



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

Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

November 16, 2017

AGENDA ITEM (ACTION ITEM):

Addition of one Human Resource Coordinator staff position

APPLICABLE BOARD POLICY:

03.5 - Paraprofessionals

HISTORY/BACKGROUND:

To better support the District's goal that "Beginning in elementary (Primary), ALL students will participate in at least one activity providing a meaningful connection to school beyond the regular classroom", Human Resources (HR) requests the addition of one HR Coordinator dedicated to the management of employing nearly 830 para professional, certified and classified supplemental coaches and sponsors. This proposed coordinator will manage the hiring of all supplemental positions, coordinate with Finance on timely and accurate payment of all supplemental employees, collaborate with the Director of Districtwide programs, as well as Athletic Directors, regarding which individuals are assigned to all supplemental positions, and provide all supplemental employees with policy and procedure support and clarification. Additionally, this position will support the other HR coordinators during peak hiring times by assisting with employee onboarding, processing internal transfers, and adding new employees into the multiple software programs managed by the HR team.

FISCAL/BUDGETARY IMPACT:

The estimated investment for one additional HR Coordinator is \$51,319, which assumes an employee hired with 20 years of relevant experience on the G12 salary schedule.

RECOMMENDATION:

It is recommended the Kenton County Board of Education approve the addition of one Human Resource Coordinator to support the District's goal of all students participating in at least one activity beginning at the elementary level.

CONTACT PERSON:

Matt Rigg, Director of Human Resources


Principal


Director


Superintendent

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"