



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:**

11/16/2020

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the revision of the "Executive Director of Human Resources" job description.

**APPLICABLE BOARD POLICY:**

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

**HISTORY/BACKGROUND:**

The "Executive Director of Human Resources" job description is being revised to include the job title "Assistant Superintendent of Human Resources" in the event an employee holding a professional certificate for School Administration and Supervision, endorsed for the position of School Superintendent, were hired into the position. This language is consistent with the Assistant Superintendent positions on the curriculum side of the organization chart and allows a certified employee hired into this position to maintain their certification while serving in the Human Resources role.

**FISCAL/BUDGETARY IMPACT:**

No fiscal impact.

**RECOMMENDATION:**

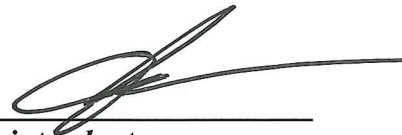
It is recommended the Board approve the revision of the "Executive Director of Human Resources" job description.

**CONTACT PERSON:**

Rob Haney, Chief Operating Officer

\_\_\_\_\_  
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: Executive Director of Human Resources  
Job Class Number: **TBD / 7464**

**TITLE: Assistant Superintendent of Human Resources (Certified) OR Executive Director of Human Resources (Classified)**

**QUALIFICATIONS:**

1. Holds a bachelor's degree in Human Resources, Business Administration, Educational Administration or related field
2. Minimum of five (5) years school experience
3. Administrative experience in school programs or operations
4. Experience in personnel duties in an educational setting preferred

**REPORTS TO:** Chief Operations Officer, or designee

**SUPERVISES:** Human Resource department staff

**JOB GOAL:** Responsible for the overall administration, coordination and evaluation of the human resource function

**PERFORMANCE RESPONSIBILITIES:**

1. Administers personnel procedures in accordance with **Kentucky Revised Statutes (KRS), Kentucky Administrative Regulations (KAR)**, District policy and procedures, and employee **bargaining** agreements
2. Reviews and makes recommendations for improvement of the District's policies and procedures on personnel matters
3. Communicates changes in the District's personnel policies and procedures and ensures that proper compliance is followed
4. Maintains knowledge of industry trends and employment legislation and ensures District compliance
5. Interprets, applies and explains District policies, procedures, rules and regulations pertaining to all personnel
6. Maintains responsibility for District compliance with federal, state and local legislation pertaining to all personnel matters
7. Monitors certification and licensure of all staff to ensure proper and valid certification and licensure is held; advises staff regarding certification and recommend appropriate action when necessary
8. Assists in the review, preparation and administration of the District's wage and salary program
9. Coordinates or conducts exit interviews to determine reasons behind separations
10. Consults with legal counsel as appropriate, or as directed by the Superintendent, on personnel matters
11. Works directly with administrators to assist them in carrying out their responsibilities on personnel matters
12. **Develops and implements the recruitment and employment marketing strategies for all District positions**
13. ~~Oversees the District's internship program for all positions requiring an internship year(s); including student teachers, administrators and psychologists~~
14. Assists with the process of ensuring all certified positions are filled by properly certified employees; reports certification information to the appropriate state agency on an annual basis; follows district policy and procedures in instances of certified staff members improperly or inadequately certified
15. Develops and maintains a human resource information system that meets the organization's personnel information needs
16. Supervises the staff of the human resource department

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17. Ensure all District Open Record Requests are completed in accordance with appropriate Kentucky Revised Statutes and Board policies
18. Plans and organizes work while meeting schedules and deadlines
19. Establishes and maintains cooperative and effective working relationships with ~~others~~ all stakeholders
20. Attends all Board meetings, and attends and/or presides over other meetings as the supervisor designates
21. Keeps current with all related educational developments and practices
22. Maintains regular attendance
23. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Assistant Superintendent Index on Certified Salary Index for Certified Employee or S21 on Classified Professional Salary Schedule for Classified Employee
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Chief Operations Officer, or designee

APPROVED: 04/02/2000

REVISED: 06/21/2004, 04/17/2006, 06/01/2015, 12/05/2016, 01/09/2017, 06/14/2018, 06/01/2020