

Christian County Public Schools

Laura Morris, Chief Administrative Officer

TO: Members of the Board and Superintendent Gemmill

FROM: Laura Morris

DATE: March 11, 2020

RE: Updated Job Descriptions

Attached is a copy of Christian County Public Schools job description additions and updates for approval.

- Student Support Services/ Student Transition Coordinator
- Intervention Coach
- Migrant Recruiter Advocate
- Attendance Clerk
- Account Clerk I
- Maintenance Technician V

POSITION:

**Student Support Services/STUDENT TRANSITION
COORDINATOR**

POSITION SUMMARY:

To ensure students successfully transition through each level of school with all requirements met to graduate.

**QUALIFICATIONS/
REQUIREMENTS:**

- Appropriate Kentucky Certification
- 5+ years of high school teaching experience or guidance counselor experience preferred
- Must meet the requirements of a criminal record check as specified by Kentucky State Law
- Must meet the health requirements as specified in the district personnel policy

REPORTS TO:

District Assessment Coordinator

**PERFORMANCE
RESPONSIBILITIES:**

- Work collaboratively with school counselors, school and district administration, teachers, students, and parents. This includes keeping all parties informed of students' progress toward meeting graduation requirements
- Maintain electronic tracking of all students and their progress toward graduation
- Must be available to meet with and educate parents, staff, and students on graduation requirements and progress toward meeting requirements
- Track students' progress toward meeting the pre-requisite requirement of either passing the grade 10 reading and math assessment, scoring a proficient or distinguished on the grade 8 reading and math assessment, completing a portfolio, or a combination. Must keep students, teachers, and parents informed when the pre-requisite is met, and what the plan is for students who have not met the pre-requisite. Tracking document must be maintained with current data and school counselors/administration must be informed on a regular basis of student progress.
- Track students' progress toward meeting graduation qualifiers, and ensure that all students meet or are on-track to meet their qualifier. Develop, implement and monitor individualized plans for success for students who have not met their qualifier and are in danger of not meeting the requirement
- Coordinate with school and district staff to establish and communicate a menu of options for the "personalized" English and mathematics graduation requirements. Ensure students select a third and fourth English and math that aligns to their ILP.

- Oversee the development and implementation of students' Individual Learning Plans (ILP), grades 6 - 12. Monitor and document each school's progress toward ILP completion each semester. Meet regularly with students, staff, and parents to explain the ILP process and how the ILP informs students' course selections.
- Assist schools with tracking progress toward Transition Readiness.

**TERMS OF
EMPLOYMENT:**

Employment with salary to be determined by the adopted teacher and administrative salary schedule of the Christian County Board of Education.

Employment Range: 205 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel. Evaluations will be conducted by the District Assessment Coordinator.

Board Approval:

POSITION:**INTERVENTION COACH****POSITION SUMMARY:**

To deliver direct support to classroom teachers in an effort to ensure effective teaching and learning based on the specific and identified needs of students. To provide professional learning and support on implementing evidence-based academic and behavioral interventions following the guidelines for multi-tiers systems of support (MTSS).

**QUALIFICATIONS/
REQUIREMENTS:**

Grade appropriate certification, Rank I/master's degree and three to five years of classroom experience. The Intervention Coach will be thoroughly knowledgeable in effective instruction and classroom management practices. The Intervention Coach will possess good presentation, communications, organization, initiative and positive people skills.

REPORTS TO:

District and/or Building Principals

**SUPERVISES:
PERFORMANCE
RESPONSIBILITIES:**

Not Applicable

- Supports, reviews and provides guidance on implementation of RTI/MTSS process to building leaders
- Coaches classroom teachers in implementing evidence-based academic and classroom management strategies in the intervention setting
- Coaches and monitors new and marginal teachers in effective classroom management strategies in the intervention setting
- Locates appropriate resources to support academic and behavior interventions.
- Designs specific intervention models that address individual student and classroom needs both academically and behaviorally
- Assist school leaders in the designs and implementation a monitoring plans that will provide a consistent and systematic process for assessing academic and behavior management intervention
- Collects intervention data for the purpose of analyzing data to guide instruction
- Designs and delivers professional development.

- Completes reports for academic and behavior intervention
- Collaborates with curriculum specialist and principals on concerns, training and implementations of intervention implementation
- Attends meeting, trainings and conferences as necessary to accomplish duties successfully.
- Provides stakeholders with non-evaluative feedback that address five key areas: prevention, expectations, monitoring, encouragement and correction.
- Performs other duties, which may be assigned.

**TERMS OF
EMPLOYMENT:**

185-day flexible calendar with salary to be determined by the adopted teacher salary schedule of the Christian County Board of Education.

Employment Range: 185 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel. District will be responsible for evaluating the position.

Board Approval:

TITLE: MIGRANT RECRUITER/ADVOCATE

QUALIFICATIONS:

- High School Diploma required
- Bachelor's Degree preferred
- Must meet paraprofessional requirements
- Must meet the requirements for a criminal record check as specified by Kentucky State law
- Must meet health requirements as specified in district personnel policy
- Bi-lingual language skills highly preferred
- Previous experience working with migrant community
- Valid driver's license with good driving record
- Proven ability to work effectively with students
- Proven ability to communicate effectively with students, parents, and faculty

REPORTS TO: District Migrant Coordinator

SUPERVISES: May coordinate and direct activities in summer school; program instructional assistant; hourly tutors

REPRESENTATIVE DUTIES:

- ❖ Ability to identify migrant and immigrant students and families and to coordinate the delivery of educational, health and social services.
- ❖ Apply and explain federal regulations pertaining to the migrant education program.
- ❖ Attend recruiter meetings and other training sessions sponsored by the State and Regional Offices for the Department of Education.
- ❖ Abide by standard procedures and practices contained in the State Identification and Recruitment Handbook and other directives issued by the State Department of Education.
- ❖ Identify eligible migrant students residing within the boundaries of the assigned school district.
- ❖ Complete Certificate of Eligibility and Health Data Entry forms; obtain a parent signature for documentation of eligibility for eligible students; submit completed and signed Certificates of Eligibility and Health Data Entry forms to the assigned clerk.
- ❖ Work under the supervision of an assigned director; assist school principals, teachers, secretaries, and nurses in maintaining related records.
- ❖ Communicate between home and school, continually striving to maintain positive communication.
- ❖ Assist Principals with the recruitment of parents for membership in the Parent Advisory Council and with related activities.
- ❖ Provide or facilitate supportive services to migrant children or to their families as necessary; enable migrant children to receive a sound education.
- ❖ Perform related duties as assigned.

CRITICAL SKILLS/EXPERTISE REQUIRED:
KNOWLEDGE OF:

- Federal regulations pertaining to the migrant education program.
- Excellent oral and written communication skills in English.
- Public speaking techniques.
- Laws, rules, and regulations related to assigned activities.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Read, write, translate, and interpret English.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain routine records.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Plan, organize and establish priorities related to assignment.
- Handle sensitive information in a confidential manner.
- Work independently and make decisions with minimum supervision.

TERMS OF EMPLOYMENT:

- 240-day flexible calendar.
- Sick leave, emergency leave, and personal leave as stated in board policy.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

TITLE: ATTENDANCE CLERK

CLASSIFICATION: Clerk

QUALIFICATIONS:

- High school diploma, G.E.D. certificate or demonstrated progress toward obtaining a G.E.D.
- Must meet the requirements for a criminal record check as specified by Kentucky state law.
- Must meet health requirements as specified in district personnel policy.

BASIC FUNCTION:

Perform a variety of clerical duties involving filing and maintaining records or reports in support of a school or District function.

REPORTS TO: Principal

REPRESENTATIVE DUTIES:

- ❖ Maintain computer attendance records on all students.
- ❖ Screen attendance reports for attendance problems.
- ❖ Schedule attendance conferences with parents.
- ❖ Write letters regarding absences.
- ❖ Prepare all mandated attendance reports.
- ❖ Monitor absences and assist principal/designee with enforcing various attendance regulations.
- ❖ Maintain the student check out window/desk and log.
- ❖ Monitor and assist with completion of student registration.
- ❖ Monitor and complete forms relating to the Driver's License law and student attendance.
- ❖ Perform additional duties/tasks and assume additional responsibilities as needed or assigned.
- ❖ Perform duties based on state mandates and local board of education policies and procedures.

CRITICAL SKILLS/EXPERTISE REQUIRED:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.

Board Approval: January 22, 1998
Amended: March 25, 1999
Amended: September 23, 1999
Amended: October 25, 2012
Amended: March 10, 2014
Amended: April 21, 2016
Amended: April 18, 2019

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.

ESSENTIAL JOB FUNCTIONS:

ABILITY TO:

- Maintain regular and predictable attendance.
- Perform a variety of clerical duties involving filing and maintaining records or reports in support of a school or District function.
- Understand and follow oral and written directions.
- Operate office equipment, including computers and computer programs/software.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Complete work with many interruptions.

TERMS OF EMPLOYMENT:

- ☐ Work year is comprised of 203 days employment with 6 paid holidays or 188 days with 4 paid holidays as designated by current school calendar and board policy.
- ☐ Salary commensurate with the adopted classified hourly personnel salary schedule.
(Compensation Level 4)
- ☐ Sick leave, emergency leave, and personal leave as stated in board policy.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of classified personnel.

Board Approval: January 22, 1998
Amended: March 25, 1999
Amended: September 23, 1999
Amended: October 25, 2012
Amended: March 10, 2014
Amended: April 21, 2016
Amended: April 18, 2019

PHYSICAL DEMANDS: ■

	Seldom/Rare	Occasional (up to 1/3 of work day)	Frequent (1/3 to 2/3 of work day)	Repetitive (2/3 or more of work day)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Finger/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (Check Frequency)				
<input type="checkbox"/> Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Up to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

Signature

Date

Print Name

Last 4 Digits SS#

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: ACCOUNT CLERK I

BASIC FUNCTION:

Perform routine clerical accounting duties in the maintenance of assigned accounting records at a District office or school site.

DISTINGUISHING CHARACTERISTICS:

Account Clerk I incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised.

REPRESENTATIVE DUTIES:

- 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.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic accounting practices and procedures.
- Modern office practices, procedures and equipment.
- Operation of a computer terminal and other office equipment.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

ABILITY TO:

- Perform routine clerical accounting duties in the maintenance of assigned accounting records.
- Add, subtract, multiply and divide quickly and accurately.
- Maintain accurate financial and statistical records and compile data from clearly indicated sources.
- Operate standard office equipment such as a typewriter, calculator, computer terminal, personal computer and microcomputers to enter and manipulate data.
- Learn and apply office policies, rules and practices.
- Understand and follow oral and written directions.
- Prepare data processing input documents rapidly and accurately.
- Meet schedules and time lines.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of financial record-keeping experience within an automated financial software program.

TERMS OF EMPLOYMENT:

- Work year is comprised of 238 days employment with 10 paid holidays as designated by current school calendar and board policy
- Salary commensurate with adopted classified hourly personnel salary schedule (Compensation Level 5)
- Sick leave, emergency leave, and personal leave as stated in the board policy.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of classified personnel.

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: MAINTENANCE TECHNICIAN V

BASIC FUNCTION:

Schedule and direct a crew of Maintenance Technicians involved in one or more craft specialties; train and provide work direction and guidance while performing work in one or more of the skilled trades.

REPRESENTATIVE DUTIES:

- Schedule and direct a crew of Maintenance Technicians involved in craft specialties.
- Provide training, work direction and guidance while performing work in one or more of the skilled trades.
- Assist supervisor in scheduling work and determining needs for equipment and supplies.
- Report to supervisors regarding work completed referring unusual technical or personnel issues to the supervisor.
- Provide input to performance reviews; monitor work of assigned crewmembers.
- Perform a variety of skilled work in the maintenance and repair of District facilities and equipment; prioritize, schedule, assign and coordinate the work of assigned staff to accomplish a wide variety of duties related to the building trades.
- Construct, rebuild and repair District equipment and facilities including various wood and metal structures, equipment and furniture; prepare surfaces for painting and varnishing and apply surface coverings as required.
- Perform various refrigeration, plumbing and heating-related duties; cut, thread, assemble and lay pipe; assist in the purchase, installation, repair and maintenance of various plumbing, heating and air conditioning fixtures; perform welding and metal fabrication; diagnose and repair electronic ignition systems for heaters, furnaces and hot water heaters.
- Assist in the purchase, installation, maintenance and repair of electrical wiring and fixtures; perform trouble-shooting to repair or replace fans and motors; perform repairs to motors, bells, clocks and lighting circuits and to communication and audio-visual equipment.
- Estimate cost of labor and materials for work orders; obtain competitive prices for equipment and supplies needed by the District.
- Perform a variety of skilled building maintenance including repairs to doors, windows, roofs and other building parts; construct or assemble furniture and other wood and metal structures; install and maintain grand master lock systems and electrical security systems.
- Perform skilled maintenance and repair on mechanical and electrical equipment; test and replace circuits; coordinate emergency repairs and large complex projects; troubleshoot and correct defective switches, receptacles, ballasts and other wiring; perform routine mechanical and electrical maintenance.
- Operate a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work; maintain tools and equipment in a safe, clean and proper working condition.

REPRESENTATIVE DUTIES - continued:

- Assure compliance with appropriate safety practices and procedures and with applicable federal, State and local codes, regulations and requirements.
- Maintain various records related to labor, materials and work orders.
- Purchase tools, equipment and materials; operate light trucks to pick up and deliver equipment and supplies.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Scheduling, laying out and assigning work.
- Trade tools, equipment, materials, methods and techniques used in skilled and general maintenance and repair involving at least one of the following: electrical, heating and air conditioning, locksmithing, plumbing, carpentry, painting, welding or automotive mechanic.
- Appropriate health and safety precautions and procedures.
- Technical aspects of field of specialty.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Federal, State and local building codes and regulations.

ABILITY TO:

- Perform a wide variety of skilled journey-level work in the maintenance and repair of District facilities and equipment.
- Prioritize, schedule, assign and review work.
- Train and provide work direction to assigned personnel in the performance of a wide variety of duties related to the building trades.
- Interpret, explain and apply codes, rules and regulations involved in assigned maintenance activities.
- Effectively and safely operate a variety of assigned tools and equipment.
- Interpret blueprints, shop drawings, sketches and work orders to others.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Estimate labor and materials costs.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.
- Operate a District vehicle and perform heavy physical labor.
- Lift heavy objects.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years of experience in one or more of the skilled trades.

LICENSES AND OTHER REQUIREMENTS:

The following are requirements for each of the skilled trades; applicants must complete requirements in at least one area:

- Plumber:
 - Two years apprentice under Master Plumber
 - Must take and pass Journeyman exam and work under Master Plumber for additional two years
 - Must take and pass exam for Master Plumber
 - Must show proof of all requirements
- Electrician:
 - Must take and pass Journeyman exam and work under Master Electrician for six (6) years and complete 576 hours of state approved classes, OR
 - Must take and pass Journeyman exam and work under Master Electrician for eight (8) years.
 - Must take and pass exam for Master Electrician
 - Must show proof of all requirements.
- HVAC:
 - Two years apprentice under Master HVAC Technician
 - Must take and pass Journeyman exam and work under Master HVAC Technician for two additional years.
 - Must take and pass Master HVAC Technician exam.
 - Must show proof of all requirements.

TERMS OF EMPLOYMENT:

- Work year is comprised of 238 days employment with 10 paid holidays as designated by current school calendar and board policy.
- Salary commensurate with adopted classified hourly personnel salary schedule. (Compensation Level 14)
- Sick leave, emergency leave, and personal leave as state in board policy.

EVALUATION:

Performance of this job will be evaluated in accordance with provision of the board's policy on evaluation of classified personnel.