

**SECTION A**  
**JOB DESCRIPTIONS FOR CERTIFIED PERSONNEL**  
**ADMINISTRATION**

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## **Superintendent of Schools**

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**REPORTS TO:** Board of Education

**QUALIFICATIONS:** Kentucky Certification for Superintendent of Schools

**GENERAL RESPONSIBILITY:** To provide leadership as the chief administrative officer in developing and maintaining the best possible educational programs and services. The superintendent shall act as a non-voting secretary to the Board of Education.

**DUTIES:**

1. Interprets for the staff and implements all board policies and all state laws relevant to education.
2. Supervises, either directly or through delegation, all activities of the school system according to the policies of the board of education.
3. Represents the board of education as a liaison between the school district and the community.
4. Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.
5. Attends and participates in all regular and special meetings of the board of education, except when own employment or salary is under consideration and makes recommendations of any nature affecting the schools.
6. Reports to the board of education such matters as deemed material to the understanding and proper management of the schools, or as the board may request.
7. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval.

**Superintendent of Schools (Continued)**

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8. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the board of education.
  9. Files, or causes to be filed, all reports required by the state and the school code.
  10. Advises the Board of Education of all personnel employed.
  11. Makes and records assignments and transfers of all employees in keeping with their qualifications.
  12. Employs such personnel as may be necessary, within the limits of budgetary provisions.
  13. Suspends any employee for just cause, and reports such suspension to the board at the next meeting thereafter for final action.
  14. Advises the Board of Education of all promotions, demotions, or dismissal of employees.
  15. Prescribes rules for the classification and advancement of students.
  16. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program, and approves the special transfer of students from one neighboring district to another only when, in the superintendent's opinion, conditions in each case warrant such action.
  17. Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the district.
  18. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
  19. Accepts responsibility for the general efficiency of the school system, for the development of the school staff, and for educational growth and welfare of the students.
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**Superintendent of Schools (Continued)**

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- 20. Defines educational needs and formulates policies and plans for recommendation to the Board.
- 21. Makes all administrative decisions within the school necessary to the proper function of the school district.
- 22. Exercises power to make such rules and gives such instructions to school employees and students as may be necessary to implement board policy.
- 23. Acts on own discretion if action is necessary in any matter not covered by board policy, reports such action to the board as soon as practicable, and recommends policy in order to provide guidance in the future.
- 24. Performs such other tasks as may from time to time be assigned by the board of education.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION	December 10, 1984
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REVIEWED AND RE-ADOPTED:	February 5, 1990
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## Assistant Superintendent for Student Services and Support

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**REPORTS TO:** Superintendent

**QUALIFICATIONS:** Valid Kentucky Certificate for Superintendent.

**GENERAL RESPONSIBILITIES for Student Services:** To supervise all district-wide functions which relate to pupil personnel attendance, health, behavior, and necessary records.

**DUTIES:**

1. Enforce the compulsory attendance and census laws of the district.
2. Acquaint the school with the home conditions of the child, and the home with the work and advantages of the school.
3. Ascertain the causes of irregular attendance and truancy and seek the elimination of these causes.
4. Secure the enrollment in the school of all children who should be enrolled and keep all enrolled children in reasonably regular attendance.
5. Make home visits of children who are absent from school.
6. Maintain the records and make reports that are required by law, by regulation of the state board of education, and by the Superintendent and local board of education.
7. Implement and enforce school boundaries as directed by the board of education.
8. Work with the Superintendent to make the pupil personnel services an integral part of the total school program.
9. Initiate programs, policies, and procedures to facilitate all students.
10. Work with all school personnel, i.e., teachers, principals, supervisors, to develop programs that promote the health and educational improvement of the child.
11. Serve as a liaison between the school and agencies offering services to children and their families.
12. Develop and maintain good public relations with all factions of the school and community to promote the welfare and educational development of the child.

**Assistant Superintendent for Student Services and Support (continued)**

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13. Work directly with the social services worker to promote the welfare of all school-age children.
14. Coordinate the school health programs and make necessary reports to the State Department of Education.
  - a. see that all children have up-to-date immunization certificates;
  - b. eye screening tests;
  - c. hearing tests;
  - d. scoliosis.
15. Formulate policies and procedures for all areas of responsibility.
16. Make reports of the disciplinary hearings and results to the local superintendent.
17. Coordinator of Public Law 874:
  - a. Determine those students who meet the requirements of federal aid to impacted areas.
  - b. Make necessary reports to the State Department of Education of Health, Education, and Welfare.
18. Develop school calendars.
19. Establish report card days and grading periods.
20. Approve all tuition students before enrolling in Elizabethtown Independent Schools and help with the collection of tuition fees.
21. Serve as the coordinator for Title IX.
22. Attend professional meetings.
23. Administrative Advisor for Family Resource/Youth Service Center.
24. Assist, as needed and directed by the superintendent, in the coordination of transportation.
25. Assist, as needed and directed by the superintendent, in the coordination of alternative programs.
26. Other duties as assigned by the Superintendent.

**Assistant Superintendent for Student Services and Support (continued)**

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**GENERAL RESPONSIBILITIES for Transportation:**

1. Develop the bus routes as required by the residence of the pupils.
  2. Coordinate and oversee all aspects of bus driver training to include supervision of the trainer.
  3. Designate buses to be used for athletic, extra-curricular, and school field trips.
  4. Help determine the conditions of the streets as to when the buses can be operated safely in transporting pupils to and from school and make recommendations to the superintendent concerning inclement weather conditions, opening, delay opening, and/or closing of schools.
  5. Supervise the coding of students in the teachers' attendance registers as to proper transportation coding.
  6. Supervise bus drivers.
  7. Monitor the buses in the morning and afternoon.
  8. Interview and recommend prospective bus drivers to the Superintendent for employment.
  9. Provide professional development training for all drivers.
  10. Assign bus drivers to routes.
  11. Provide safety instruction for students.
  12. Conduct safety evacuation drills for all students twice a year.
  13. Attend all required workshops.
  14. Maintain CDL so as to assist as needed.
  15. Maintain mileage and driver reports for extra activities trips.
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**Assistant Superintendent for Student Services and Support (continued)**

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16. Assist principals as needed in transportation and/or discipline issues related to students.
17. Perform other duties as assigned by the Superintendent

**GENERAL RESPONSIBILITIES for the Alternative Centers:**

1. Direct, supervise and evaluate the alternative school programs and the performance of all personnel assigned to the schools.
  2. Oversee the maintenance of standards concerning student discipline, health, and safety.
  3. Supervise attendance and evaluate teaching staff and other staff personnel in accordance with policies and administrative procedures.
  4. Initiate, supervise and/or conduct staff development activities for each building level.
  5. Participate in all administrative meetings as required or as appropriate.
  6. Keep the Superintendent informed of each school's activities and problems.
  7. Maintain high standards of student conduct and enforce discipline according to due process.
  8. Assist as needed to provide coverage to enable the staff to have a duty-free lunch and planning time and provide instructional assistance to cover classes as needed.
  9. Perform other duties as assigned by the Superintendent.
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APRIL 19, 2010

REVIEWED AND RE-ADOPTED:

SEPTEMBER 16, 2019

ELIZABETHTOWN INDEPENDENT SCHOOLS

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## Director of Special Programs

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**REPORTS TO:** Superintendent

**QUALIFICATIONS:** Valid Administrative Certification for Director of Special Education

**GENERAL RESPONSIBILITIES:** To provide leadership in the development, implementation, and evaluation of special programs (Special Education, Section 504, and Extended School Year Services programs) and to serve as the district's ADA Coordinator.

**DUTIES:**

1. Directs and supervises the special education program and insures district's compliance with applicable federal and state statutes.
2. Directs and supervises the district's Section 504 and Extended School Year Services programs.
3. Provides leadership in working with appropriate school personnel in developing special programs.
4. Interprets statutes and regulations to Board, administration, staff, and the general public.
5. Coordinates special programs with the district's regular educational program.
6. Provides support and assistance as appropriate for the improvement of instruction and special instructional services.
7. Coordinates the review of new instructional materials, methods, and programs for special needs populations.
8. Provides leadership in helping staff of special programs to determine professional development needs.
9. Serves as district's ADA coordinator and maintains up-to-date information on ADA statutes and regulations.
10. Collaborate with appropriate community agencies to improve special program services to students.
11. Performs other duties as may be assigned by the Superintendent.

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ELIZABETHTOWN INDEPENDENT SCHOOLS

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

March 14, 1994

REVIEWED, REVISED AND RE-ADOPTED

March 21, 2011

REVIEWED, REVISED AND RE-ADOPTED

June 18, 2012

## Director of Technology

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**REPORTS TO:** Superintendent

**QUALIFICATIONS:** Five years experience with management of information technology systems and personnel; bachelor's degree preferred.

**GENERAL RESPONSIBILITIES:** Directs and manages all functions of the technology department. Manages technology projects and evaluates recommendations regarding technology policy and procedures. Works with administrative and instructional staff to direct and coordinate technology integration into the total instructional program; oversees and manages the use of all administrative and instructional technology in the school district. Trains and provides work direction to district technicians and network engineer.

**DUTIES:**

1. Provides leadership in all aspects of: 1) implementing, monitoring, and updating district technology plan; 2) assisting schools in the development and implementation of their technology plans.
2. Provides district leadership in the development of a solid/focused instructional technology program. Works with schools and staff to implement this instructional plan.
3. Develops technology budget; assigns funds to schools and oversees technology expenditures at school and district level. Assists with evaluation and purchase of school technological equipment and resources.
4. Provides and coordinates the delivery of professional development programs as needed for instructional and administrative staff.
5. Maintains an accurate inventory of technology hardware at the building and district level.
6. Oversees and evaluates the performance of school technology coordinators. Provides ongoing support and assistance to school technology coordinators. Trains, schedules and provides work direction to school technology coordinators; reviews work to assure compliance with quality standards and work orders.

**Director of Technology (continued)**

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7. Oversees and evaluates the performance of the district technician/network engineer. Provides ongoing support and assistance to the technician/network engineer as needed.
8. Identifies sources of funding for technology and assists staff in securing such funds.
9. Researches and works with school technology coordinators and technician/network engineer to evaluate software, determining hardware and configuration requirements to assure system compatibility.
10. Provides assistance, information, and technical expertise to faculty, administrators, and students regarding the safe and proper operation, care, and maintenance of technical equipment and programs.
11. Performs other duties as assigned.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

November 16, 2015

ELIZABETHTOWN INDEPENDENT SCHOOLS

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## Director of Finance

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**REPORTS TO:** Superintendent

**QUALIFICATIONS:** A bachelor's degree or advanced degree in business or valid Certificate for School Superintendent of School Business Administrator

**GENERAL RESPONSIBILITIES:** 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 consistent with Board approved philosophy and policies.

**DUTIES:**

1. Provides assistance to the Superintendent in the everyday finance operations of the district.
2. Attends meetings on behalf of, or along with, the Superintendent relating to district concerns in the areas of finance.
3. Works with the Superintendent and the board of education on matters dealing with the district.
4. Attends meetings of the board of education.
5. Identifies and initiates cost-effective/cost reduction solutions for the school district after appropriate approval is given by either the Superintendent or the board of education.
6. Formulates appropriate policies and procedures within a given area of responsibility and assists in carrying out said policies.
7. Handles all financial records of the Elizabethtown Independent Schools including general fund accounts, building fund accounts, and special projects and program accounts, including material, supplies, and equipment inventories.
8. Works with individual school bookkeepers in maintaining school activity fund accounts and adhering to mandatory Redbook guidelines.
9. Files monthly reports of financial transactions with the State Department of Education.

**Director of Finance (Continued)**

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10. Completes and files the annual financial report with the State Department of Education.
  11. Files on a periodic basis, all financial reports of special projects with the appropriate agencies.
  12. Develops budgets, salary schedules, certified staff data forms, and other pertinent data utilized in the financial administration of the district.
  13. Establishes and oversees a payment schedule for all tuition students.
  14. Prepares special reports, cost analyses, forecasts, etc. whenever appropriate or requested.
  15. Serves as treasurer for the Board of Education.
  16. Serves as a purchasing agent for the Elizabethtown Independent Schools and oversees the bid processes.
  17. Supervises the payroll operations of the school district.
  18. Supervises the maintenance of financial records, including, but not limited to, payroll information, sick leave, personal/emergency leave, vacation leave, and retirement information.
  19. Handles or supervises unemployment and workers' compensation programs and responds to claims.
  20. Works with architects and engineers on contracted work projects.
  21. Handles all insurance programs for the school district including property insurance, boiler, and machinery, errors and omissions, workers' compensation, fleet insurance, professional liability, student insurance programs, and group life insurance programs.
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**Director of Finance (Continued)**

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- 22. Files appropriate reports with the Division of Buildings and Grounds, Kentucky Department of Education, and with appropriate federal agencies where applicable.
- 23. Cooperates with insurance adjusters and inspectors in maintaining and restoring district-owned facilities.
- 24. Serves as recording secretary to the board of education.
- 25. Assists in the notification to staff and others affected of actions or policies approved by the board of education as pertaining to areas of school finance.
- 26. Other duties as assigned by the Superintendent of Schools.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION	December 10, 1984
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REVIEWED AND RE-ADOPTED:	February 5, 1990
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REVIEWED, REVISED AND RE-ADOPTED:	November 19, 1990
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REVIEWED, REVISED AND RE-ADOPTED:	July 27, 2007
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REVIEWED, REVISED AND RE-ADOPTED:	August 19, 2014
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ELIZABETHTOWN INDEPENDENT SCHOOLS	Page 3 of 3
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## Director of Personnel and Public Relations

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**REPORTS TO:** Superintendent

**QUALIFICATIONS:** Bachelor's degree or Kentucky Teacher Certification

**GENERAL RESPONSIBILITY:** In cooperation with other central office personnel: oversee the recruitment, employment, and evaluation of personnel; develop, plan, organize, and implement public relation services for the district.

**DUTIES:**

1. Maintains an understanding of all board policies and procedures, regulations, and statutes regarding personnel.
2. Advises administrators with regard to the employment and evaluation of personnel.
3. Coordinates the district program for the evaluation of certified and classified employees. This includes the administration of teacher, administration, and Student Voice surveys.
4. Coordinates the employment of certified and classified personnel.
5. Develops/maintains an effective recruitment program.
6. Works with other Central Office staff to maintain records of personnel and potential applicants for employment.
7. Reviews all electronic applications for employment and recommends qualified candidates to administrators and supervisors.
8. Provides new teacher, substitute teacher, and classified substitute orientations.
9. Oversees the implementation and administration of all mandated district-wide training, to include those on sexual harassment, bloodborne pathogens, and child abuse and neglect.
10. Serves as the district coordinator for principal and teacher internship programs: KPIP and KTIP.

**Director of Personnel and Public Relations (continued)**

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11. Administers the district's participation in the National Board Certification Program and provides data/reports as needed to the Kentucky Department of Education.
  12. Regarding potential disciplinary actions for district personnel, conducts investigations and provides counsel and support to the supervisor/administrator. Also oversees the implementation of district policies and procedures with regard to any employee's claims of sexual harassment and/or discrimination.
  13. Coordinates the placement of student teachers in the district's schools, in cooperation with participating universities.
  14. Prepares monthly reports on personnel actions for the Board of Education.
  15. Serves as the district's volunteer coordinator and ensures that a robust volunteer program exists at each school. Makes certain that all volunteers have had a criminal background check, and informs principals/supervisors and office personnel as to the results of the criminal background checks. Notifies any potential volunteers if they fail to meet the board's guidelines for serving as a volunteer.
  16. Assists local college students with scheduling observations of teachers, and provides guidance to school staff when needed.
  17. Maintains human resource software programs on behalf of the district: employee application software and substitute finder software, etc.
  18. Interfaces with the Education Professional Standards Board as needed and ensures data regarding certified personnel is up to date and accurate. Completes the LEAD report for the district.
  19. Develops and oversees teacher recognition programs.
  20. Collects and maintains a record of extended employment days for personnel that have such days in their contracts.
  21. Participates in appropriate local, state, and national professional meetings.
  22. Updates, revises and maintains job descriptions for all personnel.
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**Director of Personnel and Public Relations (continued)**

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23. Researches, writes, edits, publishes and distributes news releases and pertinent information to the media for the district and its schools.
24. Develops and coordinates the implementation of a comprehensive media relations plan that includes campaigns and other methods of acquiring constructive publicity through the media.
25. Develops and produces innovative written and electronic communication (brochures, print and email newsletters, video productions, beneficial website links, web content, and related components) for internal and external audiences.
26. Serves as the district's liaison for social media, including general oversight of the district's website.
27. Serves as the point of contact on the district's progress with its strategic plan; gathers and communicates the progress of the district's strategic plan.
28. Represents the school district at selected community events.
29. Serves as a district community liaison for organizations such as United Way, the Elizabethtown Education Foundation, etc.
30. Performs other duties as assigned by the Superintendent.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

February 21, 2017

ELIZABETHTOWN INDEPENDENT SCHOOLS

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## Instructional Coordinator

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**REPORTS TO:** Superintendent

**QUALIFICATIONS:** As established by Kentucky Revised Statutes, the Kentucky State Board of Education, and the Board of Education.

**GENERAL RESPONSIBILITIES:** To provide leadership in the ongoing development, implementation, and coordination of the entire instructional program (K-12) of the district.

**DUTIES:**

1. Directs curriculum development, evaluation, textbooks and supplementary book adoptions, instructional procedures, and instructional material selection.
2. Directs staff development programs.
3. Assists the Superintendent of Schools in the program for community relations and in the development of educational policies and programs for the entire school system.
4. Initiates and coordinates all formal efforts of the professional staff in projects of curriculum improvement.
5. Initiates the organization, coordination, and development of district-wide curricular and instructional practices.
6. Initiates, studies, and evaluates and, as appropriate, recommends adoption of new instructional materials, methods, and programs.
7. Supervises instructional programs for the Elizabethtown Independent Schools in collaboration with other district administrators and principals.
8. Provides support and assistance as appropriate for the improvement of instruction and classroom management.

**Instructional Coordinator (continued)**

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9. Interprets the present curriculum and proposed curriculum changes to the Board, the administration, the staff, and the general public.
10. Assists in the formulation of philosophy and objectives for the instructional program.
11. Guides development, implementation, and evaluation of pre-service and in-service training programs for professional personnel.
12. Helps plan and carry out staff and parent curriculum meetings.
13. Develops, supervises, coordinates, and evaluates assigned state and federal grants.
14. Initiates the identification of needs and appropriate program development including special programs.
15. Provides leadership in the development of long and short-range plans for the district and school improvement.
16. Performs other instructional duties as designated by the Superintendent.

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May 12, 2008

REVIEWED, REVISED AND RE-ADOPTED:

May 17, 2010

ELIZABETHTOWN INDEPENDENT SCHOOLS

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## Principal

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**REPORTS TO:** Superintendent of Schools

**QUALIFICATIONS:** Valid Kentucky Certification for School Principal/Educational Leadership

**GENERAL RESPONSIBILITIES:** To provide leadership through skillful supervision and administration in the assigned school so that the best possible educational program is provided for each student.

**DUTIES:**

1. Administers the policies of the local Board of Education and the State Department of Education at the building level.
2. Directs, supervises, and evaluates the total instructional and school program and the performance of all personnel assigned to the school.
3. Maintains desirable school-pupil and school-community relationships.
4. Assists in the development of district policies, rules, regulations, and procedures.
5. Oversees the maintenance of standards concerning student discipline, health, and safety.
6. Prepares the school budget requests and administers the building budget once approved, including control of all disbursements of appropriated funds for instructional materials and equipment, athletic programs and school activity, and bookstore accounts.
7. Develops and executes building rules, regulations, and procedures consistent and compatible with district policies and district procedures
8. Assumes responsibility for the preparation of required reports.
9. Supervises and actively participates in student counseling, record-keeping, schedules and schedule changes.

**Principal (Continued)**

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10. Consults with and coordinates the services of resource persons to provide effective classroom and general instructional improvement.
  11. Attends professional workshops on the local and state level.
  12. Supervises and evaluates teaching staff and other staff personnel in accordance with policies and administrative procedures.
  13. Supervises operations (maintenance, care, security) and use of school buildings, grounds, and property at the building level.
  14. Administers Board of Education policies and administrative procedures consistent with their purpose and intent.
  15. Assists in coordination of the activities of all the schools within the district.
  16. Assists in the recruitment, selection, assignment and orientation of all personnel for his/her school.
  17. Plans, organizes, and directs implementations at all school activities.
  18. Supervises selection, procurement, distribution, storage, and inventory of all materials, equipment, and supplies for the building operation.
  19. Assists in the selection/assignment of substitute teachers.
  20. Assumes responsibility for the proper supervision of all school activities.
  21. Initiates, supervises, and/or conducts staff development activities at the building level.
  22. Establishes and maintains an effective learning climate in the school
  23. Participates in all administrative meetings as required or as appropriate.
  24. Keeps the Superintendent informed of the school's activities and problem.
  25. Maintains high standards of student conduct and enforces discipline according to due process.
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**Principal (Continued)**

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- 26. Makes arrangements for special conferences between parents and teachers.
- 27. Conducts staff meetings to insure proper functioning of the school and to inform staff of policy changes, new programs, etc.
- 28. Approves the master teaching schedule and any special assignments.
- 29. Cooperates with college and university officials regarding teacher training and preparation.
- 30. Responds to written and oral requests for information (other schools and appropriate agencies).
- 31. Supervises building-level school food service program (including breakfast program where appropriate).
- 32. Performs such other duties as may be assigned by the Superintendent.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

December 10, 1984

REVIEWED AND RE-ADOPTED:

February 5, 1990

ELIZABETHTOWN INDEPENDENT SCHOOLS

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## High School Assistant Principal for Academics

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**REPORTS TO:** Principal

**QUALIFICATIONS:** Valid Kentucky Certification for School Principal/Educational Leadership

**GENERAL RESPONSIBILITIES:** To assist the principal (the primary instructional leader) with his/her chief duty of promoting educational well being for each student in the school. To assist the principal in being responsible for the implementation of state and district programs, SBDM, and Board policies, and procedures.

**DUTIES:**

1. Serves as principal in the absence of the principal.
2. Assists with responsibility for the school and educational program; assists with the overall administration of the school.
3. Assists with providing for effective curricular leadership.
4. Assists the principal to provide for the effective selection, induction, and continual professional development for all personnel.
5. Assists the principal with the development and implementation of the Consolidated School Improvement Plan.
6. Supervises and evaluates teaching staff and other personnel as assigned by the Principal in accordance with policies and administrative procedures.
7. Works with the principal to develop the annual budget and assists to provide sound fiscal management of building resources and programs.
8. Assists in the development of the school's Master Schedule, and assists in the preparation of student schedules.
9. Assists the principal and SBDM Council with the development of policies and supports the work of the council as directed by the principal.

**High School Assistant Principal for Academics (Continued)**

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10. Assists the principal in organizing, scheduling, and supervising extracurricular activities and assumes responsibilities outside the school and related to school matters.
11. Cooperates in the conducting of safety inspections and safety drill practice activities.
12. Cooperates in the supervision of the custodial personnel and services.
13. Participates in professional growth to improve skills related to assignment.
14. Demonstrates positive interpersonal relations with students, staff, and the community.
15. Promotes and nurtures a positive interpersonal climate in the school building.
16. Assists the principal in directing the summer school program.
17. Incorporates the use of technology in daily tasks.
18. Performs such record-keeping functions as the principal may direct.
19. Performs such other duties as may be assigned by the Principal.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

May 12, 2008

ELIZABETHTOWN INDEPENDENT SCHOOLS

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## High School Assistant Principal

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**REPORTS TO:** Principal

**QUALIFICATIONS:** Valid Kentucky Certification for School Principal/Educational Leadership

**GENERAL RESPONSIBILITY:** To assist the principal with his/her chief duty of promoting educational well being for each student in the school. To assist the principal in being responsible for the implementation of state and district programs, SBDM, and Board policies, and procedures.

**DUTIES:**

1. Serves as principal in the absence of the principal.
2. Assists with responsibility for the school and educational program; assists with the overall administration of the school.
3. Assists the principal with the development and implementation of the Consolidated School Improvement Plan.
4. Supervises and evaluates teaching staff and other personnel as assigned by the principal in accordance with policies and administrative procedures.
5. Assists, as needed, in the development of the school's Master Schedule, and assists in the preparation of student schedules.
6. Supervises and enforces attendance procedures.
7. Maintains high standards of conduct and enforces discipline according to due process.
8. Assists the Athletic Director in the supervision of athletic events. (Secondary Schools)
9. Helps organize, schedule, and supervise all extra-curricular activities and assumes responsibilities outside the school as related to school matters.

**High School Assistant Principal (Continued)**

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10. Cooperates in the conducting of safety inspections and safety drill practice activities.
11. Assists in the supervision of the custodial personnel and services.
12. Works with the principal to develop the annual budget.
13. Participates in professional growth to improve skills related to assignment.
14. Demonstrates positive interpersonal relations with students, staff, and community.
15. Promotes and nurtures a positive interpersonal climate in the school building.
16. Incorporates the use of technology in daily tasks.
17. Performs such record-keeping functions as the principal may direct.
18. Performs such other duties as may be assigned by the principal.

## Middle School Assistant Principal

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**REPORTS TO:** Principal

**QUALIFICATIONS:** Valid Kentucky Certification for School Principal/Educational Leadership

**GENERAL RESPONSIBILITY:** To assist the principal with his/her chief duty of promoting educational well-being for each student in the school. To assist the principal in being responsible for the implementation of state and district programs, SBDM, and Board policies, and procedures.

**DUTIES:**

1. Serves as principal in the absence of the principal.
2. Assists with responsibility for the school and educational program; assists with the overall administration of the school.
3. Assists the principal to provide for the effective selection, induction, and continual professional development for all personnel.
4. Assists the principal with the development and implementation of the Consolidated School Improvement Plan.
5. Supervises and evaluates teaching staff and other personnel as assigned by the Principal in accordance with policies and administrative procedures.
6. Assists, as needed, in the development of the school's Master Schedule, and assists in the preparation of student schedules.
7. Supervises and enforces attendance procedures.
8. Maintains high standards of conduct and enforces discipline according to due process.
9. Assists the Athletic Director in the supervision of athletic events. (Secondary Schools)

**Middle School Assistant Principal (Continued)**

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10. Helps organize, schedule, and supervise all extracurricular activities and assumes responsibilities outside the school as related to school matters.
11. Cooperates in the conducting of safety inspections and safety drill practice activities.
12. Assists in the supervision of the custodial personnel and services.
13. Works with the principal to develop the annual budget.
14. Participates in professional growth to improve skills related to assignment.
15. Demonstrates positive interpersonal relations with students, staff, and the community.
16. Promotes and nurtures a positive interpersonal climate in the school building.
17. Helps supervise all extracurricular activities and assumes responsibilities outside the school as related to school matters.
18. Incorporates the use of technology in daily tasks.
19. Performs such record-keeping functions as the principal may direct.
20. Performs such other duties as may be assigned by the Principal.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

May 12, 2008

ELIZABETHTOWN INDEPENDENT SCHOOLS

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## **Nutrition Services Coordinator**

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**REPORTS TO:** Superintendent of Schools

**QUALIFICATIONS:** As established by the Board of Education

**GENERAL RESPONSIBILITY:** To coordinate the efficient and effective operation of the district's Nutrition Services Program and to provide students with nutritious meals and snacks in a sanitary and friendly environment.

**DUTIES:**

1. Processes and approves direct certification for students' families who receive benefits from social insurance. Distributes, processes, and approves family applications for free and reduced meals in accordance with federal regulations. Updates meal status as changes occur and maintains documentation of the district percentages of free and reduced students.
2. Processes yearly verification of income for free and reduced applications as mandated by federal regulations.
3. Establishes standard operating procedures for nutrition services in compliance with federal and state regulations and board policies.
4. Selects, trains, supervises, and evaluates all employees in accordance with the Board of Education policies and procedures. Seeks input from the building principals when appropriate.
5. Attends state and regional training to remain informed on current regulations, policies, and best practices. Maintains certifications as required by federal and state regulations.
6. Provides and tracks professional development for employees as required by federal and state regulations.
7. Authorizes monthly Nutrition Services documentation: signs time cards and leave forms.
8. Attends monthly administrative staff meetings and all other district meetings or training as required. Advises administrative team of program highlights and changes.

**Nutrition Services Coordinator (Continued)**

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9. Makes recommendations to the Superintendent for changes in meal and milk prices. Changes a la carte prices to reflect fluctuations in the price of purchased food.
10. Orders commodity foods and schedules distribution to individual school cafeterias. Tracks commodity foods to ensure receipt from USDA of our planned assistance level.
11. Reviews monthly inventories to ensure efficient use of foods and supplies.
12. Prepares specifications and bid conditions for food, supplies, and equipment as required by federal and state regulations and district board policy. Recommends the acceptance of the lowest price and/or best product to the Superintendent as needed. Monitors all school cafeteria inventories for purchased food, supplies, and equipment. Supervises orders for food, supplies, small and large equipment.
13. Solicits bids for equipment service, repairs, and yearly preventive maintenance. Tracks equipment depreciation, service, repairs, and maintenance. Requests fixed asset tag for all new equipment.
14. Updates and maintains standardized recipes. Maintains a nutrient analysis of all products used in meal and snack service. Performs nutrient analysis of menus and provides access to the analysis through the district website and/or posting in the school kitchens.
15. Coordinates district menu planning with cafeteria managers. Develops student-friendly menus to meet dietary guidelines and federal regulations. Distributes menus to cafeteria managers, schools, and posts them on the district's website.
16. Maintains records that reflect student and adult participation by meal type and category, school, and district.
17. Prepares an annual budget. Develops and administers accurate accounting procedures for controlling costs of food, labor, supplies, and equipment. Submits financial reports as requested to the Superintendent, Board of Education, state, and national authorities.
18. Consolidates purchase orders for all schools, verifies expenses with monthly statement, prints standard invoices and submits bills to Central Office for payment.

**Nutrition Services Coordinator (Continued)**

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19. Consolidates and submits monthly financial and statistical reports to the district's Director of Finance and the Department of Education. Participates in the annual district financial audit, program review by Department of Agriculture, and program audit by Nutrition and Health Services.
20. Coordinates a nutrition education plan to include nutrition services staff, teachers, students and parents.
21. Establishes and maintains high standards of sanitation and safety in all phases of the Nutrition Services Program.
22. Maintains an open line of communication with all district staff and students to promote the objectives of the Nutrition Services Program.
23. Perform other duties as assigned by the Superintendent.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

May 27, 2009

ELIZABETHTOWN INDEPENDENT SCHOOLS

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## Family Resource/Youth Service Center Coordinator

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**REPORTS TO:** Assistant Superintendent for Student Services and Support

**QUALIFICATIONS:** Bachelor's Degree required; Master's Degree preferred (preferably in Social Work or related field). Minimum of 5 years work experience in education, counseling, or social service field. Administrative experience preferred.

**GENERAL RESPONSIBILITIES:** Coordinate and direct all functions of the Family Resource/Youth Service Center so as to maximize services to the identified population to be served.

**DUTIES:**

1. Identify all potential sources of services or funding for the FR/YSC.
2. Assess families to determine needs that may be addressed by Center services.
3. Assist eligible families in assessing available federal and state support.
4. Coordinate all Center services for eligible families and youth.
5. Establish and maintain positive working relationships with all federal, state, and community agencies/businesses offering available and usable services.
6. Serve as liaison between and among all agencies serving individual students and families.
7. Serve as liaison between individual school site-based decision-making council and the Center Advisory Council.
8. Meet and confer on a regularly scheduled basis with the Center's Advisory Council.
9. Coordinate and direct all paid and volunteer staff.
10. Identify and recommend expansion of Center services and/or funding opportunities.



**Family Resource/Youth Service Center Coordinator**

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11. Administer all grant funds in accordance with Board of Education policy and procedures.
12. Maintain all records and reports required by law, regulation, Board of Education, or the Superintendent of Schools.
13. After consultation with the Center Advisory Council, formulate recommended policies and procedures for all areas of responsibility.
14. Other FR/YSC duties as assigned by the Superintendent.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

July 1, 1991

REVIEWED, REVISED, AND RE-ADOPTED

December 19, 2016

ELIZABETHTOWN INDEPENDENT SCHOOLS

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