



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:**

September 1, 2020

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the creation of one (1) full-time Administrative Assistant position, with corresponding job description, for the remainder of the 2020-2021 school year to support the Director of Health Services

**APPLICABLE BOARD POLICY:**

01.11 – General Powers & Duties of the Board

03.233 – Duties-Job Description

**HISTORY/BACKGROUND:**

This position will oversee the implementation of our COVID-19 testing program for athletes, assist with contact tracing and ensure all data utilized in our District In-Person Dashboard is accurate, up to date and communicated to necessary stakeholders. The volume of work in the health services department has increased significantly during the pandemic.

**FISCAL/BUDGETARY IMPACT:**

\$53,000 - To be reimbursed by FEMA or paid for from the Federal CARES funding

**RECOMMENDATION:**


Approval of the creation of one (1) full-time Administrative Assistant position, with corresponding job description, for the remainder of the 2020-2021 school year to support the Director of Health Services

**CONTACT PERSON:**

Henry Webb, Superintendent

\_\_\_\_\_  
*Principal/Administrator*

\_\_\_\_\_  
*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: Administrative Assistant – COVID-19 Operations  
Job Class Number: 7762

TITLE: Administrative Assistant – COVID-19 Operations

QUALIFICATIONS:

1. High School diploma or GED Certificate or demonstrated progress toward obtaining a G.E.D., as required by law
2. Minimum of three (3) years administrative experience involving the use of word processing, spreadsheet and record-keeping software
3. Demonstrated ability to communicate effectively with students, staff, parents and the community
4. Exceptional communication and interpersonal skills
5. Exhibit sound critical thinking and problem-solving skills
6. Demonstrated ability to work with, and protect, confidential information

REPORTS TO: Director of Health Services

SUPERVISES: Contact Tracers

JOB GOAL: Support the Director of Health Services to mitigate the spread of COVID-19 and other potentially infectious diseases or viruses by overseeing the COVID-19 testing and reporting program; overseeing and supporting the daily operations of contact tracers, and monitoring immunization compliance throughout the District.

PERFORMANCE RESPONSIBILITIES:

1. Interacts with KCSchools and departments to acquire COVID-19 testing information and disseminate test results to the appropriate individuals
2. Collects, processes and inputs data into the District's test result database and COVID-19 dashboard
3. Monitors the results of employee healthy at work forms and COVID-19 tracking information; notifies supervisor and/or appropriate individuals of concerns based on data results
4. Trains and provides work direction to contact tracers with the Director of Health Services and Case Investigators from the Local Health Department; monitors office workflow and assures compliance with established time lines, procedures and standards of quality
5. Assists with the monitoring of student immunization compliance
6. Performs a wide variety of specialized and responsible duties independently in support of functions delegated to the assigned administrator; interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate
7. Utilizes positive and professional interpersonal skills to coordinate communication between educational institutions and other outside organizations and the public; obtains and provides information, coordinates activities and resolves problems
8. Researches, reviews, checks, corrects and compiles a variety of information; verifies data for accuracy, completeness and compliance with established procedures; inputs and retrieves computerized data in computer systems as required
9. Prepares and maintains a variety of records, logs and files including information of a confidential nature; maintains confidentiality of all information and records
10. Compiles information and data for a variety of reports; organizes type and print reports and other written materials related to assigned office functions
11. Responds to requests for information from staff and the general public regarding District programs, policies, procedures and regulations

Kenton County School District  
Job Description: Administrative Assistant – COVID-19 Operations  
Job Class Number: 7762

12. Word processes a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents
13. Operates computer and use various software packages to maintain records and generate reports, lists and other materials; utilize word processing and other software as required; operates a variety of office equipment for the successful operation of the Health Services department
14. Receives, processes, and routes mail; order; issues and maintains department supplies, forms and equipment
15. Attend and/or presides over all required meetings and other meetings as the supervisor designates
16. Maintain regular attendance
17. Keep current with all related educational developments and practices
18. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: G11 on Classified Position Index
- FLSA Status: Non-exempt

EVALUATION:

Performance of the position will be evaluated annually by the Director of Health Services

APPROVED: DRAFT