services include contribution to and participation in the assessment, intervention, and documentation process.

PERFORMANCE RESPONSIBILITIES:

1. Monitor the use of splints and other adaptive devices designed to enhance independence in the education setting, e.g., writing, typing, feeding and positioning
2. Obtain necessary background information on each student to include referral necessary to fulfill legal and liability requirements; maintain ongoing communication link with other personnel as needs of each student indicate; interpret pertinent information to educational personnel
3. Participate in the individual assessment of referred students and, where indicated, recommendations for educational personnel
4. Implement therapeutic intervention goals and objectives in collaboration with staff that are educationally relevant and will be used in students' educational programs, as designed by the supervising occupational therapist
5. Contribute to a system of documentation that is professional, efficient, accountable and conforms to state and district policy
6. Interact with teachers, parents and therapists to integrate services, goals and program plan into the Individual Education Program
7. Participate in Student Intervention Team (SIT) and Admissions and Release Committee meetings
8. Assist in the implementation of therapy programs to meet IEP goals
9. Assist with development of plans to implement individual student goals which may include activities and exercises at school and at home
10. Assist the special education teachers in modifying classroom activities
11. Assist with teaching parents, teachers and assistants how to implement programs, use adaptive equipment and use positioning programs
12. Assist the physical education teacher in developing activities to enhance motor skills

BOONE COUNTY SCHOOLS JOB DESCRIPTION

13. Manage student behavior during therapy
14. Assist in the dissemination of the established goals and program plan to parents
15. Suggest material needs and design modifications to meet individual needs of the student
16. Document the evaluation and objective recordings of progress on individual students.
Maintain data related to services
17. Develop and adhere to a daily schedule
18. Consult with supervising therapist concerning the implementation and status of therapy goals
19. Assist in monitoring work and school environments for accessibility
20. Help ensure the proper and safe use of equipment, making certain equipment is constructed properly and maintained in good working order
21. Assure that proper positioning and handling techniques are carried out correctly across environments
22. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

- Hourly
- 7.5 per day
- 37.5 per wk.
- ~~179 days~~ 180 days
- 9 1/4 months
- Board approved 7-16-98, Revised 6/9/2016

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Para educator - English Language Learning

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Completed two (2) years of study at an institution of higher education; or
3. Obtained an associate's degree (or higher); or
4. Met rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics (or, as appropriate, reading readiness, writing readiness and mathematics readiness
5. Has experience working with children in an organized setting
6. Has demonstrated the ability or potential to communicate and work effectively with students, parents, and staff
7. Has the ability to read and follow written directions

REPORTS TO: Director Special Programs Services

JOB GOAL: To assist the teacher in achieving teaching objectives by working with individual students or small groups to achieve proficiency in the English Language

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures, and directions from supervisor related to job responsibilities
2. Successfully completes **annually** an in-service training program of at least twelve (12) hours
3. Hear the student(s) in recitation, reading and other curriculum tasks, guiding and helping them but not teaching them
4. Assist the teacher in devising and producing special strategies for reinforcing material or skills based on an empathetic understanding of individual students, their needs, interests, and abilities
5. Assist students in the library or media center, when necessary
6. Alert the teacher of any problem or special information about an individual student
7. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher
8. Operate and care for instructional equipment
9. Assist with enrichment and remedial work assigned by the teacher
10. Assist during emergency drills, assemblies, field trips, and recess
11. Assist with learning displays, drill work, and student attendance
12. Provide a supportive disciplinary role

Para educator - English Language Learning

BOONE COUNTY SCHOOLS JOB DESCRIPTION

13. Perform routine clerical duties; such as preparation of instructional and classroom materials, operation of copy machines. maintain classroom records, and maintain attendance records
14. Assist in promoting educational programs related to assignment
15. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers
16. Assist with student assessment
17. Perform other duties consistent with the position as may be requested by the supervisor

TERMS OF EMPLOYMENT:

- Hourly (Grade 03)
- 6.5 hrs. per day
- 32.5 hrs. per wk.
- ~~179 days~~ **180 days**
- 9 1/4 months
- Board approved 8-8-02, Amended: 2-18-10, **Revised 6/9/2016**

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Para educator – Instructional

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Completed two (2) years of study at an institution of higher education; or
3. Obtained an associate's (or higher) degree; or
4. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics (or, as appropriate, reading readiness, writing readiness and mathematics readiness)
5. Has demonstrated the ability or potential to communicate and work effectively with students, parents, and staff
6. Has experience working with children in an organized setting
7. Has the ability to read and follow written directions
8. Has and maintains certification in American Red Cross/American Heart Association CPR and First Aid

REPORTS TO: Principal

JOB GOAL: To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures, and direction from supervisor related to job responsibilities
2. Successfully completes *annually* an in-service training program of at least twelve (12) hours
3. When necessary, assist the student(s) to whom assigned in such physical tasks as putting on and taking off of outerwear, moving from room to room, using the lavatory, etc
4. Hear the student(s) in recitation, reading and other curriculum tasks, guiding and helping them but not teaching them

Assist the teacher in devising and producing special strategies for reinforcing material or skills based on an empathetic understanding of individual students, their needs, interests, and abilities

5. Assist students in the library or media center, when necessary
6. Alert the teacher of any problem or special information about an individual student
7. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher
8. Participate in in-service training programs, as assigned
9. Operate and care for instructional equipment
10. Assist with enrichment and remedial work assigned by the teacher

Para educator – Instructional

BOONE COUNTY SCHOOLS JOB DESCRIPTION

11. Assist during emergency drills, assemblies, field trips, and recess
12. Assist with learning displays, drill work, and student attendance
13. Provide a supportive disciplinary role
14. Assist with lunch, snack, and cleaning routine, as necessary
15. Perform routine clerical duties; such as preparation of instructional and classroom materials, operation of copy machines, maintain classroom records, and maintain attendance records
16. Assist in promoting educational programs related to assignment
17. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers
18. Perform other duties consistent with the position as may be requested by the supervisor

TERMS OF EMPLOYMENT:

- Hourly (Grade 03)
- 6.5 hrs. per day
- 32.5 hrs. per wk.
- ~~179 days~~ **180 days**
- 187 days – Child Development Center
- 9 ¼ months
- Board approved 8-8-02, Revised 1/9/2014, **Revised 6/9/2016**

BOONE COUNTY SCHOOLS JOB DESCRIPTION

TITLE: Para Educator Preschool

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Has and maintains certification in American Red Cross/American Heart Association CPR and First Aid
3. Completed two (2) years of study at an institution of higher education; or
4. Obtained an associate's degree (or higher); or
5. Met rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics (or, as appropriate, reading readiness, writing readiness and mathematics readiness)
6. Has demonstrated the ability or potential to communicate and work effectively with students, parents, and staff
7. Has experience working with children in an organized setting

RESPONSIBLE TO: Principal/Preschool Teacher

JOB GOAL: To assist the teacher in creating and facilitating a developmentally appropriate and responsive environment to meet the needs of each child and of the classroom group as a whole; to serve as a supportive resource to each child's family.

PERFORMANCE RESPONSIBILITIES:

1. Assist teacher in planning and implementing a developmentally appropriate program for children based on the High Scope model and incorporating successful strategies from other early childhood and special education methods
 - Assist physically disabled students (feed, position, toileting)
 - Work to integrate special needs children into each activity focusing on embedding skills in the daily routine
 - Participate actively in circle time activities with the group
 - Help students with concepts presented by the teacher
 - Listen to students retell stories and picture read
 - Read to students
 - Facilitate small-group activities
 - Assist children in making choices and problem solving
 - Help students work on projects
2. Help students select books and activities
3. Help students explore interests
4. Assist students with meals
5. Model and encourage appropriate language skills
6. Assist the teacher in planning an environment and providing experiences which address all areas of child development

BOONE COUNTY SCHOOLS JOB DESCRIPTION

7. Assist the teacher in monitoring child progress through a variety of data recording methods, which may include; anecdotal observations, videotaping, portfolio, Whole Child Indicator, or other assessment protocols
8. Assist the teacher in evaluating on a regular basis through classroom and full staff meetings, strengths and weaknesses of the program
9. Assist the teacher in maintaining a clean, safe, and inviting environment in which children can develop optimally
10. Model mature and professional behavior for children, staff and families
11. Assist in developing and implementing the Individual Education Plan (IEP) for children with disabilities
12. Participate *annually* in at least 18 hours of professional development activities provided by the District and other self-elected professional growth activities
13. Accompany teacher on home visits when appropriate
14. Assist child with special needs such as toileting, feeding and lifting
15. Assist teacher in maintaining age appropriate discipline
16. Maintain compliance with all local, state, and federal regulations and follow established program policies and procedures
17. Maintain child's records and maintain confidentiality of records, family Contacts, preschool activities and information received from other agencies
18. Assist in developmental screening and assessment activities as appropriate
19. Accompany children to and from the busses
20. Alert teacher of any problem or special information about an individual child
21. Perform routing clerical duties, such as preparation of instructional and classroom materials; operation of copy machine; maintain classroom records; and maintain attendance records

SPECIFIC RESPONSIBILITIES OF THE FAMILY AND COMMUNICATIONS ASSISTANT:

1. Schedule and monitor home visits with the teacher and parents to ensure all students have a minimum of two home visits and one parent conference at school
2. Maintain copies of home visit forms for each child
3. Monitor parent contacts to ensure communication with parents is frequent
4. Prepare weekly or monthly newsletters and any parent information letters regarding trips, happenings, etc. with the assistance of the teacher
5. Label and log new equipment and materials
6. Assist the Record/Health assistant with her responsibilities

SPECIFIC RESPONSIBILITIES OF THE RECORDS/HEALTH ASSISTANT

BOONE COUNTY SCHOOLS JOB DESCRIPTION

1. Maintain the permanent records on all students in the classroom to ensure their organization and completeness
2. Maintain a control sheet on all students to keep record of immunizations and other required paperwork
3. Contact parents if information is inadequate and request necessary information
4. Maintain attendance records and lunch count and keep up to date class roster. Submit class roster to preschool consultant's office monthly
5. Maintain an up-to-date control sheet on vision and hearing screening and follow-up treatment
6. Maintain supply list and prepare purchase order for health supplies, garbage can liners, disinfectant spray, personal protection supplies, soap, etc.
7. Perform any additional duties assigned by the preschool teacher or principal

TERMS OF EMPLOYMENT:

- Hourly (Grade 03)
- 6.5 hrs. per day
- 32.5 hrs. per wk.
- ~~179 days~~ **180 days**
- 9 ¼ months
- Board approved 8-8-02, **Revised 6/9/2016**

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Para educator - Resource Center

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Completed two (2) years of study at an institution of higher education; or
3. Obtained an Associate's Degree (or higher); or
4. Met rigorous standard of quality and be able to demonstrated, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, mathematics (or, as appropriate, reading readiness, writing readiness and mathematics readiness)
5. Has the ability to read and follow written directions
6. Has experience working in a library setting
7. Has the ability to type at a skill level of 35 words per minute
8. Has specialized filing skills
9. Has and maintains certification in American Red Cross/American Heart Association CPR and First Aid
10. Has demonstrated the ability or potential to communicate and work effectively with students and staff

REPORTS TO: Executive Director Student Services

JOB GOAL: To organize Teacher Resource Center materials for effective use and is responsible for the selection, purchase, and care of resource center materials

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures and directions from supervisor related to job responsibilities
2. Successfully completes **annually** an in-service training program of at least twelve (12) hours
3. Evaluate, select, and acquire new materials
4. Supervise circulation system
5. Maintain circulation record
6. Process various materials on reserve
7. Issue overdue notices and follow-ups on overdue material
8. Maintain professional library
9. Maintain pamphlet library to include information for parents and teachers
10. Maintain professional catalog file
11. Maintain professional video library

Para educator - Resource Center

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

12. Process materials including checking orders of new shipments; accession books and typing cards, pockets, labels and card catalog cards
13. Process equipment and prepare for circulation
14. Research specific subjects for teachers
15. Maintain equipment inventory
16. Type and disseminate listing of new materials and equipment to the schools
17. Make learning games and bulletin boards
18. Videotape television programs to be included in resource center
19. Prepare Teacher Resource Center for professional development Workshop
20. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers
21. Perform other duties consistent with the position assigned as may be required by the supervisor

TERMS OF EMPLOYMENT:

- Hourly (Grade 03)
- 6.5 hrs. per day
- 32.5 hrs. per wk.
- ~~179 days~~ 180 days
- 9 ¼ months
- Board approved 1/9/2014, Revised 6/9/2016

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Para educator - Special Education

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Completed two (2) years of study at an institution of higher education; or
3. Obtained an Associate Degree (or higher); or
4. Met rigorous standard of quality and be able to demonstrated, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, mathematics (or, as appropriate, reading readiness, writing readiness and mathematics readiness)
5. Has the ability to read and follow written directions
6. Has one year of experience working with children in an organized setting
7. Has and maintains certification in American Red Cross/American Heart Association CPR and First Aid
8. Has the ability to lift and assist in moving children of various weights numerous times per day
9. Has demonstrated the ability or potential to communicate and work effectively with students, parents, and staff

REPORTS TO: Principal and/or Director Special Education

JOB GOAL: To relieve the teacher of tasks so that more individualized instruction can be provided for students

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written guidelines, policies, procedures and directions from supervisor related to job responsibilities
2. Successfully completes *annually* an in-service training program of at least twelve (12) hours
3. Assist in setting up daily seat work and learning centers
4. Check daily seatwork and homework
5. Use a variety of learning approaches to work on a one-to-one basis, or in small groups, with students in all academic areas to include math, reading, spelling, science, listening and motor activities
6. Operate the following equipment as needed: fluid duplicator, photocopier, laminator, overhead projector, viewer/editor opaque projector, slide projector, film projector, tape machine and record player
7. Make work materials and learning aids for class
8. Write assignments and work on chalkboard
9. Grade papers
10. Prepare and type worksheets and tests

Para educator - Special Education

Page 1 of 2

BOONE COUNTY SCHOOLS JOB DESCRIPTION

11. Carry out various secretarial duties needed by teacher to include maintenance of routine paperwork, filing, documentation, report cards
12. Help administer testing
13. Implement IEP objectives
14. Monitor IEP objectives
15. Manage student behavior as directed by teacher
16. Assist students who have been out due to an absence
17. Attend regular classes as directed by teacher
18. Work on self-help skills
19. Take students to the bathroom, and if necessary, change diapers and carryout any/all process for toileting
20. Follow catheterization and other procedures, after training by School Nurse
21. Generally assist with physical management of children with disabilities
22. Implement fine and gross motor activities under the supervision of the occupational or physical therapist
23. Assist speech therapist by giving follow-up articulation and language skills
24. Assist occupational/physical therapist by providing routine exercise programs as directed by therapist
25. Supervise part of class while teacher works with other students
26. Facilitate Community Based instruction
27. Participate in in-service training as provided by the School District
28. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers
29. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

- Hourly (Grade 03)
- 6.5 hrs. per day
- 32.5 hrs. per wk.
- ~~179 days~~ 180 days
- 9 ¼ months
- Board approved 8-8-02, Revised 1/9/2014, Revised 6/9/2016

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Para educator - Title I

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Completed two (2) years of study at an institution of higher education; or
3. Obtained an associate's (or higher) degree; or
4. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics (or, as appropriate, reading readiness, writing readiness and mathematics readiness)
5. Has the ability to read and follow written directions
6. Has experience working with children in an organized setting
7. Has demonstrated the ability or potential to communicate and work effectively with students, parents, and staff
8. Has and maintains certification in American Red Cross/American Heart
9. Association CPR and First Aid

REPORTS TO: Principal and/or Supervisor of NCLB Services

JOB GOAL: To assist the teacher in achieving teaching objectives by working with Individual students or small groups to help them achieve the skill levels of the class as a whole

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures, and directions from supervisor related to job responsibilities
2. Successfully completes **annually** an in-service training program as provided by the School District
3. When necessary, assist the student(s) to whom assigned in such physical task as putting on and taking off outerwear, moving from room to room, using the lavatory, etc.
4. Hear the student(s) in recitation, reading and other curriculum tasks, guiding and helping them but not teaching them
5. Assist in setting up daily seatwork and learning centers
6. Assist the teacher in devising and producing special strategies for reinforcing material or skills based on an empathetic understanding of individual students, their needs, interests, and abilities
7. Assist students in the library or media center, when necessary
8. Alert the teacher of any problem or special information about an individual student
9. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher

Para educator - Title I

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**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

10. Operate and care for instructional equipment
11. Assist with enrichment and remedial work assigned by the teacher
12. Assist during emergency drills, assemblies, field trips, and recess
13. Assist with learning displays, drill work, and student attendance
14. Provide a supportive disciplinary role
15. Perform routine clerical duties, such as preparation of instructional and classroom materials; operation of copy machines; maintain classroom records; and maintain attendance records
16. Assist in promoting educational programs related to assignment
17. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers
18. Use a variety of learning approaches to work on a one-on-one basis, or in small groups with students in targeted core content area and social skills
19. Collaborate in "regular" classroom
20. Demonstrate teaching techniques and learning game preparation to parents
21. Carry out various secretarial duties needed by Title I Teacher to include maintenance of routine paperwork, filing and documentation
22. Implement fine and gross motor activities under the supervision of the Occupational or Physical Therapist

TERMS OF EMPLOYMENT:

- Hourly (Grade 03)
- 6.5 hrs. per day
- 32.5 hrs. per wk.
- ~~179 days~~ 180 days
- 9 ¼ months
- Board approved 8-8-02, Revised 6/9/2016

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Para Educator - Writing to Read

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Completed two (2) years of study at an institution of higher education; or
3. Obtained an associate's (or higher) degree; or
4. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics (or, as appropriate, reading readiness, writing readiness and mathematics readiness)
5. Has the ability to read and follow written directions
6. Has experience working with children in an organized setting
7. Has experience in computer operation
8. Has demonstrated the ability or potential to communicate and work effectively with students, parents, and staff

REPORTS TO: Principal

JOB GOAL: To manage the Writing to Read Lab with direction provided by teachers and building principal

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written guidelines, policies, procedures and directions from supervisor related to job responsibilities
2. Successfully completes **annually** an in-service training program of at least twelve (12) hours
3. Schedule rotations in the lab with input from teachers, if needed
4. Keep Writing to Read materials organized and maintained
5. Make games for "make-word" station
6. Keep equipment operational and maintained
7. Supervise all stations except writing/typing
8. Place games at "make-word" station before classes begin
9. Keep updated list of games by skill and provide each teacher with a copy
10. Date work journals for all stations except writing/typing
11. Train and schedule volunteers for "make-word" station
12. Order work journals, supplies and materials needed to operate lab
13. Select displays and learning materials for bulletin boards in lab

Para educator - Writing to Read

Page 1 of 2

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

14. Participate in in-service training programs as assigned
15. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers
16. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

- Hourly (Grade 03)
- 6.5 hrs. per day
- 32.5 hrs. per wk.
- ~~179 days~~ 180 days
- 9 ¼ months
- Board approved 8-8-02, Revised 6/9/2016

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Physical Therapist

QUALIFICATIONS:

1. Must have a Bachelor's degree and be a graduate of a physical therapy school approved by the Council on Medical Education of the American Medical Association in collaboration with the American Physical Therapy Association
2. Holds a current physical therapy license
3. Knowledge of etiology, characteristics and prognosis of major handicapping conditions
4. Knowledge of a variety of treatment techniques, and their indications and contraindications
5. Ability to interpret physical therapy evaluations
6. Knowledge of normal developmental sequences and learning patterns
7. Ability to work as part of a multi-disciplinary team, consult with education staff, and direct a licensed physical therapy assistant, if necessary
8. Experience in a pediatric physical therapy setting is desirable
9. Knowledge of the role of physical therapy and the ability to explain that role to others
10. Ability to present in-service training on therapy related topics to parents, teachers and other support personnel
11. Has demonstrated ability to work and communicate effectively with parents, students, and staff

REPORTS TO: Director Special Education Services/Executive Director Student Services

JOB GOAL:

To assist handicapped students to benefit from special education by providing physical therapy services to include:

1. Activities that promote postural and gross motor development; e.g., head control, sitting, and standing balance
2. Gait training and functional mobility for maximum independence in the educational environment
3. Wheelchair mobility, transfer skills, and positioning
4. Activities that improve strength and coordination, prevent deformity or enhance respiratory and cardiovascular function

PERFORMANCE RESPONSIBILITIES:

1. Evaluate adaptive equipment needs, plan and construct adapted equipment particularly for positioning and mobility; e.g. fitting wheelchairs, prone boards. Monitor braces and prosthesis
2. Obtain necessary background information on each student to include referral necessary to fulfill legal and liability requirements; maintain ongoing communication link with other personnel as needs of each student indicates; interpret pertinent information to educational personnel

BOONE COUNTY SCHOOLS JOB DESCRIPTION

3. Provide individual assessment of referred students and, where indicated, recommendations for educational personnel
4. Develop short term and long term goals based on evaluation to enhance self-help skills and/or enhance classroom function
5. Interact with teachers, parents and therapists to integrate services, goals and program plan into the Individual Education Program Is a member of the School Based Admissions and Release Committee
6. Assist in the implementation of therapy programs to meet IEP goals
7. Develop a plan to implement individual student goals which may include activities and exercises at school and at home
8. Assist the special education teachers in modifying classroom activities
9. Teach parents, teachers and assistants how to, implement programs
10. Assist the physical education teacher in developing activities to enhance motor development
11. Manage student behavior during therapy
12. Interpret the therapy evaluation, goals and program plan to parents
13. Suggest material needs and designs modification to meet individual needs of the student
14. Document the evaluation and objective recordings of progress on individual students. Maintains data related to services
15. Develop and adhere to a daily schedule
16. Serve on education committees, e.g., Admission and Release Committee as required by the Director Exceptional Children Services
17. Continuously upgrade knowledge of current research of practices
18. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

- Salary-Professional I Salary Schedule
- 8 hrs per day
- 40 hrs per wk.
- ~~179 days~~ 180 days
- 9 ¼ months
- Board approved 3-23-92, Revised 6/9/2016

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Preschool Speech/Language Pathologist

QUALIFICATIONS:

1. Master's degree in the area of Speech-Language Pathology and license is used by the Kentucky Board of Speech-Language Pathology and Audiology

REPORTS TO: Principal

JOB GOAL: To provide speech/language services to all children who are diagnosed with communication disorders, within the Boone County Preschool Programs and/or as contracted

PERFORMANCE RESPONSIBILITIES:

1. Screen and assess children and youth for suspected communication disorders, to include hearing screening
2. Consult and collaborate with other team members according to child's needs
3. Assist in development and implementation of Individual Education Plans (IEP)
4. Serve as a resource for identifying and procuring augmentative communication devices and communication prostheses as needed
5. Assist in regular data collection when participating within classroom activities
6. Assist in home visits when appropriate
7. Diagnose speech/language delays/disorders of preschool children
8. Evaluate on a regular basis through classroom and full staff meetings, strengths and weaknesses of the program
9. Assist in implementing and monitoring each child's smooth transition into the primary program by coordinating efforts and information with the primary school and the child's parents
10. Consult or collaborate with preschool teachers in regard to appropriate learning environment for preschool children with communication disorders
11. Model mature and professional behavior for children, staff, and families
12. Maintain compliance with all local, state, and federal regulations and follow established program policies and procedures
13. Maintain child's records and maintain confidentiality of records, family contacts, preschool activities, and information received from other agencies
14. Participate in in-service education activities provided by the district and other self-elected professional growth activities
15. Participate in Student Intervention Team (SIT) and Admission and Release Committee (ARC) meeting for preschool children
16. Maintain a professional awareness of current literature related to assignment, including a working knowledge of federal and state law, District policy and administrative regulations
17. Prepare reports and forms required by law, District policy, and administrative procedure

Preschool Speech/Language Pathologist

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**BOONE COUNY SCHOOLS
JOB DESCRIPTION**

18. Perform other duties consistent with the position as may be requested by the supervisor

TERMS OF EMPLOYMENT:

- Salary
- 6.75 per day
- 33.75 per wk.
- ~~179 days~~ 180 days
- 9 ¼ months
- Board approved 7-16-98

BOONE COUNTY SCHOOLS JOB DESCRIPTION

TITLE: School Support Resource Assistant

QUALIFICATIONS:

1. Has high school diploma or G.E.D. certificate
2. Training in Conflict Management and Behavior Management
3. Ability to read and follow written and oral directions
4. Experience and ability for handling confidential information
5. Demonstrates the ability and potential to communicate and work effectively with students, parents and staff
6. Type 35 wpm

REPORTS TO: Principal/Assistant Principal

JOB GOAL: To greet each person entering the building, determine purpose for being in building, have person sign appropriate log, issue visitor/volunteer badges, steer visitors to proper destination, keep documentation for all entries and exits, monitor traffic through lobby and front hallways

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written guidelines, policies, procedures and directions from supervisor relating to job responsibilities
2. Successfully complete in-service training for at least 12 hours
3. Keep records of persons entering and leaving building
4. Maintain the tone of a welcoming yet business-like setting
5. Maintain radio contact with office personnel
6. Steer problematic visitors into office
7. Maintain professional appearance and demeanor
8. Inform supervisor of any/all disgruntled visitors
9. Hand out and explain school policy and procedures
10. Other duties as determined by supervisor

TERMS OF EMPLOYMENT:

- Hourly (Grade 03)
- 7.5 hrs per day
- 37.5 hrs per wk.
- ~~179 days~~ 180 days
- 9 ¼ months
- Board approved 6-9-99, Revised 6/9/2016

BOONE COUNTY SCHOOLS JOB DESCRIPTION

TITLE: Staff Support Assistant

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. Certificate
2. Has keyboarding skills and the ability to type at a skill level of 35 words per minute
3. Has specialized skills in filing, telephone and copy machine operations
4. Has the ability to read and follow written directions
5. Has one-year experience entering data on automated office equipment and using software
6. Has experience handling confidential information
7. Has basic mathematics skills
8. Has demonstrated the ability or potential to communicate and work effectively with students and staff
9. Has and maintains certification in American Red Cross/American Heart Association CPR and First Aid (See Terms of Employment on page 2)

REPORTS TO: Principal or assigned Administrator

JOB GOAL: To perform a variety of responsible and technical work in support of an assigned school or district program or function

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures and directions from supervisor related to job responsibilities
2. Assist in answering telephone and greeting and providing information to parents, students, staff and others
3. Operate computer and peripheral equipment, utilizing various software as required to enter, revise and update information: generate records, reports, lists, scheduling and summaries as needed for assigned job
4. Inputs all data to enroll students into the attendance and demographic data bank including, but not limited to; addresses, health records, lunch status and bus assignment
5. Maintains logs, medication, records and files related to the school clinic
6. Communicate with other departments and/or schools to compile information and prepare reports as required
7. Provide technical information concerning policies and procedures of assigned attendance program or office according to established guidelines
8. Compose and prepare correspondence requesting, providing or verifying information
9. When assigned to the library, assist in implementing the circulation system of library materials and equipment

BOONE COUNTY SCHOOLS JOB DESCRIPTION

10. When assigned to Site Based, attend and take minutes of Council meetings and keep Site Based manual up-to-date. Duplicate and distribute all written materials related to the Site Based Council to Council members and the Board of Education
11. Assists school personnel in improving student attendance
12. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

	<u>Hours</u>	<u>Months</u>	<u>Days</u>
School Duties	35 hours per wk.	9 ¼ months	179 days 180
Computer Duties	35 hours per wk.	12 months	246
Site Based Duties	10 – 15 hrs. per month	12 months	Varies
Central Office Duties	37½ hours per wk.	12 months	246
Superintendent's Office	40 hours per wk.	12 months	246
Special Ed Duties	37½ hours per wk.	9 ¼ months	179 days 180
Maintenance	37½ hours per wk.	12 months	246
Transportation Duties	40 hours per wk.	12 months	246

- Note: School Duties and Computer Duties require training in CPR and First Aid Elementary and High School allocated 20 days for school duties. (i.e. clinical and attendance) Middle Schools allocated 67 days for school duties. (i.e. clinical, attendance, registrations and withdrawals)
- Board Approved 4/8/04, 8/13/2015, Revised 6/9/2016
- Grade 5

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Transportation Aide

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate, or demonstrated progress toward obtaining such
2. Has the ability to read and follow written directions
3. Must be 18 years of age
4. Has valid Certification in first aid training including Cardiopulmonary Resuscitation (CPR)
5. Has the ability to lift and assist in the moving of children of various weights numerous times per day
6. Has the ability to communicate and work effectively with students, parents, and staff
7. Must be of good moral character
8. Must be able to exercise confidentiality in dealing with preschool and special needs children

REPORTS TO: Transportation Coordinator/Director of Transportation

JOB GOAL: To insure the safety of children on the bus and administer to situations as they arise during transportation

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written guidelines, policies, procedures and directions from supervisor as they relate to special needs and preschool children
2. Assist in the management of students riding the bus
3. Assist in the seating of students riding the bus
4. Assist children getting on and off the bus
5. Ensure that students are properly picked up and dropped off to parents and teacher assistants
6. Be familiar with and follow written guidelines, policies, procedures and directions as they related to special needs and preschool children
7. Supervise the use of assistive devices (wheelchairs, braces, etc.)
8. Load and unload students including operation of lift system (may require lifting)
9. Assist with emergency management of children
10. Assist with evacuation procedure of students
11. Implement special IEP services for students
12. Administer basic first aid, when necessary
13. Attend all appropriate training programs given, relating to transportation of special needs and preschool children

Transportation Aide

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**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

14. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

- Hourly (Grade 03)
- 6.5 – 8 per day
- 32.5 – 40 per wk.
- ~~179 days~~ **180 days**
- 9 ¼ months
- Board approved 4-8-04, Revised 9-11-08, **Revised 6/9/2016**

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Van Driver for Community Based Work Training Program

QUALIFICATIONS:

1. Has a high school diploma or G.E.D certificate
2. Has the ability to read and follow written directions
3. Has physical and mental ability to operate a van safely and satisfactorily
4. Must be 21 years of age
5. Has five years of experience in the operation of a motor vehicle
6. Must hold a valid driver's license and pass a driving record check
7. Must be knowledgeable of, and abide by, all regulations, related to the transportation of school aged students as outlined in the Kentucky Department of Transportation School Bus Driver Curriculum Manual
8. Has the ability to lift and assist in moving children weighing as much as 130 pounds numerous times per day
9. Must be of good moral character
10. Has demonstrated the ability to communicate with staff, parents, and students
11. Must hold current certification in CPR/First Aid training

REPORTS TO: District #4 Transportation Coordinator/Director of Transportation/Teacher

JOB GOAL: To provide safe transportation of special needs children to and from their work-site.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written codes, regulations, policies, procedures and directions from supervisor related to job responsibilities
2. Operate the van at all times in a manner that provides maximum safety and comfort for the students
3. Supervise the students, and make sure that all passengers are properly seated and wearing appropriate seat restraints
4. Transport only students authorized to ride the van as directed by the Transportation Director or designee
5. Immediately report any overcrowded conditions to the Director of Transportation
6. Attend training sessions as directed by the Transportation Director or designee
7. Obey all traffic laws and observe all mandatory safety regulations
8. Maintain student discipline when students are under your supervision
9. Report undisciplined students to the proper authority
10. Clean inside of assigned van daily and the outside as needed to make the van visible and the lettering clean
11. Wash the outside of the van monthly on the date it is scheduled for inspection

Van Driver for Community Based Work Training Program

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

12. Adhere to assigned route schedule
13. Inspect van prior to each operation for mechanical defects and maintain the van to ensure it is in good working order
14. Notify the proper authority in the case of mechanical failure or lateness
15. Discharge students at authorized stops only
16. Exercise responsible leadership when on out-of-district school trips
17. Report all accidents and complete required reports
18. Enforce established rider regulations
19. Keep route records as required
20. Work with administrators and students to ensure that all reasonable program objectives are being met
21. Assist with physical management of students as appropriate
22. Perform other duties consistent with the position assigned as requested by the supervisor

TERMS OF EMPLOYMENT:

- Hourly (Grade 32)
- 8 hours per day x ~~179 days~~ **180 days**
- Board Approved 7/12/2012, **Revised 6/9/2016**