

Sorted by Class Code

Class Code: 0010

## JOB DESCRIPTION

Position Title: SUPERINTENDENT OF SCHOOLS

Responsible To: Board of Education

Basic Function: To provide leadership in developing and maintaining the best possible educational programs and services. Further, to oversee and administer the use of all district facilities, property, and funds with maximum efficiency their impact on student success.

### Performance Responsibilities:

1. Attends and participates in all Board meetings, except when own employment or salary is under consideration.
2. Serves as ex-officio member of committees.
3. As chief school executive, administers the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
4. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
5. Prepares and submits to the Board recommendations relative to all matters requiring Board actions, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
6. Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
7. Informs and advises the Board about the programs, practices and problems of the schools, and keeps the Board informed of the activities operating under the Boards authority.
8. Supervises the carrying out of all laws, regulations, and Board policies.
9. Makes all administrative decisions necessary for the proper function of the school district.
10. Makes such rules and gives such instructions to district employees and students as may be necessary to implement Board policy.
11. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power of any duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
12. Formulates school objectives, policies, plans, and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.
13. Conducts a periodic audit of the total educational program, and advises the Board on recommendations for the educational advancement of the schools.
14. Oversee the timely revisions of all curriculum guides and courses of study.
15. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.

16. Communicates to all employees, either directly or through delegation, all actions of the Board relating to personnel matters.
17. Confers periodically with professional and lay groups concerning the school district's programs, and transmits to the Board suggestions gained from such conferences.
18. Employs such personnel as may be necessary, within the limits of budgetary provisions, and reports such actions to the Board for information and the record.
19. Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and the record.
20. Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program.
21. Oversees methods of teaching, supervision, and administration.
22. Approves vacation schedules for salaried district employees.
23. Suspends any employee for just cause, and reports such suspension to the Board for information and record.
24. Recommends job descriptions to the Board for final action and/or salary changes.
25. Demotes or dismisses employees when appropriate and reports such action to the Board for information and record.
26. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
27. Directs the preparation of the annual budget for adoption by the Board, and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
28. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
29. Establishes procedures for all purchases.
30. Provides suitable instructions and regulations to govern the use and care of school properties.
31. Recommends to the Board sale of all property no longer required by the Board, and supervises the proper execution of such sales.
32. Maintains directly or through delegation of such personnel records, pupil accounting records, business records, and other records which are required by law and by Board policy.
33. Files, or causes to be filed, all reports required by law and Board policy.
34. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program, and approves the special transfer of students from one neighboring district to another in accordance with Board policy.
35. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
36. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.
37. Represents the district in its dealings with other school systems, institutions, agencies, and community organizations.

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38. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.

39. Represents the school district before the public, and maintains through cooperative leadership such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.

40. Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.

41. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.

42. Performs such other tasks as may from time to time be assigned by the Board.

Minimum Qualifications:

- Kentucky certification for superintendent.
- Master's degree, doctoral degree preferred, educational administration.
- Minimum three (3) years of teaching and five (5) years as administrator. Central office experience preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Terms of Employment:

Salary and work year to be established by the board of education.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy for the evaluation of the Superintendent.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

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Class Code: 0050

#### JOB DESCRIPTION

Position Title: DIRECTOR OF SPECIAL EDUCATION or EXCEPTIONAL CHILD COORDINATOR

Responsible To: Superintendent of Schools

Basic Function: To provide sound educational programs for exceptional children.

#### Performance Responsibilities:

1. Contributes to the development of total school philosophy of education.
2. Assists in the adaptation of school policies to include special education needs.
3. Recommends policies and programs essential to the needs of exceptional children.
4. Keeps informed of all legal requirements governing special education.
5. Provides leadership in establishing new programs and developing improved understanding of existing programs.
6. Develops and initiates survey programs for continuous identification of exceptional children.
7. Evaluates existing programs as an ongoing responsibility and recommends changes and additions as needed.
8. Establishes procedures for placement, evaluation, assignment, and evaluation of students with regard to the special education services program.
9. Assists in recruitment, selection, and recommendation for hiring of any special education personnel.
10. Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful.
11. Supervises preparation of data necessary for reimbursement of funds, collecting of tuition for out-of- district students, and similar fiscal matters.
12. Develops budget recommendations and provides expenditure to control on established budgets for special education.
13. Keeps informed of state financial aid for special education.
14. Interprets the objectives and programs for the special education services to the Board, the administration, the staff, and the public at large.
15. Evaluates on an ongoing basis, the total special education program curriculum, procedures, and individual students' needs and achievements.
16. Makes recommendations on design, furnishings, equipment, and location of new special education facilities.
17. Assumes responsibility for own professional growth and development, for keeping current with the literature, new research findings, and improved techniques; and for attending appropriate professional meetings and conventions.
18. Performs other duties and responsibilities as assigned by the Superintendent.

#### Minimum Qualifications:

- Certification and/or qualifications that meet state requirements.
- Master's Degree or equivalent certification in special education.

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- Three years teaching experience with exceptional children or appropriate related experience.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Terms of Employment: Days and salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for Professional Personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following:  
"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

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Class Code: 0050

Position Title: DISTRICT 504 COORDINATOR

Responsible to: Superintendent of Schools

Basic Function: Provide leadership and coordinates the district's Section 504 program to ensure compliance.

**PERFORMANCE RESPONSIBILITIES:**

1. Monitors all active Section 504's in the district to ensure compliance and meet district obligations
2. Facilitates training of all school administrators annually with
3. Section 504 updates and serves as support to schools when needed
4. Rewrites/updates the district Section 504 guide and provides up
5. dates to all administrative levels.
6. Serves as a resource for Section 504 Chairpersons and other staff members
7. Provides updates to Section 504 materials to appropriate administrators for inclusion in district procedure publications
8. Monitors national trends to ensure correct and up to date Section 504 implementation
9. Answers inquires and prepares chronologies for the Office of Civil Rights on behalf of the district.
10. Performs other duties as assigned by Supervisor
11. Maintain regular attendance
12. Develop and maintain a positive rapport with families and staff.
13. Communicate with others and build positive, trusting and effective interpersonal relationships.
14. Make recommendations and decisions and be responsible for those decisions.
15. Communicate effectively both orally and writing.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in education
- Master's degree (preferred)
- Three (3) years of related experience
- Successful leadership experience

**Related experience (preferred) LICENSES AND OTHER REQUIREMENTS:**

- Kentucky teacher certification

Terms of Employment: Days and salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for Professional Personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND

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STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

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Class Code: 0050

#### JOB DESCRIPTION

Position Title: DISTRICT PRESCHOOL COORDINATOR/DIRECTOR

Responsible to: Superintendent of Schools

Basic Function: To utilize state funding grants to provide leadership and supervision of early childhood education.

#### Performance Responsibilities:

1. Directs and supervises early childhood education program.
2. Shall prepare early childhood manuals, guides, and reports as required by the Department of Education.
3. Shall facilitate the development of, or arrange for contract services of, a comprehensive early childhood program, which is designed to meet the student outcomes as established by the district.
4. Shall assist with the planning, preparation and implementation of early childhood staff development activities (including non-certified staff).
5. Supervises district level staff for early childhood education.
6. Shall write early childhood grants and grant reports.
7. Prepares and monitors early childhood program budgets.
8. Coordinates and prepares early childhood program evaluations.
9. Assists principals and school staff with the administration, analysis, reporting and housing of district assessments (i.e. Brigance)
10. Assumes other duties consistent with the position assigned as may be requested by the Superintendent.
11. Serves as ARC chairperson for preschool ARC meetings.
12. Collaborates with various district, community, county and statewide committees which support early childhood educational goals (i.e. LVCAP, FC Interagency Committee, FC Early Childhood Council, etc.)
13. Shall perform such other duties as may be assigned by the Superintendent.
14. Adheres to professional Codes of Ethics adopted by the Kentucky Education Professional Standards Board.
15. Perform as a leader such that student achievement is maximized.

#### Minimum Qualifications:

- Master's Degree in education or similar
- Three years of professional service in an educational setting
- Working knowledge of preschool standards.

Terms of Employment: and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy.

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Job Class Code: 0080

## JOB DESCRIPTION

Position Title: District Administrator Pupil Personnel

Responsible to: Superintendent

Basic Function: Provide leadership and direction for continuous improvement for school/district transformation and will lead the transformation of the district And schools in alignment with District and Board priorities, including but not limited to defining and expanding school autonomy, personalizing teaching and learning, improve the use of data and explore innovative non-traditional pathways for schools. The DPP will work closely with the Superintendent to meet regularly with students, families and other stakeholders to generate ideas and create consensus around innovative strategies. The goal is to help students to acquire the knowledge, skills and attitudes that society feels will contribute to their development into mature, able and responsible men and women.

## GENERAL DUTIES/PERFORMANCE RESPONSIBILITIES

1. Shall demonstrate appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school district to parents, and convey to them the school district's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall react positively to directives.
6. Shall have the willingness to cooperate with the superintendent, district administrators, principals and staff.
7. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
8. Shall strive to maintain and improve professional competence.
9. Shall take necessary precautions to protect students, equipment, materials and facilities.
10. Shall adhere to the Board of Education's policies and procedures.
11. Shall adhere to the Kentucky Educational Standards Board's Code of Ethics.

## SPECIFIC DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Shall maintain an accurate census of all children living within the school district.
2. Shall assist all principals and teachers in the matter of attendance.
3. Shall enforce the compulsory attendance law.
4. Shall compile all records and reports relating to attendance and pupil accounting.
5. Shall interpret pupil personnel policies and methods to school personnel parents, and community
6. Shall work with local and state agencies in seeking solutions to the attendance, truancy and other social problems of school children.

7. Shall work with authorities of the Juvenile Court in matters involving students.
8. Shall maintain records on all non-resident students (reciprocal agreements and/or tuition).
9. Shall compile reports from parochial and other private schools.
10. Shall coordinate efforts of principals, teachers, guidance counselors and other school dropout rate.
11. Shall make home visits when deemed necessary to understand causes of absenteeism or to enforce the compulsory attendance law.
12. Shall prepare required reports relating to students who are unable to participate in the regular school program because of mental, physical ,or emotional handicaps so that they are properly exempted and participate in educational programs appropriate to their need.
13. Shall work closely with teachers, school nurses, guidance counselors, and principals regarding students who are absent or tardy too frequently and who have not responded to the corrective efforts made by the building principal.
14. Shall coordinate the initiation of petitions to be submitted to the Court designated Worker for truancy of students and the preparation of cases for formal hearings.
15. Shall be available to administrators, teachers, students, and parents on an individual basis, to explain attendance laws and policies, and to encourage regular attendance.
16. Shall work closely with guidance counselors in the identification and counseling of potential dropouts.
17. Shall maintain the district's records of attendance and student accounting, including projection of future enrollments, transfer of students, and determination of tuition-paying status, implementation and enforcement of school boundaries.
18. Shall plan and supervise the conducting of the annual school census, and work with private and parochial schools in checking whereabouts of students reported in the census but not present in the schools.
19. Shall prepare an annual report on attendance and related matters in the district for the Superintendent.
20. Shall coordinate and administer the annual Census reporting.
21. Shall serve as acting chairperson of the District Calendar Committee.
22. Shall assist Home/Hospital instructors in the identification of students recommended for this service.
23. Shall check teachers' monthly statistical periodically and inform the principal of any teacher's non-performance.
24. Shall oversee the validation of birth records for social security and retirement purposes.
25. Provide leadership for the management of elementary, middle and high school operations.
26. Serve as a member of the District Leadership Team.
27. Lead the district in the accomplishment of goals outlined by the Superintendent and School Board and as described in the District's strategic priorities.
28. Monitor program performance and compliance with established district goals, and oversee changes or enhancements.

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29. Work closely with the Superintendent to manage change, develop a culture of professionalism and continuous improvement in the District, and to develop a more adaptive and dynamic organization.
30. Coordinate with multiple departments to support the accomplishment of District goals.
31. Regularly prepare and deliver reports for the Superintendent, School Board, and their stake holder groups on the progress of department initiatives, and/or programs.
32. Other duties as assigned by the Superintendent.

#### QUALIFICATIONS:

1. Shall hold a Master's degree or higher and the required Kentucky certification for the assigned position.
2. Shall have experience as a middle or high school principal preferred.
3. Shall hold Kentucky Director of Pupil Personnel Certification
4. Kentucky Superintendent certification preferred.
5. District office experience preferred.
6. Shall demonstrate the ability to work effectively with students, peers, and adults.
7. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
8. Infinite Campus experience at the middle or high school level required.

#### PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stop, and possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

#### SALARY:

Commensurate with school district's approved certified salary schedule.

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Class Code: 0140

### JOB DESCRIPTION

Position Title: DISTRICT ASSESSMENT COORDINATOR

Responsible To: Superintendent of Schools

Basic Function: Oversees the district-wide assessment system.

1. Direct and supervise the district-wide assessment system.
2. Oversee administration of End of Course (EOC) exams and College and Career Readiness assessments.
3. Assist with administration of Kentucky Occupational Skills Standards Assessment (KOSSA).
4. Assists elementary, middle, and high schools in evaluation of Program Reviews.
5. Coordinate the collection and reporting of Non-Academic Data.
6. Direct and supervises the administration of Kentucky Alternate Assessments.
7. Assist individual school Building Assessment Coordinators in planning, training, implementing, and interpretation of state and district summative and benchmark assessments.
8. Assist principals and school staff with the administration, analysis, reporting, and housing of district assessments (i.e. Brigance, benchmark, common assessments).
9. Coordinate and oversees the English Learner (EL) program.
10. Coordinate and supervises the work of all EL staff.
11. Remain abreast of developments and innovations regarding assessment by reading current literature, attending professional meetings and conferences, and by discussing developments and problems of mutual interest with others in the field.
12. Prepare and submit reports and other documents as required by the Superintendent and the Board of Education and KDE.

Minimum Qualifications:

- Certification as School Superintendent OR Supervisor of Instruction OR School Principal.
- Administrative experience preferred.

Terms of Employment:

Salary and work year to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for Certified Personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND

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NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

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CLASS CODE: 0150

#### JOB DESCRIPTION

Position Title: CHIEF EDUCATION OFFICER

Responsible To: Superintendent

#### Basic Function:

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 in the areas of curriculum, instruction, and assessment.

#### Performance Responsibilities:

1. Assist with the development and administration of the district's K-12 curriculum.
2. Assists school staff with the selection of instructional techniques, materials, supplies, and equipment, which enables the effective delivery of the curriculum.
3. Assisting the determinations of types of programs needed by the schools and makes appropriate recommendations.
4. Provides leadership to develop, promote, and ensure understanding of the educational objectives of the school system.
5. Support principals, teachers and grade level teams in organizing and coordinating vertical grade level and departmental meetings to provide continuity, and alignment of the instructional programs.
6. Coordinate and supervises the work of all faculty and staff members assigned to curriculum, instruction, and assessment department.
7. Make presentations to the Board of Education, parent groups, community organizations, and other interested stakeholders to communicate and interpret the instructional program of the school district, as needed.
8. Assist individual school staff in planning, implementing, monitoring, and evaluating the curriculum, instruction, and assessment programs.
9. Keeps abreast of current research in the areas of curriculum development, instruction, and assessments.
10. Participates in professional activities related to curriculum, instruction, assessment, and leadership.
11. Keeps informed of and interprets all statutes, regulations, and policies affecting schools.
12. Assists in planning, coordinating, and delivering Literacy initiatives.
13. Assists with the implementation of Title II programs and budgets. Assists with preparing state and federal program reports as needed.
14. Assists with the supervision of district instructional and curriculum coaches.
15. Remains abreast of developments and innovations in curriculum, instruction, and assessments  
by reading current literature, attending professional meetings and conferences, and by discussing developments and problems of mutual interest with others in the field.
16. Assist with training and support initiatives for teachers new to the district. Assists in the development of quality teaching and serves as district KTIP Coordinator.
17. Serves as district central office liaison/resource to identified schools.

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18. Other duties as assigned by the Superintendent.

Minimum Qualifications:

- A minimum of 10 years successful experience in teaching and school administration.
- A Master's degree or higher
- Valid KY certification in Instructional Supervision

Terms of Employment: Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for Certified Personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

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CLASS CODE: 0150 or 0280 (5170 is extra service)

#### JOB DESCRIPTION

Position Title: INSTRUCTIONAL COORDINATOR/SUPERVISOR OF INSTRUCTION

Responsible To: Superintendent

#### Basic Function:

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 in the areas of curriculum, instruction, and assessment.

#### Performance Responsibilities:

1. Assist with the development and administration of the district's K-12 curriculum.
2. Assists school staff with the selection of instructional techniques, materials, supplies, and equipment, which enables the effective delivery of the curriculum.
3. Assisting the determinations of types of programs needed by the schools and makes appropriate recommendations.
4. Provides leadership to develop, promote, and ensure understanding of the educational objectives of the school system.
5. Support principals, teachers and grade level teams in organizing and coordinating vertical grade level and departmental meetings to provide continuity, and alignment of the instructional programs.
6. Coordinate and supervises the work of all faculty and staff members assigned to curriculum, instruction, and assessment department.
7. Make presentations to the Board of Education, parent groups, community organizations, and other interested stakeholders to communicate and interpret the instructional program of the school district, as needed.
8. Assist individual school staff in planning, implementing, monitoring, and evaluating the curriculum, instruction, and assessment programs.
9. Keeps abreast of current research in the areas of curriculum development, instruction, and assessments.
10. Participates in professional activities related to curriculum, instruction, assessment, and leadership.
11. Keeps informed of and interprets all statutes, regulations, and policies affecting schools.
12. Assists in planning, coordinating, and delivering Literacy initiatives.
13. Assists with the implementation of Title II programs and budgets as needed. Assists with preparing state and federal program reports as needed.
14. Remains abreast of developments and innovations in curriculum, instruction, and assessments  
by reading current literature, attending professional meetings and conferences, and by discussing developments and problems of mutual interest with others in the field.
15. Assist with training and support initiatives for teachers new to the district. Assists in the development of quality teaching and serves as district KTIP Coordinator if needed.
16. Serves as district central office liaison/resource to identified schools.
17. Other duties as assigned by the Superintendent.

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Minimum Qualifications:

- A Master's degree or higher
- Valid KY certification with appropriate endorsements.

Terms of Employment: Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for Certified Personnel.

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Class Code: 0250

#### JOB DESCRIPTION

Position Title: School Psychologist

Responsible To: Exceptional Child Coordinator/Director of Special Education

Basic Function: To provide psychological and psychoeducational services to students, parents and school staff; tailor their services to the particular needs of each student and each situation; provide leadership, expertise and direction to positively effect the educational outcome of students in need.

#### Performance Responsibilities and Duties:

1. Shall provide consultation to staff on a referral/request basis for all students.
2. Shall make recommendations to school staff concerning behavioral intervention plans for students.
3. Shall provide assistance to school staff concerning various disabilities to teachers and parents as requested.
4. Shall conduct standardized, individual assessment, especially in the areas of cognition and behavior, as requested by ARC and 504 committees.
5. Shall develop integrated written reports for eligibility determinations for ARC and 504 committees.
6. Shall interpret individualized assessment reports for ARC and 504 committees, administrators, and parents.
7. Shall provide training and assistance to staff in special programs such as day treatment, EBD Autism and FMD.
8. Shall act as a district trainer for special education and related staff concerning Crisis Intervention/Crisis Management or Crisis to Care.
9. Shall provide Mental Health screening and support for Head Start Program.
10. Shall provide additional staff training on a variety of topics on an as needed basis.
11. Shall collaborate with community services to ensure smooth linking of services and referral as needed.
12. Shall provide program evaluation as needed.
13. Shall provide prevention services for families, at-risk students and staff.
14. Shall provide mental health counseling, crisis intervention, assessment and referral as needed to students or staff.
15. Shall maintain professional standards by delivering services consistent with guidelines for professional practice and codes of ethics.
16. Shall adhere to relevant laws, policies and lines of authority and maintains and updates knowledge and skills in school psychology and education.
17. Shall assist supervision of 504 services and maintain appropriate data as needed.
18. Shall arrange for training of and assignment of responsible staff as related to 504 services as needed.
19. Shall provide supportive programmatic and consultation/organizational services to district school counselors.
20. Shall provide direct supervision to Health Services staff.

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21. Shall provide oversight of data reporting to the Kentucky Department of Education and facilitate appropriate maintenance of student records related to health documentation.

22. Shall provide support and consultation in lessons and classroom materials offered through School Health.

23. Shall review and assist in the revision of policies/procedures for the Board of Education and Superintendent approval based on current law and Department of Education best practices related to health issues.

24. Shall perform other duties related to the position as assigned by the Supervisor.

**Minimum Qualifications:**

- Shall hold the required Kentucky certification for the assigned position.
- Shall demonstrate the ability to work effectively with students, peers and adults.
- Shall demonstrate the ability to communicate effectively with students, parents, teachers and administrative staff.
- Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

**Terms of Employment:** Days and salary to be established by the Board.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of board policy for Professional Personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 0290

**JOB DESCRIPTION (Other Central Office Position)**

Position Title: SYSTEMS OFFICER

Responsible To: Chief Education Officer

**Basic Function:**

To assist the Chief Education Officer, Finance Officer, and Superintendent with ensuring that the districts' systems (i.e. records, policy, finance, personnel, facilities, etc.) are properly maintained.

**Performance Responsibilities:**

1. Assists with the responsibilities for budget development and long-range financial planning.
2. Reviews the financial policies and procedures to assist with alignment and implementation.
3. Assists with facilities planning.
4. Reviews facility planning policies and procedures to assist with alignment and implementation.
5. Serves as consultant on any grant proposal originating in the district.
6. Reviews the development of monthly and annual financial reports.
7. Works to maintain effective district and community relations.
8. Supervises the collection, safe keeping, distribution, and disposal of records.
9. Recommends new accounting systems and methods as desirable and necessary.
10. Recommends new record keeping systems and methods as desirable and necessary.
11. Recommends new planning systems and methods as desirable and necessary.
12. Reviews and assists with physical support services of Maintenance, Energy Management, Custodial and Transportation.
13. Collaborates with other directors on a regular basis to ensure consistency in district's plans, services, and systems.
14. Demonstrates regular attendance and punctuality.
15. Adheres to professional Codes of Ethics adopted by the Kentucky Education Professional Standards Board.
16. Performs such other tasks and assumes other responsibilities as assigned.

**Qualifications:**

Bachelor's Degree with Teacher Certification Preferred

**Terms of Employment:**

Salary and work year to be established by the board of education.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of board policy.

Sorted by Class Code

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 1010

**JOB DESCRIPTION**

Position Title: PRINCIPAL

Responsible to: Superintendent

Basic Function: Effective instructional leadership and overall school management.

1. Instructional Leadership - Manages an instructional program where teaching & learning and continuous improvements are priorities.
  - A. Develop a decision-making and communication structure that assures effective planning, communication, and problem solving with areas of responsibility.
  - B. Organize the school so that faculty and student assignments promote optimum use of talent, time, space, and resources.
  - C. Delegate authority and responsibility to assistants, faculty, and staff so that each person's talents and interests are utilized.
  - D. Provides opportunities for each faculty and staff member to grow, develop, and experience success.
  - E. Promotes program improvement through comprehensive management planning that includes goals, activities, and timelines in instruction and curriculum areas. Monitors the plans to see that they are completed and goals are met.
  - F. Plans professional learning programs that meet the needs of the faculty and the goals of the school district. He/she promotes a positive faculty attitude towards the professional learning.
  
2. Faculty and Staff Personnel Management - Manages faculty and staff in a manner which utilizes talent effectively; creating a positive school climate.
  - A. Utilize the faculty selection process to identify the most competent candidates to be recommended for employment.
  - B. Observe the performance – formative evaluation – of certified and classified employees. When necessary, writes prescriptions for improvement of performance.
  - C. Conduct summative evaluation within state and local board policies.
  - D. Use the board approved models and processes when observing, evaluating, and conferencing with certified employees.
  - E. Develop appropriate faculty and staff personnel job expectations, job descriptions, and regulations. Clearly communicates positive performance expectations and monitors each employee's performance in a manner, which keeps staff on-task and builds good interpersonal relations.
  - F. Develop a positive school climate by involving faculty and staff personnel in decision making and problem solving and by building trust, respect, cohesiveness, and high morale.
  - G. Accurately completes all personnel records and reports, and forwards them to appropriate persons on a timely basis as requested.

3. Student Personnel Management - Coordinates the development of a system of student management which meets their developmental needs, educationally, socially, emotionally, morally, and physically. Student problems are handled effectively and reasonably positively.
  - A. Provide an effective support system for students with learning and behavior problems, which leads to the development of the desired behavior (e.g., positive attitude toward school, faculty, etc.)
  - B. Promote optimum attendance of all students by development of a systematic program to reduce absenteeism.
  - C. Provides a student advocacy program involving all faculty.
4. Provides a specialized guidance counselor education program to meet the individual developmental needs of all students.
  - A. Manage student data through an accountable, confidential (as appropriate), and efficient records - keeping system; i.e., grades, attendance, test data, health records, census files, etc.
  - B. Provide effective formalized channels of communication for students which involves them in appropriate decisions in the classroom and in the total school.
  - C. Utilize the assistance of district administration in providing resources and assistance in planning in-school student services and in dealing with special student needs.
  - D. Manage a comprehensive testing program and works with students, staff, and parents to communicate testing results. Receives input from various groups and uses data to improve the instructional programs and student services.
5. School Business and Resources Management -Operates the school in an efficient and cost-effective manner by planning and managing financial and material resources.
  - A. Adhere to proper accounting procedures and/or instructional resource allocation.
  - B. Manage the textbook program and or the instructional resource allocation as required by law. Plans effectively for the selection, ordering, inventory, and student accountability, and carries out plans in a manner that shows optimum use of instructional resources.
  - C. Manage the requisition, use and maintenance of furniture, media, equipment, and other building items in an accountable and efficient manner.
6. Reports all appropriate maintenance and repairs to the appropriate resource or department.

Sorted by Class Code

Minimum Qualifications:

- Approved Certification with State of Kentucky.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy.

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Sorted by Class Code

Class Code: 1020

#### JOB DESCRIPTION

Position Title: ASSISTANT PRINCIPAL

Responsible To: Principal

#### Basic Function:

Instructional leadership and school management

Instructional Leadership - As delegated, manages an instructional program where teaching & learning and continuous improvement are priorities.

A. Develops a decision-making and communication structure that assures effective planning, communication, and problem solving with areas of responsibility.

B. Provides opportunities for each faculty and staff member to grow, develop, and experience success.

Faculty and Staff Personnel Management - Assists in managing faculty and staff in a manner which utilizes talent effectively; creating a positive school climate.

A. When asked to assist, utilizes the faculty selection process to identify the most competent candidates to be recommended for employment.

B. When delegated the responsibility, observes the performance – formative evaluation – of certified and classified employees under the principal's direction. If necessary, writes prescription for improvement of performance.

C. When delegated the responsibility, conducts summative evaluation within state and local board policies.

D. Uses the Hunter Model of Effective Teaching when observing, evaluating, and conferencing with certified employees.

E. When asked, helps develop appropriate faculty and staff personnel job expectations, job descriptions, and regulations.

F. Helps to develop a positive school climate by involving, faculty and staff personnel in decision making and problem solving and by building trust, respect, cohesiveness, and high morale.

G. When asked to do so, accurately completes personnel records, and forwards them to appropriate persons on a timely basis as requested.

Student Personnel Management - Insures that student conduct/attendance/personal problems are handled effectively and reasonably positively.

A. Provides an effective support system for students with learning and/or behavior problems, which leads to the development of a systematic program to reduce absenteeism.

B. Promotes optimum attendance of all students by the development of a systematic program to reduce absenteeism.

C. Manages student data through an accountable, confidential (as appropriate) and efficient record- keeping system; i.e., grants, attendance, test data, health reports, census files, etc.

Sorted by Class Code

D. Utilizes the assistance of the district administration in providing resources and assistance in planning in-school student services and in dealing with unique student needs.

School Business and Resources Management - Assists in operating the school in an efficient and cost-effective manner by planning and managing, as directed, financial and material resources.

A. Adheres to proper accounting procedures and instructional allocations.

B. If directed to do so by the principal, manages the textbook program as required by law. He/she plans effectively for the selection, ordering, inventory, and student accountability, and carries out plans in a manner that shows optimum use of instructional resources.

Leadership in Public Relations - Assists, as directed, in conducting a public relations program which builds positive support from all the publics comprising the school community.

A. Sends out communications which are written so intended audiences can understand the contents and which are written in a format demonstrating competent writing skills, editing skills, etc.

B. Receives information, formally and informally, about the needs and concerns of the various stakeholders and responds in a reasonable and fair manner.

Management of Support Services, Co-Curricular Activities and the Athletic Programs - As directed, supervises support services, co-curricular activities, and athletic programs to assure optimum contribution to the total program of the school.

A. Under the principal's direction, supervises maintenance of the school plant and grounds to keep them in good repair, safe, clean, and attractive.

B. Assists the principal in supervising custodial services /food services/cafeteria and transportation to ensure proper student behavior and safety.

C. Under the principal's direction, coordinates the development and conduct of co-curricular and athletic programs to assure that students are provided programs that meet their developmental needs.

Personal Competencies - Demonstrates, in each of the following areas, personal competency.

A. Desires and models positive personal relationships with others and shows evidence of strategies to build positive relationships with staff, students, parents, and central office personnel.

Minimum Qualifications: Approved Certification with State of Kentucky.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy.

Sorted by Class Code

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Sorted by Class Code

Class Code: 1050

#### JOB DESCRIPTION

Position Title: GUIDANCE COUNSELOR

Responsible To: Principal

Basic Function: Provides a functional, comprehensive program of direct services for all children utilizing the expertise gained through professional training in the areas of school counseling. These services will emphasize counseling children; consultation with teacher, parents and other significant adults; and coordinating a variety of activities and functions related to the academic, social, emotional and physical needs of students.

#### Performance Responsibilities:

1. Counsel children, individually and in small groups, concerning a variety of developmental tasks and problems.
2. Provide prevention programs through classroom guidance activities.
3. Consult with teachers and parents about children's needs, concerns and academic issues.
4. Collaborate with school staff and community representatives in assessing student needs and utilize the data to plan and evaluate the guidance program.
5. Coordinate with faculty, parents, attendance personnel and District Court to correct the attendance problems of truant students.
6. Provide home visits as needed to assess family circumstances and make needed referrals to community resources for problems interfering with the child's academic progress, or social, emotional or physical development.
7. Serve as a resource person on the Special Education Admissions and Release Committee when appropriate.
8. Refer students to the proper authorities for child abuse or neglect when suspicion exists and provide support services to those children as needed.
9. Assist or serve as the coordinator of testing and interprets test data to teachers and parents as needed.
10. Consult with teachers in planning and providing classroom guidance activities.
11. Assist new students with orientation and acclimation to their new school environment.
12. Select and purchase program materials and manage the budget allocation.
13. Select and attend professional learning required by the state and district.
14. Performs other duties as assigned by principal or superintendent.

Minimum Qualifications: Kentucky certification for School Guidance Counselor.

#### Terms of Employment:

Salary and work year to be established by the board of education.

#### Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy for certified Personnel.

Sorted by Class Code

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Sorted by Class Code

Class Code: 1060

#### JOB DESCRIPTION

Position Title: MEDIA SPECIALIST

Responsible To: Principal

Basic Function: To provide each student with an enriched environment containing a wide variety and range of materials that will invite intellectual growth and to aid all students in acquiring the skills needed to take full advantage of library media sources.

#### Performance Responsibilities:

1. Plans, evaluates, and restructures the library program to reflect the emerging needs of the library media center.
2. Fosters a pleasant, informal, attractive, and inviting atmosphere in the library.
3. Evaluates, selects, and requisitions new library materials and equipment.
4. Assists teachers in the selection of instructional materials.
5. Maintains a comprehensive and efficient system for cataloging all library materials and instructs teachers and students on use of the system.
6. Collaborates with teachers in planning those assignments likely to lead to extended use of library resources.
7. Presents and discusses materials with a class studying a particular topic, on the request of the teacher.
8. Provides orientation for new faculty and students.
9. Prepares and administers a budget to reflect the needs of the library.
10. Discards obsolete print and audiovisual materials.
11. Helps evaluate the library clerk in conjunction with principal.
12. Provides instruction to faculty and students in use of hardware and software.
13. Helps students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments.
14. Promotes appropriate conduct of students using library facilities.
15. Serves as liaison contact with the staff of the public library to implement program of community and school library cooperation.
16. Conducts inventory and prepares annual report,
17. Stays abreast of technological advancements by attending seminars, workshops, etc., for up-to-date training.
18. Uses various kinds of equipment effectively.
19. Demonstrates a commitment to professional growth.
20. Demonstrates effective interpersonal and communication skills.
21. Demonstrates regular attendance and punctuality.
22. Adheres to professional Codes of Ethics adopted by the Kentucky Education Professional Standards Board.
23. Performs other duties consistent with the position assigned as may be requested by the Principal or Superintendent.

#### Minimum Qualifications:

- Approved Certification with State of Kentucky.

Sorted by Class Code

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy.

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Sorted by Class Code

Class Code:2025 2040 2050 2060 2080 2096 2010

## JOB DESCRIPTION

Position Title: TEACHER-CLASSROOM

Responsible To: Principal/ Assistant Principal

### Basic Function:

Fulfills the requirements of classroom instruction with punctuality, reliability, and responsibility.

### Performance Responsibilities:

- A. Has a prepared unit plan that is appropriate for classroom/content/grade level assignment.
- B. Exercises proper care of materials and equipment.
- C. Communicates needs of the classroom to the proper personnel.
- D. Arrives for work at the assigned hour and does not leave before the assigned time.
- E. Communicates appropriately and effectively with other staff members, parents, students, and with administration.
- F. Accepts assistance, advice, and guidance from those responsible for supervising his/her performance, and makes a concerted effort toward improving or refining skills.
- G. Shares ideas, plans, materials, and facilities.
- H. Alert to the district's, school's, and his/her own goals and priorities and seeks professional learning appropriate to these needs.
- I. Keeps in confidential information that has been obtained in the course of professional service, unless disclosure serves professional purpose or is required by law.
- J. The teacher, in his/her association with others, respects the rights, feelings, and differences among individuals, and communicates directly with the person(s) involved in any situation.
- K. Adheres to professional code of ethics stipulated by the Kentucky Department Professional Board.

Standards – Employs classroom management techniques that result in a positive atmosphere for teaching and learning.

#### A. Classroom Management

- i. The teacher begins the class promptly.
- ii. The teacher communicates to students those behaviors expected of them, or there is evidence that expected behaviors have been communicated.
- iii. Student exhibit classroom behaviors, which promotes active engagement from all participants in the lesson.
- iv. Inappropriate behaviors receive immediate and appropriate teacher intervention.

B. Materials

- i. The teacher chooses appropriate materials and/or equipment for teaching a lesson.
- ii. The teacher handles efficiently the materials and/or equipment in the classroom setting.

C. Planning for Instruction—Engages in effective unit/lesson planning.

- i. Follows school or district-established curriculum documents and processes.
- ii. Establishes appropriate objectives (or learning targets) for each unit/lesson.
- iii. Utilizes effective teaching strategies to promote student engagement and achievement. Teaching the Lesson—Recognizes student differences in needs, abilities, and interests and imparts instruction so that these differences are met.
- iv. Communicates with the student the objective of the lesson.
- v. Communicates with the student the purpose of the learning and makes learning/content relevant.
- vi. Relates the learning from the lesson being taught to previous learnings and assists students in making connections.
- vii. Communicates with students are told how they will be accountable for demonstrating proficiency in the learning.
- viii. Demonstrates sound, up-to-date knowledge of the subject matter being taught.
- ix. Checks periodically throughout the lesson for the students' understanding of the objective.
- x. Provides practice experiences for the student of the appropriate number and variety to insure mastery of the objective.
- xi. Demonstrates knowledge of reinforcement theory throughout the lesson.
- xii. Each aspect of the lesson gives evidence of the teacher's attention to maintaining a classroom climate conducive to learning (Feeling Tone).
- xiii. The activities of the lesson demonstrate the teacher's desire to include the interests of the students in the classroom.
- xiv. Encourages, praises, /or acknowledges student effort appropriately.
- xv. Manages instruction in such a way that each student demonstrates a measure of success.
- xvi. There is evidence that practice is scheduled in such a manner as to guarantee retention of learnings.
- xvii. Gives students the opportunity to verbalize the critical attribute (s) of the learning before leaving the lesson.
- xviii. Collects data from the lesson that enables him/her to evaluate each student's performance, and assists in planning tomorrow's lesson.

Minimum Qualifications:

- Approved Certification with State of Kentucky.

Sorted by Class Code

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy.

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Sorted by Class Code

Class Code: 2095

## JOB DESCRIPTION

Position Title: VISUAL IMPAIRMENT TEACHER

Responsible to: Director of Special Education

Basic Function: The itinerant teacher for students with visual impairments travels to the students and is assigned schools to provide direct and/or consultative special education services relating to visual impairments. These services enable the student to learn in classroom and community environments.

### Performance Responsibilities:

1. Assessment and Evaluation
  - a. Perform functional vision and learning media assessments on new referrals and at intervals as designated by the Individuals with Disabilities Education Act (IDEA).
  - b. Interpret medical eye reports as they relate to educational environments
  - c. Contribute to the development of the IEP/IFSP with recommendations for goals, modifications, and learning styles
  - d. Provide screening and referral procedures to appropriate personnel
  - e. Recommend appropriate specialized evaluations and assessments, such as for low vision, orientation and mobility, psychosocial, and adaptive physical education
  - f. Consult with diagnosticians, classroom teachers, students, and parents concerning appropriate evaluations, modifications, and test administrations
  - g. Be knowledgeable about possible modifications for statewide testing, and arrange for necessary modifications.
  - h. Obtain modified standardized testing materials (KPrep, Alternate KPrep, ACT, etc.) and administer or assist in the administration of the test as needed
  - i. Administer various other evaluations as appropriate and interpret the results as appropriate to parents and other educators
  - j. Participate in team assessments for students with moderate to severe cognitive disabilities
  - k. Work as liaison with other agencies in vocational assessment process
  - l. Provide assessment, instruction, and consultation to other educational team members on issues related to assistive technology, especially computer-based assistive technology
2. Maintain Appropriate Learning Environment
  - a. Assist in determining need for and procuring classroom equipment and materials necessary for students with visual impairments to learn (braille, low-vision devices, assistive technology, computer, etc.), including ensuring necessary room modifications and lighting changes

- b. Provide team members with information regarding the specialized strategies needed for success with each VI student, including those working with infants in non-school-based settings
    - c. Consult with other educational team members, including parents and rehabilitation service providers to provide information necessary to maximize incorporation of the expanded core curriculum into the entire instructional setting
    - d. Provide modified materials to team members
    - e. Provide braille, recorded/enlarged materials, and tactile symbols as appropriate for each child
  3. Instruction in the Expanded Core Curriculum
    - a. Assistive Technology and technology skills;
    - b. Career education;
    - c. Compensatory or access skills, including communication modes, braille reading and writing, signature writing, and organization;
    - d. Independent living skills;
    - e. Orientation and mobility;
    - f. Recreation and leisure skills;
    - g. Self-Determination skills;
    - h. Sensory Efficiency skills, and
    - i. Social interaction skills
  4. Support Services -Provide assistance to students with visual impairments to facilitate positive attitudes and those of others concerning their visual impairment
    - a. Facilitate social integration and interaction with peers
    - b. Provide training and support to parents of students with visual impairments to enhance their children's independence
    - c. Provide the teachers, staff, and family of students with visual impairment with information regarding their individual needs, methodology, and strategies
    - d. Participate with other school personnel and agencies to secure job-related experiences for students
    - e. Participate in transition planning
  5. Administrative/Record Keeping Duties
    - a. Provide updated pupil information (e.g., VI registration, deafblind census, textbook projections)
    - b. Submit requests for instructional materials, conferences, fieldtrips, and personnel needs
    - c. Inform various special education personnel of progress and needs of the students with visual impairment on a regular basis
    - d. Identify and set up a work and storage space at each school to be used by the VI teacher to instruct students as necessary
    - e. Provide input into students' schedules, planning for all special services, such as direct instruction and orientation and mobility
    - f. Maintain adequate record of all assessments, related to the IEP, progress reports and signed parental release forms for things such as photographs and registration with various agencies

Sorted by Class Code

- g. Provide progress reports as indicated by student program on students with visual impairment in regular education classes and follow up with teacher and/or parent conferences as appropriate
  - h. Register students with visual impairments with appropriate agencies such as Recordings for the Blind and Dyslexic, and the state library for the blind and physically disabled, and assist with referral to the state's commission for the blind
  - i. Prepare paperwork as appropriate and attend IEP meetings and IFSP meetings on students with visual impairments
  - j. Distribute information to parents concerning workshops, conferences, and equipment acquisition
  - k. Communicate with low-vision specialists, ophthalmologists, and optometrists concerning exams, and attend exams when appropriate
  - l. Supervise material preparation and acquisition
6. Liaison between Community and School
- a. Provide information about district and/or regional vision programs to the schools and community
  - b. Provide information concerning recreational and summer programs to parents and students and assist with application forms and procedures. Such activities might include the state's school for the blind summer program, summer work programs, or special 1.camps, such as those sponsored by Lion's clubs.

Minimum Qualifications:

- A bachelor's degree from a college or university.
- A certification/license for teachers of students with visual impairments.

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Sorted by Class Code

Class Code: 2099

**JOB DESCRIPTION**

Position Title: SUBSTITUTE TEACHER

Responsible To: Principal

**General Duties:**

To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

**Performance Responsibilities:**

1. Reports to the building principal or school secretary upon arrival at the school building.
2. Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
4. Teaches the lesson outlined and described in the Substitute Teachers' Guide as prepared by the absent teacher.
5. Consults as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the Substitute Teachers' Guide.
6. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
7. Reports in writing on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
9. Maintains confidentiality.

**Minimum Qualifications:**

- Valid Kentucky Teaching Certificate; or,
- Substitute Teaching Certificate; or,
- Emergency Substitute Teaching Certificate; or,
- Approval to participate in the High School Graduate Substitute Teacher Program

Terms of Employment: Salary to be established by the board.

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Sorted by Class Code

Class Code: 5105 8003

**JOB DESCRIPTION**

Position Title: HEAD COACH

Responsible to: Principal

Basic Function: To enable each student an opportunity to learn the skills needed to effectively and safely participate in extra-curricular activities.

**Performance Responsibilities:**

1. Promotes sports in the schools and community
2. Plans the assigned athletic program
3. Organizes and supervises practices
4. Teaches individual fundamental skills, team play, team strategy and rules and regulations of the game.
5. Teaches the elements of good sportsmanship and self-control that displays professionalism. Respects the integrity and judgment of sports officials.
6. Checks eligibility of participants, including insurance coverage and parent consent.
7. Provides students a proper role model, emotional support, patience, a friendly attitude and general guidance.
8. Conducts learning experiences, with small groups of student athletes.
9. Recommends the purchase of equipment, supplies and uniforms as appropriate for the health, safety and welfare of student athletes.
10. Attends all teacher in-service training, professional meetings, and staff development workshops.
11. Develops good rapport and lines of communication with individuals and groups to include, but not limited to, players, parents, school personnel, officials, media representatives, etc.
12. Performs related duties as assigned.
13. Maintain regular attendance and punctuality.

**Minimum Qualifications:**

- High School Diploma or GED.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE

Sorted by Class Code

OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 5110

**JOB DESCRIPTION**

Position Title: ASSISTANT COACH

Responsible To: Principal

Basic Function: Assist coaches in various secondary, middle or elementary school athletic programs.

**Performance Responsibilities:**

1. Assist coaches in daily and long-range athletic activities
2. Assist coaches in planning the athletic program.
3. Conduct learning experiences under the direction of the head coaches, with small groups of student athletes.
4. Assist coaches in guiding participants toward a harmonious team spirit.
5. Assist in providing escort assistance and supervision to athletes during period of team travel.
6. Recommend to the head coach the purchase of equipment, supplies, and uniforms as appropriate for the health, safety and welfare of student athletes.
7. Perform other non-coaching duties assigned by the principal, athletic director or head coach.
8. Maintain regular and predictable attendance.
9. Understand and follow oral and written directions.
10. Read, interpret, apply and explain rules, regulations and policies.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or G.E.D.

**LICENSES AND OTHER REQUIREMENTS:**

As required by Kentucky law and KHSAA requirements.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 5115 (7344 classified)

#### JOB DESCRIPTION

Position Title: ATHLETIC DIRECTOR - CERTIFIED

Responsible To: Principal

#### Basic Function:

Supervise all athletics at the secondary level to assure these programs function under the guidelines of the KHSAA and that policies/procedures are strictly followed.

#### Performance Responsibilities:

1. Organizes and administers the overall program of interscholastic/intramural athletics for the high school pursuant to Board and KHSAA policies. Serves as liaison to the feeder middle school athletic program.
2. Works with the principal on recommending to the Superintendent the employment and assignment of athletic coaches.
3. Fosters good school/community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all athletic events.
5. Coordinates the securing of game officials.
6. Coordinates, with coaches, transportation for athletic participants. Responsible to file with district central office staff all transportation requests pursuant to Board policy.
7. Develops, with approval of the principal, appropriate rules and regulations governing the conduct of teams and coaches pursuant to Livingston County Board of Education policies and SBDM policies.
8. Responsible to enforce physical and academic requirements of eligibility for participation in each sport and verifies each athlete's eligibility, consistent with Council, Board and KHSAA rules.
9. Supervises coaches in preparation of an activity budget to be approved by the principal and councils. Shall confer monthly with the principal as to the status of all athletic accounts as reported in the monthly school activity financial report.
10. Shall follow Board policy in securing insurance, physicals, supplies and equipment for athletic teams.
11. Responsible to work with visiting teams to insure needed services and secures from the visiting team information for programs, etc.
12. Coordinates and approves field and gym practice schedules for all athletic teams. Coordinates/schedules non-school use of playing fields and athletic facilities. Supervises all athletic facilities and recommends needed maintenance and repairs.
13. Coordinates records keeping and results of all high school athletic contests and maintains a record file and all award winners, stating the date and type of award, including athletic scholarships.
14. Works closely with athletic booster groups to interpret and promote school policy and philosophy as it applies to the functions for the booster groups through attendance at all booster club meetings.
15. Works with the principal on following procedures to recruit paraprofessional coaches.

Sorted by Class Code

16. Works with principal, council and coaching staff in the evaluation of the success of each program and sets goals for improvement for the following year.
17. Shall be responsible for evaluating extra-curricular programs, when requested by principal. Formal evaluation reports shall be submitted to the principal upon completion of coaching duties each year.
18. Contacts law enforcement officers/team physician for all athletic contests and activities.
19. Responsible for supervision at after school extra-curricular activities as designated by principal.
20. Coordinates and supervises all ticket and concession sales at athletic events; all school vending sales; and assumes responsibility for proper handling of money pursuant to Board and Kentucky Department of Education regulations.
21. Assists staff, students and parents in developing a positive school climate.
22. Adheres to professional code of ethics as established by Education Professional Standards Board.
23. Teaches classes as assigned by principal.
24. Performs other duties and responsibilities as assigned by the principal or Superintendent.

Minimum Qualifications: Current Kentucky Teaching Certificate

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for Certified Personnel or classified personnel (as appropriate).

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7108

#### JOB DESCRIPTION

Position Title: GRANT WRITER (Communications Assistant)

Reports to: SUPERINTENDENT

#### Basic Function:

Perform skilled written and photographic duties related to the production and processing of communications that are targeted to improve instructional supports and community relations.

#### Performance Responsibilities:

1. Research and write articles for district publications and grants.
2. Produce timely and accurate newsletters and other publications for targeted audiences.
3. Participate in determination of publication themes for targeted audiences.
4. Suggest creative storing ideas.
5. Edit, re-write and proofread material and submit for publication and grants.
6. Serve as photographer for District events and publications as needed.
7. Provide input to the budget for grant related supplies and equipment..
8. Consult with faculty, administrators and other personnel regarding grant proposals and communications.
9. Interpersonal skills using tact, patience and courtesy.
10. Work independently with little direction.
11. Plan and organize work.
12. Complete work assignments with many interruptions.
13. Work independently with little direction.
14. Perform related duties as assigned.

#### Qualifications:

Any combination equivalent to: bachelor's degree in journalism, English, communications or a related field and one year professional writing and photography experience including demonstrated skills.

#### Terms of Employment:

Salary and work year to be established by the board of education.

#### Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE

Sorted by Class Code

OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

CLASS CODE: 7185 (classified) Certified Code: ?

#### JOB DESCRIPTION

Position Title: DIRECTOR OF FINANCE (Finance Officer)

Responsible To: Superintendent

#### Basic Function:

Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex financial activities.

#### Performance Responsibilities:

1. Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities with substantial direct financial impact.
2. Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.
3. Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
4. Assure internal controls are established, maintained and documented in compliance with organizational directives.
5. Participate in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.
6. Oversee the maintenance of District-wide financial records and programs
7. Oversee the preparation of various financial statements and their dissemination.
8. Prepare financial analysis of revenues and expenditures and compare to other school districts in and out of state as assigned.
9. Coordinate the on-going budget operations including planning, compiling, analyzing, preparing and monitoring the General and Federal Fund budget process.
10. Review, analyze and evaluate budgetary process, assuring compliance with generally accepted budgeting principles, standards and procedures.
11. Review the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
12. Perform professional and technical budgetary, statistical and accounting functions.
13. Maintain current knowledge of technological advances in the field.
14. Prioritize and schedule work.
15. Train, supervise and evaluate personnel.
16. Use financial computers programs efficiently.
17. Perform related duties as assigned.

#### Minimum Qualifications:

- A Bachelor's degree or higher

Sorted by Class Code

- Twelve (12) credit hours in accounting; four (4) years' work experience in accounting/finance; or two (2) years' work experience in finance in a local school district.
- Ability to obtain full certification in accordance with 702 KAR 3:320 and forty-two (42) hours of continuing education classes every two years that have been approved by the Kentucky Department of Education.

Terms of Employment:

Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for Certified Personnel or Classified Personnel as circumstances dictate.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7162

#### JOB DESCRIPTION

Position Title: ACCOUNTING SUPERVISOR

Responsible To: DIRECTOR OF FINANCE (Finance Officer)

#### Basic Function:

Plan, organize, supervise and participate in financial and statistical record-keeping activities for an assigned accounting functional area; train, supervise and evaluate assigned personnel.

#### Performance Responsibilities:

- Train, supervise and evaluate the performance of assigned accounting clerical personnel; monitor and adjust workflow and assignments to meet established time lines; supervise general accounting or payroll functions.
- Assure that financial income and expenditure transactions and records are in compliance with federal, State and County rules, regulations and requirements and that District policies and procedures are met; assure compliance with audit requirements.
- Assure District payroll is properly prepared in a timely manner; communicate with the County Office of Education regarding issues and timelines; direct accounting activities related to the fringe benefit program.
- Coordinate communication with various District and County departments and personnel to answer questions, obtain information and resolve issues; provide information concerning related accounting functions.
- Review the preparation of regular financial statements assuring financial controls and practices in accordance with Generally Accepted Accounting Principles; prepare complex financial and statistical reports, budgets and summaries related to budgeting and accounting operations and activities.
- Review financial reports and computer printouts to assure accuracy and completeness; make corrections and adjustments as necessary.
- Assure time lines are met; maintain proper controls and records for receipt of funds and supplies and for disbursement and reallocation of funds; assure accuracy and timely preparation of reports and records.
- Communicate with vendors and employees to arrange payment or resolve discrepancies as necessary; assist assigned personnel with difficult, complex and unusual issues.
- Recommend improved procedures and policies; provide information as necessary in support of budget preparation; assist supervisor in the preparation of financial statements and State and federal records and reports.
- Operate a variety of office equipment such a computer terminal, calculator, typewriter, microfiche viewer and copier.
- Perform internal audits; check and review a variety of records, accounts and reports for accuracy, conformance and timeliness; assist with calculations; inspect for

Sorted by Class Code

proper encumbrances, disencumbrances, allocation of categorical funds and processing and payment of invoices and other accounts payable.

- Attend a variety of accounting-related meetings and workshops.
- Plan, organize, supervise and participate in financial and statistical record-keeping activities.
- Train, supervise and evaluate assigned personnel.
- Maintain and audit fiscal records and accounts in a school district.
- Perform difficult and complex accounting work in the preparation, maintenance and review of District financial records, accounts and reports.
- Assure compliance with applicable District policies, procedures and governmental regulations.
- Apply applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Balance accounts and reconcile bank statements.
- Interpret, apply and explain rules, regulations, policies, procedures and governmental regulations.
- Operate a variety of office equipment such a computer terminal, calculator, typewriter, microfiche viewer and copier.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Plan and organize work.
- Coordinate and monitor clerical accounting assignments and activities.
- Perform related duties as assigned.

Minimum Qualifications:

- Any combination equivalent to: high school diploma or GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Terms of Employment:

Salary and work year to be established by the board of education.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND

Sorted by Class Code

NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7163

#### JOB DESCRIPTION

Position Title: ACCOUNT CLERK

Responsible To: FINANCE OFFICER (Accounting Manager)

#### Basic Function:

Perform a variety of responsible clerical accounting duties; maintain financial, accounting and statistical records and prepare reports; review, prepare and process financial, accounting and purchasing documents, reports and materials.

#### Performance Responsibilities:

1. Maintain a set of financial records related to an area of clerical accounting such as accounts payable, budget, or other assigned accounting support area; coordinate assigned area with other accounting functions.
2. Verify, balance, adjust and assure the accuracy of assigned accounts; receive, verify and audit invoices and receipts for supplies, equipment and services.
3. Respond to questions or complaints from vendors, District administrators, food service personnel or employees regarding issues related to payments, balances, charges, inventories and other information; answer phones.
4. Prepare and generate a variety of financial and statistical reports, lists and summaries; enter, compile and tabulate data for inclusion in departmental reports; prepare, maintain and file lists, records, reports and other documents.
5. Interact with vendors and district personnel to research discrepancies, correct errors, resolve problems and assist with preparation and maintenance of records and reports.
6. Produce a variety of periodic and annual financial statements, reports, reimbursements and claims; maintain journals and ledgers, charging proper accounts.
7. Receive, sort and distribute warrants according to established procedures and guidelines; prepare and issue warrants as needed.
8. Prepare and maintain a variety of files, records, documents and lists relating to accounts payable, food service, or other assigned area; prepare special reports as assigned.
9. Assemble, match, sort, tabulate, check and input a variety of financial and statistical data.
10. Maintain statistical records and process a variety of documents involved in financial transactions.
11. Maintain records of revolving cash funds and petty cash funds use; issue checks as required to reimburse accounts; balance and reconcile accounts, verifying proper and authorized use of designated funds.
12. Post, balance, and adjust accounts; review for accuracy and completeness.
13. Maintain various records, reports, documents and files as directed; distribute reports as assigned.
14. Assist other accounting clerical personnel in the maintenance of more complex accounts.
15. Become familiar with, and assist with benefits, insurance, and others.

Sorted by Class Code

## 16. Other duties as assigned.

### Ability to:

- Perform complex accounting duties in the maintenance of assigned accounts.
- Perform responsible record-keeping duties with a high degree of skill and accuracy.
- Verify, balance and adjust accounts.
- Process and record accounting transactions accurately.
- Learn, interpret, apply and explain rules, regulations, policies and procedures related to school district utility payments and food service accounting.
- Operate office machines including computer equipment, personal computer, accounting software and peripherals.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.
- Train and provide work direction to others.

### Minimum Qualifications:

- Any combination equivalent to: high school diploma or GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

### Terms of Employment:

Salary and work year to be established by the board of education.

### Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7166

#### JOB DESCRIPTION

Position Title: TREASURER (Board Treasurer)

Responsible To: Superintendent of Schools

Basic Function: Plan, organize, control, and direct the Board's accounting and reporting system in conformance with Generally Accepted Accounting Principles and Board of Education policies.

#### Performance Responsibilities:

1. Receive monies to which the Board is entitled by statute; deposit funds in designated depository; withdraw funds upon Board approval.
2. Coordinate and direct the receipting of funds collected by the Board; invest idle funds; review and coordinate funds for cash flow analysis and cash management.
3. Maintain full and complete account of funds and make reports as required by the Board of Education or the State Board of Education.
4. Analyze, review, and prepare a variety of financial statements and reports related to assigned functions.
5. Communicate with other governmental agencies, taxing authorities, administrators, and District personnel.
6. Compute certified salaries; prepare checks and monthly payroll reports; balance quarterly and year-end fiscal and W-2 reports.
7. Coordinate the internal auditing and assist external auditors to assure adequate control and compliance with established policies and procedures.
8. Perform related duties as assigned.

#### Knowledge of:

- Generally Accepted Accounting Principles.
- Accounting and reporting policies.
- Principles and practices of general fund accounting.
- Preparation of procedures, policies, reports and other written material.
- Modern office practices, procedures, and equipment.
- Oral and written communication skills.
- Interpersonal relation skills using tact, patience, and courtesy.
- Board organization, operations, policies, and objectives.
- Technical aspects of field of specialty.
- Cost and revenue analysis.
- Data processing equipment, systems, and applications to accounting.
- State and federal tax regulations.
- Methods, techniques, and practices of maintaining complex interrelated financial records.

Minimum Qualifications: Currently employed by the local Board.

Sorted by Class Code

**Terms of Employment:**

Salary and work year to be established by the board of education. The Treasurer is a position that is appointed by the local Board of Education with a recommendation from the Superintendent. This is not a stand-alone position.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following:  
"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: **7191/7665/7652**

#### JOB DESCRIPTION

Position Title: PAYROLL/BENEFITS CLERK

Responsible To: FINANCE OFFICER (Accounting Manager)

Basic Function:

#### Performance Responsibilities:

1. Provide training, guidance and work direction to incumbents and other temporary personnel as assigned to the payroll unit.
2. Assist in the review of payroll systems and procedures; recommend method improvements and implement changes as approved; prevent payroll fraud.
3. Process payroll and related records for assigned major payroll of the District; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
4. Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities.
5. Compute annual vacation and sick leave allowances and payroll distribution; communicate with District and site personnel regarding time reports, warrants, insurance coverage and leave time.
6. Respond to questions or complaints from employees regarding interpretation of laws, rules, regulations, contracts and other documents governing District payroll, assist employees in completing necessary payroll documentation forms.
7. Process and record specialized payroll services including Workers' Compensation, retroactive pay, voluntary deductions and other related services.
8. Calculate and prepare annual salary and budget projections for categorical programs as assigned.
9. Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.
10. Maintain employee attendance records; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed.
11. Sort and distribute paychecks and warrants according to established procedures and guidelines.
12. Prepare and maintain files of records and documents relating to work schedules and prepare reports as needed.
13. Process the payroll-related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures.
14. Operate standard office equipment including a computer terminal as required.
15. Oversee the implementation and maintenance of the employee benefits program; coordinate enrollment for employee benefits; counsel employees of benefits and options (class code 7665).
16. Provide fiscal responsibility of insurance benefits through timely and accurate management of records and funds; provide operational support and standard clerical

Sorted by Class Code

activities in support of employee benefit, worker's compensation and other insurance programs (class code 7652).

17. Perform related duties as assigned.
18. Perform complex and responsible payroll duties with a high degree of skill and accuracy.
19. Read, interpret, apply and explain rules, regulations, policies and procedures.
20. Process payroll and related records for classified and certified payrolls.
21. Train and provide work direction for others.
22. Deal tactfully and effectively with irate employees.
23. Add, subtract, multiply and divide quickly and accurately.
24. Establish and maintain cooperative and effective working relationships with others.
25. Meet schedules and timelines.
26. Work confidentially with discretion.
27. Communicate effectively both orally and in writing.
28. Complete work with many interruptions.
29. Type at an acceptable rate of speed.
30. Maintain records and prepare reports.
31. Understand and follow oral and written directions.
32. Plan and organize work.
33. Operate standard office equipment including a computer terminal as required.

Minimum Qualifications:

- Any combination equivalent to: high school diploma, GED, Certificate or demonstrated progress toward obtaining a GED, as required by Kentucky law and preferred two years of payroll accounting experience.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7212

## JOB DESCRIPTION

Position Title: Food Service Manager-School

Responsible to: FOOD SERVICE OPERATIONS COORDINATOR (Food Service Director)

Basic Function: Manage and coordinate the day-to-day food service operations of an assigned school site; assure compliance with District, State and federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; select, assign, schedule, supervise, direct and evaluate assigned food service personnel.

### Performance Responsibilities:

2. Manage, coordinate and oversee the day-to-day food service operations at an assigned school site; analyze effectiveness, assure compliance with District, State and federal laws, regulations and safety and sanitation procedures.
3. Estimate and order amount of food and supplies needed; monitor and control expenditures; maintain assigned budget.
1. Direct, assign, schedule and evaluate food service personnel.
2. 3. Inspect lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
3. Plan work schedules and coordinate daily work for efficient use of labor; receive calls from employees and call substitutes as necessary.
4. Train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
5. Maintain, prepare and review a variety of menu production records, inventories, logs and reports; accumulate data and input information into a computer as appropriate and file documents as necessary.
6. Supervise and participate in food preparation and distribution to District students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
7. Communicate with students, staff, faculty, and outside organizations to exchange information, receive suggestions, and resolve issues related to food service.
8. Participate in, schedule and attend in-service meetings and workshops.
9. Perform related duties as assigned.
10. Manage and coordinate the day-to-day food service operation at an assigned school site.
11. Assure compliance with District, State and federal requirements.
12. Train others in the preparation and serving of food in large quantities.
13. Read, interpret, apply and explain rules, regulations, policies and procedures.
14. Schedule, supervise and evaluate staff.
15. Analyze situations accurately and adopt an effective course of action.
16. Meet schedules and time lines.
17. Operate a computer terminal as required.

Sorted by Class Code

18. Plan and organize work.
19. Maintain records and prepare reports.
20. Communicate effectively both orally and in writing.
21. Work independently with little direction.

**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.

**Licenses and Other Requirements:** Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

**Terms of Employment:**

Salary and work year to be established by the board of education.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7221

JOB DESCRIPTION

Position Title: FOOD SERVICE OPERATIONS COORDINATOR (DIRECTOR)

Responsible To: Superintendent

Basic Function: Plan, coordinate, and monitor district school nutrition program such as food and equipment procurement and replacement, USDA contract negotiations, nutrition for exceptional children, professional growth of food services personnel, nutritional education/awareness efforts and promotional programs relating to district food services activities and operations; interact and coordinate programs with federal, state, and local government agencies and vendors; develop and recommend changes in district nutrition program operations.

Performance Responsibilities:

1. Plan, coordinate, and monitor district nutrition program such as food and equipment procurement and replacement, USDA contract negotiations, nutrition program to exceptional children, professional growth of food services personnel, nutritional education/awareness efforts and promotional programs relating to district nutrition program activities and operations.
2. Coordinate the district's participation in the federal commodity program to select and purchase nutrition program services, foods, and supplies; evaluate and formulate bid specifications and award bids according to established procedures; organize for new food testing; coordinate USDA commodity rebate program for state and federal compliance.
3. Evaluate equipment needs and develop specifications for new and replacement equipment; communicate with vendors to secure best quality for the price; evaluate potential product purchases and negotiate installation procedures; coordinate the disposal of antiquated or excess equipment.
4. Coordinate negotiations and activities related to federal subsidies of district nutrition program operations.
5. Plan and conduct in-service training for school nutrition program personnel; plan, implement, and assess professional growth and recognition programs for food services personnel; coordinate incentive awards and other areas affecting compensation.
6. Determine needed changes to maintain safety and aesthetic condition of food service areas; monitor the proper and valid certification of school nutrition program personnel.
7. Represent the department and district at various local, state, and federal workshops, conferences, and seminars as assigned; promote the district's public image with respect to school nutrition program in the educational and general community by promoting interaction with parents, students, educators, business, and the general public.
8. Interact and coordinate programs with federal, state, and local government agencies and vendors; develop and recommend changes in school nutrition program operations.
9. Assure the preparation and maintenance of required federal, state, and local records and reports.

Sorted by Class Code

10. Assist in the evaluation and designing kitchen layout plans for new and remodeled nutrition program areas, including determination of equipment needs, specifications, time and motion issues, and coordination with architects.

11. Attend at least twelve (12) hours of annual continuing education/training in addition to food safety training.

12. Perform other related duties as assigned.

13. Prepare menus assuring compliance with regulations and requirements.

14. Recommend food service employees for employment and conduct new employee training sessions.

Knowledge of:

- Nutrition requirements.
- Principles of good nutrition and quantity food preparation and service.
- Price and portion controls.
- Food ordering and storage methods.
- Proper operation and maintenance of food service equipment.
- Food handling, safety, and sanitation standards and techniques.
- Federal and state laws and regulations governing child nutrition programs such as USDA donated food usage, free and reduced meals programs, and competitive sales.
- Inventory and record keeping procedures.
- Basic cost accounting techniques.
- Efficient staff utilization procedures including time and motion studies and work scheduling.
- Orientation and training methods for nutrition center employees.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Plan, coordinate, and monitor various district food services programs relating to food and equipment procurement, nutritional and safety requirements, personnel, financial efficiency and operational efficiency.
- Interact and coordinate programs with federal, state, and local government agencies and vendors.
- Develop and recommend changes in district food services operations.
- Plan and modify menus in relation to likes, waste, and commodities using proper nutrition requirements.
- Implement a variety of operations and training programs and policies.
- Conduct site visits to facilitate communications, inspect quality of services, and adherence to rules and regulations.
- Assure adherence of food service programs to federal, state, and local laws and regulations and district requirements.
- Analyze food service operations for cost effectiveness.
- Prepare and deliver oral presentations.
- Maintain records, compile and verify data, and prepare reports.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Sorted by Class Code

- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.

**Minimum Qualifications:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress towards obtaining a G.E.D. as required by Kentucky law and three years of increasingly responsible food services experience.

**Licenses and Other Requirements:**

Valid Kentucky driver's license. Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045. Pursuant to 7 CFR parts 210 and 235, employee must complete mandatory annual training requirements.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7241

#### JOB DESCRIPTION

Position Title: COOK/BAKER (SCHOOL NUTRITION PROGRAM)

Responsible To: School Nutrition Program Manager Director of Food Service

Basic Function: Prepare, cook, bake and serve a variety of foods in quantity at an assigned school site; assist in other food preparation duties as directed; maintain facilities in a clean and sanitary condition; train and provide work direction to others.

#### Performance Responsibilities:

1. Assists in preparation and serving of food.
2. Operates dishwasher and other equipment.
3. Assists in setting up steam tables for food service.
4. Works on the food serving line.
4. Attends at least six (6) hours of annual continuing education/training.
5. Performs other duties pertaining to the cafeteria as assigned by the School Nutrition Program Manager.
6. Must be able to understand oral and written directions.
7. Should be able to work closely with other members of the organization.
8. Should have some knowledge of materials, methods, and equipment used in food preparation.
9. Should have some knowledge of the hazards and safety precautions involved in food preparation.

#### Minimum Qualifications:

- Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and one year food service experience.
- Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

#### Terms of Employment:

Salary and work year to be established by the board of education.

#### Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES

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STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7271

#### JOB DESCRIPTION

Position Title: DISTRICT HEALTH SERVICES COORDINATOR

Responsible to: District Student Services Coordinator

Basic Function: The job of Health Services Coordinator was established for the purpose/s of assessing the health needs of students; developing emergency care plans and individual health plans incorporating input from parent and/or physician; complying with the laws relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile and/or injured students; providing health information and serving as a resource to teachers, staff, and administrators; identifying health problems for referral for proper treatment; providing leadership and coordination of the comprehensive School Health Program; and supervision of all school nurses.

#### Performance Responsibilities:

1. Evaluates programs and services within the school district, for the provision of comprehensive health services to students.
2. Reviews and evaluates school district policies and procedures and updates policies and procedures based on laws, regulations and best practices in student health.
3. Collaborates with community stakeholders in the provision of school health resources to students; including the monitoring of health services contracts with outside agencies, such as public health. Works in cooperation with all school personnel, the local board of education, the Kentucky Department of Education, the local health department, Family Resource and Youth Services Centers and parents, in planning, promoting and implementing school health policies and programs that align with Kentucky statutes and administrative regulations.
4. Serves on or chairs the school district Wellness committee and facilitates collaboration among school health program personnel and other school staff in the development of a school culture that supports health, well-being and educational achievement.
5. Assists the superintendent, school principals and other school staff to establish links between student achievement and health.
6. Provides for technical assistance and professional development opportunities for school district personnel that support the school district's health programs and address emergencies, including training and procedures in First Aid and CPR for school and district personnel, use and placement of AEDs, First Aid supplies and Epi Pen auto injectors.
7. Promote the appropriate use of screening techniques in vision, hearing, dental and other tests; arrange for the training of teachers or volunteers in performing screenings; plan for the follow-up of suspected findings; assist teachers and volunteers in developing an awareness of signs of illness or other health problems.
8. Maintain current standards of nursing, psychology, and/or social work in special program areas, and provide services according to agency policies and programs.

Sorted by Class Code

9. Maintain and implement the requirements for physical examinations and immunizations required by law; coordinate activities with Pupil Personnel as needed.
10. Encourage families to provide for periodic health examinations of their children by utilizing services of private physicians, dentists, and clinics; interpret the school health program to the family, consult with parents regarding the health of their children; notify parents and pupils for needed immunizations and tests as required.
11. Observe and report to physicians, with parental approval, the pupil's health status and any reaction at school to drugs or treatments prescribed by the physician.
12. Act 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.
13. Participates as the health specialist on the child education evaluation team to develop Individual Education Plans (IEP), Individual Health Plans (IHP), Emergency Action Plans (EAP) and 504 Plans for students with health conditions. Ensure implementation of plans.
14. Participate in formulating policies for the care of pupils who become ill or injured at school; arrange for the instruction of school personnel to give emergency care.
15. Supervise the reporting of any known or suspected communicable disease cases to the local health department.
16. Perform other related duties as assigned.

Ability to:

- Establish and coordinate school health screening programs for students and school staff in cooperation with school district and community leaders.
- Establish and coordinate a school health referral protocol for students and school staff who are in need of medical, dental or mental health services.
- Evaluate all supportive educational services within the district's school health programs by establishing a reporting system to:
  - a. identify hazards;
  - b. track and monitor injuries;

Minimum Qualifications:

- Approved Certification with State of Kentucky.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES

Sorted by Class Code

STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7294

**JOB DESCRIPTION**

Position Title: SPEECH PATHOLOGIST

Responsible To: Director of Special Education

Basic Function: Must meet minimum standards as determined by Kentucky Certification Standards

**Performance Responsibilities:**

1. Works with assigned agencies/schools to provide speech therapy for identified children.
2. Ensure that screening and evaluation procedures are provided for these students.
3. Ensure that due process procedures are followed.
4. Maintain necessary records in a confidential manner.
5. Work, in conjunction, with the Director of Special Education to meet program needs for identified students.
6. Other duties as assigned by the Director of Special Education.
7. Assists the Director in locating and identifying eligible handicapped students.
8. Assists by screening referred children to determine eligibility for further evaluations.
9. Schedules evaluations for those children determined through screening/referral process to be eligible. Works with other professionals (i.e. School Psychologists) to ensure a complete evaluation.
10. Keeps all records required by law, and due process requirements. This includes permission forms, testing (screening and other), IEP's and documentation of parental contact.
11. Works with the Director of Special Education to determine most appropriate program direction.
12. Assist in ARC in developing goals based on assessments to enhance communication skills and to improve classroom function.

**Minimum Qualifications:**

- Approved Certification with State of Kentucky.

**Terms of Employment:** Salary and work year to be established by the board of education.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of board policy.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND

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NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7301

#### JOB DESCRIPTION

Position Title: COMMUNITY RELATIONS

Reports to: Designated Supervisor

#### Basic Function:

Supervise a variety of activities related to the development and implementation of the District's community relations efforts including audience, events and population targeting, community networking, the volunteer program, the speakers' bureau and senior citizen involvement; organize and oversee the operation of the school District's distribution center.

#### Performance Responsibilities:

- Plan and implement activities, projects and programs designed to improve school and community relations.
- Identify, supervise and coordinate the activities of volunteers who assist with community networking.
- Establish and maintain a volunteer resource file and assign volunteers to appropriate activities.
- Receive requests for speakers from within the school District and the community; schedule speakers and provide appropriate follow-up.
- Organize, implement and coordinate various activities involving senior citizens in District programs, activities and operations.
- Organize and oversee the operation of the District's distribution center; serve as the clearinghouse for publications and materials from external sources, mass mailings to targeted publications, mass distribution to schools and receiving, transmitting and logging requests for information packets.
- Monitor the supply of publications and brochures and notify appropriate personnel of needed reprints or revisions.
- Maintain confidential information appropriately and exercise good judgment when communicating with the public.
- Supervise a variety of activities related to the development and implementation of the District's community relations efforts including audience, events and population targeting, community networking, the volunteer program, the speakers' bureau and senior citizen involvement.
- Organize and oversee the operation of the school District's distribution center.
- Receive, transmit and log requests for information packets.
- Establish and maintain volunteer files.
- Communicate effectively both orally and in writing.
- Assign and review the work of others.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and time lines.

Sorted by Class Code

- Perform related duties as assigned.

Qualifications: 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.

Terms of Employment:

Salary and work year to be established by the board of education.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7320

## JOB DESCRIPTION

Position Title: INSTRUCTIONAL ASSISTANT

Responsible To: Building Principal/Supervisor

Basic Function: The Instructional Assistant (Teacher Aide) shall work with and under the supervision of the regularly employed teacher. He/she shall assist in directing the learning experiences of pupils in all activities sponsored by the school. The Teacher Aide shall follow the guidelines for enforcing all board and school policies.

### Performance Responsibilities:

1. Works with small groups of students to reinforce learning.
2. Performs clerical duties similar to those of a regular teacher.
3. Guides independent study, enrichment work, and remedial work.
4. Sets up and uses audio-visual media.
5. Assist teacher with instructional and non-instructional classroom duties.
6. Checks notebooks, corrects papers, and supervises testing and make-up work.
7. Assists in drill work.
8. Assists small groups of students in the library and other special areas. He/she prepares, performs, and supervises with regular classroom teacher for all classroom activities.
9. Assists the teacher in devising special strategies for reinforcing learning or skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
10. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
11. Works as a team member under the supervisor of the regularly employed teacher.
12. Checks and records student's daily attendance and academic progress, but confers with regular teacher before cumulative grades are recorded.
13. Participates in In-Service Training programs and any scheduled faculty activities as directed.
14. Perform administration of medication and other health services such as tube feeding and catheterization, as instructed by a health professional.
15. Performs such other duties as assigned.

### Minimum Qualifications:

- Education: High school diploma or GED and passing score on Para educator Test, or attainment of a two-year associates degree or higher.

### Terms of Employment:

Compensation established by board approved salary schedule each year. Contract is issued annually.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

Sorted by Class Code

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7320

### JOB DESCRIPTION

Position Title: INSTRUCTIONAL ASSISTANT/JOB COACH

Responsible To: Principal

Basic Function: The instructional aide/job coach shall work with and under the supervision of the teacher. He/she assist in directing the learning experiences of pupils in all activities sponsored by the school. The instructional aide/job coach shall follow the guidelines for enforcing all board and school policies.

#### Performance Responsibilities:

1. Works with the teacher to become familiar with the goals and philosophy that the teacher is working to achieve.
2. Assists with appropriate discipline techniques – such as behavior modification.
3. Assists in the development and preparation of instructional materials.
4. Assists the teacher with specific instructional tasks as assigned.
5. Works individually with students as assigned.
6. Performs other duties that may be specific to particular classes that may not be covered in the general job description, as assigned by the supervising teacher.
7. The job coach has Driver's License and transports the students on a van.
8. Supervises students in school-based vocational training site while classroom teacher is supervising other students in the classroom.
9. Supervises students in classroom-based vocational training while classroom teacher is involved in community-based education training.
10. Provides systematic instruction in community-based education training without direct supervision of classroom teacher. This is to occur only after teacher documentation of specific training the aide received in community-based education programming.
11. Works with students, family members, classroom teachers, and others to discover potential career interests and various job possibilities available in the community.
12. Coordinates student evaluations to discover student competencies, interests, relevant vocations (including kinds of work previously unconsidered) as well as learning about the impact of students' disabilities and related support needs.
13. Completes written vocational evaluation reports, and assists with development of students' IPEs (Individualized Plan for Employment).
14. Works with employers and students to develop personalized jobs.
15. 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.
16. Provides follow-up services to promote job advancements and continuing success of students.
17. Assists with the collection of data and maintains necessary records for the local school system and the Department of Vocational Rehabilitation. Keeps current and complete information regarding each student in student notebook/file.
18. Completes year-end program data report.

Sorted by Class Code

19. Works in concert with students and their parents/guardians, classroom teachers, vocational liaisons or Special Education Coordinators.

Minimum Qualifications:

- Education: High school diploma or GED and passing score on Para educator Test, or attainment of a two-year associates degree or higher.

Terms of Employment:

Salary and work year to be established by the board of education.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following:  
"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7320

**JOB DESCRIPTION**

Position Title: INSTRUCTIONAL ASSISTANT -PRESCHOOL

Responsible To: Principal Assistant Principal  
Preschool Classroom Teacher

**Basic Function:** Under the direction of the supervising teacher or Principal, the instructional assistant participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation and organization of materials and equipment, and /or instructing. Also, assists bus driver in loading and unloading students, and pickup and delivery of students to parent/guardian, etc.

**Performance Responsibilities:**

1. Implements instructional techniques and learning activities as directed.
2. Participates as an integral member of the remediation instructional team.
3. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
4. Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab.
5. Operates and cares for equipment used in the classroom for instructional purposes. Distributes and collects workbooks, papers and other materials for instruction.
6. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
7. Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills
8. Assists with the documentation of pupil progress on a continuous basis.
9. Duties may include performance of health services, for which training will be provided, and demonstrates willingness to attend to basic student personal care/hygiene.
  
10. Assists in seating all students in the center of the bus (as specified in State Transportation Guidelines). Assists in supervising the loading and unloading of students.
11. Assists in the pickup and delivery of students from/to parent, guardian or authorized individual.
12. Performs any other responsibilities as outlined in State Transportation Guidelines for students.
13. Performs other duties as assigned by the Teacher and/or Principal or school center head.

**Minimum Qualifications:**

- High School Diploma or G.E.D.
- Passing score on the Kentucky Para-educator Assessment or 48 college hours.
- CDA Credential or equivalent

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**Physical Demands:**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

**Terms of Employment:**

- Days of employment to be determined by the board.
- Salary based on Classified Salary Schedule as approved by the Board.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of board policy for Classified Personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7447

## JOB DESCRIPTION

Position Title: MAINTENANCE WORKER

Responsible To: Director of Maintenance

### Basic Function:

Perform unskilled to semi-skilled maintenance, repair and construction of District buildings and equipment; perform semi-skilled to skilled work in one or more of the building maintenance trades; assist journey-level trades personnel as needed; assist with groundskeeping as needed; assist with custodial work as needed.

### Responsibilities:

1. Assist in performing unskilled to semi-skilled maintenance, repair and construction of District buildings and equipment in one or more of the building maintenance trades including locksmithing, carpentry, electrical, painting, plumbing, heating and air conditioning.
2. Assist journey-level trades workers and maintenance personnel with a variety of maintenance, repair and construction; perform independently on less difficult projects and assignments as assigned.
3. Assist locksmith to install, adjust, repair and replace locks and door hardware; inspect locks for proper operation and implement a preventive maintenance program for locking mechanisms, panic bars, door closures and other hardware; re-key and re-pin locks as needed and maintain related charts and records.
4. Assist in the construction, installation and maintenance of roofs, furniture, fences, bookshelves, cabinets, shelving, chalkboards and bulletin boards.
5. Assist in the installation, repair and maintenance of gas and water lines, heating and cooling equipment, electrical fixtures and outlets; replace broken toilet seats, flush valve diaphragms, seals and gaskets; clean plugged drains, stop leaks, adjust water pressure and clean work area upon completion of work.
6. Assist in the installation, repair and replacement of carpet, floor and ceiling tiles, repair blinds and shades; install dispensers and repair or install bathroom stalls.
7. Assist in making minor electrical and mechanical repairs on such equipment as vacuum cleaners, buffers, electric clocks, washing machines, dryers, refrigerators and other small appliances.
8. Prepare surfaces for painting, mix paints, finishes and other coatings and apply to equipment, buildings, furniture and District facility structures.
9. Assist in the construction of forms and metal work, pour concrete and perform finish work; perform masonry, repair and construction with brick and block.
10. Strip, wax and buff floors; wash windows; clean carpeted areas; sweep and wash sidewalks and classrooms; dust rooms and furniture and perform a variety of related custodial duties as needed.
11. Maintain records of time, costs and materials needed in the maintenance and repair of District equipment and facilities; prepare work orders for more difficult and complex repairs or larger work projects.

Sorted by Class Code

12. Operate a wide variety of tools and equipment including motor vehicles, forklift, key-cutting machine, electric cart, steam cleaner, grinder, stripper, waxer, buffer, carpet cleaner, power hand tools, saws and hand tools used in the building maintenance trades.
13. Assist with other duties such as tree removal, groundskeeping, assembling and moving furniture and setting up chairs for events on and off campus.
14. Perform semi-skilled to skilled work in the construction, renovation, maintenance and repair of building, facilities and furniture.
15. Operate basic maintenance tools and equipment.
16. Assist skilled personnel in the maintenance and repair of buildings and facilities.
17. Use common cleaning equipment and supplies safely and efficiently.
18. Move and arrange furniture and equipment for meetings and special events.
19. Observe and report safety hazards and need for maintenance and repair.
20. Maintain routine records related to work performed.
21. Understand and follow oral and written directions.
22. Communicate effectively both orally and in writing.
23. Work cooperatively with others.
24. Meet schedules and time lines.
25. Observe health and safety regulations.
26. Lift heavy objects.
27. Observe legal and defensive driving practices.
28. Perform related duties as assigned

Minimum Qualifications:

- High school diploma or GED
- Certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and two years general maintenance experience.

Licenses and Other Requirements: Valid Kentucky driver's license

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7488-(7493)

**JOB DESCRIPTION**

Position Title: ASSISTANT COORDINATOR OF THE FAMILY RESOURCE CENTER

Responsible To: Coordinator of the Family Resource Center

**Basic Function:**

To help students/families resolve personnel, emotional, social, and health related problems that interfere with their adjustment to school/community and their capacity to enjoy the fullest benefits that an education offers them.

**Performance Responsibilities:**

1. Works with the FRC Coordinator to assure the implementation of the activities as addressed in each of the components.
2. Maintains direct contacts and close working relationships with the school district, community, public and private health and welfare agencies.
3. Serves as a liaison between home, school, and community service agencies.
4. Is responsible for case management with individual families to correct those personal, social, physical or emotional maladjustment related to their educational and social progress.
5. Keeps sufficient records of cases for use by Family Resource Center and outside agencies when appropriate.
6. Assists Coordinator in financial record keeping.
7. Plan, organize, and coordinate several related functional units supervised by one or more levels of supervision involving diverse activities with difficult problem-solving and significant direct or indirect financial impact.
8. Communicate effectively both orally and in writing.
9. Prepare and deliver oral presentations.
10. Work cooperatively with others.
11. Establish and maintain cooperative and effective working relationships with others.
12. Maintain records and prepare reports.
13. Prioritize and schedule work.
14. Maintain current knowledge of technological advances in the field.
15. Analyze situations accurately and adopt an effective course or action.
16. Understand and work within scope of authority.
17. Meet schedules and time lines.
18. Plan and organize work.

**Minimum Qualifications:**

Experience in administration, social work, psychology, counseling, family studies or related fields preferred.

**Licenses and Other Requirements:** The Assistant Coordinator is not required to have obtained any special license or certification for this position.

Sorted by Class Code

Terms of Employment: Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy on Evaluation of Professional Personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7493-(7488)

## JOB DESCRIPTION

Position Title: COORDINATOR OF THE FAMILY RESOURCE CENTER

Responsible To: Principal/Director of Student Services

Basic Function: Coordinates a comprehensive program of services designed to eliminate barriers to learning for the youth and families of our schools by involving school personnel, social service agencies, and other appropriate community organizations.

### Performance Responsibilities:

1. Works directly with the Family Resource Center staff to assure the implementation of the activities as addressed in each of the components.
2. Communicates regularly with the Advisory Council regarding Center activities.
3. Promotes a comprehensive awareness program to assure that the public is familiar with Center responsibilities and services.
4. Assures compliance with all legal expectations communicated through federal and state laws,
5. administrative procedures and regulations, and Board of Education policies.
6. Coordinates and assists in staff selection.
7. Organizes the Center in a manner that will assure its accessibility to families.
8. Adheres to proper accounting procedures in purchasing, bookkeeping, and budgeting.
9. Manages the requisition, use and maintenance of the building and building items in an accountable and efficient manner.
10. Plans and executes training activities for staff, faculties, and families.
11. Observes the performance of the staff and evaluates effectiveness within state and local Board policies.
12. Prepares and submits all required reports in an efficient and timely manner.
13. Promotes Center activities to assure its continuation and expansion.
14. Maintains on-going communication with all other area service agencies.
15. Performs other duties and responsibilities as assigned by the Superintendent.
16. Plan, organize, and coordinate several related functional units supervised by one or more levels of supervision involving diverse activities with difficult problem
17. -solving and significant direct or indirect financial impact.
18. Communicate effectively both orally and in writing.
19. Prepare and deliver oral presentations.
20. Work cooperatively with others.
21. Establish and maintain cooperative and effective working relationships with others.
22. Maintain records and prepare reports.
23. Prioritize and schedule work.
24. Maintain current knowledge of technological advances in the field.
25. Analyze situations accurately and adopt an effective course or action.

Sorted by Class Code

26. Understand and work within scope of authority.
27. Meet schedules and time lines.
28. Plan and organize work.

**Minimum Qualifications:**

Bachelor's degree. Demonstrated ability in administration, social work, psychology, counseling, family studies or related fields. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**Licenses and Other Requirements:** The Coordinator is not required to have obtained any special license or certification for this position.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7503

## JOB DESCRIPTION

Position Title: (Technology) SYSTEMS DEVELOPMENT AND USER SUPPORT

Responsible To: Assigned Supervisor

### Basic Function:

Plan, direct and control the development of software applications and the evaluation, purchase and installation of third-party software; interact with school administrators, District management and State personnel in determining software needs and computer services priorities and implementation schedules; assist in departmental long- and short-range planning to meet department and District goals and objectives; general oversight of district-wide technology plans, network administration, and e-rate.

### Performance Responsibilities:

- Plan, direct and control the development and implementation of software applications and the evaluation, purchase and installation of third-party software; provide life-cycle management of software applications.
- Assist the department head in managing department activities; assist in departmental long- and short-range planning to meet department and District goals and objectives.
- Interact with school administrators, District management and State personnel in determining software needs and computer services priorities and implementation schedules; allocate resources to meet school and District goals and objectives.
- Assist in determining personnel and equipment needs to meet District goals.
- Provide leadership in the development and protection of District software assets.
- Coordinate efforts and areas of responsibility with other departmental and District personnel.
- Plan, direct and control the development of software applications and the evaluation, purchase and installation of third-party software.
- Interact with school administrators, District management and State personnel in determining software needs and computer services priorities and implementation schedules.
- Assist in departmental long- and short-range planning to meet department and District goals and objectives.
- Analyze situations accurately and adopt an effective course of action.
- Communicate data processing procedures and requirements to users.
- Provide technical assistance to District computer systems users.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Assign and review the work of others.
- Maintain current knowledge of technological advances in the field.
- Establish and maintain cooperative and effective working relationships with others.
- Perform related duties as assigned.

Sorted by Class Code

Minimum Qualifications:

- Any combination equivalent to: bachelor's degree in computer information science or related field and five years increasingly responsible experience in information processing, systems analysis and programming, including at least two years in a supervisory capacity.

Terms of Employment:

Salary and days to be determined by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7525

**JOB DESCRIPTION**

Position Title: COMPUTER MAINTENANCE TECHNICIAN

Responsible To: Designated Supervisor

**Basic Function:**

Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of computers, printers, and peripherals.

**Performance Responsibilities:**

1. Perform a variety of skilled
2. And technical duties related to the installation, repair, alteration and maintenance of computers, printers, and other peripheral equipment.
3. Maintain cable location diagrams for school area networks.
4. Install computer hardware systems and software, including upgrades and enhancements.
5. Perform preventative maintenance on computer equipment.
6. Install network interface cards and cables to connect workstations to the local area networks; determine appropriate location for installation; test equipment for proper operation.
7. Move equipment to new locations as requested; re-route and install
8. Cables for new location; test system to assure proper operation.
9. Perform component level equipment repair; remove defective components and replace and initiate test procedures according to established procedures; locate and request replacement components.
10. Uses diagnostic software to isolate computer programs.
11. Provide assistance, information and technical expertise to faculty, administrators, and students regarding the safe and proper operation, care and maintenance of computer equipment. Maintain records of computer and network repairs.
12. Perform related duties as assigned by.
13. Perform a variety of skilled and technical duties as related to the installation, repair alteration and maintenance of computers and peripherals.
14. Install computers and related equipment at District sites.
15. Read, interpret and implement technical service manuals and schematic diagrams to repair assigned computer and peripheral equipment.
16. Plan and layout installation and repair work.
17. Maintain records related to work performed.
18. Establish and maintain cooperative and effective working relationships with others.
19. Analyze situations accurately and adopt an effective course of action.
20. Lift heavy objects.
21. Work with District Technology Coordinator.
22. Provide assistance, information and technical expertise to faculty, administrators, and students regarding safe and proper operation, care and maintenance of computerized equipment.

Sorted by Class Code

23. Maintain records of computer and network repairs, materials used, moving and installation activities and work orders; maintain records of maintenance supplies used.

Minimum Qualifications:

Any combination equivalent to: 2 years' of college level course work in computer science or 2 years' experience troubleshooting, repairing, and servicing computers and related equipment.

Terms of Employment:

As determined by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7536

#### JOB DESCRIPTION

Position Title: STUDENT DATA SPECIALIST (SIS)

Reports to: CHIEF EDUCATION OFFICER

#### Basic Function:

Perform a wide variety of and responsible secretarial and administrative support duties for an Assistant Superintendent, Executive Director or other high-level administrator; organize and coordinate office activities and communications to assist the administrator with assigned functional areas of responsibility. District point of contact for student data related questions from school, district and state personnel. This includes:

- Training attendance clerks and other district personnel to use the student data system.
- Coordinate the responsibilities of attendance clerks through monthly meetings/trainings.
- Coordinate all district personnel student data access rights.

#### Performance Responsibilities:

1. Act as liaison between school system and student data company representatives.
2. Plan and coordinate the responsibilities of school attendance clerks.
3. Plan and coordinate monthly meetings with school attendance clerks.
4. Respond to procedural and technical student data related questions from school personnel.
5. Respond to the requests of other agencies requiring student data information.
6. Maintain home school, private school, out of district and home/hospital data.
7. Maintain a variety of files, records and logs.
8. Assist with statistical and census reports for the State Department of Education.
9. Other duties as assigned by the Superintendent and the Director of Student Services.
10. Plan, develop and coordinate training programs in the use of the student data applications.
11. Develop and present training programs for the operation of the student data applications.
12. Provide assistance and technical knowledge of various software applications related to student data.
13. Maintain current knowledge of technological advances in the field of student data.
14. Establish and maintain cooperative and effective working relationships with others.
15. Communicate effectively both orally and in writing.
16. Work independently with little direction.

Sorted by Class Code

17. Plan and organize work.
18. Perform related duties as assigned.

Qualifications: 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.

Terms of Employment:

Salary and work year to be established by the board of education.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7609

### JOB DESCRIPTION

Position Title: CUSTODIAN

Responsible To: Principal/Immediate Supervisor

Basic Function: The custodian is responsible to perform custodial work for the care, maintenance, protection, and preservation of school plant, its contents, and grounds.

#### Performance Responsibilities:

1. Clean classrooms, departmental offices, teachers' lunchroom, and guidance suite, performing minor repairs as needed. This includes the following:
  - a. Wash pupil desks, chairs and tables.
  - b. Align the desks, seats, and tables in proper order.
  - c. Sweep tile floors daily, and wash floors periodically.
  - d. Vacuum carpeted floors (if in building or assigned area).
  - e. Empty pencil sharpeners and wastebaskets.
  - f. Clean chalkboards, trays, and erasers.
  - g. Clean doors, doorplates, thermostats, and light switches.
  - h. Clean bookcases, teacher desks and chairs, tables and other furniture.
  - i. Wash off wall marks.
  - j. Wash both sides of glass in doors and glass walls, and also both sides of exterior windows (including sills, wells, and metal surfaces).
  - k. In science classrooms, clean black tops on laboratory tables, and clean all glass cupboard doors.
  - l. Clean window shades or blinds, and adjust uniformly.
  - m. Clean light fixtures and replace defective parts and bulbs (ballast not included).
  - n. Sand and varnish or paint desks, tables, chairs, etc. when needed.
  - o. Clean univents:
    1. Remove panel and oil motor with proper weight oil.
    2. Remove oil filter
    3. Dust with dust broom and vacuum fins and interior.
    4. Replace old filter with new one.
    5. Close up and wash the outside with disinfectant.
2. Clean restrooms, performing minor repairs as needed. This includes the following:
  - a. Clean and disinfect commodes, urinals, sinks, and partitions.
  - b. Empty all waste containers.
  - c. Replace paper towels and toilet tissue, and clean and refill soap dispensers.
  - d. Wash mirrors, shelves, and fixtures.
  - e. Sweep and wet mop floors daily, scrub and was periodically.
  - f. Clean light fixtures and components, and replace defective parts.
  - g. Vacuum ceiling.

- h. Scrub walls with disinfectant solution.
    - i. Wash both sides of glass (if any) in doors and exterior windows (including sills, wells, and metal surfaces).
    - j. Wash doors and doorplates.
    - k. Perform minor repairs as needed.
3. Clean stairways, entrance halls, and hallways, performing minor repairs as needed. This includes the following:
  - a. Sweep and dust railings, stairs, and landings.
  - b. Clean both sides of interior and exterior glass windows and doors.
  - c. Clean doors, doorplates, and metal surfaces.
  - d. Sweep mats (vacuum fabric mats).
  - e. Clean walls.
  - f. Empty trash containers.
  - g. Clean and sanitize drinking fountains.
  - h. Dust and clean outside of lockers, and periodically wash the insides (during the summer).
  - i. Sweep, scrub, wax, and buff floors, stairs, landings, entrance halls, and hallways.
  - j. Clean light fixtures and components, and replace defective parts.
  - k. Close and lock windows and exterior doors.
4. Clean music rooms, home economics area, shop area, administrative offices, kitchen, workroom, storage, furnace and medical rooms, performing minor repairs when needed. This includes the following:
  - a. All cleaning tasks applicable from numbers one through three, listed on the preceding pages.
  - b. Align desks, chairs, tables, and other furniture in proper order.
  - c. Clean and dust appliances, machinery, counters, and other furniture.
  - d. Sweep, scrub, wax and buff floors.
  - e. Vacuum all carpeted areas.
  - f. Perform minor repairs when needed.
5. Clean locker rooms and physical education rooms and offices. This includes the following:
  - a. All cleaning tasks applicable from numbers one through four, listed on preceding pages.
  - b. Dust and clean lockers and all horizontal and semi-horizontal surfaces where dust accumulates noticeably.
  - c. Perform minor repairs as needed.
6. Clean auditorium. This includes the following:
  - a. Sweep, scrub, wax, and buff tile floors.
  - b. Vacuum carpeted areas.
  - c. Wash markings on chairs and seats.
  - d. Clean stage and backstage area.

Sorted by Class Code

- e. Dust all horizontal and semi-horizontal surfaces where dust accumulates noticeably.
  - f. Clean and repair light fixtures.
  - g. Clean interior and exterior doors and doorplates.
  - h. Clean both sides of interior and exterior glass windows and doors.
  - i. Perform minor repairs as needed.
7. Clean cafeteria (commons) area. This includes the following:
- a. All cleaning tasks applicable from numbers one through six listed on proceeding pages.

**Minimum Qualifications:**

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law.

**Terms of Employment:** Salary and work year to be established by the board of education. Daily schedule to be determined by the immediate supervisor.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7628

#### JOB DESCRIPTION

Position Title: GROUNDS WORKER (Groundskeeper)

Responsible To: Supervisor

#### Basic Function:

Perform routine grounds maintenance duties.

#### Responsibilities:

1. Perform routine grounds maintenance duties as directed.
2. Prune and trim trees, hedges and shrubs; weed and rake grounds; apply fertilizers, pesticides and sod conditioners as needed.
3. Operate hedge trimmer, hand and power tools and snow removal equipment; make routine adjustments and minor repairs to equipment.
4. Rake leaves and remove trash; sweep walkways.
5. Perform general custodial duties incidental to grounds keeping activities.
6. Assist in the preparation and lining of athletic fields as assigned.
7. Assist in the installation of playground equipment.
8. Perform general grounds maintenance duties including mowing, edging and weeding.
9. Perform routine and semi-skilled grounds maintenance duties.
10. Lift heavy objects.
11. Use a variety of tools and machines utilized in the basic trade.
12. Safely operate power equipment.
13. Perform heavy physical labor.
14. Mow, edge, water, weed, fertilize, rake and cultivate lawns, flowerbeds, athletic fields and other landscaped areas.
15. Perform related duties as assigned.

#### Minimum Qualifications:

- High school diploma or GED
- Certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and two years general maintenance experience.

Licenses and Other Requirements: Valid Kentucky driver's license

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following:

Sorted by Class Code

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7762

#### JOB DESCRIPTION

Position Title: ADMINISTRATIVE SECRETARY

Reports to: Designated Supervisor

#### Basic Function:

Perform a wide variety of and responsible secretarial and administrative support duties for an Assistant Superintendent, Executive Director or other high-level administrator; organize and coordinate office activities and communications to assist the administrator with assigned functional areas of responsibility.

#### Performance Responsibilities:

1. Perform a wide variety of specialized and responsible duties independently in support of functions delegated to an assigned Assistant Superintendent, Executive Director or other high-level administrator; interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate.
2. Coordinate communication between the administrator and District personnel, students, educational institutions, vendors, other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems.
3. Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.
4. Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
5. Schedule meetings, conferences and appointments for assigned administrator; maintain administrator's calendar; arrange travel accommodations as necessary.
6. Compile information and data for a variety of reports; organize type and print reports and other written materials related to assigned office functions.
7. Coordinate and compile Board Agenda materials.
8. Respond to requests for information from students, staff and the general public regarding district programs, policies, procedures and regulations.
9. Type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.

Sorted by Class Code

10. Take and transcribe dictation of minutes, letters and memoranda, including materials of a confidential nature as required by the position; prepare correspondence and memoranda or from oral instructions.

11. Operate a computer terminal and microcomputer to maintain records and generate reports, lists and other materials; utilize word processing and other software as required.

12. Receive, process and route mail, order, issue and maintain department supplies, forms and equipment.

13. Train and provide work direction to departmental clerical support staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality

14. Perform related duties as assigned.

Qualifications: 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.

Terms of Employment:

Salary and work year to be established by the board of education.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7773, 7774, 7775

#### JOB DESCRIPTION

Position Title: SCHOOL SECRETARY

Responsible To: Assigned Administrator

Basic Function: Responsible for attending to all secretarial and clerical duties assigned by the immediate supervisor.

#### Performance Responsibilities:

1. Greets the public in a dignified manner utilizing public relation skills.
2. Demonstrates good typing skills at a reasonable speed and accuracy.
3. Types memorandums, letters, reports, etc., as directed by the immediate supervisor.
4. Demonstrates good organizational skills in managing the office area assigned, and in filing and keeping as appropriate.
5. Demonstrates the ability to handle information in a confidential manner.
6. School Treasurer (as assigned).
7. Attendance Clerk (as assigned).
8. Performs other office duties as directed by the immediate supervisor or other administrators as the needs arise.

#### Minimum Qualifications:

- High school diploma or equivalent.
- Competency in skills of typing, shorthand, filing and written and oral communication.
- Knowledge in operation of office machines.
- Public relation skills including the ability to relate to people, demonstrate positive interaction skills, and utilizes human relation skills in contacts with the public.

Terms of Employment: and work year to be established by the board of education.

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

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7788

**JOB DESCRIPTION**

Position Title: STUDENT WORKER

Responsible To: Designee

**BASIC FUNCTION:**

Perform general light utility work, custodial services, food services or clerical areas as assigned.

**REPRESENTATIVE DUTIES:**

- Clean up area assigned daily including sweeping, wiping, dusting and other general light cleaning tasks.
- Move, open, empty and dispose of boxes and cartons.
- Make inter-office deliveries and perform other messenger tasks as required.
- Use, maintain and store assigned tools and equipment properly.
- Perform clerical functions as required.
- Maintain standard safety practices.
- Operate equipment used in general maintenance and custodial work.
- Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
- Use specialized cleaning equipment and supplies safely and efficiently.
- Move and arrange furniture and equipment for meetings and special events.
- Report safety hazards and need for maintenance and repair.
- Observe health and safety regulations.
- Understand and follow oral and written directions.
- Perform heavy physical labor.
- Perform related duties as assigned.

**Minimum Qualifications:**

- Demonstrated progress toward obtaining a high school diploma and 14 years of age.

**Terms of Employment:** Salary and work year to be established by the board of education.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of work-related (i.e. co-op) learning experiences.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE

Sorted by Class Code

OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7861

#### JOB DESCRIPTION

Position Title: ATTENDANCE CLERK

Responsible to: Principal

#### Basic Function:

Assist in enforcing attendance laws and requirements; process and maintain attendance referrals.

#### Performance Responsibilities:

1. Assist in enforcing attendance laws.
2. Work with juvenile court in matters involving school children.
3. Process attendance referrals and send final notices as required.
4. Maintain regular attendance.
5. Assist in enforcing attendance laws and requirements.
6. Process and maintain attendance referrals.
7. Understand and follow oral and written directions.
8. Work cooperatively with others.
9. Maintain records and prepare reports.
10. Work independently with little direction.
11. Perform related duties as assigned.

#### Minimum Qualifications:

- High school diploma or equivalent.
- Competency in skills of typing, shorthand, filing and written and oral communication.
- Knowledge in operation of office machines.
- Public relation skills including the ability to relate to people, demonstrate positive interaction skills, and utilizes human relation skills in contacts with the public.

Terms of Employment: and work year to be established by the board of education.

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

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code:7902

#### JOB DESCRIPTION

Position Title: TRANSPORTATION MANAGER

Responsible to: Chief Education Officer

#### Basic Function:

Organize, plan, direct and implement operations and activities involved in student transportation; communicate with parents, community representatives, local officials and the general public.

#### Performance Responsibilities:

1. Organize, plan, direct and implement operations and activities involved in student transportation to assure safe and effective transportation services.
2. Plan and direct pre-service and in-service training of bus drivers in cooperation with staff development and safety/security units; provide leadership for development of vehicle safety program.
3. Plan and approve transportation route and bus stop locations in cooperation with school principals and other school personnel involved.
4. Interview driver applicants; recommend drivers for employment and dismissal.
5. Train, assign, direct, review and evaluate work of assigned employees.
6. Inspect and diagnose mechanical defects in machines and equipment.
7. Communicate with parents, community representatives, local officials and the general public; coordinate communications and information and promote positive relationships.
8. Receive and resolve issues, concerns and complaints concerning student transportation services; direct to appropriate personnel and monitor resolution.
9. Assist with budget preparation as required; monitor and control budget according to established guidelines.
10. Prepare required reports and assure the preparation and maintenance of department records; prepare and deliver oral reports as required.
11. Perform related duties as assigned.
12. Plan and direct training programs.
13. Plan and approve transportation routes and bus stops.
14. Assure department meets legal requirements concerning student transportation.
15. Maintain current knowledge of program rules, regulations, requirements and restrictions.
16. Train, supervise and evaluate personnel.
17. Analyze situations accurately and adopt an effective course of action.
18. Communicate effectively with those contacted in the course of work within and outside the District.
19. Coordinate and disseminate information
20. Prepare and deliver oral presentations.

Education and Experience: Four years' experience in transportation activities.

Sorted by Class Code

License and Other Requirements: Valid CDL with proper endorsements; valid Bus inspection credentials.

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

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code:7908

#### JOB DESCRIPTION

Position Title: DISPATCHER

Responsible to: Transportation Manager/Director

#### BASIC FUNCTION:

Perform dispatching and clerical support duties for assigned department.

#### REPRESENTATIVE DUTIES:

- Operate two-way radio base stations; operate paging system as required; record radio communications as required.
- Communicate with department employees, dispatching to needed locations to respond to routine requests or emergency situations.
- Monitor special equipment as assigned and maintain appropriate records.
- Maintain or assist in maintaining assigned files and records; receive and process information according to established guidelines and procedures.
- Communicate with outside organizations, businesses, government organizations, local police and others as appropriate; communicate with Board members as necessary.
- Communicate with parents, supervisors, school administrators and department employees; receive requests, questions, concerns and suggestions and provide routine information and assistance or route to appropriate personnel.
- Maintain current knowledge of routes and locations to assure timely services and accurate information.
- Perform a variety of clerical support duties as assigned; type correspondence, memos and other items; compile data from clearly defined sources and prepare reports; answer telephone, route calls or messages; prepare and process requisitions; distribute mail.
- Operate standard office machines.
- Perform dispatching and clerical support duties for assigned department.
- Speak clearly and distinctly.
- Learn and apply applicable department rules, regulations, policies and procedures.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Type at an acceptable rate of speed.
- Work cooperatively with others.
- Perform related duties as assigned.

#### 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 one year radio

Sorted by Class Code

dispatching experience.

Licenses and Other Requirements: Valid CDL with proper endorsements; valid bus inspection credentials.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7914

#### JOB DESCRIPTION

Position Title: VEHICLE MECHANIC-Lead

Responsible To: Transportation Director

#### Performance Responsibilities:

1. Disassemble motors and repair, adjust and replace parts; recondition and adjust ignition and carburetor systems; tune engines including injectors and generators; repair, fit and adjust valves, pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
2. Perform major mechanical repairs; overhaul transmissions, differentials and universal joints; repair, adjust and line brakes; rebuild and replace air and hydraulic brake system components; perform front end alignment and repair.
3. Perform mechanical repair work on school buses and other gas or diesel-powered automotive equipment; assure buses conform with established standards for passenger vehicles; complete related maintenance records.
4. Inspect and diagnose mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts and other mechanical equipment; drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.
5. Read and interpret schematics and diagrams; diagnose and repair mechanical defects in a variety of vehicles.
6. Repair and replace alternators, generators, starters, voltage regulators, distributors and lighting systems; install a variety of parts including batteries, brake, glass and door handles.
7. Grind valves and perform welding; rebuild equipment as needed.
8. Operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changes, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches and welding equipment and a variety of power and hand tools.
9. Conduct periodical mechanical safety checks on buses as mandated by law; test vehicles for compliance with exhaust emissions standards.
10. Respond to service calls and perform emergency repairs as needed.
11. Perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
12. Process work orders and maintain records of time worked and materials used; recommend purchase of needed parts, supplies and tools.
13. Maintain work area, equipment and tools in a safe, clean and orderly condition.
14. Substitute bus driver as needed.
15. Bus Driver Certification required.
16. Perform related duties as assigned.
17. Perform mechanical repair work on school buses, trucks and other gas and diesel-powered automotive equipment.
18. Analyze combustible engine failure by using electronic test equipment.
19. Pass required certification, comprehension and aptitude exams.

Sorted by Class Code

20. Diagnose and repair mechanical and electrical malfunctions and defects.
21. Operate shop equipment and tools including electronic testing equipment, welders, and lathes.
22. Make major and minor repairs.
23. Read and use mechanical diagrams, repair manuals, and parts catalogues.
24. Maintain routine records.
25. Plan and organize work.
26. Understand and follow oral and written directions.
27. Work cooperatively with others.
28. Lift heavy objects.
29. Observe legal and defensive driving practices.

Minimum Qualifications:

- High school diploma or GED
- Certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and two years' experience in general automotive repair.

Licenses and Other Requirements: Valid Kentucky Commercial driver's license; course work toward ASE Certification; valid bus inspection credentials.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7916

### JOB DESCRIPTION

Position Title: VEHICLE MECHANIC I

Responsible To: Transportation Director/Manager

#### Performance Responsibilities:

1. Perform basic mechanical repair work on school buses and other gas or diesel-powered automotive equipment; assure buses conform with established standards for passenger vehicles; complete related maintenance records.
2. Inspect mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts and other mechanical equipment as assigned; drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.
3. Disassemble motors and repair, adjust and replace parts; recondition and adjust ignition and carburetor systems; repair, fit and adjust valves, pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
4. Repair mechanical defects in a variety of vehicles.
5. Repair and replace alternators, generators, starters, voltage regulators, distributors and lighting systems; install a variety of parts including batteries, glass and door handles.
6. Grind valves and perform welding; rebuild equipment as needed.
7. Repair and replace heating and ventilation systems on District Vehicles; repair and maintain exhaust and fuel systems.
8. Operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changers, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches and welding equipment and a variety of power and hand tools.
9. Respond to service calls and perform emergency repairs as needed.
10. Perform lubrication, oil changes, battery maintenance, tirechanges and servicing of equipment.
11. Substitute bus driver as needed.
12. Perform mechanical repair work, including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned.
13. Diagnose and repair basic mechanical and electrical malfunctions and defects.
14. Operate shop equipment and tools including electronic testing equipment, welders and lathes.
15. Read and use mechanical diagrams, repair manuals and parts catalogues.
16. Maintain routine records.
17. Plan and organize work.
18. Understand and follow oral and written directions.
19. Work cooperatively with others.
20. Lift heavy objects.
21. Observe legal and defensive driving practices.

Sorted by Class Code

Minimum Qualifications:

- High school diploma or GED
- Certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and one year experience in general automotive repair or comparable.

Licenses and Other Requirements: Valid Kentucky commercial driver's license with proper endorsements. Receive and pass the bus driving inspection training.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7941

**JOB DESCRIPTION**

Position Title: BUS DRIVER

Responsible To: Director of Transportation/Transportation Manager

**Basic Function:**

Assure the safe transportation of pupils to and from school.

**Performance Responsibilities:**

1. Drives the specific route as assigned by the Director of Transportation.
2. Adheres to the time schedule as set forth by the Principal of the school which he serves.
3. Maintains safe discipline and reports any pupil misconduct to the school Principal.
4. Reports to the bus garage for any needed repairs to his/her bus.
5. Makes routine maintenance and safety checks on his/her bus each morning and afternoon (walk around inspection).
6. Reports all accidents to the proper authorities the day of the accident.
7. Keeps a daily trip ticket-showing miles driven and amounts of fuel and oil used.
8. Cleans his/her bus each day as required in order to keep it in a clean and neat condition.
9. Completes and returns all paperwork requested by the transportation office on time.
10. Keeps the Director of Transportation informed of any route changes as to road conditions, number of students on bus, and any other information that might cause a change in the bus route.
11. Driver must complete a work sheet on his or her bus for maintenance purposes.
12. Performs other related duties as assigned by the Principal, Director of Transportation, or the Superintendent.

**Minimum Qualifications:**

- High School Diploma or G.E.D.
- Must have a valid Kentucky Driver's License.
- Must be able to understand oral and written communications.
- Must meet the requirements for bus drivers as specified in the Kentucky Revised Statutes and of the local board of education and must have Bus Driver Trainer Certification.
- Should have some knowledge of the occupational hazards and safety precautions associated with bus driving.

**Licenses and Other Requirements:**

Valid CDL and endorsements

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

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160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7942

### JOB DESCRIPTION

Position Title: Bus Monitor

Responsible To: Director of Transportation

#### Basic Function:

Assist school bus driver in maintaining discipline while bus is in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required.

#### Performance Responsibilities:

1. Assists the bus driver in maintaining discipline on school bus; monitors and assists students while bus is in operation; maintains proper seating arrangements.
2. Consults with and assists bus driver in documentation of student information, record-keeping and completing route surveys.
3. Assists driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
4. Assists parents and school personnel with safe loading and unloading of students; coordinates seating of pre-kindergarten students as required by State Transportation Guidelines.
5. Communicates with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
6. Maintains current knowledge of Emergency Evacuation procedures; assists driver in emergency situations.
7. Operates lift system, assists handicapped children on and off the bus and escorts children across street upon return home; lifts children as required; assures responsible adult meets students leaving the bus.
8. Attends in-service meetings and training courses as assigned.
9. Performs related duties as assigned.

#### Knowledge of:

- Safe practices concerning school bus transportation.
- Basic record-keeping techniques.
- Applicable sections of the KAR and other applicable laws.
- Health and safety regulations.

#### Ability to:

- Maintain proper records and documentation.
- Assist student loading, unloading and seating arrangements as required.
- Understand and relate to children with special needs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift students according to established guidelines.
- Maintain current knowledge of Emergency Evacuation procedures.
- Maintain routine records.

Sorted by Class Code

- Observe routine records.
- Observe health and safety regulations.

Minimum Qualifications:

- Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7943

### JOB DESCRIPTION

Position Title: Bus Monitor- Exceptional Child

Responsible To: Director of Transportation

#### Basic Function:

Assist school bus driver in maintaining discipline while bus is in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required.

#### Performance Responsibilities:

1. Assists the bus driver in maintaining discipline on school bus; monitors and assists students while bus is in operation; maintains proper seating arrangements.
2. Consults with and assists bus driver in documentation of student information, record-keeping and completing route surveys.
3. Assists driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
4. Assists parents and school personnel with safe loading and unloading of students; coordinates seating of pre-kindergarten students as required by State Transportation Guidelines.
5. Communicates with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
6. Maintains current knowledge of Emergency Evacuation procedures; assists driver in emergency situations.
7. Operates lift system, assists handicapped children on and off the bus and escorts children across street upon return home; lifts children as required; assures responsible adult meets students leaving the bus.
8. Attends in-service meetings and training courses as assigned.
9. Performs related duties as assigned.

#### Knowledge of:

- Safe practices concerning school bus transportation.
- Basic record-keeping techniques.
- Applicable sections of the KAR and other applicable laws.
- Health and safety regulations.

#### Ability to:

- Maintain proper records and documentation.
- Assist student loading, unloading and seating arrangements as required.
- Understand and relate to children with special needs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift students according to established guidelines.
- Maintain current knowledge of Emergency Evacuation procedures.
- Maintain routine records.

Sorted by Class Code

- Observe routine records.
- Observe health and safety regulations.

Minimum Qualifications:

- Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: ?

### JOB DESCRIPTION

Position Title: DISTRICT ADMIN- Student Supervisor of Open Campus

Responsible To: Principal/ Assistant Principal

#### Basic Function:

Fulfills the requirements of student supervisor and classroom instruction with punctuality, reliability, and responsibility.

#### Performance Responsibilities:

- A. Has a prepared unit plan that is appropriate for classroom/content/grade level assignment.
- B. Exercises proper care of materials and equipment.
- C. Communicates needs of the classroom to the proper personnel.
- D. Arrives for work at the assigned hour and does not leave before the assigned time.
- E. Communicates appropriately and effectively with other staff members, parents, students, and with administration.
- F. Accepts assistance, advice, and guidance from those responsible for supervising his/her performance, and makes a concerted effort toward improving or refining skills.
- G. Shares ideas, plans, materials, and facilities.
- H. Alert to the district's, schools, and his/her own goals and priorities and seeks professional learning appropriate to these needs.
- I. Keeps in confidential information that has been obtained in the course of professional service, unless disclosure serves professional purpose or is required by law.
- J. The teacher, in his/her association with others, respects the rights, feelings, and differences among individuals, and communicates directly with the person(s) involved in any situation.
- K. Adheres to professional code of ethics stipulated by the Kentucky Department Professional Board.

Standards – Employs classroom management techniques that result in a positive atmosphere for teaching and learning.

- A. Classroom Management
  - i. The teacher begins the class promptly.
  - ii. The teacher communicates to students those behaviors expected of them, or there is evidence that expected behaviors have been communicated.
  - iii. Student exhibit classroom behaviors, which promotes active engagement from all participants in the lesson.
  - iv. Inappropriate behaviors receive immediate and appropriate teacher intervention.
- B. Materials

- i. The teacher chooses appropriate materials and/or equipment for teaching a lesson.
  - ii. The teacher handles efficiently the materials and/or equipment in the classroom setting.
- C. Planning for Instruction—Engages in effective unit/lesson planning.
- i. Follows school or district-established curriculum documents and processes.
  - ii. Establishes appropriate objectives (or learning targets) for each unit/lesson.
  - iii. Utilizes effective teaching strategies to promote student engagement and achievement. Teaching the Lesson-Recognizes student differences in needs, abilities, and interests and imparts instruction so that these differences are met.
  - iv. Communicates with the student the objective of the lesson.
  - v. Communicates with the student the purpose of the learning and makes learning/content relevant.
  - vi. Relates the learning from the lesson being taught to previous learnings and assists students in making connections.
  - vii. Communicates with students are told how they will be accountable for demonstrating proficiency in the learning.
  - viii. Demonstrates sound, up-to-date knowledge of the subject matter being taught.
  - ix. Checks periodically throughout the lesson for the students' understanding of the objective.
  - x. Provides practice experiences for the student of the appropriate number and variety to insure mastery of the objective.
  - xi. Demonstrates knowledge of reinforcement theory throughout the lesson.
  - xii. Each aspect of the lesson gives evidence of the teacher's attention to maintaining a classroom climate conducive to learning (Feeling Tone).
  - xiii. The activities of the lesson demonstrate the teacher's desire to include the interests of the students in the classroom.
  - xiv. Encourages, praises, /or acknowledges student effort appropriately.
  - xv. Manages instruction in such a way that each student demonstrates a measure of success.
  - xvi. There is evidence that practice is scheduled in such a manner as to guarantee retention of learnings.
  - xvii. Gives students the opportunity to verbalize the critical attribute (s) of the learning before leaving the lesson.
  - xviii. Collects data from the lesson that enables him/her to evaluate each student's performance, and assists in planning tomorrow's lesson.

Minimum Qualifications:

- Approved Certification with State of Kentucky.

Sorted by Class Code

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy.

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