



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](http://www.kenton.kyschools.us)

Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

November 17, 2017

**AGENDA ITEM (ACTION ITEM):**

Revision to Board Policies: 03.1161 – “Coaches and Assistant Coaches” and 03.5 – “Paraprofessionals”

**APPLICABLE BOARD POLICY:**

03.1161 – Coaches and Assistant Coaches and 03.5 - Paraprofessionals

**HISTORY/BACKGROUND:**

The District requests to remove from policy 03.1161 and 03.5 the requirement to conduct an annual performance review on all paid, and unpaid, coach, assistant coach and/or sponsor positions. The District goal of all students participating in at least one activity starting at the elementary level requires a large number of dedicated coaches, assistant coaches and sponsors to make this goal possible. The individuals who serve in coach and/or sponsor positions do so on a one-year only basis. The one-year only term held in these positions do not accrue toward continuing employment status, sometimes referred to as “tenure”. For this reason, the need to conduct an employee evaluation for coaches, assistant coaches and sponsors is not necessary. Additionally, coach and sponsor positions may be eliminated at any time for a variety of reasons, which could include lack of student participation or funding; just to name a few. Elimination of reviews would not prevent an Athletic Director or Administrator from conferencing with, or utilizing a corrective action plan, in a case where a coach, assistant coach or sponsor needed guidance or remediation with policy, procedure or items outlined in the Coach’s Handbook.

**FISCAL/BUDGETARY IMPACT:**

There is no budgetary impact as a result of this change.

**RECOMMENDATION:**

It is recommended the Kenton County Board of Education approve the revision of Board Policy 03.1161 and 03.5 to remove language necessitating a performance evaluation for supplemental duty positions.

**CONTACT PERSON:**

Matt Rigg, Director of Human Resources

  
Principal

  
Director

  
Superintendent

**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.*”

**- CERTIFIED PERSONNEL -****Coaches and Assistant Coaches****TRAINING**

Any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete all training required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a C.P.R. course that includes the use of an automatic defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency.<sup>2</sup>

Nonfaculty coaches and nonfaculty assistants shall complete District training that includes information on the physical and emotional development of students of the age with which they will be working, the District's and school's discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow-up training shall be provided annually.<sup>1</sup>

**EVALUATION QUALIFICATION**

~~Each athletic coach shall be evaluated by the Head Coach, Athletic Director and/or Principal, using an instrument designed to assess performance and inter-personal relationships, coaching performance, and related responsibilities in accordance with applicable legal requirements. The evaluation process shall include the following components:~~

- ~~1. Identification of strengths;~~
- ~~2. Identification of areas needing improvement;~~
- ~~3. Provision for professional growth and development of the coach; and~~
- ~~4. Improving the overall athletic program.~~

Paraprofessionals selected for non-teaching, coaching positions shall meet all the requirements as specified in state law and regulation and the bylaws of the Kentucky High School Athletic Association (KHSAA). Under [KRS 156.070](#) and related regulations, non-teaching personnel may be selected to serve as coaches.

**REFERENCES:**

<sup>1</sup>[KRS 161.185](#)

<sup>2</sup>[702 KAR 007:065](#)

[KRS 156.070](#); [KRS 160.445](#)

[KRS 161.180](#)

**RELATED POLICIES:**

03.2141; 09.211; 09.311

Adopted/Amended: 9/11/2017 **12/4/2017**

Order #: 8

## **Paraprofessionals**

### **SUPERINTENDENT MAY EMPLOY**

The Superintendent may employ paraprofessionals for supplementary instructional and non-instructional duties in the education program in positions authorized by the Board.<sup>1</sup> Applicants that have regular or emergency teacher certification shall receive preference for positions.

### **DEFINITION**

As used in this policy and in relation to required training and qualifications for instructional personnel, the term "paraprofessional" is interchangeable with the term "paraeducator," which means an adult school employee who works under the direction of the professional administrative and teaching staff in performing, within the limitations of training and competency, certain instructional and non-instructional functions in the school program.<sup>2</sup>

### **EDUCATIONAL REQUIREMENTS**

Existing and new paraprofessionals who provide instructional services or support in programs supported by Title I funds shall satisfy educational requirements specified by federal law, state law and Board Policy.<sup>2</sup>

Non-certified paraprofessionals may only be used in those instances in which certified personnel cannot be found.

### **NOTICE TO PARENTS OF PARAPROFESSIONAL'S QUALIFICATIONS/CERTIFICATION**

If the school receives Title I funds, the District shall notify parents of students attending the school annually that they may request the District to provide information regarding the professional qualifications of their child's paraprofessionals, if applicable.

### **SUPERVISION**

Paraprofessionals (Instructional/Non-Instructional Assistants) shall be under the direct supervision of certified teachers.<sup>1 & 2</sup> Each paraprofessional shall have a job description that limits assigned duties to the scope of the individual's competencies.

~~Certified paraprofessionals (coaches/sponsors) shall be evaluated annually by the athletic director and/or building Principal.~~

Non-certified paraprofessionals shall be under the direct supervision of certified teachers or head coach.

### **EVALUATION**

~~The Superintendent shall develop and implement procedures for an annual evaluation and professional development of paraprofessionals. Evaluation results shall be a factor in future employment decisions.~~

**Paraprofessionals**

**REFERENCES:**

<sup>1</sup>KRS 161.044; OAG 76-555; OAG 86-43

<sup>2</sup>P. L. 114-95, (Every Student Succeeds Act of 2015); KRS 161.010

34 C.F.R. 200.58-200.59

Kentucky High School Athletic Association (KHSAA)

KRS 17.160; KRS 17.165; KRS 156.095; KRS 160.380; KRS 161.180

**RELATED POLICIES:**

03.1161

03.21 (Hiring)

03.232 (Job Description)

~~03.28 (Evaluation)~~

03.6

Adopted/Amended: 8/1/2016 12/4/2017

Order #: 2