



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

Issue Paper

DATE:

5/26/21

AGENDA ITEM (ACTION ITEM):

Consider/Approve the creation of new job descriptions for "Director of Instructional Technology", "District Wide School Nurse- RN", and "Assistant Director of Finance".

APPLICABLE BOARD POLICY:

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

HISTORY/BACKGROUND:

Attached are proposals for job descriptions for "Director of Instructional Technology", "District Wide School Nurse- RN", and "Assistant Director of Finance" for consideration as roles and responsibilities of district positions are ever-evolving.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval to create new job descriptions for "Director of Instructional Technology", "District Wide School Nurse- RN", and "Assistant Director of Finance".

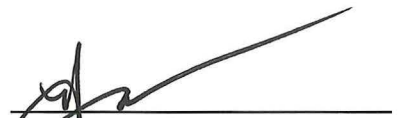
CONTACT PERSON:

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 Instructional Technology
Job Class Number:

TITLE: Director of Instructional Technology

QUALIFICATIONS:

1. A bachelor's degree or higher with a current Kentucky certification.
2. Graduate Degree or other advanced education in Instructional Leadership and/or Technology preferred.
3. Shall have professional development experience educating principals, teachers, or other certified staff on the integration of technology for instruction.
4. Shall have professional development experience in creating and educating principals, teachers, or other certified staff in creating and managing data systems.
5. Shall have experience as a classroom teacher.
6. Shall demonstrate the ability to work effectively with colleagues, students, and all stakeholders.
7. Shall have a strong knowledge of integrating technology into curriculum, instruction, and assessment.
8. Shall have a strong knowledge of implementing data systems.
9. Shall have a strong knowledge of best practices and research in professional development around instructional technology and data systems.

REPORTS TO: Assistant Superintendent

SUPERVISES: Academic Program Consultant

JOB GOALS: Coordinates and supervises all aspects of instructional technology in the district, including instructional integration, technology standards, professional development, and curriculum development. Coordinates all data necessary for our district data dashboard.

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with the district instructional team to support effective instructional use of technology and data.
2. Collaborate with the district instructional team to pull data from various sources to include, but not limited to, learning management systems and student information systems to display timely data around district goals/needs through the district data dashboard.
3. Coordinate and implement the district 1:1 technology program.
4. Coordinate the technology student education program in the district.
5. Shall develop, implement, and monitor technology standards for students, teachers, and administrators.
6. Coordinate the work of district and school based technology staff, including Technology Resource Teachers and any other staff who support instructional use of technology.

Kenton County School District
Job Description: Director of Instructional Technology
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7. Coordinate on-going technology professional development to include, but not limited to, the district learning management system for certified personnel at the district and school level.
8. Shall support district goals and objectives for teaching and learning through technology/data.
9. Serve as an instructional technology resource to SBDM councils and school technology committees.
10. Co-chair the district technology advisory committee and participate in other committees related to instructional technology.
11. Coordinate with technical staff to ensure instructional technology works appropriately.
12. Development, implement, and monitor plans for effective use of technology. Plans include, but are not limited to, the District 1:1 Handbook and the technology component of the district's action plan/consolidated improvement plan.
13. Evaluate instructional technology materials for potential use.
14. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Days per fiscal year: 230
2. Salary Schedule: Certified Salary Scale and Director's Index
3. Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION: Performance of this job will be evaluated following the certified evaluation timeline or as needed by the Assistant Superintendent.

APPROVED:

REVISED:

Kenton County School District
Job Description: District Wide School Nurse - RN
Job Class Number:

TITLE: District Wide School Nurse - RN

QUALIFICATIONS:

1. Registered Nurse in the State of Kentucky or proof of temporary work permit issued by the Kentucky Board of Nursing
2. Agree to uphold the Nurse Practice Act for Registered Nurses as set forth by the Kentucky Board of Nursing , which shall include maintenance of acting nursing license, accumulating continuing education hours as required by the Kentucky Board of Nursing
3. Bachelor's Degree in Nursing for Classified Professional Salary Schedule

REPORTS TO: Director of Health Services, School Health Coordinator, or designee

SUPERVISES: None

JOB GOAL: To make sure the special health needs of students are met, to promote a positive health orientation for these students, and to provide guidance to staff on health issues.

PERFORMANCE RESPONSIBILITIES:

1. Dispense medication to students, maintain accurate records of medications given and maintain secure storage thereof. Assist principal in securing parental permission for medications
2. Provide for medical needs of students as dictated by school admission and release committee (ARC). This may involve occasional dressing change or application, blood pressure checks, bronchial suctioning, assistance during seizures, supporting ventilator dependent students, or other treatments a registered nurse is authorized to give
3. Provide first aid to students as needed and assist staff in learning various first aid procedures
4. Confer with principal, staff and parents and recommend various medical or social work specialists as the students' health needs may require
5. Assist with maintaining required medical records, assisting teachers as needed in periodic screenings and checking of immunizations, etc
6. Serve as consultant on health related matters in school curriculum and in conferences with parents involving health related matters
7. Provide training to unlicensed assistive personnel as needed throughout the district
8. Assist with management of communicable diseases
9. Assist with management of students attending summer programs
10. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per Fiscal Year: 220 Days
- Salary Schedule: S6 on Classified Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION: Performance of the position will be evaluated by a Director of Health Services, School Health Coordinator, or designee

APPROVED:

REVISED:

Kenton County School District
Job Description: Assistant Director of Finance
Job Class Number:

TITLE: Assistant Director of Finance

QUALIFICATIONS:

1. Administrative Certificate endorsed for the position of Instruction Leadership, or Bachelor's degree in Accounting, Finance, Business Administration or related field
2. Experience in Finance or Accounting preferred
3. Minimum of one (1) year in a lead or supervisory role
4. Experience with accounting duties and system in an educational setting preferred

REPORTS TO: Executive Director of Finance

SUPERVISES: Assigned Finance team members

JOB GOAL: Assists the Executive Director of Finance with the overall administration and performance of the Finance Dept. responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Interprets, applies and explains District policies, procedures, rules and regulations pertaining to financial transactions.
2. Assists with District compliance of federal, state and local legislation pertaining to financial matters
3. Assists in the organization, planning, direction and implementation of internal control procedures and processes to record financial and payroll transactions.
4. Supervises and evaluates assigned staff of the Finance team.
5. Provides support and assistance to the Finance team, which may include performing specific duties of Finance team members, during absences and times of peak demand.
6. Enter and approve journal information and budget adjustments to MUNIS accounts as necessary.
7. Monitors budgets and provides assistance to district staff with understanding budget reports, status and procurement processes.
8. Performs internal reviews of school activity accounts and provides support to school staff implementing KY Redbook Requirements.
9. Utilizes spreadsheet software skills to compile, analyze and clearly organize financial data.
10. Assists Director of Finance with the preparation of annual financial and budget filings.
11. Assists with audits and reviews, support the production of annual audit report and compliance with GASB and other relevant financial and accounting standards.
12. Assist Director of Finance compile monthly Board of Education agenda items and budget reports.
13. Participates in special projects, reconciliations, research, and analysis, writing/creating external reports, correspondence, reports and memos, as necessary.
14. Responsible for implementing Records Retention requirements for the Finance Department.
15. Responsible for construction fund budgeting, accounting, reconciliation and reporting.
16. Plans and organizes work while meeting schedules and deadlines.
17. Establishes and maintains cooperative and effective working relationships with others.
18. Performs other duties as assigned by the supervisor.

Kenton County School District
Job Description: Assistant Director of Finance
Job Class Number:

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Scale and Assistant Director Index or S18 on Classified Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Executive Director of Finance

APPROVED:

REVISED: