



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](http://www.kenton.kyschools.us)

Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

06/22/2020

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the abolishment of the positions of "Coordinator of Health Services" and "Director of Facilities" 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 part of the organization chart revisions, the positions of Executive Director of Operations and Director of Health Services were created. The creation of these two positions coupled with the candidates selected into these positions eliminated the need for the positions of Coordinator of Health Services and Director of Facilities.

**FISCAL/BUDGETARY IMPACT:**

No fiscal impact.

**RECOMMENDATION:**

It is recommended the Board approve the abolishment of the positions of "Coordinator of Health Services" and "Director of Facilities" 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."

TITLE: Coordinator of School Health Services

QUALIFICATIONS:

1. Holds current license (Registered Nurse) in the State of Kentucky or shows proof of temporary Work permit issued by the Kentucky Board of Nursing.
2. Agrees to uphold the Nurse Practice Act for Registered Nurses as set forth by the Kentucky Board of Nursing. This will include maintenance of active license and accumulation of continuing education hours as required.
3. Baccalaureate in Nursing preferred.
4. Such other qualifications and/or experience as the Board of Education may deem appropriate and advisable.

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: To provide the fullest possible educational opportunity for each child by minimizing absence due to illness, and creating a climate of health and well-being in the schools of the District. Develop a staff wellness plan and work to develop partnerships to ensure a healthy work environment.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates health services for the School District which will include:  
Compliance with State-mandated regulations regarding immunizations, and physical examinations for the student population.  
Screening activities to include visual, impediments, spinal curvature, hypertension, childhood obesity, communicable disease, etc.  
Referral of students for needed medical/dental care.  
Provides for and monitors state required medication training and KHSAA required trainings.  
Monitors records for AED and other health equipment.  
Monitors field trip request for appropriate medical compliance.
2. Coordinates regular and timely maintenance of student health records.
3. Accepts, when possible, referrals relating to students from appropriate school personnel and provides recommendations regarding management of these problems.



4. Contacts students' homes when deemed necessary.
5. Works collaboratively with the Family resource/Youth Service Center and other school staff.
6. Prepares and submits reports as may be required/requested by the Board of Education, the Superintendent or state pertaining to school health matters.
7. Provides training to staff in the prevention of communicable health problems, emergency response, etc.
8. Recommends the exclusion and re-admission of students suspected to have communicable health problems.
9. Advises and instructs faculty, parents, health care agencies and local health care community on health matters pertaining to students, including childhood obesity.
10. Initiates proactive, preventative district programs to promote mental and physical health and well being.
11. Assumes the authority- when possible- for the care of students/staff experiencing acute health care crisis.
12. Coordinates the efforts of nursing personnel in the school district, including scheduling, supervision and evaluation.
13. Oversees the maintenance of the School Health Center and plans for the growth of same.
14. Works collaboratively with school staff to support secondary health career classes. This may include serving as a liaison, providing direct instruction or serving as a consultant to the teacher.
15. Performs other tasks and assumes duties as may be assigned by the Executive Director of Academic Support.

TERMS OF EMPLOYMENT: 220 Days Salary determined by the Administrative Salary Schedule – Coordinator IV

EVALUATION: Performance will be evaluated annually by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 05/14/90  
DATE REVISED: 02/22/00  
DATE REVISED: 06/06/11  
REVISED: 06/01/2015  
REVISED: 08/03/2015

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

TITLE: Director of Facilities

QUALIFICATIONS:

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

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

SUPERVISES: Facilities department staff

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

PERFORMANCE RESPONSIBILITIES:

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



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

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

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: 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: 01/18/2000

REVISED: 07/21/2003, 05/15/2006, 06/01/2015, 06/14/2018, 06/01/2020