



FLOYD COUNTY BOARD OF EDUCATION
Danny Adkins, Superintendent
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Sherry Robinson- Chair - District 5
William Newsome, Jr., Vice-Chair - District 3
Linda C. Gearheart, Member - District 1
Dr. Chandra Varin, Member- District 2
Rhonda Meade, Member - District 4

Action/Discussion Item: Approve 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: Three additional job descriptions and salary tables are needed for the 2019-20 school year. The following were not included in the job description/salary table update at the June meeting: Instructional Consultant, Program Tutor, Remediation Tutor.

Fiscal Budgetary Impact: IDEA funds will pay the Instructional consultant salaries in accordance with teacher salary schedules per rank and years of experience. The GEAR UP grant will reimburse the district \$57,000 per school for the Program and Remediation Tutor. The salary tables were selected with the reimbursement amount so that the grant will cover the salary and fringe.

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 Classified Job Description

TITLE:

Instructional Consultant

QUALIFICATIONS:

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

REPORTS TO:

Director – MTSS Program #

#

JOB GOAL:

It will be the responsibility of the Instructional Consultant to design, implement, coordinate and maintain an effective Multi-Tiered Support System (MTSS) that meets the needs of all students in Floyd County.

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:

- Provide technical assistance on compliance issues and instruction.
- Facilitate activities as determined by Student Intervention Team (SIT).
- Provide ongoing professional development.
- Teacher mentoring.
- Attend SIT Team Meetings.
- Serve as resource for materials selection.
- Demonstrates positive interpersonal relationships with students, educational staff and parents.
- Provide school-based administrators feedback as to program direction.
- Monitor and addresses, if appropriate, student's physical, emotional and intellectual needs.
- 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:	Program Tutor
QUALIFICATIONS:	High school diploma or G.E.D.
REPORTS TO:	Principal, GEAR UP Coordinator
JOB GOAL:	Provides intensive academic and personal development assistance to assigned 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:

- Work with school librarian to organize the books used for Save the Children programs.
- Assist with training school personnel in the correct use of Accelerated Reader.
- Incorporate one hour of planning time into daily schedule to enter data and prepare for programming.
- Incorporate one hour into weekly schedule to run and analyze Accelerated Reader reports.
- Address individual children's needs with appropriate staff and devise possible solutions.
- Assist school staff in administering STAR Reading™ test.
- Administer post-STAR Reading test (if your school/program doesn't otherwise do so) for every child in Save the Children in-school and afterschool programs.
- Complete the Family Engagement Checklist to identify site-specific family engagement focus areas for the program year.
- Complete an annual Family Engagement Planning Guide to outline specific family engagement practices and activities to be conducted throughout the program year.
- Implement site-selected family engagement activities and practices throughout year, as outlined in annual plan; these will vary by site.
- Conduct at least two family engagement events during the program year to address key Family Engagement strategies.
- Collaborate with school administration and staff to identify areas of alignment between the program and school-wide family engagement practices.
- Communicate regularly with Program Specialist regarding family engagement activities.
- Conduct the required Family Post-Survey at the end of the program year; send home and actively encourage completion and return of the Family Post-Survey by one parent/ caregiver of each family with a child participating in the program.
- Submit family engagement data, including Family Post-Survey data and other identified data points, to Save the Children for analysis and review.
- Work with school personnel to identify struggling readers who would benefit from small group support.

- Support attendance tracking
- Record daily program attendance in SCORE
- Make sure children's names in Renaissance Learning exactly match the children's names in SCORE
- 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.



FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE:	Remediation Tutor
QUALIFICATIONS:	High school diploma or G.E.D.
REPORTS TO:	Principal, GEAR UP Coordinator
JOB GOAL:	Provides intensive academic and personal development assistance to assigned 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:

- Assist in the implementation of in-school direct services.
- Work with identified struggling readers in grades 2-6 who would benefit from small group assistance during guided independent reading practice and/or with tutorials.
- Work with identified struggling emergent readers in kindergarten and first grade who would benefit from small-group assistance during reading together activities, and selected emergent reader module activities.
- Participate in all trainings related to the components of the in-school support you will be implementing .
- Assist in administering pre- and post-STAR Reading, STAR Early Literacy tutorials and emergent reader modules assessments.
- Submit group attendance to the Program Coordinator as designated by program policy.
- 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: _____



FLOYD COUNTY SCHOOLS

Salary Schedule 2019-2020 FY

Program Tutor

7332

Step/Level	Contract Days	Hours Per Day	Hourly Pay	Daily Rate	Per Pay	Annual Salary
0	181	7	\$ 15.0000	\$ 105.00	\$ 791.88	\$ 19,005.00



FLOYD COUNTY SCHOOLS

Salary Schedule 2019-2020 FY

Remediation Tutor

8101

Step/Level	Contract Days	Hours Per Day	Hourly Pay	Daily Rate	Per Pay	Annual Salary
0	181	6.5	\$ 11.0000	\$ 71.50	\$ 539.23	\$ 12,941.50