



FLOYD COUNTY BOARD OF EDUCATION
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1
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Date: April 14, 2020

Consent Agenda Item (Action Item): Consider/Approve proposed restructure of the central office administrative organization and to include:

- Abolish the position of Director of District Wide Services
- Abolish the position of Safe Schools Coordinator
- Abolish the administrative extra service for a College & Career Readiness Lead
- creations of the following positions:
 - Chief Elementary School Instructional Officer
 - Chief Elementary/Middle School Instructional Officer
 - Chief High School Instructional Officer
 - Chief Safety/Discrimination & Harassment Officer
 - Chief School Support Officer
 - Chief Special Education Officer
 - Digital Learning Coach
 - Digital Security Specialist
- Retitle:
 - Assessment/Data Consultant
 - Chief Communication Officer
 - Chief Early Childhood Officer
 - Chief Facilities Officer
 - Chief Finance Officer
 - Chief Nutrition Officer
 - Chief Transportation Officer
- Job Descriptions (attached)
- Salary Documents (attached)

Applicable State or Regulations: KRS 162.90 powers and duties of the local board

Background and Rationale: During the fall semester, Floyd County Schools participated in a Cognia review. A recommendation was that the leadership could be more efficient in managing and analyzing systems. This restructure is designed to improve our leadership organizational processes.

Recommended Action: To consider/approve, the proposed restructure of the central office organization and applicable job descriptions/salary documents.

Contact Person(s): Danny Adkins, Superintendent


Superintendent

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FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE:	Chief Elementary School Instructional Officer
QUALIFICATIONS:	Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Successful administrative experience preferred.
REPORTS TO:	Superintendent
SUPERVISES:	Principals, Teachers, Instructional and office staff
JOB GOAL:	Provide leadership in planning, developing, implementing, and evaluating the total elementary program.
TERMS OF EMPLOYMENT:	Salary and terms of employment according to approved salary schedules.
EVALUATIONS:	Performance will be evaluated in accordance with provisions of the district evaluation plan.
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none">• Responsible for overall supervision and evaluation of elementary schools assigned to by the Superintendent.• Assist schools with identification of areas for improvement and growth.• Assist staff in identifying needs, scheduling time, and securing resources for their professional growth.• Analyzes and shares the results of school progress toward meeting district or school council goals.• Assists in the development and coordination of the sections of the district budget that pertain to curriculum and approval of expenditures from those accounts.• Monitors and evaluates the performance of assigned personnel.• Prepares state/federal reports as required or directed.• Communicates to the superintendent the requirements and needs of the district.• Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified program for the district.• Complies with board policies and supervisory/administrative directives.• Guides the development, implementation, and evaluation of elementary curriculum.• Promotes and assists in implementing research based program's and strategies.• Performs other related duties as assigned.



FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE: Chief Elementary/Middle School Instructional Officer

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

REPORTS TO: Superintendent

SUPERVISES: Principals, Teachers, Instructional and office staff

JOB GOAL: Provide leadership in planning, developing, implementing, and evaluating the total elementary/ middle programs.

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

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

PERFORMANCE RESPONSIBILITIES:

- Responsible for overall supervision and evaluation of elementary/middle schools assigned to by the Superintendent.
- Assist schools with identification of areas for improvement and growth.
- Assist staff in identifying needs, scheduling time, and securing resources for their professional growth.
- Analyzes and shares the results of school progress toward meeting district or school council goals.
- Assists in the development and coordination of the sections of the district budget that pertain to curriculum and approval of expenditures from those accounts.
- Monitors and evaluates the performance of assigned personnel.
- Prepares state/federal reports as required or directed.
- Communicates to the superintendent the requirements and needs of the district.
- Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified program for the district.
- Complies with board policies and supervisory/administrative directives.
- Guides the development, implementation, and evaluation of elementary and middle grades curriculum.
- Promotes and assists in implementing research based program's and strategies.
- Performs other related duties as assigned.



FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE:	Chief High School Instructional Officer
QUALIFICATIONS:	Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Successful administrative experience preferred.
REPORTS TO:	Superintendent
SUPERVISES:	Principals, Teachers, Instructional and office staff
JOB GOAL:	Provide leadership in planning, developing, implementing, and evaluating the high school programs.
TERMS OF EMPLOYMENT:	Salary and terms of employment according to approved salary schedules.
EVALUATIONS:	Performance will be evaluated in accordance with provisions of the district evaluation plan.
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none">• Responsible for overall supervision and evaluation of high schools assigned to by the Superintendent.• Assist schools with identification of areas for improvement and growth.• Assist staff in identifying needs, scheduling time, and securing resources for their professional growth.• Analyzes and shares the results of school progress toward meeting district or school council goals.• Assists in the development and coordination of the sections of the district budget that pertain to curriculum and approval of expenditures from those accounts.• Monitors and evaluates the performance of assigned personnel.• Prepares state/federal reports as required or directed.• Communicates to the superintendent the requirements and needs of the district.• Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified program for the district.• Complies with board policies and supervisory/administrative directives.• Guides the development, implementation, and evaluation of high school curriculums and programs.• Promotes and assists in implementing research based program's and strategies.• Performs other related duties as assigned.



FLOYD COUNTY SCHOOLS

Classified Job Description

TITLE:	Chief Safety/Discrimination & Harassment Officer
QUALIFICATIONS:	BA or BS degree. Successful experience preferred.
REPORTS TO:	Superintendent/designee
JOB GOAL:	Plans, organizes, coordinates, and implements general safety processes and procedures. Provides leadership in areas related to student and facility safety, substance abuse and harassment/discrimination.
TERMS OF EMPLOYMENT:	Salary and terms of employment according to approved salary schedules.
EVALUATION:	Performance will be evaluated in accordance with provisions of the district evaluation plan.
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none">• Coordinates district activities regarding facility and student safety.• Coordinates district activities regarding substance abuse prevention.• Coordinates district activities relating to discrimination and harassment; serves as lead complaint investigator.• Maintains communication and works closely with district staff, local school staff and the community regarding information in areas of responsibility.• Represents school district as member of inter-agency governmental planning groups.• Serves as liaison with other units, departments or outside agencies as required.• Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned.• Prepares and assists in preparation of reports as required.• Accumulates and researches data, documents and other pertinent information as required.• Prepares, delivers or assists with training opportunities as appropriate.• Performs other related duties as assigned.



FLOYD COUNTY SCHOOLS

Certified/Classified Job Description

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

personnel transactions.

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



FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE:

Chief School Support Officer

QUALIFICATIONS:

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

REPORTS TO:

Superintendent

JOB GOAL:

To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

TERMS OF EMPLOYMENT:

Salary and terms of employment according to approved salary schedules.

EVALUATIONS:

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

PERFORMANCE RESPONSIBILITIES:

- Serves as the district contact and trainer for SBDM councils
- Responsible to provide technical assistance to the schools
- Supports schools in identifying needs, scheduling time, and securing resources for their professional growth.
- Serve as the district contact and support FRYSC Programs
- Communicates to the superintendent the requirements and needs of the assigned school.
- Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified program for the district.
- Complies with board policies.
- Performs other related duties as assigned.



FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE:

Chief Special Education Officer

QUALIFICATIONS:

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

REPORTS TO:

Superintendent

SUPERVISES:

All teachers of special education and special education support staff.

JOB GOAL:

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

TERMS OF EMPLOYMENT:

Salary and terms of employment according to approved salary schedules.

EVALUATION:

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

PERFORMANCE RESPONSIBILITIES:

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

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



FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE:

Digital Learning Coach

QUALIFICATIONS:

Master's degree or higher and Five years successful teaching experience. Valid administrative certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Successful administrative experience preferred.

REPORTS TO:

CIO

SUPERVISES:

N/A

JOB GOAL:

Provide teacher support in implementation of technology integration through on-going, in-class and out-of-class professional development. Support principals and teacher leaders in the integration of instructional technology into all curricula.

TERMS OF EMPLOYMENT:

Salary and terms of employment according to approved salary schedules.

EVALUATIONS:

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

PERFORMANCE RESPONSIBILITIES:

- Works closely with the administrators to implement and help shape the vision on how technology needs to be implemented in the classroom.
- Assists in the development and implementation of district technology plan.
- Examines and recommends computer hardware, operating systems, and/or software for teachers and administrators.
- Works closely with the CIO to ensure classroom technology meets the needs of classroom leaders.
- Provides on-site and on demand assistance for teachers (Pre-12) to create different forms of learning and teaching with the help of technologies.
- Works collaboratively with other educators to integrate educational technology initiatives

and resources.

- Conducts workshops for instructional staff on use of technology.
- Works collaboratively to develop and implement digital citizenship concepts across grade levels.
- Assists in technology assessments, given at key grade levels, to help identify gaps and develop strategies to incorporate 21st Century skills in the classroom.
- Improve student learning by showing teachers thoughtful applications and best practices of new technology tools.
- Examines and recommends computer hardware, operating systems, and/or software for teachers and administrators.
- Maintain confidentiality, both verbally and in written form, of students and Staff.
- Models appropriate digital citizenship and data security practices.
- Oversee the district and school Student Technology Leadership Program (STLP).
- Performs other related duties.



FLOYD COUNTY SCHOOLS

Classified Job Description

TITLE:

Digital Security Specialist

QUALIFICATIONS:

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

REPORTS TO:

Director

JOB GOAL:

To perform a variety of skilled duties including planning and organizing related to district informational and technical security systems.

TERMS OF EMPLOYMENT:

Salary and terms of employment according to approved salary schedules.

EVALUATION:

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

PERFORMANCE RESPONSIBILITIES:

- Assists in long- and short-range planning for district digital security needs and assists in determining future needs for equipment and supplies for efficient operations.
- Plans, coordinates and schedules the system maintenance and updates; prepares and maintains hardware use records and provides for maintenance and repair as required.
- Responds to emergency calls as necessary regarding security system failures or problems.
- Communicates with vendors to resolve hardware and software problems; communicates with users to assure accuracy and timeliness of data needs and to resolve hardware or software problems.
- Performs a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of security cameras, security hardware, microcomputers, computers, printers and other peripheral equipment; schedules repairs or installations.
- Assists with planning, development district social media platforms including security features.
- Develops and maintains cable location diagrams for local area networks, device sharing and computer terminals.

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



FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE:

Assessment/Data Consultant

QUALIFICATIONS:

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

REPORTS TO:

Superintendent

JOB GOAL:

To assist the superintendent substantially and effectively in the task of providing leadership in assessment systems and utilizing data to for comprehensive planning for the purposes of continuous improvement.

TERMS OF EMPLOYMENT:

Salary and terms of employment according to approved salary schedules.

EVALUATIONS:

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

PERFORMANCE RESPONSIBILITIES:

- Serves as the District Assessment Coordinator
- Serves as the Comprehensive Planning Coordinator including reporting of the District Report Card
- Supports staff in identifying needs, scheduling time, and securing resources for their professional growth.
- Analyzes and shares the results of student progress toward meeting academic expectations and district or school council goals.
- Responsible to provide technical assistance to the school councils throughout the district.
- Prepares state/federal reports as required or directed.
- Communicates to the superintendent the requirements and needs of the district.
- Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified program for the district.
- Complies with board policies and supervisory/administrative directives.
- Promotes and assists in implementing research based program's and strategies.
- Performs other related duties as assigned.



FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE:

Chief Communication Officer

QUALIFICATIONS:

Appropriate certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality. Minimum of Rank II with successful teaching experience preferred.

REPORTS TO:

Superintendent

JOB GOAL:

To plan, coordinate, develop and organize the broadly defined Community Education program geared toward the interests and needs of the children, youth and adults living within the county.

TERMS OF EMPLOYMENT:

Salary and terms of employment according to approved salary schedules.

EVALUATION:

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

PERFORMANCE RESPONSIBILITIES:

- Prepares and distributes a variety of media communications including district social media.
- Provides leadership on communication issues to various community organizations, students, parents, business partners and district personnel.
- Facilitates Board of Education trainings.
- Serves as a resource for a variety of planning functions and/or stakeholders groups.
- Promotes and publicizes existing and planned programs, student/staff achievements, and activities to school staff and to the community at large.
- Provides supportive information, programs, and service learning funding to instructional staff, which has the capability to enrich the P-12 curriculum.
- Provides specialized services for a specific school or district program involving the school or district in relation to parents and/or community at large.
- Assists with establishing effective communications between all stakeholders.
- Performs other related duties as assigned.



FLOYD COUNTY SCHOOLS

Certified Job Description

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

- Performs other related duties as assigned by the superintendent.



FLOYD COUNTY SCHOOLS

Job Description

TITLE:	Chief Facilities Officer
QUALIFICATIONS:	If certified, administrative certification and successful experience preferred. If classified, any combination equivalent to college-level course work in facilities management in maintenance disciplines. Successful and supervisory experience preferred.
REPORTS TO:	Superintendent
SUPERVISES:	All maintenance staff
JOB GOAL:	Plans, organizes, coordinates and implements general maintenance activities both routine and emergency.
TERMS OF EMPLOYMENT:	Salary and terms of employment according to approved salary schedules.
EVALUATION:	Performance will be evaluated in accordance with provisions of the district evaluation plan.
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none">• Determines need for routine and emergency electrical, plumbing, masonry and carpentry services; prepares work schedules and arranges for materials, tools and equipment.• Monitors maintenance and service procedures to assure compliance with established standards, policies and requirements.• Investigates delays in completion of assigned work; assures satisfactory completion.• Assigns work schedules of maintenance personnel, supervises and inspects the operation of the maintenance department, and provides supportive, technical assistance to the operation.• Verifies reports of possible unsafe conditions in schools, or on school property, by making the necessary corrections and reporting the conditions to the superintendent.• Trains, supervises and evaluates assigned personnel.• Oversees the purchase of supplies, materials and equipment purchased by the department.• Establishes and monitors a procedure for receiving, unpacking, checking and recording

incoming equipment, tools, materials, parts and supplies used by the department, to assure the quantity and quality is satisfactory.

- Reviews procedures for facility/maintenance work orders including assignment to skilled trades, materials utilized, quality of repair and timeliness and makes recommendations to the Superintendent.
- Reviews procedures for facility/maintenance purchasing to include compliance with bidding regulations, inventory management.
- Reviews usage practices associated with facilities/management vehicle fleet to include compliance with local policies and efficiency and makes recommendations to the Superintendent.
- Performs other related duties as assigned.



FLOYD COUNTY SCHOOLS

Certified/Classified Job Description

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

compliance with established operational procedures and guidelines.

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



FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE:

Chief Finance Officer

QUALIFICATIONS:

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

REPORTS TO:

Superintendent

SUPERVISES:

Finance staff

JOB GOAL:

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

TERMS OF EMPLOYMENT:

Salary and terms of employment according to approved salary schedules.

EVALUATION:

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

PERFORMANCE RESPONSIBILITIES:

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

Education or the State Board of Education.

- Maintains building tax, county payroll tax, city tax, insurance and social security accounts.
- Coordinates the internal auditing and assists external auditors to assure adequate control and compliance with established policies and procedures.
- Performs other related duties as assigned



FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE:

Chief Nutrition Officer

QUALIFICATIONS:

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

REPORTS TO:

Superintendent

SUPERVISES:

All school nutrition staff

JOB GOAL:

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

TERMS OF EMPLOYMENT:

Salary and terms of employment according to approved salary schedules.

EVALUATIONS:

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

PERFORMANCE RESPONSIBILITIES:

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

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



FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE:

Chief Transportation Officer

QUALIFICATIONS:

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

REPORTS TO:

Superintendent

SUPERVISES:

All transportation staff

JOB GOAL:

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

TERMS OF EMPLOYMENT:

Salary and terms of employment according to approved salary schedules.

EVALUATIONS:

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

PERFORMANCE RESPONSIBILITIES:

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



FLOYD COUNTY SCHOOLS
Salary Schedule 2020-2021 FY
Chief Safety/Discrimination and Harassment Officer
7881

Step/Level	Contract Days	Hours Per Day	Hourly Rate	Daily Rate	Per Pay	Annual Salary
0	240	7.5	\$ 31.1880	\$ 233.9098	\$ 2,339.10	\$ 56,138.36
1	240	7.5	\$ 31.2455	\$ 234.3412	\$ 2,343.41	\$ 56,241.88
2	240	7.5	\$ 31.3030	\$ 234.7725	\$ 2,347.73	\$ 56,345.41
3	240	7.5	\$ 31.3619	\$ 235.2141	\$ 2,352.14	\$ 56,451.39
4	240	7.5	\$ 34.1485	\$ 256.1140	\$ 2,561.14	\$ 61,467.37
5	240	7.5	\$ 34.4734	\$ 258.5502	\$ 2,585.50	\$ 62,052.04
6	240	7.5	\$ 34.4734	\$ 258.5502	\$ 2,585.50	\$ 62,052.04
7	240	7.5	\$ 34.4734	\$ 258.5502	\$ 2,585.50	\$ 62,052.04
8	240	7.5	\$ 34.4734	\$ 258.5502	\$ 2,585.50	\$ 62,052.04
9	240	7.5	\$ 34.4734	\$ 258.5502	\$ 2,585.50	\$ 62,052.04
10	240	7.5	\$ 38.0132	\$ 285.0988	\$ 2,850.99	\$ 68,423.70
11	240	7.5	\$ 38.0132	\$ 285.0988	\$ 2,850.99	\$ 68,423.70
12	240	7.5	\$ 38.0132	\$ 285.0988	\$ 2,850.99	\$ 68,423.70
13	240	7.5	\$ 38.0132	\$ 285.0988	\$ 2,850.99	\$ 68,423.70
14	240	7.5	\$ 38.0132	\$ 285.0988	\$ 2,850.99	\$ 68,423.70
15	240	7.5	\$ 39.1087	\$ 293.3156	\$ 2,933.16	\$ 70,395.74
16	240	7.5	\$ 39.1087	\$ 293.3156	\$ 2,933.16	\$ 70,395.74
17	240	7.5	\$ 39.1087	\$ 293.3156	\$ 2,933.16	\$ 70,395.74
18	240	7.5	\$ 39.1087	\$ 293.3156	\$ 2,933.16	\$ 70,395.74
19	240	7.5	\$ 39.1087	\$ 293.3156	\$ 2,933.16	\$ 70,395.74
20	240	7.5	\$ 39.6691	\$ 297.5179	\$ 2,975.18	\$ 71,404.30
21	240	7.5	\$ 39.6691	\$ 297.5179	\$ 2,975.18	\$ 71,404.30
22	240	7.5	\$ 39.6691	\$ 297.5179	\$ 2,975.18	\$ 71,404.30
23	240	7.5	\$ 39.6691	\$ 297.5179	\$ 2,975.18	\$ 71,404.30
24	240	7.5	\$ 39.6691	\$ 297.5179	\$ 2,975.18	\$ 71,404.30
25 +	240	7.5	\$ 40.9392	\$ 307.0441	\$ 3,070.44	\$ 73,690.58



FLOYD COUNTY SCHOOLS

Salary Schedule 2020-2021 FY

Chief Facilities Officer

7435

Step/Level	Contract Days	Hours Per Day	Hourly Pay	Daily Rate	Per Pay	Annual Salary
0	240	8	\$ 35.2180	\$ 281.7440	\$ 2,817.44	\$ 67,618.57
1	240	8	\$ 35.2767	\$ 282.2135	\$ 2,822.14	\$ 67,731.25
2	240	8	\$ 35.3375	\$ 282.6999	\$ 2,827.00	\$ 67,847.97
3	240	8	\$ 35.3983	\$ 283.1863	\$ 2,831.86	\$ 67,964.71
4	240	8	\$ 38.3002	\$ 306.4013	\$ 3,064.01	\$ 73,536.31
5	240	8	\$ 38.3663	\$ 306.9300	\$ 3,069.30	\$ 73,663.20
6	240	8	\$ 38.4355	\$ 307.4840	\$ 3,074.84	\$ 73,796.17
7	240	8	\$ 38.5032	\$ 308.0254	\$ 3,080.25	\$ 73,926.09
8	240	8	\$ 38.5682	\$ 308.5456	\$ 3,085.46	\$ 74,050.95
9	240	8	\$ 38.6380	\$ 309.1039	\$ 3,091.04	\$ 74,184.93
10	240	8	\$ 42.2753	\$ 338.2020	\$ 3,382.02	\$ 81,168.48
11	240	8	\$ 42.3249	\$ 338.5995	\$ 3,386.00	\$ 81,263.89
12	240	8	\$ 42.3249	\$ 338.5995	\$ 3,386.00	\$ 81,263.89
13	240	8	\$ 42.3249	\$ 338.5995	\$ 3,386.00	\$ 81,263.89
14	240	8	\$ 42.3249	\$ 338.5995	\$ 3,386.00	\$ 81,263.89
15	240	8	\$ 43.4658	\$ 347.7265	\$ 3,477.27	\$ 83,454.37
16	240	8	\$ 43.4658	\$ 347.7265	\$ 3,477.27	\$ 83,454.37
17	240	8	\$ 43.4658	\$ 347.7265	\$ 3,477.27	\$ 83,454.37
18	240	8	\$ 43.4658	\$ 347.7265	\$ 3,477.27	\$ 83,454.37
19	240	8	\$ 43.4658	\$ 347.7265	\$ 3,477.27	\$ 83,454.37
20	240	8	\$ 44.0489	\$ 352.3915	\$ 3,523.92	\$ 84,573.97
21	240	8	\$ 44.0489	\$ 352.3915	\$ 3,523.92	\$ 84,573.97
22	240	8	\$ 44.0489	\$ 352.3915	\$ 3,523.92	\$ 84,573.97
23	240	8	\$ 44.0489	\$ 352.3915	\$ 3,523.92	\$ 84,573.97
24	240	8	\$ 44.0489	\$ 352.3915	\$ 3,523.92	\$ 84,573.97
25 +	240	8	\$ 45.3704	\$ 362.9633	\$ 3,629.63	\$ 87,111.19



FLOYD COUNTY SCHOOLS

Salary Schedule 2020-2021 FY

Chief Finance Officer

7184

Step/Level	Contract Days	Hours Per Day	Hourly Pay	Daily Rate	Per Pay	Annual Salary
0	240	7.5	\$ 41.9328	\$ 314.4963	\$ 3,144.96	\$ 75,479.12
1	240	7.5	\$ 42.0028	\$ 315.0208	\$ 3,150.21	\$ 75,604.98
2	240	7.5	\$ 42.0744	\$ 315.5579	\$ 3,155.58	\$ 75,733.90
3	240	7.5	\$ 42.1466	\$ 316.0993	\$ 3,160.99	\$ 75,863.83
4	240	7.5	\$ 45.3462	\$ 340.0968	\$ 3,400.97	\$ 81,623.22
5	240	7.5	\$ 45.4241	\$ 340.6804	\$ 3,406.80	\$ 81,763.30
6	240	7.5	\$ 45.5053	\$ 341.2894	\$ 3,412.89	\$ 81,909.46
7	240	7.5	\$ 45.5870	\$ 341.9027	\$ 3,419.03	\$ 82,056.64
8	240	7.5	\$ 45.6648	\$ 342.4863	\$ 3,424.86	\$ 82,196.72
9	240	7.5	\$ 45.7472	\$ 343.1038	\$ 3,431.04	\$ 82,344.92
10	240	7.5	\$ 49.6856	\$ 372.6418	\$ 3,726.42	\$ 89,434.03
11	240	7.5	\$ 49.7442	\$ 373.0816	\$ 3,730.82	\$ 89,539.59
12	240	7.5	\$ 49.7442	\$ 373.0816	\$ 3,730.82	\$ 89,539.59
13	240	7.5	\$ 49.7442	\$ 373.0816	\$ 3,730.82	\$ 89,539.59
14	240	7.5	\$ 49.7442	\$ 373.0816	\$ 3,730.82	\$ 89,539.59
15	240	7.5	\$ 51.0536	\$ 382.9022	\$ 3,829.02	\$ 91,896.53
16	240	7.5	\$ 51.0519	\$ 382.8896	\$ 3,828.90	\$ 91,893.50
17	240	7.5	\$ 51.0519	\$ 382.8896	\$ 3,828.90	\$ 91,893.50
18	240	7.5	\$ 51.0519	\$ 382.8896	\$ 3,828.90	\$ 91,893.50
19	240	7.5	\$ 51.0519	\$ 382.8896	\$ 3,828.90	\$ 91,893.50
20	240	7.5	\$ 51.7303	\$ 387.9775	\$ 3,879.78	\$ 93,114.60
21	240	7.5	\$ 51.7303	\$ 387.9775	\$ 3,879.78	\$ 93,114.60
22	240	7.5	\$ 51.7303	\$ 387.9775	\$ 3,879.78	\$ 93,114.60
23	240	7.5	\$ 51.7303	\$ 387.9775	\$ 3,879.78	\$ 93,114.60
24	240	7.5	\$ 51.7303	\$ 387.9775	\$ 3,879.78	\$ 93,114.60
25 +	240	7.5	\$ 53.2822	\$ 399.6168	\$ 3,996.17	\$ 95,908.03



FLOYD COUNTY SCHOOLS

Salary Schedule 2020-2021 FY

Digital Computer/Security Specialist

7506

Step/Level	Contract Days	Hours Per Day	Hourly Pay	Daily Rate	Per Pay	Annual Salary
0	240	7.5	\$ 23.9439	\$ 179.5793	\$ 1,795.79	\$ 43,099.02
1	240	7.5	\$ 24.0133	\$ 180.0995	\$ 1,801.00	\$ 43,223.88
2	240	7.5	\$ 24.0832	\$ 180.6240	\$ 1,806.24	\$ 43,349.75
3	240	7.5	\$ 24.1542	\$ 181.1568	\$ 1,811.57	\$ 43,477.64
4	240	7.5	\$ 24.2230	\$ 181.6728	\$ 1,816.73	\$ 43,601.48
5	240	7.5	\$ 24.2930	\$ 182.1973	\$ 1,821.97	\$ 43,727.34
6	240	7.5	\$ 24.7108	\$ 185.3312	\$ 1,853.31	\$ 44,479.49
7	240	7.5	\$ 24.7108	\$ 185.3312	\$ 1,853.31	\$ 44,479.49
8	240	7.5	\$ 24.7108	\$ 185.3312	\$ 1,853.31	\$ 44,479.49
9	240	7.5	\$ 24.7108	\$ 185.3312	\$ 1,853.31	\$ 44,479.49
10	240	7.5	\$ 25.3819	\$ 190.3642	\$ 1,903.64	\$ 45,687.40
11	240	7.5	\$ 25.3819	\$ 190.3642	\$ 1,903.64	\$ 45,687.40
12	240	7.5	\$ 25.3819	\$ 190.3642	\$ 1,903.64	\$ 45,687.40
13	240	7.5	\$ 25.3819	\$ 190.3642	\$ 1,903.64	\$ 45,687.40
14	240	7.5	\$ 25.3819	\$ 190.3642	\$ 1,903.64	\$ 45,687.40
15	240	7.5	\$ 26.0699	\$ 195.5240	\$ 1,955.24	\$ 46,925.76
16	240	7.5	\$ 26.0699	\$ 195.5240	\$ 1,955.24	\$ 46,925.76
17	240	7.5	\$ 26.0699	\$ 195.5240	\$ 1,955.24	\$ 46,925.76
18	240	7.5	\$ 26.0699	\$ 195.5240	\$ 1,955.24	\$ 46,925.76
19	240	7.5	\$ 26.0699	\$ 195.5240	\$ 1,955.24	\$ 46,925.76
20	240	7.5	\$ 27.0342	\$ 202.7563	\$ 2,027.56	\$ 48,661.50
21	240	7.5	\$ 27.0342	\$ 202.7563	\$ 2,027.56	\$ 48,661.50
22	240	7.5	\$ 27.0342	\$ 202.7563	\$ 2,027.56	\$ 48,661.50
23	240	7.5	\$ 27.0342	\$ 202.7563	\$ 2,027.56	\$ 48,661.50
24	240	7.5	\$ 27.0342	\$ 202.7563	\$ 2,027.56	\$ 48,661.50
25 +	240	7.5	\$ 27.8452	\$ 208.8389	\$ 2,088.39	\$ 50,121.34



FLOYD COUNTY SCHOOLS

Salary Schedule 2020-2021 FY

Administrative Extra Service

Extended Days Schedule

Position	Extra Service	Extended Days
Administrative Officer	\$ 10,755.00	53
Executive Officer of Operations	\$ 9,000.00	
Program Coordinator Officer	\$ 3,962.00	53
High School Principal	\$ 10,754.51	53
Elementary K-5 Principal		
0 to 199	\$ 6,224.97	53
200 to 299	\$ 6,792.80	53
300 to 399	\$ 7,357.61	53
400 to 499	\$ 7,924.43	53
> 500	\$ 8,489.24	53
K-8/Middle School Principal		
0 to 199	\$ 7,357.61	53
200 to 299	\$ 7,924.43	53
300 to 399	\$ 8,489.24	53
400 to 499	\$ 9,056.06	53
> 500	\$ 9,620.87	53
Assistant Principal-All Levels	\$ 2,830.08	33



FLOYD COUNTY SCHOOLS

Salary Schedule 2019-2020 FY

Administrative Extra Service

Extended Days Schedule

Position	Extra Service	Extended Days
Special Education Consultant (District Level)	\$ 3,368.76	18
District wide Counselor	\$ 3,219.00	33
Counselors		18
Speech Language Pathologist	\$ 5,660.16	18
Speech Language Pathologist Assistant		18
School Psychologist	\$ 6,792.80	33
Curriculum Resource Teacher		8
Gifted/Talented Coordinator (District wide)	\$ 3,219.02	8
Gifted/Talented Instructor (District wide)		8
District Athletic Director	\$ 7,500.00	
Early Childhood Consultant	\$ 3,368.76	18
Student/Staff Technology Coordinator-HS/MS	\$ 3,015.00	
Student/Staff Technology Coordinator-Elementary	\$ 1,507.50	
Digital Learning Coach		23
Health Coordinator/CS Nurse	\$ 3,942.00	18
District Academic Coach Middle/High Level	\$ 4,500.00	
District Academic Coach Elementary	\$ 1,500.00	
Gear Up Academic Interventionists		3
Ess and Other Contract per hour	\$ 35.00	