

SECTION B

JOB DESCRIPTIONS FOR CERTIFIED PERSONNEL

DISTRICT CERTIFIED, NON-ADMINISTRATIVE

<u>Job Description for</u>	<u>Page</u>
Gifted and Talented Education Coordinator	B-2
Professional Development Facilitator	B-5
School Psychologist	B-6
Student Information and Assessment System Coordinator	B-7
Workforce Readiness Coordinator and Counselor	B-9

Gifted and Talented Education Coordinator

REPORTS TO: Instructional Coordinator

QUALIFICATIONS: Valid Kentucky Teacher Certification with Gifted Education Coordinator Approval

GENERAL RESPONSIBILITIES: Oversees district gifted and talented education K-12; provides leadership and ensures district compliance with statutes and regulations for categories of intellectual, specific academic, creativity, leadership, and visual and performing arts.

DUTIES:

A. Administrative and Organizational Management

1. Coordinates the identification, selection, and placement of students.
2. Confers with the principals and/or teachers on student evaluation as requested.
3. Provides appropriate and regular reports concerning the program to the Instructional Coordinator, Superintendent, and Board of Education.
4. Conducts an ongoing evaluation of the program and makes recommendations to the Instructional Coordinator regarding the operation of the program.
5. Develops an improved understanding of gifted students' educational needs on the part of teachers, administrators, and parents and interprets the educational needs.
6. Works with principals in organizing and coordinating gifted education in their buildings in order to influence horizontal and vertical continuity and articulation of the gifted education program throughout the district.
7. Compiles statistical data on student evaluation.
8. Prepares a budget for the program and supervises its disbursement.
9. Chairs the local Advisory Council, consisting of school personnel and parents, in order to identify students and make other decisions pertaining to the program.
10. Disseminates information concerning opportunities for gifted children to parents, students, and staff.

Gifted and Talented Education Coordinator (Continued)

11. Prepares reports, summative evaluations, and grant applications required by the Kentucky Department of Education.
12. Serves as a Central Office liaison to SBDM Councils, administrators, teachers, parents, and community.
13. Other duties as assigned.

B. Development of Curriculum and Supervision

1. Assists in curriculum development, implementation, and revision.
2. Serves at the request of building principals as a gifted education consultant to teachers.
3. Performs in-service and/or faculty meeting reports as needed to inform staff of changes and/or trends in gifted education.
4. Exhibits an active involvement in gifted education, an awareness of current trends, and appropriate training in the assigned areas of instruction.
5. Keeps current with educational developments and literature in the field of gifted education and participates in state and national professional seminars devoted to the advancement of gifted education.
6. Becomes involved in ongoing special training for gifted education.
7. Provides recommendations to teachers for revision of goals and instructional objectives to more fully accommodate student needs.
8. Aids in locating and evaluating materials and equipment needed to meet instructional objectives.
9. Other duties as assigned.

C. Instructional Leadership

1. Meets with students that have been identified as being capable of work in the area of competence at a higher level than that of the regular curriculum offering.
2. Supports teachers in setting up problems, experiments, projects, and activities related to student needs, interests, and capabilities as indicated.

Gifted and Talented Education Coordinator (Continued)

3. Supports teachers in identifying areas of student strengths and weaknesses and plans further learning experiences and activities accordingly.
4. Supervises students in the preparation and execution of independent student projects in the area of special competence.
5. Arranges for field trips as appropriate and feasible.
6. Notifies and/or meets with parents to discuss student progress as requested or needed.
7. Works with gifted children and youth, with an appreciation of the characteristics of the gifted and a willingness to be flexible, to be questioned, and to learn from the pupils, teachers, administration, and parents.
8. Shows enthusiasm about gifted education and actively promotes gifted education in the community.
9. Shows flexibility in attitude and seeks new approaches in providing for the needs of the gifted.
10. Provides opportunities for parent involvement and communicates with district leaders regarding gifted education issues.
11. Works to gain additional funding from community resources.
12. Plans and meets the needs of gifted students in a variety of ways so that the needs of gifted students who are not participating in the pull-out program are also met.
13. Other duties as assigned.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

February 5, 1990

REVIEWED, REVISED AND RE-ADOPTED:

February 16, 2016

ELIZABETHTOWN INDEPENDENT SCHOOLS

Page 3 of 3

Professional Development Facilitator

REPORTS TO: Instructional Coordinator

QUALIFICATIONS: Kentucky Certification for Educational Leadership

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

DUTIES:

1. Work collaboratively with the Instructional Coordinator to support instructional goals in relation to school and district improvement plans.
2. Provide job-embedded coaching for teachers focused on the effective teaching characteristics outlined in the Kentucky Teacher Standards.
3. Plan and implement programs that support new teachers: mentoring, new teacher cadre, etc. Provide coaching support for new teachers.
4. Provide leadership for the development and implementation of school-wide behavior systems. Actively support efforts to accomplish the goals developed by each school.
5. Provide job-embedded coaching to building level administrators as they enhance the development of their leadership skills. Support programs developed to enable successful ongoing professional performance for building administrators.
6. Support the implementation of Professional Learning Community (PLC) data analysis processes. Provide any coaching needed to accomplish this task.
7. At the direction of instructional leadership, analyze assessment data in order to target/identify instructional areas of strength as well as areas for growth.
8. Analyze assessment data; prepare and present interpretive reports on the analysis of assessment data for staff, community, local board, and media as needed.
9. Performs other instructional duties as designated by the Instructional Coordinator.

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B-5

May 20, 2013
April 19, 2021
Page 1 of 1

School Psychologist

REPORTS TO: Director of Special Programs

QUALIFICATIONS: Valid certificate for School Psychologist

GENERAL RESPONSIBILITIES:

1. Participate as a contributing member of the Response to Behavior and Response to Learning meetings in each school.
2. Provide comprehensive psychoeducational evaluation for referrals for exceptional children services for students from 3 to 21 years of age.
3. Interpret and compile multidisciplinary assessment data into an integrated report and generate recommendations.
4. Assume additional and/or other functions and responsibilities as required.

DUTIES:

1. Seek and obtain information about students from school sources such as teachers, counselors, social workers, and files; know and work with available community service providers.
2. Consult with teachers, administrators, and parents using effective communication skills in developing, implementing, and evaluating interventions designed to promote academic/social skills.
3. Select, administer, score, interpret, and describe findings from an appropriate battery of tests which may include individual tests of cognitive ability, educational achievement, perceptual-motor, language, social and emotional development; report findings in verbal and written form in understandable educational language.
4. Interview students and teachers effectively.
5. Assume additional and/or other duties as required.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

April 18, 1994

ELIZABETHTOWN INDEPENDENT SCHOOLS

Page 1 of 1

Student Information and Assessment System Coordinator

REPORTS TO: Superintendent and/or his/her Designated Assistant

QUALIFICATIONS: As established by the Board of Education

GENERAL RESPONSIBILITIES: To assist the administrative supervisor by relieving him/her of tasks related to the student information system so that he/she may devote maximum attention to the central problems of the district

Assist the District Assessment Coordinator by performing duties that coordinate and facilitate the implementation of the Kentucky Department of Education assessment and school accountability program; coordinate and facilitate the operation of other district-wide assessments (e.g. Star, ITBS, etc.)

STUDENT INFORMATION SYSTEM DUTIES:

1. Serves as the district point of contact for student data-related questions from school and district personnel.
2. Trains attendance clerks and other district personnel to use the student data system.
3. Coordinates all district personnel student data access rights.
4. As requested, acts as a liaison between school system and student data company representatives.
5. Responds to procedural and technical student data related questions from school personnel.
6. Responds to the requests of other agencies requiring student data information.
7. Supports peers in maintaining home school, private school, out of district and home/hospital data.
8. Maintains a variety of files, records, and logs.
9. Assists with statistical and census reports for the State Department of Education.
10. Obtains, gathers, and organizes pertinent data as needed for reports, etc. and puts it into a usable form.

Student Information and Assessment System Coordinator (continued)

11. Places and receives telephone calls and records messages.
12. Maintains calendar of appointments; makes arrangements as requested for meetings, etc.
13. Processes incoming correspondence to programs as directed.
14. Works with other clerical staff during busy times to handle overflow or when deadlines must be met.

ASSESSMENT DUTIES:

1. Serves as the primary contact between the local school district and Kentucky Department of Education for student assessment and accountability.
2. Communicates to appropriate staff, definitions, timelines, formats, etc., for completing assessment activities and compiling data.
3. Assists staff with questions, problems, and concerns regarding the assessment process.
4. Assists in the implementation of all assessment and accountability activities throughout the district.
5. Takes responsibility for generating, updating, and reporting data to appropriate agencies as relevant to the accountability index.
6. Conducts training of school counselors on test operations. Monitor school level training associated with the ethical administration of assessments.
7. Ensures that school personnel comply with all testing guidelines.
8. Investigates and reports on any testing procedure violations. Provide necessary reports to KDE or other responsible agencies.
9. Oversees all work related to the School Report Card.
10. Performs other duties as assigned.

Workforce Readiness Coordinator

REPORTS TO: Instructional Coordinator

QUALIFICATIONS: Valid Kentucky Teacher Certification

GENERAL RESPONSIBILITIES: To provide leadership and support for the district's college/career readiness programs and to provide students with career counseling and planning that promotes successful transitions to post-secondary education.

DUTIES:

1. Establish and maintain strong working relationships with post-secondary institutions, business partners, and industry for the purpose of securing funding and/or enhancing services or programs related to career pathways, apprenticeships, and co-ops.
2. Seek and prepare grant applications and supporting documents for the purpose of developing funding resources for career pathways aside from traditional federal or state funding (i.e. Title, Perkins). Oversee the management of supplemental grant awards related to career pathways for the purpose of complying with funding guidelines of awarding institutions.
3. Promote and publicize district activities and accomplishments related to career pathways in conjunction with career pathway teachers.
4. Work with school administrators to organize and oversee career pathway-related activities (e.g. Power Pact, Career Day, Operation Preparation, KLUE).
5. Plan activities and submit documents necessary for the fulfillment of the Project Lead the Way (PLTW) contract agreement such as bi-annual PLTW Partnership meetings and certification.
6. Work cooperatively and collaboratively with elementary, middle, and high school PLTW teachers for the purpose of maintaining high-quality programs.
7. Develop and implement a Work Ethic Certification Program for the district. Maintain the implementation of the certification program after its initiation.
8. Serve as a liaison and recruit additional partnership and apprenticeship opportunities for students with local businesses, industrial manufacturers, and community agencies.

Workforce Readiness Coordinator

9. Provide support with counseling to students on college and career plans and provide career awareness and/or exploration opportunities at the middle and high school levels.
10. Track student progress toward college and career readiness, and report information as required by the Carl Perkins grant in the Technical Education Database System (TEDS).
11. Work with administrators and community partners to research, review, and recommend career pathways to be offered and those that may be in demand by the community.
12. Oversee the administration of the Kentucky Occupational Skills Standards Assessment (KOSSA), Industry Certifications for College/Career Readiness, Workforce Readiness, ASVAB, and ACT WorkKeys.
13. Perform other duties as assigned by the designated supervisor.

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ELIZABETHTOWN INDEPENDENT SCHOOLS
B-10

Page 2 of 2