



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

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

03/22/2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve The Human Resource department requests Board approval for a new job description entitled "Northern Kentucky Youth Development Center (NKYDC) Principal".

APPLICABLE BOARD POLICY:

03.133 "Duties": Job Description

HISTORY/BACKGROUND:

The Human Resource department has proposed an upgrade of an existing 220-day NKYDC Head Teacher position to a 230-day Principal position effective July 1, 2018. If this proposal is approved by the Board, the need for a new job description will exist. The attached job description reflects the increased responsibilities required of an administrator at NKYDC to manage day-to-day operations, provide all students with a world-class education and provide guidance and leadership to all certified and classified staff.

FISCAL/BUDGETARY IMPACT:


\$0. The creation of a new job description does not by itself create a new allocation, thus resulting in no immediate budgetary impact. Board approval of the job description is a placeholder for a potential position in the future.

RECOMMENDATION:

It is recommended the Kenton County Board of Education approve the job description for the position of "Northern Kentucky Youth Development Center (NKYDC) Principal".

CONTACT PERSON:

Matt Rigg, Director Human Resources


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 Joshua Crabtree, Esq. Carla Egan Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

Kenton County School District
Job Description DRAFT: (Job Class Number - TBD)

TITLE: Northern Kentucky Youth Development Center (NKYDC) Principal

QUALIFICATIONS:

1. Holds, or is eligible for, a valid Kentucky certificate for principal
2. Minimum of three (3) years successful instructional leader or administrator experience
3. Minimum of four (4) years successful teaching experience
4. Demonstrated ability to communicate effectively with students, staff, parents and the community
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO:

Assistant Superintendent, Executive Director, or designee

SUPERVISES:

All Kenton County School District employees assigned to the NKYDC

JOB GOAL:

To use leadership, supervisory and teaching skills in managing the day to day educational and instructional services to ensure that the NKYDC program provides a world-class education ensuring all students are college and/or career ready and prepared for the 21st century economy.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for curriculum development addressing the educational needs of all NKYDC students and develops plans for meeting these needs
2. Collaborate with Department of Juvenile Justice (DJJ) including participation at DJJ staff meetings, coordinating DJJ and educational records, assisting in DJJ, Kentucky Educational Cooperative for State Agency Children (KECSAC) and Title 1 monitoring.
3. Directs the activities of the school's certified, classified and substitute staff members in the performance of their duties
4. Supervises the instructional staff in the development of the curriculum and student activities.
5. Reports to the appropriate central office staff regarding the needs of the school with respect to personnel, equipment, and supplies.
6. Interprets and enforces Board policies and administrative rules and regulations relating to the assigned school.
7. Supervises the maintenance of all required records and prepares reports as requested, including, but not limited to, MOA/Implementation Impact/Transition Plans
8. Consults regularly with and coordinates the services of resource personnel so that all classroom teachers may receive effective assistance.
9. Develops program of orientation for new staff members.
10. Supervises, evaluates and counsels all staff members regarding their individual performance.
11. Develops the master teaching schedule and recommends any special assignment.
12. Supervises the preparation of student schedules.
13. Conducts staff meetings to keep members informed regarding policy changes, new programs, and student transitions.
14. Participates in the recruitment, screening, and hiring of school personnel.
15. Assumes responsibility for all official school correspondence and news releases.
16. Oversee attendance, enrollment and withdrawal of students. Includes attending intake

Kenton County School District
Job Description DRAFT: (Job Class Number - TBD)

meetings and verifying accuracy of intake information, attending all transition meetings and developing Program Transition Plans (PLP).

17. Chair ARC meetings, develop and monitor IEP's.
18. Research and maintain educational records (transcripts, credits etc.) Monitor GED requirements. Complete progress reports and report cards, award high school credits, monitor seat hour requirements, complete credit checklist.
19. Building Assessment Coordinator and monitor student assessment procedures.
20. Represent NKYDC at all necessary DJJ, KECSAC and Kenton County School District meetings.
21. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 230 Days
- Salary: Middle School Assistant Principal Index

EVALUATION:

Performance of the position will be evaluated annually by an Assistant Superintendent, Executive Director, or designee

APPROVED: ???