KCSD
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 positon, 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:
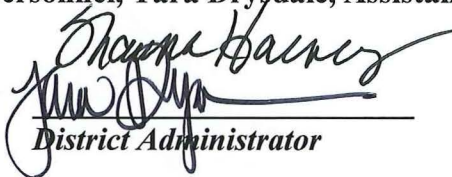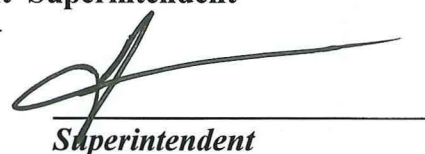$48,000 to be paid from Federal CARES funding.

RECOMMENDATION:
Approval of one (1) full-time Administrative Assistant positon, 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.

PERFORMANCE RESPONSIBILITIES (Continued):
9. Assists with KSIS training to schools and district staff; provides work guidance to school and district staff regarding all related functions of the KSIS; serves as a resource and provides information concerning applicable standards, requirements, limitations, rules, regulations, policies and procedures
10. Operates a variety of office equipment including a copier, fax machine, computer and assigned software; drives a vehicle to conduct work as assigned
11. Attends and participates in various meetings, trainings, and committees as assigned
12. Model safe and efficient techniques while performing duties
13. Demonstrates a commitment to continuous growth and development in the area of work
14. Demonstrates regular attendance and punctuality
15. Performs other duties as assigned by the Director of Pupil Personnel or designee

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will be required to stand, walk, sit, stoop, kneel, crouch, reach with hands and arms, climb stairs, balance, talk or hear and smell. Occasionally the employee will lift and/or move up to 25 pounds such as boxes of paper, supplies and books. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

It is the policy of the Kenton County School District not to discriminate on the basis of age, color, disability, national origin, race, religion, or sex in its educational programs, activities, or employment practices.

TERMS OF EMPLOYMENT:
Salary and work year to be established by the Board.

Date Adopted: October 12, 2020