

## **Account Clerk I**

Reports to –Superintendent

Input and maintain purchasing and accounts payable and receivable records. Backup other Central office personnel as necessary.

### **PERFORMANCE RESPONSIBILITIES**

1. Enter requisitions and run purchase orders
2. Balance batch totals to assure input data is accurate and complete
3. Maintain and run fixed asset projects and records
4. Check Activity fund monthly payments before board meeting and match checks to invoices
5. Back up Account Clerk for Activity Fund Deposits.
6. Prepare and enter all purchase orders into MUNIS system for payment
7. Maintain accurate and current files, records and data base files
8. Receive and deposit all accounts receivable checks
9. Complete cash requests for Federal Programs
10. Other duties as assigned

### **PHYSICAL DEMANDS**

Must be able to work in all office setting in the District

### **MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.
2. General knowledge of office equipment and word processing procedures
3. Type at an acceptable rate of speed
4. Experience in general clerical or data entry work
5. Basic knowledge of computer software programs such as Microsoft Office Suite
6. Demonstrates ability to make independent decisions/judgments about work priorities.

Approved by: \_\_\_\_\_

Board Chairperson

Date: April 30, 2012

Revised: April 24, 2018

Reviewed and agreed by: \_\_\_\_\_

Employee

Date: \_\_\_\_\_

## **Account Clerk II**

Reports to – Finance Officer and Superintendent

To provide assistance to complete all required tasks to implement all Activity fund accounts; Maintain and assist with Fund Raising activities. Backup other Central Office personnel as necessary.

### **PERFORMANCE RESPONSIBILITIES**

1. Provide general support to Central Office Directors
2. Knowledge of EPES computer software on a daily basis to create purchase orders, issue payments to individuals or companies and keep records of each individual activity account. (Approx. 90+ activity accounts).
3. Responsible for issuing payment and standard invoice to all officials scheduled for each sporting event.
4. Responsible for collection/receipts to secretaries, sponsors of monies for field trips, club dues and student related events.
5. Responsible for issuing payment for monthly bills generated from club sponsors and/or coaches.
6. Responsible for monthly reports of checks for approval by board.
7. Assist in monthly and annual activity fund reconciliation.
8. Communicate with Principals and Sponsors regarding Activity Fund compliance requirements.
9. Assure Principals and Sponsors are aware of activity fund balances and safeguard activity funds from overexpenditure.
10. Responsible for making daily Activity Fund bank deposits
11. Maintain and assist with Fund Raising activities and reports
12. Prepare Tentative and Working Budgets for Activity Funds to Finance Officer.
13. Any duties as requested by the Finance Officer or Superintendent
14. Back up for Account Clerk I for substitutes and General fund deposits.
15. On rotation schedule traveling to each school each day at assigned times for pickup of any and all items that need to come to Central Office
16. Assist independent auditor with annual audit.
17. Complete paperwork and enter pertinent data into personnel for all new employees.
18. Assist new employees in benefits enrollment and assure compliance with benefits programs.

### **PHYSICAL DEMANDS**

Travel from building to building, must be able to work in all office setting in the District

### **MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.
2. Basic knowledge with computer software programs such as Microsoft Office, Power Point and Excel
3. Experience in general office duties
4. Experience in general accounting duties

Approved by: \_\_\_\_\_

Board Chairperson

Date: October 27, 2015

Revised 6/20/17

Reviewed and agreed by: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

7/16/19

## **Building Maintenance Worker**

Reports to – Maintenance Supervisor

Coordinates and performs custodial and maintenance duties to protect and preserve the school building, grounds, equipment and furnishings. Provides instruction and monitors assigned staff. Keeps the building principal and supervisor of maintenance informed about maintenance concerns and emerging issues. Maintains and operates all grass cutting equipment, supervises grass cutting crew, keeps all grass cut in assigned area, and assures foreman that operation rules and lawn care program are followed.

### **PERFORMANCE RESPONSIBILITIES**

1. Performs preventative and predictive maintenance in building as assigned
2. Repairs minor breakdowns of maintenance in assigned building
3. Answers all Help Tickets that are assigned according to department procedures in a timely fashion.
4. Assumes responsibility for proper use of tools assigned and security of the tools within the building.
5. Assumes responsibility for personal safety and the safety of others regarding the assigned job.
6. Provides information to the Maintenance Supervisor for materials to be purchased to complete building maintenance.
7. Performs other duties as assigned by the Maintenance Supervisor
8. Monitors building conditions during working hours. Recognizes when problems may be developing and immediately reports suspected problems and/or unsafe conditions to the building principal. Maintains clear routes to fire exits.
9. Coordinates preparation and clean-up activities for building events
10. Monitors inventories and reorders supplies to maintain reliable service levels
11. Complies with safety regulations and environmental laws. Works as an effective leader; demonstrates professionalism and contributes to a positive work environment
12. Keeps grounds in assigned area properly maintained.
13. Performs grounds work duties as needed.

### **PHYSICAL DEMANDS**

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

### **MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D. with three (3) years successful experience in general maintenance
2. Basic skills in all maintenance trades
3. Prefer Industry certification

Approved by: \_\_\_\_\_

*Harvey S. Duss*  
Board Chairperson

Date: July 16, 2019

Reviewed and agreed by: \_\_\_\_\_

Employee

Date: \_\_\_\_\_

## **Building Maintenance Worker**

*changed  
7/16/19*

Reports to – Maintenance Director

Coordinates and performs custodial and maintenance duties to protect and preserve the school building, grounds, equipment and furnishings. Provides instruction and monitors assigned staff. Keeps the building principal and supervisor of maintenance informed about maintenance concerns and emerging issues. Maintains and operates all grass cutting equipment, supervises grass cutting crew, keeps all grass cut in assigned area, and assures foreman that operation rules and lawn care program are followed.

### **PERFORMANCE RESPONSIBILITIES**

1. Performs preventative maintenance in building as assigned
2. Repairs minor breakdowns of maintenance in assigned building
3. Makes withdrawals for all material used from stock.
4. Writes work orders on all work that has been completed within the assigned building.
5. Assumes responsibility for proper use of tools assigned and security of the tools within the building.
6. Assumes responsibility for personal safety and the safety of others regarding the assigned job.
7. Provides information to the manager of renovations for materials to be purchased to complete building maintenance.
8. Performs other duties as assigned by the Maintenance Director
9. Supervises assigned staff, schedules subs, coordinates custodial schedules in collaboration with Maintenance Director
10. Supervises assigned staff, schedules substitutes as needed; coordinates schedules in collaboration with Director of Maintenance.
11. Monitors building conditions during working hours. Recognizes when problems may be developing and immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.
12. Coordinates preparation and clean-up activities for building events
13. Monitors inventories and reorders supplies to maintain reliable service levels
14. Complies with safety regulations and environmental laws. Ensures that custodial supplies are labeled and stored safely
15. Works as an effective leader; demonstrates professionalism and contributes to a positive work environment
16. Keeps grounds in assigned area properly maintained.
17. Performs grounds work duties as needed.

### **PHYSICAL DEMANDS**

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

### **MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D. with three (3) years successful experience in general maintenance
2. Ability to work with limited supervision
3. Basic skills in all maintenance trades
4. Ability to climb
5. Available to respond to building and/or service emergencies
6. Prefer certification in Basic Trade (Plumbing, electrical, HVAC)

Approved by: Harvey S. Davis  
Board Chairperson

Date: January 25, 2010

Revised: 6/20/17

Reviewed and agreed by: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

## **Administrative Assistant/Human Resource Generalist**

Reports to - Superintendent

Provides high-level administrative support to the superintendent and other administrators to ensure accuracy of data and communications necessary to support the management and administration of the District.

### **PERFORMANCE RESPONSIBILITIES**

1. Preparing agenda/minutes and all documents necessary for electronic board meetings using emeeting web based system
2. Conducts research on issues and concerns directed to the superintendent's office and prepares correspondence in response.
3. Maintains communication with the superintendent regarding issues and concerns affecting the District.
4. Drafts correspondence on behalf of the superintendent and other administrators.
5. Transcription of expulsion hearing and employee appeals meetings
6. Coordinating Opening day celebrations
7. Tracking board member required hours and making arrangements for necessary conferences
8. Ensuring yearly updates are processed for Employee and Coaches Handbooks
9. Posting job vacancies in Applitrack, tracking resignations/retirements/non-renewals/hirings, scheduling new hire on-boarding; maintenance of Applitrack on-line employment system.
10. Enter new employees into the MUNIS system.
11. Assist new employees in benefits enrollment and assure compliance with benefits programs.
12. Complete paperwork and enter pertinent data into personnel for all new employees.
13. Create and maintain employee job descriptions
14. Maintain current policies and ensure policy revisions are processed
15. Provide support for Safe Schools, update safety procedures and emergency procedure manuals and attend meetings for same as necessary.
16. Process general office support to include:
  - Scheduling appointments for Superintendent
  - Preparing press releases
  - Maintaining all newspaper ad information
  - Preparing requisitions for central office supplies, board member travel, etc. and tracking payment(s) of same
  - Processing all background checks and maintaining records of same for employees
  - Assistants with travel arrangements, registration and conference fees
17. Coordinate and Facilitate Volunteer/Confidentiality training districtwide
18. Track and confirm all volunteer hours to Superintendent and Principals for school report card
19. Responsible for all aspects of The Raptor Volunteer Management System including implementation, training, reports, updates and technical support
20. Plan and publicize all Title I mandatory meetings for each building and district
21. Create and send all Title I mandated surveys for each school and the district
22. Keep all Title I Parent Involvement paperwork for compliance
23. Performs other duties as assigned by the superintendent

### **PHYSICAL DEMANDS**

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

### MINIMUM QUALIFICATIONS

1. Prefer a Bachelor's Degree in Business Administration or a related field or has five years' experience in Administrative Supervision.
2. Demonstrates strong verbal and written communication skills with the ability to compose independent correspondence, proofread letters, memos and reports using managerial communication skills.
3. Demonstrates proficiency in a variety of office software, including Outlook, Microsoft Office Suite and ability to maintain office technology proficiently as it evolves.
4. Demonstrates ability to present a positive impression while interacting professionally with a diverse population of staff, students, parents and other members of the community.
5. Demonstrates ability to handle highly confidential matters and materials with discretion.
6. Demonstrates strong analytical problem-solving and organizational skills with acute attention to detail.
7. Demonstrates ability to make independent decisions/judgments about work priorities.

Approved by: \_\_\_\_\_

*Betsy Burgett*  
Board Chairperson

Date: April 24, 2018

Reviewed and agreed by: \_\_\_\_\_

Employee

Date: \_\_\_\_\_

## **Building Maintenance Worker**

Reports to – Maintenance ~~Director~~ Supervisor

Coordinates and performs custodial and maintenance duties to protect and preserve the school building, grounds, equipment and furnishings. Provides instruction and monitors assigned staff. Keeps the building principal and supervisor of maintenance informed about maintenance concerns and emerging issues. Maintains and operates all grass cutting equipment, supervises grass cutting crew, keeps all grass cut in assigned area, and assures foreman that operation rules and lawn care program are followed.

### **PERFORMANCE RESPONSIBILITIES**

1. Performs preventative and predictive maintenance in building as assigned
2. Repairs minor breakdowns of maintenance in assigned building
3. ~~Makes withdrawals for all material used from stock.~~
4. Answers all Help Tickets that are assigned according to department procedures in a timely fashion. ~~Writes work orders on all work that has been completed within the assigned building.~~
5. Assumes responsibility for proper use of tools assigned and security of the tools within the building.
6. Assumes responsibility for personal safety and the safety of others regarding the assigned job.
7. Provides information to the Maintenance Supervisor ~~manager of renovations~~ for materials to be purchased to complete building maintenance.
8. Performs other duties as assigned by the Maintenance Supervisor ~~Director~~
9. ~~Supervises assigned staff, schedules subs, coordinates custodial schedules in collaboration with Maintenance Director~~
10. ~~Supervises assigned staff, schedules substitutes as needed, coordinates schedules in collaboration with Director of Maintenance.~~
11. Monitors building conditions during working hours. Recognizes when problems may be developing and immediately reports suspected problems and/or unsafe conditions to the building principal immediately. Maintains clear routes to fire exits.
12. Coordinates preparation and clean-up activities for building events
13. Monitors inventories and reorders supplies to maintain reliable service levels
14. Complies with safety regulations and environmental laws. ~~Ensures that custodial supplies are labeled and stored safely.~~
15. ~~Works as an effective leader; demonstrates professionalism and contributes to a positive work environment~~
16. Keeps grounds in assigned area properly maintained.
17. Performs grounds work duties as needed.

### **PHYSICAL DEMANDS**

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

### **MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D. with three (3) years successful experience in general maintenance
2. ~~Ability to work with limited supervision~~
3. Basic skills in all maintenance trades



~~4. Ability to climb~~

~~5. Available to respond to building and/or service emergencies~~

~~6. Prefer Industry certification certification in Basic Trade (Plumbing, electrical, HVAC)~~

Approved by: \_\_\_\_\_  
Board Chairperson

Date: June 19, 2018  
Revised: \_\_\_\_\_

Reviewed and agreed by: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

## **Concession Manager**

Reports to – Athletic Director and Building Principal

To assure the smooth, efficient operations of the concession stand

### **PERFORMANCE RESPONSIBILITIES**

1. Order, stock and maintain inventory of concession stand.
2. Reconcile all transactions of purchasing, sales, receipts. Prepare deposits.
3. Document profit/loss.
4. Staff and organize concession area for each event. Provide adult or responsible student workers.
5. Maintain a clean, presentable work environment.
6. Ensure health precautions/standards are maintained.

### **PHYSICAL DEMANDS**

The work is performed while standing

### **MINIMUM QUALIFICATIONS**

1. Certified Staff Person
2. Ability to read/write/speak English and to understand directions, both written and oral
3. Interest in foodservice, children and in the school program.

Approved by: Harold D. Dask  
Board Chairperson

Date: 2/3/17

Reviewed and agreed by: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

## **Curriculum Coach**

Reports to –Principal

Provide strategies to increase student achievement in various subjects through improved instruction

### **Performance Responsibilities**

1. Model enthusiasm, commitment and intensity for instruction
2. Observe in classrooms on a regular basis for supporting teacher's correct instruction and to offer plans for improvement
3. Organize and lead regular team level meetings to address needed improvements in instruction
4. Organize the assessment process and information to better plan instruction
5. Assist in selecting material needed to improve instruction: software, manipulatives, text and programs
6. Communicate gains, concerns, and needs between stakeholders in instruction: teachers, parents, administrators, board members and students
7. Curriculum coach will help create multiple assessments at the appropriate DOK level
8. Continually trains in improved methods of instruction
9. Will identify and implement specific interventions
10. Participate in Horizontal and Vertical Alignment
11. Provide and organize a digital curriculum

### **Physical Demands**

The work is performed while standing or sitting.

### **Minimum Qualifications**

1. Master's Degree
2. Background in specific content instruction
3. Documented experience with best practice instruction
4. Leadership potential that will positively influence all instruction
5. Must attend content training provided by OVEC, NKCES or KDE

Approved by: Hanna S. Davis  
Board Chairperson

Date: \_\_\_\_\_  
Revised: 6/20/17

Reviewed and agreed by: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

## **Director of Student Achievement**

Reports to – Superintendent

The Director of Student Achievement is responsible for bringing evidence-based practices into classrooms by working with school leaders and leveraging state and local grant dollars. Focus will be on support for teachers, coaches, and school leaders around evidence-based instructional strategies and the instructional coaching process with the goals of increasing student engagement, improving student achievement, and building teacher capacity in schools.

### **Performance Responsibilities**

- 1) Provide leadership in all district programs relating to curriculum and instruction.
  - Coordinate across district offices to ensure high quality instruction is being implemented and monitored.
  - Work with the school leadership (principals, coaches, SBDM) in all buildings to formulate a well-designed and delivered curriculum rich in authentic literacy and math
  - Coordinates the work of curriculum coaches who provide special support to the schools
  - Promote the utilization of action research, common formative assessments, and summative assessments to adjust classroom instruction.
  - Facilitate conversations about transition between schools
  - Provide support in analyzing student assessment data (*ACT, MAP, SNAP, CERT, COMPASS, KYOTE, WorkKeys and KOSSA*).
  - Provide oversight and training over the District Evaluation Plan and KTIP. This is to include a onboarding process for all employees new to the district.
  - Professional Development is vital to the development of staff and forward movement of our district. Ensure each building is conducting effective PD for all staff and monitoring effectiveness.
- 2) Coordinate and facilitate the selection and purchase of instructional materials in the district.
  - Manage the instructional materials (textbook) purchasing program at a district level by working with principals and SBDM Councils.
  - Provide teachers resources related to instruction and curriculum.
  - Coordinate and Evaluate results from building wide assessments (CERT/MAP) used to track student learning and growth.
- 3) Leads in the evaluation of instructional methods and programs, recommending how such methods and programs could be replicated in the district.
  - Promote and coordinate the implementation of research based instructional strategies.
  - Gathering, analyzing, and interpretation of data that supports improving instruction
  - Coordinate district wide efforts in creating a common system of classroom walkthroughs
  - Promote writing across the curriculum to increase student achievement.
- 4) Encourage and support the implementation of **technology and innovative strategies** in the classroom.
  - Encourage teachers to integrate technology into lessons (Google Classroom, Google apps, Chromebooks, etc.)
  - Facilitate operation and expansion of dual credit opportunities at the high school and the ILEAD Academy.
  - Responsible for all areas of Career and Technical Education in the district to include data entry and review, coordination with Area Technology Centers, and career pathway design.
- 5) Work positively toward meeting identified **district and building improvement goals**.
  - Coordinate and submit the District Improvement Plan each year to KDE.
  - Meet regularly with principals/SBDM to coordinate instructional activities related to the district and school improvement plans

- Active member of the district strategic plan team with direct responsibility for the STUDENT Goals

7) Assist with **development** of district curriculum, instruction and assessments.

- Facilitate and promote a district wide system of standards based instruction.
- Collaborate with school administration and teachers to review and develop aligned curriculum components including common formative assessments.
- Assist teachers in aligning their teaching with appropriate standards, curriculum and assessments.

8) Plan, budget and manage state and local grant programs to include ESS, Title I, Title II, Gifted/Talented, Rural and Low Income to ensure we maximize resources in meeting student needs.

- Work with the district finance officer to ensure budgets are utilized fully and are in compliance with state and federal guidelines.
- Enter required data into the GMAP system
- Evaluate expenditures yearly and adjust to meet changing district and student needs
- Provide oversight and direction to the GT program to include scheduling of GT teacher into buildings, services offered, development of service plans.

9) Serve as the District Assessment Coordinator

- Coordinate with KDE to ensure all elements of the stated and federal assessments are administered in compliance with standards
- Ensure building level assessment coordinators are trained and conduct required training with staff members
- Review all student data before and after testing to ensure data is reported correctly
- Stay current and ensure building administrators have latest information that relates to assessment.

10) Carry out projects that are assigned by the superintendent to enhance the over-all operation of the district.

11) Prepare and deliver reports related to program effectiveness and monitoring to the superintendent and Board of Education, including recommendations for new policies or revisions to existing policies as conditions change

12) Demonstrate effective administrative skills, communication skills, organizational skills, problem-solving and decision-making skills

13) Demonstrate a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities.

14) Demonstrate positive, professional relationships with district personnel, parents and community.

#### **Minimum Qualifications**

1. Principal Certification Required
2. Instructional Supervisor Certification Preferred
3. Prefer 5 years' administrative experience
4. Knowledge of State and Federal Grants

Approved by: Hans D. Davis  
Board Chairperson

Date: 6/20/17

Reviewed and agreed by: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

## Maintenance Director

Reports to - Superintendent

Manages the district's general maintenance program.

*changed  
7/16/19*

### PERFORMANCE RESPONSIBILITIES

1. Supervises and coordinates activities of general maintenance employees.
2. Studies production schedules, estimates worker-hour requirements for completion of job assignment and establishes or adjusts work procedures to meet production schedules, using knowledge of capacities of machines and equipment.
3. Enforces all policies and regulations.
4. Interprets specifications, blueprints, and job orders and assigns duties to foremen.
5. Recommends measures to improve production methods, equipment performance, and quality of product, and suggests changes in working conditions and use of equipment to increase efficiency of shop, department or work crew including analyzing and resolving work problems and initiating or suggesting plans to motivate employees.
6. Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures.
7. Estimates, requisitions, and inspects materials.
8. Confers with other managers to coordinate activities of individual departments as required.
9. Confers with workers' representatives in attempt to resolve complaints.
10. Performs other duties as assigned by the Superintendent or designee

### PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

### MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Five (5) years successful experience in the building trade
3. Experience in supervision of work force
4. Working knowledge of current materials, laws, and codes of the building trade
5. Valid driver's license

Approved by: \_\_\_\_\_

Board Chairperson

Date: January 25, 2010

Revised: 6/20/17

Reviewed and agreed by: \_\_\_\_\_

Employee

Date: \_\_\_\_\_

## **Nurse**

Reports to – Director of Special Education

Identify and assist with Coordinated School Health programs and services for students. Cooperates with the building principal and staff.

### **PERFORMANCE RESPONSIBILITIES**

1. Promotes wellness and performs/arranges for the prevention and control of communicable diseases
2. Collaborates and consults with to identify health-related issues and assists with applicable programs for students and parents health-related needs.
3. Establishes and maintains all necessary equipment and supplies for the school health room.
4. Administers medication and/or treatment as authorized by the student's health care provider as needed and according to district guidelines.
5. Observes, monitors and cares for sick and injured students until the parents arrive at school to pick them up.
6. Assists with health screenings; height, weight, vision, hearing and other health related assessments as needed and applicable to state regulations and school programs being implemented
7. Assists with, secures and maintains health records and forms, including immunizations, physicals, Primary Care Provider Authorization forms, vision exams, etc. and prepares necessary forms and reports according to program standards.
8. Provides health education sessions for students, and staff. Acts as a resource for staff wellness programs.
9. Communicates with community health agencies to ascertain resources available to students in need.
10. Counsels and applies procedures to safeguard students' life and health according to district guidelines and direction of Gallatin County Schools.
11. Collaborates with the various teams of district departments and other community agencies in developing, monitoring, and implementing Comprehensive School Health programs and activities.
12. Duties will include performance of medical services, for which training will be provided.
13. Performs other duties as assigned by the Principal.
14. Serves as the Health Coordinator for the District and supervises Health Assistant

### **PHYSICAL DEMANDS**

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

### **MINIMUM QUALIFICATIONS**

1. Current license as a Kentucky Registered Nurse (RN)
2. One (1) year successful experience with pediatrics/adolescent nursing care

Approved by: \_\_\_\_\_

Board Chairperson

Date: January 25, 2010

Revised: 6/20/17

Reviewed and agreed by: \_\_\_\_\_

Employee

Date: \_\_\_\_\_

## **Receptionist/Activity Funds Clerk**

Reports to –Superintendent and/or DPP

To provide assistance to all district administrators; Assumes responsibility for performing any assigned secretarial and clerical duties that are needed for the efficient operation of central office.

### **PERFORMANCE RESPONSIBILITIES**

1. Answer phones
2. Effectively deal with parent complaints
3. District wide volunteer background check process
4. Provide secretarial support for all administrators
5. Create purchase orders, issue payments to individuals or companies and keep records of each individual activity account. (Approx. 90+ activity accounts)
6. Responsible for issuing payment for all activity fund invoices
7. Responsible for running a monthly report
8. Assist in monthly and annual activity fund reconciliation.
9. Communicate with Principals and Sponsors regarding Activity Fund balances and compliance requirements.
10. Responsible for making Activity Fund bank deposits as needed
11. Maintain and assist with Fund Raising activities and reports
12. Prepare Tentative and Working Budgets for Activity Funds to Finance Officer.
13. Other duties as assigned by administrators

Work as a team with co-receptionist to assure consistent coverage at front desk at all times, including lunch and/or breaks.

Coordinate calendars to ensure coverage during summer, fall, Christmas, and spring breaks.

### **PHYSICAL DEMANDS**

Must be able to work in all office setting in the District

### **MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.
2. Basic knowledge with computer software programs such as Microsoft Office, Power Point and Excel
3. Experience in general office duties
4. Experience in general accounting duties
5. Demonstrates ability to make independent decisions/judgments about work priorities.

Approved by: \_\_\_\_\_

Board Chairperson

Date: April 24, 2018

Reviewed and agreed by: \_\_\_\_\_

Employee

Date: \_\_\_\_\_



## **Receptionist/Data Entry**

Reports to –Superintendent and/or DPP

Assumes responsibility for performing any assigned secretarial and clerical duties that are needed for the efficient operation of central office.

### **PERFORMANCE RESPONSIBILITIES**

1. ESS Data collection and entry
2. ESS Timesheets/Student Attendance sheets
3. Maintaining work assignment certificates for Title I/II
4. Medicaid SBHS-Direct Bill Administrator
  - a. Annual Application process for Medicaid Reimbursement
  - b. License Verification
  - c. Annual Cost Pool Financial Data
  - d. Provide training and resources with KSBA/KDE for Special Ed/Related Service Providers
  - e. ezEdMed monitoring/reporting
  - f. Transportation logs and entry
  - g. Annual SBHS Medicaid Peer Monitoring Review
  - h. Monitor KY Health Net
  - i. Annual Reports for services
5. Website data entry
6. FRAM Processor
7. Infinite Campus household data entry
8. Other duties as assigned

Work as a team with co-receptionist to assure consistent coverage at front desk at all times, including lunch and/or breaks.

Coordinate calendars to ensure coverage during summer, fall, Christmas, and spring breaks.

### **PHYSICAL DEMANDS**

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

### **MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.
2. Three(3) years successful clerical experience
3. Typing/transcription skills (50 w.p.m.)
4. Thorough knowledge of business, spelling, punctuation, and skills in dealing with numbers and statistical data
5. Working knowledge of the organization and administration of the school system
6. Ability to use resourcefulness and tact in meeting and assisting persons who make inquiries about district policies and procedures
7. Demonstrates ability to make independent decisions/judgments about work priorities.

Approved by: Becky Burgett  
Board Chairperson

Date: April 24, 2018

Reviewed and agreed by: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

## **School Based Special Programs Secretary**

Reports to – Director of Special Education

Assumes responsibility for performing any assigned secretarial and clerical duties that are needed for the efficient operation of the entire special education department.

### **PERFORMANCE RESPONSIBILITIES**

1. Provide secretarial support for the entire Special Education Staff including scheduling ARC's, completing behavior observations and other required paperwork ( See Addendum)
2. Arrange meetings for Special Education students (ARC's) by coordinating schedules ( See Addendum)
3. Medicaid (See Addendum)
4. Effectively deal with parent complaints
5. Coordinate information for all evaluations and re-evaluations for Special Education Staff/Psychologist/504 Coordinator/designee (See Addendum)
6. Consults and assists all special education staff (See Addendum)
7. Maintains special education files (See Addendum)
8. Provides support as needed (See Addendum)
9. Surveys parent, teacher and student (See Addendum)
10. Secretarial support to 504 Coordinator/designee
11. Secretarial support to Psychologist
12. Clerical support as assigned by Director of Special Education
13. Other projects as assigned by Director of Special Education
14. Other office duties as assigned by Director of Special Education

### **PHYSICAL DEMANDS**

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

### **MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.
2. Three(3) years successful clerical experience
3. Typing/transcription skills (50 w.p.m.)

### **DESIRABLE QUALIFICATIONS**

1. Thorough knowledge of business English, spelling, punctuation, and skills in dealing with numbers and statistical data
2. Working knowledge of the organization and administration of the school system
3. Ability to use resourcefulness and tact in meeting and assisting persons who make inquiries about district policies and procedures

Approved by: Hanin S. Das  
Board Chairperson

Date: 6/20/17

Reviewed and agreed by: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

## **Secretary/Data Entry**

Reports to –Superintendent and/or DPP

Assumes responsibility for performing any assigned secretarial and clerical duties that are needed for the efficient operation of central office.

### **PERFORMANCE RESPONSIBILITIES**

1. Medicaid SBHS-Direct Bill Administrator
2. FRAM Processor
3. Infinite Campus household data entry
4. DPP Secretary
5. Other duties as assigned

Work as a team with co-secretary to assure consistent coverage at front desk of phones and customers at all times, including lunch and/or breaks. Coordinate calendars to ensure coverage during summer, fall, Christmas, and spring breaks.

### **PHYSICAL DEMANDS**

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

### **MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.
2. Three(3) years successful clerical experience
3. Typing/transcription skills (50 w.p.m.)
4. Thorough knowledge of business, spelling, punctuation, and skills in dealing with numbers and statistical data
5. Working knowledge of the organization and administration of the school system
6. Ability to use resourcefulness and tact in meeting and assisting persons who make inquiries about district policies and procedures
7. Demonstrates ability to make independent decisions/judgments about work priorities.

Approved by: \_\_\_\_\_

Board Chair/Person

Date: June 19, 2018

Reviewed and agreed by: \_\_\_\_\_

Employee

Date: \_\_\_\_\_



## **Student Tutor/Mentor**

Reports to- FRC Coordinator

To help students with their homework and motivate them to do their best, and provide a positive role model.

### **PERFORMANCE RESPONSIBILITIES**

1. Get homework assignments completed
2. Let child read to you aloud
3. Follow directions of adult coordinator
4. Assist student with posters or special projects due
5. Share talents and resources
6. If needed, be willing to talk to child's classroom teacher
7. Be a friend as well as a tutor
8. **One hour training is required**

### **PHYSICAL DEMANDS**

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

### **MINIMUM QUALIFICATIONS**

1. Tutors should enjoy working with children and be able to relate to them. They must be patient, cheerful and be willing to obey rules of confidentiality
2. Tutors must be dependable, professional, have strong desire to give of oneself so that others' lives may be enriched and keep a positive and supportive attitude toward school.
3. Tutors give children additional individualized attention, which leads to increased performance in their schoolwork.

Approved by: \_\_\_\_\_

Board Chairperson

Date: October 27, 2015

Revised: 6/20/17

Reviewed and agreed by: \_\_\_\_\_

Employee

Date: \_\_\_\_\_