



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:**

07/23/2020

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve creation of the supplemental position "School Asset Coordinator" and approval of the corresponding job description.

**APPLICABLE BOARD POLICY:**

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

**HISTORY/BACKGROUND:**

With the approval of a Districtwide 1 to 1 technology initiative, additional support is needed to protect the District's investment in fixed assets within each building. The creation of the "School Asset Coordinator" supplemental position will allow for a dedicated person to inventory and track fixed assets while assisting the Finance department with the overall fixed asset management program. This proposal would provide each school with one (1) School Asset Coordinator with an annual stipend of \$1,500 beginning in the 2020-2021 school year.

**FISCAL/BUDGETARY IMPACT:**

Approximately \$25,500 from General Fund.

**RECOMMENDATION:**

It is recommended the Board approve creation of the supplemental position "School Asset Coordinator" and approval of the corresponding job description.

**CONTACT PERSON:**

Susan Bentle, Executive Director of Finance; 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: School Asset Coordinator  
Job Class Number: DRAFT - TBD

TITLE: School Asset Coordinator

QUALIFICATIONS:

1. Current staff member of the school
2. Ability to utilize hardware and software for all elements of asset management
3. Demonstrated organization skills and attention to detail

REPORTS TO: Principal

SUPERVISES: None

JOB GOAL: To accurately account for the school's asset inventory while following all district policies and procedures for asset management

PERFORMANCE RESPONSIBILITIES:

1. Follow district procedures for asset management and completion of forms
2. Follow district procedures for surplus equipment
3. Maintain legal proof of ownership for all assets (purchase order, invoice, original manuals, and/or original media)
4. Maintain a current inventory of all assets at the school/location
5. Assist the District Fixed Asset Coordinator with the asset management process
6. Assist building administrators with educating staff on asset management policy and procedures
7. Use effective interpersonal communication skills to communicate with all District stakeholders
8. Keep current with all educational developments and practices related to assignment
9. Attend and/or presides over all required meetings
10. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: School year calendar
- Salary Schedule: Supplemental Salary Schedule
- Fair Labor Standards Act (FLSA) Status: Not Applicable

EVALUATION:

Performance of the position will be evaluated by the principal

APPROVED: DRAFT – NEW SUPPLEMENTAL POSITION