



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

**THE KENTON COUNTY BOARD OF  
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY  
41017

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Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

9/24/2020

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the creation of one (1) full-time Administrative Assistant position, with corresponding job description, on a one-year only basis for the 2020-21 school year to support the Student Engagement Department.

**APPLICABLE BOARD POLICY:**

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

**HISTORY/BACKGROUND:**

Due to the need for both synchronous and in-person classes created by the COVID-19 pandemic, the District is required to track student participation in Infinite Campus. The manual tracking of participation rates, as well as the need to monitor and adjust the number of students assigned to blended learning groups A and B, has increased data entry requirements that cannot be met by the current Student Information System Specialist. Creating a one-year only Administrative Assistant position for the remainder of the 2020-21 school year will address the data entry needs of the Student Engagement department and provide the Student Information System Specialist with time needed for training requirements and District support in the daily use of the Infinite Campus system.

**FISCAL/BUDGETARY IMPACT:**

\$48,000 to be paid from Federal CARES funding.

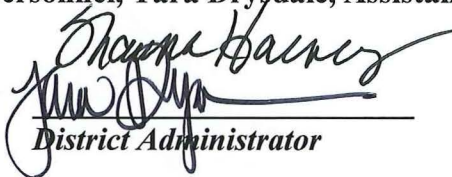
**RECOMMENDATION:**

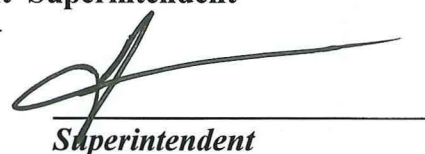
Approval of one (1) full-time Administrative Assistant position, with corresponding job description, on a one-year only basis for the 2020-21 school year to support the Student Engagement Department.

**CONTACT PERSON:**

Tom Arnzen, Director of Pupil Personnel, Tara Drysdale, Assistant 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 – Student Information System  
Job Class Number: 7762

TITLE: Administrative Assistant – Student Information System

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, record-keeping, e-mail and Internet-based 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 Pupil Personnel or designee

SUPERVISES: None

JOB GOAL: Support the Student Information System Specialist and Director of Pupil Personnel with the collaboration between district staff and schools to assure the smooth and efficient process of data gathering, analysis and dissemination of all computerized and printed student record keeping information, both inside the school district and to the Kentucky Department of Education.

PERFORMANCE RESPONSIBILITIES:

1. Provides direct support to the Student Information System Specialist, schools, and/or departments with COVID-19 related functions in the District's Kentucky Student Information System (KSIS), to include, but not limited to: track student participation, assist with the creation of blended learning groups and assigning students to appropriate blended learning groups, KSIS calendar updates related to NTI days and blended learning groups, assist the Student Information System Specialist with training programs for schools and departments for KSIS items required as a result of COVID-19
2. Assists Student Information System Specialist with all elements of the Kentucky Student Information System (KSIS)
3. Interacts with KCS D schools and departments to resolve KSIS issues and assist with common KSIS functions; communicate issues or assistance needs of schools and departments to the Student Information Specialist if unable to resolve
4. Collects, processes, and inputs data into the District's KSIS
5. Researches, reviews, checks, corrects and compiles a variety of information in KSIS and other assigned software systems; verifies data for accuracy, completeness and compliance with established procedures; inputs and retrieves computerized data in computer systems as required; makes necessary corrections to maintain data integrity, accuracy, and consistency
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. Prepares and maintains a variety of records, logs and files including information of a confidential nature; maintains confidentiality of all information and records