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THE KENTON COUNTY BOARD OF EDUCATION

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

04/24/2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve The Human Resource department requests Board approval to create a new job description entitled "Administrative Assistant (Early Childhood)", and abolish the current job description of "Preschool Secretary".

APPLICABLE BOARD POLICY:

03.133 "Duties": Job Description

HISTORY/BACKGROUND:

The Early Childhood department has proposed to abolish the position of Preschool Secretary and create the position of Administrative Assistant (Early Childhood). 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 the administrative assistant and an increase in the number of days worked from the current Preschool Secretary position of 197 days to 230 days per fiscal year.

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:

Approval to create the job description of "Administrative Assistant (Early Childhood)", and abolish the current job description of "Preschool Secretary".

CONTACT PERSON:

Matt Rigg, Director Human Resources

Ellen Zimmer
Principal

Melissa Owen
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 Schools
Job Description DRAFT: (Job Class Code – TBD)

JOB TITLE: ADMINISTRATIVE ASSISTANT (Early Childhood)

Qualifications:

- High School Diploma or GED required; associate's degree or higher preferred
- Three or more years of administrative experience
- Exceptional customer service skills
- Excellent Verbal and Oral Communication Skills
- Demonstrated Computer Skills with traditional office applications and software, specifically with Word Processing, Spread Sheet and Presentation Applications, as well as e-mail and Internet based software
- Such Alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To:

Director of Early Childhood Education and Federal Programs

Job Goal:

Perform a wide variety of specialized and responsible administrative support duties; organize and coordinate office activities and communications to assist the administrator with assigned functional areas of responsibility.

Performance Responsibilities:

1. Perform a wide variety of specialized and responsible duties independently in support of functions delegated to the Director of Early Childhood or other high-level administrators
2. Distribute, receive, record and maintain various files, correspondence and mail; review for completeness and compliance; schedule necessary appointments
3. Respond to requests for information from staff and the general public regarding District Early Childhood initiatives, programs, policies, procedures and regulations.
4. Meets with families to assist with eligibility processes and early childhood initiatives
5. Manages mailings for early childhood including preparing forms/letters, assembling mailings, creating labels, etc.
6. Coordinate communication between educational institutions, community partners, and other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems
7. Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures;
8. Input and retrieve computerized data in computer systems as required for state reporting
9. Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records
10. Prepare a wide variety of materials such as public awareness information, correspondence, reports, forms, applications, memoranda and other documents
11. Works cooperatively with district staff in other departments such as transportation, food service and facilities as well as outside agencies and other stakeholders.
12. Collaborate and monitor office workflow and assure compliance with established time lines, procedures and standards of quality
13. Perform related duties as assigned