



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

5/26/21

AGENDA ITEM (ACTION ITEM):

Consider/Approve revision to the current job descriptions for "Director of Student Nutrition" and "Director of Technology Services".

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

Currently, the Kenton County School District has a job description for "Director of Food Service" and "Director of Technology Services." The attached proposals for changes in the job descriptions are more aligned to the expectations of the current positions, as needs in the roles have changed over time.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval to revise the current job descriptions for "Director of Student Nutrition" and "Director of Technology Services".


CONTACT PERSON:

Malina Owens

Principal/Administrator



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 School District
Job Description: Director of Technology **Services**
Job Class Number: 0190

TITLE: Director of Technology **Services**

QUALIFICATIONS:

1. Administrative Certificate endorsed for the position of Instruction Leadership **or Bachelor's degree in Computer Science/Engineering, or a related field**
2. ~~Minimum of 10 years of e~~ Experience with increasing responsibilities for management and support of educational information systems and technology **preferred**
3. Knowledge of Networks, WAN & LAN systems, cabling designs and desktops, peripherals, notebook, handheld and server hardware **preferred**

REPORTS TO: ~~Chief Operations Officer, or designee~~ **Executive Director of Operations**

SUPERVISES: Technology department staff

JOB GOAL: Responsible for planning, coordinating and facilitating the district's acquisition and utilization of administrative and educational software and hardware systems

PERFORMANCE RESPONSIBILITIES:

1. Design, recommend and implement a program for the optimal integration of current computer, multimedia and other electronic technologies into the district's daily instructional and administrative operations
2. Develop annual budget and organizes annual updates of district technology plan
3. Research and recommend technology products, and sources of funding or other assistance, which will optimally implement the district's technology program
4. In conjunction with other district staff members, research and recommend technology products which will enhance the quality of education provided by the district's instructional staff, enhance the quality of student support provided by the district's other professional staff, and/or improve the ability of the district's professional staff to collect, analyze and record student information
5. In conjunction with other district staff members, research and recommend technology products and architectures which will enhance the quality of administrative services (e.g. data processing, budget, payroll, personnel, office work) provided by district staff members
6. Monitor and direct the selection and acquisition of software and other media throughout the district
7. In conjunction with other district staff members, develop and implement an effective district-wide training program which will enable certificated and non-certificated staff members to effectively utilize current district technology products
8. Direct, oversee and annually evaluate the performance of the Technology Department staff, including the Computer Technicians, ~~Technology Resource Teachers~~, and all **other Office** Personnel assigned to the Technology Department
9. Provide professional development opportunities which ensure that the members of the Technology Department staff maintain current levels of knowledge and skill relevant to their job responsibilities
10. Oversee the installation, maintenance, repairs and service for all security camera installations. Plan and prepare specifications for all new installations and upgrades of existing installations
11. Coordinate all district efforts with continuous monitoring and protection against unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of unencrypted or unredacted records or data that comprises the security, confidentiality, or integrity of personal information

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Job Description: Director of Technology **Services**
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12. Shall serve as the lead staff member charged with managing and coordinating all internal investigations and data breach notification process
13. Assist with the annual universal service fund application and reimbursement process
14. Assist the district design consultants in the development of renovation or new construction bidding documents
15. Oversee the construction process as it relates to technology infrastructure and security camera installation
16. Use effective interpersonal communication skills to communicate with all District stakeholders
17. Keep current with all educational developments and practices related to assignment
18. Attend and/or preside over all required meetings and other meetings as the supervisor designates
19. Perform other duties as assigned by the supervisor
20. **Develop and maintain fixed asset equipment replacement plans designed to reduce spikes within annual budgeting**
21. **Develop a robust school level equipment repair process that involves the training and use of students working toward established certification pathways**
22. **Maintain an effective work order system established to minimize the down time from use of all technology equipment**
23. **Administer all aspects of hardware purchases, inventory systems, and maintenance for equipment associated with all the 1:1 program**
24. **Cooperate and coordinate all district technological needs working with the Director of Instructional Technology**
25. **Actively engage and participate with representatives from the Kentucky Department of Education Division of Technology**

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Scale and Director Index **or S20 on Classified Professional Salary Schedule for Classified Employee**
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by ~~Chief Operations Officer, or designee~~ **Executive Director of Support Operations**

APPROVED: 06/29/1989

REVISED: 07/01/2006, 06/01/2015, 06/05/2017, 06/14/2018

Kenton County School District
Job Description: Director of Student Nutrition
Job Class Number: 7221

TITLE: Director of Student Nutrition

QUALIFICATIONS:

- ~~1. Certificate endorsed for the position of Food Services Director~~
- ~~2. Rank I or II certificate status~~
- ~~3. Minimum of five (5) years teaching experience~~
- ~~4. Administrative experience in school programs~~
- ~~5. Demonstrated ability to communicate effectively with students, staff, parents and the community~~
1. Administrative Certificate endorsed for the position of Instructional Leadership, or Bachelor's degree in a related dietary field. Registered Dietitian desired.
2. Experience as a school administrator, a School Food Services Director, or School Nutrition Specialist certificate preferred.

REPORTS TO: Chief Operations Officer, Executive Director, or designee

SUPERVISES: Student Nutrition staff

JOB GOAL: To provide each school child with ~~food~~ **an economical meal** of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring

PERFORMANCE RESPONSIBILITIES:

1. Interviews, screens, and recommends appointment of all cafeteria personnel and summer feeding site personnel
2. Standardizes personnel policies, levels of cleanliness, health, and safety
3. Administers personnel policies and evaluates cafeteria managers, **cafeteria** workers, ~~Administrative Assistant of Food Services, and Food Service Coordinator~~ and other student nutrition staff
4. Operates a program of cooperative purchasing, consistent with the district procurement code, for high-volume items such as bread, milk, and canned goods
5. Prepares specifications and bid conditions for all **food, cooking, and holding related** items requiring such bids by law or Board policy
6. Makes application for government surplus food for school cafeteria use, and directs its distribution and transfer
7. Standardizes cafeteria accounting procedures in cooperation with the district ~~controller's office finance officer~~
8. ~~Arranges~~ **Cooperates with auditors** for audits of cafeteria accounts ~~through approved auditors~~
9. Makes all applications for federal subsidies
10. Makes distribution of all federal funds to **school breakfast**, lunch, school snack programs and summer feeding **programs**
11. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment
12. **Maintains and coordinates all work orders related to kitchen equipment and technology.**
13. **Maintains an accurate free and reduced roster. Oversee communication between point of service and student information system. Prevent overt identification and unnecessary disclosure of free and reduced information.**
14. Plans and supervises the preparation and serving of menus at all schools and summer feeding sites **and effectively communicates menus to the school district.**

Kenton County School District
Job Description: Director of Student Nutrition
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15. Provides assistance and suggestions for the preparation and serving of government surplus foods
16. Inspects school lunch facilities and operations to insure that standards of diet, cleanliness, health, and safety are being maintained and makes regular monthly reports regarding these inspections. Inspects summer feeding sites as required by program regulations
17. Standardizes prices charged for various types of ~~lunches~~ meals and food related items, including the price of milk
18. Standardizes as much as possible the size of portions served as related to meal requirements.
19. Assists principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition education
20. Keeps patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation in ~~the all~~ school food service programs ~~s and summer feeding~~
21. Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers
22. Prepares and administers the departmental budget, including payroll
23. Prepares and submits reports and other documents as directed
24. Uses effective interpersonal communication skills to communicate with all District stakeholders
25. Keeps current with all educational developments and practices related to assignment
26. Attends and/or presides over all required meetings and other meetings as the supervisor designates
27. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: ~~Certified Salary Scale and Director Index~~ or S20 on Classified Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by a Chief Operations Officer, Executive Director, or designee

APPROVED: 01/25/1980

REVISED: 07/21/2003, 05/17/2010, 06/01/2015, 06/14/2018, 06/01/2020