



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

**THE KENTON COUNTY BOARD OF
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY
41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: www.kenton.kyschools.us

Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

06/22/2020

AGENDA ITEM (ACTION ITEM):

Consider/Approve the creation of job descriptions for the positions of "Executive Director of Operations", "Director of Health Services", and "Procurement Coordinator" effective 07/01/2020.

APPLICABLE BOARD POLICY:

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

HISTORY/BACKGROUND:

The Board approved revisions to the 2020-21 Central Office organization chart at the June 1, 2020 regular board meeting. As a result of the organization chart revisions, it is necessary to create job descriptions for the positions of Executive Director of Operations, Director of Health Services and Procurement Coordinator.

FISCAL/BUDGETARY IMPACT:

No fiscal impact for the creation of job descriptions.

RECOMMENDATION:

It is recommended the Board approve the creation of job descriptions for the positions of "Executive Director of Operations", "Director of Health Services", and "Procurement Coordinator" effective 07/01/2020.

CONTACT PERSON:

Matt Rigg, Executive Director of Human Resources

Principal



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

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: Executive Director of Operations
Job Class Number: DRAFT

TITLE: Executive Director of Operations

QUALIFICATIONS:

1. Holds a bachelor's degree in 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 with operations management in an educational setting preferred

REPORTS TO: Chief Operations Officer, or designee

SUPERVISES: Assigned Operations and Support Services Administrators and/or Employees

JOB GOAL: Support the Chief Operations Officer in the overall administration of operations and support services for all facilities, resources and related community partnerships that support the learning environment.

PERFORMANCE RESPONSIBILITIES:

1. Provide leadership and guidance to administrators and leaders of the following areas: Custodial Operations, Energy Systems, Facilities Maintenance, Procurement, Security, Student Nutrition, Technology, and Transportation
2. Review all operations related policies at least annually and recommend changes/updates to the Chief Operations Officer
3. Provide leadership in all aspects of developing and periodically evaluating and updating a district plan for data, research, and technology
4. Partner with the local law enforcement and the District Safety Coordinator to develop, implement and continually assess the District's Safety Plan
5. Assist the Chief Operations Officer in collaborating with all community and state agencies to provide an appropriate learning environment in the classroom
6. Complete annual evaluations for persons working under his/her supervision
7. Prepare statistical studies to determine cost analysis of and utilization of District Services as directed
8. Plan and organize work while meeting schedules and deadlines
9. Establish and maintain cooperative and effective working relationships with others
10. Attend all Board meetings, and attends and/or presides over other meetings as the supervisor designates
11. Maintain regular attendance
12. Perform other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: S21 on Classified 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: DRAFT

Kenton County School District
Job Description: Director of Health Services
Job Class Number: DRAFT

TITLE: Director of Health Services

QUALIFICATIONS:

1. Bachelor's Degree in Nursing or related medical field
2. Holds current licensure as a Registered Nurse in the Commonwealth of Kentucky
3. Adheres to the Nurse Practice Act for Registered Nurses as set forth by the Kentucky Board of Nursing; to include maintenance of active license and accumulation of continuing education hours as required
4. Prior experience working as a Registered School Nurse preferred
5. Possesses excellent communication and leadership skills

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

SUPERVISES: Registered Nurses, Licensed Practical Nurses, and Non-licensed Health Technicians

JOB GOAL: Plan, organize, implement, coordinate and evaluate the health services program of the District; promote and manage the health and safety of students and staff; prevent and address health concerns that interfere with a safe and healthy learning and working environment for all District stakeholders

PERFORMANCE RESPONSIBILITIES:

1. Serve as the District's "Healthy at Work Officer" as defined by state and local health official guidelines
2. Manage health services for the School District which will include, but may not be limited to:
 - a. Compliance with state-mandated regulations regarding immunizations and physical examinations for the student population;
 - b. Screening activities to include visual, impediments, spinal curvature, hypertension, childhood obesity, communicable disease, etc.;
 - c. Referral of students for needed medical/dental care;
 - d. Provide for and monitors state required medication training and KHSAA required trainings;
 - e. Monitor records for AED and other health equipment;
 - f. Monitor student activity requests for appropriate medical compliance
3. Evaluate all current and future District health services systems for efficiency and effectiveness. Make recommendations for improvements in order to save resources and provide a healthy environment
4. Accept referrals relating to students from appropriate school personnel and provide recommendations regarding management of identified problems
5. Contact student guardians when deemed medically necessary
6. Recommend the exclusion and re-admission of students suspected to have communicable health problems or other relevant health issues; assume the authority, when possible, for the care of students/staff experiencing acute health care crisis
7. Work collaboratively with all school staff/departments on health service related functions; oversee the operation of the School Health Center
8. Oversee the purchase of supplies, materials and equipment purchased by the health services department; assure that appropriate stock levels are maintained based upon budget limitations
9. Coordinate regular and timely maintenance of student health records
10. Organize and implement orientation and training programs for health services personnel and appropriate District personnel
11. Manage the scheduling, supervision and evaluation of health services personnel

Kenton County School District
Job Description: Director of Health Services
Job Class Number: DRAFT

12. Assist in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of school health personnel
13. Advise and instruct faculty, parents, health care agencies, and local health care community on health matters pertaining to students, including childhood obesity
14. Initiate proactive, preventative district programs to promote mental and physical health and well being
15. Prepare and submit reports as may be required/requested by the Board of Education, the Superintendent, or state pertaining to school health matters
16. Use effective interpersonal communication skills to communicate with all District stakeholders
17. Keep current with all educational developments and practices related to assignment
18. Attend and/or presides over all required meetings and other meetings as the supervisor designates
19. Maintain regular attendance
20. Perform other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: S20 on Classified 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: DRAFT

Kenton County School District
Job Description: Procurement Coordinator
Job Class Number: DRAFT

TITLE: Procurement Coordinator

QUALIFICATIONS:

1. Bachelor's degree in procurement, purchasing, business administration, or related field
2. Certification as a professional public buyer through the National Institute of Governmental Purchasing or willingness to obtain upon hire
3. Full working knowledge of Kentucky's Model Procurement Code or willingness to learn upon hire
4. Ability to interpret and apply rules and regulations affecting the school district purchasing operation
5. Demonstrated ability to communicate effectively with students, staff, parents and the community; both in oral and written form

REPORTS TO: Executive Director of Operations, or designee

SUPERVISES: Purchasing Agent

JOB GOAL: To ensure that district resources are used effectively and in accordance with statutory requirements. Plan, organize and coordinate the purchasing function; process bids to purchase materials, equipment and services; assure district purchases are made in accordance with applicable laws, codes and policies; train District staff on purchasing process; perform a variety of purchasing related special projects

PERFORMANCE RESPONSIBILITIES:

1. Direct, review and evaluate the daily activities of the purchasing function; review and assure that district purchases are made in accordance with applicable laws, codes and policies
2. Review board and school purchase orders and determine proper sources of supply, perform or delegate buying assignment, conduct bid openings and recommend awarding of purchase contracts
3. Process purchase orders; ensures internal controls are followed with regard to Requisition and Purchase Order Approval and Processing
4. Perform complex and technical purchases of services, materials, equipment and supplies; prepare legal bid documents and formulate specifications in compliance with established requirements; assist district schools and departments with large purchase requests
5. Perform product research, testing and evaluation to determine best buy for price and satisfaction of purchase specifications; perform and follow-up on special projects and research as assigned
6. Develop, coordinate and conduct in-service training to district personnel on laws, regulations and district policies and procedures relating to purchasing; communicate with district administrators to resolve issues and improve the purchasing function
7. Assure the timely follow up and expediting of deliveries of district orders
8. Assure maintenance of current and adequate bidder lists and vendors files; assure proper maintenance of files in accordance with record retention policies
9. Maintain vendors lists for assigned items; contact vendors for clarification of issues related to product availability, prices, timing and specifications
10. Coordinate and recommend optimal stocking levels of frequently purchased items
11. Direct supervision of the Purchasing Agent
12. Assist other personnel in purchasing duties
13. Prepare and maintain a variety of related records, lists and reports
14. Maintain regular attendance
15. Perform other responsibilities as assigned by the supervisor

Procurement Coordinator

Kenton County School District
Job Description: Procurement Coordinator
Job Class Number: DRAFT

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: S17 on Classified Professional Salary Schedule
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of this job will be evaluated annually by Executive Director of Operations, or designee

APPROVED: DRAFT