



**FLOYD COUNTY BOARD OF EDUCATION**  
**Danny Adkins, Superintendent**  
**106 North Front Avenue**  
**Prestonsburg, Kentucky 41653**  
**Telephone (606) 886-2354 Fax (606) 886-4550**  
**[www.floyd.kyschools.us](http://www.floyd.kyschools.us)**

**Sherry Robinson- Chair - District 5**  
**William Newsome, Jr., Vice-Chair - District 3**  
**Linda C. Gearheart, Member - District 1**  
**Dr. Chandra Varia, Member- District 2**  
**Rhonda Meade, Member - District 4**

**Action/Discussion Item:** Approve all job descriptions for the Floyd County Schools.

**Applicable Statutes or Regulations:** BOE Policy 0.11 Powers and Duties of the Local Board of Education.

**Background and major Policy Implications:** All job descriptions have been reviewed and updated.

**Fiscal Budgetary Impact:** None

**Alternatives:** None proposed.

**Recommended Action:** To approve all job descriptions.

**Contact Person:** Angela Duncan, Executive Officer of Operations  
606.886.4525

**Date:** June 17, 2019

  
Superintendent

  
Administrator



## **FLOYD COUNTY SCHOOLS Certified Job Description**

**TITLE:**

**Academic Interventionist**

**QUALIFICATIONS:**

A minimum of a Bachelor's degree in education, counseling, or K-12 Special Education, three (3) years' experience working in Kentucky schools, experience working with low-income youth, and must be certified in middle school or high school math or English/ Language Arts.

**REPORTS TO:**

Principal

**JOB GOAL:**

Devote their professional time exclusively to the implementation of the GEAR UP Program in the School District.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Provide academic interventions to all GEAR UP students both individually and collectively.
- Use early warning system to determine individual student needs.
- Assist all GEAR UP students in meeting CCR targets and benchmarks.
- The ability to tutor students in academic disciplines of math and/or English.
- Understanding of the skills and academic levels needed to be college and career ready.
- Connect with teachers and families to ensure student receives appropriate interventions.
- Review student data to determine impact of interventions and next steps.
- Believe that all students can be college and career ready.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:** Account Clerk III

**QUALIFICATIONS:** High school diploma or G.E.D. Successful experience in maintaining financial or statistical records preferred.

**REPORTS TO:** Director

**JOB GOAL:** Performs a variety of responsible clerical accounting duties maintains financial, accounting and statistical records and prepares reports; reviews, prepares and processes financial and purchasing reports.

**TERMS OF EMPLOYMENT:** Salary and terms of employment according to approved salary schedules.

**EVALUATION:** Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Verifies, balances, adjusts and ensures the accuracy of assigned accounts; receives, verifies and audits invoices and receipts for supplies, equipment and services; contacts district personnel to verify orders, receipts and signatures.
- Processes commodity food orders and accounts payable.
- Prepares and generates a variety of financial and statistical reports, lists and summaries; enters, compiles and tabulates data for inclusion in departmental reports; prepares, maintains and files lists, records, reports and other documents.
- Interacts with vendors and district personnel to research discrepancies, correct errors, resolves problems and assists with preparation and maintenance of records and reports.
- Provides information regarding accounting policies, procedures and practices to district employees, vendors and others; interprets, applies and explains district policies and regulations as needed.
- Inputs financial and statistical information into an automated accounting system.
- Assists with inventory process.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:** Administrative Clerk

**QUALIFICATIONS:** High school diploma or G.E.D. Successful experience in financial or billing records preferred.

**REPORTS TO:** Director

**JOB GOAL:** Perform routine clerical accounting duties in the maintenance of assigned accounting records at a District office.

**TERMS OF EMPLOYMENT:** Salary and terms of employment according to approved salary schedules.

**EVALUATION:** Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Assemble, match, sort, tabulate, check and input a variety of financial and statistical data.
- Maintain statistical records and process a variety of documents involved in financial transactions.
- Learn and apply District procedures and policies.
- Post, balance and adjust accounts; review for accuracy and completeness.
- Operate standard office equipment including a computer terminal, calculator and typewriter to enter and manipulate data.
- Assemble financial and statistical data for various reports from clearly indicated sources.
- Maintain various records, reports, documents and files as directed; distribute reports as assigned.
- Assist other accounting clerical personnel in the maintenance of more complex accounts.
- Check arithmetic calculations on financial records and documents; verify extensions, proper coding and account numbers.
- Answer telephone; take and relay messages or transfer calls to appropriate personnel; provide routine information.
- Performs other related duties as assigned.

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## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:**

**Assessment Assistant**

**QUALIFICATIONS:**

HS diploma or G.E.D. Successful completion of KPA or 48 college hours; or completed two years of study at an institution of higher education; or obtained an associates, or higher, degree. Successful experience in working with children in school setting preferred.

**REPORTS TO:**

Director

**JOB GOAL:**

To administer related assessments for students who are served or have been referred under IDEA provisions.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approve salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Participate as a member of an instructional team including remediation teams; develop appropriate relationships with parents and team members; serves as a resource person to the student personnel evaluation team.
- Assist in administering diagnostic and other tests; score and record test information.
- Communicates and maintains effective relationships with students, parents, staff and the public including members of ethnic communities.
- Performs routine clerical duties.
- Add, subtract, multiply and divide quickly and accurately.
- Understands and follows oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicates effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Operates instructional and office equipment.
- Performs other duties as assigned.

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## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

<b>TITLE:</b>	<b>Assistant Principal</b>
<b>QUALIFICATIONS:</b>	Appropriate certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. A minimum of Rank II with successful teaching experience is preferred.
<b>REPORTS TO:</b>	Principal
<b>SUPERVISES:</b>	Staff members of the school
<b>JOB GOAL:</b>	To assist the principal in using leadership, supervisory, and administrative skills so as to promote the educational development of each student
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to the approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Assists the principal in the overall administration of the school.
- Serves as principal in the absence of the regular principal.
- Proposes schedules of classes and extracurricular activities.
- Supervises the preparation of student schedules.
- Works with department heads and faculty in compiling the annual budget requests.
- Requisitions supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such material.
- Cooperates in the conducting of safety inspections and safety drill practice activities.
- Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.
- Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
- Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
- Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
- Administers the student insurance program.
- Performs such record-keeping functions as the principal may direct.
- Performs other duties as assigned.

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## **FLOYD COUNTY SCHOOL**

### **Classified Job Description**

**TITLE:**

**Attendance Supervisor**

**QUALIFICATIONS:**

High school diploma or G.E.D. Successful secretarial experience and familiarity with computerized attendance systems preferred.

**REPORTS TO:**

Director of Pupil Personnel

**JOB GOAL:**

Maintain the pupil accounting system for the District.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Maintains district census record, non-resident contracts, the home/private schools census and audits school monthly attendance reports.
- Produces the pupil accounting error reports for all schools.
- Responds to procedural questions of school personnel as to proper course of action to solve problems in the attendance system.
- Assists with required statistical reports and maintains school level census records.
- Assists school implementation of the computerized attendance system; plans, develops and implements training for school attendance personnel on the system.
- Provides age verifications for various governmental agencies as requested.
- Works with district technical staff to solve technology issues relating to the computerized attendance system.
- Serves as a resource for technical questions relating to the computerized attendance package.
- Assists the Director of Pupil Personnel with the development of the district calendar.
- Attends conferences and trainings as required.
- Serves as a source to the public for questions relating to student attendance.
- Performs other related duties as assigned.

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## **FLOYD COUNTY SCHOOLS Classified Job Description**

<b>TITLE:</b>	<b>Bookkeeper-School Level</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D. Successful bookkeeping experience preferred.
<b>REPORTS TO:</b>	Principal
<b>JOB GOAL:</b>	Performs a wide variety of clerical duties including filing and maintaining records or reports in support of a school.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.

### **PERFORMANCE RESPONSIBILITIES:**

- Operates various office equipment to perform duties.
- Prepares letters, schedules, forms or other materials as assigned.
- Maintains a variety of logs, records and files related to assigned office.
- Schedules appointments and meetings; maintains schedules and calendars.
- Sorts and distributes incoming mail.
- Answers telephone; takes and relays messages.
- Greets students and the public and provides routine information.
- Maintains supply and material inventory of assigned area.
- Copies and distributes a variety of records, reports and other materials as directed.
- Administer medications and injections subject to appropriate training requirements and provisions of state law.
- Performs other related duties as assigned.

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Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_





## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>Bus Driver</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D. Must be a minimum of 21 years of age and hold a valid commercial drivers' license.
<b>REPORTS TO:</b>	Director of Transportation
<b>JOB GOAL:</b>	Operates a school bus over designated routes and provides safe and efficient transportation for district students to and from school and school related events.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Drives a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transports students to and from school, special events and field trips.</li><li>• Maintains bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance and reports mechanical defects and malfunctions to appropriate personnel.</li><li>• Maintains order and discipline among students on the bus following District policies and procedures regarding disciplining of students and contact with school officials, parents and the public; interacts with parents regarding questions, concerns and disputes.</li><li>• Performs emergency bus evacuation drills as required by Kentucky Administration Regulations.</li><li>• Transports physically handicapped and mentally handicapped children to and from designated locations; lifts and secures wheel chairs; assists in the loading and unloading of handicapped children as necessary.</li><li>• Fuels and cleans exterior and interior of buses.</li><li>• Attends safety and preventive emergency meetings when required.</li><li>• Performs first aid according to established guidelines and procedures.</li><li>• Performs other related duties as assigned.</li></ul>

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## **FLOYD COUNTY SCHOOL Classified Job Description**

<b>TITLE:</b>	<b>Bus Monitor</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D. Successful experience working with children preferred.
<b>REPORTS TO:</b>	Director of Transportation
<b>JOB GOAL:</b>	Assists the school bus driver in maintaining discipline while bus is in operation; assists student loading, unloading and seating arrangements as required
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan

### **PERFORMANCE RESPONSIBILITIES:**

- Assists the bus driver in maintaining discipline on school bus; monitors and assists students while bus is in operation.
- Consults with and assists the bus driver in documentation of student information, record-keeping and completing route surveys.
- Assists the driver in securing seat belts, harnesses and wheel chair clamps.
- Assists parents and school personnel with safe loading and unloading of students; coordinates seating of pre-kindergarten students
- Communicates with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
- Maintains current knowledge of Emergency Evacuation procedures.
- Assists handicapped children on and off the bus and escort children across the street upon returning home; lifts children as required; assures that a responsible adult meets the students leaving the bus.
- Operates equipment, including wheelchairs, tie-downs, seat belts, harnesses, mechanical lift and other adaptive equipment as necessary.
- Performs other related duties as assigned.

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Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS Classified Job Listing**

<b>TITLE:</b>	<b>Clerk - School Level</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D. Successful clerical experience preferred.
<b>REPORTS TO:</b>	Principal
<b>JOB GOAL:</b>	Performs a wide variety of clerical duties including filing and maintaining records or reports in support of a school.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Operates various office equipment to perform duties.</li><li>• Prepares letters, schedules, forms or other materials as assigned.</li><li>• Maintains a variety of logs, records and files related to assigned office.</li><li>• Schedules appointments and meetings; maintains schedules and calendars.</li><li>• Sorts and distributes incoming mail.</li><li>• Answers telephone; takes and relays messages.</li><li>• Greets students and the public and provides routine information.</li><li>• Maintains supply and material inventory for assigned area.</li><li>• Copies and distributes a variety of records, reports and other materials as directed.</li><li>• Performs other related duties as assigned.</li></ul>

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Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS Classified Job Listing**

<b>TITLE:</b>	<b>College Career Navigator</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D. Bachelor's degree preferred.
<b>REPORTS TO:</b>	Principal
<b>JOB GOAL:</b>	Devote their professional time exclusively to the implementation of the GEAR UP Program in the School District.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.

### **PERFORMANCE RESPONSIBILITIES:**

- Demonstrate a working knowledge of the GEAR UP goals and objectives.
- Plan and implement college access and mentoring services within assigned school district.
- Deliver timely and targeted services to students that reflect GEAR UP goals and objectives.
- Coordinate college visits, lead GEAR UP clubs, and/or coordinate field trips in conjunction with school(s)/district policy.
- Assist with the development of student Individual Learning Plans.
- Provide students with opportunities for job shadowing.
- Incorporate college access components within the assigned school(s) by assisting with classroom instruction and embedding college planning materials with core content.
- Help students develop financial literacy, time management and organizational skills, and assist students/families in understanding the financial aid process.
- Help students and families understand high school course selection and placement testing scores that lead to successful college admission.
- Assist in implementation of college and career fairs
- Arrange family engagement activities
- Develop and implement attendance improvement strategies
- Maintain accurate records and data, and submit reports regularly.
- Provide summer programming for students that reflects GEAR UP goals/objectives.
- Performs other related duties as assigned.

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Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

<b>TITLE:</b>	<b>Community Education Liaison</b>
<b>QUALIFICATIONS:</b>	Appropriate certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Minimum of Rank II with successful teaching experience preferred.
<b>REPORTS TO:</b>	Superintendent
<b>JOB GOAL:</b>	To plan, coordinate, develop and organize the broadly defined Community Education program geared toward the interests and needs of the children, youth and adults living within the county.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Prepares and distributes a variety of media communications.</li><li>• Provides leadership on communication issues to various community organizations, students, parents, business partners and district personnel.</li><li>• Facilitates Board of Education trainings.</li><li>• Serves as a resource for a variety of planning functions and/or stakeholders groups.</li><li>• Promotes and publicizes existing and planned programs, student/staff achievements, and activities to school staff and to the community at large.</li><li>• Provides supportive information, programs, and service learning funding to instructional staff, which has the capability to enrich the P-12 curriculum.</li><li>• Provides specialized services for a specific school or district program involving the school or district in relation to parents and/or community at large.</li><li>• Assists with establishing effective communications between all stakeholders.</li><li>• Performs other related duties as assigned.</li></ul>

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Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:** Cook/Baker

**QUALIFICATIONS:** High school diploma or G.E.D. Successful experience in food service industry preferred.

**REPORTS TO:** Director of School Nutrition

**JOB GOAL:** Prepares, cooks, bakes and serves a variety of foods in quantity at an assigned school site and maintains facilities in a clean and sanitary condition.

**EVALUATION:** Performance will be evaluated in accordance with provisions of the district evaluation plan.

**TERMS OF EMPLOYMENT:** Salary and terms of employment according to approved salary schedules.

#### **PERFORMANCE RESPONSIBILITIES:**

- Prepares a wide variety of baked goods and other food dishes.
- Assists in determining appropriate quantity of food items for cooking and baking; adjusts and extend recipes as needed; maintains food quality standards including appearance, and nutritional requirements.
- Monitors temperatures of food to assure safety and quality standards are met; monitors water temperatures to assure proper temperature for sanitizing.
- Serves food according to established guidelines and replenishes serving containers as needed; serves and sells lunch items to faculty.
- Cleans cafeteria equipment, utensils and appliances and stores food supplies; assures compliance with kitchen sanitation and safety procedures and regulations; cleans refrigerators and storerooms as required.
- Assists in storing unused food and supplies; disposes of unusable leftovers; utilizes proper methods of handling foods to be stored.
- Operates a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, steamer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, cash register, dishwasher and other cafeteria equipment as required.
- Performs other related duties as assigned.

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Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

**TITLE:**

**Coordinator of Early College Academy and District-Wide Counseling Programs**

**QUALIFICATIONS:**

Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Have a Master's Degree in Elementary or Secondary Guidance and at least one (1) year of teaching experience or such alternatives to the qualifications and certifications allowable under the law and within the discretion of the Board of Education.

**REPORTS TO:**

Superintendent and Supervisors

**JOB GOAL:**

To provide leadership, coordination, and instructional activities in the area of the early college academy and guidance counseling.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Make reports required by the Superintendent and Supervisors.
- Act as a resource person for the teachers in the assigned school.
- Act as a consultant for the school administrators, teachers and parents.
- Act as a resource person for the students in the assigned school.
- Helps with the in-service training for teachers.
- Provides counseling services of students which:
  - Helps a student facilitate wise choices on which their later development depends.
  - Helps the student develop attitudes which assures him or her a set of values appropriate to the morals of the community.
  - Helps a student acquire a life pattern and fill it creditably, making allowances for developing abilities, talents and other assets.
  - Helps the student cope with the developmental tasks confronted during childhood and adolescence.
  - Helps a student place a high value on the freedom of choice, taking into account the many factors which influence the selective processes.
  - Helps the student understand the influences of environment and heredity in the building of a lifestyle.
  - Helps the student understand himself or herself as a whole person and as a unique, individual human being.
  - Makes the student feel that he or she is a worthy individual, deserving of respect and having the capacity for attaining the strengths and self-reliance he or she needs for success.

- Helps create a sense of freedom and feeling within the student leaving him or her free to terminate the counseling process as they wish.
- Helps the students release tensions and restrictions upon their own thinking and acting.
- The counselor will perform other guidance and counseling services within the counselor's training and experience, when called upon by his supervisors.
- Develop and supervise the instructional programs/activities to implement the plans developed for students who are admitted to the early college academy.
- Act as a representative to the state consortium and serve as the official district level contact person for the early college program and guidance counseling.
- Maintain district-level records and submit required reports.
- Supervise maintenance of school-level records.
- Develop and manage the program budget.
- Provide training for guidance counselors.
- Coordinate schedules of services to identified students as well as district wide support.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature:

Last four digits of SS#:

Date:

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## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:**

**Custodian**

**QUALIFICATIONS:**

High school diploma or G.E.D.

**REPORTS TO:**

Principal or Director

**JOB GOAL:**

Performs routine custodial activities at an assigned school site or facility to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATIONS:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Performs routine custodial activities at assigned District school site; sweeps, scrubs, mops, waxes and polishes floors and vacuums rugs and carpets in classrooms, offices, workshops and other assigned work areas; spot cleans and shampoos carpets; glues and performs carpet stretching and repairs as assigned.
- Cleans and disinfects drinking fountains, sinks, toilets, showers and urinals; cleans mirrors, tile and windows.
- Reports safety, sanitary and fire hazards to appropriate authority; reports and recommends need for maintenance repairs to appropriate authority; maintains security of buildings; reports suspicious or unauthorized individuals on campus; reports infractions or rules to supervisor.
- Washes windows and walls; cleans chalkboards, trays and erasers and empties pencil sharpeners; assembles, moves and arranges furniture, supplies and equipment in preparing classrooms and multi-purpose rooms for special events or meetings.
- Locks and unlocks doors and gates as appropriate; maintains security of assigned areas according to established guidelines.
- Collects trash and debris around school grounds and in buildings; sweeps and cleans walkways and entrances.
- Operates cleaning equipment as assigned.
- Performs other related duties as assigned.

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Employee Signature:

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Date:

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## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

<b>TITLE:</b>	<b>Director of District Wide Services - Executive Officer of Operations</b>
<b>QUALIFICATIONS:</b>	Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Successful administrative experience preferred.
<b>REPORTS TO:</b>	Superintendent
<b>JOB GOAL:</b>	Assist the superintendent in the day-to-day operations
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATIONS:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Assists the Superintendent in the day to day operations of the district</li><li>• Supports staff in identifying needs, scheduling time, and securing resources for their professional growth.</li><li>• Monitors and evaluates the performance of assigned personnel.</li><li>• Prepares state/federal reports as required or directed.</li><li>• Communicates to the superintendent the requirements and needs of the district.</li><li>• Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified program for the district</li><li>• Complies with board policies and supervisory/administrative directives.</li><li>• Organizes, plans, directs and implements the District's Human Resources programs and activities including employment, compensation, employee relations, employee benefits and employee assistance.</li><li>• Develops recruiting and placement practices and procedures.</li><li>• Provides leadership for the district's loss prevention program.</li><li>• Develops, processes and implements job design, job evaluation and performance appraisal programs.</li><li>• Assures compliance with wage and hour policies, compensation schedules and procedures and other policies related to human resources.</li><li>• Administers and oversees the district's employee benefits programs and services, employee assistance programs and pre-employment physical screening activities.</li><li>• Supervises and evaluates the performance of assigned personnel.</li><li>• Explains and applies rules, regulations, policies and procedures related to classified and/or certified personnel.</li><li>• Communicates effectively both orally and in writing and works independently with little direction.</li><li>• Provides technical information and assistance to others concerning employment policies and personnel transactions.</li></ul>

- Serves as a liaison to Kentucky School Boards Association for all policy matters.
- Serves as a resource for all evaluation issues. Works closely with the board attorney in legal issues.
- Serves as a resource for schools in matters of staff selection and assignment.
- Serves as a liaison to Education Professional Standards Board for all matters relating to certification.
- Prepares enrollment projections for both allocation process and planning requirements.
- Prepares staffing allocations for schools and works with other departments to determine staffing needs.
- Investigates employee grievances and makes recommendations to superintendent for resolution.
- Maintains personnel files for all employees.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

**TITLE:**

**Director of District Wide Services**

**QUALIFICATIONS:**

Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Successful administrative experience preferred.

**REPORTS TO:**

Superintendent

**SUPERVISES:**

Principals, Teachers, Instructional and office staff

**JOB GOAL:**

To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services. Specific assignment is flexible and may change at the Superintendent discretion.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATIONS:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Supports staff in identifying needs, scheduling time, and securing resources for their professional growth.
- Prepares/Coordinates the development and implementation of curriculum, instruction, assessment goals and plans that reflect district/state and school council goals and objectives.
- Analyzes and shares the results of student progress toward meeting academic expectations and district or school council goals.
- Assists in the development and coordination of the sections of the district budget that pertain to curriculum and instruction and approval of expenditures from those accounts.
- Monitors and evaluates the performance of assigned personnel.
- Responsible to provide technical assistance to the school councils throughout the district.
- Prepares state/federal reports as required or directed.
- Communicates to the superintendent the requirements and needs of the district.
- Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified program for the district.
- Complies with board policies and supervisory/administrative directives.
- Guides the development, implementation, and evaluation of elementary, middle, and secondary curriculum and instructional services.
- Promotes and assists in implementing research based program's and strategies.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature:

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Last four digits of SS#:

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Date:

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## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

<b>TITLE:</b>	<b>Director of District Wide Services - Curriculum</b>
<b>QUALIFICATIONS:</b>	Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Successful administrative experience preferred.
<b>REPORTS TO:</b>	Superintendent
<b>SUPERVISES:</b>	Principals, Teachers, Instructional and office staff
<b>JOB GOAL:</b>	To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATIONS:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Supports staff in identifying needs, scheduling time, and securing resources for their professional growth.</li><li>• Prepares/Coordinates the development and implementation of curriculum, aligned to goals and plans that reflect district/state and school council goals and objectives.</li><li>• Analyzes and shares the results of student progress toward meeting academic expectations and district or school council goals.</li><li>• Assists in the development and coordination of the sections of the district budget that pertain to curriculum and approval of expenditures from those accounts.</li><li>• Monitors and evaluates the performance of assigned personnel.</li><li>• Responsible to provide technical assistance to the school councils throughout the district.</li><li>• Prepares state/federal reports as required or directed.</li><li>• Communicates to the superintendent the requirements and needs of the district.</li><li>• Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified program for the district.</li><li>• Complies with board policies and supervisory/administrative directives.</li><li>• Guides the development, implementation, and evaluation of elementary, middle, and secondary curriculum.</li><li>• Promotes and assists in implementing research based program's and strategies.</li><li>• Performs other related duties as assigned.</li></ul>

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature:

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Last four digits of SS#:

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Date:

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## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

<b>TITLE:</b>	<b>Director of District Wide Services - Instruction</b>
<b>QUALIFICATIONS:</b>	Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Successful administrative experience preferred.
<b>REPORTS TO:</b>	Superintendent
<b>SUPERVISES:</b>	Principals, Teachers, Instructional and office staff
<b>JOB GOAL:</b>	To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATIONS:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Supports staff in identifying needs, scheduling time, and securing resources for their professional growth.</li><li>• Prepares/Coordinates the development and implementation of curriculum, instruction, assessment goals and plans that reflect district/state and school council goals and objectives.</li><li>• Analyzes and shares the results of student progress toward meeting academic expectations and district or school council goals.</li><li>• Assists in the development and coordination of the sections of the district budget that pertain to curriculum and instruction and approval of expenditures from those accounts.</li><li>• Monitors and evaluates the performance of assigned personnel.</li><li>• Responsible to provide technical assistance to the school councils throughout the district.</li><li>• Prepares state/federal reports as required or directed.</li><li>• Communicates to the superintendent the requirements and needs of the district.</li><li>• Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified program for the district.</li><li>• Complies with board policies and supervisory/administrative directives.</li><li>• Guides the development, implementation, and evaluation of elementary, middle, and secondary curriculum and instructional services.</li><li>• Promotes and assists in implementing research based program's and strategies.</li><li>• Performs other related duties as assigned.</li></ul>



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Date:

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## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

**TITLE:**

**Director of District Wide Services -  
Special Education**

**QUALIFICATIONS:**

Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Successful administrative experience preferred.

**REPORTS TO:**

Superintendent

**SUPERVISES:**

All teachers of special education and special education support staff.

**JOB GOAL:**

Assumes primary leadership role for designing, implementing and maintaining an effective instructional program in the least restrictive environment appropriate for special needs children.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Provides professional development for special education teachers and administrators in the area IEP's, policies and procedures, and due process training.
- Provides identification and assessment of students referred for special education.
- Prepares IDEA, other grant proposals and reports related to exceptional children.
- Monitors and evaluates special education programs to insure that required procedures are followed, due process is guaranteed for each child, and effective IEP's are developed and implemented.
- Implements district Child Find Activities.
- Develops, implements, and maintains, an effective system of transition for special needs children.
- Maintains an effective system of child tracking geared to program efficiency.
- Utilizes outside district resources to meet student needs.
- Provides school based administrators with feedback as to program direction.
- Serves as a resource for selection of educational materials.
- Provides direction and guidance to district staff for all compliance issues.
- Provides leadership for all instructional initiatives within the special education program.
- Monitors grant and general fund expenditures for instructional benefit and compliance with regulations.
- Works with the district transportation staff to resolve issues relating to the transporting of special needs children.
- Supervises and evaluates staff as assigned.

- Provides direction for delivery of related services.
- Performs other related duties as assigned.

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Employee Signature:

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Last four digits of SS#:

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Date:

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## **FLOYD COUNTY SCHOOLS Certified Job Description**

<b>TITLE:</b>	<b>Director of District Wide Services - Student Support</b>
<b>QUALIFICATIONS:</b>	Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Successful administrative experience preferred.
<b>REPORTS TO:</b>	Superintendent
<b>JOB GOAL:</b>	To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATIONS:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Supports staff in identifying needs, scheduling time, and securing resources for their professional growth.</li><li>• Prepares/Coordinates the development and implementation of curriculum, instruction, assessment goals and plans that reflect district/state and school council goals and objectives.</li><li>• Responsible to provide technical assistance to the school.</li><li>• Communicates to the superintendent the requirements and needs of the assigned school.</li><li>• Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified program for the district.</li><li>• Complies with board policies.</li><li>• Guides the development, implementation of elementary, middle, and secondary curriculum and instruction.</li><li>• Promotes and assists in implementing research based program's and strategies.</li><li>• Performs other related duties as assigned.</li></ul>

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Employee Signature: \_\_\_\_\_

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Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS Certified/Classified Job Description**

<b>TITLE:</b>	<b>Director - Chief Information Officer</b>
<b>QUALIFICATIONS:</b>	Administrative certification and successful experience preferred. Successful and supervisory experience preferred.
<b>REPORTS TO:</b>	Superintendent
<b>SUPERVISES:</b>	All technology staff
<b>JOB GOAL:</b>	To develop and maintain a program of technology education that enhances the educational excellence of all instructional programs by providing training and technical support to district staff in all areas of technology; and to support the Mission Statement of the School System.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Plan, schedule, audit, supervise and participate in the preparation, implementation and maintenance of the District information and technology service master plan.</li><li>• Assist in the information and technology service budget planning and expenditure control process.</li><li>• Plan, organize, develop, and present management reports concerning information services and technology development projects, resource utilization, and operational performance.</li><li>• Review, analyze, and evaluate information and technology service, and determine the impact on the near and long planning process.</li><li>• Perform and direct studies and research functions pertaining to long range equipment and staffing needs in the development and implementation of a Wide Area Network.</li><li>• Train, supervise and evaluate the performance of information and technology service personnel, and assist them in determining alternative solutions concerning unusual and unforeseen problems and situations.</li><li>• Develop or assist in the development of improved information and technology service management systems and procedures.</li><li>• Provide, coordinate, and direct the in-service and training of user personnel in information and technology service operational programs.</li><li>• Oversee technology infrastructure and be an integral part of any new buildings and renovations</li></ul>

- Monitor and audit the information and technology services management functions to ensure compliance with established operational procedures and guidelines.
- Perform technical and specialized system analysis and programming management functions.
- Perform information, technology, financial and statistical research studies.
- Participate on advisory and planning committees and groups pertaining to information and technology services.
- Perform responsible and technical system analysis, and information and technology service planning and direction.
- Organize, supervise, train and evaluate the work of information and technology service personnel.
- Prepare and present management reports in a clear and concise manner.
- Understand and carry out oral and written directions with minimal accountability controls.
- Provides leadership in implementing the district plan for instructional technology.
- Directly oversees and manages all areas of technology in the school district. This includes hardware/software purchases; voice/data implementation; troubleshooting; computer maintenance and repair; USF oversight; district wiring; Technology Literacy Challenge Grant; District KETS Technology Plan/Inventory/Unmet Need; district/school network administration; technology standards for staff and students; administration of KETS technology funds; Acceptable Use Policy and security/copyrights; licensing; check-out technology equipment to staff.
- Identifies sources of funding for technology (grants, gifts, etc.).
- Provides technical assistance in the electronic submission of any required information to Kentucky Department of Education.
- Completes all plans, correspondence, annual reports, and budgets related to requirements from the Kentucky Department of Education or the funding sources for the assigned areas.
- Attends meetings and conferences at the state and national level to stay informed about effective programs, innovations and trends related to all areas of responsibility and disseminates this information to staff.
- Reads and studies professional literature and current research to keep abreast of effective programs and trends related to areas of responsibility and disseminates this information to staff.
- Coordinates and disseminates information to SBDM councils in the district.
- Maintains an inventory of equipment and software and coordinates the support and maintenances of technological equipment and resources.
- Maintains confidentiality of students and/or staff.
- Coordinates/facilitates district programs as assigned by Superintendent.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Certified/Classified Job Description**

<b>TITLE:</b>	<b>Director of Facilities</b>
<b>QUALIFICATIONS:</b>	If certified, administrative certification and successful experience preferred. If classified, any combination equivalent to college-level course work in facilities management in maintenance disciplines. Successful and supervisory experience preferred.
<b>REPORTS TO:</b>	Superintendent
<b>SUPERVISES:</b>	All maintenance staff
<b>JOB GOAL:</b>	Plans, organizes, coordinates and implements general maintenance activities both routine and emergency.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Determines need for routine and emergency electrical, plumbing, masonry and carpentry services; prepares work schedules and arranges for materials, tools and equipment.</li><li>• Monitors maintenance and service procedures to assure compliance with established standards, policies and requirements.</li><li>• Investigates delays in completion of assigned work; assures satisfactory completion.</li><li>• Assigns work schedules of maintenance personnel, supervises and inspects the operation of the maintenance department, and provides supportive, technical assistance to the operation.</li><li>• Verifies reports of possible unsafe conditions in schools, or on school property, by making the necessary corrections and reporting the conditions to the superintendent.</li><li>• Trains, supervises and evaluates assigned personnel.</li><li>• Oversees the purchase of supplies, materials and equipment purchased by the department.</li><li>• Establishes and monitors a procedure for receiving, unpacking, checking and recording incoming equipment, tools, materials, parts and supplies used by the department, to assure the quantity and quality is satisfactory.</li><li>• Reviews procedures for facility/maintenance work orders including assignment to skilled trades, materials utilized, quality of repair and timeliness and makes recommendations to the Superintendent.</li><li>• Reviews procedures for facility/maintenance purchasing to include compliance with bidding regulations, inventory management.</li><li>• Reviews usage practices associated with facilities/management vehicle fleet to include compliance with local policies and efficiency and makes recommendations to the Superintendent.</li><li>• Performs other related duties as assigned.</li></ul>

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Employee Signature:

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Last four digits of SS#:

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Date:

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## **FLOYD COUNTY SCHOOLS**

### **Certified/Classified Job Description**

**TITLE:**

**Director of Finance**

**QUALIFICATIONS:**

If certified, administrative certification and successful experience preferred. If classified, any combination equivalent to BA degree in business, finance, or accounting. Successful and progressively responsible professional accounting experience.

**REPORTS TO:**

Superintendent

**SUPERVISES:**

Finance staff

**JOB GOAL:**

Plans, organizes, coordinates and controls a group of functional units with management and professional-level subordinates involving highly complex financial activities.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Coordinates activities with other district departments; participates in management meetings to discuss districtwide issues.
- Assures internal controls are established, maintained and documented in compliance with organization directives.
- Prepares financial analysis of revenues and expenditures and compare to other school districts in state and out of the state as assigned.
- Computes certified salaries, prepares checks and monthly payroll reports; balances quarterly and year-end fiscal and W-2 reports.
- Prepares various finance statements for assigned activity, such as monthly statements on a comparison of budget allocation to actual expenditures.
- Coordinates on-going budget operations including planning, compiling, analyzing, preparing and monitoring development of the annual general and federal fund budgets.
- Reviews, analyzes and evaluates budgeting process, assuring compliance with generally accepted budgeting principals and standards and procedures.
- Plans, organizes and controls the Board of Education accounting and reporting systems; establishes, develops and implements accounting policies in compliance with generally accepted accounting principles.
- Maintains full and complete account of funds and makes reports as required by the Board of Education or the State Board of Education.
- Maintains building tax, county payroll tax, city tax, insurance and social security accounts.

- Coordinates the internal auditing and assists external auditors to assure adequate control and compliance with established policies and procedures.
- Performs other related duties as assigned.

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Employee Signature:

Last four digits of SS#:

Date:

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## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

<b>TITLE:</b>	<b>Director of Head Start &amp; Pre-school</b>
<b>QUALIFICATIONS:</b>	Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Successful administrative experience preferred.
<b>REPORTS TO:</b>	Superintendent
<b>SUPERVISES:</b>	All Head Start and pre-school instructional and support staff
<b>JOB GOAL:</b>	Provide leadership in planning, developing, implementing, supervising and evaluating the total program for Head Start and Pre-school students.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATIONS:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Plans, implements, supervises, and evaluates the district Head Start/Preschool Program.</li><li>• Responsible for grant applications/proposals, budget and expenditures relating to the Early Childhood Program.</li><li>• Prepares and submits all local, state and reports as necessary.</li><li>• Responsible for supervision and evaluation of all district Head Start/Pre-school instructional and support personnel.</li><li>• Assists early childhood teachers with identification of classroom and program needs.</li><li>• Recruits and encourages the participation of parents, other citizens, community groups and agencies in the planning and conducting of early childhood program needs.</li><li>• Conducts staff meetings and implements procedures for meeting with individual staff members to solve any problems that might occur.</li><li>• Participates in monthly Head Start Policy Committee meetings.</li><li>• Facilitates collection of data for use in program planning.</li><li>• Performs other related duties as assigned by the superintendent.</li></ul>

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

**TITLE:**

**Director of Pupil Personnel**

**QUALIFICATIONS:**

Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Successful administrative experience preferred.

**REPORTS TO:**

Superintendent

**JOB GOAL:**

To provide leadership in all areas involving student attendance including enforcement, compliance, monitoring, and accounting.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Enforces the compulsory attendance and census laws in the attendance district which he/she serves.
- Acquaints the school with the home conditions of the child, and the home with the work and advantages of the school.
- Ascertains the causes of irregular attendance and truancy, and seeks the elimination of these causes.
- Secures the enrollment in school of all children who should be enrolled and keep all enrolled children in reasonably regular attendance.
- Visits the homes of children who are absent from school or who are reported to be in need of books, clothing or parental care.
- Keeps the records and makes the reports that are required by law, by regulation of the state board for elementary and secondary education, and by the superintendent and board of education.
- Makes an annual school calendar for approval by local and state boards of education.
- Makes amendments to the school calendar, if necessary, for a change due to weather, road conditions, etc., which prohibits school operation.
- Visits to principals or classrooms for the purpose of helping in record keeping.
- Organizes and compiles the information contained in Teacher's Registers at the end of the year, and makes and submits an Annual Statistical Report to the KDE.
- Prepares and keeps all records for a possible audit by the KDE.
- Secures and keeps on record non-resident contracts for other districts.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature:

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Last four digits of SS#:

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Date:

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## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

**TITLE:**

**Director of School Nutrition**

**QUALIFICATIONS:**

Bachelor's degree, or equivalent educational experience, with academic major in specific areas\* **OR** Bachelor's degree in any academic major, **AND** state-recognized certificate for School nutrition directors. \*Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

**REPORTS TO:**

Superintendent

**SUPERVISES:**

All school nutrition staff

**JOB GOAL:**

Organizes, plans, directs and implements the District's School Nutrition Program and activities including menu planning, food safety, financial, procuring and compliance; supervises and evaluates the performance of assigned personnel.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATIONS:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Responsible for providing guidance in implementing the current year Policy Statement as approved by the Division of School Food Services, Kentucky Department of Education for procedures under Free and Reduced Price Applications, Collection Procedures, Declaration of Intent for Offer Versus Serve Provision, and Verification.
- Provides guidance to school food service managers in planning menus according to meal pattern requirements.
- Responsible for implementing the Food Distribution Agreement with the Division of Food Distribution, Kentucky Department of Agriculture for USDA donated foods.
- Supervises the distribution and transfer of USDA donated foods to the district's school cafeterias.
- Provides procedure for maintaining menu and production records as established by the Division of School Food Services, and the Kentucky Department of Education.
- Provides guidance in efficient storage procedures of purchased foods, USDA donated foods, and non-food supplies.
- Establishes inventory procedures according to local district and state agency(s) procedures for purchased foods, USDA donated foods, supplies, and equipment.
- Works with local and state health officials to implement and maintain high standards of sanitation and safety in all schools.

- Provides guidance in implementing the Competitive Food Rule in accordance with federal regulations and District Board of Education policy.
- Recommends to the district Board of Education the unit price for student and adult meals, and the prices to be charged for a la carte sales commensurate with their costs.
- Establishes procedures for providing school food service records and accounts for audit.
- Prepares specifications and bid conditions for school food service purchases according to bid laws and District Board of Education procurement policies.
- Maintains an equipment plan for the purchase of new equipment (large and small) and for the replacement of inoperative equipment as needed.
- Keeps students, parents, and teachers informed of daily/weekly menus and the services provided by the school food service program.
- Implements the personnel evaluation process including supervising and monitoring subordinate evaluations.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature:

Last four digits of SS#:

Date:

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## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

**TITLE:**

**Director of Transportation**

**QUALIFICATIONS:**

Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Successful administrative experience preferred.

**REPORTS TO:**

Superintendent

**SUPERVISES:**

All transportation staff

**JOB GOAL:**

Organizes, plans, directs and implements operations and activities involved in student transportation.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATIONS:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Organizes, plans, directs and implements operations and activities involved in student transportation to assure safe and effective transportation services.
- Plans and directs pre-service and professional development for all transportation staff.
- Plans, implements and monitors comprehensive vehicle safety program.
- Plans and approves transportation route and bus stop locations.
- Interviews driver and bus aide applicants.
- Trains, assigns, directs, reviews and evaluates work of assigned employees.
- Consults with other district administrators regarding issues relating to transportation services.
- Communicates with parents, community representatives, local officials and the general public; coordinates communications and information and promotes positive relationships.
- Receives and resolves issues, concerns and complaints concerning student transportation services; directs to appropriate personnel and monitors resolution.
- Assists with budget preparation as required; monitors and controls budget according to established guidelines.
- Prepares required reports and assures the preparation and maintenance of department records.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_





## **FLOYD COUNTY SCHOOLS Certified Job Description**

<b>TITLE:</b>	<b>District Gifted/Talented Coordinator</b>
<b>QUALIFICATIONS:</b>	Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality.
<b>REPORTS TO:</b>	Director of District-Wide Services
<b>JOB GOAL:</b>	To provide leadership, coordination, and instructional activities in the area of gifted/talented education.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to the approved salary schedules.
<b>EVALUATION:</b>	Performance of this job will be evaluated in accordance with provisions of the Floyd County School System's plan for Evaluating Certified Personnel
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Develop and supervise the instructional programs/activities to implement the plans developed for students who are identified as Gifted/Talented.</li><li>• Act as a representative to the state consortium and serve as the official district level contact person for Gifted/Talented.</li><li>• Maintain Gifted/Talented district-level records and submit required reports.</li><li>• Supervise maintenance of school-level records.</li><li>• Develop and manage the program budget.</li><li>• Provide training for Gifted/Talented Building Facilitators.</li><li>• Coordinate and provide leadership in establishing and refining extensions to the Kentucky Program of Studies for students identified and placed in the program as Gifted/Talented.</li><li>• Coordinate schedules of services to identified students.</li><li>• Performs other related duties as assigned.</li></ul>

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>District Health Coordinator/CS Nurse</b>
<b>QUALIFICATIONS:</b>	Any combination equivalent to graduation and licensure from a Registered Nursing program and five (5) years experience.
<b>REPORTS TO:</b>	Superintendent
<b>SUPERVISES:</b>	Health Aides
<b>JOB GOAL:</b>	Plans, develops, and coordinates a broadly defined school health services program
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Plans, coordinates, implements and modifies a comprehensive health services program for the district.
- Maintains and implements the requirements for physical examinations and immunizations required by law; coordinates activities with pupil personnel as needed.
- Promotes the appropriate use of screening techniques in vision, hearing, dental and other tests; arranges for the training of staff in performing screenings; plans for the follow-up of suspected findings; assists staff in developing an awareness of signs of illness or other health problems.
- Acts as a resource person to school personnel, pupils, and parent/teacher organizations regarding the various aspects of health education; provide or recommend health education materials for classroom use.
- Coordinates activities with other services in the school district; communicates with the Health Department, and other community resources and agencies to develop improved systems of early case findings and referrals for improved child care.
- Organizes and assists in the health education of parents, teachers and administrative groups.
- Participates in formulating policies for the care of pupils who become ill or injured at school; arranges for the instruction of school personnel to give emergency care.
- Supervises the reporting of any known or suspected communicable disease cases to the local health department.
- Provides guidance for the development of student comprehensive health plans.
- Monitors student comprehensive health plans for compliance.
- Conducts training, as needed, for health procedures.
- Supervises the reporting of any known or suspected communicable disease cases to the local health department.

- Provides guidance for the development of student comprehensive health plans.
- Monitors student comprehensive health plans for compliance.
- Conducts training, as needed, for health procedures.
- Supervises and evaluates the performance of assigned personnel.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature:

Last four digits of SS#:

Date:

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## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>Driver Trainer</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D. Successful experience in school bus driving required.
<b>REPORTS TO:</b>	Director of Transportation
<b>JOB GOAL:</b>	Conducts on-the-road and classroom phases of bus driver training courses; plans, implements and instructs safety programs.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Conducts driver-training instruction.</li><li>• Conducts the annual eight-hour update as required..</li><li>• Evaluates driving performance of bus drivers who are experiencing traffic safety problems.</li><li>• Trains and assists new drivers concerning student behavior management problems and situations.</li><li>• Prepares and maintains a variety of bus driver records, including drivers license and certificate expiration, medical expiration and training hours required for the renewal of bus driver certificate; operates computer terminal; prepares transportation reports.</li><li>• Conducts school bus driver certificate renewal training programs; conducts safe driving and safe working methods and procedures training programs periodically.</li><li>• Attends and conducts safety meetings and attends workshops to remain current concerning driving regulations and laws.</li><li>• Assists supervisor as required; dispatches drivers and provides work direction to bus drivers.</li><li>• Performs other related duties as assigned.</li></ul>

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:** Early Childhood Assistant

**QUALIFICATIONS:** High school diploma or G.E.D. Certificate

**REPORTS TO:** Principal and Program Director

**JOB GOAL:** Assists classroom teacher in providing appropriate developmental and instructional activities to individual or small groups; provides and supports classroom and out of classroom supervision.

**TERMS OF EMPLOYMENT:** Salary and terms of employment according to approved salary schedules.

**EVALUATION:** Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Tutors individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher.
- Assists in administering diagnostic and other tests; scores and records test information.
- Monitors and reports behavior of students according to approved procedures.
- Performs routine clerical duties such as preparation of instructional and classroom materials; operates copy machines; maintains classroom records; maintains attendance records.
- Provides support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Confers, as needed, with teachers concerning programs and materials to meet student needs.
- Assures the health and safety of students by following health and safety practices and regulations.
- Directs group activities of students as assigned; assists in monitoring lunchroom and playground activities as assigned; assists in emergency drills, assemblies, play periods and field trips.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:** Early Childhood Teacher

**QUALIFICATIONS:** Associate Degree required, Bachelors degree preferred. Successful experience in a school or child care setting preferred.

**REPORTS TO:** Principal

**JOB GOAL:** Plans, organizes and directs appropriate activities for the Early Childhood classroom.

**TERMS OF EMPLOYMENT:** Salary and terms of employment according to approved salary schedules

**EVALUATION:** Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Develops and recommends program policies and procedures to conform to federal regulation and eligibility criteria.
- Identifies training needs and provides or arranges training for program recipients. Training to include interpretations of regulations, program rules and policies.
- Researches and develops grant proposals for program improvement and expansion of early childhood develop and family service programs.
- Reviews program audit reports and resolves negative findings or poor performance.
- Analyzes program audit reports and resolve negative findings or poor performance.
- Works closely with staff to assure flow of program and financial information is delivered to SBDM members and is understood.
- Participates in an individualized continuing education plan including CPR & First Aide certification.
- Demonstrate sensitivity to children.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>Employment Specialist</b>
<b>QUALIFICATIONS:</b>	High School diploma or G.E.D.
<b>REPORTS TO:</b>	Special Education Director
<b>JOB GOAL:</b>	Coordinate and implement job development and placement programs.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Facilitates the districtwide implementation of the (CWTP) program.
- Gives encouragement, assistance, and direction to teachers, counselors and administrators to meet individual school, staff and student needs.
- Understands that the goal of the program is for each student to graduate with competitive integrated employment.
- Required to work with students with mild to moderate and severe disabilities.
- Works with students, family members, classroom teachers, businesses and others to identify potential career interests, preferences and various individualized job possibilities available in the community.
- Exhibits a working knowledge of and experience with technical and computer applications including word processing, data processing, desktop publishing and electronic mail.
- Prepares site related documents including site file folders, site file updates, and insurance information.
- Coordinates student Career Assessment to identify student competencies, interests, relevant vocations (including kinds of work previously unconsidered) and learning about the impact of students' disabilities and related support needs in the community.
- Completes written Career Assessment, and assists with development of student's IPEs (Individualized Plan for Employment-through OVR) and students' IEP (Individual Education Plan with teacher).
- Collaborates with school counselors and special education teachers in discussing the results of the Student Assessment and Education Program Planning-Student Career/Transition and Individual Graduation Plan (SC/T and IGP).
- Works with employers and students to develop personalized jobs.
- Provides consultations for business personnel related to specific instruction and support needs of individual students—promoting instruction by those who typically provide training, and supplementing employer training as needed.
- Provides follow-up services to promote job stability and advancements and continuing success of students.

- Maintains necessary records for the local school system and the Office of Vocational Rehabilitation.
- Keeps current and complete information regarding each student participating in the program.
- Turns in ALL meeting notes, monthly reports and Billing Statements timely for appropriate services and reimbursements.
- Completes year-end program data report
- Coordinates and/or provides transportation according to district's policies and procedures.
- Works collaboratively with HDI, OVR, and KDE to create a unique program to address each student's expressed vocational strengths and interests.
- Exhibits a broad base knowledge about experience based education, community based instruction, interdisciplinary studies and school to work transitions as they apply to each individual student placement as it connects to curriculum.
- Uses public relations principles and broad base of educational expertise to maintain a positive, effective, and efficient districtwide CWTP image with the community, the school board, the high school, and district administration.
- Markets the CWTP to the community, parents and students, schools, and professional organizations
- Responds to community and school personnel inquiries about CWTP goals and functions.
- Maintains regular attendance.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_





## **FLOYD COUNTY SCHOOLS Classified Job Description**

<b>TITLE:</b>	<b>Facilities Support Coordinator</b>
<b>QUALIFICATIONS:</b>	High School diploma or G.E.D. Success and increasingly responsible maintenance experience preferred.
<b>REPORTS TO:</b>	Director of Facilities
<b>JOB GOAL:</b>	Assists departmental director with planning, organizing, scheduling, assigning and reviews maintenance work for trades groups.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.

### **PERFORMANCE RESPONSIBILITIES:**

- Plans, organizes, coordinates and oversees day-to-day maintenance activities to assure the proper and efficient maintenance and repair of district buildings and facilities.
- Plans, organizes and coordinates district energy management program;
- Plans, organizes and coordinates district employee/facility safety program;
- Develops and prepares work schedules; reviews maintenance reports and work orders; prioritizes and coordinates duties and assignments to assure effective workflow and facilitate operations; coordinates responses to emergency calls.
- Prepares and maintains records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned.
- Conducts inspections of buildings and facilities to determine maintenance and repair needs and quality of work performed; recommends the removal of fire, safety or health hazards including asbestos- related issues; instructs staff in safe work practices.
- Participates in the establishment and implementation of a systematic preventive maintenance program; investigates vandalism as necessary.
- Assists in determining needed equipment, materials and supplies for the district maintenance operations; requisitions a wide variety of supplies, maintenance tools and equipment.
- Communicates with vendors, contractors and inspectors regarding maintenance operations and activities, materials, specifications, scheduling and district policies and procedures.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Descriptions**

- TITLE:** Financial Analyst I
- QUALIFICATIONS:** Any combination equivalent to BA or BS Degree in Business Administration or Accounting. Successful experience in a school business setting preferred.
- REPORTS TO:** Director of Finance
- JOB GOAL:** Performs quantitative analyses necessary to prepare various financial statements and reports for management planning, control and decision-making purposes.
- TERMS OF EMPLOYMENT:** Salary and terms of employment according to approved salary schedules.
- EVALUATION:** Performance will be evaluated in accordance with provisions of the district evaluation plan.
- PERFORMANCE RESPONSIBILITIES:**
- Maintains the financial records for assigned programs and activities, making and preparing appropriate journal and general ledger entries and preparing appropriate accounting reports and financial statements for long- and short-term strategic planning.
  - Plans, develops and monitors related management information systems.
  - Prepares various finance statements for assigned activity such as monthly statements on a comparison of budget allocation to actual expenditures.
  - Assists in providing information as requested by the district's audit firm.
  - Conducts internal audits/reviews of accounting functions at the district and school level.
  - Prepares financial analysis of revenues and expenditures and compares to other school districts in state and out of the state as assigned.
  - Creates, maintains, and reviews automated accounting records in payroll, purchasing, accounts payable, accounts receivable, fixed assets, and special revenue funds at district and local school levels.
  - Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS Classified Job Description**

**TITLE:**

**FRYSC After School Director**

**QUALIFICATIONS:**

High school diploma or G.E.D. Successful experience in the child care field preferred.

**REPORTS TO:**

Center Coordinator and Principal

**JOB GOAL:**

Assist the Center Coordinator in planning, implementing and administering to meet the requirements of the District and the Kentucky Day Care Licensure.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Assists with the operations and maintenance of an After School Child Care Center.
- Maintains physical facilities necessary to meet licensure requirements.
- Maintains records and prepares reports as directed by the supervisor.
- Responds to individual child's basic needs.
- Know appropriate safety precautions and procedures.
- Purchases, inventories, stores and maintains supplies and equipment for the After School Program.
- Develops and maintains effective relationships with employees, students and parents.
- Analyzes situations accurately and adopt an effective course of action.
- Maintains a healthy and safe learning environment.
- Certified in First Aid, CPR and six hours of State approved childcare training annually.
- Meets schedules and time lines.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS Classified Job Description**

<b>TITLE:</b>	<b>FRYSC After School Child Care Aide</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D. Successful experience working in a school setting preferred.
<b>REPORTS TO:</b>	Center Coordinator and Principal
<b>JOB GOAL:</b>	Assist the Child Care Director in planning, implementing and administering to meet the established requirements of the District and the Kentucky Day Care License.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.

### **PERFORMANCE RESPONSIBILITIES:**

- Supervise play activities as requested by Child Care Director by participating with children in group games, enforcing safety rules, intervening when children are likely to injure themselves or each other, remaining with the children at all times.
- Communicates with the Child Care Director regarding difficult individual child behavior.
- Assists the children with self-care activities and afternoon snacks.
- Attends 15 hours of required Child Care training annually and all required professional development and trainings.
- Be present in the child care room with the children at all times during program hours except in the case of an emergency.
- Follows licensing and school procedures to safeguard the health and safety of the children in the Program, which include but are not limited to hand washing, sanitary measure, playground safety rules, and rules regarding the use of supplies and equipment.
- Becomes knowledgeable of the emergency procedures.
- Holds current certificates in first aid and CPR, must successfully pass training in blood borne pathogens and confidentiality.
- Assist in the supervision of all required drills and knowledge of all drills.
- Performs other related duties as assigned.

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Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:** FRYSC Coordinator

**QUALIFICATIONS:** High school diploma or G.E.D. and successful work experience in a school or child support agency setting.

**REPORTS TO:** Principal and Director Supervisor

**JOB GOAL:** Plans, organizes, implement and coordinates a Family Resource/Youth Services Center as outlined in KRS Chapter 156.497.

**TERMS OF EMPLOYMENT:** Salary and terms of employment according to approved salary schedules

**EVALUATION:** Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Plans, organizes, implements and coordinates a project, program or activity and evaluate staff as assigned involved in activities having overall impact on school/district.
- Responsible for becoming familiar with all facets of the grant application including all core and optional work plan components.
- Serves as liaison with other units, departments or outside agencies as required.
- Maintains communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepares and assists in preparation of reports, records and other documentation as required.
- Accumulates and researches data, documents and other pertinent information as required.
- Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepares, delivers or assists with training opportunities as appropriate.
- Provides technical assistance to school and district personnel in area of proper specialty.
- Prioritizes and schedules work.
- Maintains current knowledge of program rules, regulations, requirements and restrictions.
- Performs other related duties as assigned.

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Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:**

**FRYSC Project Clerk**

**QUALIFICATIONS:**

High school diploma, G.E.D. Proficiency in computer skills/word processing expected. Successful experience in clerical work preferred.

**REPORTS TO:**

Center Coordinator, Principal, District Supervisor

**JOB GOAL:**

Responsible for assisting the coordinator with all duties necessary to maintain the center and implement core and optional components of the grant.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Provide clerical functions for the project including typing, filing, reports, answering telephones, compiling data, and maintaining project records.
- Electronically processes correspondence, memorandums, stencils, purchase orders, vouchers and letters.
- Prepares, completes and maintains appropriate records and files.
- Maintains on-going records of program expenditures and budgets.
- Answers telephones and fulfills receptionist duties.
- Operates standard office equipment and machines.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:**

**General Computer Technician**

**QUALIFICATIONS:**

Any combination equivalent to two years college-level work in electronics or computer science. Successful experience servicing information systems preferred.

**REPORTS TO:**

Director - Chief Information Officer

**JOB GOAL:**

To perform a variety of skilled duties related to district informational and technical systems.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Performs a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment; schedules repairs or installations.
- Develops and maintains cable location diagrams for local area networks, device sharing and computer terminals.
- Installs mainframe equipment including terminals, printers and modems; determines appropriate location for installation; installs cables and connects devices and tests device for proper operation.
- Performs component level equipment repair; removes defective components and replaces and initiates test procedures according to established procedures; locates and requests replacement components.
- Communicates with a variety of departments regarding the repair and installation of computer equipment; communicates with vendors and manufacturers regarding parts, pricing, purchases and product information to find best source of supply.
- Provides assistance, information and technical expertise to faculty, administrators and students regarding the safe and proper operation, care and maintenance of computerized equipment.
- Maintains records of computer and network repairs, materials used, moving and installation activities and work orders; maintains records of maintenance supplies used; maintains an adequate spare parts inventory.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_





## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

**TITLE:**

**Guidance Counselor**

**QUALIFICATIONS:**

Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Have a Master's Degree in Elementary or Secondary Guidance and at least one (1) year of teaching experience or such alternatives to the qualifications and certifications allowable under the law and within the discretion of the Board of Education.

**REPORTS TO:**

Principal, Superintendent and Supervisors

**JOB GOAL:**

Develop a philosophy for the Guidance program within the school where the counselor is employed making built-in provisions for revisions of the philosophy when ever necessary to meet the changing needs of the students

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Make reports required by the Principal, Superintendent, Assistant Superintendent and Supervisors.
- Act as a resource person for the teachers in his assigned school.
- Act as a consultant for the school administrators, teachers and parents.
- Act as a resource person for the students in his assigned school.
- Helps with the in-service training for teachers.
- Provides counseling services of students which:
- Helps a student facilitate wise choices on which his later development depends.
- Helps the student develop attitudes which assures him or her a set of values appropriate to the morals of the community.
- Helps a student acquire a life pattern and fill it creditably, making allowances for developing abilities, talents and other assets.
- Helps the student cope with the developmental tasks confronted during childhood and adolescence.
- Helps a student place a high value on the freedom of choice, taking into account the many factors which influence the selective processes.
- Helps the student understand the influences of environment and heredity in the building of a lifestyle.
- Helps the student understand himself or herself as a whole person and as a unique, individual human being.
- Makes the student feel that he or she is a worthy individual, deserving of respect and having the capacity for attaining the strengths and self-reliance he or she needs for success.



- Helps create a sense of freedom and feeling within the student leaving him or her free to terminate the counseling process as they wish.
- Helps the students release tensions and restrictions upon their own thinking and acting.
- The counselor will perform other guidance and counseling services within the counselor's training and experience, when called upon by his supervisors.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature:

Last four digits of SS#:

Date:

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## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:**

**Head Start Assistant**

**QUALIFICATIONS:**

High school diploma or G.E.D. and successful completion of KYA or completed two years of study at an institution of higher education; or obtained an associates, or higher degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education. Must have a child development associate (CDA) credential or be enrolled in a CDA credential program that will be completed within two years. Successful experience in working with preschool-age children preferred.

**REPORTS TO:**

Principal, Director

**JOB GOAL:**

Assists the teacher in providing instruction to individual or small groups; monitors and reports student progress.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATIONS:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Tutors individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintains records of student progress.
- Participates as member of an instructional team including remediation teams.
- Assists in administering diagnostic and other tests; scores and records test information.
- Monitors and reports behavior of students according to approved procedures; reports progress regarding student performance and behavior; checks and assists students with lab work as necessary.
- Performs routine clerical duties such as preparation of instructional and classroom materials; operates copy machines; maintains classroom records; maintains attendance records.
- Provides support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Confers, as needed, with teachers concerning programs and materials to meet student needs.
- Assures the health and safety of students by following health and safety practices and regulations.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature:

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Last four digits of SS#:

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Date:

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## **FLOYD COUNTY SCHOOLS**

### **Certified/Classified Job Description**

**TITLE:**

**Head Start Educational Consultant**

**QUALIFICATIONS:**

If classified, Associate Degree or 64 college semester hours. A minimum of one year early childhood training or experience plus a Child Development Associate (CDA) If certified, valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Successful teaching experience in Early Childhood setting preferred.

**REPORTS TO:**

Director

**JOB GOAL:**

Assists with organizing and implementing appropriate developmental activities for preschool children, including those with disabilities.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATIONS:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Provides parent involvement opportunities and works individually with parents of children on child development and individual child progress; may help implement a home-based program under the direction of a professional.
- Observes and records child behavior; uses appropriate child assessment tools with training; may assist in writing part of a report.
- Adapts the learning environment using recommendations from teachers, occupational therapists, physical therapists, speech/language therapists, etc.; implements IEP goals under supervision; participates in the Admissions and Release Committee.
- Assists in recruitment and enrollment of children.
- Performs other related duties assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:**

**Head Start Family Advocate**

**QUALIFICATIONS:**

High school diploma or G.E.D. MUST have within eighteen (18) months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field

**REPORTS TO:**

Director

**JOB GOAL:**

Provides specialized services for a specific school or district program involving the school or district in relation to parents and/or the community at large.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATIONS:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Provides specialized services for an assigned program involving the school, district and students in relation to the community and parents.
- Recruits and trains volunteers as necessary to work in the program.
- Participates as a team member for specific student problems; assists in resolving issues with purposeful interaction with parents and other family members as necessary.
- Develops and distributes program material and literature to inform the community and parents of assigned program.
- Monitors and evaluates program effectiveness; follow-ups on specific cases as necessary.
- Coordinates meetings and special gatherings in support of assigned program.
- Serves as a liaison between students, support groups, parents and others to assist in resolving student problems.
- Plans, organizes and implements a community program for a school or the district office.
- Maintains records and prepares reports.
- Assists in the transportation of children.
- Assists in recruitment and enrollment of children.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>Health Assistant</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D. State Registered Nurse Aide (SRNA) or successful experience in child health field preferred.
<b>REPORTS TO:</b>	District Health Coordinator
<b>JOB GOAL:</b>	Administers basic first aid and screens ill or injured students in accordance with state laws and district regulations; assists with health testing programs; prepares and maintains a variety of records, files and reports.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules. SNRA's must be listed on the Kentucky Nurse Aide Registry and present SRNA number for validation
<b>EVALUATIONS:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Performs basic first aid procedures and screens ill or injured children according to established procedures.</li><li>• Administers first aid in emergency situations and notifies nurse, administrator, parents or paramedics as necessary.</li><li>• Administer medications and injections subject to appropriate training requirements and provisions of state law.</li><li>• Schedules students for and assists with vision, hearing, scoliosis and dental screenings; schedules follow-up appointments if further testing is required.</li><li>• Prepares, maintains and types a variety of health-related records and files including student health records, emergency medical records, accident reports and health and disability reports; prepares correspondence, forms, notices and referrals; maintains files and duplicates materials as needed.</li><li>• Maintains the health office in a clean, orderly and safe condition; assists in maintaining inventory and orders first aid supplies as necessary.</li><li>• Attends meetings and assists other school personnel as required.</li><li>• Operates standard office equipment as required.</li><li>• Performs other related duties as assigned.</li></ul>

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## FLOYD COUNTY SCHOOLS Classified Job Description

**TITLE:**

**Instructional Assistant**

**QUALIFICATIONS:**

High school diploma or G.E.D. and successful completion of KPA or completed two years of study at an institution of higher education. Successful experience in a school setting preferred.

**REPORTS TO:**

Principal

**JOB GOAL:**

Assists a certificated teacher in providing instruction to individual or small groups; monitors and reports student progress.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATIONS:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Tutors individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintains records of student progress.
- Assists in administering diagnostic and other tests; scores and records test information.
- Administer medications and injections subject to appropriate training requirements and provisions of state law.
- Monitors and reports behavior of students according to approved procedures; reports progress regarding student performance and behavior.
- Performs routine clerical duties such as preparation of instructional and classroom materials; operates copy machines; maintains classroom records; maintains attendance records.
- Provides support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Confers, as needed, with teachers concerning programs and materials to meet student needs.
- Assures the health and safety of students by following health and safety practices and regulations.
- Assists in monitoring lunchroom, playground activities; assists in emergency drills.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:**

**Insurance Clerk**

**QUALIFICATIONS:**

A high school diploma or G.E.D. Successful secretarial experience preferred.

**REPORTS TO:**

Director

**JOB GOAL:**

Audits insurance deductions data for effective, accurate, payment of employees according to established timelines; computes insurance premium payments and adjust billings based on employee leaves.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Performs insurance deduction activities for personnel and reconciles data printouts.
- Coordinates personnel actions with payroll deductions and data processing for insurance deductions.
- Compiles data and prepares various reports relative to insurance benefits.
- Receives, screens and directs incoming telephone calls and walk-ins; answers questions regarding benefit coverage, costs and payroll information as necessary.
- Updates and maintains employee files regarding changes in benefits and employment as necessary.
- Maintains and processes various insurance billings.
- Utilizes the computer to add, delete, or change employee insurance information.
- Distributes insurance materials to staff and department supervisors.
- Maintains and updates payroll files and records of a confidential nature with insurance emphasis, COBRA, TEFRA and leaves of absences.
- Processes and maintains records of staff leaves and absences.
- Notifies and assists employees regarding medical coverage.
- Prepares various correspondence, forms, reports and other materials as needed.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_





## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>Lead Custodian</b>
<b>QUALIFICATIONS:</b>	High school diploma, G.E.D. or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. Successful custodial experience preferred.
<b>REPORTS TO:</b>	Principal or Director
<b>JOB GOAL:</b>	Provides work direction and guidance to assigned custodians and participates in custodial duties to maintain schools and other district facilities in a clean, safe and orderly condition.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Assigns, monitors and participates in cleaning and custodial functions for assigned buildings and related facilities; inspects assigned site and reports the condition of facility.</li><li>• Assigns, monitors and reviews the work of assigned custodial personnel; assists in training; submits time sheets of custodians to proper personnel.</li><li>• Inspects assigned areas for safety hazards and compliance with sanitation standards; reports safety, sanitation and fire hazards to appropriate authority.</li><li>• Performs minor, non-technical repairs as needed; prepares work orders for emergency maintenance; reports need for maintenance repairs to appropriate authority.</li><li>• Locks and unlocks doors and maintains security of school facility.</li><li>• Operates cleaning equipment such as vacuums and floor cleaning and polishing machines; assists with ordering supplies and equipment as needed.</li><li>• Reports suspicious or unauthorized individuals on campus to appropriate personnel; monitors facility and equipment for possible hazards or unsafe conditions and notifies appropriate personnel.</li><li>• Performs other related duties as assigned.</li></ul>

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:** **Lead Mechanic**

**QUALIFICATIONS:** High school diploma or G.E.D. Successful journey-level mechanical maintenance experience preferred.

**REPORTS TO:** Director

**SUPERVISES:** Mechanics

**JOB GOAL:** Performs repair and maintenance of district vehicles; trains, prioritizes, plans, assigns and reviews the work of assigned staff; prepares and maintains related records.

**TERMS OF EMPLOYMENT:** Salary and terms of employment according to approved salary schedules.

**EVALUATION:** Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Trains, prioritizes, plans, assigns and reviews the work of assigned mechanics and maintenance personnel; prepares and maintains related records.
- Determines priority of mechanical work to be performed; organizes, lays out, assigns and reviews work to be performed by mechanics.
- Coordinates with other maintenance personnel for scheduling service and repair of district maintenance vehicles.
- Initiates with vendors and interviews sales people concerning sources and cost of materials, supplies and equipment.
- Inspects buses and other automotive vehicles to assure compliance with health and safety standards and regulations; uses diagnostic equipment to evaluate operation and repair of engines and electrical and automotive systems and equipment.
- Performs road tests to evaluate malfunctions, needed repairs or repairs performed.
- Prepares and maintains records of safety inspections conducted on student transportation vehicles; maintains records of work performed including hours and materials purchased and used.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>Lead Network Technician</b>
<b>QUALIFICATIONS:</b>	Any combination equivalent to an associate's degree in computer science. Successful and increasingly responsible experience in network operations preferred.
<b>REPORTS TO:</b>	Director
<b>JOB GOAL:</b>	Assists with planning, organizing, directing and repairing district information systems.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Manage the allocation of technical resources to meet District and school goals.
- Assist in long and short-range planning for the information services department; assist in determining future needs in personnel, equipment and supplies for the operations section.
- Direct the technical software environment to assure adequate and continued operational support in a mainframe environment; provide structure to assure adequate hardware and software capabilities in a production environment.
- Provide consultation in the design and implementation of new or modified systems; develop, modify and maintain procedures and controls.
- Coordinate with vendor to maintain system, both hardware and software, to assure accessibility by terminal users; schedules preventive and corrective maintenance; review attempted accesses to the system to assure security.
- Plan, coordinate and schedule the use of computer facilities; prepare and maintain hardware use records and provide for maintenance and repair as required.
- Respond to emergency calls as necessary regarding computer system failures or environmental system problems.
- Order and maintain supplies used in data entry, computer operations and telecommunications.
- Perform related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:** **Maintenance Tech AA**

**QUALIFICATIONS:** High school diploma or G.E.D. Successful journey-level maintenance and repair experience preferred.

**REPORTS TO:** Director

**JOB GOAL:** To perform skilled maintenance, repair and construction of District buildings and equipment.

**TERMS OF EMPLOYMENT:** Salary and terms of employment according to approved salary schedules.

**EVALUATION:** Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Performs a variety of skilled work in the maintenance and repair of district facilities and equipment; prioritizes, schedules, assigns and coordinates the work of assigned staff to accomplish a wide variety of duties related to the building trades.
- Performs various refrigeration, plumbing and heating-related duties; cuts, threads, assembles and lays pipe; assists in the purchase, installation, repair and maintenance of various plumbing, heating and air conditioning fixtures; performs welding and metal fabrication; diagnoses and repairs electronic ignition systems for heaters, furnaces and hot water heaters.
- Assists in the purchase, installation, maintenance and repair of electrical wiring and fixtures; performs trouble-shooting to repair or replace fans and motors; performs repairs to motors, bells, clocks and lighting circuits and to communication and audio-visual equipment.
- Performs skilled maintenance and repair on mechanical and electrical equipment; tests and replaces circuits; coordinates emergency repairs and large complex projects; troubleshoots and corrects defective switches, receptacles, ballasts and other wiring; performs routine mechanical and electrical maintenance.
- Assures compliance with appropriate safety practices and procedures and with applicable federal, state and local codes, regulations and requirements.
- Maintains various records related to labor, materials and work orders.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:** Maintenance Tech A

**QUALIFICATIONS:** High school diploma or G.E.D. Successful journey-level experience preferred.

**REPORTS TO:** Director

**JOB GOAL:** To perform skilled maintenance, repair and construction of district buildings and equipment.

**TERMS OF EMPLOYMENT:** Salary and terms of employment according to approved salary schedules.

**EVALUATION:** Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Performs a variety of skilled work in the maintenance and repair of district facilities and equipment; prioritizes, schedules, assigns and coordinates the work of assigned staff to accomplish a wide variety of duties related to the building trades.
- Performs various refrigeration, plumbing and heating-related duties; cuts, threads, assembles and lays pipe; assists in the purchase, installation, repair and maintenance of various plumbing, heating and air conditioning fixtures; performs welding and metal fabrication; diagnoses and repairs electronic ignition systems for heaters, furnaces and hot water heaters.
- Assists in the purchase, installation, maintenance and repair of electrical wiring and fixtures; performs trouble-shooting to repair or replace fans and motors; performs repairs to motors, bells, clocks and lighting circuits and to communication and audio-visual equipment.
- Performs skilled maintenance and repair on mechanical and electrical equipment; tests and replaces circuits; coordinates emergency repairs and large complex projects; troubleshoots and corrects defective switches, receptacles, ballasts and other wiring; performs routine mechanical and electrical maintenance.
- Assures compliance with appropriate safety practices and procedures and with applicable federal, state and local codes, regulations and requirements.
- Maintains various records related to labor, materials and work orders.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:**

**Maintenance Tech B**

**QUALIFICATIONS:**

High school diploma, G.E.D., or a Certificate demonstrating progress toward obtaining a G.E.D. as required by Kentucky law and three (3) years journey-level experience in one (1) or more trades areas.

**REPORTS TO:**

Director

**JOB GOAL:**

To perform skilled maintenance, repair and construction of district buildings and equipment in one or more craft or trade.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Performs a variety of skilled work in the maintenance and repair of district facilities and equipment; prioritizes, schedules, assigns and coordinates the work of assigned staff to accomplish a wide variety of duties related to the building trades.
- Constructs, rebuilds and repairs district equipment and facilities including various wood and metal structures, equipment and furniture; prepares surfaces for painting and varnishing and applies surface coverings as required.
- Performs a variety of skilled building maintenance including repairs to doors, windows, roofs and other building parts; constructs or assembles furniture and other wood and metal structures; installs and maintains grand master lock systems and electrical security systems.
- Operates a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work; maintains tools and equipment in a safe, clean and proper working condition.
- Assures compliance with appropriate safety practices and procedures and with applicable federal, state and local codes, regulations and requirements.
- Maintains various records related to labor, materials and work orders.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

- TITLE:** **Mechanic/Bus Inspector**
- QUALIFICATIONS:** High school diploma or G.E.D. Valid Commercial Drivers' License; course work toward ASE certification. Successful experience in general automotive repair preferred.
- REPORTS TO:** Director of Transportation
- JOB GOAL:** Performs mechanical and body repair work on school buses, trucks and other gas and diesel powered automotive equipment.
- TERMS OF EMPLOYMENT:** Salary and terms of employment according to approved salary schedules.
- EVALUATION:** Performance will be evaluated in accordance with provisions of the district evaluation plan.
- PERFORMANCE RESPONSIBILITIES:**
- Disassembles motors and repairs, adjusts and replaces parts; reconditions and adjusts ignition and carburetor systems; tunes engines including injectors and generators; repairs, fits and adjusts valves, pistons, rings and bearings; cleans, repairs and replaces carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
  - Performs major mechanical repairs; overhauls transmissions, differentials and universal joints; repairs, adjusts and lines brakes; rebuilds and replaces air and hydraulic brake system components; performs front-end alignment and repair.
  - Inspects and diagnoses mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts and other mechanical equipment; drives and tests school buses.
  - Reads and interprets schematics and diagrams; diagnoses and repairs mechanical defects in a variety of vehicles.
  - Repairs and replaces alternators, generators, starters, voltage regulators, distributors and lighting systems; installs a variety of parts including batteries, brakes, glass and door handles.
  - Responds to service calls and performs emergency repairs as needed.
  - Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_





## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

**TITLE:**

**Media Specialist**

**QUALIFICATIONS:**

Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Successful experience as a teacher is preferred.

**REPORTS TO:**

Principal and Assistant Principal

**JOB GOAL:**

To provide materials to meet the varied interests and needs of children of all ages in learning levels and provide students with basic knowledge in the use of the library/media center.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to the approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Works cooperatively with the classroom teachers in guiding students in their choice of books and other materials of learning for both personal and curricular purposes.
- Teaches students to develop skills and resourcefulness in their use of books and media centers, and that this can be accomplished by media specialists and teachers, cooperatively providing such learning situations.
- Encourages students to establish habits of reading and research for both information and pleasure that will carry over into adult life.
- Helps students establish a wide range of interests and to pursue these interests through the use of media center facilities.
- Provides an educational environment that is conducive to learning and provide aesthetic experiences which develop appreciation of the arts.
- Works cooperatively with teachers and principal in planning the media center schedule.
- Assists teachers and students with planning special work in the media center and carrying that work over to the classroom.
- Develops and proposes operational budget for the media center.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_





## **FLOYD COUNTY SCHOOLS Classified Job Description**

**TITLE:** **Media Technician**

**QUALIFICATIONS:** High school diploma or G.E.D. Successful experience in a school setting preferred.

**REPORTS TO:** Principal

**JOB GOAL:** Perform a variety of technical duties related to the circulation, distribution, processing, receipt and storage of library or media materials at an assigned school library.

**TERMS OF EMPLOYMENT:** Salary and terms of employment according to approved salary schedules.

**EVALUATION:** Performance will be evaluated in accordance with provisions of the district evaluation plan.

### **PERFORMANCE RESPONSIBILITIES:**

- Provides media services relating to the acquisition, circulation, distribution and recovery of books, periodicals, records and tapes, textbooks, audio-visual materials and equipment and other instructional materials at the media center or an assigned middle or high school site.
- Assists faculty, students and staff in researching materials for classroom use; assists in locating and selecting materials.
- Checks books and materials in and out at circulation desk; checks out, distributes and recovers media equipment and media materials.
- Schedules and coordinates the use of media equipment and materials; orders, repairs and returns software and videos; assures proper use and operation of equipment.
- Operates a variety of office and media equipment as required by the position.
- Assists students and faculty in the location of instructional materials and resources.
- Maintains a consistently friendly and cooperative manner.
- Operates a variety of standard office equipment including a computer terminal.
- Meets schedules and time lines.
- Communicates effectively both orally and in writing.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>Network Services Computer Technician</b>
<b>QUALIFICATIONS:</b>	Any combination equivalent to two years college-level work in electronics or computer science. Successful experience servicing information systems preferred.
<b>REPORTS TO:</b>	Director - Chief Information Officer
<b>JOB GOAL:</b>	Assists with planning, organizing, directing and repairing district information systems.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Plans, organizes, schedules and supervises work of computer operations, data entry and data control sections; coordinates unit operations with department head in determining hardware needs and development plans to meet district objectives and needs.</li><li>• Assists in long- and short-range planning for the information services department; assists in determining future needs in personnel, equipment and supplies for the operations section.</li><li>• Prepares annual and monthly production schedules, establishing cut-off dates for input data, computer utilization schedules and report output dates; establishes priorities and controls and flow of data to data entry, data control and the computer; confers with user departments to schedule special runs, to modify production schedules and resolve input/output problems.</li><li>• Plans, coordinates and schedules the use of computer facilities; prepares and maintains hardware use records and provides for maintenance and repair as required.</li><li>• Responds to emergency calls as necessary regarding computer system failures or environmental system problems.</li><li>• Communicates with vendors to resolve hardware and software problems; communicates with users to assure accuracy and timeliness of data needs and to resolve hardware or software problems.</li><li>• Performs other related duties as assigned.</li></ul>

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>Office Manager</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D. Successful secretarial experience preferred.
<b>REPORTS TO:</b>	Principal
<b>JOB GOAL:</b>	Organizes, coordinates, schedules and perform office functions at a school.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Organizes and coordinates a wide variety of clerical and other office functions and activities; prioritizes and schedules duties and assignments to assure efficiency and effectiveness and meet established time lines.
- Provides administrative assistance to the Principal; makes, schedules and arranges appointments, meetings and conferences.
- Performs secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently composes letters, memoranda and other materials.
- Assists the Principal in the preparation and maintenance of financial, statistical and narrative reports; researches, compiles and organizes information.
- Processes purchase orders.
- Maintains daily attendance logs and records of school based staff.
- Compiles and organizes information for the Principal; composes and responds to routine correspondence; opens, sorts, reviews and route mail.
- Answers phones and greet visitors; takes and relays messages; provides information to students, parents, faculty and site personnel; interprets, applies and explains District policies and school procedures and regulations.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>Parent Involvement Liaison</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D. Successful secretarial experience preferred.
<b>REPORTS TO:</b>	Director
<b>JOB GOAL:</b>	Works with parents, teachers, principals and Family Resource Center Directors to build a better partnership between home and school.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Organizes workshops for parents in specific areas of interest to enable them to be more proficient in helping their children in the home.
- Assists directors in organizing volunteer groups.
- Collaborates and coordinates with Family Resource Centers.
- Maintains records of all activities, meetings, projects, and workshops and insures that the designated contact at each school receives a copy.
- Encourages and promotes ongoing parent involvement programs by working with the community education liaison.
- Develops and maintains all forms necessary in managing the program.
- Works with district administrators to coordinate workshops and activities for parents at their local school(s) and/or district on a regular basis.
- Provides technical assistance relating to parental involvement as needed locally or at the district level.
- Attends all local meetings and trainings of Parent Involvement Coordinators.
- Shares ideas and experiences with school or district staff, leadership team and/or other parent professionals.
- Ability to host parent meetings off school sites and in the local community and/or Neighborhoods.
- Ability to work flexible hours including some evenings and weekends as needed.
- Researches and compiles information and computes statistical data for federal, state and district reports and special projects as assigned.
- Reviews or prepares a variety of materials and documents; prepares purchase orders and orders supplies and materials.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature:

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Last four digits of SS#:

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Date:

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## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:**

**Personnel Assistant**

**QUALIFICATIONS:**

High school diploma or G.E.D. Successful and increasingly responsible secretarial experience preferred.

**REPORTS TO:**

Director

**JOB GOAL:**

Performs a wide variety of responsible personnel clerical duties in the areas of employee functions for both full and part-time employees.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Performs a wide variety of responsible personnel and clerical duties in all legal areas.
- Serves as liaison for requested legal employment documentation.
- Maintains documentation for all legal inquiries.
- Processes worker's compensation claims; assures compliance and completion of required documentation; provides information and explains regulations to district personnel.
- Prepares, types, updates, maintains and processes a variety of forms, reports, bulletins, records, schedules, lists and files according to established policies, procedures, regulations; verifies and posts information as necessary to assure completeness and accuracy.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:**

**Physical / Occupational Therapist**

**QUALIFICATIONS:**

Any combination equivalent to graduation from an accredited program. Successful experience working in pediatric physical or occupational therapy preferred.

**REPORTS TO:**

Director of Special Education

**JOB GOAL:**

Provides physical and occupational therapy to eligible individuals. Assists with developing and evaluating programs and procedures for physical and occupational therapy.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Develops, disseminates and evaluates programs and procedures for physical and occupational therapy and assessment; reviews therapy goals and plans for each individual, makes recommendations and adjustments as appropriate.
- Researches, evaluates and interprets data and other information regarding the effectiveness of the physical and occupational program and submits periodic reports as requested.
- Prepares written evaluations, maintains records and prepares reports concerning individual clients; reviews medical and therapy reports to assure compliance with established laws, regulations and procedures.
- Communicates with agencies, schools and other organizations to coordinate communication and services; contacts vendors concerning supplies and equipment for clinic and office needs; coordinates physical and occupational therapy referral and record systems.
- Operates a variety of therapeutic equipment; trains others in the use of therapeutic equipment as necessary; maintains equipment in proper working condition.
- Remains current concerning technological advances and other matters concerning physical and occupational therapy; attends and participates in seminars, workshops and conferences; provides in-service training to physical and occupational therapy staff.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:**

**Preschool Associate Teacher**

**QUALIFICATIONS:**

An associate, baccalaureate or advanced degree in early childhood education **or** an associate degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children **or** baccalaureate or advanced degree in any field and coursework equivalent to a major relating to early childhood education, with experience teaching pre-school age children.

**REPORTS TO:**

Principal and Director of Head Start

**JOB GOAL:**

To create a class environment that focuses on readiness for learning and personal growth; to establish beneficial and effective relationships with pupils; to motivate pupils to begin to develop the necessary skills, attitudes and knowledge needed to provide a good foundation for future education; to establish good relationships with parents and other staff members.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- The Head Start/Preschool Teacher is responsible for following the regulations as noted in the Head Start Performance Standards and Appendix A; and Head Start Component Policies and Procedures.
- Organizes, creates and operates the preschool classroom.
- Provides parent involvement opportunities and works individually with parents of children on child development and individual child progress; implements a home-based program under the direction of a professional.
- Observes and records child behavior; uses appropriate child assessment tools with training; may assist in writing part of a report.
- Adapts the learning environment using recommendations from professionals (teacher, occupational therapist, physical therapist, speech/language therapist, etc.); implements IEP goals under supervision of a professional; participates in the Admissions and Release Committee as the child's regular teacher.
- Directs the activities of instructional assistants in the classroom.
- General practices, policies and procedures involved in early childhood education.
- Appropriate preschool classroom operation.
- Parent education relating to preschool children.



- Needs and development of preschool children.
- Oral and written communication skills.
- Laws, rules and regulations related to assigned activities.
- Interpersonal skills basic to working with adults and families.
- Health and safety rules and regulations related to early childhood settings.
- Organizes, creates and operates the preschool classroom with indirect curricular supervision.
- Maintains classroom records.
- Understands and works within scope of authority.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature:

Last four digits of SS#:

Date:

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## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

**TITLE:**

**Principal**

**QUALIFICATIONS:**

Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality.

**REPORTS TO:**

Director

**JOB GOAL:**

To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Establishes and maintains an effective learning climate in the school.
- Plans, organizes, and directs implementation of all school activities.
- Keeps the superintendent or superintendent's designee informed of the school's activities.
- Makes recommendations concerning the school's administration and instruction.
- Prepares and administers the school budget and supervises the school finances, including student/school activity accounts.
- Supervises the maintenance of all required building records and reports.
- Keeps supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
- Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
- Maintains active relationships with students and parents.
- Budgets school time to provide for the efficient conduct of school instruction and business.
- Assists in the development, revisions, and evaluation of the curriculum.
- Maintains high standards of student conduct and well-being and enforces discipline as necessary, according due process to the rights of students.
- Models and oversees the use of administrative and instructional technology within the school.
- Establishes guides for proper student conduct and maintaining student discipline.
- Selects, in consultation with the school council, applicants for designated vacancies.
- Serves as a member of such committees and attends such meetings as directed to by the superintendent.
- Assumes responsibility for all official school correspondence and news releases.
- Orients newly assigned staff members and assists in their development, as appropriate.

- Counsels all staff members regarding their individual and group performance.
- Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory.
- Assumes responsibility for the safety and administration of the school plant.
- Supervises the daily use of the school facilities for both academic and nonacademic purposes.
- Plans and supervises fire drills and an emergency preparedness program.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_



## FLOYD COUNTY SCHOOLS Certified/Classified Job Description

**TITLE:**

**Psychologist**

**QUALIFICATIONS:**

If certified, Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. If classified, BS degree in psychology with autonomous functioning. Successful experience working in a therapy/clinical field with school aged children preferred.

**REPORTS TO:**

Director of Special Education

**JOB GOAL:**

Provides individual and group services as needed. Assists with developing and evaluating programs and procedures for psychological services.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to the approved salary schedules.

**EVALUATION:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Consults with administrators, teachers and parents in the use of tests for identification of exceptional children.
- Provides consultation to Administrative Admissions and Release Committee.
- Provides psychological and/or educational assessments.
- Consults with and trains classroom teachers in meeting the needs and management of students.
- Assists teachers and ARC's in development of IEP that meets the needs of exceptional children in terms of social, educational and psychological development and needs.
- Provides consultation to teachers in developing behavioral management programs for students with special emotional or behavioral problems.
- Assists with planning/implementation of professional development for principals/teachers/aides/ parents.
- Directs the testing program in accordance with the Educational Improvement Act.
- Implements individual action plans supporting district goals and priorities of both short and long range planning.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>Safe Schools Coordinator</b>
<b>QUALIFICATIONS:</b>	BA or BS degree. Successful experience preferred.
<b>REPORTS TO:</b>	Superintendent/designee
<b>JOB GOAL:</b>	Serves as resource to district instructional, human resources and attendance departments on issues relating to student and facility safety, substance abuse and attendance.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Coordinates district activities regarding facility and student safety.</li><li>• Coordinates district activities regarding substance abuse prevention.</li><li>• Assists attendance supervisor with issues that prevent regular student attendance.</li><li>• Maintains communication and works closely with district staff, local school staff and the community regarding information in areas of responsibility.</li><li>• Represents school district as member of inter-agency governmental planning groups.</li><li>• Serves as liaison with other units, departments or outside agencies as required.</li><li>• Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned.</li><li>• Prepares and assists in preparation of reports as required.</li><li>• Accumulates and researches data, documents and other pertinent information as required.</li><li>• Prepares, delivers or assists with training opportunities as appropriate.</li><li>• Performs other related duties as assigned.</li></ul>

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>School Nutrition Manager</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D. Successful experience in the food service industry preferred.
<b>REPORTS TO:</b>	Director - School Nutrition
<b>JOB GOAL:</b>	Manages and coordinates the food service operations and activities at an assigned school site.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.

#### **PERFORMANCE RESPONSIBILITIES:**

- Manages and coordinates the food service operations and activities at an assigned school;
- Analyzes effectiveness, assures compliance with District, State and federal laws, regulations and safety and sanitation procedures.
- Assures guidelines for maintaining appropriate food temperatures and sanitation requirements are met.
- Prepares menus, assuring compliance with regulations and requirements; estimates and orders amount of food and supplies needed; monitor and control expenditures.
- Directs, assigns, schedules and evaluates food service personnel; conducts training sessions for new employees.
- Inspects lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
- Plans work schedules and coordinate daily work for efficient use of labor; receive calls from employees and call substitutes as required.
- Trains and assists employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Participates in, schedules and attends professional development and meetings.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>School Nutrition Supervising Manager</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D. 3 or more years of managerial experience in the school food service industry preferred.
<b>REPORTS TO:</b>	Director - School Nutrition
<b>JOB GOAL:</b>	Help manage and coordinates the food service operations and activities at each of the school sites.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.

#### **PERFORMANCE RESPONSIBILITIES:**

- Help manages and coordinate the food service operations and activities at assigned schools.
- Analyzes effectiveness, assures compliance with District, State and federal laws, regulations and safety and sanitation procedures.
- Assures guidelines for maintaining appropriate food temperatures and sanitation requirements are met.
- Monitors menu preparation, assuring compliance with regulations and requirements; assist managers in estimates and orders amount of food and supplies needed; monitor and control expenditures.
- Assist managers in directing and assigning schedules and evaluating food service personnel; conducts training sessions for new employees.
- Inspects lunchrooms and kitchen areas to assure compliance with health, safety and sanitation requirements and regulations.
- Assists in planning work schedules and coordinating daily work for efficient use of labor.
- Trains and assists employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Participates in, schedules, and attends professional development and meetings.
- Assists in monitoring visits for all school nutrition programs.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS Classified Job Description**

<b>TITLE:</b>	<b>School Nutrition Support Technician</b>
<b>QUALIFICATIONS:</b>	High School Diploma or GED and valid KY driver License. Successful experience in school nutrition service preferred.
<b>REPORTS TO:</b>	Director - School Nutrition
<b>JOB GOAL:</b>	Provide maintenance and inventory support services to the School Nutrition Program
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Organizes food inventories.</li><li>• Maintains appropriate documentation for transfer of food products from all sites.</li><li>• Assumes responsibility for the food service recycling program.</li><li>• Makes storage area improvements as determined by the Director.</li><li>• Monitors cold storage units on days school is not in session.</li><li>• Assumes responsibility for the hood cleaning at all sites.</li><li>• Transfers equipment as needed for all sites.</li><li>• Receives and organizes food products received from vendors.</li><li>• Maintains food service paper waste storage areas at selected sites.</li><li>• Transports emergency products to sites as needed.</li><li>• Monitors food service organic waste storage areas at all sites.</li><li>• Performs other related duties as assigned.</li></ul>

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_





## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>Secretary - School Level</b>
<b>QUALIFICATIONS:</b>	High School Diploma or G.E.D. Successful secretarial experience preferred.
<b>REPORTS TO:</b>	Principal
<b>JOB GOAL:</b>	Perform a variety of responsible secretarial and clerical duties.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATIONS:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Performs a variety of secretarial and clerical duties.
- Assists supervisor with routine administrative details and general clerical tasks.
- Greets visitors and answers phone calls; answers questions, provides information or directs individual to appropriate department or District employee; opens, sorts and distributes mail and other written communications.
- Schedules appointments and meetings with students, parents, teachers, vendors and the general public.
- Assists students with registration, orientation and student records; requests records for new students and distributes records of withdrawn students to appropriate school.
- Administer medications and injections subject to appropriate training requirements and provisions of state law.
- Performs research, computes and compiles information and prepares statistical reports.
- Prepares and maintains records, reports, files and lists related to students, personnel, budgets, student records and attendance as required.
- Coordinates schedules and meetings; serves as receptionist and a contact and reference source for staff, students, parents and the public.
- Provides information over the phone or in personal contacts with parents, students or school personnel as appropriate; routes calls to appropriate personnel as necessary.
- Operates a variety of office machines, including a microcomputer or computer terminal, typewriter, copiers and calculator.
- Performs other related duties as assigned.

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Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>Secretary II</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D. Successful responsible secretarial experience preferred.
<b>REPORTS TO:</b>	Director
<b>JOB GOAL:</b>	Performs advanced-level secretarial duties for a director-level administrator of a major district function.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Serves as secretary to a district-level director or administrator.
- Plans, organizes and coordinates activities to relieve the administrator of routine clerical details.
- Interviews and screens callers and visitors and provides information or directs to appropriate personnel.
- Communicates with parents and district personnel on confidential or sensitive issues; screens incoming calls to gather and exchange information.
- Types a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents and other materials; establishes, modifies and maintains project and confidential filing systems.
- Researches and compiles information and computes statistical data for federal, state and district reports and special projects as assigned.
- Assists in the maintenance of department budgets; enters data into computer to charge appropriate accounts; reviews invoices, requisitions and purchase orders for accuracy, completeness and compliance with department and district policies; inspects and verifies accuracy of district financial reports with office records; researches and resolves discrepancies as needed.
- Reviews or prepares a variety of materials and documents; prepares purchase orders and orders supplies and materials.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

<b>TITLE:</b>	<b>Secretary to the Superintendent</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D. Successful administrative secretarial experience preferred.
<b>REPORTS TO:</b>	Superintendent
<b>JOB GOAL:</b>	Performs a highly responsible, complex secretarial and administrative assistance duties and coordinates the preparation of the board agenda and related materials.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.

#### **PERFORMANCE RESPONSIBILITIES:**

- Assists the superintendent with administrative matters; interviews callers, exercising considerable judgment and applying experience in making decisions; provides information in accordance with established procedures and policies; refers problems requiring technical answers to appropriate administrators.
- Coordinates preparation of the Board of Education agenda and related materials; assures; confers with submitting departments as needed regarding revisions and corrections.
- Oversees and coordinates the preparation of official minutes of board meetings; maintains official record of the minutes.
- Maintains superintendent's calendar; arranges for meetings of the superintendent with various groups both within and outside the district.
- Conducts initial interviews on the phone or in person; answers questions, and refer callers to appropriate staff member and schedules appointment with the superintendent.
- Exercises discretion in disseminating information and speaking as directed for the superintendent in personal and telephone contacts and meetings.
- Researches records and obtains information from other offices and agencies as necessary to perform assigned duties.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS Certified Job Description**

<b>TITLE:</b>	<b>Special Education Consultant</b>
<b>QUALIFICATIONS:</b>	Valid certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality.
<b>REPORTS TO:</b>	Director - Special Education
<b>JOB GOAL:</b>	It will be the responsibility of the Special Education Consultant to design, implement, and maintain an effective program in the least restrictive environment appropriate for the special needs children of Floyd County.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Provide technical assistance on compliance issues and instruction.</li><li>• Facilitate activities as determined by SBARC.</li><li>• Provide ongoing professional development.</li><li>• Teacher mentoring.</li><li>• Assist with development of district budget.</li><li>• Assist with determination of necessary staff levels.</li><li>• Serve as resource for materials selection.</li><li>• Provide school-based administrators feedback as to program direction.</li><li>• Assist with Child Find activities.</li><li>• Performs other related duties as assigned.</li></ul>

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Classified Job Description**

**TITLE:**

**Special Needs Assistant**

**QUALIFICATIONS:**

High school diploma or G.E.D. and successful completion of KPA or completed two years of study at an institution of higher education. One year experience in working with children in an organized setting preferred.

**REPORTS TO:**

Principal

**JOB GOAL:**

Assists teacher in providing instruction to individual or small groups involving exceptional children.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATIONS:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Tutors individuals or small groups of students typically with a disability or handicap, reinforcing and implementing instruction as directed by the teacher.
- Administer medications and injections subject to appropriate training requirements and provisions of state law.
- Transports students to and from activities and assists in preparation for treatment as required.
- Monitors and reports behavior of students according to approved procedures; reports progress regarding student performance and behavior; checks and assists students with lab work as necessary.
- Performs routine clerical duties such as preparation of instructional and classroom materials.
- Assists students in such physical tasks as putting on and taking off of outer wear, moving from room to room, using the lavatory and others; assist student in getting on and off the bus.
- Assists students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Assures the health and safety of students by following health and safety practices and regulations.
- Directs group activities of students as assigned; assists in monitoring lunchroom and playground activities.
- Participates in meetings and professional development training programs as assigned.
- Performs other related duties as assigned to include student health related procedures.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

<b>TITLE:</b>	<b>Speech Language Pathologist</b>
<b>QUALIFICATIONS:</b>	Valid certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality.
<b>REPORTS TO:</b>	Director of Special Education
<b>JOB GOALS:</b>	Under the direction of the Admissions & Release Committee, screen, assess and identify students with communication disorders which adversely affect their educational progress. Develop and provide direct and indirect services within the student's educational setting, based on established IEP goals and objectives.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Prepares written evaluations and maintain records which clearly and succinctly document services provided, student progress and discharge from therapy as recommended to the Admissions &amp; Release Committee.</li><li>• Complies with evaluations standards and determine eligibility for services based on the <i>Kentucky Eligibility Guidelines for Communication Disorders</i>.</li><li>• Communicates test results, diagnosis and proposed treatment plans to the <i>Admissions and Release Committee</i>.</li><li>• Participates in the multidisciplinary team process regarding eligibility issues, <i>Individual Education Plan</i> (IEP) development, consultation services and service delivery models.</li><li>• Ensures compliance with established state and federal laws, regulations, policies, and procedures.</li><li>• Prepares reports as needed by the local school district and/or the KY Department of Education.</li><li>• Develops treatment plans consistent with the IEP. Review therapy goals and objectives and make recommendations for changes as appropriate to the Admissions &amp; Release Committee.</li><li>• Employs instructional/therapeutic methods and materials that are appropriate for meeting each student's goals and objectives.</li><li>• Assesses, selects and develops augmentative and/or alternative communication systems and provide training in their use.</li><li>• Participate in hearing screening programs to identify and refer students with suspected hearing impairment and/or middle ear disorders.</li></ul>

- Communicates with students who have disorders of communication, their families, caregivers and other service providers relative to the student's disability and its management.
- Assists in development of classroom activities to meet the communication needs of the student.
- Communicates with appropriate agencies, schools and other organizations as needed in order to meet the needs of students with communication disabilities.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature:

Last four digits of SS#:

Date:

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## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

**TITLE:**

**Teacher**

**QUALIFICATIONS:**

Valid certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality.

**REPORTS TO:**

Principal, Assistant Principals, Directors

**JOB GOAL:**

To create a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to lead students toward fulfillment of their potential for intellectual, emotional, and psychological growth and maturation; to establish good relationships with parents and other staff.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment according to approved salary schedules.

**EVALUATIONS:**

Performance will be evaluated in accordance with provisions of the district evaluation plan.

**PERFORMANCE RESPONSIBILITIES:**

- Teaches assigned classes utilizing state and local programs of study adopted by the Floyd County Board of Education and provides other appropriate learning activities.
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
- Translates lessons plans into learning experiences so as to best utilize the available time for instruction.
- Establishes and maintains standards of pupil behavior and good citizenship needed to achieve a functional learning atmosphere in the classroom.
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.
- Creates an effective and safe environment for learning through functional and attractive displays, bulletin boards, and learning centers.
- Identifies pupil's needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems, including but not limited to development and implementation of Individual Education Plans (IEP) and Gifted Student Service Plans (GSSP).
- Maintains competence through professional growth activities as identified by individual or school needs.
- Administers assessments in accordance with district and state guidelines.



- Participates in faculty committees and the supervision of pupil activities.
- Reports to their respective classroom at least fifteen (15) minutes prior to the opening of school and remains at least fifteen (15) minutes after official closing time.
- Maintains reports and records required by regulations of the Floyd County Board of Education and Kentucky Revised Statutes.
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
- Translates lessons plans into learning experiences so as to best utilize the available time for instruction.
- Monitors and addresses, if appropriate, student's physical, emotional, and intellectual needs on an on going informal basis.
- Communicates challenging scholastic expectations in a clear, positive, continuous manner.
- Establishes and maintains standards of mutually respectful behavior.
- Demonstrates positive interpersonal relationships with students, educational staff, and parents.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_



## **FLOYD COUNTY SCHOOLS**

### **Certified Job Description**

<b>TITLE:</b>	<b>Teacher - Special Education</b>
<b>QUALIFICATIONS:</b>	Valid certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality.
<b>REPORTS TO:</b>	Principal, Assistant Principals, Directors
<b>JOB GOAL:</b>	To lead students toward fulfillment of their potential for intellectual, emotional, and psychological growth and maturation while implementing all goals and objectives of students' Individual Education Plans.
<b>TERMS OF EMPLOYMENT:</b>	Salary and terms of employment according to approved salary schedules.
<b>EVALUATIONS:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.</li><li>• Translates lessons plans into learning experiences so as to best utilize the available time for instruction.</li><li>• Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.</li><li>• Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.</li><li>• Maintains professional competence through activities provided by the district and/or self-selected professional growth activities.</li><li>• Monitors and addresses, if appropriate, student's physical, emotional, and intellectual needs on an on going informal basis.</li><li>• Implements all assigned students' IEPs as written.</li><li>• Communicates challenging scholastic expectations in a clear, positive, continuous manner.</li><li>• Assesses what has been taught by the administration and evaluation of open ended questions, portfolios, and performance events.</li><li>• Establishes and maintains standards of mutually respectful behavior.</li><li>• Demonstrates positive interpersonal relationships with students, staff, and parents.</li><li>• Supervises pupils in out-of-classroom activities during the assigned working day.</li><li>• Administers group standardized tests in accordance with district testing programs.</li><li>• Participates in curriculum development programs as required.</li><li>• Participates in faculty committees and the sponsorship of pupil activities.</li></ul>

- Reports to their respective classroom at least fifteen (15) minutes prior to the opening of school and remains at least fifteen (15) minutes after official closing time.
- Maintains reports and records required by regulations of the Floyd County Board of Education and Kentucky Revised Statutes.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature:

Last four digits of SS#:

Date:

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## **FLOYD COUNTY SCHOOLS Classified Job Description**

<b>TITLE:</b>	<b>Tutor</b>
<b>QUALIFICATIONS:</b>	High school diploma or G.E.D.
<b>REPORTS TO:</b>	Principal
<b>JOB GOAL:</b>	Provides intensive academic and personal development assistance to assigned students.
<b>TERMS OF EMPLOYMENT:</b>	Maximum of 16 hours per week. Salary determined by number of college hours earned.
<b>EVALUATION:</b>	Performance will be evaluated in accordance with provisions of the district evaluation plan.

### **PERFORMANCE RESPONSIBILITIES:**

- Assists students in developing study skills.
- Works as a liaison between the student and teacher.
- Maintains tutorial records for individual students.
- Works to establish and maintain a positive rapport with students.
- Assists students with improving academic self-confidence.
- Assists in preparing the program evaluation.
- Serves as a positive role model for students.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: \_\_\_\_\_

Last four digits of SS#: \_\_\_\_\_

Date: \_\_\_\_\_