



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:

06/21/2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve Revise the existing job description entitled "Freshman Academy Coordinator".

APPLICABLE BOARD POLICY:

03.133 "Duties": Job Description

HISTORY/BACKGROUND:

It has become necessary to revise the Freshman Academy Coordinator job description to reflect updates to the job responsibilities based on current needs of the high schools and to clarify the "Terms of Employment" to reflect a 197-day contract. The current job description incorrectly states a 195-day contract. The position is, and has been, paid for 197-days per school year.

FISCAL/BUDGETARY IMPACT:

No fiscal/budgetary impact as a result of this revision since the position is currently defined as a 197-day position.

RECOMMENDATION:

It is recommended the Kenton County Board of Education approve the revision to the job description for the position of "Freshman Academy Coordinator".

CONTACT PERSON:

Matt Rigg, Director Human Resources

Principal



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

Kenton County School District
Job Description: Freshman Academy Coordinator
Job Class Number: TBD

TITLE: Freshman Academy Coordinator

QUALIFICATIONS:

1. Certificate for teaching at ninth grade level minimum requirement
2. School counselor or social worker certificate preferred
3. Demonstrates aptitude or competence for assigned responsibilities
4. Master's degree or higher preferred
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal, Assistant Principals

SUPERVISES: None

JOB GOAL: To coordinate curriculum, assessment and needs of the students transitioning into high school at the ninth grade level

PERFORMANCE RESPONSIBILITIES:

1. Works closely with 9th grade administration and teachers to ensure success for all **students**
2. Liaison between schools of study and freshmen school
3. **Prepares and coordinates a Freshmen Orientation program to ensure the successful transition of all incoming Freshmen to high school**
4. Develops a classroom guidance program that targets ninth grade school concerns and initiatives
5. Implements and monitors curriculum and assessment for ninth grade
6. Helps students plan 4 year plan for success in career choices and degree options
7. Disseminates information on careers and career transitions
8. Identifies barriers to learning at the 9th grade level and makes recommendations for solutions
9. Meets with parents, teachers, and students to solve problems
10. Shares solutions among all teachers through weekly team meetings
11. Creates and implements a pyramid of support interventions with teachers aimed at reducing barriers of student success (9th Student Assistance Team)
12. Leads student groups based on needs of learning community
13. Develops transitional plan for 8-9th and 9-10th graders
14. ~~All additional tasks as assigned by the principal~~ **Performs other responsibilities as assigned by the supervisor**

TERMS OF EMPLOYMENT:

- Days per fiscal year: ~~195~~ **197**
- Salary Schedule: Certified Salary Schedule
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the principal

APPROVED: 02/27/2006

REVISED: ??/??/????