



FLOYD COUNTY BOARD OF EDUCATION
Danny Adkins, Superintendent
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Linda C. Gearheart, Board Chair - District 1
William Newsome, Jr., Vice-Chair - District 3
Dr. Chandra Varia, Member - District 2
Keith Smallwood, Member - District 4
Steve Slone, Member - District 5

Consent Agenda Item (Action Item): Approve/create necessary staff for Summer School and the accompanying related documents.

Applicable State or Regulations:

BOE Policy 0.11 Powers and Duties of the Local Board of Education.

Fiscal/Budgetary Impact: Summer School will be funded through ESSER II funds. These funds are to assist districts in providing direct services to help in closing achievement gaps created by the COVID-19 pandemic. These fund will be available to provide summer school for Summer 2021 and Summer 2022.

History/Background: Individuals interested in providing instructional support during summer school such as direct teaching and assisting with student needs while in the classroom will apply for either the Instructional Lead or Instructional Support Position. Please see attached job descriptions and proposed daily rate.

Custodian, food service and transportation staff will work in the role that they are originally hired to complete and do not need to apply. Therefore, once their 2020-21 contract is finished, they may enter into an additional Summer Contract if so chosen for additional work days. In addition to their salary a daily bonus of \$25.00 shall be paid during the 8 weeks of Summer School for custodial, food service and transportation staff

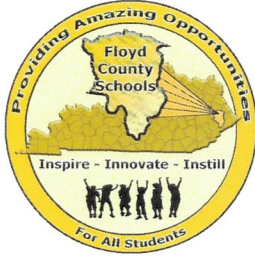
Recommended Action: Approve as presented

Contact Person(s): Angela Duncan 606.886.4525

Principal

Angela Duncan *Danny Adkins Jr.*
Director Superintendent

Date: March 12, 2021



FLOYD COUNTY SCHOOLS

Classified Job Description

TITLE:

Summer School Instructional Support

QUALIFICATIONS:

High school diploma or G.E.D. and successful completion of KPA or completed two years of study at an institution of higher education. Successful experience in a school setting preferred.

REPORTS TO:

Principal

JOB GOAL:

Assists a certificated teacher in providing instruction to individual or small groups; monitors and reports student progress.

TERMS OF EMPLOYMENT:

Summer School Contract at \$125 per day.

EVALUATIONS:

Performance will be evaluated in accordance with provisions of the district evaluation plan.

PERFORMANCE RESPONSIBILITIES:

- Tutors individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintains records of student progress.
- Assists in administering diagnostic and other tests; scores and records test information.
- Administer medications and injections subject to appropriate training requirements and provisions of state law.
- Monitors and reports behavior of students according to approved procedures; reports progress regarding student performance and behavior.
- Performs routine clerical duties such as preparation of instructional and classroom materials; operates copy machines; maintains classroom records; maintains attendance records.
- Provides support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Confers, as needed, with teachers concerning programs and materials to meet student needs.
- Assures the health and safety of students by following health and safety practices and regulations. As directed by IEP and 504 plans, assist with student health and adaptive needs.
- Assists in monitoring lunchroom, playground activities; assists in emergency drills.
- Performs other related duties as assigned.

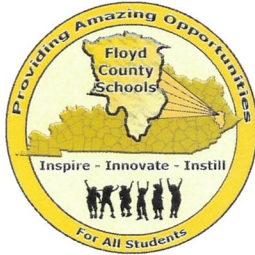
I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: _____

Print Name: _____

Last four digits of SS#: _____

Date: _____



FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE:

Summer School Instructional Lead

QUALIFICATIONS:

Valid certification/credentials as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality.

REPORTS TO:

Principal, Assistant Principals, Directors

JOB GOAL:

To create a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to lead students toward fulfillment of their potential for intellectual, emotional, and psychological growth and maturation; to establish good relationships with parents and other staff.

TERMS OF EMPLOYMENT:

Summer School Contract at \$250 per day.

EVALUATIONS:

Performance will be evaluated in accordance with provisions of the district evaluation plan.

PERFORMANCE RESPONSIBILITIES:

- Teaches assigned classes utilizing state and local programs of study adopted by the Floyd County Board of Education and provides other appropriate learning activities.
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
- Translates lessons plans into learning experiences so as to best utilize the available time for instruction.
- Establishes and maintains standards of pupil behavior and good citizenship needed to achieve a functional learning atmosphere in the classroom.
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.
- Creates an effective and safe environment for learning through functional and attractive displays, bulletin boards, and learning centers.
- Identifies pupil's needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems, including but not limited to development and implementation of Individual Education Plans (IEP) and Gifted Student Service Plans (GSSP).
- Maintains competence through professional growth activities as identified by individual or school needs.
- Administers assessments in accordance with district and state guidelines.

- Participates in the supervision of pupil activities.
- Reports to their respective classroom at least fifteen (15) minutes prior to the opening of school and remains at least fifteen (15) minutes after official closing time.
- Maintains reports and records required by regulations of the Floyd County Board of Education and Kentucky Revised Statutes.
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
- Translates lessons plans into learning experiences so as to best utilize the available time for instruction.
- Monitors and addresses, if appropriate, student's physical, emotional, and intellectual needs on an on going informal basis.
- Communicates challenging scholastic expectations in a clear, positive, continuous manner.
- Establishes and maintains standards of mutually respectful behavior.
- Demonstrates positive interpersonal relationships with students, educational staff, and parents.
- Performs other related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: _____

Print Name: _____

Last four digits of SS#: _____

Date: _____