



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:

06/11/2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve The Human Resource department requests Board approval for the creation of, and revision to, all job descriptions related to the proposed 2018-19 organizational chart.

APPLICABLE BOARD POLICY:

03.133 and 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

The Superintendent, the Superintendent's cabinet and the Human Resources department spent the 2017-18 school year reviewing the current organization chart in an effort to create a consistent and systemic flow of responsibilities through the various departments and positions within Central Office. This review led to the Superintendent creating a more efficient and effective organization chart. The reorganization of the District organizational chart makes it necessary to create new job descriptions, revise existing job descriptions and abolish job descriptions no longer in use. The attached list documents all requested changes to fulfill the structure of the new organization chart.

FISCAL/BUDGETARY IMPACT:

The proposed organization chart, and corresponding job descriptions, will SAVE the District approximately \$262,570 in salary expenses. The attached job listing provides a detailed report of increased salaries, decreased salaries and the net result leading to an overall reduction in salary costs associated with the 2018-19 organization chart.

RECOMMENDATION:

It is recommended the Kenton County Board of Education approve the creation of, and revision to, all job descriptions as presented in this issue paper.

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 Descriptions aligned with 2018-19 Organizational Chart

1. Abolish position of Assistant Superintendent, Behavior Support and Student Engagement
2. Abolish position of Assistant Superintendent of Academic and Certified Human Resources
3. Abolish position of Assistant Superintendent of Classified Human Resources, Food Service, Transportation
4. Create new position of Chief Academic Officer
5. Abolish position of Executive Director Support Operations
6. Create new position of Chief Operations Officer
7. Reclassify, then abolish, three (3) positions of Executive Director of Academic Services, Executive Director of College and Career Readiness and Executive Director of Leadership and Learning to three (3) positions of Assistant Superintendent of Curriculum and Instruction
8. Abolish position of Principal at Northern Kentucky Youth Development Center
9. Reclassify position of Director of Instructional Technology and Innovative Programs to Director of Districtwide Services
10. Add one (1) additional Director of Districtwide Services
 - Position will supervise Northern Kentucky Youth Development Center in addition to other responsibilities per the job description
11. Create new position of Kenton County Academy of Innovation and Technology (KCAIT) Principal
12. Abolish position of District Hearing Officer
13. Reclassify, then abolish, position of Director of Behavior Support and Student Engagement to Director Pupil Personnel
14. Create new position of Student Engagement Coordinator
15. Create job description for existing position of Lead Academic Program Consultant
16. Create new job description entitled Academic Program Consultant and abolish the following job descriptions:
 - Early Childhood Consultant
 - Elementary, Middle, High Curriculum and Instruction Consultant IV
 - Energy & Science Technology Engineering and Math (STEM) Consultant – Level IV
 - Gifted and Talented and VPAM Consultant
 - High, Middle School Math Consultant Level III

- Middle School Literacy Consultant – Level III
 - Elementary Literacy Curriculum and Instruction Consultant
 - Literacy Curriculum and Instruction Consultant
 - One to One Reading Consultant
 - Secondary Gifted Talented and VPAM Consultant Level I
17. Create new job description entitled Academic Program Consultant – Special Education and abolish the following job descriptions:
- Sp Ed Consultant
 - Special Education Consultant Level III
 - Special Education Teacher Consultant Level I
18. Reclassify, then abolish, job description entitled English as a Second Language (ESL) Consultant Level IV to English Language Coordinator
19. Create new job description entitled Academic Program Consultant – Public/Non-public Education
- This job description will be filled by two individuals and is the result of not filling three part-time positions:
 - Private School Special Education Consultant
 - Title I Private School Consultant
 - Educational Diagnostician
20. Reclassify position of Director Finance to Executive Director Finance
21. Reclassify position of Director Human Resources to Executive Director Human Resources
22. Revise job description for position of Director Transportation
23. Reclassify, then abolish, position of District Safety Officer/Risk Manager to District Safety Coordinator
24. Create new job description entitled Administrative Assistant – Central Office and abolish the following job descriptions:
- Administrative Assistant (Academic Support, Behavioral Support, Special Education Support)
 - Receptionist
25. Create new job description entitled Support Operations Coordinator and abolish the following job description:
- Operations System Coordinator
26. Revise job description for Director of Student Nutrition
27. Revise job description for Director of Technology
28. Revise job description for Director of Facilities

ABOLISH

Code EI1.210

Title:	Assistant Superintendent of Behavior Support and Student Engagement
Qualifications:	<ol style="list-style-type: none">1) Professional certificate for School Administration and Supervision, with an endorsement for the position of school Superintendent.2) Masters degree with at least 60 hours of graduate credit.3) At least three years of experience in business, industry, education or a governmental agency.4) Demonstrated aptitude in performing the tasks listed below.5) Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
Reports to:	Superintendent
Supervises:	All Behavior Support and Student Engagement personnel
Job Goal:	To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services.

Performance Responsibilities:

1. Supervises the management of the Behavior Support programs and services of the school district.
2. Acts as advisor to the superintendent on all questions social and behavioral barriers that prevents or interferes with student learning.
3. Conducts staff meetings, as needed, to interpret changes in Board policy or administrative procedures, to discuss developments, and to evaluate trends in education as they pertain to areas of assigned responsibility.
4. Attends all Board meetings, and attends and presides over such other meetings as the superintendent designates.
5. Develops and leads professional development activities for all Behavior Support and Student Engagement personnel with a focus upon student safety, consumer satisfaction and support of the educational endeavors of the district.
6. Oversees the development, implementation and annual review of the District Code of Acceptable Behavior.
7. Understands, responds to, and influences the larger political, social, economic, legal, and cultural context.
8. Prepares all Site-Based Staffing and Instructional allocations student projections to schools.
9. Prepares and supervises the creation and distributes an accurate annual school calendar.
10. Administers and maintains district behavior program working with school principals in resolving student discipline issues related to chronic or severe patterns of student behavior.
 11. Assures district health services program is operating appropriately and providing student supports as needed.
12. Supervises and coordinates district FRYSC programs.
13. Ensures District and school athletic and activity budgets follow proper accounting procedures. (Redbook)

ABOLISH

Code E11.210

14. Oversees, organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic, for all schools in the district.
15. Oversees the recruitment, ongoing training, supervision and evaluation of all behavior support and student engagement personnel.
16. Makes recommendation of employment, transfer, promotion and release of behavior support and student engagement personnel based on performance standards established by the school district.
17. Meets with athletic directors and activities coordinators to foster program growth
18. Annually complete a needs assessment related to needs district wide and the implications therein related to future equipment and personnel needs.
19. Conforms to all state laws and regulations regarding school district operations.
20. Maintains safety standards in conformance with state and insurance regulations and develops and monitors the implementation of a program of preventative safety.
21. Performs such other assigned duties and assumes such other responsibilities as assigned.

Terms of Employment: 230 Days. Salary determined by Administrative Index

Evaluation: Performance of this job will be evaluated annually by the Superintendent.

Date approved: 11/25/80
Revised: 07/21/03
Revised: 06/29/07
Revised: 05/06/13
REVISED: 06/01/2015

ABOLISH

E11.249a

TITLE: Assistant Superintendent of Academic and Certified Human Resources

QUALIFICATIONS:

1. Professional certificate for School Administration and Supervision, endorsed for the position of School Superintendent and
2. Masters degree with at least sixty hours of graduate credit.
3. Administrative experience in school programs.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

SUPERVISES: District Administrative Staff and Principals, Director of Personnel and employees in above divisions.

PERFORMANCE RESPONSIBILITIES:

1. Develops, establishes, and refines, in conjunction with Academic and School Support Services, the implementation of the Comprehensive District Improvement Plan (CDIP) in the areas of academic performance, learning environment and efficiency.
2. Oversees and monitors all laws, regulations, and statutes affecting the School-Based Decision Making councils and Comprehensive School Improvement Planning (CSIP) :
3. Works with schools to develop strategies for school improvement in the areas of academic performance, learning environment and efficiency.
4. Conducts staff meetings, as needed, to interpret changes in Board policy or administrative procedures, to discuss developments, and to evaluate trends in education as they pertain to the areas of assigned responsibility.
5. Remains abreast of development and innovations in the field by reading current and cogent literature, attending professional society and association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.
6. Assists in the preparation and administration of the district's budget; administers the departmental budget including the responsibility for budget development and long range financial planning.
7. Communicates to the Superintendent and Deputy Superintendent the requirements and needs of the district as perceived by staff members.

ABOLISH

E11.249a

8. Provides a leadership role in district-wide curriculum planning and in-service education for professional staff, including Instructional Leadership.
9. Attends all Board meetings, and attends and presides over such other meetings as the Superintendent designates.
10. Prepares drafts of needed Board policies, administrative rules, and status reports for the Superintendent's review and action as directed.
11. Interprets the programs, philosophy, and policies of the district to the total district community.
12. Prepares state reports as required or directed.
13. Plans and administers an efficient system of recruiting, hiring and training, supervising and evaluating all appropriate personnel.
14. Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified program for the district.
16. Annually evaluates district administrative staff and principals, and all staff members, as needed.
17. Assists in coordinating the work of the consultants.
18. Initiates and maintains effective liaison with other school districts, Universities and State Department personnel.
19. Develops, establishes and refines the general programs of the divisions of administrative services in Human Resources.
20. Investigates certified personnel matters for the Superintendent.
21. Works collaboratively with the Kenton County Teacher Association, Educational Professional Standards Board and the Kentucky Department of Education.
22. Performs other tasks and assumes other responsibilities as assigned.

TERMS OF EMPLOYMENT: 230/225 Days. Salary determined by the
Administrative Index.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent.

DATE APPROVED: 3/16/09
DATE REVISED: 7/2/2012
DATE REVISED: 05/06/13
REVISED: 06/01/2015

ABOLISH

Code: E11.200

TITLE: Assistant Superintendent of Classified Human Resources, Food Service and Transportation

QUALIFICATIONS:

1. Professional certificate for School Administration and Supervision, endorsed for the position of School Superintendent.
2. Masters degree with at least sixty hours of graduate credit.
3. Administrative experience in school programs.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services.

SUPERVISES: Director of School Nutrition, Assistant Director of Transportation, employees in the above divisions, and all staff members, as needed.

PERFORMANCE RESPONSIBILITIES:

1. Develops, establishes, and refines the general programs of the divisions of administrative services in Human Resources.
2. Conducts staff meetings, as needed, to interpret changes in Board policy or administrative procedures, to discuss developments, and to evaluate trends in education as they pertain to the areas of assigned responsibility.
3. Remains abreast of development and innovations in the field of reading current and cogent literature, attending professional society and association meetings conferences, and discussing developments and problems of mutual interest with others in the field.
4. Assists in the preparation and administration of the district's budget. Administers the departmental budget including the responsibility for budget development and long range financial planning.
5. Communicates to the superintendent the requirements and needs of the district as perceived by staff members.

ABOLISH

Code: ELL.200

6. Takes an active role in responding to and solving all personnel problems connected to the transportation and student support services of students including acting as a liaison with parent complaints.
7. Cooperates with school principals and other responsible for planning school trips.
8. Attends all Board meetings, and attends and presides over such other meetings as the superintendent designates.
9. Prepares drafts of needed Board policies, administrative rules, and status reports for the Superintendent's review and action.
10. Interprets the programs, philosophy, and policies of the district to the total district community.
11. Prepares state reports as required or directed.
12. Plans and administers an efficient system of recruiting, hiring, training, supervising and evaluation all classified personnel.
13. Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified program for the district.
14. Keeps informed of and interprets all laws, regulations, and statutes affecting the department of administrative services.
15. Investigates classified personnel matters for the Superintendent as appropriate.
16. Develops, establishes, and refines the general services of the transportation and student support services program to meet all the requirements of the daily instructional program and all extracurricular activities for the district.
17. Develops and leads professional development activities for all transportation and Food services personnel with a focus upon student safety, consumer satisfaction and support of the educational endeavors of the district.
18. Oversees the successful operation of all food service operations.
19. Provide oversight for the development, implementation and annual review of a Transportation Handbook.

ABOLISH

Code: Ell.200

20. Oversees and prepares bus routes and schedules for all schools in the district.
21. Oversees and works to a full implementation of all technology in transportation.
22. Oversees the recruitment, ongoing training, supervision and evaluation of all transportation and student support services personnel.
23. Makes recommendation of employment, transfer, promotion and release of personnel based on performance standards established by the school district.
24. Oversees and supervises a program to maintain all district transportation equipment and develops preventative maintenance programs.
25. Annually prepares and administers the transportation budget, including payroll oversight. This would include but not be limited to budget development, oversight and authorization of purchases and maintaining an inventory of supplies and equipment.
26. Annually completes needs assessment related to transportation needs district wide and the implications therein related to future equipment and personnel needs.
27. Conforms to all state laws and regulations regarding school transportation.
28. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

TERMS OF EMPLOYMENT: 230/225 Days Twelve months. Salary determined by the Administrative Salary Index

EVALUATION: Performance of this job will be evaluated annually by the Superintendent.

DATE APPROVE: 11/25/80

REVISED: 04/14/86

REVISED: 05/01/06

REVISED: 06/06/11

REVISED: 06/01/2015

Kenton County School District
Job Description: Chief Academic Officer
Job Class Number: TBD

TITLE: Chief Academic Officer

QUALIFICATIONS:

1. Professional certificate for School Administration and Supervision, endorsed for the position of School Superintendent
2. Rank I certificate status
3. Minimum of five (5) years teaching experience
4. Minimum of five (5) years administrative experience in school programs

REPORTS TO: Superintendent

SUPERVISES: Assistant Superintendents of Curriculum and Instruction

JOB GOAL: Responsible for overall District instruction and related support service activities and providing leadership to District stakeholders in developing, implementing and refining the best possible educational programs and services

PERFORMANCE RESPONSIBILITIES:

1. Serves as advisor to the Superintendent and District personnel on issues pertaining to various aspects of curriculum and instructional design and delivery systems
2. Provides leadership and expertise in assessing, identifying, formulating and implementing District educational goals and objectives
3. Provides leadership in the development of instructional initiatives and programs to achieve optimal academic results in line with the District's mission, core beliefs and goals
4. Provides leadership in the development of processes, strategies and feasibility planning to ensure the necessary human and monetary resources are appropriately utilized in order to achieve the planned results of the District
5. Provides leadership in the development and implementation of assessment systems and processes to ensure strategic instructional activities are in place to achieve the District's educational goals and objectives as well as meet state and federal accountability requirements
6. Works collaboratively and consistently with District administration to assure implementation of programs and initiatives, addressing needs and providing resources
7. Directs research and development activities, including the planning and forecasting of future instructional needs and recommending appropriate support programs
8. Oversees the preparation and distribution of informational reports detailing performance trends and describes the status of instructional activities
9. Provides leadership and expertise in forming, guiding and advising District advisory committees and groups
10. Provides leadership and guidance to District personnel and members of the education community to ensure effective communication relative to educational design and delivery
11. Assists in developing guidelines and procedures that effectively resolve conflicts and support cohesiveness
12. Keeps current with all educational developments and practices
13. Attends all Board meetings, and attends and/or presides over other meetings as the Superintendent designates
14. Performs other responsibilities as assigned by the supervisor

Kenton County School District
Job Description: Chief Academic Officer
Job Class Number: TBD

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Scale and Chief Academic Officer Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Superintendent

APPROVED: ??/??/????

ABOLISH

Code: E11.106

TITLE: Executive Director of Support Operations

QUALIFICATIONS:

1. Bachelor's Degree in a related field.
2. Minimum of five years working with school construction, facilities maintenance, purchasing, energy management, and technology infrastructure.
3. Possesses excellent communication and leadership skills.
4. Willingness to become certified in all appropriate areas as determined necessary.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Superintendent

EVALUATES: Director of Facility Systems, Buildings, Grounds and Maintenance Supervisor, District Technology Coordinator, and Energy Systems Coordinator.

JOB GOAL: Coordinates, plans, and manages all district support operations to include facilities, technology, and energy systems.

PERFORMANCE RESPONSIBILITIES:

1. Plan all capital construction activities in accordance with best management practices and in conformance with Kentucky Department Guidelines.
2. Plan all capital construction activities in accordance with local jurisdictional code and zoning compliance.
3. Oversee all active construction projects working with outside consultants, contractors, and internal staff to successfully achieve the goals established for each project.
4. Work effectively with all local municipalities and all community organizations to foster relationships and coordinate all necessary activities.
5. Work closely with all local legislators to effectively promote goals and objectives established by the school district.
6. Oversee an efficient and effective facility maintenance program.
7. Oversee the energy conservation efforts in the district and evaluate all opportunities to conserve natural resources.
8. Constantly look for ways to engage and involve students in all support operation activities.
9. Manages schedules for all facility use through software tracking system.
10. Oversee the successful operation of all technology operations as it relates to the district facility infrastructure.
11. Oversee the district procurement efforts.
12. Oversee the district fixed asset auditing functions.
13. Evaluates and audits district facilities for safety and environmental issues and submits reports, work orders and recommendations as needed.

ABOLISH

Code: E11.106

14. Maintains the insurance and lease agreements for outside organizations using district facilities.
15. Investigates conditions that may affect student and employee health and safety and takes appropriate action at critical phases, reporting immediately any hazardous or unsafe conditions and a plan of action to alleviate the condition.
16. Conducts training sessions and participates in educational meetings to instruct employees in matters pertaining to occupational health and environmental health/protection issues.
17. Audits for compliance with all fire code regulations and board policies.
18. Responsible for the program compliance of the Asbestos Management Program, Radon Reduction Program, Hazardous Materials Program, and Indoor Air Quality Program.
19. Identifies sources of environmental pollutants and coordinates field tests and investigations designed to obtain data for use in determining methods of controlling pollutants in air, water, and soil, using knowledge of principles and applied technologies related to fields of responsibility.
20. Administers the Underground Storage Tank (UST) program and heating oil tank activities. Is thoroughly familiar with federal and state health and safety standards (OSHA, EPA, etc.).
21. Works cooperatively with the Director of Facilities Systems, Buildings, Grounds and Maintenance Supervisor and Student Support Services Director to ensure that all safety issues are administered and implemented in a thorough and professional manner.
22. Provides leadership for developing, achieving and maintaining buildings and grounds in the district.
23. Plans, budgets and communicates effectively with students, staff and community members.
24. Prepares and administers the district facility plan.
25. Prepares facility guidelines and checklists to create an organized and efficient approach to managing safe and learning environments.
26. Evaluates and coordinates inspection procedures for compliance with safety guidelines and policy.
27. Assumes responsibility for scheduling outside group facility use in coordination with school contacts.
28. Performs other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: 230/225 Days Pay Grade 30

EVALUATION: Performance of this job will be evaluated annually by the Superintendent.

DATE APPROVED: 10/18/99
REVISED: 3/15/10
REVISED: 06/19/2000
REVISED: 07/21/03
REVISED: 5/06/13
REVISED: 06/01/2015

Kenton County School District
Job Description: Chief Operations Officer
Job Class Number: TBD

TITLE: Chief Operations Officer

QUALIFICATIONS:

1. Professional certificate for School Administration and Supervision, endorsed for the position of School Superintendent; OR
2. Bachelor's Degree in Education, Business or related field required; Master's Degree preferred
3. Minimum of five (5) years administrative experience in school programs

REPORTS TO: Superintendent

SUPERVISES: Executive Directors and classified Directors

JOB GOAL: Responsible for overall District operation and related support service activities, capital construction activities and providing leadership to District stakeholders in developing, implementing and refining the best possible educational operational programs and support services

PERFORMANCE RESPONSIBILITIES:

1. Serves as advisor to the Superintendent and District personnel on issues pertaining to various aspects of support operation systems and capital construction activities
2. Provides leadership and expertise in assessing, identifying, formulating and implementing District operational goals and objectives
3. Provides leadership in the development of operational initiatives and programs to achieve optimal operational performance in line with the District's mission, core beliefs and goals
4. Provides leadership in the development of processes, strategies and feasibility planning to ensure the necessary human and monetary resources are appropriately utilized in order to achieve the planned results of the District
5. Oversees new construction, renovations and additions, including preparation of BG-1 forms; maintaining direct contact with the architect and State Department throughout projects; and supervising expenses
6. Work with all community and State agencies to provide an appropriate environment for learning in the classroom
7. Locate and acquire land for suitable building sites
8. Works collaboratively and consistently with District administration to assure implementation of programs and initiatives, addressing needs and providing resources
9. Directs research and development activities, including the planning and forecasting of future operational needs and recommending appropriate support service systems
10. Oversees the preparation and distribution of informational reports detailing performance trends and describes the status of operational activities
11. Provides leadership and expertise in forming, guiding and advising District advisory committees and groups
12. Provides leadership and guidance to District personnel and members of the education community to ensure effective communication relative to operations and support services
13. Assists in developing guidelines and procedures that effectively resolve conflicts and support cohesiveness
14. Keeps current with all educational developments and practices
15. Attends all Board meetings, and attends and/or presides over other meetings as the Superintendent designates
16. Performs other responsibilities as assigned by the supervisor

Kenton County School District
Job Description: Chief Operations Officer
Job Class Number: TBD

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Scale and Chief Academic Officer Index for Certified employee or G31 from Classified Position Index for Classified employee
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Superintendent

APPROVED: ??/??/????

ABOLISH

Code: Ell.250b

TITLE: Executive Director of Academic Services and Principal Leadership

QUALIFICATIONS:

1. Professional certificate for School Administration and Supervision, endorsed for the position of School Superintendent.
2. Masters Degree and Rank I
3. Seven Years of Administrative Experience.
4. Knowledge of and experience in effective instructional and leadership practices.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Deputy Superintendent or designee

SUPERVISES: District Administrative Staff, Principals, and Curriculum/Instruction Consultants.

JOB GOAL: To ensure every student receives quality instruction and graduates college and career ready.

PERFORMANCE RESPONSIBILITIES:

1. Develops, establishes and refines, in conjunction with Academic and Student Support Services, the implementation of the Comprehensive District Improvement Plan (CDIP).
2. Provides leadership in the evaluation of instructional methods and programs, and recommends such changes and improvements as are needed.
3. Annually evaluates district administrative staff, principals, and other staff members as assigned
4. . Assists in the preparation and administration of the district's budget, and administers the departmental budget including the responsibility for budget development and long range financial planning.
5. Works collaboratively with all district and school administrators to integrate and coordinate a unified program for the district.
6. Assists principals in planning and implementation of effective programs of supervision; and evaluation based on the Professional Practices Rubric and Professional Growth Evaluation System (PGES).
7. Oversees, monitors, and implements all laws, regulations, and statutes affecting the School-Based Decision Making (SBDM) councils and Comprehensive School Improvement Planning (CSIP).
8. Assists in the recruiting, interviewing, screening, and recommending of qualified candidates for district and school professional positions
9. Plans and supervises the instructional orientation program for new-teachers.
10. Supervises and coordinates the work of the instructional consultants.
11. Provides guidance in the selection and use of textbooks and other teaching materials.
12. Interprets district programs, philosophy, and policies to the total district community.
13. Initiates and maintains effective partnerships with other school districts,

ABOLISH

Code: Ell.250b

universities, and State Department personnel in order to keep current with of new educational developments and ideas.

14. Keeps current with educational developments and the literature in the field of educational leadership and participates in the affairs of state and national professional societies devoted to the advancement of school education.
15. Collaborates with directors (special education, student services, federal programs, etc.) on a regular basis to ensure consistency in district's plans and services.
16. Works with the Math and Literacy Consultants to implement and oversee the Gates LDC and MDC initiatives.
17. Monitors the implementation of Springboard, MAP and other district initiatives.
18. Provides data and information to supervisor as requested.
19. Provides leadership in the planning and implementation of district-wide professional development including Principals Meetings, Assistant Principal Meetings, monthly CIA meetings, and Instructional Leadership.
20. Performs such other tasks and assumes such other responsibilities as may be assigned.

TERMS OF EMPLOYMENT: 230/225 days. Salary determined by the
Administrative Salary Index

EVALUATION: Performance of this job will be evaluated annually by the Deputy
Superintendent or designee

DATE APPROVED: 06/18/01
REVISED: 8/19/02
REVISED: 7/21/03
REVISED: 3/15/10
REVISED: 6/6/11
REVISED: 8/4/14
REVISED: 06/01/2015

ABOLISH

Code: E11.283(a)

TITLE: Executive Director of College and Career Readiness

QUALIFICATIONS:

1. Professional certificate for School Administration and Supervision, endorsed for the position of School Superintendent.
2. Masters Degree and Rank I
3. Seven Years of Administrative Experience.
4. Knowledge of and experience in effective instructional and leadership practices.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Deputy Superintendent, Assistant Superintendent or designee

JOB GOAL: Coordinates the development, implementation, and review of Kenton County's Assessment, Accountability, and College and Career Readiness Programs.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates K-12 student assessment program including standards-based testing and achievement/aptitude testing.
2. Collaborates with program and building administrators in developing, implementing, and reviewing all student assessment programs, services, and activities, ensuring appropriate assessment practices and test security.
3. Leads district efforts to develop a multifaceted student assessment program including criterion-referenced, norm-referenced, and performance-based testing.
4. Assists in the interpretation and implications of individual, group, school and district assessment data.
5. Serves as contact between the local school district and the Kentucky Performance Rating for Education Progress (K-PREP) and the Kentucky Unbridled Learning Accountability model.
6. Trouble-shoots assessment and accountability implementation problems.
7. Collaborates with district leadership in professional development initiatives to support overall school improvement and individual student achievement.
8. Collaborates with program and building administrators in developing, implementing, and reviewing school and district comprehensive improvement plans.
9. Collaborates with middle and high school counselors in full implementation and monitoring of student Individual Learning Plan's and comprehensive advising programs.

ABOLISH

Code: E11.283(a)

10. Assists middle school and high school counselors and principals in development and implementation of a process to target students below the benchmark based upon EPAS data from EXPLORE, PLAN and ACT to become College and Career Ready.
11. Collaborates with the Director of Innovation and Technology in developing, implementing, and reviewing improvement plans for the Kenton County Academies of Innovation and Technology and the Early College Initiative.
12. Collaborates with Business and Industry Partners and Postsecondary Partners to develop dual credit opportunities for high school students.
13. Oversees and manages grants and funding related to College and Career Readiness initiatives at the district and state level including management of the TEDS federal data collection system.
14. Performs such other tasks and assumes other responsibilities as requested by the Assistant Superintendent.

TERMS OF EMPLOYMENT: 230/225 days. Salary determined by the
Administrative Salary Index

EVALUATION: Performance of this job will be evaluated annually by Deputy
Superintendent, Assistant Superintendent, or designee

DATE APPROVED: 11/16/92
DATE REVISED: 06/17/02
DATE REVISED: 07/21/03
DATE REVISED: 7/2/12
REVISED: 06/01/2015

ABOLISH

Code: Ell.250b

TITLE: Executive Director of Academic Services and Principal Leadership

QUALIFICATIONS:

1. Professional certificate for School Administration and Supervision, endorsed for the position of School Superintendent.
2. Masters Degree and Rank I
3. Seven Years of Administrative Experience.
4. Knowledge of and experience in effective instructional and leadership practices.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Deputy Superintendent, Assistant Superintendent, or designee

SUPERVISES: District Administrative Staff, Principals, and Curriculum/Instruction Consultants.

JOB GOAL: To ensure every student receives quality instruction and graduates college and career ready.

PERFORMANCE RESPONSIBILITIES:

1. Develops, establishes and refines, in conjunction with Academic and Student Support Services, the implementation of the Comprehensive District Improvement Plan (CDIP).
2. Provides leadership in the evaluation of instructional methods and programs, and recommends such changes and improvements as are needed.
3. Annually evaluates district administrative staff, principals, and other staff members as assigned
4. Assists in the preparation and administration of the district's budget, and administers the departmental budget including the responsibility for budget development and long range financial planning.
5. Works collaboratively with all district and school administrators to integrate and coordinate a unified program for the district.
6. Assists principals in planning and implementation of effective programs of supervision; and evaluation based on the Professional Practices Rubric and Professional Growth Evaluation System (PGES).
7. Oversees, monitors, and implements all laws, regulations, and statutes affecting the School-Based Decision Making (SBDM) councils and Comprehensive School Improvement Planning (CSIP).
8. Assists in the recruiting, interviewing, screening, and recommending of qualified candidates for district and school professional positions
9. Plans and supervises the instructional orientation program for new teachers.
10. Supervises and coordinates the work of the instructional consultants.
11. Provides guidance in the selection and use of textbooks and other teaching

ABOLISH

Code: Ell.250b

materials.

12. Interprets district programs, philosophy, and policies to the total district community.
13. Initiates and maintains effective partnerships with other school districts, universities, and State Department personnel in order to keep current with new educational developments and ideas.
14. Keeps current with educational developments and the literature in the field of educational leadership and participates in the affairs of state and national professional societies devoted to the advancement of school education.
15. Collaborates with directors (special education, student services, federal programs, etc.) on a regular basis to ensure consistency in district's plans and services.
16. Works with the Math and Literacy Consultants to implement and oversee the Gates LDC and MDC initiatives.
17. Monitors the implementation of Springboard, MAP and other district initiatives.
18. Provides data and information to supervisor as requested.
19. Provides leadership in the planning and implementation of district-wide professional development including Principals Meetings, Assistant Principal Meetings, monthly CIA meetings, and Instructional Leadership.
20. Performs such other tasks and assumes such other responsibilities as may be assigned.

TERMS OF EMPLOYMENT: 230/225 days. Salary determined by the
Administrative Salary Index

EVALUATION: Performance of this job will be evaluated annually by Deputy
Superintendent, Assistant Superintendent, or designee

DATE APPROVED: 06/18/01
REVISED: 8/19/02
REVISED: 7/21/03
REVISED: 3/15/10
REVISED: 6/6/11
REVISED: 8/4/14
REVISED: 06/01/2015

Kenton County School District
Job Description: Assistant Superintendent of Curriculum and Instruction
Job Class Number: TBD

E11.249a

TITLE: Assistant Superintendent of ~~Academic and Certified Human Resources~~ Curriculum and Instruction

QUALIFICATIONS:

1. Professional certificate for School Administration and Supervision, endorsed for the position of School Superintendent and
2. ~~Masters degree with at least sixty hours of graduate credit.~~ Rank I certificate status
3. Minimum of five (5) years teaching experience
4. Administrative experience in school programs
5. ~~Such alternatives to the above qualifications as the Board may find appropriate and acceptable.~~

REPORTS TO: ~~Superintendent~~ Chief Academic Officer or designee

SUPERVISES: Assigned District Administrative Staff Administrators, and Principals, ~~Director of Personnel and employees in above divisions and staff~~

JOB GOAL: To assist the Superintendent substantially and effectively in the task of ~~providing leadership in~~ developing, achieving implementing and maintaining refining the best possible educational programs and services for all students

SUPERVISES:

District Administrative Staff and Principals, Director of Personnel and employees in above divisions.

PERFORMANCE RESPONSIBILITIES:

1. Identifies, implements, refines and communicates world class curricular and instructional standards
2. Develops, establishes, and refines, in conjunction with Academic and School Support Services, the implementation of the Comprehensive District Improvement Plan (CDIP) in the areas of academic performance, learning environment and efficiency
3. Oversees and monitors all laws, regulations, and statutes affecting the School-Based Decision Making councils and Comprehensive School Improvement Planning (CSIP)
4. Conduct audits of schools to include visitations by teams, data analysis, documentation and improvement plans
5. Works with schools to develop strategies for school improvement in the areas of academic performance, learning environment and efficiency
6. Administers the district certified evaluation system to include annual review of procedures and documentation, coordination of training for all evaluators and collection and storage of all recordkeeping for all schools
7. ~~Conducts staff meetings, as needed, to interpret changes in Board policy or administrative procedures, to discuss developments, and to evaluate trends in education as they pertain to the areas of assigned responsibility~~
8. ~~Remains abreast of development and innovations in the field by reading current and cogent literature, attending professional society and association meetings and conferences, and discussing developments and problems of mutual interest with others in the field~~ Keeps current with all educational developments and practices
9. Assists in the preparation and administration of the district's budget; administers the departmental budget including the responsibility for budget development and long range financial planning

Kenton County School District
Job Description: Assistant Superintendent of Curriculum and Instruction
Job Class Number: TBD

E11.249a

- ~~10. Communicates to the Superintendent and Deputy Superintendent the requirements and needs of the district as perceived by staff members~~
11. Provides a leadership role in district-wide curriculum planning and in-service education for professional staff, including Instructional Leadership
12. Prepares drafts of needed Board policies, administrative rules, and status reports for the Superintendent's review and action as directed
13. Interprets **and communicates** the programs, philosophy, and policies of the District to ~~the total district community~~ **all District stakeholders**
14. Prepares ~~state~~ reports as required or directed
- ~~15. Plans and administers an efficient system of recruiting, hiring and training, supervising and evaluating all appropriate personnel~~
16. Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified program for the district
17. Annually evaluates ~~district administrative staff and principals, and all staff members, as needed~~ **all personnel under direct supervision**
18. Assists in coordinating the work of the **Academic Program** Consultants
19. Initiates and maintains effective liaison with other school districts, Universities and State Department personnel
- ~~20. Develops, establishes and refines the general programs of the divisions of administrative services in Human Resources~~
21. Investigates certified personnel matters for the Superintendent
22. Works collaboratively with **all District stakeholders, including** the Kenton County Teacher Association, Educational Professional Standards Board and the Kentucky Department of Education
23. Attends all Board meetings, and attends and **/or** presides over ~~such~~ other meetings as the Superintendent designates
24. Performs other ~~tasks and assumes other~~ responsibilities as assigned **by the supervisor**

TERMS OF EMPLOYMENT:

- **Days per fiscal year:** ~~230/225 Days.~~
- **Salary Schedule:** ~~determined by the Administrative Index.~~ **Certified Salary Scale and Assistant Superintendent Index**
- **Fair Labor Standards Act (FLSA) Status:** **Exempt**

EVALUATION:

Performance of ~~this job~~ **the position** will be evaluated annually by the ~~Superintendent.~~ **Chief Academic Officer or designee**

DATE APPROVED: 3/16/09

DATE REVISED: 07/02/2012, 05/06/13, 06/01/2015

Kenton County School District
Job Description: Northern Kentucky Youth Development Center (NKYDC) Principal
Job Class Number – TBD

ABOLISH

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.

Kenton County School District

Job Description: Northern Kentucky Youth Development Center (NKYDC) Principal

Job Class Number – TBD

ABOLISH

15. Assumes responsibility for all official school correspondence and news releases.
16. Oversee attendance, enrollment and withdrawal of students. Includes attending intake 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: 04/02/2018

Kenton County School District
Job Description: Director of Instructional Technology and Innovative **Districtwide** Programs
Job Class Number: 0120

TITLE: Director of Instructional Technology and Innovative **Districtwide** Programs

QUALIFICATIONS:

1. ~~Holds a Master's degree in education and holds a current Kentucky teaching certificate~~ **Holds a valid Kentucky Administrative certificate endorsed for the position of school administration**
2. ~~Graduate Degree or other advanced education in Instructional and/or Assistive Technology preferred Rank I or II certificate status~~
3. ~~At least three years of successful full-time experience as a classroom teacher preferred Minimum of five (5) years teaching experience~~ **Minimum of five (5) years teaching experience**
4. ~~Two years professional development experience educating teachers or other adults in the integration of technology for instruction and productivity using all of the following modes: modeling, one-on-one, small group, or large group preferred~~ **Administrative experience in school programs**
5. ~~A minimum of two years experience delivering and integrating technology in instructional programs for Pre-K-12 students~~
6. **Demonstrated ability to communicate effectively with students, staff, parents and the community**

REPORTS TO: Assistant Superintendent **Curriculum and Instruction**, ~~Executive Director~~, or designee

SUPERVISES: ~~District Consultants (Assists with evaluative resources and feedback of secondary level administrators.)~~ **Assigned District staff**

JOB GOAL: To provide leadership, staff development, and instructional support to all **Districtwide Programs'** instructional and administrative staff ~~in curriculum planning and the integration of technology throughout the curriculum. Lead a team with district and school staff to develop and implement curriculum and technology integration.~~ **to ensure such programs provide a world-class education so all students are college and/or career ready and prepared for the 21st century economy**

PERFORMANCE RESPONSIBILITIES:

1. **Develops, leads, and implements innovation and alternative programming, such as early college, career pathways and alternative options for students**
2. **Provides all students with equity and access to innovative programs designed to prepare them for college and/or career readiness**
3. ~~Collaborates with teachers and administrators in composing effective technology infused, content-based lessons, and supports the teachers as they implement the lessons in their classrooms.~~ **Provides a leadership role in district-wide curriculum planning and training for professional staff with regards to innovative and alternative programming for students**
4. ~~Articulates appropriate instructional technology practices as described in technology standards for students and teachers~~
5. **Provides assistance and training to building instructional staff in the integration of technology and innovation to support student achievement in innovation and alternative programming.**
6. **Provides leadership in the evaluation of instructional methods and programs**
7. **Guides individual professional development experiences for secondary administrators and teachers**
8. **Provides leadership in developing and implementing technology innovation and alternative programming plans and assists principals in the planning and implementation of effective programs**
9. **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**

Kenton County School District

Job Description: Director of Instructional Technology and Innovative ~~Districtwide~~ Programs

Job Class Number: 0120

Agency Children (KECSAC) and Title 1 monitoring

10. Responsible for curriculum development addressing the educational needs of all Northern Kentucky Youth Development Center (NKYDC) students and develops plans for meeting these needs
11. Conducts research about advancements in ~~technology tools and resources~~ innovation and alternative programming to inform decision-making.
12. Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to ~~instructional technology~~ innovation and alternative programming
13. Coordinates ~~technology~~ innovation and alternative programming related grant projects, community outreach projects and fund raisers
14. Keeps current with ~~educational developments and the literature in the field of secondary education and participates in the affairs of state and national professional societies devoted to the advancement of integrated technology practices.~~ all educational developments and practices related to assignment
15. Conducts staff development and supports community awareness initiatives.
16. Works toward developing an improved understanding of students' educational needs on the part of teachers, administrators and parents, including the use of technology in the analysis of formative and summative data
17. Attends to all record keeping functions, correspondence, data requests and any other requests related to duties of the position
18. Attends all required meetings, and attends and/or presides over other meetings as the supervisor designates
19. Performs other ~~duties as assigned.~~ responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230/~~225~~
- Salary Schedule: Certified Salary Scale and Director Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of this job will be evaluated annually by an Assistant Superintendent ~~Curriculum and Instruction,~~ Executive Director, or designee

APPROVED: 03/16/2009

REVISED: 06/01/2015

Kenton County School District
Job Description: Kenton County Academy of Innovation and Technology (KCAIT) Principal
Job Class Number: 1010

TITLE: Kenton County Academy of Innovation and Technology (KCAIT) Principal

QUALIFICATIONS:

1. Holds a valid Kentucky Administrative certificate endorsed for the position of school administration
2. Rank I or II certificate status
3. Minimum of five (5) years successful teaching experience
4. Administrative experience in school programs
5. Demonstrated ability to communicate effectively with students, staff, parents and the community

REPORTS TO: Assistant Superintendent Curriculum and Instruction, or designee

SUPERVISES: All District employees assigned to KCAIT

JOB GOAL:

To use leadership, supervisory and teaching skills in managing the day to day educational and instructional services to ensure the KCAIT 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 world-class curriculum development addressing the educational needs of all KCAIT students and develops plans for meeting these needs
2. Leads the school and teachers to make effective use of community resources including individual, business, government agencies and educational institutions
3. Assumes responsibility for maintaining student/teacher performance data required to evaluate the success of the school
4. Assumes responsibility for administration of all student discipline in the school
5. Supervises the preparation of student schedules
6. Supervises completion and filing of all student records
7. Supervises, evaluates and counsels all staff members regarding their individual performance
8. Develops the master teaching schedule and recommends any special assignment(s)
9. Conducts staff meetings to keep members informed regarding policy changes, new programs and student performance
10. Provides ongoing professional standards-based and growth learning
11. Oversee the accountability of Level III Career and Technical programs to the Department of Education and the Workforce Development Cabinet for student completion rates, placement rates, and level of achievement
12. Coordinate Academy allocation of federal funding through Carl Perkins legislation. This requires the integration of academics into the technical program
13. The principal is the key facilitator who insures Level III programs meet the needs for state and federal funding
14. Organizes and implements KCAIT student and faculty presentations
15. Uses effective interpersonal communication skills to communicate with all District stakeholders
16. Participates in establishing and maintaining community relations, including the use of the school facility and soliciting advisory committee's recommendations needed for student college and career readiness
17. Supervises the maintenance of all required records and prepares reports as requested
18. Keeps current with all educational developments and practices related to assignment

Kenton County School District
Job Description: Kenton County Academy of Innovation and Technology (KCAIT) Principal
Job Class Number: 1010

19. Interprets and enforces the observation of all applicable board policies, school policies, rules and safety regulations
20. Attends all required meetings, and attends and/or presides over other meetings as the supervisor designates
21. Promotes the care of the buildings and grounds (including learning labs) and assigns staff accordingly
22. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Schedule and KCAIT Principal Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by an Assistant Superintendent Curriculum and Instruction, or designee

APPROVED: ??/??/????

ABOLISH

CODE: E11.280k

TITLE: Student Hearing Officer

QUALIFICATIONS:

1. Administrative Certification
2. Five years administrative experience
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: To assist the Director of Student Support Services by enforcing school board policy regarding student discipline in a way that enhances the educational process.

PERFORMANCE RESPONSIBILITIES:

1. Conduct student disciplinary administrative hearings.
2. Assist in the development of administrative guidelines and policies related to discipline.
3. Prepare required reports and maintain all records related to the discipline of students and the safety of students.
4. Assist in the development of the District comprehensive program of violence prevention and intervention.
5. Communicate, through proper channels, to keep the Superintendent informed of impending problems or events of an unusual nature.
6. Participate in county-wide management meetings and other meetings appropriate for professional development.
7. Maintain accessibility to all schools.
8. Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
9. Use effective interpersonal communication skills.
10. Assumes other duties as assigned by supervisor.

TERMS OF EMPLOYMENT: 187 Days, Program Specialist on Administrative Index

EVALUATION: Performance will be evaluated annually by an Assistant Superintendent, Executive Director, or designee

DATE APPROVED: 5-6-13

REVISED: 06/01/2015

ABOLISH

CODE: 11.274

TITLE: Director of Behavior Support and Student Engagement

QUALIFICATIONS:

1. Administrative Certification for Director of Pupil Personnel
2. Three years administrative experience
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Assistant Superintendent, Executive Director, or designee

SUPERVISES: Behavior Support and Student Engagement personnel

JOB GOAL: To enable all students to utilize their educational opportunities to the fullest by eliminating, as far as possible, those barriers that prevent or interfere with the student's learning; and to provide each enrolled student of school age opportunities to participate in extracurricular activity and make connections to school

PERFORMANCE RESPONSIBILITIES:

1. Enforces the compulsory attendance law and other regulations relating to attendance.
2. Provides input on the establishment of school boundaries and serves as district liaison with the community in communicating school boundary lines.
3. Coordinates registration procedures for all students, including open enrollment and out of district tuition regulations.
4. Assists in the creation and distributes an accurate annual school calendar.
5. Directs case study services for students including the identification of students with problems related to attendance, behavior, and discipline.
6. Implements programs to provide counseling for individual/groups of students or parents having problems related to attendance, behavior and discipline.
7. Assists with the functions of all school district Family Resource Centers and Youth Service Centers.
8. Oversees issues related to "School Safety" policies, proceedings, initiatives and conducts a continuing study of dropouts and the process of ongoing dropout reduction, including supervision of School Resource Officer Program.
9. Responsible for home visits of children who are absent from school and who have been reported to be in need of clothing, lunches, or medical aid.
10. Assists in planning, developing, and coordinating the district health services program
11. Explains and interprets pupil personnel services to faculty, parents, and community
12. Assists with the coordination of the Crisis Team
13. Develops annual review and ongoing consultation regarding Student Code of Conduct.
14. Prepares and administers the student support services budget including state and federal Grants.

ABOLISH

15. Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic, for the district.
16. Represents the District at events and activities.
17. Fosters good school-community relations by keeping the community aware of and responsive to the school programs and district goals
18. Oversees appropriate rules and regulations governing the conduct of athletic events and school activities.
19. Ensures that schools maintain accurate student records for activities and athletics.
20. Administers the insurance program covering school athletes, and assumes responsibility for the completion of reports and claims.
21. Prepares and administers the district athletics and activities budget.
22. Ensures District and school athletic and activity budgets follow proper accounting procedures. (Redbook)
23. Meets with athletic directors and activities coordinators to foster program growth.
24. Provides oversight to the process of recruiting, hiring and evaluating coaches, paraprofessionals and volunteers related to extracurricular activities.
25. Manages and assists in scheduling all transportation required for athletics or activities.
26. Schedules district-wide activities among all buildings.
27. Assists in the organization and scheduling of all outside group facility use in coordination with school contacts.
28. Assists in the schedules for all facility use through software tracking.
29. Assists in the insurance and lease agreements for outside organizations using district facilities.
30. Resolves issues and concerns that cannot be addressed through building programs.
31. Arranges for postponement and cancellation of activities as necessary due to weather.
32. Works with transportation, facilities, and student services as necessary.
33. Supports schools in reducing dropout rate, decreasing the number of students who are retained, and increase attendance through participation in community education programs.
34. Work with schools to coordinate resources and supports for at risk students through community education programs.
35. Facilitate the sharing of student information with parents through community education trainings that provide resources for parents.
36. Serve as the liaison between school and community to increase community support.
37. Performs other duties as assigned.

TERMS OF EMPLOYMENT: 230/225 Days, as established by Administrative Salary Schedule

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

DATE APPROVED: 05/06/2013

DATE REVISED: 06/01/2015

Kenton County School District
Job Description: Director Pupil Personnel
Job Class Number: TBD

TITLE: Director Pupil Personnel

QUALIFICATIONS:

1. Professional certificate for Director Pupil Personnel
2. Rank I or II certificate status
3. Minimum of five (5) years teaching experience
4. Administrative experience in school programs
5. Demonstrated ability to communicate effectively with students, staff, parents and the community

REPORTS TO: Assistant Superintendent Curriculum and Instruction or designee

SUPERVISES: Assigned District staff

JOB GOAL: To provide all students of the District with the opportunity to maximize educational opportunities by attending school regularly, being provided with consistent application of school board policy regarding student discipline and participating in school activities that provide meaningful connections to school beyond the classroom

PERFORMANCE RESPONSIBILITIES:

1. Enforces the compulsory school attendance and census laws of the Commonwealth of Kentucky, as well as attendance rules and regulations of the District
2. Maintains knowledge of current laws, regulations, school board policies and procedures, as well as emerging trends and current research in pupil attendance to increase school attendance and Support Education Excellence in Kentucky (SEEK) funding
3. Works with all District stakeholders to implement a research based system of school level interventions to improve pupil attendance, and to provide attendance incentive programs
4. Acts as a liaison with local and state agencies, the Juvenile Court, members of the police department and interested civic groups in seeking solutions to the problems of school children
5. Responsible for home visits of children who are absent from school and who have been reported to be in need of clothing, lunches, or medical aid
6. Attends to all record keeping functions, correspondence, data requests and any other requests related to duties of the Pupil Personnel office
7. Assists in the development and communication of administrative guidelines and policies related to student attendance and discipline
8. Coordinates the establishment of school boundaries and serves as district liaison with the community in communicating school boundary lines
9. Coordinates registration procedures for all students, including open enrollment and out of district tuition regulations
10. Conducts student disciplinary administrative hearings
11. Oversees the overall program of extracurricular activities, both athletic and academic, for the district
12. Supervise and monitor the accurate and timely completion of data collection and reporting requirements
13. Uses effective interpersonal communication skills to communicate with all District stakeholders
14. Keeps current with all educational developments and practices related to assignment
15. Attends all required Board meetings, and attends and/or presides over other meetings as the supervisor designates
16. Performs other responsibilities as assigned by the supervisor

Director Pupil Personnel

Kenton County School District
Job Description: Director Pupil Personnel
Job Class Number: TBD

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Scale and Director Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by an Assistant Superintendent Curriculum and Instruction or designee

APPROVED: ??/??/????

Kenton County School District
Job Description: Student Engagement Coordinator
Job Class Number: TBD

TITLE: Student Engagement Coordinator

QUALIFICATIONS:

1. Holds a valid Kentucky Teacher Certification and/or endorsement
2. Rank I or II certificate status
3. Minimum of five (5) years teaching experience
4. Extracurricular activity leadership experience

REPORTS TO: Director Pupil Personnel

SUPERVISES: None

JOB GOAL: To provide all students the opportunity to participate in at least one activity providing a meaningful connection to school beyond the regular classroom

PERFORMANCE RESPONSIBILITIES:

1. Organizes, administers and communicates the overall program of extracurricular activities, both athletic and academic, for the district
2. Coordinates with all District stakeholders to ensure a successful program of extracurricular activities
3. Represents the District at events and activities
4. Oversees appropriate rules and regulations governing the conduct of athletic events and school activities
5. Ensures that schools maintain accurate student records for activities and athletics
6. Administers the insurance program covering school athletes, and assumes responsibility for the completion of reports and claims
7. Prepares and administers the district athletics and activities budget
8. Attends to all record keeping functions, correspondence, data requests and any other requests related to duties of the position
9. Ensures District and school athletic and activity budgets follow proper accounting procedures (Redbook)
10. Meets with athletic directors and activities coordinators to foster program growth
11. Coordinates with the Human Resources department on the process of recruiting and hiring coaches, paraprofessionals and volunteers related to extracurricular activities
12. Manages and assists in scheduling all transportation required for athletics or activities
13. Schedules district-wide activities among all buildings
14. Assists in the organization and scheduling of all outside group facility use in coordination with schools
15. Assists in the schedules for all facility use through software tracking
16. Assists in the insurance and lease agreements for outside organizations using district facilities
17. Assists schools with the postponement and cancellation of activities as necessary due to weather
18. Supports schools in reducing dropout rate, decreasing the number of students who are retained, and increase attendance through participation in community education programs
19. Work with schools to coordinate resources and supports for at risk students through community education programs
20. Facilitate the sharing of student information with parents through community education trainings that provide resources for parents
21. Keeps current with all educational developments and practices related to assignment
22. Attends all required meetings and presides over other meetings as the supervisor designates
23. Performs other responsibilities as assigned by the supervisor

Kenton County School District
Job Description: Student Engagement Coordinator
Job Class Number: TBD

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Scale and Coordinator Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Director Pupil Personnel or designee

APPROVED: ??/??/????

Kenton County School District
Job Description: Lead Academic Program Consultant
Job Class Number: TBD

TITLE: Lead Academic Program Consultant

QUALIFICATIONS:

1. Supervisor of Instruction or Administrative certification
2. Consultant certification
3. Minimum of five (5) years teaching experience
4. Minimum of three (3) years consultant or instructional leader experience

REPORTS TO: Assistant Superintendent

SUPERVISES: Academic Program Consultants

JOB GOAL: Leads Academic Program Consultants to increase teacher capacity and provide a world-class education for ALL Kenton County School District students

PERFORMANCE RESPONSIBILITIES:

1. Leads districtwide implementation and development of curriculum review, development and implementation for all levels
2. Provides leadership in the districtwide evaluation of instructional practices and recommends such changes and improvements as needed
3. Leads the design, recommendation and execution of educational experimentation and disseminates and interprets the results to administrators, teachers and parents
4. Leads ongoing professional standards-based and growth learning
5. Keeps current with all educational developments and practices
6. Perform other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Scale and Lead Consultant Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the supervisor

APPROVED: ??/??/????

ABOLISH

Code: E11.270e

TITLE: Early Childhood Consultant

QUALIFICATIONS:

1. Hold a Master of Arts in Early Childhood and a valid appropriate Kentucky certificate with appropriate consultant endorsement.
2. Has successful teaching experience, with at least five (5) years teaching experience in preschool and/or special education.
3. Is knowledgeable of current and effective teaching practices for preschool and of state KERA Preschool regulations and guidelines.
4. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: To ensure that identified preschool students are served appropriately and in compliance with all State and Federal Regulations.

PERFORMANCE RESPONSIBILITIES:

1. Assume responsibility for implementing local, State and Federal Preschool Program laws, regulations, and guidelines.
2. Prepare State and Federal reports and forms for the Preschool Program.
3. Assist the Director of Federal Programs with budget development.
4. Provide direct assistance to teachers implementing best practice strategies.
5. Attend meetings, seminars and conferences at local, regional, state and national levels as appropriate to keep abreast of future requirements and initiatives.
6. Plan and conduct orientation meetings for all preschool staff
7. Participate in First Step Activities
8. Send informational letter to parents on upcoming school year
9. Send principals informational letter on staff meetings, screenings, etc.
10. Work cooperatively with bus garage to develop bus routes/ give information on special transportation needs
11. Set preschool calendar for school year- preschool screenings/evaluation days, staff meetings, family involvement activities, professional development activities.
12. Screen and evaluate incoming three and four year olds.
13. Schedule and chair IEP annual review meetings.
14. Make Occupational, Physical Therapy, and Assistive Technology referrals and conduct follow-up meetings.
15. Prepare orders of materials to be used by preschool department i.e. protocols, adaptive equipment, progress reports, etc.
16. Schedule and coordinate transition ARC meetings for children entering kindergarten from preschool.

ABOLISH

Code: E11.270e

17. Inform principals and special education coordinator of incoming special education students.
18. Review IEP and classroom progress and develop new IEP's with teachers.
19. Chair Preschool ARC meetings.
20. Follow up on screenings of At Risk students by completing evaluations ARC's,
21. Ongoing process of updating preschool materials i.e. handbooks, flyers, etc.
22. Coordinate and maintain records on tuition preschoolers.
23. Coordinate with ESL teacher eligibility of 3 and 5 year olds with limited English proficiency.
24. Provide ongoing contact with parents and community through phone contact and mailings.
25. Maintain program high quality through self studies and program accreditation.
26. Consult with Principals for hiring new staff.
27. Set up new preschool classrooms.
28. Perform other duties consistent with the position assigned as requested by the supervisor.

TERM OF EMPLOYMENT: 210/205 Days, Salary determined by Administrative Index

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

APPROVED: May 16,2005

REVISED: 06/01/2015

ABOLISH

E11.251a

TITLE:	Elementary/Middle/High Curriculum and Instruction Consultant Level IV
QUALIFICATIONS:	<ol style="list-style-type: none">1. Master's degree/Rank I required.2. Five years of teaching experience at the high/middle/elementary level3. Extensive background/experience in school based curriculum development.4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
REPORTS TO:	Assistant Superintendent, Executive Director, or designee.
JOB GOAL:	To ensure that each elementary/middle/high school student is provided with the richest educational experience the district can provide.
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none">1. Helps plan and carry out a district-wide program of curriculum review and development for the elementary/middle/high grades.2. Provides leadership in the evaluation of instructional methods and programs, and recommends such changes and improvements as are needed.3. Works with instructional programs among the elementary/middle/high schools and articulates curricula between grade levels, and between elementary and secondary programs.4. Designs, recommends, and carries out educational experimentation and disseminates and interprets the results to administrators, teachers, and parents, as part of the school level needs assessment process.5. Assists in conducting the instructional orientation program for new teachers.6. Assists in the selection and use of textbooks and other teaching materials.7. Works with teachers in the preparation of curriculum materials.8. Assists with the gifted/talented education program.9. Works toward developing an improved understanding of children's educational needs on the part of teachers, administrators, and parents, and interprets the educational progress of elementary/middle/high school students to them.10. Keeps current with educational developments and the literature in the field of elementary/middle/high school education and participates in the affairs of state and national professional societies devoted to the advancement of elementary/middle/high school education.11. Assists with developing transition plans from grade level to grade level - -from elementary to middle level and middle level to high.12. Assists the principal in coordinating the planning, implementation and evaluation of the instructional program.13. Assists the principal in implementing decisions related to curriculum and instruction that are made by the SBDM council/committee.14. Assists with school and district consolidated planning process.

ABOLISH

15. Performs such other tasks and assumes such other responsibilities as assigned by Supervisor 16. Coordinates district programs as assigned by the Superintendent, Deputy Superintendent or Assistant Superintendent.

TERMS OF EMPLOYMENT: 230/225 days Salary determined by the
Administrative Salary Schedule

EVALUATION: Performance of the job will be evaluated by an Assistant Superintendent,
Executive Director, or designee

DATE APPROVED: 07/06/93
REVISED: 04/24/00
REVISED: 06/18/01
REVISED: 07/21/03
REVISED: 10/19/09
REVISED: 3/15/10
REVISED: 06/01/2015

ABOLISH

E11.300 C

TITLE: Energy & Science Technology Engineering and Math (STEM)
Consultant-Level IV

QUALIFICATIONS:

1. Master's degree/Rank I required.
2. Three years of teaching experience at the high/middle level
3. Extensive background/experience in school based curriculum development.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Obtain Consultant Certification

REPORTS TO: Assistant Superintendent, Executive Director, or designee.

JOB GOAL: To ensure that each middle/high school student is provided with the richest educational experience the district can provide.

PERFORMANCE RESPONSIBILITIES:

1. Helps plan and carry out a district-wide STEM and Energy-Sustainability curriculum and development for the middle/high grades.
2. Provides leadership in the evaluation of instructional methods and programs, and recommends such changes and improvements as are needed.
3. Works with STEM and energy sustainability instructional programs among the middle/high schools and articulates curricula between grade levels, and between secondary programs.
4. Designs, recommends, and carries out STEM experimentation and disseminates and interprets the results to administrators, teachers, and parents, as part of the school level needs assessment process.
5. Assists in conducting the instructional orientation of the STEM program for all stakeholders in the district.
6. Assists in the selection and use of teaching materials related to STEM, with a focus on energy and sustainability using high performance facilities and STEM initiatives.
7. Works with teachers, community, and secondary institutions in the preparation/implementation of STEM curriculum, STEM instruction, and utilization of high performance facilities.

ABOLISH

E11.300 C

8. Works toward developing an improved understanding of STEM needs on the part of teachers, administrators, and parents, and interprets STEM for middle/high school students and teachers.
9. Keeps current with educational and industrial developments in the STEM field and participates in the affairs of state and national professional societies devoted to the advancement of STEM education.
10. Assists the principal in coordinating the planning, implementation and evaluation of STEM and energy initiatives.
11. Assists with school and district comprehensive improvement planning process.
12. Performs such other tasks and assumes such other responsibilities assigned by supervisor

TERMS OF EMPLOYMENT: 230/225 days Salary determined by the Administrative Salary Schedule.

EVALUATION: Performance of the job will be evaluated by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 03/15/10

DATEREvised: 05/17/10

REVISED: 06/01/2015

ABOLISH

E11.308C

TITLE: Gifted Talented and VPAM Consultant – Level IV

QUALIFICATIONS:

1. Holds certification/endorsement for Teaching of Gifted and Talented Education or is willing to pursue Gifted Certification.
2. Minimum of five years teaching experience at the middle or high school level.
3. Master's Degree in Education
4. Two years Successful Leadership Experience in schools.

REPORTS TO: Assistant Superintendent, Executive Director, or designee.

SUPERVISES: None

JOB GOAL

To provide guidance in the development and implementation of a strong instructional program designed to assist in improving learning opportunities for all students.

To implement a comprehensive countywide community education program that supports implementation of Senate Bill 1.

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with the Middle/High School principals to plan and implement a school program for students identified in general intellectual ability and VPAM.
2. Work directly with identified gifted/talented lead teachers in each middle and high school to enhance opportunities for gifted students in all areas.
3. Model the implementation of multiple service delivery options to provide the appropriate services matched to the strengths and needs of identified students.
4. Promote positive communication and support in the schools community.
5. Attends meetings, seminars, and conferences at local, regional, state and national levels as pertains to the areas of gifted and talented education.
6. Provide Professional Development Training in the implementation of the gifted/talented courses, programs, and student opportunities.
7. Collaborate with secondary schools to enhance the Kentucky Scholars Program.
8. Collaborate with secondary schools to create more opportunities for advanced placement dual credits and VPAM.
9. Collaborate with schools and teachers to create advanced curriculums and help implement in the secondary schools.
10. Collaborate with the Scott/Woodland campus to create a unique and rigorous shared academic and VPAM program.
11. Model differentiated lessons in middle and high school classrooms.
12. Collaborate with schools to expand the VISION Quest Pilot Advanced English Class throughout Middle Schools.
13. Assist high schools with the Governor's Scholars program.

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E11.308C

14. Collaborate with District Staff and Principals to create public relations academic message for Community.
15. Chair a district arts committee to provide a coordinated arts program.
16. Develop checklists for school walk-throughs specific to arts and gifted education.
17. Develop a district on-line resource website for arts information.
18. Collaborate with principals and district-wide arts teachers to secure specific, focused, high school professional development.
19. Provide leadership for schools to implement KDE program reviews.
20. Coordinate schedules of district art teachers to ensure consistent, quality instruction.
21. Assist in implementing the district strings program.
22. Assist in implementing the district forensic programs.
23. Facilitate arts seminars throughout the district.
24. Facilitate a calendar of district-wide arts events.
25. Performs such other duties as consistent with the position assigned as may be requested by the supervisor.

Term of Employment: 230/225 days, Salary based on Administrative Index

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

DATE APPROVED: 3/15/10
DATE REVISED: 5/17/10
Date Revised: 7/1/13
REVISED: 06/01/2015

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E11.251 A

Title: High/Middle School Math Consultant – Level III

Qualifications:

1. Master's Degree/Rank 1 required.
2. Five years of math teaching experience at the middle or high school level.
3. Math Consultant's Certificate required.
4. Extensive background/experience in school based curriculum development.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Assistant Superintendent, Executive Director, or designee.

Job Goal: To ensure that each middle/high school student is provided with the richest educational experience the district can provide.

Performance Responsibilities:

1. Provide leadership in implementing Best Practice and research-based math instruction in secondary math classrooms.
2. Provide leadership in the evaluation of mathematics instructional methods and programs and recommend such changes and improvements as are needed.
3. Work with instructional programs among the middle/ high schools and help to communicate curricula between grade levels, and between middle and high schools.
4. Assists in developing curricula and adapt instruction based on State Core Standards and Assessment data.
5. Research, find and develop curriculum for mathematics for specific schools of study (SLC's).
6. Research and develop activities/strategies for differentiation and remediation that will lead to success for all students.
7. Work closely with high schools to implement the Math Assessment for Learning Grant – and any future district grant projects.
8. Work closely with all Stem initiatives across the district.
9. Design, recommend, and carry out educational experimentation and disseminate and interpret the results to administrators, teachers, and parents, as part of the school level needs assessment process.
10. Assist in the selection of textbooks, appropriate technology, and other teaching materials.
11. Keep current with educational developments and the literature in education and participates in the affairs of local, state and national professional societies devoted to the advancement of mathematics education.
12. Assist the principal in coordinating the planning, implementation and

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E11.251 A

- evaluation of the math instructional program.
13. Assist with developing mathematics transition plans from grade level to grade level and from middle level to high.
 14. Assist in conducting the instructional orientation program for new teachers.
 15. Perform such other tasks and assume such other responsibilities as may assigned from time to time.

TERMS OF EMPLOYMENT:

220/215 days Salary determined by the Administrative Salary Schedule

EVALUATION:

Performance will be evaluated by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 03/15/10
REVISED: 06/01/2015

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E11.300B

TITLE: Middle School Literacy Consultant – Level III

QUALIFICATIONS:

1. Master's degree required.
2. Three years of teaching experience at the middle level preferred
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Obtain Consultant's Certification

REPORTS TO: Assistant Superintendent, Executive Director, or designee.

JOB GOAL: To ensure that each middle school student is provided with the richest educational experience the district can provide.

PERFORMANCE RESPONSIBILITIES:

1. Helps plan and carry out a district-wide program of curriculum review and development for the middle grades.
2. Provides leadership in the evaluation of instructional methods and programs, and recommends such changes and improvements as are needed.
3. Works with instructional programs and articulates curricula between grade levels, and between elementary and secondary programs.
4. Designs, recommends, and carries out educational experimentation and disseminates and interprets the results to administrators, teachers, and parents, as part of the school level needs assessment process.
5. Assists in conducting the instructional orientation program for new teachers.
6. Assists in the selection and use of textbooks and other teaching materials.
7. Works with teachers in the preparation of curriculum materials.
8. Assists with the gifted/talented education program.
9. Works toward developing an improved understanding of children's educational needs on the part of teachers, administrators, and parents, and interprets the educational progress of middle school students to them.
10. Keeps current with educational developments and the literature in the field of middle school education and participates in the affairs of state and national professional societies devoted to the advancement of middle school education.
11. Assists with developing transition plans from grade level to grade level from middle school to high school.

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E11.300B

12. Assists the principal in coordinating the planning, implementation and evaluation of the instructional program including Program Reviews in Writing.
13. Assists the principal in implementing decisions related to curriculum and instruction that are made by the SBDM council/committee.
14. Assists with school and district Comprehensive Improvement Planning.
15. Performs such other tasks and assumes such other responsibilities as assigned by supervisor
16. Coordinates the implementation of the Read 180 Program at the middle school level.

TERMS OF EMPLOYMENT: 220/215 days Salary determined by the Administrative Salary Schedule.

EVALUATION: Performance of the job will be evaluated by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 03/15/10

REVISED: 06/01/2015

ABOLISH

Code Ell.251b

TITLE: Elementary Literacy Curriculum and Instruction Consultant

QUALIFICATIONS:

1. Holds a valid appropriate Kentucky Teaching certificate with a K-8 Reading Program Consultant endorsement.
2. Has 5 years successful experience teaching reading with consulting experience in literacy preferred.
3. Has extensive background/experience in school-based literacy curriculum development.
4. Has demonstrated ability to communicate and work effectively with parents, staff, students, and community.
5. Such alternatives to the above qualifications as the Board may Find appropriate and acceptable.

REPORTS TO: Assistant Superintendent of Elementary Education and School Support

JOB GOAL: To ensure that each elementary school student is provided with the richest literacy educational experience the district can provide.

PERFORMANCE RESPONSIBILITIES:

1. Helps plan and carry out a district-wide program of curriculum review and development for the elementary grades.
2. Provides leadership in the research and evaluation of instructional methods and programs, and recommends such changes and improvements as are needed.
3. Works with instructional programs among the elementary schools and articulates curricula between grade levels, and between elementary and secondary programs.
4. Recommends, designs, and carries out educational research and interprets and disseminates the results to administrators, teachers, and parents as part of the school level needs assessment process.
5. Assists in conducting the instructional orientation program for new teachers.
6. Assists in the selection and use of textbooks and other teaching materials.
7. Works with teachers in the preparation of curriculum materials and literacy lessons/units.
8. Assists with the gifted/talented educational program.
9. Works toward developing an improved understanding of children's educational needs on the part of teachers, administrators and parents, and interprets the educational progress of elementary students to them.
10. Keeps current with educational developments and the literature in the field of elementary literacy and participates in the affairs of state and national professional societies devoted to the advancement of literacy education.
11. Assists with developing transition plans for grade level to grade level: from elementary to middle.

12. Assists the principal in coordinating the planning, implementation and evaluation of the literacy program.
13. Assists the principal in implementing decisions related to literacy curriculum and instruction that are made by the SBDM council.
14. Assists with the school and district comprehensive planning process.
15. Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent of Elementary Education directs.

TERMS OF EMPLOYMENT: 230/225 days Salary determined by the
Administrative Salary Schedule

EVALUATION: Performance of the job will be evaluated by the Assistant
Superintendent for Elementary Education and School Support

DATE APPROVED: 07/06/93

REVISED: 04/24/00

REVISED: 06/18/01

REVISED: 07/21/03

REVISED: 06/19/06

ABOLISH

- TITLE:** Literacy Curriculum and Instruction Consultant
- QUALIFICATIONS:**
1. Master's degree/Rank I required.
 2. Five years of teaching experience at the high/middle/elementary level
 3. Extensive background/experience in school 'based curriculum development.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- REPORTS TO:** Director of Elementary Education/Director of Secondary Education
- JOB GOAL:** To ensure that each elementary/middle/high school student is provided with the richest educational experience the district can provide.
- PERFORMANCE RESPONSIBILITIES:**
1. Helps plan and carry out a district-wide program of curriculum review and development for the elementary/middle/high grades.
 2. Provides leadership in the evaluation of instructional methods and programs, and recommends such changes and improvements as are needed.
 3. Works with instructional programs among the elementary/middle/high schools and articulates curricula between grade levels, and between elementary and secondary programs.
 4. Designs, recommends, and carries out educational experimentation and disseminates and interprets the results to administrators, teachers, and parents, as part of the school level needs assessment process.
 5. Assists in conducting the instructional orientation program for new teachers.
 6. Assists in the selection and use of textbooks and other teaching materials.
 7. Works with teachers in the preparation of curriculum materials.
 8. Assists with the gifted/talented education program.

Code: E11.251bb

9. Works toward developing an improved understanding of children's educational needs on the part of teachers, administrators, and parents, and interprets the educational progress of elementary/middle/high school students to them.
10. Keeps current with educational developments and the literature in the field of elementary/middle/high school education and participates in the affairs of state and national professional societies devoted to the advancement of elementary/middle/high school education.
11. Assists with developing transition plans from grade level to grade level - - from elementary to middle level and middle level to high.
12. Assists the principal in coordinating the planning, implementation and evaluation of the instructional program.
13. Assists the principal in implementing decisions related to curriculum and instruction that are made by the SBDM council/committee.
14. Assists with school and district consolidated planning process.
15. Performs such other tasks and assumes such other responsibilities as the Director of Elementary/Director of Secondary Education

TERMS OF EMPLOYMENT: 230/225 days Salary determined by the
Administrative Salary Schedule.

EVALUATION: Performance of the job will be evaluated by the Director of
Elementary/Director of Secondary Education

DATE APPROVED: 07/06/93

REVISED: 04/24/00

REVISED: 06/18/01

REVISED: 07/21/03

REVISED: 05/01/06

ABOLISH

TITLE: One To One Reading Consultant E11.251bbb

QUALIFICATIONS:

1. Holds a valid appropriate Kentucky Teaching Certificate and a Consultant's Certificate.
2. Five years of teaching experience at the appropriate grade level.
3. Extensive background/experience in school based curriculum development and parent/community engagement.
4. Has demonstrated ability to communicate and work effectively with parents, staff, students, and community.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Federal Programs

JOB GOAL: To ensure that each elementary school student is provided with the richest educational experience the district can provide.

PERFORMANCE RESPONSIBILITIES:

1. Helps plan and carry out a district-wide One To One Reading Program.
2. Identifies potential coach sponsors(groups and/or businesses with potential coaches).
3. Recruits coach sponsors through flyers, power point, talking points, meetings, e-mails and/or phone calls.
4. Identifies and communicates connections between One To One Program goals and school needs.
5. Identifies and communicates with key school leaders.
6. Identifies a "lead teacher" or school contact person.
7. Assists the principal in coordinating the planning, implementation and evaluation of the One To One Reading Program.
8. Performs such other tasks and assumes such other responsibilities as the Director of Federal programs directs.

TERMS OF EMPLOYMENT: One Day Per Week for Remainder of 2006-07 school Year. Salary determined by the Certified Salary Schedule.

EVALUATION: Performance of the job will be evaluated by the Director of Federal Programs.

Approved: 10/16/06

ABOLISH

TITLE: Secondary Gifted Talented and VPAM Consultant- Level I

QUALIFICATIONS:

1. Holds certification/endorsement for Teaching of Gifted and Talented Education or is willing to pursue Gifted Certification.
2. Minimum of five years teaching experience at the middle or high school level.
3. Master's Degree in Education
4. Two years Successful Leadership Experience in schools.

REPORTS TO: Assistant Superintendent for Academic and Student Support

SUPERVISES: None

JOB GOAL To provide guidance in the development and implementation of a strong instructional program designed to assist in improving learning opportunities for all students.

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with the Middle/High School principals to plan and implement a school program for students identified in general intellectual ability and VPAM.
2. Work directly with identified gifted/talented lead teachers in each middle and high school to enhance opportunities for gifted students in all areas.
3. Model the implementation of multiple service delivery options to provide the appropriate services matched to the strengths and needs of identified students.
4. Promote positive communication and support in the schools community.
5. Attends meetings, seminars, and conferences at local, regional, state and national levels as pertains to the areas of gifted and talented education.
6. Provide Professional Development Training in the implementation of the gifted/talented courses, programs, and student opportunities.
7. Collaborate with secondary schools to enhance the Kentucky Scholars Program.
8. Collaborate with secondary schools to create more opportunities for advanced placement dual credits and VPAM.
9. Collaborate with schools and teachers to create advanced curriculums and help implement in the secondary schools.
10. Collaborate with the Scott/Woodland campus to create a unique and rigorous shared academic and VPAM program.
11. Model differentiated lessons in middle and high school classrooms.
12. Collaborate with schools to expand the VISION Quest Pilot Advanced English Class throughout Middle Schools.
13. Assist high schools with the Governor's Scholars program.

E11.308C

14. Collaborate with District Staff and Principals to create public relations academic message for Community.
15. Chair a district arts committee to provide a coordinated arts program.
16. Develop checklists for school walk-throughs specific to arts and gifted education.
17. Develop a district on-line resource website for arts information.
18. Collaborate with principals and district-wide arts teachers to secure specific, focused, high school professional development.
19. Provide leadership for schools to implement KDE program reviews.
20. Coordinate schedules of district art teachers to ensure consistent, quality instruction.
21. Assist in implementing the district strings program.
22. Assist in implementing the district forensic programs.
23. Facilitate arts seminars throughout the district.
24. Facilitate a calendar of district-wide arts events.
25. Performs such other duties as consistent with the position assigned as may be requested by the supervisor.

Term of Employment: **200 days**

Salary: Based upon Certified Salary Schedule

Evaluation: Performance of this job will be evaluated by the Assistant Superintendent for Academic and Student Support.

DATE APPROVED: **3/15/10**

DATE REVISED: **5/17/10**

Kenton County School District
Job Description: Academic Program Consultant – Special Education
Job Class Number: TBD

TITLE: Academic Program Consultant – Special Education

QUALIFICATIONS:

1. Valid Kentucky special education certificate and a supervisor of instruction or consultant certification
2. Minimum of five (5) years teaching experience
3. Master's Degree

REPORTS TO: Director of Special Education or designee

SUPERVISES: None

JOB GOAL: To increase teacher capacity and provide a world-class education for ALL Kenton County School District students' with disabilities

PERFORMANCE RESPONSIBILITIES:

1. Consults and coordinates with Districtwide personnel regarding implementation of services and instructional programs based on individual student needs
2. Districtwide implementation and development of curriculum review, development and implementation for all levels
3. Conducts Districtwide evaluation of instructional practices and recommends such changes and improvements as needed
4. Designs, recommends and executes educational experimentation and disseminates and interprets the results to administrators, teachers and parents
5. Provides ongoing professional standards-based and growth learning
6. Keeps current with all educational developments and practices
7. Assures compliance with all federal, state and District regulations and procedures
8. Perform other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 220
- Salary Schedule: Certified Salary Scale and Academic Program Consultant Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Director of Special Education and/or designee

APPROVED: ??/??/????

ABOLISH

Code: E11 260d

TITLE: Special Education Teacher Consultant LEVEL III

QUALIFICATIONS: 1. Master's degree/Rank I preferred
2. Consultant's Certificate
3. Three years of teaching experience
4. Teaching Endorsement for Special Education
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: To ensure that special education services are provided according to state and federal regulations to assigned district and resident private school students.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the development and planning of district-wide special education programs.
2. Provide leadership in the implementation of special education policies and procedures, including referral, evaluations, and development of IEPs and service plans.
3. Provide consultation to administrators and teachers in the implementation of special education programs.
4. Assist in the development of budget allocations, as appropriate.
5. Provide direct consultation to public and private school programs.
6. Manage public and private school IEP's and service plans, as appropriate.
7. Work with teachers in the preparation of curriculum materials and specific curricular adaptations.
8. Work toward developing an improved understanding of students' educational needs on the part of teachers, administrators, and parents.
9. Keep current with regulations and educational developments in the field of special education.
10. Assist principals in coordinating the planning, implementation and evaluation of the instructional program.
11. Assist principals in implementing decisions related to appropriate adaptations/modifications in order to implement IEPs/Service Plans.
12. Manage Extended School Year Program, as appropriate.
13. Perform such other tasks and assumes such other responsibilities as assigned.

TERMS OF EMPLOYMENT: 220/215 Days
Salary determined by the Administrative Salary Schedule for Program Consultant.

EVALUATION: Job performance will be evaluated by an Assistant Superintendent, Executive Director, or designee

DATE APPROVED: 05/19/03

ABOLISH

Code: E11 260d

DATE REVISED:	05/05/13
REVISED:	06/01/2015

ABOLISH

Code: E11 260d

TITLE: Special Education Teacher Consultant LEVEL III

QUALIFICATIONS:

1. Master's degree/Rank I preferred
2. Consultant's Certificate
3. Three years of teaching experience
4. Teaching Endorsement for Special Education
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: To ensure that special education services are provided according to state and federal regulations to assigned district and resident private school students.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the development and planning of district-wide special education programs.
2. Provide leadership in the implementation of special education policies and procedures, including referral, evaluations, and development of IEPs and service plans.
3. Provide consultation to administrators and teachers in the implementation of special education programs.
4. Assist in the development of budget allocations, as appropriate.
5. Provide direct consultation to public and private school programs.
6. Manage public and private school IEP's and service plans, as appropriate.
7. Work with teachers in the preparation of curriculum materials and specific curricular adaptations.
8. Work toward developing an improved understanding of students' educational needs on the part of teachers, administrators, and parents.
9. Keep current with regulations and educational developments in the field of special education.
10. Assist principals in coordinating the planning, implementation and evaluation of the instructional program.
11. Assist principals in implementing decisions related to appropriate adaptations/modifications in order to implement IEPs/Service Plans.
12. Manage Extended School Year Program, as appropriate.
13. Perform such other tasks and assumes such other responsibilities as assigned.

TERMS OF EMPLOYMENT: 220 Days
Salary determined by the Administrative Salary
Schedule for Program Consultant.

EVALUATION: Job performance will be evaluated by Assistant
Superintendent, Executive Director, or designee.

DATE APPROVED: 05/19/03

ABOLISH

Code: E11 260d

DATE REVISED:
REVISED:

05/05/13
06/01/2015

ABOLISH

Code: E11 260d

TITLE: Special Education Teacher Consultant Level 1

QUALIFICATIONS:

1. Master's degree/Rank I preferred
2. Three years of teaching experience
3. Teaching Endorsement for Special Education
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Assistant Superintendent, Executive Director, or designee.

JOB GOAL: To ensure that special education services are provided according to state and federal regulations to assigned district and resident private school students.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the development and planning of district-wide special education programs which promote inclusion of students with disabilities.
2. Provide leadership in the implementation of special education policies and procedures, including referral, evaluations, and development of IEPs and service plans.
3. Provide consultation to administrators and teachers in the implementation of special education programs.
4. Provide direct consultation to public and private school programs.
5. Work with teachers in the preparation of curriculum materials and specific curricular adaptations.
6. Work toward developing an improved understanding of students' educational needs on the part of teachers, administrators, and parents.
7. Keep current with regulations and educational developments in the field of special education.
8. Assist principals in coordinating the planning, implementation and evaluation of the instructional program.
9. Assists principals in implementing decisions related to appropriate adaptations/modifications in order to implement IEPs/Service Plans.
10. Performs such other tasks and assumes such other responsibilities as assigned.

TERMS OF EMPLOYMENT: Salary determined by the Administrative Salary Schedule for Program Consultant Level 1.

EVALUATION: Job performance will be evaluated by an Assistant Superintendent, Executive Director, or designee

DATE APPROVE: 5/19/03
REVISED: 3/15/10
REVISED: 06/01/2015

ABOLISH

Code: E11.251D

TITLE: English as a Second Language (ESL) Consultant Level IV

QUALIFICATIONS: 1. Holds a valid appropriate Kentucky certificate for teaching English as a Second Language.

2. Has successful teaching experience, with at least one year experience teaching or tutoring ESL or LEP (Limited English Proficiency) students.

3. Is knowledgeable of current and effective teaching practices for ESL and LEP students.

4. Has demonstrated ability to communicate and work effectively with parents with limited English proficiency, staff, students, and community.

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: To assure that identified ESL/LEP students are serviced appropriately and in compliance with all State and Federal Regulations.

PERFORMANCE RESPONSIBILITIES:

1. Assume responsibility for, and is delegated the authority to assist Office of Academic Affairs staff in implementing local, State and Federal guidelines and policies in the areas of English as a Second Language and Limited English Proficiency.
2. Assist building level ESL teachers with assessment of students for placement purposes.
3. Provide instruction for ESL/LEP students as needed.
4. Prepare reports and forms required for the ESL/LEP Program.
5. Establish and monitor appropriate recordkeeping.
6. Provide professional development for staff.
7. Provide on-site assistance to parents, teachers and staff.
8. Assist building level ESL teachers in the design of the curriculum and reporting of student progress.
9. Provide direct assistance to teachers in implementing best practices and acquiring appropriate resources.
10. Maintain a program of visitation with all schools.
11. Attend meetings, seminars, and conferences at local, regional, state, and national levels as pertains to the areas of English as a Second Language.
12. Provide direct assistance to teachers in implementing best practices and acquiring appropriate resources.
13. Perform other duties consistent with the position assigned as may be requested by the supervisor.

ABOLISH

Code: E11.251D

TERM OF EMPLOYMENT: 230/225 Days Salary based upon Administrative Index

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

DATE APPROVED:	6/15/98
DATE REVISED:	5/20/02
DATE REVISED:	7/21/03
DATE REVISED:	10/19/09
REVISED:	06/01/2015

Kenton County School District

Job Description: ~~English as a Second Language (ESL) Consultant - Level IV~~ English Learner (EL) Coordinator
Job Class Number: TBD

TITLE: ~~English as a Second Language (ESL) Consultant - Level IV~~ English Learner (EL) Coordinator

QUALIFICATIONS:

1. Holds a valid appropriate Kentucky certificate for teaching English as a Second Language
2. Has successful teaching experience, with at least one year experience teaching or tutoring ~~ESL~~ EL or LEP (Limited English Proficiency) students
3. Is knowledgeable of current and effective teaching practices for ~~ESL~~ EL and LEP students
4. Has demonstrated ability to communicate and work effectively with parents with limited English proficiency, staff, students, and community

REPORTS TO: Assistant Superintendent ~~Curriculum and Instruction, Executive Director,~~ or designee

SUPERVISES: Instructional Assistant(s)

JOB GOAL: To assure that identified ~~ESL~~ EL/LEP students are serviced appropriately and in compliance with all State and Federal Regulations

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for, and is delegated the authority to assist Office of Academic Affairs staff in implementing local, State and Federal guidelines and policies in the areas of English as a Second Language and Limited English Proficiency
2. Coordinates the activities of Districtwide Instructional Assistant(s) assigned to EL responsibilities
3. Assists building level ~~ESL~~ EL teachers with assessment of students for placement purposes
4. Provides instruction for ~~ESL~~ EL/LEP students as needed
5. Prepares reports and forms required for the ~~ESL~~ EL/LEP Program
6. Establishes and monitors appropriate recordkeeping
7. Provide professional development for staff. ongoing professional standards-based and growth learning
8. Provides on-site assistance to parents, teachers and staff
9. Assists building level ~~ESL~~ EL teachers in the design of the curriculum and reporting of student progress
10. Provides direct assistance to teachers in implementing best practices and acquiring appropriate resources
11. Maintains a program of visitation with all schools
12. ~~Attend meetings, seminars, and conferences at local, regional, state, and national levels as pertains to the areas of English as a Second Language.~~ Keeps current with all educational developments and practices
13. ~~Provide direct assistance to teachers in implementing best practices and acquiring appropriate resources.~~ Attends and/or presides over required meetings or as the supervisor designates
14. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Scale and Coordinator Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Kenton County School District

Job Description: ~~English as a Second Language (ESL) Consultant Level IV~~ English Learner (EL) Coordinator
Job Class Number: TBD

Performance of this job will be evaluated by an Assistant Superintendent, Executive Director, or designee

APPROVED: 06/15/1998

REVISED: 05/20/2002, 07/21/2003, 10/19/2009, 06/01/2015, ??/??/????

Kenton County School District
Job Description: Academic Program Consultant – Public/Non-public Education
Job Class Number: TBD

TITLE: Academic Program Consultant – Public/Non-public Education

QUALIFICATIONS:

1. Valid Kentucky teaching certificate and a supervisor of instruction or consultant certification
2. Special Education or Interdisciplinary Early Childhood Education certification preferred
3. Minimum of five (5) years teaching experience
4. Master's Degree

REPORTS TO: Director Special Education, Director Early Childhood, or designee

SUPERVISES: None

JOB GOAL: To support a world-class education for public and non-public students through collaboration and coordination of academic programming and services

PERFORMANCE RESPONSIBILITIES:

1. Consults and coordinates with public and non-public stakeholders regarding implementation of services and instructional programs based on individual student needs
2. Public and non-public implementation and development of curriculum review, development and implementation for all levels
3. Conducts public and non-public evaluation of instructional practices and recommends such changes and improvements as needed
4. Designs, recommends and executes educational experimentation and disseminates and interprets the results to administrators, teachers and parents
5. Provides ongoing professional standards-based and growth learning
6. Keeps current with all educational developments and practices
7. Assure compliance with federal, state and District regulations and procedures
8. Perform other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 220
- Salary Schedule: Certified Salary Scale and Academic Program Consultant Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Director Special Education, Director Early Childhood, or designee

APPROVED: ??/??/????

Kenton County School District
Job Description: **Executive** Director of Finance and Budget
Job Class Number: 0040

TITLE: **Executive** Director of Finance and Budget

QUALIFICATIONS:

1. Certified Public Accountant or Certified Management Accountant
2. Kentucky School Financial Management Certified
3. Minimum of five (5) years Kentucky School Finance and MUNIS experience
4. Ability to implement and use computer based solutions to complicated business problems
5. ~~Such alternatives to the above qualifications as the Board may find appropriate~~

REPORTS TO: ~~Assistant Superintendent, Executive Director,~~ **Chief Operations Officer**, or designee

SUPERVISES: Finance Department staff

JOB GOAL: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available

PERFORMANCE RESPONSIBILITIES:

1. Supervises the day to day management of the financial affairs of the schools, **accounting operations and collections and distribution of funds**
2. Assumes responsibility for budget development and long-range financial planning
3. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
4. ~~Supervises all accounting operations.~~
5. ~~Supervises the collection and distribution of all funds.~~
6. Manages the district's real estate and insurance programs
7. Administers a budget control system for the district
8. Arranges for the internal auditing of school accounts
9. Assumes responsibility for the receipt and expenditure of school district funds
10. Prepares and analyzes all financial statements
11. Reconciles all bank accounts maintained by the Board
12. Maintains a continuous internal auditing program for all funds
13. Prepares reports to the proper staff officials concerning the status of their budgetary
14. Maintains general, revenue, and appropriations, ledgers on an encumbrance basis
15. Approves all vouchers authorizing the expenditures of moneys
16. Recommends new accounting methods as desirable and necessary
17. Assumes responsibility for insurance records and insurance accounting
18. Develops budget guidelines, coordinates preparation of the budget, and assists key administrators in review of the budget
19. Prepares analyses of budget requests and program proposals
20. Arranges for and supervises preparation, publication, and distribution of budgets as approved by the Superintendent and the Board
21. Coordinates the presentation of, justification for, and preparation of additional analyses required to understand the budget proposal for action by the Board
22. Assists in the execution of the enacted budget, including the recommendation of administration controls where required

Kenton County School District
Job Description: ~~Executive~~ Director of Finance and Budget
Job Class Number: 0040

23. Takes the lead in developing improvements in the financial management of the schools system, including budget methods, format, and presentation
24. Prepares analyses of program costs and methods of financing, including long-range projections of requirements
25. Works with community organizations and citizens in interpreting the financial needs and impact of the school system by providing program and financial data and analyses
26. Coordinates, processes, and controls transfers of budgeted funds as requested by programs directors
27. Directs all financial accounting
28. Provides accounting services essential to the preparation, administration, supervision, and control of the budget
29. Obtains the annual budget requirements for all departments and prepares preliminary budget estimates
30. Reports monthly to the Board treasurer the amount for which warrants have been drawn during the preceding month, the accounts against which the warrants have been drawn, and the balance to the credit of each account
31. Serves as accountant for regular budget and all federal, state, and private projects approved by the Board
32. Prepares, enters, and records all disbursements of district funds
33. Provides advance warning of potential over-expenditure of budgeted funds
34. Supervises accounts payable processes and procedures. Verifies by affidavit every such account or demand, except for salaries exceeding five dollars
35. Supervises payroll authorization preparations and all related files
36. Verifies personally all bank accounts monthly
37. Supervises preparation of monthly reports on personnel and non-personnel accounts
38. Deposits all miscellaneous revenue collected and renders a monthly report to the Board treasurer of the receipts during the preceding month
39. Makes all reports that are the result of the accounting function
40. Prepares financial and other budget reports at regular intervals
41. Makes a full and complete itemized report of the finance of the district to the Board treasurer at the end of each school year
42. Supervises clerical aspects of all insurance matters such as maintenance of policy registers, premiums, claims, and the like
43. Facilitates the development, articulation, implementation, and ownership of a financial plan/budget that is shared and supported by the school board, school councils, and the community, and approved by the Kentucky Department of Education
44. Advocates, nurtures, and sustains an environment conducive to professional growth
45. Ensures sound management of the financial resources of the district
46. Collaborates with the Superintendent, the Board, and school councils; responding to their needs and inquiries pertaining to financial reports and the budget
47. Acts with integrity, fairness, and in an ethical manner
48. Understands, responds to, and influences the larger political, social, economic, legal, and cultural context
49. Files all appropriate tax forms and retirement reports related to payroll
50. Administers debt repayments and capital obligations

Kenton County School District
Job Description: **Executive** Director of Finance and Budget
Job Class Number: 0040

51. Complies with state and federal financial reporting and accounting requirements.
52. Assists in developing guidelines and procedures that effectively resolve conflicts and support cohesiveness
53. **Attends all Board meetings, and attends and/or presides over other meetings as the supervisor designates**
54. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230/~~225~~
- Salary Schedule: G30 on Classified Position Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the job will be evaluated by an ~~Assistant Superintendent, Executive Director,~~ **Chief Operations Officer**, or designee

APPROVED: ??/??/????

Kenton County School District
Job Description: **Executive** Director of Human Resources
Job Class Number: 7464

TITLE: **Executive** Director of Human Resources (~~Code: E11.200a~~)

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. ~~District level supervisory experience in personnel preferred~~ **Administrative experience in school programs or operations**
4. Experience in personnel duties in an educational setting preferred
5. ~~Such alternatives to the above qualifications as the Board may find appropriate and acceptable~~

REPORTS TO: ~~Assistant Superintendent, Executive Director~~ **Chief Operations Officer**, or Superintendent's designee

SUPERVISES: Human Resource department staff

JOB GOAL: ~~The Director of Human Resources is directly~~ Responsible for the overall administration, coordination and evaluation of the human resource function.

PERFORMANCE RESPONSIBILITIES:

1. Administers personnel procedures in accordance with District policy and procedures and employee 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 Maintains knowledge of industry trends and employment legislation and ensures District compliance
4. Interprets, applies and explains District policies, procedures, rules and regulations pertaining to all personnel
5. Maintains responsibility for District compliance with federal, state and local legislation pertaining to all personnel matters
6. 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
7. Assists in the review, preparation and administration of the District's wage and salary program
8. Coordinates or conducts exit interviews to determine reasons behind separations
9. Consults with legal counsel as appropriate, or as directed by the Superintendent, on personnel matters
10. Works directly with administrators to assist them in carrying out their responsibilities on personnel matters
11. Oversees the District's internship program for all positions requiring an internship year(s); including student teachers, administrators and psychologists
12. 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
13. Develops and maintains a human resource information system that meets the organization's personnel information needs
14. Supervises the staff of the human resource department

Executive Director of Human Resources

Kenton County School District
Job Description: **Executive** Director of Human Resources
Job Class Number: 7464

15. Plans and organizes work while meeting schedules and deadlines
16. Establishes and maintains cooperative and effective working relationships with others
17. **Attends all Board meetings, and attends and/or presides over other meetings as the supervisor designates**
18. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- ~~Employment category: Classified~~
- Days per fiscal year: 230/~~225~~
- Salary Schedule: ~~G29~~ **G30** on Classified Position Index
- **Fair Labor Standards Act (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, ??/??/????

Kenton County School District
Job Description: Director of Transportation
Job Class Number: TBD

TITLE: Director of Transportation

QUALIFICATIONS:

1. Bachelor's degree in transportation, business or related field
2. Demonstrated knowledge of bus mechanics
3. ~~At least~~ Minimum of three (3) years of experience in either business, industry, education or a governmental agency
4. ~~Demonstrated aptitude in performing the tasks listed below~~ Minimum of five (5) years supervisory experience
5. ~~Such alternatives to the above qualifications as the Board may find appropriate and acceptable~~ Holds a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a Kentucky School Bus Driver Certificate or must obtain a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a KY School Bus Driver Certificate within one (1) year of employment
6. Demonstrated ability to communicate effectively with students, staff, parents and the community

REPORTS TO: ~~Assistant Superintendent for Administrative Services~~ Chief Operations Officer, or designee

SUPERVISES: All transportation personnel

JOB GOAL: To enable each student, through safe and efficient Transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the school district

PERFORMANCE RESPONSIBILITIES:

1. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities
2. Prepares bus routes for all schools in the district
3. Prepares and updates bus schedules for all schools in the district
4. Utilizes, manages and provides training on electronic routing software
5. Recruits, trains, and supervises all transportation personnel, and makes recommendations of their employment, transfer, promotion, and release
6. Maintains all district owned equipment and develops plans for preventative maintenance
7. Prepares and administers the transportation budget, including payroll
8. Authorizes purchases in accordance with budgetary limitations and district rules
9. Maintains inventory of supplies and equipment
10. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety
11. Cooperates with school principals and others responsible for planning special school trips
12. Takes an active role in solving all personnel problems connected with the transportation of students and acts as a liaison with parents for complaints
13. Develops recommendations for future equipment and personnel needs based on a survey of district needs
14. Conforms with all state laws and regulations regarding school transportation
15. Completes and dispatches insurance reports
16. ~~Submits all reports required by state, and local authorities~~ Attends to all record keeping functions, correspondence, data requests and any other requests related to duties of the position

Kenton County School District
Job Description: Director of Transportation
Job Class Number: TBD

17. Advises superintendent on road hazards for decision on school closing during inclement weather
- ~~18. Attends appropriate committee, staff, and Board meetings~~ Attends all required meetings, and attends and/or presides over other meetings as the supervisor designates
19. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230/~~225~~
- Salary Schedule: ~~G28~~ G29 on Classified Position Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

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

APPROVED: 11/25/1980

REVISED: 07/21/2003, 04/23/2007, ??/??/????

ABOLISH

Code: E11.106 (b)

TITLE: District Safety Officer/Risk Manager

QUALIFICATIONS:

1. Associate Degree in Law Enforcement and/or Bachelor's degree in human resources, business administration, public administration, safety and loss prevention, insurance or related field.
2. Five (5) years successful experience in the field of security/investigations and/or safety risk management (experience with employee benefits, risk management, claims, insurance, liability, underwriting).
3. Valid driver's license.
Satisfactory criminal background check Courses in risk management preferred.
4. Such other qualifications and/or experience as the Board of Education may deem appropriate and advisable.

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: To direct proactive security, crime prevention and response strategies which will provide safety for students, employees and building facilities. To coordinate the investigation activities with district personnel, community agencies, court and police departments. Provide Incident Command in case of crisis or emergency.

PERFORMANCE RESPONSIBILITIES:

1. Act as a liaison with city, county, state and federal law enforcement agencies, Juvenile Justice, and County Office of Emergency Management.
2. On-scene investigation of all workers' compensation claims. Participate in workers' compensation litigation, depositions and mediation.
3. Coordinate workers' compensation program; monitor claims status and return to work program.
4. Train district personnel regarding various topics such as profiling behavior and de-escalation techniques, and employee security awareness.
5. Assist with local police training exercises in our schools.
6. Assist in the investigation of stolen property or vandalism of district property
7. Serve on the regional task force for anti-terrorism and weapons of mass destruction.
8. Continually research the latest information on school security.
9. Review, revise, and audit school safety procedures at all District facilities. Assess need and delivers a proactive systemic security program. Plan, organize, and coordinate the district safety and loss control programs within the district.
10. Designs security programs to lessen the frequency and severity of losses.
11. Coordinates investigative activities with Child Protective Services during staff investigations.

12. Coordinates security services activities with county, city, municipal governments for emergency or crisis situations. Coordinate all planning, training, and response activities with all local emergency responders such as police, fire, homeland security, and the Local Emergency Planning Committee.
13. Supervises the maintenance of data related to vandalism, crimes and other offenses against property and persons. Investigate all district incidents regarding property damage, district liability, and personal injury.
14. Develops school security assessment and evaluation procedures and designs programs to meet identified needs.
15. Coordinates the efforts of all School Resource Officers and program objectives.
16. Participates as part of the School District Crisis Response Team.
17. Serve as Emergency Management Coordinator for the district and respond to incidents as necessary.
18. Compile and analyze data to develop and recommend to the Superintendent, policies and administrative regulations regarding employee benefits management, insurance programs, hazardous and toxic substances and liability risk factors.
19. Coordinate the safety management plan to meet requirements of the Asbestos Hazardous Emergency Response Act (AHERA), Occupational Health and Safety Administration (OSHA) regulations and other environmental regulations.
20. Provide leadership and guidance in the development of annual goals and objectives for assigned department or program and direction for assigned areas of responsibility. Exercise proactive leadership in promoting the vision and mission of the district.
21. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, and delivery of services and evaluation of services provided.
22. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
23. Assist and coordinate all safety audits conducted through the Kentucky Center for Safe Schools.
24. Review and audit for compliance with all internal procedures for the proper care and maintenance of playground equipment.
25. Review for compliance with all independent inspection of bleachers and athletic equipment
26. Review all community use of facilities applications for proper insurance requirements and to eliminate any undue risk associated with the activity for the district
27. Review all emergency drill reports received from each school and evaluate compliance with State regulations
28. Is "on call" on nights and weekends and carries a district issued cell phone to address emergencies.
29. Performs other duties and tasks as may be assigned by supervisor

TERMS OF EMPLOYMENT:

210 Days Pay Grade 21

EVALUATION:

Annually by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 4/30/01
REVISED: 07/21/03
REVISED: 06/06/11
REVISED: 06/01/2015

Kenton County School District
Job Description: District Safety Officer/~~Risk Manager~~ **Coordinator**
Job Class Number: 7821

Code: ~~EH.106 (b)~~

TITLE: District Safety Officer/~~Risk Manager~~ **Coordinator**

QUALIFICATIONS:

1. Associate Degree in Law Enforcement and/or Bachelor's degree in human resources, business administration, public administration, safety and loss prevention, insurance or related field
2. Five (5) years successful experience in the field of security/investigations and/or safety risk management (~~experience with employee benefits, risk management, claims, insurance, liability, underwriting~~)
3. ~~Valid driver's license. Satisfactory criminal background check. Courses in risk management preferred~~ **Accredited police officer by the Kentucky Police Officer's Standard Board**
4. **Demonstrated ability to communicate effectively with students, staff, parents and the community**

REPORTS TO: ~~Assistant Superintendent, Executive Director~~ **Chief Operation Officer**, or designee

SUPERVISES: **None**

JOB GOAL: ~~To direct proactive security, crime prevention and response strategies which will provide safety for students, employees and building facilities. To coordinate the investigation activities with district personnel, community agencies, court and police departments. Provide Incident Command in case of crisis or emergency~~ **provide a safe learning environment for all District stakeholders so students may receive, and staff may provide, a world-class education**

PERFORMANCE RESPONSIBILITIES:

1. Act as a liaison with city, county, state and federal law enforcement agencies, Juvenile Justice, and County Office of Emergency Management **as it relates to the District's safety program and initiatives**
2. Reviews, revises, and audits school safety procedures at all District facilities **and** ~~Assess need and~~ delivers a proactive systemic security program
3. Coordinates the efforts of all School Resource Officers and program objectives
4. ~~On scene investigation of all workers' compensation claims. Participate in workers' compensation litigation, depositions and mediation. Coordinate workers' compensation program; monitor claims status and return to work program.~~ **Assists in the planning of new and remodeled facilities regarding school safety issues**
5. ~~Train district personnel regarding various topics such as profiling behavior and de-escalation techniques, and employee security awareness.~~
6. ~~Assist with local police training exercises in Kenton County School District properties~~
7. ~~Assist in the investigation of stolen property or vandalism of district property~~
8. ~~Serve on the regional task force for anti-terrorism and weapons of mass destruction~~
9. ~~Continually research the latest information on school security~~
10. Plan, organize, and coordinate the district safety and loss control programs within the district
11. ~~Designs security programs to lessen the frequency and severity of losses.~~
12. Coordinates investigative activities with Child Protective Services during staff investigations
13. Coordinates security services activities with county, city, municipal governments for emergency or crisis situations. Coordinate all planning, training, and response activities with all local emergency responders such as police, fire, homeland security, and the Local Emergency Planning Committee.
14. Supervises the maintenance of data related to vandalism, crimes and other offenses against property and persons. Investigate all district incidents regarding property damage, district liability, and personal

District Safety Officer/~~Risk Manager~~ **Coordinator**

Kenton County School District
Job Description: District Safety ~~Officer/Risk Manager~~ Coordinator
Job Class Number: 7821

Code: E11.106 (b)

injury.

- ~~15. Develops school security assessment and evaluation procedures and designs programs to meet identified needs~~
16. Participates as part of the School District Crisis Response Team.
17. Serve as Emergency Management Coordinator for the district and respond to incidents as necessary.
- ~~18. Compile and analyze data to develop and recommend to the Superintendent, policies and administrative regulations regarding employee benefits management, insurance programs, hazardous and toxic substances and liability risk factors.~~
19. Coordinate the safety management plan to meet requirements of the Asbestos Hazardous Emergency Response Act (AHERA), Occupational Health and Safety Administration (OSHA) regulations and other environmental regulations.
- ~~20. Provide leadership and guidance in the development of annual goals and objectives for assigned department or program and direction for assigned areas of responsibility. Exercise proactive leadership in promoting the vision and mission of the district.~~
- ~~21. Utilize appropriate strategies and problem solving tools to make decisions regarding planning, utilization of funds, and delivery of services and evaluation of services provided.~~
- ~~22. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.~~
23. Assists with and coordinates all safety audits conducted through the Kentucky Center for Safe Schools.
24. Reviews and audits for compliance with all internal procedures for the proper care and maintenance of playground equipment.
25. Reviews for compliance with all independent inspection of bleachers and athletic equipment
26. Reviews all community use of facilities applications for proper insurance requirements and to eliminate any undue risk associated with the activity for the district
27. Reviews all emergency drill reports received from each school and evaluate compliance with State regulations
28. Is "on call" on nights and weekends and carries a district issued cell phone to address emergencies
29. Attends to all record keeping functions, correspondence, data requests and any other requests related to duties of the position
30. Attends all required meetings, and attends and/or presides over other meetings as the supervisor designates
31. Performs other duties and tasks responsibilities as may be assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: ~~210~~ 220
- Salary Schedule: ~~G21~~ G26 on Classified Position Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of this job will be evaluated annually by an Assistant Superintendent, Executive Director, Chief Operating Officer, or designee

APPROVED: 03/16/2009

REVISED: 06/01/2015, ??/??/????

ABOLISH

ELL-301c

JOB TITLE:	ADMINISTRATIVE ASSISTANT (Academic Support, Behavioral Support, Special Education Support)
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:	Deputy Superintendent or Designee
Job Goal:	Perform a wide variety of specialized and responsible administrative support duties to help organize and coordinate office activities and communications to assist administrators with assigned functional areas of responsibility.
Performance Responsibilities:	<ol style="list-style-type: none">1. Perform a wide variety of specialized and responsible duties independently in support of functions delegated to Academic Support, Behavioral Support and Special Education Support; interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate.2. Coordinate communication between educational institutions and other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems.3. Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.4. Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.5. Compile information and data for a variety of reports; organize type and print reports and other written materials related to assigned office functions.6. Coordinate and compile Board Agenda materials as assigned.7. Respond to requests for information from staff and the general public regarding District programs, policies, procedures and regulations.8. Word process a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.9. Operate computer and use various soft ware packages to maintain records and generate reports, lists and other materials; utilize word processing and other software as required.

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ELL-301c

10. Receive, process, and route mail; order; issue and maintain department supplies, forms and equipment.
11. Train and provide work direction to departmental clerical support staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality.
12. Perform related duties as assigned.

Terms of Employment

230/225 Days

Pay Grade 11

Evaluation:

Performance of this job will be evaluated annually by the Deputy Superintendent or Designee.

Approved: 6/19/06

Revised: 6/1/15

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El1245

TITLE: Receptionist

QUALIFICATIONS: High School or Business School graduate with skills in typing and computers.
One year of general clerical experience, public contact and the operation of a telephone console.

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: Operate a telephone console at District Office;
Perform receptionist, clerical and mail distribution duties; greeting and directing visitors; providing routine information to the public.

PERFORMANCE RESPONSIBILITIES:

1. Operate a telephone console; provide routine information and assistance; receive incoming calls and make necessary connections to office staff; take and transmit information and messages as requested.
2. Perform a variety of clerical work as assigned including posting and maintaining records, typing and duplicating materials, receiving, sorting and distributing mail, preparing bulk and certified mail and maintaining postage records.
3. Places and receives phone calls, routes all incoming calls, and records messages.
4. Responds appropriately to requests for information. Utilizes proper phone etiquette conducive to a business setting.
4. Greets all visitors courteously, determines their needs, checks appointments, and directs or escorts them to the proper person.
5. File and type routine lists, records, reports and correspondence.
6. Operate a variety of office equipment including computer, postage meter, calculator and copy machine.
7. Distribute forms and applications; assist in completion and verify accuracy and completeness.
8. Assure the telephone console is covered during working hours; train and provide work direction to substitutes and back-up.
9. Contact police, security, fire and medical personnel as procedures require.
8. Ability to research, review and maintain a variety of information. Responsible for the accuracy of information provided to the public, staff members and other district employees. Remain current with District procedures.
9. Assure the telephone console is covered during working hours; train and

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EL1245

provide work direction to substitutes and back-up.

10. Maintain a working knowledge of safety procedures and implement as needed. Contact police, security, fire and medical personnel as procedures require.
11. Ability to schedule meetings and maintaining accurate records with the Sanitation District.
12. Orders and maintains supplies as needed. Requests service for office machines
13. Possess working knowledge of all departments in order to communicate information to visitors and callers. (Knowledge of payroll, insurance, district street guide, credit union, employee services, district web page, personnel procedures, online application process, EAP information, etc)
14. Coordinate all shipping and receiving as well as all outgoing and incoming mail (regular and bulk).
15. Performs such other tasks and assumes other responsibilities as requested by supervisor

TERMS OF EMPLOYMENT: 230 Days. Pay Grade 10

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

DATE APPROVED:

REVISED: 06/01/2015

Kenton County School District

Job Description: Administrative Assistant (~~Academic Support, Behavioral Support, Special Education Support~~)—
Central Office

Job Class Number: TBD ~~CODE: E11.301c~~

TITLE: Administrative Assistant (~~Academic Support, Behavioral Support, Special Education Support~~)— Central Office

QUALIFICATIONS:

1. High School diploma or GED
2. ~~Computer skills—word processing, spread sheet applications~~ Minimum of three (3) years administrative experience involving the use of word processing, spreadsheet and record-keeping software
3. ~~Excellent Verbal and Communication Skills~~ Demonstrated ability to communicate effectively with students, staff, parents and the community
4. ~~Such Alternatives to the above qualifications as the Board may find appropriate and acceptable~~ Demonstrated ability to work with, and protect, confidential information

REPORTS TO: ~~Deputy Superintendent~~ Assigned administrator or Designee

SUPERVISES: None

JOB GOAL: Perform a wide variety of specialized and responsible administrative support duties to help organize and coordinate office activities and communications to assist administrators with assigned functional areas of responsibility; provides all District stakeholders and guests with a positive, world-class experience when interacting with Central Office

PERFORMANCE RESPONSIBILITIES:

1. Performs a wide variety of specialized and responsible duties independently in support of functions delegated to ~~Academic Support, Behavioral Support and Special Education Support~~ the assigned administrator; interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate
2. Operates the Central Office telephone console by provide-ing: routine information and assistance, receive-ing incoming calls and make ing necessary connections to office staff, take ing and transmitting information and messages as requested
3. Assure the telephone console is covered during working hours; train and provide work direction to substitutes and back-up
4. Utilizes positive and professional interpersonal skills to coordinate communication between educational institutions and other outside organizations and the public; obtains and provides information, coordinates activities and resolves problems
5. Researches, reviews, checks, corrects and compiles a variety of information; verify ies data for accuracy, completeness and compliance with established procedures; inputs and retrieves computerized data in computer systems as required
6. Prepares and maintains a variety of records, logs and files including information of a confidential nature; maintains confidentiality of all information and records
7. Compiles information and data for a variety of reports; organizes type and print reports and other written materials related to assigned office functions
8. Coordinates and compiles Board Agenda materials as assigned

Administrative Assistant (~~Academic Support, Behavioral Support, Special Education Support~~)— Central Office

Kenton County School District

Job Description: Administrative Assistant (~~Academic Support, Behavioral Support, Special Education Support~~)

Central Office

Job Class Number: TBD ~~CODE: E11.301e~~

9. Responds to requests for information from staff and the general public regarding District programs, policies, procedures and regulations.
10. Word processes a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.
11. Operates computer and use various software packages to maintain records and generate reports, lists and other materials; utilize word processing and other software as required; operates a variety of office equipment for the successful operation of Central Office
12. Receives, processes, and routes mail; order; issues and maintains department supplies, forms and equipment.
13. Trains and provides work direction to departmental clerical support staff as assigned; monitors office workflow and assures compliance with established time lines, procedures and standards of quality.
14. ~~Perform related duties as assigned~~ Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230/225
- Salary Schedule: G11 on Classified Position Index
- Fair Labor Standards Act (FLSA) Status: Non-exempt

EVALUATION:

Performance of the position will be evaluated annually by the ~~Deputy Superintendent~~ assigned administrator or Designee

APPROVED: 06/19/2016

REVISED: 06/01/2015, ??/??/????

Kenton County School District
Job Description: Support Operations Coordinator
Job Class Number: TBD

TITLE: Support Operations Coordinator

QUALIFICATIONS:

1. High School diploma or GED
2. Associate's degree preferred
3. Demonstrated aptitude for assigned responsibilities
4. Minimum of three (3) years' experience in public education or school operations

REPORTS TO: Chief Operations Officer, or designee

SUPERVISES: None

JOB GOAL: Support the day to day operations of the Operations department and the Chief Operations Officer

PERFORMANCE RESPONSIBILITIES:

1. Manage the capital construction approval process working with the Department of Education; assist with the BG-1 construction application process
2. Upload all necessary construction documents into the Facility Data Base (FACPAC) and monitor the status of all approvals
3. Upload and manage all documents entered into the Kentucky Department of Education SharePoint site
4. Establish a spreadsheet for each construction project and continually reconcile all expenditures between the construction budget and the accounting system; reconcile all active construction projects and prepare the BG-5 closeout report with the KDE
5. Manage direct material purchases for all capital construction projects
6. Coordinate the change order process working with the architects, engineers, contractors, and KDE personnel
7. Prepare and manage all necessary Board of Education approvals
8. Assist the construction manager as necessary throughout the capital construction process
9. Assist with the bidding process for all capital construction projects relative to professional services and equipment/material purchases
10. Maintain all monthly reporting requirements with the Federal Census Bureau for each construction project
11. Organize and manage the District Facility Planning process; assume responsibility of the secretary position for the facility planning committee
12. Submit and maintain the NETDMR reports for the sewage plant in use at Ryland and Piner
13. Maintain the mobile radio system used by various departments; manage the inventory, maintenance, and replacement of all equipment; monitor the approval of all FCC regulations and reporting requirements
14. Keep track of all district facility leasing agreements
15. Assist with the property acquisition process and maintain all deeds associated with property owned by the School District
16. Maintain current electronic copies of school facility floor plans

Kenton County School District
Job Description: Support Operations Coordinator
Job Class Number: TBD

17. Assist with the annual procurement of all necessary insurance coverage
18. Assist with the maintenance of the District facility data base running through the School Dude program
19. Assist with periodic grant applications
20. Maintain all approvals secured through the advertisement process working with a third party vendor
21. Maintain all approvals necessary for school level request to alter the site or facilities
22. Maintain confidential information in a secure manner
23. Keeps current with all educational developments and practices
24. Attends and/or presides over meetings as the supervisor designates
25. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: G15 on the Classified Position Index
- Fair Labor Standards Act (FLSA) Status: Non-exempt

EVALUATION:

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

APPROVED: ??/??/????

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E11.309f

JOB TITLE: OPERATIONS SYSTEM COORDINATOR

Qualifications:

1. High School Diploma
2. Computer Literate
3. Good Communication Skills
4. Such Alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Assistant Superintendent/Director

Job Goal: Organize, coordinate, and support district wide programs. Serve as the liaison between Director and others in the implementation of program objectives and activities.

REPRESENTATIVE DUTIES:

- Perform responsible duties in support of specific programs at the District level.
- Organize, facilitate and document all District Facility Planning efforts.
- Work closely with other program personnel to coordinate activities and assure compliance with program and District directives.
- Provide various services and implement functions for the program involving direct or indirect contact with students, parents, outside program officials, regulatory agencies and others.
- Provide input to District-wide reports for an assigned program; monitor program budget as directed.
- Analyze program material and provide input for modification as required.
- Research, collect and compile data as directed to develop reports; analyze data and suggest implications.
- Work cooperatively with others.
- Perform related duties as assigned.

Terms of Employment: 230/225 Days Pay Grade: G12

Evaluation: Performance of this job will be evaluated annually by the Assistant Superintendent/Director.

REVISED: 9/14/2015

Approved: 7/23/07

Kenton County School District
Job Description: Director of Student Nutrition
Job Class Number: 8014

TITLE: Director of Student Nutrition

QUALIFICATIONS:

1. Certificate endorsed for the position of Food Services Director
2. Rank I or II certificate status
3. Minimum of five (5) years teaching experience
4. Administrative experience in school programs
5. Demonstrated ability to communicate effectively with students, staff, parents and the community

REPORTS TO: ~~Assistant Superintendent, Executive Director,~~ Chief Operations Officer, or designee

SUPERVISES: Student Nutrition staff

JOB GOAL: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring

PERFORMANCE RESPONSIBILITIES:

1. Interviews, screens, and recommends appointment of all cafeteria personnel and summer feeding site personnel
2. Standardizes personnel policies, levels of cleanliness, health, and safety
3. Administers personnel policies and evaluates cafeteria managers, workers, Administrative Assistant of Food Services, and Food Service Coordinator
4. Operates a program of cooperative purchasing, consistent with the district procurement code, for high-volume items such as bread, milk, and canned goods
5. Prepares specifications and bid conditions for all items requiring such bids by law or Board policy
6. Makes application for government surplus food for school cafeteria use, and directs its distribution and transfer
7. Standardizes cafeteria accounting procedures in cooperation with the district controller's office
8. Arranges for audits of cafeteria accounts through approved auditors
9. Makes all applications for federal subsidies
10. Makes distribution of all federal funds to lunch, school snack programs and summer feeding
11. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment
12. Plans and supervises the preparation and serving of menus at all schools and summer feeding sites
13. Provides assistance and suggestions for the preparation and serving of government surplus foods
14. Inspects school lunch facilities and operations to insure that standards of diet, cleanliness, health, and safety are being maintained and makes regular monthly reports regarding these inspections. Inspects summer feeding sites as required by program regulations.
15. Standardizes prices charged for various types of lunches, including the price of milk.
16. Standardizes as much as possible the size of portions served as related to meal requirements.
17. Assists principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition education.
18. Keeps patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation

Kenton County School District
Job Description: Director of Student Nutrition
Job Class Number: 8014

in the school food service program and summer feeding.

19. Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.
20. Prepares and administers the departmental budget, including payroll.
21. Prepares and submits reports and other documents as directed.
22. Uses effective interpersonal communication skills to communicate with all District stakeholders
23. Keeps current with all educational developments and practices related to assignment
24. Attends and/or presides over all required meetings and other meetings as the supervisor designates
25. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230/225
- Salary Schedule: ~~G28~~ G29 on Classified Position Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

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

APPROVED: 01/25/1980

REVISED: 07/21/2003, 05/17/2010, 06/01/2015, ??/??/????

Kenton County School District
Job Description: Director of Technology
Job Class Number: 0190

TITLE: Director of Technology

QUALIFICATIONS:

1. Administrative Certificate endorsed for the position of Instruction Leadership
2. Minimum of 10 years of experience with increasing responsibilities for management and support of educational information systems and technology
3. Knowledge of Networks, WAN & LAN systems, cabling designs and desktops, peripherals, notebook, handheld and server hardware
4. ~~Such alternatives to the above qualifications that the Board may find appropriate and acceptable~~

REPORTS TO: ~~Assistant Superintendent, Executive Director~~ Chief Operations Officer, or designee

SUPERVISES: Technology department staff

JOB GOAL: Responsible for planning, coordinating and facilitating the district's acquisition and utilization of administrative and educational software and hardware systems

PERFORMANCE RESPONSIBILITIES:

1. Design, recommend and implement a program for the optimal integration of current computer, multimedia and other electronic technologies into the district's daily instructional and administrative operations
2. Develops annual budget and organizes annual updates of district technology plan
3. Research and recommend technology products, and sources of funding or other assistance, which will optimally implement the district's technology program
4. In conjunction with other district staff members, research and recommend technology products which will enhance the quality of education provided by the district's instructional staff, enhance the quality of student support provided by the district's other professional staff, and/or improve the ability of the district's professional staff to collect, analyze and record student information
5. In conjunction with other district staff members, research and recommend technology products and architectures which will enhance the quality of administrative services (e.g. data processing, budget, payroll, personnel, office work) provided by district staff members
6. Monitor and direct the selection and acquisition of software and other media throughout the district
7. In conjunction with other district staff members, develop and implement an effective district-wide training program which will enable certificated and non-certificated staff members to effectively utilize current district technology products
8. Direct, oversee and annually evaluate the performance of the Technology Department staff, including the Computer Technicians, Technology Resource Teachers, and all Office Personnel assigned to the Technology Department
9. Provide professional development opportunities which ensure that the members of the Technology Department staff maintain current levels of knowledge and skill relevant to their job responsibilities
10. Oversee the installation, maintenance, repairs and service for all security camera installations. Plan and prepare specifications for all new installations and upgrades of existing installations
11. Coordinate all district efforts with continuous monitoring and protection against unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of unencrypted or unredacted records or data that comprises the security, confidentiality, or integrity of personal information

Kenton County School District
Job Description: Director of Technology
Job Class Number: 0190

12. Shall serve as the lead staff member charged with managing and coordinating all internal investigations and data breach notification process
13. Assist with the annual universal service fund application and reimbursement process
14. Assist the district design consultants in the development of renovation or new construction bidding documents
15. Oversee the construction process as it relates to technology infrastructure and security camera installation
16. Uses effective interpersonal communication skills to communicate with all District stakeholders
17. Keeps current with all educational developments and practices related to assignment
18. Attends and/or presides over all required meetings and other meetings as the supervisor designates
19. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Scale and Director Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by an ~~Assistant Superintendent, Executive Director~~ **Chief Operations Officer**, or designee

APPROVED: 06/29/1989

REVISED: 07/01/2006, 06/01/2015, 06/05/2017, ??/??/????

Kenton County School District
Job Description: Director of Facilities
Job Class Number: TBD

TITLE: Director of Facilities

QUALIFICATIONS:

1. Bachelor's Degree in Business, Procurement Management, Operations Management or related field
2. Minimum of five (5) years working in business, procurement and operations management
3. Possesses excellent communication and leadership skills
4. ~~Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable~~

REPORTS TO: ~~Assistant Superintendent, Executive Director,~~ Chief Operations Officer, or designee

SUPERVISES: Facilities department staff

JOB GOAL: Plan, organize and coordinate all facility related systems to include the development of bidding specifications, contract negotiations, implementation, and training; create a preventive maintenance and repair strategy; prepare short and long term budgeting strategies; develop and maintain a cleaning system for District facilities

PERFORMANCE RESPONSIBILITIES:

1. Develop a strategy for purchasing District telephone, intercom, copiers and clocking systems; prepare all bidding specifications and appropriate contracts for authorization; oversee satisfactory installation of all systems; maintain all warranty and preventive maintenance plans; organize training of appropriate District personnel
2. Develop District standards for all facility systems and equipment; prepare bidding specifications for the same
3. Oversee the purchase of supplies, materials and equipment purchased by the maintenance and custodial departments; assure that appropriate stock levels are maintained based upon budget limitations
4. Establish and monitor a procedure for receiving, unpacking, checking and recording incoming equipment, tools, materials, parts and supplies used by the maintenance and custodial departments; assure the quantity and quality are satisfactory; maintain a system for managing Material Safety Data Sheets on materials received
5. Coordinate inventory control
6. Prepare and coordinate purchase specifications for procurement of replacement parts and contractual service for the district
7. Assist District architects in development of specifications and recommendations of telephone, intercom, clock, sound, security, and television systems that may be included in the District's new and renovation projects
8. Prepare front end bidding documents in accordance with State guidelines for all new and renovation projects
9. Maintain facility database
10. Organizes and implements orientation and training programs for the various segments of the custodial and maintenance staff
11. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of custodial and maintenance personnel
12. Prepares and administers the budget for maintenance and custodial services

Kenton County School District
Job Description: Director of Facilities
Job Class Number: TBD

13. Prepare bidding specifications for independent inspection of the District's boilers, elevators, fire suppression systems, fire and security systems, asbestos management plans, and playground/bleachers
14. Negotiate all appropriate contracts for proper execution in accordance with State guidelines
15. Assist District personnel with the development of a preventive maintenance program and comprehensive cleaning system for all facilities. Assure the successful implementation and monitoring of these initiatives. Constantly evaluate industry methods and equipment to maintain current practice for effective and efficient management of District facilities.
16. Evaluate all current and future District facility systems for energy efficiency and maintenance. Make recommendations for improvements in order to save resources
17. Develop a strategy for purchasing all facility furniture and equipment on a replacement cycle. Evaluate product quality and warranty specifications. Prepare bidding specifications for all District purchases.
18. Uses effective interpersonal communication skills to communicate with all District stakeholders
19. Keeps current with all educational developments and practices related to assignment
20. Attends and/or presides over all required meetings and other meetings as the supervisor designates
21. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230/225
- Salary Schedule: G29 on Classified Position Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

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

APPROVED: 01/18/2000

REVISED: 07/21/2003, 05/15/2006, 06/01/2015, ??/??/????