

[Marion County Board of Education Regular Meeting]

[October 13, 2016] [5:00 p.m.]

[Administration Building, 755 East Main Street, Lebanon, KY 40033]

Attendance Taken at 5:00 PM:

Present Board Members:

Mr. Michael Cecil, Absent
Mr. Robert Cecil
Mr. Jerry Evans
Rev. DeLane Pinkston
Mr. Kaelin Reed

Updated Attendance:

Mr. Michael Cecil was updated to present at: 5:03 PM

I. Call to Order

II. Pledge of Allegiance/Moment of Silence

Discussion:

The Pledge of Allegiance was led by Student Ambassadors Kalei Cox and Sierra Bickett.

III. Communications

III.A. Superintendent Report (Attachment #1)

III.B. Adult Education Program Award

Discussion:

Instructional Supervisor Troy Benningfield presented a banner to the Marion County Adult Education Site Director John Sparrow, for ranking in the top 16 for Adult Education Program of Excellence in the state of Kentucky.

III.C. State Assessment Results

Discussion:

Chief Academic Officer Tammy Newcome stated that the 2015-2016 K-PREP test scores show that Marion County Public Schools is a Distinguished/Progressing school district. Marion County is ranked 53 among 173 school districts in the state with an overall score of 72, which is the top third of all school districts. West Marion Elementary and St. Charles Middle were both named Distinguished/Progressing and Schools of Distinction. Calvary Elementary continues to be a Distinguished School. Glasscock Elementary, for the first time in its history was recognized as a Proficient/Progressing school, as well as, Lebanon Elementary. Lebanon Middle School was classified a Needs Improvement/Focus School and Marion County High School was named Proficient.

III.D. Test Score Presentations

Discussion:

Superintendent Schlosser presented personalized bats to each board member and bats and banners to each school principal according to their classification on the test scores. West Marion Elementary and St. Charles Middle principals also received a trophy for being schools of distinction. The board took a short recess from 6:10 p.m. to 6:28 p.m. to celebrate.

III.E. Energy Project Update

Discussion:

CMTA Engineer Adam Pierce announced that Marion County Public Schools now has all seven schools listed as 'Energy Star' schools, ranking in the top ten statewide. Mr. Pierce also reported an annual review for the energy savings project. The overall expected guaranteed energy savings for this past year was \$104,242. This was exceeded by a substantial amount of \$56,240, post construction, which is a 54% excess savings above what was guaranteed.

III.F. Ray House Committee Update

Discussion:

Chairman Michael Cecil reported that the Ray House Committee has had two meetings, mainly informational to discuss options and tour the Ray House on West Main Street.

III.G. Student Drug Test Funding Update

Discussion:

Vice-Chairman Jerry Evans reported that the Heartland Coalition will be funding \$3,000 to district to help continue the student drug testing program for this school year.

III.H. Finance Report

Due to the absence of our Finance Director Lisa Caldwell, financial reports were not given.

IV. Student Learning Services

IV.A. Consider Approval of Shortened School Day

Motion Passed: Approval of a shortened school day for the student identified as #007-017 passed with a motion by Rev. DeLane Pinkston and a second by Mr. Jerry Evans.

Mr. Michael Cecil	Yes
Mr. Robert Cecil	Yes
Mr. Jerry Evans	Yes
Rev. DeLane Pinkston	Yes
Mr. Kaelin Reed	Yes

V. Student Support Services

V.A. Consider Approval of Field Trips

Rationale:

LMS Beta Club - Philadelphia, PA/Tour Historical Sites/April 3-7, 2017

MCHS Band - Lucas Oil Stadium, Indianapolis, Indiana/November 12, 2016

Motion Passed: Approval of the field trips as listed in the Rationale Section passed with a motion by Mr. Robert Cecil and a second by Mr.

Kaelin Reed.

Mr. Michael Cecil	Yes
Mr. Robert Cecil	Yes
Mr. Jerry Evans	Yes
Rev. DeLane Pinkston	Yes
Mr. Kaelin Reed	Yes

V.B. Consider Approval of Salary Schedule for MCATC Principal

Motion Passed: Approval of the salary schedule for the Marion County Area Technology Center principal which will be reimbursed \$72,000 by the Kentucky Department of Education, and range between middle and high school district principal salaries for a base salary, with 53 extended days and a

25% stipend passed with a motion by Mr. Robert Cecil and a second by Mr. Kaelin Reed.

Mr. Michael Cecil	Yes
Mr. Robert Cecil	Yes
Mr. Jerry Evans	Yes
Rev. DeLane Pinkston	Yes
Mr. Kaelin Reed	Yes

V.C. Consider Approval of Establishing Position for MCATC Principal

Motion Passed: Consider approval of establishing a position for a Marion County Area Technology Center principal passed with a motion by Mr. Jerry Evans and a second by Rev. DeLane Pinkston.

Mr. Michael Cecil	Yes
Mr. Robert Cecil	Yes
Mr. Jerry Evans	Yes
Rev. DeLane Pinkston	Yes
Mr. Kaelin Reed	Yes

V.D. Consider Approval of Job Description for MCATC Principal (Attachment #2)

Motion Passed: Approval of the job description for Marion County Area Technology Center principal as shown in Attachment #2 passed with a motion by Rev. DeLane Pinkston and a second by Mr. Robert Cecil.

Mr. Michael Cecil	Yes
Mr. Robert Cecil	Yes
Mr. Jerry Evans	Yes
Rev. DeLane Pinkston	Yes
Mr. Kaelin Reed	Yes

V.E. Consider Approval of Revised Job Description for MCATC Counselor (Attachment #3)

Motion Passed: Approval of the revised job description for a Marion County Area Technology Center counselor as shown in Attachment #3 passed with a motion by Mr. Kaelin Reed and a second by Mr. Jerry Evans.

Mr. Michael Cecil	Yes
Mr. Robert Cecil	Yes
Mr. Jerry Evans	Yes
Rev. DeLane Pinkston	Yes
Mr. Kaelin Reed	Yes

V.F. Consider Approval to Purchase Three New School Buses

Motion Passed: Approval to purchase one Blue Bird 72 passenger school bus for \$91,925, one International 72 passenger school bus for \$92,934, and one International special needs school bus for \$90,317 for a total cost of \$275,176 for FY2017 passed with a motion by Mr. Jerry Evans and a second by Rev. DeLane Pinkston.

Mr. Michael Cecil	Yes
Mr. Robert Cecil	Yes
Mr. Jerry Evans	Yes
Rev. DeLane Pinkston	Yes
Mr. Kaelin Reed	Yes

V.G. Consider Approval of Change Order #1544-01-01 for WMES Roof Project

Motion Passed: Approval of the Change Order #1544-01-01 for West Marion Elementary Roof Replacement for -\$.19 to close out the purchase order passed with a motion by Mr. Robert Cecil and a second by Rev. DeLane Pinkston.

Mr. Michael Cecil	Yes
Mr. Robert Cecil	Yes
Mr. Jerry Evans	Yes
Rev. DeLane Pinkston	Yes
Mr. Kaelin Reed	Yes

V.H. Consider Approval of Purchase Order Summary Sheet 16-117 for WMES Roof Project

Motion Passed: Approval of the Purchase Order #16-117 for West Marion Elementary Roof Replacement to Roofing Supply Group in the amount of \$18,347.54 passed with a motion by Mr. Kaelin Reed and a second by Mr. Robert Cecil.

Mr. Michael Cecil	Yes
Mr. Robert Cecil	Yes
Mr. Jerry Evans	Yes
Rev. DeLane Pinkston	Yes
Mr. Kaelin Reed	Yes

V.I. Consider Approval of Final Pay Application #4 for WMES Roof Project

Motion Passed: Approval of the final pay application #4 to Pearce Blackburn for the West Marion Elementary roof replacement in the amount of \$36,397 passed with a motion by Rev. DeLane Pinkston and a second by Mr. Kaelin Reed.

Mr. Michael Cecil	Yes
Mr. Robert Cecil	Yes
Mr. Jerry Evans	Yes
Rev. DeLane Pinkston	Yes
Mr. Kaelin Reed	Yes

V.J. Consider approval of BG4 for WMES Roof Replacement

Motion Passed: Approval of the BG4 for the West Marion Elementary roof replacement project pending the Kentucky Department of Education's approval passed with a motion by Mr. Kaelin Reed and a second by Mr. Robert Cecil.

Mr. Michael Cecil	Yes
Mr. Robert Cecil	Yes
Mr. Jerry Evans	Yes
Rev. DeLane Pinkston	Yes
Mr. Kaelin Reed	Yes

VI. Student Learning & Support Consent Items

Motion Passed: Approval of all consent agenda items VI A-N, except Item H.

"Approval of Memorandum of Agreement for MCATC Principal" which is to be tabled until the next meeting passed with a motion by Rev. DeLane Pinkston and a second by Mr. Robert Cecil.

Mr. Michael Cecil	Yes
Mr. Robert Cecil	Yes
Mr. Jerry Evans	Yes
Rev. DeLane Pinkston	Yes
Mr. Kaelin Reed	Yes

VI.A. Approval of Minutes

Rationale:

Special Called Tax Hearing Minutes - September 8, 2016

Special Called Board Meeting Minutes - September 8, 2016

Special Called Board Meeting Minutes - September 29, 2016

VI.B. Approval of Disbursements for Payroll, Direct Deposits, and Accounts Payable

Rationale:

Payroll: 304119-304245
Direct Deposit: 203532-204837
Accounts Payable: 72466-72912

VI.C. Approval of Superintendent's Travel Reimbursement

Rationale:

September 2016 - \$182.74

VI.D. Approval of Use of District Property

VI.E. Approval of School Fundraisers

Rationale:

CES - Spirit Cards/December 1-January 6
LES - Spirit Cards/September 2016
LES - Scholastic Book Fair/October 12-19, 2016
LES - Chocolate Bars/October 12-26, 2016
LES - Fall Festival/October 14, 2016
LES - Scholastic Book Fair/April 18-22, 2017

VI.F. Approval of GES Mathematics Achievement Fund Grant Application for \$50,000

VI.G. Approval of LES Mathematics Achievement Fund Grant Application for \$50,000

VI.H. Approval of Memorandum of Agreement for MCATC Principal

VI.I. Approval of LMS 2016 MAC Grant Application for \$500

VI.J. Approval of LMS 2016 MAC Grant Application for \$400

VI.K. Approval of Addendum to FAFSA Completion Initiative Data Sharing Agreement

VI.L. Acceptance of Preschool Partnership Grant for \$122,298

VI.M. Approval of the following individuals for an additional one hour per day as district pre-school instructional assistants, effective August 3, 2016: Megan Lynn Caldwell, Margaret Simpson, Devon Spalding, Sheryl Clark, Deborah Daugherty, Mable Luckett, and Ann Rochelle Newton

VI.N. Request Medical Leave of Absence for Wayne Sickles

VII. Acknowledgement of Personnel Actions (Attachment #4)

VIII. Adjournment

Motion Passed: Adjournment of the meeting at 7:02 p.m. passed with a motion by Rev. DeLane Pinkston and a second by Mr. Robert Cecil.

Mr. Michael Cecil	Yes
Mr. Robert Cecil	Yes
Mr. Jerry Evans	Yes
Rev. DeLane Pinkston	Yes
Mr. Kaelin Reed	Yes

Chairperson

Superintendent

Marion County Public Schools: Where We ...



October 13, 2016

Leadership

Book Studies:

The Leader's Guide to 21st Century Education

Turning High-Poverty Schools into High-Performing Schools

Excellent Teaching & Powerful Learning

- Marion County Public Schools is a Distinguished Progressing District
 - CES--Distinguished
 - GES--Proficient Progressing
 - LES--Proficient Progressing
 - WMES--Distinguish Progressing, School of Distinction
 - LMS--Needs Improvement Progressing
 - SCMS--Distinguish Progressing, School of Distinction
 - MCHS--Proficient
- October 10th District Wide Professional Development Day
 - Pre-School -5th grade Smekens Training for Guided Reading & Close Reading (Teachers, Instructional Support Staff, Instructional Coaches, Principals, and CO Staff)
 - Middle School- Literacy Plan with Literacy Across the Curriculum training from Central Kentucky Co-op
 - High School - 3 sessions that staff rotated through (Portrait of a Graduate with U of L, Understanding Poverty, and Literacy Plan)
- Guaranteed Viable Curriculum Work
 - ALL Professional Development were grade bands
- Professional Learning Communities--Kentucky Next Gen Committee Work; We have been asked to share our work in January
- Marion County Public Schools (Glasscock Elementary & Lebanon Elementary 4th and 5th grade teachers along with Lebanon Middle School Math teachers and instructional coaches) have been selected to participate in a 2 year project - "Modeling with Mathematics" at no cost. Professional development along with embedded instructional coaching will be provided.

- Marion County Public Schools has been selected to participate in a Common 4C's Assessment Project through EdLeader21. All 4th grade teachers and students and 7th grade teachers and students will participate along with teachers and students across the US in 37 districts.
- Learning Walks have started - 360 degree data approach in celebrating success and then identifying recommended items for school improvement planning.
- Professional Growth Plan meetings have been completed and evaluation observation and site visits are occurring. All required administrators have completed scoring calibration and re-certification. Teachers will be working on Student Growth Goals during October.

High Expectations

• Six Big Dreams

○ Learning Begins at Birth

- Born Learning Parent Meeting session 2 was held Oct. 11, 2016 at Glasscock Elementary with over 146 adults and children in attendance. Feedback from parents has been very positive and indicates our parents want resources for working with their children at home.
- Our Ready, Set, Grow, campaign to register children birth-4 years old went online with social media and a link on our website for registration. We have more than tripled the number of children registered. Last week we sent newsletters to over 400 families.
- Books for Children at Ham Days

○ Universal Pre-School

■ Marion County Preschool Numbers

<u>School/Center</u>	<u>3Yr</u>	<u>4Yr</u>
• St. A	17	17
• Loretto Child	8	0
• Corner Stone	30	20
• Kids Place	13	4
• Head Start	26	54
• MCPS	22	102

Total	116	197

■ Preschool Grant was awarded \$122,298

- Partners: St. Augustine Preschool, Kidzplace, Loretto Childcare, CornerStone Preschool, Lebanon Head Start - partners will meet next week for our first planning session
- Partners met prior to fall break for a 2 hour professional development session on Connect the Dots, a program designed to reduce challenging behaviors and support the development of strong social and emotional skills

- **1:1 Technology**
 - 405 chrome books have been purchased the 2016-17 school year, making a total of 2,105 chrome books for the district
- **Market-Connect-Communicate**
 - Hosted Dream Bus Ham Days -- Administrators & Student Ambassadors
 - Participate in the Loretto Christmas Parade
 - Family Literacy & Migrant to host ESL (English as a Second Language) & Dream Bus at Brookhaven
- **Next Generation Marion County**
 - Plans for the Young Leaders Conference, March 18th
 - Student Ambassadors to attend WKU on October 18th to receive training from WKU Spirit Masters
 - The American Private Enterprise Program has been reinstated at MCHS – students participate on October 13th
- **All Students Graduate College & Career Ready**
 - MOA (Memorandum of Agreement) with the Kentucky Department of Education & Marion County to employ a principal for the Area Technology Center
 - Creation of a local board for the Area Technology Center
 - A post-secondary advisory group has been formed to address life-readiness.
 - "I Got In" initiative has begun at MCHS
 - First FAFSA night was held this week at MCHS
 - Manufacturing Day is planned for MCHS, October 21st
 - Dual credit information session on Tuesday, November 1st from 3 – 4 p.m. at BCTC, Danville Campus
 - 62 students taking dual credit courses – 1st semester
 - 111 students registered for dual credit courses – 2nd semester
 - 42% of Senior Class is College & Career Ready

Communication

- Holocaust Survivor, Fred Gross, visits with all 8th graders this month – October 19th
- MCPS will host the Northern KY Migrant Director's meeting on November 17th
- Leadership Lebanon will visit MCPS on November 18th
- Marion County Public Schools presented at the EdLeader21 National Conference, September 2016
- Adult Education continues to be ranked in the top 10% of statewide programs
- Completed 45 of 174 Days of Instruction
- 129 days remain to ensure that ALL students Graduate College & Career Ready
- 10 Weeks until Christmas Break

MARION COUNTY JOB DESCRIPTION

Position Title: Principal, Marion County ATC
Department: Instructional
Reports To: Superintendent
Approved By: Marion County Board of Education Date: October 2016

SUMMARY: Provides instructional leadership to staff including: Curriculum planning, review and implementation; and professional development. Responsible for building administration and the safety and welfare of both students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works with administrative staff to establish a master schedule which addresses the individual needs of the student body as well as the individual teacher's certification for subjects to be taught.
- Collaborates with the administrative staff in organizing school time to maximize academic achievement.
- Establishes a process for the use of all appropriate assessment data to determine the effectiveness of the curriculum and instruction, KOSSA, Work Keys, ASVAB, Compass, KYOTE.
- Will monitor the tracking of all students and their progress toward becoming College and Career Ready monthly and report to Central Office staff.
- Provides leadership to the Staff in the development of school based curriculum.
- Provides assistance to the guidance program for the enhancement of a student's educational and personal development.
- Evaluates and recommends teaching strategies to improve instructional performance.
- Monitors teacher lesson plans, curriculum documents and assessments on a regular basis to determine the level of student progress toward College and Career Readiness.
- Verifies the level of accuracy and/or efficiency of records of attendance, student's grades, and budgetary transactions.
- Stays current on educational changes and developments through reading professional literature and attending professional meetings.
- Assists in the evaluation of school philosophy and curriculum.
- Supervises development of school improvement plans and implementation checks.
- Ensures the effective preparation of the school and Perkins budgets and assists in monitoring the expenditures of school funds.
- Evaluates staff, including Counselor, and assists them in developing plans for professional improvement specifically, for the purpose of increasing efficiency in graduating all students Career Ready.

- Analyzes teachers' certification to maximize the number of Industry Certifications for which each teacher is eligible to provide instruction and assessments.
- Provides information to complete local, state and federal reports.
- Works closely with supervisory personnel to improve the instructional process.
- Works closely with supervisory personnel to make any personnel decisions, including, but not limited to: dismissals, suspensions, reprimands, or other disciplinary actions.
- Implements both district and state CTE projects.
- Coordinates with Central Office the teacher professional staff development program for the professional staff.
- Organizes and monitors the products from department and Data Team meetings.
- Collaborates with high school principals to provide co-curricular activities, within acceptable guidelines, that will give support to the total school program.
- Establishes regular staff meetings to keep staff informed of policy changes and involve staff in the decision making process.
- Develops an effective communication system informing and involving parents and the community in the school's total program of activities.
- Holds conferences with parents, teachers and students or any combination thereof when necessary.
- Attends special events to recognize student achievement.
- Monitors the level of compliance with Title I.
- Establishes and maintains a positive, effective learning climate in the school.
- Coordinates guidelines for acceptable student conduct.
- Arranges and coordinates staff interviews and selection.
- Assigns duties and responsibilities to staff.
- Completes formal staff evaluations.
- Establishes and maintains discipline throughout the school and handles referrals from teachers or bus drivers, as assigned by the principal. This can include referring a student to the Board of Education for possible expulsion.
- Assumes responsibility for the general supervision of the student body, staff and educational program of the school.
- Ensures an effective orientation for new staff members.
- Supervises or assigns supervision for school and school related activities.
- Assists substitutes on a daily basis.
- Establishes a plan and prepares materials, the building and any other activity related to the opening and closing of the school year.
- Works to have the best attendance possible by monitoring tardies, early dismissals and absenteeism and verifies attendance information and data.
- Inspects buildings and grounds on a daily basis in order to evaluate the maintenance of the facility.
- Oversees maintenance needs.

- Helps to ensure the safety and security of the school, including making appropriate reports to law enforcement and/or the Cabinet for Health and Family Services.
- Adheres to professional code of ethics as established by Education Professional Standards Board.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: M. A. and five (5) years experience in teaching and administration.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate with M. S. Endorsement or special course work related to the appropriate school level.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision.

The demands of extended work days (coverage of building activities and extra-curricular activities, etc.) requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at the same time.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

MARION COUNTY JOB DESCRIPTION

Position Title:	Counselor, Marion County Area Technology Center		
Department:	Administration		
Reports To:	Principal, Superintendent, or Designee		
Approved By:	Marion County Board of Education	Date:	October 2016

SUMMARY: To provide, as a member of the Guidance Department, a comprehensive guidance program for students in grades 9 - 12 and specifically provide activities to meet the needs of their assigned case-load; consult with teachers, staff and parents to enhance their effectiveness in helping students; and provide support to other high school educational programs. This position is considered administrative with a minimum work day of 8 hours to be determined by the immediate supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provides support services for students in the areas of academic programs, team teaching, registration/welcome packets, course planning, school rules and other matters.
- Maintains student records and protects their confidentiality.
- Oversees the publication and dissemination of publications relating to curriculum, graduation requirements, course descriptions, majors, pre-registration, and etc.
- Aids students in course and subject selection to track their progression of career readiness.
- Assesses and counsels students based on observations, conversations and test results.
- Serves as Building Assessment Coordinator, oversee and implement benchmark assessment programs for various grade levels.
- Assists in scheduling, monitoring attendance and academic performance along with communications from school to home.
- Participates in home visits.
- Consults with teachers to facilitate the infusion of counseling learning activities into the regular education curricula.
- Responsibilities include report card and progress reports.
- Responsible for 504 plans.
- Serves as chairperson for the RTI, 504 and Special Education ARC meetings.
- Administers tests and diagnoses results in areas such as organization, memory skills, aptitude and preferences.
- Facilitates all Individual Learning Plans
- Provides RTI Program planning, oversee data collection, intervention consulting and recordkeeping.
- Assists Gifted and Talented Coordinator with scheduling, progress reporting, recordkeeping, and assessments.

- Provides personal counseling for students, families and groups to help them learn greater self-understanding and acceptance of responsibility.
- Interprets post-high school opportunities and available information regarding career, college, military and life style decisions.
- Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
- Conducts small group and individual counseling for career guidance.
- Plans field trips to schools, colleges, and industry along with scheduling guest speakers in areas that students have expressed interest.
- Assists students with post-secondary requirements to colleges for admissions, scholarships and employment applications.
- Organizes evening conferences for support groups, test interpretations with parents, new orientation/with parents.
- Participates in faculty meetings.
- Participates in professional development to keep informed of current practices and opportunities for students.
- Performs other duties and assumes other responsibilities as assigned by the Principal.

SUPERVISORY RESPONSIBILITIES: Guidance office records clerk and student office aides

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Master of Arts degree in counseling, counselor endorsement. IIA certification recommended.

CERTIFICATES, LICENSES, REGISTRATIONS: Counseling Endorsement

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit and talk or hear. Occasionally the employee will repeat the same hand, arm or finger motion many times. The employee must be able to attend meetings in the evening and at other locations.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Marion County Board of Education Meeting
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Attachment #4

Personnel Actions for the October 13, 2016 Board Meeting –

Certified

- Appointment of Holly Cox as a homebound instructor for a Marion County High School student, at regular hourly wage/no less than \$20 per hour, current rate per mile to and from her residence to the residence of the student, effective September 20, 2016.
- Appointment of Holly Cox as a homebound instructor for a Marion County High School student, at regular hourly wage/no less than \$20 per hour, current rate per mile to and from her residence to the residence of the student, effective September 21, 2016.
- Approval of Jessica Guemle as an emergency certified substitute teacher districtwide, effective September 21, 2016.
- Approval of Thomas Lynch as a certified substitute teacher districtwide, effective October 10, 2016.
- Approval of Brenda Begley as a certified substitute teacher at West Marion Elementary, effective October 10, 2016.
- Approval of Cindy Williams as a certified substitute teacher districtwide, effective October 13, 2016.
- Approval of John Nelson as a certified substitute teacher districtwide, effective October 13, 2016.
- Approval of Lou Ann George as a certified substitute teacher districtwide, effective October 13, 2016.
- Approval of Theresa Hughes as a certified substitute teacher districtwide, effective October 13, 2016.
- Approval of Elizabeth Flanagan as an emergency certified substitute teacher districtwide, effective October 13, 2016.
- Approval of William Gordon Webb as an emergency certified substitute teacher districtwide, effective October 13, 2016.
- Approval of Emily Fenwick as an emergency certified substitute teacher districtwide, effective August 18, 2016.

Classified

- Approval of Megan Caldwell to work as a tutor at 21st Century, effective October 10, 2016.
- Approval of Kim Goff as an instructor for extended school services, \$20 per hour, as needed at Lebanon Middle School, effective September 1, 2016.
- Approval of Angela Holt as an instructor for extended school services, \$20 per hour, as needed at St. Charles Middle School, effective September 13, 2016.
- Approval of Brenda Begley as an instructor for extended school services, \$20 per hour, as needed at West Marion Elementary School, effective September 1, 2016.
- Approval of Michelle Miles as an instructor for extended school services, \$20 per hour, as needed at West Marion Elementary School, effective September 1, 2016.

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- Approval of Mercedes Colvin as an instructor for extended school services, \$20 per hour, as needed at Calvary Elementary School, effective September 1, 2016.
- Approval of Michelle Moore as an instructor for extended school services, \$20 per hour, as needed at Lebanon Middle School, effective September 1, 2016.
- Approval of Bobby VanDyke as an instructor for extended school services, \$20 per hour, as needed at Lebanon Middle School, effective August 31, 2016.
- Appointment of Catherine Larae Miles as an instructional assistant at West Marion Elementary School, effective October 14, 2016.
- Appointment of Sheila Buckman-Lanham as an instructional assistant at West Marion Elementary School, effective September 19, 2016.
- Acceptance of Amy Riney's resignation as career counselor at the Area Technology Center, effective October 14, 2016.
- Appointment of Theresa Calhoun as an instructional assistant Lebanon Middle School, effective October 10, 2016.
- Approval of Brooke Thomas's transfer to district payroll clerk, effective September 26, 2016.
- Acceptance of Laura Bartley's resignation as district payroll clerk, effective September 23, 2016.
- Acceptance of Toby Tungate's resignation as assistant baseball coach at Marion County High School, effective September 8, 2016.
- Acceptance of Lou Ann Gootee's resignation as district payroll clerk, effective August 26, 2016.
- Acceptance of Krystal Wilson's resignation as an instructional assistant at West Marion Elementary, effective September 14, 2016.
- Acceptance of Paula Curtis's resignation as Academic Team Coach at Marion County High School, effective September 21, 2016.
- Approval of Ronisha Gowdy as a substitute instructional assistant districtwide, effective September 16, 2016.
- Acceptance of Joyce Rawling's resignation as district school bus driver, effective October 10, 2016.
- Appointment of Andrea Spalding as a substitute instructional assistant effective districtwide, effective September 6, 2016.
- Appointment of Deborah Martin as districtwide substitute cook/baker, effective September 2, 2016.
- Appointment of Misty Case as a bus driver districtwide, effective August 29, 2016.
- Appointment of Jackie Flanagan as district bus driver assistant, effective August 15, 2016.