



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

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

05/21/2020

AGENDA ITEM (ACTION ITEM):

Consider/Approve the creation of a job description for the position of "Payroll/Benefits Supervisor"; a revision to the job description of "District Mental Health Services Coordinator"; abolish the job descriptions of "Speech/Language Pathologist Assistant", "Physical Therapy Assistant", and "Certified Occupational Therapy Assistant" effective 07/01/2020.

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board"; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

Due to staff movement, vacant positions and restructuring of departments for increased efficiencies and increased student support, it is necessary to create, modify and abolish certain job descriptions. The creation of the Payroll/Benefits Supervisor job description is the result of the Finance Department exchanging a vacant Payroll/Benefits Specialist position for a position to manage the District-wide payroll process. The position of District Mental Health Services Coordinator will be vacated due to retirement, which allowed for a review of the position resulting in a revised job description. The Special Education Department re-allocated positions, resulting in the abolishment of the positions and job descriptions of Certified Occupational Therapy Assistant, Physical Therapy Assistant and Speech/Language Pathologist Assistant.

FISCAL/BUDGETARY IMPACT:

No fiscal impact

RECOMMENDATION:

The following job description actions are recommended for approval: the creation of a job description for the position of "Payroll/Benefits Supervisor"; a revision to the job description of "District Mental Health Services Coordinator"; abolish the job descriptions of "Speech/Language Pathologist Assistant", "Physical Therapy Assistant", and "Certified Occupational Therapy Assistant" effective 07/01/2020.


CONTACT PERSON:

Matt Rigg, Executive Director of Human Resources

Principal



District Administrator



Superintendent

Kenton County Board of Education

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

Kenton County School District
Job Description: Payroll/Benefits Supervisor
Job Class Number: DRAFT - TBD

TITLE: Payroll/Benefits Supervisor

QUALIFICATIONS:

1. Bachelor's Degree in Accounting, Human Resources or related field
2. Prior experience with Automated Payroll processing
3. Demonstrated proficiency with computer programs, specifically electronic spreadsheet applications
4. Knowledge of federal and state payroll/benefit regulations and requirements
5. Ability to communicate effectively both orally and in writing
6. Ability to meet deadlines and handle pressure in a professional manner
7. Demonstrated competence in accounting/payroll responsibilities and respect for confidentiality
8. Has demonstrated the ability or potential to work effectively with staff and community

REPORTS TO: Executive Director of Finance

SUPERVISES: Payroll/Benefits Specialists

JOB GOAL: To supervise the payroll and benefit processes and reporting in an efficient and effective manner in accordance with Board of Education Policies and federal/state regulations.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the payroll/benefits staff and related functions in the Finance Department
2. Review, verify and post all changes to pay, deduction and benefit records
3. Supervise the maintenance of compensated leave records in cooperation with Human Resources Department
4. Generate and post the bi-weekly payroll for all employees
5. Review and verify the bi-weekly payroll inputs and processing results
6. Review employee benefit enrollment and benefit change forms
7. Create all necessary files and reports from the bi-weekly payroll process
8. Prepares quarterly and annual payroll tax returns, w-2 and 1095 forms
9. Process year-end wage reports and statements for federal, state and local agencies and employees
10. Review all payroll/benefit coding and accepts the importance of maintaining the accuracy of the administrative database
11. Advise Supervisor of all unusual or extraordinary circumstances
12. Communicate actively with Supervisor and the Human Resources department to reconcile issues as quickly and accurately as possible
13. Maintains confidentiality in regards to employee payroll and benefit records
14. Serve as the Employee Self Service System administrator
15. Respond to employee inquiries and questions regarding bi-weekly payroll/benefits
16. Maintain a cooperative relationship and open communication with other district departments working to ensure the accuracy of employee pay and deductions
17. Maintain a comprehensive record of current procedures and processing steps used in processing bi-weekly payroll
18. Participate in regional and state organization meetings concerning payroll processing and enhancements
19. Assist employees throughout the retirement process
20. Perform other duties as assigned by the supervisor

Kenton County School District
Job Description: Payroll/Benefits Supervisor
Job Class Number: DRAFT - TBD

TERMS OF EMPLOYMENT:

- 230 days
- Salary Schedule: Classified Professional S4
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated by the Executive Director of Finance

APPROVED: DRAFT

DRAFT

Kenton County School District
Job Description: District Mental Health Services ~~Coordinator~~ Consultant
Job Class Number: ~~7881~~ TBD

TITLE: District Mental Health Services ~~Coordinator~~ Consultant

QUALIFICATIONS:

~~1. Teaching, Counseling, School Psychologist; Social Worker Certification, required~~

1. Valid Kentucky school psychologist, school counselor, or school social worker certification
2. Minimum of five (5) years school experience
3. Master's Degree

REPORTS TO: Assistant Superintendent, ~~Executive Director~~, or designee

SUPERVISES: None

JOB GOAL: To ~~coordinate the mental health services for students~~ facilitate, support, and develop mental health programs and services in the Kenton County School District including: social emotional programming, trauma informed care, threat assessment and crisis intervention.

PERFORMANCE RESPONSIBILITIES:

- ~~1. Consult with and advise district mental health unit teachers regarding current concerns on a regular basis.~~
- ~~2. Facilitate the coordination of mental health services for students.~~
3. Facilitate the implementation, monitoring and analysis of crisis and threat assessments, trauma informed care, social emotional learning, and mental health services in the district
4. Facilitate the coordination of support services for students with mental health and social emotional needs
5. Review MTSS school plans and structures. Make recommendations to schools
6. Consult with and support teachers, psychologists, social workers, counselors, and school safety teams with the completion of assessments and development of plans to address trauma informed care, social emotional learning, and student mental health needs
7. Assist teachers, counselors, psychologists, and social workers with training and completion of assessments and with data collection and analysis
8. Regularly consult with ~~mental health unit~~ teachers, counselors, psychologists, and social workers regarding current social emotional learning, trauma informed care, and mental health programs and students
- ~~9. Serve as a liaison between schools and families of students with mental health needs.~~
10. Maintain consultation notes and share on a regular basis with district administrative staff and school level staff
11. Attend scheduled district meetings as needed or requested
12. Participate in ongoing professional learning related to job duties
13. Plan and facilitate professional learning for district staff, schools and teams of teachers based on identified needs related to social emotional learning, trauma informed care, threat and crisis assessment, and mental health services.
14. Train school personnel and conduct suicide risk assessments and threat assessments with students as necessary.
15. Participate as a member of a team of mental health professionals with the writing of grants for social emotional learning, trauma informed care, and mental health services to be utilized in the school

District Mental Health Services ~~Coordinator~~ Consultant

Kenton County School District
Job Description: District Mental Health Services ~~Coordinator~~ Consultant
Job Class Number: ~~7881~~ TBD

district.

16. Facilitate and support any district sponsored programs related to mental health, trauma informed care, threat and crisis assessment, and social and emotional learning.
17. Serve as a resource on social and emotional learning curriculums at all grade levels.
18. Observation of students for consultation with teachers, psychologists, counselors, social workers, and administrators on mental health and social emotional learning supports.
19. Coach and mentor teachers, psychologists, counselors, social workers, and administrators on creating a trauma informed environment to support students with mental health needs.
20. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- ~~190~~ 220 days
- Salary Schedule: ~~G23~~ Certified Salary Schedule and Academic Program Consultant Index
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated by an Assistant Superintendent, ~~Executive Director~~, or designee

DATE APPROVED: 08/15/94

APPROVED: 06/04/01, 07/16/01, 05/19/03, 06/02/14, 06/01/2015, 08/03/2015

TITLE: Certified Occupational Therapy Assistant (COTA)

JOB GOAL: Certified Occupational Therapy Assistants in public schools are considered to be education-related personnel. A COTA provides occupational therapy services to handicapped students under the direction and supervision of a registered occupational therapist. These services include contribution to and participation in the assessment, intervention, and documentation process.

QUALIFICATIONS:

1. Education: The occupational therapy assistant must have completed an occupational therapy assistant educational program that is approved by the American Occupational Therapy Association, and all fieldwork requirements.
2. Certification/Licensure: The occupational therapy assistant must be certified by the Occupational Therapy Certification Board (OTCB) following successful completion of the national certification examination and must be licensed in Kentucky.

REPORTS TO: Occupational Therapist

PERFORMANCE RESPONSIBILITIES:

1. Participates in evaluation and assessment using standardized measures, formal and informal tests, and checklists, as appropriate.
2. Implements therapeutic procedures for which qualified, as designated by the supervising occupational therapist
3. Contributes to progress reports and helps collect data for Individualized Education Plans.
4. Maintains current records in accordance with school, state, and federal policy.
5. Assists with keeping accurate records of the therapy budget, inventory, and equipment
6. Assists with establishing goals for students and developing individual and group therapy activities.
7. Assists dissemination of established therapeutic programs to the educational staff.
8. Consults with the supervising therapist concerning implementation and status of therapy goals (feeding programs, positioning, equipment, etc.)
9. Constructs, modifies, and maintains adaptive equipment for positioning, ADL, vocational, and classroom use.

10. Assists in monitoring work and school environments for accessibility.
11. Helps ensure the proper and safe use of equipment, making certain equipment is constructed properly and maintained in good working order.
12. Helps develop an awareness of individual student needs and assists the occupational therapist in monitoring these needs.
13. Assists with instructing the educational staff concerning use of adaptive equipment, positioning programs, and integration of therapy goals into classroom and academic activities to enhance function.
14. Assures that proper positioning and handling techniques are carried out correctly across all environments.

TERMS OF EMPLOYMENT:

Length of year determined by appropriate program. Salary determined by Classified Salary Schedule.

EVALUATION:

Performance of this job will be evaluated annually by the Occupational Therapist

APPROVED: 5/16/94

CODE: E11.270(b)

TITLE: Physical Therapy Assistant

QUALIFICATIONS: 1. Certified Physical Assistant Licensure in Kentucky.
2. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

REPORTS TO: Licensed Physical Therapist

JOB GOAL: Provide physical therapy services to handicapped students. These services are the related services of assessment, direct individual and group therapy and indirect therapy in the form of consultation and monitoring. Therapy services are provided under the supervision of a Licensed Physical Therapist and may include:

PERFORMANCE RESPONSIBILITIES:

1. Assist in assessing students' level of functioning and need for therapy.
2. Assist in developing an Individual Educational Program (IEP) for each student and participate in IEP meetings with parents at the direction of the LPT.
3. Implement therapy programs to meet IEP goals.
4. Teach parents, teachers or aides and other appropriate personnel to implement motor programs as prescribed by the LPT.
5. Collect and record data on therapy programs.
6. Monitor therapy programs using observation, data and/or pre-post testing.
7. Manage student behavior during therapy.
8. Work cooperatively and communicate appropriately with teaching and support staff.
9. Develop and adhere to a daily schedule.
10. Order appropriate materials and equipment; use and maintain them.
11. Monitor and report student performance and progress, as directed by the LPT.
12. Attend staff meetings and serve on committees as directed.
13. Complete required reports, and other forms promptly and in an acceptable manner.
14. Perform such other educationally related duties as assigned by the supervisor.

CODE: E11.270(b)

TERMS OF EMPLOYMENT: 187 Days, Pay Grade THEA

APPROVED: 5/16/94
REVISED: 06/01/2015
REVISED: 08/03/2015

ABOLISH

Code: E11.262 a

TITLE: Speech Language Pathologist Assistant

QUALIFICATIONS: Bachelor's Degree in Communication Disorders/Speech Language Pathology Assistant

Licensed as a Speech Language Pathologist Assistant by the Kentucky Board of Speech Language Pathology

Experience in school setting preferred

REPORTS TO: Supervising SLP and Principal

JOB GOAL: Under the supervision of an appropriately qualified SLP, to assist in enabling students to develop communication skills needed to achieve and derive benefit from academic and social interactions

PERFORMANCE RESPONSIBILITIES:

1. Assists with screenings and evaluation of students with communication or hearing disorders
2. Assists in the implementation of individualized education plans (IEP) to meet the unique needs of each student receiving speech therapy services
3. Through consultation with supervising SLP, develops appropriate service delivery models to meet the needs of students
4. Through the supervising SLP, refers students to other professional and community agencies as needed
5. Consults with classroom teachers and other school personnel to facilitate carryover of therapy gains into classroom activities
6. Provides information, support and guidance regarding communication needs to parents/guardians and families
7. Maintains records and progress data for students receiving services
8. Engages in personal professional growth activities
9. Demonstrates professional ethics
10. Demonstrates proficiency in oral and written communication
11. Adheres to school district rules, administrative procedures, local board policy, and state and federal regulations
12. Performs other related duties as assigned

Code: E11.262 a

TERMS OF EMPLOYMENT: 185 Days Pay Grade SPAS

EVALUATION: Performance of this job will be evaluated by Supervising SLP and
Principal

APPROVED: 5/15/06

REVISED: 06/01/2015

REVISED: 08/03/2015

ABOLISH