



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 to reflect "Exempt" status and the terms of employment be revised with the correct S-scale salary from the Classified Professional Salary Schedule effective 07/01/2020: Building, Grounds and Maintenance Supervisor, Bus Garage Manager, Construction Project Manager, Coordinator of Family Resource Center, KTP Social Worker, Physical Therapist, Media Coordinator/Producer, Program Specialist (Court Liaison/Homeless Coordinator), School Nurse (RN), Social Worker, Speech Language Pathologist, and Supervisor of Accounting.

APPLICABLE BOARD POLICY:

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

HISTORY/BACKGROUND:

After a review of several job descriptions and the associated responsibilities of each position, the positions referenced in this issue paper are "Exempt" from overtime rules as defined by the Federal Labor Standards Act (FLSA). The job descriptions have been updated to denote the "Exempt" status of the position and the terms of employment have been updated to reflect the correct salary schedule reference.

FISCAL/BUDGETARY IMPACT:

No fiscal impact

RECOMMENDATION:

It is recommended the following job descriptions be revised to reflect "Exempt" status and the terms of employment be revised with the correct S-scale salary from the Classified Professional Salary Schedule effective 07/01/2020: Building, Grounds and Maintenance Supervisor, Bus Garage Manager, Construction Project Manager, Coordinator of Family Resource Center, KTP Social Worker, Physical Therapist, Media Coordinator/Producer, Program Specialist (Court Liaison/Homeless Coordinator), School Nurse (RN), Social Worker, Speech Language Pathologist, and Supervisor of Accounting.

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 Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

Kenton County School District
Job Description: Buildings, Grounds Maintenance Supervisor
Job Class Number: 7435

TITLE: Buildings, Grounds and 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: Director of Facilities or designee

SUPERVISES: All maintenance, custodial, and grounds personnel

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. Organizes and implements orientation and training programs for the various segments of the maintenance staff
2. Assists in the recruitment, employment, assignment, supervision, transfer, promotion, demotion or dismissal of maintenance personnel
3. Develops a safe working environment for workers and school personnel
4. Schedules work routines for maintenance personnel
5. Recommends purchase of equipment and supplies
6. Organizes and implements a program of preventative maintenance for roofing systems, HVAC mechanical equipment and other assigned areas
7. Directs and inspects the maintenance of all buildings and grounds as to cleanliness, safety and optimal operations
8. Maintains a District facility database and work order system designed to address all repairs and preventative maintenance
9. Assumes primary responsibility for the safe conditions of lighting fixtures, electrical apparatus, fixtures, wiring, air conditioning, refrigeration, heating units, similar electric elements and plumbing in the facilities owned or operated by the district
10. Coordinates program for receiving, storing and issuing all maintenance and grounds supplies, materials and equipment
11. Conducts periodic inspection of all facilities to audit energy consumption and inspect fire safety and submits a monthly report regarding these inspections to appropriate assistant superintendent/director
12. Works collaboratively with the Support Operations Supervisor to supervise and inspect improvements and renovations performed by outside contractors and verifies completion of contracts before authorizing final payments
13. Reviews on a regular basis all security precautions and procedures
14. Responsible for all District compliance with OSHA, Underground Fuel Storage Tanks, Asbestos Management plan, Wastewater Treatment Facilities and Freon/Refrigerant Evacuation and Capture
15. Oversees the proper working condition of District owned maintenance vehicles and maintains equipment
16. Maintains and manages the District work order system including preventative maintenance schedules

Kenton County School District
Job Description: Buildings, Grounds Maintenance Supervisor
Job Class Number: 7435

- with outside contractors and internal staff
17. Oversees the District maintenance budget
 18. Assists with the annual District facility needs process
 19. Administers safety program and monitors compliance with current OSHA requirements
 20. Performs such other tasks and assumes such other responsibilities as assigned
 21. Maintains regular attendance
 22. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 230 Days
- Salary Schedule: ~~G24-S14~~on Classified Position Index Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION:

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

APPROVED: 06/16/1997

REVISED: 07/21/2003, 05/15/2006, 08/03/2015, 06/14/2018, 03/19/2019

Kenton County School District
Job Description: Bus Garage Manager
Job Class Number: 7911

TITLE: Bus Garage Manager

QUALIFICATIONS:

1. At least 10 years Diesel Mechanic or 10 years combined experience as a Mechanic and supervisor or Manager of Diesel shop
2. Demonstrates aptitude or competence in assigned responsibilities including use of computer programs
3. Possess and maintain class A or B license and be able to obtain passenger and school bus endorsements within 6 months of hire date

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

SUPERVISES: Mechanics and Assistant Mechanics and office staff

JOB GOAL: To insure that all pupil transportation vehicles are maintained in a high state of efficiency and safety, to insure that the bus garage is operated in a safe and efficient manner

PERFORMANCE RESPONSIBILITIES:

1. Is a leader and leads by example. Advocates and supports all district policies, Procedures and personnel; works cooperatively with others. Professional appearance, organized, sets standard for employees to follow
2. Schedules mechanics work projects. Can multi-task, plans and organizes. Monitors employee productivity. Verifies all time entries
3. Monitors and supervises procedure for requisitioning parts and supplies, ensuring proper documentation and records are maintained and district purchasing procedures are followed to manage cost
4. Maintains quality workmanship in all shop operations, addresses deficiencies, identifies and addresses rework. Makes regular and thorough inspections of work completed in the Bus Garage
5. Analyzes mechanical problems and schedules their correction. Assists mechanics and assistants in analyzing and determining vehicle problems
6. Instructs drivers in maintenance tasks which the driver must perform
7. Ensures timely, up-to-date and accurate records exist and are properly maintained, of a repair work, inspections, training and other such records as needed and required by law or statute. Verifies that all records are correct and complete
8. Operations to maintain cost effective and efficient performance on key cost factors such as safety, staffing, asset usage and utilization, preventative maintenance and repairs, parts inventory and fuel. Promotes a clean and safe work environment in office and shop operations
9. Is "on call" on nights and weekends and carries a district issued cell phone to address emergencies
10. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245 Days
- Salary Schedule: ~~SHOP S16~~ 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, or

Kenton County School District
Job Description: Bus Garage Manager
Job Class Number: 7911

designee

APPROVED: 11/25/80

REVISED: 1/21/14, 6/1/15, 8/3/15, 6/14/18

Kenton County School District
Job Description: Construction Project Manager
Job Class Number: 7411

TITLE: Construction Project Manager

QUALIFICATIONS:

1. Bachelor's degree in Construction Management or related field
2. Extensive experience in construction project management
3. Minimum of ten (10) years' experience in school related new construction and/or renovation project management
4. Possesses leadership and advisory abilities to effectively manage the capital construction process
5. Possess a full understanding of the Kentucky Department of Education Capital Construction process

REPORTS TO: Director of Facilities, **Executive Director, or designee**

JOB GOAL: Supervises district wide construction projects to provide a physical learning environment that is conducive for successful student achievement

PERFORMANCE RESPONSIBILITIES:

1. Serve as manager working toward full implementation of the Kenton County School District Facility Plan
2. Provide support to administrators and staff in the areas of facilities operational management
3. Supervise and works with architects, engineers, contractors, and all entities involved in the construction, equipping, and maintenance of the District Facilities
4. Prepare and maintain a construction program that reflects the design intentions of the Kenton County School District
5. Assist with the coordination and facilitation of all school level design strategies and program development
6. Prepare, maintain, and implement a construction safety plan for each construction job site
7. Coordinate with local police departments, fire departments, building inspectors, highway departments, and all utility providers regarding all construction projects
8. Prepare and maintain a facility data base that accounts for all building operation manuals and warranty information relative to each school site
9. Manage all digital drawings and hard copy drawings for each school site
10. Ensure the development of procedures and specifications for all work to be contracted by outside construction companies and provide ongoing support to the Facilities Systems Director in the preparation of bidding documents
11. Maintain the District roofing assessment, preventative maintenance and replacement program
12. Maintain a complete and thorough understanding of the most current procedures and state regulations related to the capital construction process and maintenance of school facilities
13. Coordinate the annual facility needs assessment process with each school administrator and assist in the prioritization of the same work
14. Prepare and maintain an annual budget for all capital construction improvements
15. Serves as District liaison on all Kentucky Department of Education committees related to capital construction
16. Prepare monthly reports to the Board of Education related to ongoing construction activities and related costs
17. Assist all necessary school district personnel with local planning efforts related to facility safety and space utilization
18. Manage account(s) for all school facilities and equipment in accordance with Kenton County School

Kenton County School District
Job Description: Construction Project Manager
Job Class Number: 7411

District fixed asset requirements related to school projects

19. Calculate the annual property insurance requirements in accordance with State recommended guidelines
20. Maintain the Kentucky Facilities Inventory Classification System and School Building Inventories in accordance with Kentucky Department of Education guidelines
21. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 230 days
- Salary Schedule: ~~G26~~ **S17 on Classified Professional Salary Schedule**
- **FLSA Status: Exempt**

EVALUATION:

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

APPROVED: 06/06/2011

REVISED: 06/01/2015, 08/03/2015, 05/06/2019

Kenton County School District
Job Description: Coordinator of Family Resource Center—Single School
Job Class Number: 8013

TITLE: Coordinator of Family Resource Center—Single School

QUALIFICATIONS:

1. Bachelor's degree in social work, psychology, or other related field
2. Excellent communication skills
3. Community liaison experience preferred
4. Prior school experience preferred

REPORTS TO: Assistant Superintendent, ~~Executive Director~~, Director of Reducing Barriers to Learning, Principal, or designee

SUPERVISES: None

JOB GOAL: Plan, organizes, directs, and controls all functions centered around the operations of a Family Resource Center

PERFORMANCE RESPONSIBILITIES:

1. Oversees the daily operation of the Family Resource Center
2. Consults and cooperates with school personnel in assisting the mental and emotional health of the individual student having difficulty in school
3. Performs case work service with individual students to correct those personal, social, or emotional maladjustments related to their educational and social progress
4. Gathers information from home visits that will be useful in determining how best to meet the needs of the student and his parents relative to educational emotional progress
5. Serves as liaison between home and school, presents a positive image of school, and conveys the school's genuine concern for each child
6. Supervises the referral of students to, and serves as liaison with health, welfare, police, and other community agencies
7. Assists in developing ways of involving parents in the affairs of the school and community
8. Assists school personnel in developing strategies for using community resources to help resolve family problems
9. Keeps complete up-to-date and accurate records as required by law, policy, and administrative regulation
10. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: Up to 240 Days, based on grant funding
- Salary Schedule: ~~G17 S1~~ 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 Reducing Barriers to Learning, Principal, or designee

Kenton County School District
Job Description: Coordinator of Family Resource Center-~~Single School~~
Job Class Number: 8013

APPROVED: 05/15/2000

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

Kenton County School District
Job Description: Coordinator of Summit View Family Resource & Youth Service Center
Job Class Number: 8013

TITLE: Coordinator of Summit View Family Resource & Youth Service Center

QUALIFICATIONS:

1. Bachelor's degree in social work, psychology or other related field
2. Excellent communication skills
3. Community liaison experience preferred
4. Prior school experience

REPORTS TO: Assistant Superintendent, ~~Executive Director~~, **Director of Reducing Barriers to Learning, Principal,** or designee

SUPERVISES: None

JOB GOAL: Plans, organizes, directs and controls all functions centered around the operations of a combined Family Resource and Youth Service Center

PERFORMANCE RESPONSIBILITIES:

1. Oversees the daily operation of the Family Resource and Youth Service Center
2. Consults and cooperates with school personnel in assisting with the mental and emotional health needs of the individual student having difficulty in school
3. Performs casework service with individual students to correct those personal, social, or emotional maladjustments related to their educational and social progress
4. Gathers information from home visits that will be useful in determining how best to meet the needs of the student and his parents relative to educational and emotional progress
5. Serves as liaison between home and school, presents a positive image of school, and conveys the school's genuine concern for each student
6. Supervises the referral of students to, and serves as liaison with health, welfare, police, and other community agencies
7. Assists in developing ways of involving parents in the affairs of the school and community.
8. Assists school personnel in developing strategies for using community resources to help resolve family problems.
9. Keeps complete up-to-date and accurate records as required by law, policy and administrative regulation.
10. Supervises other FRYSC program support staff
11. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: ~~Employment contingent upon yearly renewal of grant 220 Days/8 Hrs. per day~~ **Up to 240 Days, based on grant funding**
- Salary Schedule: ~~G23 S1 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 Reducing Barriers to Learning, Principal,** or designee

APPROVED: 05/19/2003

Kenton County School District
Job Description: Coordinator of Summit View Family Resource & Youth Service Center
Job Class Number: 8013

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

Kenton County School District
Job Description: Kenton Therapeutic Program (KTP) Social Worker
Job Class Number: 8882

TITLE: Kenton Therapeutic Program (KTP) Social Worker

QUALIFICATIONS:

1. An individual currently licensed by the Kentucky Board of Examiners of Psychology in accordance with KRS Chapter 319 as a:
 - a. Licensed Psychologist; or Licensed Psychological practitioner; or Certified Psychologist with Autonomous Functioning; or Certified Psychologist; or Licensed Psychological Associate; or
2. An individual currently licensed by the Kentucky Board of Social Work in accordance with KAR 201 Chapter 23 as a:
 - a. Social Worker; or Certified Social Worker; or Licensed Clinical Social Worker; or
3. An individual currently licensed by the KY Board of Licensed Professional Counselors as a:
 - a. Licensed Professional Clinical Counselor; or Licensed Professional Clinical Counselor Associate; or
4. An Advanced Registered Nurse Practitioner who has a specialty area in accordance with the American Nurses' Association Statement on Psychiatric Mental Health Clinical Nursing or Practice and Standards of Psychiatric Mental Health Clinical Nursing Practice in accordance with 201 KAR 20:057; or

REPORTS TO: Principal and assigned supervising teacher

SUPERVISES: NA

JOB GOAL: Collaboratively assesses the needs of the student and the student's family, when appropriate, and arranges, coordinates, monitors, evaluates, and advocates for a package of multiple services to meet the specific student's mental health needs. Individual will need to actively work with school systems and other service providers

PERFORMANCE RESPONSIBILITIES:

1. Provide mental health case management/case coordination and skills building supports to children in a school based setting.
2. Collaborate and/or develop individualized care (treatment) plans.
3. Provide crisis intervention and conducts risk assessments.
4. Collaboration of individualized services across all settings
5. Maintain accurate and timely documentation including and not limited to session progress notes, contact logs, releases of information, and ongoing data.
6. Work with and train staff to develop trauma informed care systems.
7. Communicate regularly with school staff and parents on student needs, goals, and interventions, including academic progress or barriers.
8. Collaboration with providers working in the home, school, and community environment.
9. Conduct counseling and educational sessions with students on an individual, small group, or whole class basis.
10. Assist with transition of students between elementary and middle schools and middle to high schools.
11. Maintain a current file of appropriate service agencies and professional consultants. Suggests appropriate person or agency to the principal for individual students
12. Assist school staff with universal student screening and individual student screening
13. Assume responsibility for his/her own professional growth and development
14. Perform other duties as assigned by the supervisor

Kenton County School District
Job Description: Kenton Therapeutic Program (KTP) Social Worker
Job Class Number: 8882

TERMS OF EMPLOYMENT:

- 187 Days
- Salary Schedule: ~~G20~~ **S3** on Classified **Professional** Salary Schedule
- **FLSA Status: Exempt**

EVALUATION:

Performance of the position will be evaluated by the principal in collaboration with the supervising teacher

APPROVED: 05/07/2018

REVISED: 06/14/2018

Kenton County School District
Job Description: ~~Licensed Physical Therapist~~
Job Class Number: 7291

TITLE: ~~Licensed Physical Therapist~~

QUALIFICATIONS:

1. Hold current licensure (Physical Therapist) in the State of Kentucky

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

SUPERVISES: None

JOB GOAL: To identify, evaluate and provide specialized services directed towards the development and maintenance of the handicapped student's physical potential or independence in all education related activities. Physical therapy is a related service in which the therapist is a member of an inter-disciplinary team whose purpose is to provide an appropriate educational program for identified handicapped students

PERFORMANCE RESPONSIBILITIES:

1. To provide physical therapy evaluations, as prescribed by a licensed physician, as part of multi- factored evaluations in areas of motor skills and coordination, self-care, muscle strength and range of motion, postural reflexes, needs for adaptive devices and/or prosthesis and vocational skills
2. To comply with local, state and federal regulations regarding due process procedures
3. To assist in the development of individualized educational goals and strategies based on evaluation data and the physician's prescription
4. To work cooperatively with local district administrators, administrators of assigned schools, teachers, parents and other support service team members
5. To provide physical therapy services designed to improve or maintain the student's physical potential or independence
6. To provide counseling and guidance for parents, students, teachers and other personnel
7. To establish a caseload in compliance with state standards and federal mandates regarding students with suspected handicaps
8. To formulate jointly formal long and short term goals to meet individual needs, to maintain complete student files for all students enrolled for service
9. To provide therapy to improve or restore strength and/or range of motion impaired or lost through illness, injury and/or deprivation as related to the educational program and encourage motor and reflex development of the child
10. To function as a consultant with the child's parent and school personnel
11. To direct and supervise the activities of the certified physical therapy assistant when appropriate
12. To instruct students, parents, teachers and other school personnel in the use of techniques and equipment
13. To assist in the provision of the specialized and adaptive equipment to aid the child in performing ambulation, physical exercises, communication skills, wheelchair activities and proper positioning
14. To make appropriate referrals to medical agencies, specialists and other professionals on a need basis and approved by parent
15. To comply with KCBE (Kenton County Board of Education) policy and procedures including protecting confidentiality of students
16. To promptly submit all administrative reports and forms by the deadline stipulated
17. To maintain professional currency and actively participate in growth and development programs
18. Perform other duties as assigned by the supervisor

Kenton County School District
Job Description: ~~Licensed Physical Therapist~~
Job Class Number: 7291

TERMS OF EMPLOYMENT:

- Length of year determined by appropriate program
- Salary Schedule: Bachelors = ~~S7~~ ~~THEB~~, Masters = ~~S9~~ ~~THEM~~
- **FLSA Status: Exempt**

EVALUATION:

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

APPROVED: 05/16/1994

REVISED: 06/01/2015, 08/30/2015, 06/14/2018

Kenton County School District
Job Description: Media Coordinator/Producer
Job Class Number: 7363

TITLE: Media Coordinator/Producer

QUALIFICATIONS:

1. Instructional Certification or willingness to pursue instructional certification in graphic design, editing, video development, or other related area
2. Television production I programming experience.
3. Other qualifications as deemed necessary by the board

REPORTS TO: Assistant Superintendent, Executive Director, or designee

SUPERVISES: None

JOB GOAL: To provide students, staff, and community with updated school information, programming, and a variety of learning opportunities to stimulate improved awareness and intellectual growth

PERFORMANCE RESPONSIBILITIES:

1. Manage, maintain, and operate the district television production facility
2. Produce "Inside Kenton County Schools ", "Kenton County Specials ", and " Sportsbeat" programs which highlight student/ staff success
3. Coordinate and schedule school originated programming for cable television; cooperative programming on all PEG Channels
4. Generate school news for our KCS channel
5. Work cooperatively with other academic departments to support the development of media opportunities for students through communications/media classes at every level, morning announcements, weekly specials, graphics, training, etc.
6. Provide instructional training for students and staff, including training on video/media skills, network and high end video productions (with animation)
7. Provide technical support services for librarians/media specialist
8. Serve as liaison with KET, Insight, NKU, Telecomm Board of NKY, others
9. Provide consultation for technical needs, maintenance, new construction, equipment procurement and training
10. Serve on the District Committees, including Technology, Ambassadors, Communication, and Community Engagement
11. Produce KCS District Video Projects: Technology, Primary, Introductions, Presentations, Transportation, and other departmental areas
12. Conduct presentations, speaking engagements, seminars, etc
13. Provide video duplication services for district needs
14. Produce 30 sec. Commercials for Insight highlighting our programs and events
15. Produce Kenton County graduation videos as requested
16. Video production of numerous KCS activities: Spelling Bee, Academic Meet, Talent Shows, Plays, Sports, Media Requests, and other events of district level interest
17. Cooperative projects with the Telecomm Board of NKY
18. Cooperative work with the Chamber of Commerce
19. Coordinate Educational CATV programming in the summer
20. CATV and production work on snow days. Update information, editing, etc
21. Equipment and resource acquisition from various sources: WKRC, business contributions, donations, etc

Kenton County School District
Job Description: Media Coordinator/Producer
Job Class Number: 7363

22. Provide technical direction for special media projects and television productions
23. Design multi-media school system productions as needed for special media projects
24. Coordinate activities of personnel assigned to various special media projects
25. Remain current on technologies and consult the district on the best use of current networking tools that can be made available to the school community
26. Perform related duties as requested by the Superintendent or Deputy Superintendent
27. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 220/~~215~~ Days
- Salary Schedule: ~~G26~~-S13 on Classified Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION:

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

APPROVED: 05/21/2001

REVISED: 07/21/2003, 10/19/2009, 06/21/2015, 06/14/2018

Kenton County School District
Job Description: Program Specialist (Court Liaison / Homeless Coordinator)
Job Class Number: 7332

TITLE: Program Specialist (Court Liaison / Homeless Coordinator)

QUALIFICATIONS:

1. B.A./B.S./B.S.W. Degree
2. Judicial Experience
3. Experience working in school setting
4. Work Experience as it relates to working with at risk youths
5. Knowledge of DCBS policies and procedures

REPORTS TO: Assistant Superintendent, Executive Director, or designee

SUPERVISES: None

JOB GOAL: To provide expertise and experience in the areas of attendance, court liaison, student discipline, due process compliance and grant writing. To assess educational needs of homeless students and families, develop intervention strategies and utilize student support services that integrate local community involvement.

PERFORMANCE RESPONSIBILITIES:

1. Monitor excessive student absenteeism and habitual truancy
2. Visit the homes of at-risk students and families
3. Serve as a liaison with the juvenile court system. This includes regular attendance at juvenile court and maintaining ongoing contact with the CDW's and DCBS offices and the prosecuting attorney's office
4. Use broad knowledge of community services to assist families and students
5. Provide oversight of the district attendance program
6. Work collaboratively with Family Resource / Youth Service Centers, Title 1 support staff, ESS staff, and school psychologist, building counselors to identify and assist targeted students
7. Coordinate transportation when needed
8. Work collaboratively with supervisor to actively pursue grant resources to support and supplement program and services for at risk services
9. Work to reduce barriers so homeless students have access to summer school and extracurricular activities
10. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 205 Days
- Salary Schedule: ~~G25~~ **S10 on Classified Professional Salary Schedule**
- **FLSA Status: Exempt**

EVALUATION:

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

APPROVED: 05/06/2013

REVISED: 06/21/2015, 06/14/2018

Kenton County School District
Job Description: School Nurse - RN Certified
Job Class Number: 1070 TBD / 7261

TITLE: School Nurse - RN Certified

QUALIFICATIONS:

1. ~~Hold EPSB Certificate as well as being a Registered Nurse in the State of Kentucky or proof of temporary work permit issued by the Kentucky Board of Nursing~~
2. Agree to uphold the Nurse Practice Act for Registered Nurses as set forth by the Kentucky Board of Nursing. ~~This , which will shall~~ include maintenance of acting nursing license, accumulating continuing education hours as required by the Kentucky Board of Nursing
3. Bachelor's Degree in Nursing for Classified Professional Salary Schedule
4. Associate's Degree in Nursing for Classified Employees Salary Schedule

REPORTS TO: ~~Assistant Superintendent, Executive Director~~ Director of Health Services, School Health Coordinator, or designee

SUPERVISES: None

JOB GOAL: To make sure the special health needs of students are met and to promote a positive health orientation for these students

PERFORMANCE RESPONSIBILITIES:

1. Dispense medication to students, maintain accurate records of medications given and maintain secure storage thereof. Assist principal in securing parental permission for medications.
2. Provide for medical needs of students as dictated by school admission and release committee (ARC). This may involve occasional dressing change or application, blood pressure checks, bronchial suctioning, assistance during seizures or other treatments a registered nurse is authorized to give.
3. Provide first aid to students as needed and assist staff in learning various first aid procedures
4. Confer with principal, staff and parents and recommend various medical or social work specialists as the students' health needs may require.
5. Maintain required medical records, assisting teachers as needed in periodic screenings and checking of immunizations, etc.
6. Serve as consultant on health related matters in school curriculum and in conferences with parents involving health related matters.
7. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 187 Days
 - RN (BSN/Bachelor's Degree) = Exempt
 - RN (Associate's Degree) = 7 hours
- Salary Schedule: ~~Certified Teacher Schedule~~
 - RN (BSN/Bachelor's Degree) = S3
 - RN (Associate's Degree) = G16
- FLSA Status:
 - Exempt – BSN (Bachelor's Degree)
 - Non-Exempt – RN (Associate's Degree)

EVALUATION: Performance of the position will be evaluated by an ~~Assistant Superintendent, Executive Director~~ Director of Health Services, School Health Coordinator, or designee

Kenton County School District
Job Description: School Nurse - **RN** Certified
Job Class Number: ~~1070~~ TBD / 7261

APPROVED: 04/18/1983

REVISED: 06/01/2015, 08/03/2015, 06/14/2018

Kenton County School District
Job Description: Social Worker
Job Class Number: 7882

TITLE: Social Worker

QUALIFICATIONS:

1. Bachelor's Degree in Social Work

REPORTS TO: Assistant Superintendent, Executive Director, or designee

SUPERVISES: None

JOB GOAL: Provides individual, group and family counseling services. Counsel students with problems with impede learning and result in unacceptable social behavior in the educational setting. Provide school-related social service needs of the students enrolled

PERFORMANCE RESPONSIBILITIES:

1. Conducts counseling and educational sessions with elementary students on an individual and small group basis
2. Confers with itinerant teachers, classroom teachers, principal and supervisors in order to assess current needs of elementary students
3. Conducts whole class sessions as needed
4. Conducts home visits, as appropriate
5. Administers appropriate diagnostic tests to elementary students and interprets the results, as warranted, to teachers, principals, parents and students
6. Maintains a current file of appropriate service agencies and professional consultants. Suggests appropriate person or agency to the principal for individual students
7. Assists with transition of students between elementary and middle schools
8. Keeps a daily log of conferences with students, teachers, and parents and appropriate others
9. Assumes responsibility for his/her own professional growth and development
10. Participates in the student assistance team
11. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 185 Days
- Salary Schedule: ~~CFRC~~ S2 on Classified Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION:

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

APPROVED: 09/21/1998

REVISED: 06/01/2015, 08/03/2015, 06/14/2018

Kenton County School District
Job Description: Speech Language Pathologist
Job Class Number: 7294

TITLE: Speech Language Pathologist

QUALIFICATIONS:

1. Master's Degree in Communication Disorders
2. **Licensure issued by Kentucky Board of Speech-Language Pathology and Audiology**
3. ~~State of Kentucky Teaching Certificate in Communication Disorders (preferred)~~

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

SUPERVISES: None

JOB GOAL: To enable students to develop communication skills needed to achieve and derive benefit from academic and social interactions

PERFORMANCE RESPONSIBILITIES:

1. Conducts screenings and evaluation of students with communicative or hearing disorders
2. Evaluates and diagnoses speech and language disorders according to the Kentucky Eligibility Guidelines
3. Develops and implements individualized education plans (IEP) to meet the unique needs of each student receiving therapy services
4. Develops appropriate service delivery models to meet the needs of students
5. So Refers students to other professional and community agencies as needed
6. Consults with classroom teachers and other school personnel to facilitate carryover of therapy gains into classroom activities
7. Provides information, support and guidance regarding communication to parents/guardians and families
8. Assists teachers in the identification of students with communicative disorders
9. Maintains records and progress data for students evaluated and receiving services
10. Engages in personal professional growth
11. Demonstrates professional ethics and leadership
12. Coordinates services with other school programs
13. Demonstrates proficiency in oral and written communication
14. Adheres to school district rules, administrative procedures, local board policy, and state and federal regulations
15. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 187 Days
- Salary Schedule: Masters-SPTM = S5; ~~Rank 1-SPTM~~ **Masters + Certificate in Communication Disorders = S6; Classified 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: 11/25/1980

Kenton County School District
Job Description: Speech Language Pathologist
Job Class Number: 7294

REVISED: 03/15/2004. 06/01/2015, 08/13/2015, 06/14/2018

Kenton County School District
Job Description: Supervisor of Accounting
Job Class Number: 7161

TITLE: Supervisor of Accounting

QUALIFICATIONS:

1. Bachelor's degree in a business related field with at least five years of Kentucky school finance and MUNIS experience or 10 years minimum experience in Kentucky school finance
2. Must be knowledgeable about generally accepted accounting principles (GAAP) for governments
3. Ability to process a variety of financial transactions in the MUNIS financial and personnel system
4. Ability to train and coach bookkeepers and school secretaries in using financial software
5. Must be able to use spreadsheets, word processing and financial software; knowledge of Microsoft Office preferred
6. Must possess ability to establish and maintain effective working relationships with other employees and the general public
7. Possess ability to understand and follow oral and written instructions
8. Must possess ability to maintain various accounting subsidiary records and coordinate activities with other employees and auditors

REPORTS TO: Assistant Superintendent, Executive Director, or designee

SUPERVISES: Assigned team members of the Finance department

JOB GOAL: Position is responsible for maintaining accounting records and preparing financial reports of Kenton County Schools

PERFORMANCE RESPONSIBILITIES:

1. Assists with ensuring the accurate representation of financial transactions within the financial accounting system (MUNIS) and the efficient operation of the accounting department
2. Maintains and monitors accounts receivable records in MUNIS
3. Maintains MUNIS/KDE Chart of Accounts
4. Works with grant managers in developing and monitoring budgets
5. Monitors all grant budgets, expenditures and performs budget analysis and status on grant awards
6. Completes all grant financial reporting submissions and requirements
7. Prepares budget amendments as required
8. Prepares and/or reviews journal entries
9. Assists with the month-end and year-end closing process.
10. Serves as primary liaison with human resources, payroll, budget and grant administrators to ensure employees are charged to the correct account code; makes correcting journal entries as needed.
11. Assists with the preparation of the Annual Financial Report and accompanying schedules and requirements for the annual audit.
12. Acts as primary resource for school bookkeepers regarding accounting procedures for school activity funds, conducts mini-audits of their financial records and provides direction in the efficient use of accounting software modules to create accurate representation of transactions and reports.
13. Acts as supervisor of other accounting and payroll staff in the absence of the Executive Director of Finance.
14. Prepares monthly financial reports to for department managers and building administrators.
15. Assists in benefits and payroll reporting as necessary.
16. Supervises all Fixed Asset Processing including recording, asset tagging, inventory and reconciliation.

Kenton County School District
Job Description: Supervisor of Accounting
Job Class Number: 7161

17. Performs research and analysis required to improve/expand automated processes utilizing the MUNIS Financial System. This includes Human Resources, Accounts Payable, Payroll, Fixed Assets, Budget and Financial Reporting,
18. Serves as primary support for MUNIS User Training including development of MUNIS User Manuals and Instructions.
19. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: ~~G20~~ **S8** on Classified **Professional Salary Schedule** ~~Position Index~~
- **FLSA Status: Exempt**

EVALUATION:

Performance of the position will be evaluated by the Executive Director of Finance or other appropriate administrator.

APPROVED: 07/02/2012

REVISED: 06/01/2015