



Kenton County School District | It's about ALL kids.

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

02/28/2020

AGENDA ITEM (ACTION ITEM):

Consider/Approve , contingent upon Board approval of the "KCSD Early College Academy", the creation of the "Early College Supervisor" job description with terms of employment at 205 days paid at a 1.19 index on the Certified Salary Index salary schedule.

APPLICABLE BOARD POLICY:

03.133 "Duties": Job Description

HISTORY/BACKGROUND:

Creation of the job description will allow for the appropriate job responsibilities to be associated with the Early College Supervisor position.

FISCAL/BUDGETARY IMPACT:

No budgetary impact associated with the creation of the job description.

RECOMMENDATION:

Contingent upon Board approval of the "KCSD Early College Academy", it is recommended the Board approve the creation of the "Early College Supervisor" job description with terms of employment at 205 days paid at a 1.19 index on the Certified Salary Index salary schedule.


CONTACT PERSON:

Matt Rigg, Executive Director Human Resources

Principal



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

Kenton County School District
Job Description: Early College Supervisor
Job Class Number: TBD

TITLE: Early College Supervisor

QUALIFICATIONS:

1. Professional certificate for School Administration and Supervision
2. Valid Kentucky teaching certificate
3. Minimum of three (3) years successful teaching experience

REPORTS TO: Assistant Superintendent or designee

SUPERVISES: None

JOB GOAL: To use leadership, supervisory and teaching skills in managing the day to day educational and instructional services to provide students in the KCSD Early College Academy with appropriate educational experiences

PERFORMANCE RESPONSIBILITIES:

1. Facilitates application and selection process for the Kenton County Early College Magnet Program
2. Serves as a liaison between KCSD, NKU and the Early College Students
3. Ensures Early College students meet state and local SBDM graduation requirements
4. Maintains a daily log of conferences with Early College students, parents and other stakeholders
5. Serves as an academic advisor for Early College students
6. Conducts Orientation and Parent Informational programs for Early College students
7. Develops, maintains, and monitors Early College student transition to Post Secondary
8. Consults with parents about student's needs, concerns and academic issues
9. Collaborates with NKU staff and KCSD representatives in assessing Early College students needs and utilizes the data to plan and evaluate the guidance program
10. Coordinates all testing required by KDE
11. Monitors and ensures each student meets all Kentucky Department of Education (KDE) transition ready and graduation requirements
12. Serves as a resource person on the Special Education Admissions and Release Committee when appropriate
13. Assists new Early College students with registration, orientation, and acclimation to their new school environment
14. Ensures all students are enrolled in appropriate program classes
15. Maintains complete and accurate records and protects the confidentiality of all records, including, but not limited to, academic, attendance, and cumulative records
16. Monitors student progress and develops assistance plans for students when they are not meeting expectations
17. Assists Early College students with the selection of higher level education, including admission and scholarships
18. Guides Early College students in their participation of school and community activities.
19. Guides Early College students with the evaluation and selection of career interests and choices
20. Refers Early College students to appropriate District personnel for the solution of personal problems related to such areas as school, home and family difficulties, health, and emotional adjustment
21. Initiates contact with appropriate service agencies and professional consultants while referring students

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- and parents to appropriate person or agency, as case warrants
22. Communicates the overall program progress to all stakeholders
 23. Keeps current with all related educational developments and practices
 24. Responsible for the oversight and implementation of all aspects of the Kenton County Early College Magnet Program
 25. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 205 Days
- Salary Schedule: Certified Salary Schedule and Early College Supervisor Administrative Index (proposed at 1.19)
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated by an Assistant Superintendent or designee

APPROVED: DRAFT