



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 revision of the following job descriptions with updated terms of employment to reflect a corresponding salary "S-scale" on the Classified Professional Salary Schedule effective 07/01/2020: Assistant Director of Human Resources, Assistant Director of Transportation, Assistant Maintenance Supervisor, Support Operations Supervisor, Chief Operations Officer, Director of Facilities, Director of Student Nutrition, Director of Transportation, Executive Director of Finance, Executive Director of Human Resources, Special Education Due Process Coordinator, District Safety Coordinator.

APPLICABLE BOARD POLICY:

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

HISTORY/BACKGROUND:

The 2020-21 Classified Salary Schedule has been modified to show a delineation between "Exempt" and "Non-Exempt" positions as defined by the Federal Labor Standards Act (FLSA), resulting in two classified pay scales; the current "G-scale" for non-exempt, hourly positions and an "S-scale" for exempt, salaried positions. The job descriptions referenced in this issue paper have been updated with an "S-scale" from the Classified Professional Salary Schedule.

FISCAL/BUDGETARY IMPACT:

No fiscal impact

RECOMMENDATION:

It is recommended the following job descriptions be revised to reflect updated terms of employment listing the appropriate "S-scale" on the Classified Professional Salary Schedule effective 07/01/2020: Assistant Director of Human Resources, Assistant Director of Transportation, Assistant Maintenance Supervisor, Support Operations Supervisor, Chief Operations Officer, Director of Facilities, Director of Student Nutrition, Director of Transportation, Executive Director of Finance, Executive Director of Human Resources, Special Education Due Process Coordinator, District Safety Coordinator.

CONTACT PERSON:

Matt Rigg, Executive Director of Human Resources

Kenton County Board of Education

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

Kenton County School District
Job Description: Assistant Director of Human Resources
Job Class Number: 7655

TITLE: Assistant Director of Human Resources

QUALIFICATIONS:

1. Holds a bachelor's degree in Human Resources, Business Administration or related field
2. Minimum of three (3) years' experience in Human Resources, Personnel or employee relations
3. Minimum of one (1) year in a lead or supervisory role
4. Human Resource certification preferred
5. Experience with personnel duties in an educational setting preferred

REPORTS TO: Executive Director of Human Resources

SUPERVISES: Assigned Human Resource team members

JOB GOAL: Assists the Executive Director of Human Resources with the overall administration, coordination and evaluation of the human resource function

PERFORMANCE RESPONSIBILITIES:

1. Interprets, applies and explains District policies, procedures, rules and regulations pertaining to all personnel
2. Assists with District compliance of federal, state and local legislation pertaining to all personnel matters
3. Reviews and makes recommendations for improvement of the District's policies and procedures on personnel matters
4. Assists in the organization, planning, direction and implementation of programs, activities and onboarding surrounding employee relations
5. Supervises and evaluates assigned staff of the Human Resource team
6. Assists in the development and management of Human Resource team members
7. Provides support and assistance to the Human Resource team, which may include performing specific duties of Human Resource team members, during absences and times of peak demand
8. Oversees and supervises the substitute employee management system
9. Works closely with the Finance team on payroll setup processes and procedures as well as the efficient and effective use of the District's payroll software as it relates to the relationship between Human Resources and Finance
10. Assists in the review and preparation of the District's wage and salary program
11. Assists in maintaining records and files according to all applicable policies, procedures and laws
12. Coordinates or conducts exit interviews to determine reasons behind separations
13. Advises administrators to assist them in carrying out their responsibilities on personnel matters
14. Assists in the organization, planning, direction and implementation of recruitment and employment marketing strategies for all District positions
15. Plans and organizes work while meeting schedules and deadlines
16. Establishes and maintains cooperative and effective working relationships with others
17. Attends all meetings and/or presides over other meetings as the supervisor designates
18. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: ~~G27~~ **S18** on Classified Position Index **Professional Salary Schedule**

Kenton County School District
Job Description: Assistant Director of Human Resources
Job Class Number: 7655

- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Executive Director of Human Resources

APPROVED: 09/10/2018

Kenton County School District
Job Description: Assistant Director of Transportation
Job Class Number: 8035

TITLE: Assistant Director of Transportation

QUALIFICATIONS:

1. Demonstrates knowledge of bus mechanics
2. Demonstrates aptitude or competence for performing assigned responsibilities and tasks
3. Is a certified school bus driver by the state of Kentucky
4. Is either a certified licensed school bus driver instructor or agrees to become one within one (1) year after accepting the position
5. No DUI or felony convictions
6. If not previously employed by the Board must take and pass a pre-employment drug/alcohol test

REPORTS TO: ~~Assistant Superintendent, Executive Director, or designee~~ **Director of Transportation**, or designee

SUPERVISES: All Transportation Personnel **below the level of Assistant Director of Transportation**

JOB GOAL: To insure that all students are able to take full advantage of the complete range of curricular and extracurricular activities offered by the school district. Also, makes sure all transportation vehicles are maintained in a high state of efficiency and safety and to insure that the bus garage is operated in a safe and efficient manner

PERFORMANCE RESPONSIBILITIES:

1. Is the primary instructor in teaching state and federal driver training programs along with in-service and update classes
2. Works with Director of Transportation to coordinate all Special Education and Preschool bus routes
3. Works with the drivers on routing and working out solutions to related problems
4. Works with the Director in preparing and updating bus schedules for all schools in the district
5. Works with parents, drivers, students and other school personnel in the handling of bus problems and complaints
6. Works with the Director in preparing the transportation budget
7. Works with Director in the recruiting, screening and evaluating garage personnel
8. Works with shop supervisor in setting up appointments for brake inspections, servicing and bus repairs
9. Advises Superintendent or Director on road hazards for decision on school closing during inclement weather
10. Maintains and compiles parochial school totals so that proper reimbursement can be given.
11. Performs as a working leader
12. Instructs drivers in maintenance tasks which the driver must perform
13. Attends appropriate committee, staff and Board meetings
14. Investigates all accidents involving school buses
15. When necessary, submits reports required by state and local authorities
16. Takes an active role in solving personnel problems connected with the transportation of students and acts as a liaison with parents for complaints
17. Promotes high standards of safety and good housekeeping methods in all work
18. Gathers and compiles necessary information for monthly reports
19. When required, works with Shop Supervisor in analyzing mechanical problems so that the problem is corrected

Kenton County School District
Job Description: Assistant Director of Transportation
Job Class Number: 8035

7. Handles the duties of Shop Supervisor in the event of his/her absence
8. Keeps records of vacation, sick, bereavement and personal days for garage personnel
9. Verifies time cards of garage workers
10. Handles the duties of Director of Transportation in the event of his/her absence
11. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: ~~ADTR S19~~ on Classified Position Index **Professional Salary Schedule**
- FLSA Status: Exempt

EVALUATION:

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

APPROVED: 02/12/1990

REVISED: 07/23/2003, 04/23/2007, 06/01/2015, 08/03/2015, 06/14/2018

Kenton County School District
Job Description: Assistant Maintenance Supervisor
Job Class Number: 8042

TITLE: Assistant Maintenance Supervisor

QUALIFICATIONS:

1. Knowledge of the basic principles of construction, maintenance, custodial services and security
2. Certification and/or extensive training in the areas of HVAC, Electrical Functions, Asbestos Management, Energy Audits, Refrigeration, Boiler Management and Plumbing Systems
3. Ability to effectively lead, supervise, and communicate with employees under his/her jurisdiction
4. Minimum four (4) years supervisory experience

REPORTS TO: Buildings, Grounds, and Maintenance Supervisor or designee

SUPERVISES: All maintenance personnel **below the level of Assistant Maintenance Supervisor**

JOB GOAL: Provide all students with a physical learning environment that is safe, clean and attractive where all building operating systems are smoothly functioning

PERFORMANCE RESPONSIBILITIES:

1. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of maintenance personnel
2. Schedules work routines for maintenance personnel
3. Recommends purchase of equipment and supplies
4. Supervision of all outsourced maintenance services
5. Organize, implement, and maintain a program of preventative maintenance
6. Supervises operations of heating and cooling plants
7. Maintain district keying management system
8. Assists in the direction and inspections of the maintenance of all buildings as to operational efficiency and safety
9. Assumes responsibility for the safe conditions of lighting fixtures, electrical apparatus, fixtures, wiring, air conditioning, refrigeration, heating units, roofing, similar electric elements, and plumbing in the facilities owned or operated by the district
10. Works collaboratively with the Buildings, Grounds, and Maintenance Supervisor to supervise and inspect improvements and renovations performed by outside contractors and verifies completion of contracts before authorizing final payments
11. Reviews on a regular basis all security precautions and procedures
12. Maintains all playground inspections, accident investigations, and repairs
13. Coordinates annual bleacher, gym equipment, and athletic facility inspections and oversees any identified/required repairs
14. Assist with periodic development of written bidding specifications for all outsourced services
15. Assists with all efforts established to conserve energy
16. Is well versed and capable of operating the districts building automation system
17. Is available to assist with all building level emergencies that may occur after normal working hours
18. Performs such other tasks and assumes such other responsibilities as assigned
19. Maintains regular attendance

TERMS OF EMPLOYMENT:

Kenton County School District
Job Description: Assistant Maintenance Supervisor
Job Class Number: 8042

- Days per fiscal year: 230 days
- Salary Schedule: ~~G23~~ **S11** on Classified Position Index **Professional Salary Schedule**
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Buildings, Grounds and Maintenance Supervisor or designee

APPROVED: 6/3/19

Kenton County School District
Job Description: Support Operations Supervisor
Job Class Number: 7605

TITLE: Support Operations Supervisor

QUALIFICATIONS:

1. Demonstrates aptitude and skills in Carpentry, Electricity, Plumbing, Heating, Ventilation and Air Conditioning, Window Glass, Supply Inventory, and Delivery
2. Must pass health examination required of all school employees and pass the district Job Analysis - JPA Testing Protocol for the Job Title "General Maintenance Technician"
3. Minimum of 5 years' experience in building maintenance and commercial cleaning
4. Must have completed all necessary OSHA training modules in order to meet performance responsibilities
5. Computer literate for proper reporting purposes and maintenance records

REPORTS TO: Executive Director, ~~Assistant Superintendent~~, **Director of Facilities**, or his/her designee

JOB GOAL: To help maintain the physical school plants' condition of operating excellence so that full educational use of it may be made at all times

PERFORMANCE RESPONSIBILITIES:

1. Assists each principal with the evaluation of all plant manager positions and support operations staff
2. Assists the principal and school level support operation staff in the preparation of the annual facility needs assessment process
3. Assists with staffing and scheduling activities for all support operation staff
4. Assists with the preparation of all cleaning strategies for each school
5. Assists the Director of Facilities in the preparation of any/all necessary bids for contract services associated with the maintenance and upkeep with District owned facilities
6. Coordinates the snow and ice removal efforts associated with pedestrian pathways for all District owned facilities
7. Prepares and coordinates all annual training in-service for all support operations staff
8. Maintains the safety training program for all support operations staff
9. Responsible for maintaining all Material Safety Data Sheets required for each school location
10. Assists the LEA with proper maintenance of the Asbestos Management Plan for each school location
11. Responsible for correcting any deficiencies noted on local board of health inspections and fire department inspections
12. Assists with the coordination of any outside repairs necessary at each school district owned facility
13. Reviews and approves all support operations staff timesheets
14. Assists each principal with the interview and selection process for all new support operation personnel
15. Assists the Energy Systems Coordinator with the District energy conservation efforts including but not limited to the periodic building shut down procedures
16. Maintains the district routine and preventative maintenance program for all building systems at each school location
17. Supervises the Plant Manager and Building Operations Supervisor
18. Assumes responsibility that safety standards are met during all cleaning operations and while making necessary repairs and that all necessary safety inspections are completed as required
19. Assumes responsibility for the safe condition and cleanliness of flooring door frames, doors, window frames, window glass, hardware, and similar structural elements in the facilities owned or operated by the Board of Education

Kenton County School District
Job Description: Support Operations Supervisor
Job Class Number: 7605

20. Recommends supplies and equipment needed for operation of the school plant and ensures that all tools and equipment are in safe working condition
21. Coordinates all yard-keeping chores such as grass cutting, tree trimming, as necessary, to maintain the school grounds in a safe and attractive condition
22. Maintains and verifies the completion of all required internal checklist
23. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230 Days
- Salary Schedule: ~~G19~~ **S15** on Classified Position Index **Professional Salary Schedule**

EVALUATION:

Performance of this job will be evaluated annually by the Executive Director, ~~Assistant Superintendent~~, **Director of Facilities**, or his/her designee

APPROVED: 8/6/12

REVISED: 6/1/15, 8/3/15

Kenton County School District
Job Description: Chief Operations Officer
Job Class Number: 7461

TITLE: Chief Operations Officer

QUALIFICATIONS:

1. Professional certificate for School Administration and Supervision, endorsed for the position of School Superintendent; OR
2. Bachelor's Degree in Education, Business or related field required; Master's Degree preferred
3. Minimum of five (5) years administrative experience in school programs

REPORTS TO: Superintendent

SUPERVISES: Executive Directors and classified Directors

JOB GOAL: Responsible for overall District operation and related support service activities, capital construction activities and providing leadership to District stakeholders in developing, implementing and refining the best possible educational operational programs and support services

PERFORMANCE RESPONSIBILITIES:

1. Serves as advisor to the Superintendent and District personnel on issues pertaining to various aspects of support operation systems and capital construction activities
2. Provides leadership and expertise in assessing, identifying, formulating and implementing District operational goals and objectives
3. Provides leadership in the development of operational initiatives and programs to achieve optimal operational performance in line with the District's mission, core beliefs and goals
4. Provides leadership in the development of processes, strategies and feasibility planning to ensure the necessary human and monetary resources are appropriately utilized in order to achieve the planned results of the District
5. Oversees new construction, renovations and additions, including preparation of BG-1 forms; maintaining direct contact with the architect and State Department throughout projects; and supervising expenses
6. Work with all community and State agencies to provide an appropriate environment for learning in the classroom
7. Locate and acquire land for suitable building sites
8. Works collaboratively and consistently with District administration to assure implementation of programs and initiatives, addressing needs and providing resources
9. Directs research and development activities, including the planning and forecasting of future operational needs and recommending appropriate support service systems
10. Oversees the preparation and distribution of informational reports detailing performance trends and describes the status of operational activities
11. Provides leadership and expertise in forming, guiding and advising District advisory committees and groups
12. Provides leadership and guidance to District personnel and members of the education community to ensure effective communication relative to operations and support services
13. Assists in developing guidelines and procedures that effectively resolve conflicts and support cohesiveness
14. Keeps current with all educational developments and practices
15. Attends all Board meetings, and attends and/or presides over other meetings as the Superintendent designates
16. Performs other responsibilities as assigned by the supervisor

Kenton County School District
Job Description: Chief Operations Officer
Job Class Number: 7461

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Scale and Chief Academic Officer Index for Certified employee or ~~G31S22~~ from Classified Position Index **Professional Salary Schedule** for Classified employee
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Superintendent

APPROVED: 06/14/2018

Kenton County School District
Job Description: Director of Facilities
Job Class Number: TBD

TITLE: Director of Facilities

QUALIFICATIONS:

1. Bachelor's Degree in Business, Procurement Management, Operations Management or related field
2. Minimum of five (5) years working in business, procurement and operations management
3. Possesses excellent communication and leadership skills

REPORTS TO: Chief Operations Officer, **Executive Director**, or designee

SUPERVISES: Facilities department staff

JOB GOAL: Plan, organize and coordinate all facility related systems to include the development of bidding specifications, contract negotiations, implementation, and training; create a preventive maintenance and repair strategy; prepare short and long term budgeting strategies; develop and maintain a cleaning system for District facilities

PERFORMANCE RESPONSIBILITIES:

1. Develop a strategy for purchasing District telephone, intercom, copiers and clocking systems; prepare all bidding specifications and appropriate contracts for authorization; oversee satisfactory installation of all systems; maintain all warranty and preventive maintenance plans; organize training of appropriate District personnel
2. Develop District standards for all facility systems and equipment; prepare bidding specifications for the same
3. Oversee the purchase of supplies, materials and equipment purchased by the maintenance and custodial departments; assure that appropriate stock levels are maintained based upon budget limitations
4. Establish and monitor a procedure for receiving, unpacking, checking and recording incoming equipment, tools, materials, parts and supplies used by the maintenance and custodial departments; assure the quantity and quality are satisfactory; maintain a system for managing Material Safety Data Sheets on materials received
5. Coordinate inventory control
6. Prepare and coordinate purchase specifications for procurement of replacement parts and contractual service for the district
7. Assist District architects in development of specifications and recommendations of telephone, intercom, clock, sound, security, and television systems that may be included in the District's new and renovation projects
8. Prepare front end bidding documents in accordance with State guidelines for all new and renovation projects
9. Maintain facility database
10. Organizes and implements orientation and training programs for the various segments of the custodial and maintenance staff
11. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of custodial and maintenance personnel
12. Prepares and administers the budget for maintenance and custodial services
13. Prepare bidding specifications for independent inspection of the District's boilers, elevators, fire suppression systems, fire and security systems, asbestos management plans, and playground/bleachers

Kenton County School District
Job Description: Director of Facilities
Job Class Number: TBD

14. Negotiate all appropriate contracts for proper execution in accordance with State guidelines
15. Assist District personnel with the development of a preventive maintenance program and comprehensive cleaning system for all facilities. Assure the successful implementation and monitoring of these initiatives. Constantly evaluate industry methods and equipment to maintain current practice for effective and efficient management of District facilities
16. Evaluate all current and future District facility systems for energy efficiency and maintenance. Make recommendations for improvements in order to save resources
17. Develop a strategy for purchasing all facility furniture and equipment on a replacement cycle. Evaluate product quality and warranty specifications. Prepare bidding specifications for all District purchases
18. Uses effective interpersonal communication skills to communicate with all District stakeholders
19. Keeps current with all educational developments and practices related to assignment
20. Attends and/or presides over all required meetings and other meetings as the supervisor designates
21. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: ~~G29~~ **S20** on Classified Position Index **Professional Salary Schedule**
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by a Chief Operations Officer, **Executive Director**, or designee

APPROVED: 01/18/2000

REVISED: 07/21/2003, 05/15/2006, 06/01/2015, 06/14/2018

Kenton County School District
Job Description: Director of Student Nutrition
Job Class Number: 8014

TITLE: Director of Student Nutrition

QUALIFICATIONS:

1. Certificate endorsed for the position of Food Services Director
2. Rank I or II certificate status
3. Minimum of five (5) years teaching experience
4. Administrative experience in school programs
5. Demonstrated ability to communicate effectively with students, staff, parents and the community

REPORTS TO: Chief Operations Officer, **Executive Director**, or designee

SUPERVISES: Student Nutrition staff

JOB GOAL: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring

PERFORMANCE RESPONSIBILITIES:

1. Interviews, screens, and recommends appointment of all cafeteria personnel and summer feeding site personnel
2. Standardizes personnel policies, levels of cleanliness, health, and safety
3. Administers personnel policies and evaluates cafeteria managers, workers, Administrative Assistant of Food Services, and Food Service Coordinator
4. Operates a program of cooperative purchasing, consistent with the district procurement code, for high-volume items such as bread, milk, and canned goods
5. Prepares specifications and bid conditions for all items requiring such bids by law or Board policy
6. Makes application for government surplus food for school cafeteria use, and directs its distribution and transfer
7. Standardizes cafeteria accounting procedures in cooperation with the district controller's office
8. Arranges for audits of cafeteria accounts through approved auditors
9. Makes all applications for federal subsidies
10. Makes distribution of all federal funds to lunch, school snack programs and summer feeding
11. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment
12. Plans and supervises the preparation and serving of menus at all schools and summer feeding sites
13. Provides assistance and suggestions for the preparation and serving of government surplus foods
14. Inspects school lunch facilities and operations to insure that standards of diet, cleanliness, health, and safety are being maintained and makes regular monthly reports regarding these inspections. Inspects summer feeding sites as required by program regulations
15. Standardizes prices charged for various types of lunches, including the price of milk
16. Standardizes as much as possible the size of portions served as related to meal requirements.
17. Assists principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition education
18. Keeps patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation in the school food service program and summer feeding
19. Consults, as needed, with school planners and architects on plans and specifications for new or

Kenton County School District
Job Description: Director of Student Nutrition
Job Class Number: 8014

renovated food preparation centers

20. Prepares and administers the departmental budget, including payroll
21. Prepares and submits reports and other documents as directed
22. Uses effective interpersonal communication skills to communicate with all District stakeholders
23. Keeps current with all educational developments and practices related to assignment
24. Attends and/or presides over all required meetings and other meetings as the supervisor designates
25. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: ~~G29~~ **S20** on Classified Position Index **Professional Salary Schedule**
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by a Chief Operations Officer, **Executive Director**, or designee

APPROVED: 01/25/1980

REVISED: 07/21/2003, 05/17/2010, 06/01/2015, 06/14/2018

Kenton County School District
Job Description: Director Transportation
Job Class Number: 8034

TITLE: Director Transportation

QUALIFICATIONS:

1. Bachelor's degree in transportation, business or related field
2. Demonstrated knowledge of bus mechanics
3. Minimum of three (3) years' experience in business, industry, education or a governmental agency
4. Minimum of five (5) years supervisory experience
5. Holds a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a Kentucky School Bus Driver Certificate **or** must obtain a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a KY School Bus Driver Certificate within one (1) year of employment
6. Demonstrated ability to communicate effectively with students, staff, parents and the community

REPORTS TO: Chief Operations Officer, **Executive Director**, or designee

SUPERVISES: All transportation personnel

JOB GOAL: To enable each student, through safe and efficient Transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the school district

PERFORMANCE RESPONSIBILITIES:

1. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities
2. Prepares bus routes for all schools in the district
3. Prepares and updates bus schedules for all schools in the district
4. Utilizes, manages and provides training on electronic routing software
5. Recruits, trains, and supervises all transportation personnel, and makes recommendations of their employment, transfer, promotion, and release
6. Maintains all district owned equipment and develops plans for preventative maintenance
7. Prepares and administers the transportation budget, including payroll
8. Authorizes purchases in accordance with budgetary limitations and district rules
9. Maintains inventory of supplies and equipment
10. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety
11. Cooperates with school principals and others responsible for planning special school trips
12. Takes an active role in solving all personnel problems connected with the transportation of students and acts as a liaison with parents for complaints
13. Develops recommendations for future equipment and personnel needs based on a survey of district needs
14. Conforms with all state laws and regulations regarding school transportation
15. Completes and dispatches insurance reports
16. Attends to all record keeping functions, correspondence, data requests and any other requests related to duties of the position
17. Advises superintendent on road hazards for decision on school closing during inclement weather
18. Attends all required meetings, and attends and/or presides over other meetings as the supervisor designates

Kenton County School District
Job Description: Director Transportation
Job Class Number: 8034

19. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: ~~G29~~ **S20** on Classified ~~Position Index~~ **Professional Salary Schedule**
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by Chief Operations Officer, **Executive Director**, or designee

APPROVED: 11/25/1980

REVISED: 07/21/2003, 04/23/2007, 06/14/2018

Kenton County School District
Job Description: Executive Director of Finance
Job Class Number: 0040

TITLE: Executive Director of Finance

QUALIFICATIONS:

1. Certified Public Accountant or Certified Management Accountant
2. Kentucky School Financial Management Certified
3. Minimum of five (5) years Kentucky School Finance and MUNIS experience
4. Ability to implement and use computer based solutions to complicated business problems

REPORTS TO: Chief Operations Officer, or designee

SUPERVISES: Finance Department staff

JOB GOAL: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available

PERFORMANCE RESPONSIBILITIES:

1. Supervises the day to day management of the financial affairs of the schools, accounting operations and collections and distribution of funds
2. Assumes responsibility for budget development and long-range financial planning
3. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions
4. Manages the district's real estate and insurance programs
5. Administers a budget control system for the district
6. Arranges for the internal auditing of school accounts
7. Assumes responsibility for the receipt and expenditure of school district funds
8. Prepares and analyzes all financial statements
9. Reconciles all bank accounts maintained by the Board
10. Maintains a continuous internal auditing program for all funds
11. Prepares reports to the proper staff officials concerning the status of their budgetary
12. Maintains general, revenue, and appropriations, ledgers on an encumbrance basis
13. Approves all vouchers authorizing the expenditures of moneys
14. Recommends new accounting methods as desirable and necessary
15. Assumes responsibility for insurance records and insurance accounting
16. Develops budget guidelines, coordinates preparation of the budget, and assists key administrators in review of the budget
17. Prepares analyses of budget requests and program proposals
18. Arranges for and supervises preparation, publication, and distribution of budgets as approved by the Superintendent and the Board
19. Coordinates the presentation of, justification for, and preparation of additional analyses required to understand the budget proposal for action by the Board
20. Assists in the execution of the enacted budget, including the recommendation of administration controls where required
21. Takes the lead in developing improvements in the financial management of the schools system, including budget methods, format, and presentation
22. Prepares analyses of program costs and methods of financing, including long-range projections of requirements

Kenton County School District
Job Description: Executive Director of Finance
Job Class Number: 0040

23. Works with community organizations and citizens in interpreting the financial needs and impact of the school system by providing program and financial data and analyses
24. Coordinates, processes, and controls transfers of budgeted funds as requested by programs directors
25. Directs all financial accounting
26. Provides accounting services essential to the preparation, administration, supervision, and control of the budget
27. Obtains the annual budget requirements for all departments and prepares preliminary budget estimates
28. Reports monthly to the Board treasurer the amount for which warrants have been drawn during the preceding month, the accounts against which the warrants have been drawn, and the balance to the credit of each account
29. Serves as accountant for regular budget and all federal, state, and private projects approved by the Board
30. Prepares, enters, and records all disbursements of district funds
31. Provides advance warning of potential over-expenditure of budgeted funds
32. Supervises accounts payable processes and procedures. Verifies by affidavit every such account or demand, except for salaries exceeding five dollars
33. Supervises payroll authorization preparations and all related files
34. Verifies personally all bank accounts monthly
35. Supervises preparation of monthly reports on personnel and non-personnel accounts
36. Deposits all miscellaneous revenue collected and renders a monthly report to the Board treasurer of the receipts during the preceding month
37. Makes all reports that are the result of the accounting function
38. Prepares financial and other budget reports at regular intervals
39. Makes a full and complete itemized report of the finance of the district to the Board treasurer at the end of each school year
40. Supervises clerical aspects of all insurance matters such as maintenance of policy registers, premiums, claims, and the like
41. Facilitates the development, articulation, implementation, and ownership of a financial plan/budget that is shared and supported by the school board, school councils, and the community, and approved by the Kentucky Department of Education
42. Advocates, nurtures, and sustains an environment conducive to professional growth
43. Ensures sound management of the financial resources of the district
44. Collaborates with the Superintendent, the Board, and school councils; responding to their needs and inquiries pertaining to financial reports and the budget
45. Acts with integrity, fairness, and in an ethical manner
46. Understands, responds to, and influences the larger political, social, economic, legal, and cultural context
47. Files all appropriate tax forms and retirement reports related to payroll
48. Administers debt repayments and capital obligations
49. Complies with state and federal financial reporting and accounting requirements.
50. Assists in developing guidelines and procedures that effectively resolve conflicts and support cohesiveness
51. Attends all Board meetings, and attends and/or presides over other meetings as the supervisor designates
52. Performs other responsibilities as assigned by the supervisor

Kenton County School District
Job Description: Executive Director of Finance
Job Class Number: 0040

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: ~~G30~~ **S21** on Classified Position Index **Professional Salary Schedule**
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the job will be evaluated by a Chief Operations Officer, or designee

APPROVED: 06/14/2018

Kenton County School District
Job Description: Executive Director of Human Resources
Job Class Number: 7464

TITLE: Executive Director of Human Resources

QUALIFICATIONS:

1. Holds a bachelor's degree in Human Resources, Business Administration, Educational Administration or related field
2. Minimum of five (5) years school experience
3. Administrative experience in school programs or operations
4. Experience in personnel duties in an educational setting preferred

REPORTS TO: Chief Operations Officer, or designee

SUPERVISES: Human Resource department staff

JOB GOAL: Responsible for the overall administration, coordination and evaluation of the human resource function.

PERFORMANCE RESPONSIBILITIES:

1. Administers personnel procedures in accordance with District policy and procedures and employee agreements
2. Reviews and makes recommendations for improvement of the District's policies and procedures on personnel matters
3. Communicates changes in the District's personnel policies and procedures and ensures that proper compliance is followed Maintains knowledge of industry trends and employment legislation and ensures District compliance
4. Interprets, applies and explains District policies, procedures, rules and regulations pertaining to all personnel
5. Maintains responsibility for District compliance with federal, state and local legislation pertaining to all personnel matters
6. Monitors certification and licensure of all staff to ensure proper and valid certification and licensure is held; advises staff regarding certification and recommend appropriate action when necessary
7. Assists in the review, preparation and administration of the District's wage and salary program
8. Coordinates or conducts exit interviews to determine reasons behind separations
9. Consults with legal counsel as appropriate, or as directed by the Superintendent, on personnel matters
10. Works directly with administrators to assist them in carrying out their responsibilities on personnel matters
11. Oversees the District's internship program for all positions requiring an internship year(s); including student teachers, administrators and psychologists
12. Assists with the process of ensuring all certified positions are filled by properly certified employees; reports certification information to the appropriate state agency on an annual basis; follows district policy and procedures in instances of certified staff members improperly or inadequately certified
13. Develops and maintains a human resource information system that meets the organization's personnel information needs
14. Supervises the staff of the human resource department
15. Plans and organizes work while meeting schedules and deadlines
16. Establishes and maintains cooperative and effective working relationships with others

Kenton County School District
Job Description: Executive Director of Human Resources
Job Class Number: 7464

17. Attends all Board meetings, and attends and/or presides over other meetings as the supervisor designates
18. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: ~~G30~~ **S21** on Classified Position Index **Professional Salary Schedule**
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Chief Operations Officer, or designee

APPROVED: 04/02/2000

REVISED: 06/21/2004, 04/17/2006, 06/01/2015, 12/05/2016, 01/09/2017, 06/14/2018

Kenton County School District
Job Description: Special Education Due Process Coordinator
Job Class Number: 7476

TITLE: Special Education Due Process Coordinator

QUALIFICATIONS:

1. Experience as an advocate for special education children (Bachelor's Degree required/Master's Degree preferred)
2. Has three years' experience in special education, especially strong knowledge of legal requirements
3. Knowledge and experience in special education due process compliance requirements

REPORTS TO: An Assistant Superintendent, ~~Executive Director~~, **Director of Special Education**, or designee

SUPERVISES:

JOB GOAL: To ensure district compliance according to state and federal regulations

PERFORMANCE RESPONSIBILITIES:

1. Assist in the development and training to ensure district-wide procedural compliance in special education programs
2. Demonstrate a thorough understanding of current special education regulations and Case Law
3. Provide leadership guidance in the legal implementation of special education policies and procedures, including referral, evaluations, and development of IEPs and service plans
4. Provide consultation to administrators and teachers in the legal implementation of special education programs, especially as it relates to compliance issues
5. Keep informed of legal requirements, standards and guidelines governing special education on the federal, state and local levels and work toward total district-wide compliance
6. Serve as a consultant to staff with regard to ensuring compliance with federal, state and local laws and regulations
7. Provide specific training to administrators, counselors, teachers and staff as determined by special education director
8. Review student folders to ensure timeline compliance and proper due process
9. Assist staff with data collection and all required legal documentation
10. Attend all required district and department meetings
11. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 205
- Salary Schedule: ~~G27~~ **S12** on Classified Position Index **Professional Salary Schedule**
- FLSA Status: **Exempt**

EVALUATION:

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

APPROVED: 01/24/2005

REVISED: 02/02/2005, 05/02/2011, 06/01/2015, 06/14/2018

Kenton County School District
Job Description: District Safety Coordinator
Job Class Number: 7821

TITLE: District Safety Coordinator

QUALIFICATIONS:

1. Associate Degree in Law Enforcement and/or Bachelor's degree in human resources, business administration, public administration, safety and loss prevention, insurance or related field
2. Five (5) years successful experience in the field of security/investigations and/or safety risk management
3. Accredited police officer by the Kentucky Police Officer's Standard Board
4. Demonstrated ability to communicate effectively with students, staff, parents and the community

REPORTS TO: Chief Operation Officer, **Executive Director**, or designee

SUPERVISES: None

JOB GOAL: To provide a safe learning environment for all District stakeholders so students may receive, and staff may provide, a world-class education

PERFORMANCE RESPONSIBILITIES:

1. Act as a liaison with city, county, state and federal law enforcement agencies, Juvenile Justice, and County Office of Emergency Management as it relates to the District's safety program and initiatives
2. Reviews, revises, and audits school safety procedures at all District facilities and delivers a proactive systemic security program
3. Coordinates the efforts of all School Resource Officers and program objectives
4. Assists in the planning of new and remodeled facilities regarding school safety issues
5. Plan, organize, and coordinate the district safety and loss control programs within the district
6. Coordinates investigative activities with Child Protective Services during staff investigations
7. Coordinates security services activities with county, city, municipal governments for emergency or crisis situations. Coordinate all planning, training, and response activities with all local emergency responders such as police, fire, homeland security, and the Local Emergency Planning Committee.
8. Supervises the maintenance of data related to vandalism, crimes and other offenses against property and persons. Investigate all district incidents regarding property damage, district liability, and personal injury.
9. Participates as part of the School District Crisis Response Team.
10. Serve as Emergency Management Coordinator for the district and respond to incidents as necessary.
11. Coordinate the safety management plan to meet requirements of the Asbestos Hazardous Emergency Response Act (AHERA), Occupational Health and Safety Administration (OSHA) regulations and other environmental regulations.
12. Assists with and coordinates all safety audits conducted through the Kentucky Center for Safe Schools.
13. Reviews and audits for compliance with all internal procedures for the proper care and maintenance of playground equipment
14. Reviews for compliance with all independent inspection of bleachers and athletic equipment
15. Reviews all community use of facilities applications for proper insurance requirements and to eliminate any undue risk associated with the activity for the district
16. Reviews all emergency drill reports received from each school and evaluate compliance with State regulations
17. Is "on call" on nights and weekends and carries a district issued cell phone to address emergencies

Kenton County School District
Job Description: District Safety Coordinator
Job Class Number: 7821

18. Attends to all record keeping functions, correspondence, data requests and any other requests related to duties of the position
19. Attends all required meetings, and attends and/or presides over other meetings as the supervisor designates
20. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 220
- Salary Schedule: ~~G26~~ **S13** on Classified Position Index **Professional Salary Schedule**
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of this job will be evaluated annually by Chief Operating Officer, **Executive Director**, or designee

APPROVED: 03/16/2009

REVISED: 06/01/2015, 06/14/2018