

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:

April 16, 2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve The Student Nutrition department requests Board approval to increase the current "Administrative Assistant – Student Nutrition" position from 200 days worked per year to 230 days worked per year effective July 1, 2018.

APPLICABLE BOARD POLICY:

3.233 "Duties"

HISTORY/BACKGROUND:

Over the past several years the free and reduced population within Kenton County Schools has increased. The increasing free and reduced population comes with an increase in processing of application and other administrative duties. To meet this need, increasing the days worked by the Administrative Assistant – Student Nutrition from 200 days per school year to 230 days per school year will allow for the additional work to be handled in a timely manner. Increasing the total days worked for this position also brings the position in line with all other Administrative Assistant positions in the District, which are set at a 230-day schedule.

FISCAL/BUDGETARY IMPACT:

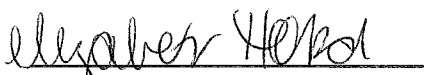
The salary increase for the additional 30 days worked per year, assuming an employee with 15 years of experience on the current G11 pay scale for the position will be \$5,884 per year. This salary increase will be covered by Student Nutrition funds.

RECOMMENDATION:

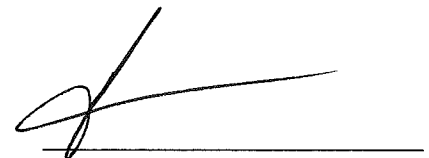
It is recommended the Kenton County Board of Education approve the increase of days worked for the Administrative Assistant – Student Nutrition position from 200 days to 230 days effective July 1, 2018.

CONTACT PERSON:

Elizabeth Hord, Director of Student Nutrition


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."

JOB TITLE: ADMINISTRATIVE ASSISTANT (Student Nutrition)

Qualifications:

1. High School Diploma
2. Computer Skills-Word Processing, Spread Sheet Applications
3. Excellent Verbal and Communication Skills
4. Such Alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Assistant Superintendent, Director, or designee

Job Goal: Perform a wide variety of specialized and responsible administrative support duties for an Assistant Superintendent, Executive Director or other high-level administrator; organize and coordinate office activities and communications to assist the administrator with assigned functional areas of responsibility. Perform a variety of responsible clerical accounting duties; maintain financial records and prepare reports. Manage and maintain student nutrition free and reduced roster.

Performance Responsibilities:

1. Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
2. Compile information and data for a variety of reports; organize and print reports and other written materials related to assigned office functions.
3. Coordinate and compile Board Agenda materials as assigned.
4. Respond to requests for information from staff and the general public regarding District programs, policies, procedures and regulations.
5. Operate computer and use various software packages to maintain records and generate reports, lists and other materials; utilize word processing and other software as required.
6. Receive, process, and route mail; order; issue and maintain department supplies, forms and equipment
7. Perform a wide variety of specialized and responsible duties independently in support of functions delegated to an assigned Assistant Superintendent, Director or other high-level administrator; interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate.
8. Coordinate and process department time sheets with the Personnel Department, and the Payroll Department.
9. Invoice entry for payment.
10. Manage commodity coding of supplies, smallwares, and food.
11. Administer various aspects of the District Work Order System including Work Order Entry, Work Order Updates, and Close-Out of completed Work Orders.

12. Assist in the monthly Procurement Card reconciliation including online account code updates and receipt reconciliation.
13. Communicates with parents regarding their child's meal status.
14. Acts as liaison between cafeterias and parents.
15. Manage the district level and site specific food safety procedures and plans.
16. Process free and reduced applications and notify households of approval status.
17. Assist with verification.
18. Coordinate with Student Services to identify all members of a household.
19. Perform related duties as assigned by supervisor.

Terms of Employment: ~~200 days~~ **230 Days** Pay Grade 11

Evaluation: Performance of this job will be evaluated annually by an Assistant Superintendent, Director or designee.

Approved 08/31/16

Revised: 08/01/16
