



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:

December 15, 2020

AGENDA ITEM (ACTION ITEM):

Consider/Approve the creation of a new job description for "Interim Assistant Principal" for the remainder of the 2020-21 school year.

APPLICABLE BOARD POLICY:

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

HISTORY/BACKGROUND:

Effective January 4, 2021, there is a need for an Interim Assistant principal through the placement of that current Assistant Principal filling in as Interim Principal at Summit View Academy through June 2021. In order to provide an interim for the Assistant Principal for the remainder of the school year, a job description would need to be created as such. Pay for this would be commiserate with the daily wage of the Assistant Principal Index.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval of the creation of a new job description for "Interim Assistant Principal" for the remainder of the 2020-21 school year.

CONTACT PERSON:

Malina Owens

Principal/Administrator

Malina Owens

District Administrator

[Signature]

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: Interim Assistant Principal
Job Class Number:

TITLE: Interim Assistant Principal

QUALIFICATIONS:

1. Administrative Certificate endorses for the appropriate position
2. Master's degree
3. Four years of teaching experience

REPORTS TO: Principal

SUPERVISES: All building personnel in conjunction with the Principal

JOB GOAL: To relieve the principal of such impediments as prevents him/her from fulfilling responsibility of promoting the educational well-being of each student in the school

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the overall administration of the school
2. Serves as principal in the absence of the regular principal
3. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary
4. Assists in the supervision of instruction
5. Supervises the reporting and monitoring of student attendance, and works with the director of pupil personnel for investigative follow-up actions
6. Proposes schedules of classes and extracurricular activities
7. Assists in the preparation of student schedules
8. Works with department heads and faculty in compiling the annual budget
9. Requisitions supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such material
10. Cooperates in the conducting of safety inspections and safety drill practice activities
11. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services
12. Serves with parents, faculty, and student groups, as requested, in advancing educational and related activities and objectives
13. Administers the student insurance program
14. Performs such record-keeping functions as the principal may direct
15. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: Up to 100 days
- Salary Schedule: Commiserate with Assistant Principal Index Daily Wages
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated by the Principal

APPROVED:

REVISED: