



Draft

Certified Personnel
Job Descriptions
2021

Table of Contents

[Table of Contents](#)

[Assistant Principal](#)

[Allen County Schools Board Attorney](#)

[Allen County Schools Chief Academic Officer](#)

[Allen County Schools Deputy Superintendent](#)

[Director of Career and Technical Center](#)

[Director of Human Resources/Transportation](#)

[Director of Exceptional Children](#)

[Director of Pupil Personnel](#)

[District Digital Learning Coach](#)

[District Math Coach](#)

[District Reading Coach](#)

[District Technology Coordinator](#)

[Instructional Coach](#)

[Guidance Counselor-High School](#)

[Guidance Counselor - Middle & Elementary](#)

[Guidance Counselor - College and Career](#)

[Library Media Specialist](#)

[School Psychologist](#)

[Speech-Language Therapist](#)

[Superintendent](#)

[Teacher](#)

[Teacher-Exceptional Children](#)

[Teacher - Extended School Services](#)

[Teacher - Gifted/Talented \(Elementary\)](#)

[Teacher-Gifted/Talented \(Middle & High School\)](#)

[Teacher - Substitute](#)

[Extra duty positions](#)

[Athletic Director - Secondary](#)

[Band Director](#)

[Department Head](#)

[Head Teacher](#)

[Teacher - Homebound](#)

[Table of Content](#)

Assistant Principal

Immediate Supervisor: Principal

Appointment:

Assistant Principals shall be appointed, upon the recommendation of the Principal to the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kconvey to them the school's genuine concern with teaching students education, growth, and development
1. Shall seek to establish friendly and cooperative partnerships between home and school.
2. Shall work to develop a positive public relationship between the school district and the community.
3. Shall carry out assignments promptly without undue checking.
4. Shall react positively to directives.
5. Shall have a willingness to cooperate with the superintendent, district administrators, principals, and staff. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
6. Shall strive to maintain and improve professional competence.
7. Shall take necessary precautions to protect students, equipment, materials, and facilities.
8. Shall adhere to School Board of Education Policies and Procedures

Specific Duties and Performance Responsibilities:

1. Shall assume duties of Principal when Principal is out of the building.
2. Shall represent the school at various meetings.
3. Shall administer student discipline in a manner consistent with school and district policies.
4. Shall supervise personnel assigned to them in a manner consistent with school and district policies.
5. Shall assist in the development and implementation of curriculum as assigned.
6. Shall assist in the development and implementation of measures designed to ensure quality instruction.
7. Shall assist in budget preparation and implementation.
8. Shall supervise student activities.
9. Shall assist in setting, achieving, and assessing goals related to the various school improvement processes.
10. Shall perform other duties as specified by the Principal.

Days of Employment: Up to 215 days

Terms of Employment:

The basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

[Allen County Schools Board Attorney](#)

Immediate Supervisor: Allen County Board of Education

Appointment:

Board Attorney shall be appointed by the Board of Education on an annual renewal basis.

Qualifications:

1. Shall hold a valid law degree.
2. Shall demonstrate the ability to work effectively with others.
3. Shall demonstrate the ability to communicate effectively with others.

Job Goal:

To assist the Board of Education and Superintendent in the legal performance of its duties and the fair and just discharge of its obligations to students, staff, and school patrons.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall attend meetings of the Board of Education as required.
2. Shall advise the Board of Education in all matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, contracts, etc.
3. Shall review for the Board of Education and the Superintendent such invitations to bid, job specifications and legal contracts as requested.
4. Shall advise the Board of Education and the Superintendent in such matters of personnel action as needed.

5. Shall prepare and conduct litigation on behalf of the Board of Education

Days of Employment: Annual Contract

Salary: *Commensurate with the Board-approved fees of services.*

Allen County Schools Chief Academic Officer

Immediate Supervisor: Superintendent

Appointment:

The Assistant Superintendent shall be appointed annually by the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Required Professional Certificate For Instructional Leadership - Principal, All Grades, Level 2
3. Required Professional Certificate For Instructional Leadership Supervisor Of Instruction, Level 2
4. Preferred Professional Certificate For Instructional Leadership School Superintendent
5. Preferred school and/or district level administrative experience
6. Shall demonstrate the ability to work effectively with students, peers and adults
7. Shall demonstrate the ability to communicate effectively with students, parents and faculty
8. Shall demonstrate the ability to articulate vision of Best Practice for instructional programs

Job Goal:

To coordinate, define and communicate integrated plans for student growth and achievement in all educational arenas. To provide leadership in the design, integration, implementation and management of all district efforts for student achievement.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.

10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Implement effective curriculum, instruction, and assessment policies and practices that maximize educational options and lead to improved achievement for all students K-12.
2. Develop and maintain shared decision-making processes to ensure integration of academic supports and services.
3. Build and support a high-performance educational team – inspiring, integrating and aligning the academic work of the district.
4. Collaborate with all members of the district leadership team to ensure coordinated planning and consistent implementation of district strategic programs, projects, and initiatives.
5. Collaborate with all stakeholders (businesses, colleges, universities, principals, teachers, parents, etc.) to build college and career readiness opportunities for all students.
6. Foster interaction and coordination within and between all instructional departments to meet the needs of all learners including English language learners, migrant, gifted and talented and exceptional child populations in grades pre-kindergarten through twelve.
7. Studies, evaluates, and as appropriate, recommends to the Superintendent the adoption of new instructional materials (including textbooks), methods, and programs.
8. Develops and refines applicable Board policies and procedures.
9. Lead district and school leaders in designing, implementing, and managing district and school improvement plans.
10. Foster a work environment that is student-centered, results-oriented, and focused on instructional improvements.
11. Monitor educational research, trends, and developments in the areas of curriculum, instruction, and assessment.
12. Use data to support school improvement efforts, program development, and address academic needs.
13. Facilitate and support the development and implementation of innovative instructional programs to achieve identified district and/or school objectives.
14. Create, facilitate, and recommend world-class professional development for school leaders and their staff in order to create and maintain a cohesive, innovative district instructional program.
15. Navigate district initiatives, collaboration, and consistency with appropriate autonomy at Schools.
16. Develop personal and professional growth by participating in professional associations, attending educational conferences, and reading professional publications.
17. Implement, revise, and train appropriate personnel on the Certified Evaluation Plan.
18. Assist in the principal and district administrator evaluation process as requested by the Superintendent.

19. Develops, maintains, and provides support for non-traditional instruction.
20. Provide support and training to SBDM Councils.
21. Attends Board meetings and prepares such reports for the Board as the Superintendent directs.
22. Adhere to the Professional Code of Ethics as established by the Education Professional Standards Board.
23. Perform other duties as assigned by the Superintendent.

Days of Employment: Up to 238 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

[Allen County Schools Deputy Superintendent](#)

Immediate Supervisor: Superintendent

Appointment:

The Deputy Superintendent shall be appointed annually by the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Professional Certificate For Instructional Leadership - Principal, All Grades, Level 2
3. Professional Certificate For Instructional Leadership--School Superintendent
4. Shall demonstrate the ability to work effectively with students, peers, and adults.
5. Shall demonstrate the ability to communicate effectively with students, parents, and faculty.

Job Goal:

To act under the general direction of the Superintendent to provide leadership in developing and maintaining the district's finances and facilities; to coordinate, organize, perform duties dealing with instructional support, supervision, budgeting, investments, and professional development.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals, and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials, and facilities.
11. Shall adhere to School Board of Education Policies and Procedures

Specific Duties and Performance Responsibilities:

1. Shall assume duties of Superintendent when Superintendent is out of the district.
2. Shall represent the district at various professional meetings.

3. Shall assist in the development and coordination of professional development programs.
4. Shall act as liaison to School-Based Decision-Making Councils.
5. Shall provide oversight and be responsible for submitting the LEAD Report to the Department of Education.
6. Shall supervise and evaluate instructional support programs within the district.
7. Shall coordinate and supervise the Teacher Internship Program.
8. Shall coordinate and supervise the Principal Internship Program.
9. Shall provide oversight on the Comprehensive District Improvement Plan.
10. Shall provide oversight and monitoring to each school's Comprehensive School Improvement Plan.
11. Shall assure through administrators and supervisors that all staff members have been evaluated in accordance with board policy.
12. Shall assist in the coordination of programs with district personnel in order to provide a comprehensive educational program.
13. Shall provide oversight on the Curriculum Management Audit.
14. Shall provide oversight on the Southern Association of Colleges and Schools review.
15. Shall coordinate and implement Best Practices in school curriculums in compliance with unbridled learning (Senate Bill 1), including Professional Learning Communities (PLC) work.
16. Shall reinforce activities and content from Kentucky Leadership Academy and Instructional Leadership Support Network by serving as a collaborating partner and coordinator in the applications of KLA and ISLN Best Practices.
17. Shall serve as the district representative on the Certified Council.
18. Shall serve as the district representative on the Classified Council.
19. Shall assist in the recruitment of the best-qualified staff members who meet the vision and philosophy of Allen County School District.
20. Shall recommend staff additions or reductions to the Superintendent.
21. Shall assist in maintaining (or causes to have done) personnel files on all district personnel.
22. Shall assist in interpreting, developing, recommending and causing district policies and procedures dealing with personnel or other areas as needed by the Superintendent.
23. Shall keep current on Human Resources/Personnel state and federal laws and policies.
24. Shall assist with personnel problems or concerns when requested or when a need is evident.
25. Shall review and analyze various data to enhance facilitation for continual general improvement in all areas within the district.
26. Shall perform other duties as specified by the Superintendent.

Days of Employment: Up to 238 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Director of Career and Technical Center

Immediate Supervisor: Superintendent

Appointment:

Career and Technical Education Center Director/Assistant Principal shall be appointed annually by the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers, and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents, and faculty.

Job Goal:

To direct the career and technical education programs of Allen County Schools for the purpose of preparing students for career exploration, post-secondary technical or collegiate training or work.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals, and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials, and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall direct curriculum delivery of career and technical education programs to ensure alignment with state and national standards.

2. Shall develop relationships with community stakeholders to promote career and technical education.
3. Shall collect and maintain all program and student data for submission to the local board of education and Kentucky Department of Education.
4. Shall supervise education of students with developmental issues and needs unique to cultural, ethnic, and gender.
5. Shall maintain equitable rates of students in nontraditional programs, focusing on a gender-neutral learning environment.
6. Shall participate in professional development and informational activities that are designed for career and technical education and other related topics.
7. Shall pursue resources to maintain and improve technical education programs.
8. Shall manage budget information and resource allocations.
9. Shall supervise facility maintenance according to OSHA and public health standards.
10. Shall supervise planning and recruitment of quality certified instructors for all programs.
11. Shall provide a system of education that ensures program direction, short and long range planning, organization, and administration for the school and program operation and management.
12. Shall organize an active Advisory Board composed of business and industry representatives, education representatives and labor representatives to assist in planning, implementing, and evaluating career and technical education programs.
13. Shall advise the Superintendent as to the operation and status of vocational technical programs.
14. Shall monitor trends and industrial training needs and assess effectiveness of current programs.
15. Shall facilitate the development of tech prep programs and other innovative vocational technical programs.
16. Shall provide oversight to the district Career Education Program.
17. Shall supervise Career and Technical Education Center to ensure the health and safety of all students, staff and stakeholders.
18. Shall evaluate certified and classified personnel who work in the Career and Technical Education Center.
19. Shall provide oversight to TEDS Reporting to the Department of Education.
20. Shall perform other duties related to the position as assigned by the Supervisor.

Days of Employment: Up to 224 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Director of Human Resources/Transportation

Immediate Supervisor: Superintendent

Appointment:

Director of Human Resources shall be appointed annually by the Superintendent

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Required Professional Certificate For Instructional Leadership - Principal, All Grades, Level 2
3. Preferred Professional Certificate For Instructional Leadership--School Superintendent
4. Must hold a Valid Commercial Driver's Licenses
5. Shall demonstrate the ability to work effectively with students, peers and adults.
6. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal: To organize, plan, direct, and implement the District's Human Resources programs and activities including employment, compensation, employee relations, employee benefits, and employee assistance; To ensure District compliance with current, applicable labor laws; To work as part of the district leadership team focused on the mission and goals of the district and to lead in recruiting, hiring, training and retaining quality employees to support the mission

Transportation:

To direct the daily operations of the transportation department, including district fleet, to assure safe and efficient pupil transportation, vehicle maintenance, vehicle acquisition, routing, scheduling, and fiscal responsibilities in support of the school district's instructional and activity programs for students.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.

8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities: (Human Resources)

Human Resources:

1. Organizes, plans, directs and implements the District's human resources programs and activities including employment, compensation, employee relations, employee benefits, and employee assistance
2. Develops and recommends human resources policies and objectives for the District;
3. Monitors human resource activities of administrators and managers for the purpose of assuring compliance with the district's human resources policies and procedures, as well as state/federal laws and regulations
4. Develops and implements practices to ensure equitable hiring
5. Leads the recruitment and hiring of a workforce at all levels of the organization including substitutes, develops recruitment materials, visits college campuses, attends career fairs, trains administrators in recruitment techniques, and plans other recruitment functions.
6. Determines and recommends employee relations practices to establish positive employer-employee relationships and to promote a high level of employee morale
7. Provides leadership and training in developing staff evaluation procedures
8. Assures compliance with wage and hour policies, compensation schedules, and procedures and other policies related to human resources
9. Administers and oversees the District's employee benefits programs and services, employee assistance programs and pre-employment screening activities
10. Provides management training programs for employees; designs training programs to meet Districtwide Human Resources programs policies and procedures; assures responsibilities and accountabilities are understood and assures coordination of activities within the division are accomplished
11. Attends all meetings of the Board of Education and provides input
12. Establishes overall direction and strategic initiatives for the Human Resources division

Transportation:

1. Provides leadership to the Transportation Department on day-to-day operations. Monitors daily operations to assure that work is performed efficiently and in accordance with appropriate regulations, policies, procedures, and guidelines.
2. Oversees all aspects of the daily bus and bus maintenance operations. Provides lead direction to the Transportation Department and bus maintenance staff.
3. Performs road checks during periods of inclement weather.
4. Resolves or delegates daily operational problems and emergencies while coordinating

with the Deputy Superintendent and Superintendent.

5. Establishes and maintains positive customer relationships with parents, schools, and other departments. Coordinates with transportation department staff, schools, and stakeholders on the start of school protocols and resolves concerns.
6. Coordinates and assists with the district transportation annual required in-service training, other professional learning needed for transportation, safety programs, student management, drug and alcohol testing, and bus driver performance evaluations.
7. Coordinates with the bus maintenance staff on bus inspections and maintenance of the district fleet.
8. Coordinates and oversees bus evacuation drills.
9. Manages bus and other vehicle purchasing.

General:

1. Works with the Superintendent and Finance Officer to create and manage the Budgets related to Human Resources and Transportation.
2. Protects confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines
3. Adhere to the Professional Code of Ethics as established by the Education Professional Standards Board.
4. Attends Board meetings and prepares such reports for the Board as the Superintendent directs.
5. Continue professional growth, formulate goals, seek feedback, apply new skills, and participate as a team member with colleagues.
6. Perform other duties as assigned by the Superintendent.

Days of Employment: Up to 238 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Director of Exceptional Children

Immediate Supervisor: Superintendent

Appointment: District Administrators shall be appointed annually by the Superintendent

Qualifications:

1. Shall hold a master's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall have a minimum of three (3) years experience teaching exceptional children.
3. Shall have completed a course in special education and regular education case law.
4. Shall demonstrate the ability to work effectively with students, peers and adults.
5. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal:

To provide educational leadership and expertise concerning special education programs; provide direction to schools in areas of program effectiveness and planning; monitor compliance of federal, state and district regulations; exhibit an awareness for confidentiality and accuracy in implementing services within the school district.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall provide training and assists staff in appropriate due process procedures.

2. Shall conduct random review of due process folders in individual schools for documentation in accordance with federal and state guidelines.
3. Shall assist in Admissions and Release Committee meetings as needed.
4. Shall update and ensure implementation of the district's policies and procedures as they relate to students in the Special Education programs.
5. Shall monitor services provided to district students with disabilities who are not directly assigned to a school within our district (e.g. home-based program, students in non-public school settings, and students placed outside our district).
6. Shall receive and assign referrals to the school psychologist and monitor development of psychoeducational reports.
7. Shall compile lists of students to be reevaluated and assign reevaluations to the appropriate staff.
8. Shall provide training and assist staff with the implementation of regulations involving confidential information.
9. Shall receive and assign referrals for related services requiring therapy, such as, but not limited to, occupational and physical therapy, counseling, etc.

Positive School-Community Relations

1. Shall implement and supervise an ongoing Child Find program and activities.
2. Shall utilize auxiliary services, parental involvement, community agencies and all available resources to enhance total services to students with disabilities.
3. Shall notify the public through use of the media about services for students with disabilities in our district.

Record Keeping

1. Shall write, implement and keep documentation of all assigned grants.
2. Shall maintain a central tracking system regarding identification, evaluation and placement of students with disabilities.
3. Shall keep a file of psycho-educational reports for the current four year time span.
4. Shall monitor financial budgets and communicate to the fiscal agent appropriate directions for payment of claims and billings.
5. Shall submit requested reports to the Kentucky Department of Education.
6. Shall communicate with the Department of Education on special education class sizes and submit requests for membership exceptions.
7. Shall maintain current class rolls and student placement information for all students with disabilities.

Instructional Program and Curriculum Development

1. Shall assist in providing professional development training for teachers, administrators and others who work with students with disabilities.
2. Shall assist in interviewing applicants for special education positions in collaboration with school principals.

3. Shall observe new and/or experienced teachers in collaboration with and at the request of principals.
4. Shall order and process supplementary materials for use with students with disabilities.
5. Shall assist support personnel (psychologist, physical therapist, counselors, etc.) with their role in the educational program.
6. Shall observe and provide instructional assistance to teachers of students with disabilities.
7. Shall implement curriculum review and development, including textbooks/materials selection for students with disabilities.
8. Shall serve as an instructional resource to principals.

Other

1. Shall schedule related service personnel and psychologists at individual schools.
2. Shall make recommendations to the Superintendent as to distribution of special education classes and teachers for the coming year.
3. Shall make recommendations to the Superintendent as to assignments of instructional assistants for classrooms serving students with disabilities.
4. Shall assist the Director of Transportation with special arrangements for transportation of students with disabilities as needed.
5. Shall assist grant writers to obtain additional funding for services for students with disabilities.
6. Shall maintain their own level of professional competence by attendance at professional meetings as they relate to areas of responsibility.
7. Shall maintain professional and personal relationships conducive to effective leadership.
8. Shall perform other duties related to the position as assigned by the Superintendent

Days of Employment: Up to 238 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Director of Pupil Personnel

Immediate Supervisor: Superintendent

Appointment: District Administrators shall be appointed annually by the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Physical Qualifications:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

Job Goal: To help students acquire the knowledge, skills and attitudes that society feels will contribute to their development into mature, able and responsible men and women; to provide district oversight to the Consent Order concerning student harassment and discrimination.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall maintain an accurate census of all children between the ages of six and seventeen inclusive, living within the school district.

2. Shall assist all principals and teachers in the matter of attendance.
3. Shall enforce the compulsory attendance law.
4. Shall compile all records and reports relating to attendance and pupil accounting.
5. Shall interpret pupil personnel policies and methods to school personnel, parents, children and community.
6. Shall work with local and state agencies in seeking solutions to the attendance, truancy and other social problems of school children.
7. Shall work with authorities of the Juvenile Court in matters involving students.
8. Shall maintain records on all non-resident students (reciprocal agreements and/or tuition).
9. Shall compile reports from parochial and other private schools.
10. Shall coordinate efforts of principals, teachers, guidance counselors and other groups to reduce the school dropout rate.
11. Shall make home visits when deemed necessary to understand causes of absenteeism or to enforce the compulsory attendance law.
12. Shall prepare required reports relating to students who are unable to participate in the regular school program because of mental, physical, or emotional handicaps so that they are properly exempted and participate in educational programs appropriate to their needs.
13. Shall work closely with teachers, school nurses, guidance counselors, and principals regarding students who are absent or tardy too frequently and who have not responded to the corrective efforts made by the building principal.
14. Shall coordinate the initiation of petitions to be submitted to the Court Designated Worker for truancy of students and the preparation of cases for formal hearings.
15. Shall be available to administrators, teachers, students, and parents on an individual basis, to explain attendance laws and policies, and to encourage regular attendance.
16. Shall work closely with guidance counselors in the identification and counseling of potential dropouts.
17. Shall maintain the district's records of attendance and student accounting, including projection of future enrollments, transfer of students, determination of tuition-paying status, implementation and enforcement of school boundaries.
18. Shall plan and supervise the conducting of the annual school census, and work with private and parochial schools in checking the whereabouts of students reported in the census but not present in the schools.
19. Shall prepare an annual report on attendance and related matters in the district for the Superintendent.
20. Shall coordinate and administer the Computer Pupil Accounting and Census reporting.
21. Shall serve as acting chairperson of the District Calendar Committee.
22. Shall assist Home/Hospital Instructors in the identification of students recommended for this service.
23. Shall check teachers' monthly statisticals periodically and inform the principal of any teacher's non-performance.
24. Shall oversee the validation of birth records for social security and retirement purposes.
25. Shall perform such other duties assigned by the Superintendent.

Days of Employment: Up to 238 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

District Digital Learning Coach

Immediate Supervisor: Chief Academic Officer

Appointment: District Digital Learning Coaches will be appointed annually upon the recommendation of the Chief Academic Officer to the Superintendent.

Summary: Collaborates with appropriate instructional and technical staff to support, manage and optimize the use of instructional software and resources to support high-quality teaching and learning; provides instructional staff with essential support, modeling, co-teaching and/or coaching to enhance technology-based instructional practices and productivity; assists in the development and implementation of curriculum and integration projects; develops and offers district-wide instructional technology professional learning for all staff; serves as a liaison between schools and district technology initiatives for school-based implementation to increase effective teaching and learning.

Qualifications:

1. Must hold a Master's Degree and hold a Kentucky Teaching Certificate
2. Must have experience as a classroom teacher; Experience as a Library Media Specialist or Instructional Technology Lead is preferred
3. Specialization in technology within a graduate education program is required
4. Must demonstrate the ability to work effectively with students, colleagues, and leaders.
5. Must have the ability to communicate effectively with students, parents, and faculty
6. Must be a team player and willing to commit to continuous improvement.

Performance Responsibilities:

1. Collaborates with teachers in composing effective technology-infused, content-based lessons and supports innovation in the classroom
2. Promotes and models effective technology instructional best practices for quality classroom instruction
3. Assists and articulates appropriate instructional technology practices as described in technology standards for students and teachers
4. Provides assistance and training to building instructional staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups. Collaborates in the evaluation, selection, and implementation of instructional technology materials and software.
5. Gathers data and utilizes information to evaluate technology programs' effectiveness and assists schools in the disaggregation of data.
6. Support the use of technology in classrooms, computer labs, and across school and district networks with a focus on effective implementation and impact to student learning and achievement.
7. Research past and current practices in the area of assignment, integrates research in all areas of responsibility and submits reports and recommendations as require

8. Consult on district Curriculum planning and on the district Technology Planning Committee on the integration of technology. Serve as a member of or resource to school professional development and technology committees to support the need to review instructional practices and ongoing student progress.
9. Provide staff training to meet district and KETS goals and objectives.
10. Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field.
11. Work with school leadership and school committees to assess, develop, and acquire technology resources to meet instructional and management needs and to plan and implement long-term visions for technology in the school.
12. Serve as liaison between Student Learning and District Technology Offices to schools.
13. Collaborate and coordinate district STLP programs.
14. Serve as a trainer for instructional coaches and content specialists on the integration of technology into curriculum and instructional practices at the district and school level.
15. Maintain required records.
16. Demonstrate the ability to effectively educate/mentor technology users by establishing and maintaining positive, effective working relationships with staff, students, and the community
17. Demonstrate effective time management, organizational skills, and prioritization of work to meet the needs of the users and have the ability to follow and communicate effectively, both orally and in writing.
18. Assist in the facilitation of digital learning for the district.
19. Serve as a positive influence and have positive public relations with all school staff and all community stakeholders.
20. Performs other duties as designated by the immediate supervisor.

Evaluation: The performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Days of Employment: Up to 215 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

District Math Coach

Immediate Supervisor: Chief Academic Officer

Appointment: District Math Coaches will be appointed annually upon the recommendation of the Chief Academic Officer to the Superintendent.

Qualifications:

1. Must hold a Bachelor's degree or higher and the required Kentucky certificate for the assigned position with an emphasis in mathematics.
2. Must have experience as a classroom teacher and teacher leader.
3. Must demonstrate the ability to work effectively with students, colleagues, and leaders.
4. Must have the ability to communicate effectively with students, parents, and faculty
5. Must understand adult learning theory and be able to model high-impact strategies and lessons that include pedagogy and engagement of students in the content.
6. Must have a working knowledge of RTI or MTSS.
7. Must be a team player and willing to commit to continuous improvement.

Physical Qualifications:

Have the ability to sit, stoop, possibly lift up to 50 pounds or more, any movements as related to the job description.

Job Goal: To build capacity and improve teaching and learning in schools and across the district. This position will work collaboratively with other coaches in the district, the Chief Academic Officer, and teachers to improve core instruction, create a robust system of interventions, and support all students in achieving at high levels and improving student learning and achievement.

General Duties and Performance Responsibilities:

1. Work collaboratively to create a proactive, systems-approach to strong, effective teaching and learning practices as part of a district-wide team.
2. Work collaboratively to coordinate strong core instruction and interventions in all mathematics classrooms.
3. Present a positive image of the school to parents, teachers, and other stakeholders and convey a genuine concern with each student's education, growth, and development.
4. Establish friendly and cooperative partnerships between coaches, classroom teachers, and school leaders.
5. Participate in district-level PLCs, coaches' meetings, and professional learning necessary to create systemic improvement across the district.
6. Carry out assignments in a timely manner with minimal oversight.
7. Be positive when interacting and carrying out responsibilities and be a team player.

8. Cooperate with classroom teachers and building leaders to build capacity, collaborate, and problem solve.
9. Maintain confidentiality, both verbally and in written form, of each student's educational record.
10. Strive to maintain and improve professional competence.
11. Adhere to the School Board of Education Policies and Procedures.
12. Be willing to work in the assigned building and cross-collaborate with other coaches to meet specific district and school needs.
13. Perform other duties as assigned by the immediate supervisor.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Days of Employment Up to 215 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

District Reading Coach

Immediate Supervisor: Chief Academic Officer

Appointment: District Math Coaches will be appointed annually upon the recommendation of the Chief Academic Officer to the Superintendent.

Qualifications:

1. Must hold a Bachelor's degree or higher and the required Kentucky certificate for the assigned position with an emphasis in English Language Arts.
2. Must have experience as a classroom teacher and teacher leader.
3. Must demonstrate the ability to work effectively with students, colleagues, and leaders.
4. Must have the ability to communicate effectively with students, parents, and faculty
5. Must understand adult learning theory and be able to model high-impact strategies and lessons that include pedagogy and engagement of students in the content.
6. Must have a working knowledge of RTI or MTSS.
7. Must be a team player and willing to commit to continuous improvement.

Physical Qualifications: Can sit, stoop, possibly lift up to 50 pounds or more, any movements related to the job description.

Job Goal: To build capacity and improve teaching and learning in schools and across the district. This position will work collaboratively with other coaches in the district, the Chief Academic Officer, and teachers to improve core instruction, create a strong system of interventions, and support all students in achieving at high levels and improving student learning and achievement.

General Duties and Performance Responsibilities:

1. Work collaboratively to create a proactive, systems-approach to strong, effective teaching and learning practices as part of a district-wide team.
2. Work collaboratively to coordinate strong core instruction and interventions in all mathematics classrooms.
3. Present a positive image of the school to parents, teachers, and other stakeholders and convey a genuine concern with each student's education, growth, and development.
4. Establish friendly and cooperative partnerships between coaches, classroom teachers, and school leaders.
5. Participate in district-level PLCs, coaches' meetings, and professional learning necessary to create systemic improvement across the district.
6. Carry out assignments on time with minimal oversight.
7. Be positive when interacting and carrying out responsibilities and be a team player.
8. Cooperate with classroom teachers and building leaders to build capacity, collaborate, and problem solve.

9. Maintain confidentiality, both verbally and in written form, of each student's educational record.
10. Strive to maintain and improve professional competence.
11. Adhere to the School Board of Education Policies and Procedures.
12. Be willing to work in the assigned building as well as cross-collaborate with other coaches to meet specific district and school needs.
13. Perform other duties as assigned by the immediate supervisor.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Days of Employment Up to 238 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

District Technology Coordinator

Immediate Supervisor: Superintendent

Appointment:

District Administrators shall be appointed annually by the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal: To coordinate and facilitate the integration of technology-based learning into district, school and classroom activities and practices.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall provide a stipend for School Technology Coordinators, specifically to aid the District Technology Coordinator.
2. Shall design, install, maintain, upgrade and implement all networks - both software and hardware, including NT, Novel and AIX (Munis).

3. Shall assist in the development of policies for security, access, deployment, implementation and use.
4. Shall design and maintenance of cable management in wire closets, including documentation of cable and equipment specifications and locations.
5. Shall design, installation, coordination and maintenance of backup strategies for all networks.
6. Shall monitor usage of system resources and make recommendations for efficient operations.
7. Shall analysis, validation and compilation of data and written reports based on the analysis of the data.
8. Shall conduct problem-solving research to solve technology related problems, such as printed problems, network interface problems, etc.
9. Shall design, maintenance, upgrade and implementation of all Telco Networks.
10. Shall act as liaison between the district/schools and state, federal programs, vendors, local area businesses, community, and the Board of Education.
11. Shall coordinate with School Technology Coordinators and other personnel, the purchase installation, maintenance, upgrades, and implementation of workstations and school level software.
12. Shall coordinate with School Technology Coordinators the development and maintenance of all approved hardware and software inventories.
13. Shall coordinate with school personnel, professional development training with outside agencies when necessary.
14. Shall assist in the troubleshooting of hardware/software problems.
15. Shall coordinate and/or provide the training of School Technology Coordinators.
16. Shall provide technical information and assistance to School technology Coordinators.
17. Shall coordinate with the School Technology coordinator and School Technology Committee the moving and installation of hardware.
18. Shall coordinate and consult with special programs such as Head Start, Title I, Even Start, Family Ties, Youth services and Migrant.
19. Shall coordinate with contractors in design, development, installation and deployment of system for Voice, Data and Video.
20. Shall develop KETS and non-KETS budget.
21. Shall develop budgets for school and district level consolidated plans.
22. Shall work with the District Technology Committee to develop a plan for distribution of funds.
23. Shall track all expenditures within the specified areas of fiscal responsibility.
24. Shall maintain bid specifications for KETS related purchases.
25. Shall assist in the location, quote and/or bid process of non-KETS related purchases.
26. Shall maintain records for hardware and software for an audit of inventories.
27. Shall develop and maintain the tracking of all approved hardware and software inventories.
28. Shall develop and maintain cable and hardware location diagrams.

29. Shall attend KETS conference and coordinate other staff participation.
30. Shall coordinate with School Technology Coordinators the selection of software/hardware, maintenance of curriculum software, installation of software and training in selected software.
31. Shall perform other duties related to the position as assigned by the Superintendent.

Technical Duties:

1. Shall be responsible for all file server hardware/software.
2. Shall be responsible for all application software that is maintained on the file servers.
3. Shall be responsible for all management software that is maintained on the file servers.
4. Shall be responsible for all Telco Wire Closets.
5. Shall be responsible for all installation of workstation hardware upgrades.
6. Shall be responsible for all installation of networking software for access to the schools network.
7. Shall be responsible for all school-level hardware/software, after school personnel have attempted to resolve the problem and the KETS Help Desk or Vendor has been contacted.
8. Shall be responsible for all contracting with technicians to provide school/district sites with assistance in adding workstations to the local and wide area network.

Days of Employment Up to 238 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Instructional Coach

Immediate Supervisor: Chief Academic Officer/Principal

Appointment:

Instructional Coach shall be appointed annually by the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal:

To provide leadership and expertise in the development, implementation, and assessment of high quality, research-based curriculum and assessment programs; supply support, guidance and assistance to the district instructional staff and initiatives as needed.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall facilitate the development of a comprehensive curriculum for the respective area which is designed to meet the student outcomes as established by the District.
2. Shall assist in the development, selection, and implementation of instructional resource materials.
3. Shall assist with planning and presenting professional learning.
4. Shall organize and manage the District Student Performance Assessments.
5. Shall prepare reports, manuals, guides, assessments, and other written documents.
6. Shall organize and lead a curriculum committee which provides balanced representation and information on curriculum and assessment issues.
7. Shall provide oversight in district-wide instructional programs and activities
8. Shall assist the building principals in planning and presenting in-service to staff.
9. Shall promote positive public relations with the community and within the school district by using positive verbal and non-verbal communication and interaction skills at all times.
10. Shall provide support to new district staff members through mentoring and providing resource materials.
11. Shall assist staff involved in assessment and evaluation activities in order to promote consistency in assessment and interpretation of results.
12. Shall provide interpretation of district assessment results to appropriate audiences.
13. Shall analyze and assess data to determine the effectiveness of instructional objectives.
14. Shall assist in the development of programs, with other curriculum facilitators, in order to provide a comprehensive educational program.
15. Shall assist in the alignment of course content and KY Core Academic Standards and Performance Standards.
16. Shall attend and participate in meetings as assigned in order to provide input in the decision-making processes and maintain communication.
17. Shall perform other duties related to the position as assigned by the Superintendent.

Days of Employment: Up to 196 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Guidance Counselor-High School

Immediate Supervisor: Principal

Appointment:

Counselors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal:

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall register students new to the school and orients them to school procedures and the school's varied opportunities for learning.
2. Shall aid students in course and subject selection.
3. Shall maintain student records and protects their confidentiality and advises the principal on matters relating to computerized student record keeping.
4. Shall work to resolve student's educational handicaps by applying proper diagnostic techniques and planning their educational programs.
5. Shall work to discover and develop special abilities of students.
6. Shall work with teachers and parents to prevent students from dropping out of school.
7. Shall provide student information to colleges and potential employers according to provisions of the Board's policy of student records.
8. Shall assist the principal in planning guidance field trips to schools, colleges, and industry for interested students
9. Shall prepare recommendations to colleges and other agencies for admissions and scholarships.
10. Shall assist in arranging for tutors and summer school work for underachieving students.
11. Shall guide students in their selection of school and community activities in which to participate.
12. Shall obtain and disseminate occupational information to students and to classes studying occupations and advises the principal on matters relating to computerized occupational information systems.
13. Shall help students evaluate career interests and choices.
14. Shall organize and conduct annual "Career Day".
15. Shall work with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
16. Shall assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
17. Shall confer with parents whenever necessary.
18. Shall interpret the guidance program to the community.
19. Shall work with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
20. Shall advise administrators and faculty on the matters of student discipline.
21. Shall assist in the orientation of new faculty members.
22. Shall remain readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
23. Shall take an active role in interpreting the school's objectives to students, parents, and the community at large.
24. Shall make home visits, when necessary, to build a healthy rapport between parents and children, parents and school, and students and school.

25. Shall provide small group counseling when appropriate to deal with similar student concerns.
26. Shall perform other duties related to the position as assigned by the Principal.

Days of Employment Up to 215 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Guidance Counselor - Middle & Elementary

Immediate Supervisor: Principal

Appointment:

Counselors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal:

To help students overcome problems that impede learning and to assist them in making educational decisions.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall register students new to the school and orients them to school procedures and the school's varied opportunities for learning. (middle school)
2. Shall aid students in course and subject selection. (middle school)

3. Shall maintain student records and protects their confidentiality and advises the principal on matters relating to computerized student record keeping. (middle school)
4. Shall work to resolve student's educational handicaps by applying proper diagnostic techniques and planning their educational programs. (middle school)
5. Shall work to discover and develop special abilities of students.
6. Shall assist in arranging for tutors and summer school work for underachieving students.
7. Shall guide students in their selection of school and community activities in which to participate.
8. Shall obtain and disseminate occupational information to students and to classes studying occupations and advises the principal on matters relating to computerized occupational information systems.
9. Shall help students evaluate career interests and choices.
10. Shall organize and conduct annual "Career Day".
11. Shall work with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
12. Shall confer with parents whenever necessary.
13. Shall assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation. (middle school)
14. Shall interpret the guidance program to the community.
15. Shall work with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
16. Shall advise administrators and faculty on the matters of student discipline.
17. Shall assist in the orientation of new faculty members.
18. Shall remain readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
19. Shall take an active role in interpreting the school's objectives to students, parents, and the community at large.
20. Shall make home visits, when necessary, to build a healthy rapport between parents and children, parents and school, and students and school.
21. Shall provide small group counseling when appropriate to deal with similar student concerns.
22. Shall perform other duties related to the position as assigned by the Principal.

Days of Employment: Up to 205 days (Primary Center & JEBMS),
Up to 210 days (Intermediate Center),

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Guidance Counselor - College and Career

Immediate Supervisor: Principal/Director of Career and Technical

Appointment:

Counselors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal:

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women. To coordinate and deliver a comprehensive 7 – 12 developmentally appropriate career-counseling program.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall register students new to the school and orients them to school procedures and the school's varied opportunities for learning.

2. Shall collect, administer, and maintain all program and student transition and vocational assessment data for submission to local board of education and Kentucky Department of Education.
3. Shall aid students in course and subject selection.
4. Shall develop a process and procedure for planning, implementation, and evaluation of a comprehensive developmental career guidance and counseling program.
5. Shall maintain student records and protects their confidentiality and advises the principal on matters relating to computerized student record keeping.
6. Shall work to resolve student's educational handicaps by applying proper diagnostic techniques and planning their educational programs.
7. Shall work to discover and develop special abilities of students.
8. Shall work with teachers and parents to prevent students from dropping out of school.
9. Shall provide student information to colleges and potential employers according to provisions of the Board's policy of student records.
10. Shall assist the principal in planning guidance field trips to schools, colleges, and industry for interested students
11. Shall address academic expectations and school-to-work initiatives.
12. Shall assist in preparing students for successful transitions.
13. Shall prepare recommendations to colleges and other agencies for admissions and scholarships
14. Shall modify the career guidance curriculum to continually meet the needs of students.
15. Shall guide individuals and groups of students through the development of education and career plans.
16. Shall assist teachers in teaching developmental career guidance and advisory programs.
17. Shall consult with parents, faculty, staff, administrators, and other to enhance work with students
18. Shall assist in arranging for tutors and summer school work for underachieving students.
19. Shall guide students in their selection of school and community activities in which to participate.
20. Shall obtain and disseminate occupational information to students and to classes studying occupations and advises the principal on matters relating to computerized occupational information systems.
21. Shall help students evaluate career interests and choices.
22. Shall organize and conduct annual "Career Day".
23. Shall work with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
24. Shall assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
25. Shall confer with parents whenever necessary.
26. Shall interpret the guidance program to the community.

27. Shall work with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
28. Shall advise administrators and faculty on the matters of student discipline.
29. Shall assist in the orientation of new faculty members.
30. Shall remain readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
31. Shall take an active role in interpreting the school's objectives to students, parents, and the community at large.
32. Shall make home visits, when necessary, to build a healthy rapport between parents and children, parents and school, and students and school.
33. Shall provide small group counseling when appropriate to deal with similar student concerns.
34. Shall perform other duties related to the position as assigned by the Principal.

Days of Employment Up to 205 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

[Library Media Specialist](#)

Immediate Supervisor: Principal

Appointment:

Library Media Specialists shall be appointed annually, upon the recommendation of the Principal to the Superintendent

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal:

To instill in each student a love for reading by providing students with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth and aid all students in acquiring the skills needed to take full advantage of library resources.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

Management

1. Shall develop short and long range goals which guides the development of the Library Media Program.
2. Shall develop and implement policies and procedures for the operation of the Library Media Program. (e.g. selection, circulation, scheduling)
3. Shall plan and implement technologically advanced facilities and programs.
4. Shall coordinate the school's implementation of KETS if assigned (School Technology Coordinator) or actively serves on committees integrating technology.
5. Shall prepare and administer budgets to reflect the needs of the entire school community.
6. Shall evaluate Library Media Center programs, services, facilities and materials to ensure optimum use of the library media center and its resources.
7. Shall meet periodically with administrators to evaluate the Library Media Program.
8. Shall present an annual report to the SBDM Council.

Organization

1. Shall help with selection, training and supervision of Library Media Center assistants, student assistants and adult volunteers to perform duties efficiently.
2. Shall help evaluate the library clerk.
3. Shall select resources and technology which supports the school's curriculum and educational philosophy.
4. Shall withdraw obsolete and worn materials.
5. Shall classify, catalog, process and organize for circulation the educational media and technology for easy access.
6. Shall establish and follow procedures for the maintenance and repair of all media.
7. Shall maintain a current inventory of holdings.
8. Shall manage student behavior in a constructive manner.
9. Shall maintain the Library Media Center to be a functional, attractive and orderly environment which encourages maximum use, focusing on student achievement.

Teacher,Collaborator, and Instructional Partner

1. Shall teach information literacy skills as an integral part of units and lessons.
2. Shall teach how to use the Kentucky Virtual Library (KYVL).
3. Shall assist teachers and students in applying information resources and information literacy skills into classroom curriculum.
4. Shall promote maximum use of the Library Media Center by establishing policies and procedures of flexible access to facilitate and promote students achievement.
5. Shall serve on committees involved with designing learning activities for students, curriculum revision and/or textbook adoption (e.g. curriculum, textbook, technology, instructional practices, SBDM council).
6. Shall plan and/or participate in special projects or proposals.
7. Shall plan cooperatively with teachers to integrate research, information retrieval skills and literature appreciation into the curriculum.

8. Shall help teachers develop instructional activities which stress whole language and interdisciplinary strategies.

Professional

1. Shall provide professional development for staff.
2. Shall pursue an on-going effort to learn.
3. Shall provide access to professional materials and information for school staff.
4. Shall adhere to and inform faculty and staff of established laws, policies, rules and regulations (including copyright laws).
5. Shall submit accurate reports promptly.
6. Shall promote the Library Bill of Rights/Intellectual Freedom.
7. Shall participate in various professional organizations and activities which relate to library media and technology (i.e. visits other Library Media Centers; participates in continuing education courses, workshops and conferences; presents at professional meetings).
8. Shall utilize current research and methods in areas of technology, teaching, learning and library and information science.

Communication

1. Shall promote a positive relationship with students, staff and community.
2. Shall network with other libraries and share resources.
3. Shall publicize the Library Media Center programs, services and materials through newsletter, announcements and in other creative ways.
4. Shall submit to administrators/SBDM councils and faculty statistical reports which support Library Media Center Programs goals.
5. Shall perform other duties consistent with the position assigned as may be requested by the Principal

Days of Employment Up to 190 days (elementary),
Up to 200 days (middle and high school)

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of

Principal

Immediate Supervisor: Superintendent

Appointment:

Principals shall be appointed annually by the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal:

To promote the educational development of each student through the application of leadership, supervisory and management skills.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

Instructional

1. Shall provide leadership in all areas of academic programs to ensure that all students receive quality instruction.

2. Shall provide oversight and monitor student progress to help each student attain his/her highest level of achievement.
3. Shall prepare written monthly board reports reflecting the academic progress of the students in his/her school. (Oral presentations shall be made to the board at their request.)
4. Shall develop an optimum learning environment which is protected from encroachments on instructional time.
5. Shall visit classrooms on a regular basis and record events for follow-up conferences.
6. Shall require instructors to submit lesson plans on a regular basis, review such plans and return them promptly to instructor with appropriate comments.
7. Shall develop programs to motivate instructors to instruct and students to learn.
8. Shall introduce concepts that promote active participation of both instructors and students.
9. Shall encourage the display of materials that promote learning.
10. Shall encourage the use of and instruct teachers in the use of a variety of instructional techniques and instructional media.
11. Shall participate actively with teacher, guidance counselors, social workers and attendance personnel in solving student problems.
12. Shall demonstrate a working knowledge of the Allen County Board of Education's Consolidated Plan and Strategic Plan through goal-oriented student learning and personnel practices and actively promotes the concept of school effectiveness.

Personnel Management

1. Shall demonstrate an understanding of the overall concepts upon which public education is founded and upon which democratic administration operates.
2. Shall allow personnel to absent themselves from their assigned duties only for emergency or other higher priority school purposes.
3. Shall be aware of and able to defend his/her own leadership style.
4. Shall display knowledge of Board Policy, administers his/her school in accordance with those policies and make appropriate recommendations for development of new policies by the Board.

Student Discipline and Safety

1. Shall establish and enforce appropriate dress and conduct rules and regulations designed to provide for maximum use and least disruption to instructional time.
2. Shall establish a system of notifying the parents as soon as possible in the event of illness, accident or injury to a student; summoning a physician or other medical help and following their professional direction in the event neither parent can be contacted; contacting law enforcement officials; and taking the student to a hospital emergency room in the event a physician or ambulance is not available.
3. Shall familiarize himself/herself with the regulations and procedures governing identification, testing, placement and education of handicapped students and is active in this process.

4. Shall administer reasonable punishment for student disorder or other violation of rules, including suspension of students subject to applicable rules and regulations.

School Security and Improvement

1. Shall design and put into action a program of building security which takes into account weekends, vacations and after-school use by in-school and outside groups within existing Board Policy.
2. Shall inspect his/her school building and grounds for cleanliness and beautification.
3. Shall develop such plans as necessary in cooperation with the Supervisor of Maintenance to ensure that all fire, health and safety codes applicable to public building are being addressed.
4. Shall move throughout the building and grounds observing, recording and planning for purposes of correcting and upgrading the overall operation of the school.
5. Shall perform monthly maintenance inspections of his/her school and report the results in writing to the Superintendent.

Finance and Accounting

1. Shall analyze all financial data and maintain a system of strict accounting for school funds that is in accordance with KRS 156.070 (Red Book) and which documents strict accountability for school funds from the source of collection to the final distribution for school purposes.
2. Shall maintain a system that ensures that the delivery of services and goods to his/her school is/was supported by quality workmanship and that billing is accurate.
3. Shall maintain an up-to-date inventory of classroom supplies, books, equipment and furniture.

Additional Duties

1. Shall demonstrate a feeling (caring) in matters of human relations for those students, faculty and staff over whom he/she has administrative and evaluative responsibility and encourages self-development and improved human productivity.
2. Shall establishes a network of identifying unusual problems, both actual and potential, recording recording particulars and passing on to the Central Office staff information that documents attempts made to solve the problem at the school level.
3. Shall oversee, along with the school social worker, the development and administration of programs designed to ensure the health, safety and welfare of students and school personnel assigned to his/her school including fire drills and an emergency preparedness program.
4. Shall establish a schedule of reporting and dismissal time for students and personnel assigned to his/her school and reports repeated infractions of the schedule to the Superintendent.

5. Shall meet with the Superintendent from time-to-time to discuss future improvements for his/her school and to receive instruction on such other duties as required by the Superintendent.
6. Shall be open and available to students, staff members and parents and the community for counseling and problem solving.
7. Shall actively participates in the management and accounting of the Food Service Program.
8. Shall perform such other duties as may be assigned by the Superintendent or an Assistant Superintendent.

Days of Employment Up to 238 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

School Psychologist

Immediate Supervisor: Director of Exceptional Children

Appointment: School Psychologists shall be appointed annually, upon the recommendation of the Director of Exceptional Children to the Superintendent.

Qualifications:

1. Shall hold a master's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall have completed an internship that includes at least 50% of time in the school setting.
3. Shall demonstrate the ability to work effectively with students, peers and adults.
4. Shall demonstrate the ability to communicate effectively with students, parents, teachers and administrative staff.

Job Goal:

To provide psychological and psychoeducational services to students, parents and school staff; tailor their services to the particular needs of each student and each situation; provide leadership, expertise and direction to positively affect the educational outcome of students in need.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall provide consultation to staff on a referral/request basis for all students.

2. Shall make recommendations to school staff concerning behavioral intervention plans for students.
3. Shall provide assistance to school staff concerning various disabilities to teachers and parents as requested.
4. Shall conduct standardized, individual assessment, especially in the areas of cognition and behavior, as requested by ARC and 504 committees.
5. Shall develop integrated written reports for eligibility determinations for ARC and 504 committees.
6. Shall interpret individualized assessment reports for ARC and 504 committees, administrators, and parents.
7. Shall provide training and assistance to staff in special programs such as day treatment, EBD Autism and FMD.
8. Shall act as a district trainer for special education and related staff concerning Crisis Intervention/Crisis Management or Crisis to Care.
9. Shall provide Mental Health screening and support for Head Start Program.
10. Shall provide additional staff training on a variety of topics on an as needed basis.
11. Shall collaborate with community services to ensure smooth linking of services and referral as needed.
12. Shall provide program evaluation as needed.
13. Shall provide prevention services for families, at-risk students and staff.
14. Shall provide mental health counseling, crisis intervention, assessment and referral as needed to students or staff.
15. Shall maintain professional standards by delivering services consistent with guidelines for professional practice and codes of ethics.
16. Shall adhere to relevant laws, policies and lines of authority and maintains and updates knowledge and skills in school psychology and education.
17. Shall supervise 504 services and maintain appropriate data.
18. Shall arrange for training of and assignment of responsible staff as related to 504 services.
19. Shall provide supportive programmatic and consultation/organizational services to district school counselors.
20. Shall provide direct supervision to Health Services staff - including hiring and evaluation of staff.
21. Shall provide oversight of data reporting to the Kentucky Department of Education and facilitate appropriate maintenance of student records related to health documentation.
22. Shall provide support and consultation in lessons and classroom materials offered through School Health.
23. Shall review and assist in the revision of policies/procedures for the Board of Education and Superintendent approval based on current law and Department of Education best practices related to health issues.
24. Shall perform other duties related to the position as assigned by the Supervisor.

Days of Employment Up to 201 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

[Speech-Language Therapist](#)

Immediate Supervisor: Director of Exceptional Children/Principal

Appointment: Speech-Language Therapists shall be appointed annually, upon the recommendation of the Director of Exceptional Children to the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Physical Qualifications:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

Job Goal:

To help reduce or eliminate handicapping conditions resulting from speech and hearing impediments that result in an individual student's or group of students' ability to gain full benefit from the district's educational program.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall serve as a resource to school staff members in the development of a balanced program for oral communication and speech improvement.
2. Shall provide a therapeutic program to meet individual needs of speech and hearing handicapped children.
3. Shall assist and guide teachers in observing, describing, and referring suspected and identified speech and language impairments.
4. Shall provide a thorough assessment and diagnosis of speech, voice, hearing, and language impairments.
5. Shall provide screening to identify speech handicapped students at regular intervals and at specified levels.
6. Shall assist in proper referrals of students to agencies and specialists in the community as appropriate.
7. Shall provide appropriate individualized programs of therapy to meet individual students' needs and correct existing speech or language handicaps.
8. Shall cooperate with classroom teachers and other school staff members to implement therapy by suggestions for the student's daily activities.
9. Shall provide information, support, and counseling to parents and families when appropriate.
10. Shall provide staff development education when requested and serves as a consultant to teachers and school staff members on topics concerning speech improvement.
11. Shall keep thorough ongoing records for the individual student receiving therapy.
12. Shall maintain lists of referred, screened, and eligible students, as well as a directory of outside agencies, consultants, specialists, and related services.
13. Shall compile case history data on those cases where additional family history, health history, early developmental history, and environmental history are deemed appropriate.
14. Shall assume primary responsibility for informing the Principal of needed equipment and supplies and for overseeing the maintenance of equipment currently on inventory.
15. Shall participate in school based admission and release committee meetings when requested.
16. Shall perform other duties related to the position as assigned by the Principal.

Days of Employment:**Terms of Employment:**

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Salary: *Commensurate with the school district's Certified Salary Schedule.*

[Superintendent](#)

Immediate Supervisor: Allen County Board of Education

Appointment:

The Superintendent shall be appointed by the Board of Education for a one, two, three, or four-year contract.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers, and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents, and faculty.

Job Goal:

To provide leadership in developing and maintaining the best possible educational programs and services and to inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services team in setting and achieving the highest standards of excellence. And, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, overriding awareness of and concern for their impact upon each individual student's education.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals, and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials, and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

General Administration & Management

1. Shall attend and participate in all meetings of the Board and its committees, except when own employment or salary is under consideration.
2. Shall advise the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented.
3. Shall inform and advise the Board about the programs, practices, and problems of the schools, and keep the Board informed of the activities operating under the Board's authority.
4. Shall prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making informed decisions.
5. Shall submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
6. Shall maintain adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
7. Shall attend, or delegate a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
8. Shall delegate at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the results produced under such delegation.
9. Shall advise the Board on laws relating to schools, the bylaws, rules, and regulations of the State Board of Education and sees that such are implemented.
10. Shall prepare such reports as necessary to keep the Board informed about the general condition of the schools.

Financial Management

1. Shall prepare the annual general budget.
2. Shall prepare the annual working budget and implement the Board-approved budget.
3. Shall serve as the chief purchasing agent of the board and develop such bidding and central purchasing practices as required for legal, regulatory, and efficient financial management.
4. Shall include in the budget monies for publication of public information documents and instructional research.
5. Shall prepare such salary schedules as required with careful attention given to fiscal responsibility and financial efficiency.

Personnel Management

1. Shall secure and nominate for employment the best qualified and most competent supervisory and administrative personnel.
2. Shall oversee the recruitment, screening, training, and assigning of instructional personnel.
3. Shall oversee the recruitment, screening, training, and assigning of support personnel.
4. Shall recommend for employment and transfer employees as the interest of the district may dictate, and report such action to the Board for its review and appropriate action.
5. Shall report to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
6. Shall recommend the number and types of positions required to provide sufficient personnel for the operation of an efficient and economical educational program.
7. Shall hold such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
8. Shall develop and revise to meet changing job requirements, job descriptions for professional and support personnel. Establishes and supervises the evaluation of professional and support personnel.

Educational Programs and Services

1. Shall keep informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keep the Board informed of trends in education.
2. Shall study and revise, together with the staff, all curriculum guides, and courses of study, on a continuing basis.
3. Shall recommend to the Board for its adoption of all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
4. Shall provide leadership in the improvement of a system-wide program of instruction through basic and action research.
5. Shall work with parents, pupils, teachers, principals, and directors of supervision in curriculum development.
 - a. Shall study the community, its needs, desires, and resources
 - b. Shall define the educational goals of the society involved
 - c. Shall develop the general philosophy and goals of the total school curriculum
 - d. Shall analyze pupil needs including social, intellectual, physical, mental, and moral needs
 - e. Shall develop criteria for curriculum proposals
6. Shall participate in the work of state and national curriculum associations and study groups.
7. Shall coordinate efforts of faculty task forces to integrate the various curriculum elements into a comprehensive and sequential whole that accounts for all levels of student talent.

8. Shall assume a leadership role in developing curriculum for any course newly mandated by the legislature or the Board.
9. Shall supervise directly the work of all instructional specialists not on permanent assignment to a school building.
10. Shall work with principals, department heads, and subject matter specialists in developing the general philosophy and goals of the total school curriculum.
11. Shall study and evaluate, and, as appropriate, recommends adoption of new instructional materials, methods, and programs.
12. Shall assume responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
13. Shall provide leadership in the development of a correlated and integrated program of instruction for kindergarten through 12th grade in all areas of instruction. 1
14. Shall plan and administer the district's in-service education program for the instructional staff.
15. Shall coordinate the efforts of principals and teachers in improving and updating the methods of student motivation and conduct.
16. Shall observe teachers in their classroom upon request of principals, and offers insights for the enhancement of the teaching-learning situation.
17. Shall lead the district in an ongoing program of improving, developing, and evaluating testing instruments and measures

Transportation Management

1. Shall make recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
2. Shall supervise the establishment of bus routes and schedule within the Board's pupil attendance districts.
3. Shall ensure that the transportation program supports the requirements of the daily instructional program and extra-curricular activities.
4. Shall supervise the maintenance of all district-owned vehicles and develop plans for preventive maintenance procedures.
5. Shall develop recommendations for future equipment and personnel needs based on surveys of resident students, distances, and grade levels as revealed by studies of changing age distributions, housing patterns, and district attendance boundaries.
6. Shall work with parents in receiving complaints and receiving special requests.
7. Shall collect and analyze decision-making information regarding school closing during inclement weather.

Facilities Management

1. Shall make recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and building; and improvements, alterations, and changes in the buildings and equipment of the district.

2. Shall provide suitable instructions and regulations to govern the use and care of school properties for school purposes.

Board, Parent, and Community Relations

1. Shall keep the Board, parents, and public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
2. Shall interpret the present curriculum and proposed curriculum changes to the Board, the administration, the staff, the parents, and the general public.
3. Shall conduct a continuous study of the development of (and needs as a result of) social trends and interpret findings as they relate to the various school programs.
4. Shall seek to improve school communications both internally and externally.
5. Shall present a futuristic approach to school management in an effort to continually raise the expectation level for the education of students in the Allen County Schools.

Days of Employment Up to 238 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Teacher

Immediate Supervisor: Principal

Appointment:

Teachers shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal:

To help students acquire the knowledge, skills and attitudes that society feels will contribute to their development into mature, able and responsible men and women.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals, and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials, and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

Demonstrates Professional Leadership

1. Shall build positive relationships with and between school and community.
2. Shall promote leadership potential in colleagues.
3. Shall participate in professional organizations and activities.
4. Shall write and speak effectively.
5. Shall contribute to the professional knowledge and expertise about teaching and learning.
6. Shall guide the development of curriculum and instructional materials.
7. Shall participate in policy design and development at the local school, within professional organizations, and/or within community organizations with educationally related activities.
8. Shall initiate and develop educational projects and programs.
9. Shall effective listening, conflict resolution, and group-facilitation skills as a team member.

Demonstrates Knowledge of Content

1. Shall communicate a breadth of content knowledge across the discipline(s) to be taught.
2. Shall communicate a current knowledge of the discipline(s) taught.
3. Shall demonstrate a general knowledge that allows for the integration of ideas and information across the disciplines.
4. Shall demonstrate an overall knowledge of one's discipline(s) that allows the teacher to teach to the student's ability levels and learning styles.
5. Shall connect content knowledge to real-world applications.
6. Shall plan lessons and develop instructional material that reflects knowledge of current constructs and principles of the discipline(s) being taught.
7. Shall analyze sources of factual information for accuracy.
8. Shall present content in a manner that reflects sensitivity to a multicultural and global perspective.
9. Shall collaborate with teachers in other disciplines to analyze and structure cross-disciplinary approaches to instruction.

Designs/Plan Instruction

1. Shall focus instruction on one or more of Kentucky's learning goals and academic expectations.
2. Shall develop instruction that requires students to apply knowledge, skills, and thinking processes.
3. Shall integrate skills, thinking processes, and content across disciplines.
4. Shall create and utilize learning experiences that challenge, motivate and actively involve the learner.
5. Shall create and use learning experiences that are developmentally appropriate for learners.

6. Shall develop and incorporate strategies that address physical, social, and cultural and that show sensitivity to differences.
7. Shall arrange the physical classroom to support the types of teaching and learning that are to occur.
8. Shall include creative and appropriate use of technologies (e.g., audiovisual equipment, computers, lab equipment, etc.) to improve student learning.
9. Shall develop and implement appropriate assessment processes.
10. Shall secure and use a variety of appropriate school and community resources to support learning.
11. Shall develop and incorporate learning experiences that encourage students to be adaptable, flexible, resourceful, and creative.
12. Shall use the knowledge acquired from past teaching experiences to anticipate instructional challenges.

Creates/Maintains Learning Climate

1. Shall communicate with and challenge students in a supportive manner and provides students with constructive feedback.
2. Shall show consistent sensitivity to individuals and respond to students objectively.
3. Shall maintain positive classroom interaction by establishing appropriate expectations during group activities.
4. Shall show flexibility and creativity in the development of classroom processes and instructional procedures.
5. Shall locate and organize materials and equipment to create an enriched multimedia environment.
6. Shall encourage and support individual and group inquiry.
7. Shall use a variety of classroom management techniques that foster individual responsibility and cooperation.
8. Shall analyze and change the classroom to accommodate a variety of instructional strategies.
9. Shall work with colleagues to develop an effective learning climate within the school.

Implements/Manages Instruction

1. Shall communicate specific goals and high expectations for learning.
2. Shall connect learning with student's prior knowledge, experiences and backgrounds, and aspirations for future roles.
3. Shall model/demonstrate the skills, concepts, attributes, and/or thinking processes to be learned.
4. Shall use and develop multiple teaching/learning strategies that are appropriate to student developmental levels and actively engages students in individual and cooperative learning experiences.
5. Shall provide opportunities for students to increase their knowledge of cultural similarities and differences.

6. Shall stimulate students to reflect on their own ideas and those of others.
7. Shall use appropriate questioning strategies to help students solve problems and think critically.
8. Shall manage student examination of social issues relative to course content, possible responses, and associated consequences.
9. Shall demonstrate interpersonal/team membership skills and supportive behavior with students in facilitating instruction.
10. Shall present differing viewpoints when integrating knowledge and experiences across disciplines.
11. Shall make effective use of media and technologies.
12. Shall make efficient use of physical and human resources and time.
13. Shall provide opportunities for students to use and practice what is learned.
14. Shall identify student misconceptions; provide guidance; and offer students continuous feedback on progress toward expectations.

Assesses and Communicates Learning Results

1. Shall select and use appropriate assessments.
2. Shall make appropriate provisions for assessment processes that address social, cultural, and physical diversity.
3. Shall assess student performance using the established criteria and scoring guides consistent with Kentucky's assessment program.
4. Shall provide opportunities for students to assess and improve their performance based on prior assessment results.
5. Shall collect and analyze assessment data and maintain up-to-date records of student progress, using technologies as appropriate.
6. Shall communicate expectations, criteria for assessment, student progress, and student strengths and weaknesses to parents and students.

Reflects/Evaluates Teaching/Learning

1. Shall assess and analyze the effectiveness of instruction.
2. Shall make appropriate changes to instruction based upon feedback, reflection, and assessment results.
3. Shall assess programs and curricula; proposes appropriate recommendations and needed adjustments.

Collaborates with Colleagues/Parents/Others

1. Shall initiate collaboration with others and create situations where collaboration with others will enhance student learning.
2. Shall discuss with parents, students, and others the purpose and scope of the collaborative effort.
3. Shall articulate expectations for each collaborative event, e.g., timelines and responsibilities.

4. Shall demonstrate productive leadership and team membership skills that facilitate the development of mutually beneficial goals, e.g., issue and conflict resolution.
5. Shall secure and make use of school and community resources that present differing viewpoints.
6. Shall recognize and respond appropriately to differences in abilities, contributions, and social and cultural backgrounds.
7. Shall invite colleagues, parents, community representatives, and others to help design and implement collaborative instructional projects.
8. Shall analyze previous collaborative experiences to improve future experiences.
9. Shall assess students' special needs and collaborates with school services and community agencies to meet those needs.

Engages in Professional Development

1. Shall establishes priorities for professional growth.
2. Shall analyze student performance to help identify professional development needs.
3. Shall solicit input from others in the creation of individual professional development plans.
4. Shall apply to instruction the knowledge, skills, and processes acquired through professional development.
5. Shall modify own professional development plan to improve instructional performance and to promote student learning.

Demonstrates Implementation of Technology

1. Shall operate a multimedia computer and peripherals to install and use a variety of software.
2. Shall use terminology related to computers and technology appropriately in written and verbal communication.
3. Shall demonstrate knowledge of the use of technology in business, industry, and society.
4. Shall demonstrates basic knowledge of computer/peripheral parts and attends to simple connections and installations.
5. Shall create multimedia presentations using scanners, digital cameras, and video cameras.
6. Shall use the computer to do word processing, create databases and spreadsheets, access electronic mail and the Internet, make presentations, and use other emerging technologies to enhance professional productivity and support instruction.
7. Shall use computers and other technologies such as interactive instruction, audio/video conferencing, and other distance learning applications to enhance professional productivity and support instruction.
8. Shall request and use appropriate assistive and adaptive devices for students with special needs.
9. Shall design lessons that use technology to address diverse student needs and learning styles.

10. Shall practice equitable and legal use of computers and technology in professional activities.
11. Shall facilitate the lifelong learning of self and others through the use of technology.
12. Shall explore, use, and evaluate technology resources: software, applications, and related documentation.
13. Shall apply research-based instructional practices that use computers and other technology.
14. Shall use computers and other technology for individual, small group, and large group learning activities.
15. Shall use technology to support multiple assessments of student learning.
16. Shall instruct and supervise students in the ethical and legal use of technology.
17. All classified employees assigned to classroom instructors shall be under the direction and supervision of the certified employee in charge in that classroom.
18. Shall perform other duties related to the position as assigned by the Principal.

Days of Employment Up to 186 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Teacher-Exceptional Children

Immediate Supervisor: Principal

Appointment:

Teachers shall be appointed annually, upon the recommendation of the Director of Special Education and Principal to the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal:

To provide appropriate educational services aligned with KY Core Academic Standards and Program of Studies to students with identified disabilities based on each student's individual education plan (IEP) including cas management of assigned students, effective classroom teaching practices and collaboration as needed with other school staff.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall act as a member of the Admissions and Release Committee for each assigned and served student.
2. Shall plan and implement a program of study that meets individual needs, interests and abilities in alignment with the district's curriculum as well as the Individualized Education Plan (IEP) for each student.
3. Shall implement curriculum objectives and goals using effective, differentiated teaching techniques and materials.
4. Shall work in a cooperation manner with the principal and Director of Special Education, on planning teams and committees in order to achieve "Continuous Monitoring Process" as specified by KDE and district.
5. Shall provide units of instruction for special classes which include daily lesson plans describing learning experiences aligned to the general curriculum and IEP objectives for each student.
6. Shall communicate aims/objectives to students in a well-planned, organized manner in clear, concise terms.
7. Shall create a classroom environment conducive to learning and appropriate to the grade placement of the student.
8. Shall follow district policies and procedures as related to Special Education..
9. Shall create educational experiences which enhance opportunities for students to develop potential in personal-social adjustment, decision-making and other life skills including citizenship.
10. Shall respect the dignity of each student as an individual and attempt to gain an adequate understanding of his/her needs, interests, abilities, aptitudes, temperament and environmental influences.
11. Shall communicate concerns and ideas with colleagues, parents, students and community in a positive, solution-oriented manner.
12. Shall seek to establish friendly and cooperative relationships between the home and the school.
13. Shall monitor and assess student progress and provide feedback on a regular basis to students, parents/ guardians and other school staff as appropriate.
14. Shall assume individual responsibilities assigned by administration which may relate to committee work, student activities, student supervision or other planning and professional assignments.
15. Shall maintain accurate, complete, legible and correct records as required by law, board policies and procedures and administrative regulations.
16. Shall assume legal responsibilities for the discipline and supervision of students in the classroom, on school property, or in attendance at school-sponsored activities at all times and maintain a high standard of conduct and good rapport with students.
17. Shall assume professional and personal responsibility for the management and progress of classes under his/her authority, direction and supervision.

18. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
19. Shall perform other duties related to the position as assigned by the Principal.

Days of Employment Up to 186 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Teacher - Extended School Services

Immediate Supervisor: Principal/Chief Academic Officer

Appointment: ESS teachers shall be appointed for a one school year period with reappointment by the Principal and Chief Academic Officer, subject to a high-level of performance

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Physical Qualifications:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

Job Goal:

To help students acquire the knowledge, skills and attitudes that society feels will contribute to their development into mature, able and responsible men and women.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall provide instruction where needed in the Extended School Services Program.

2. Shall prepare materials and equipment for class.
3. Shall work with students to reinforce basic skills.
4. Shall assist students with computers and/or library needs.
5. Shall attend planning meetings with the After School staff.
6. Shall monitor and assess student progress and provide feedback on a regular basis to students, parents/ guardians and other school staff as appropriate.
7. Shall maintain accurate, complete, legible and correct records as required by law, board policies and procedures and administrative regulations.
8. Shall assume legal responsibilities for the discipline and supervision of students in the classroom, on school property, or in attendance at school-sponsored activities at all times and maintain a high standard of conduct and good rapport with students.
9. Shall assume professional and personal responsibility for the management and progress of classes under his/her authority, direction and supervision.
10. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
11. Shall perform other duties as related to the position as assigned by the Supervisor.

Days of Employment Up to 186 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Teacher - Gifted/Talented (Elementary)

Immediate Supervisor: Principal/Chief Academic Officer

Appointment:

Teachers shall be appointed annually, upon the recommendation of the Principal and Chief Academic Officer to the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Physical Qualifications:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

Job Goal:

To teach students to read, write, problem solve, compute, how to find information, how to think, how to work cooperatively with others, and to meet all district objectives related to GT.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall hold or be actively working toward gifted education certification/endorsement.
2. Shall be provided with ongoing professional development opportunities in the nature and needs of gifted learners and appropriate instructional strategies.
3. Shall provide professional development for his/her faculty in identification, instructional strategies, nature and needs of gifted learners.
4. Shall chair the school gifted education selection and services committee.
5. Shall review all nationally/state normed test data in search of gifted/talented students within his/her school.
6. Shall administer/score group and individual achievement and mental ability tests as recommended by the committee.
7. Shall be an advocate for all gifted learners regardless of behavior, socioeconomic background, race, underachievement, etc.
8. Shall assist teachers in writing Gifted Talented Student Service Plans for identified fourth through sixth grade students.
9. Shall monitor classroom implementation of Gifted Talented Student Service Plans.
10. Shall assist the Talent Development Coordinator in writing Talent Development Plans for all K-3 Primary Talent Pool students.
11. Shall assist classroom teachers with curriculum differentiation strategies (content, process, product).
12. Shall model lessons for classroom teachers.
13. Shall have regularly scheduled planning time (e.g., release time, extended pay, etc.) in the development of differentiated education and related resources.
14. Shall provide resources when asked for regular classroom teachers of gifted/talented.
15. Shall help organize school-wide enrichment opportunities.
16. Shall prepare transition information for exiting sixth-graders to James Bazzell Middle School.
17. Shall ensure that state regulations for gifted learners are respected.
18. Shall organize seminars for parent groups.
19. Shall hold parent conferences twice yearly for input on GSSPs and progress reports.
20. Shall collaborate with the school counselor to register students for Motivation for Academic Performance (Duke University).
21. Shall be provided with regularly scheduled time to network with other gifted education teachers and the district gifted education director/coordinator.
22. Shall monitor and assess student progress and provide feedback on a regular basis to students, parents/ guardians and other school staff as appropriate.
23. Shall assume individual responsibilities assigned by administration which may relate to committee work, student activities, student supervision or other planning and professional assignments.
24. Shall maintain accurate, complete, legible and correct records as required by law, board policies and procedures and administrative regulations.

25. Shall assume legal responsibilities for the discipline and supervision of students in the classroom, on school property, or in attendance at school-sponsored activities at all times and maintain a high standard of conduct and good rapport with students.
26. Shall assume professional and personal responsibility for the management and progress of classes under his/her authority, direction and supervision.
27. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
28. Shall perform other duties as related to the position as assigned by the Principal.

Days of Employment Up to 186 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Teacher-Gifted/Talented (Middle & High School)

Immediate Supervisor: Principal/Chief Academic Officer

Appointment:

Teachers shall be appointed annually, upon the recommendation of the Principal and Chief Academic Officer to the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal:

To teach students to read, write, problem solve, compute, how to find information, how to think, how to work cooperatively with others, and to meet all district objectives related to GT.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall hold or be actively working toward gifted education certification/endorsement.
2. Shall be provided with ongoing professional development opportunities in the nature and needs of gifted learners and appropriate instructional strategies.
3. Shall provide professional development for his/her faculty in identification, instructional strategies, nature and needs of gifted learners.
4. Shall chair the school gifted education selection and services committee at middle and high school levels.
5. Shall review all nationally/state normed test data in search of gifted/talented students within his/her school.
6. Shall administer/score group and individual achievement and mental ability tests as recommended by the committee.
7. Shall be an advocate for all gifted learners regardless of behavior, socioeconomic background, race, underachievement, etc.
8. Shall assist teachers in writing Gifted Talented Student Service Plans for identified sixth through ninth grade students.
9. Shall monitor classroom implementation of Gifted Talented Student Service Plans.
10. . Shall assist classroom teachers with curriculum differentiation strategies (content, process, product).
11. Shall model lessons for classroom teachers.
12. Shall have regularly scheduled planning time (e.g., release time, extended pay, etc.) in the development of differentiated education and related resources.
13. Shall provide resources when asked for regular classroom teachers of gifted/talented.
14. Shall help organize school-wide enrichment opportunities.
15. Shall prepare transition information for exiting eighth graders to Allen County-Scottsville High School.
16. Shall ensure that state regulations for gifted learners are respected.
17. Shall organize seminars for parent groups.
18. Shall hold parent conferences twice yearly for input on GSSPs and progress reports.
19. Shall be provided with regularly scheduled time to network with other gifted education teachers and the district gifted education director/coordinator.
20. Shall monitor and assess student progress and provide feedback on a regular basis to students, parents/ guardians and other school staff as appropriate.
21. Shall assume individual responsibilities assigned by administration which may relate to committee work, student activities, student supervision or other planning and professional assignments.
22. Shall maintain accurate, complete, legible and correct records as required by law, board policies and procedures and administrative regulations.
23. Shall assume legal responsibilities for the discipline and supervision of students in the classroom, on school property, or in attendance at school-sponsored activities at all times and maintain a high standard of conduct and good rapport with students.

24. Shall assume professional and personal responsibility for the management and progress of classes under his/her authority, direction and supervision.
25. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
26. Shall perform other duties as related to the position as assigned by the Principal.

Days of Employment: Up to 186 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Teacher - Substitute

Immediate Supervisor: Principal/Chief Academic Officer

Appointment:

Substitute teachers shall be appointed for a one school year period with reappointment by the Superintendent, subject to a high level of performance.

Qualifications:

1. Shall have at least 64 college with a 2.5 GPA or higher be able to attain the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal:

To enable each student to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall report to the building principal (school secretary) upon arrival at the school building.
2. Shall review with the principal or department head all plans and schedules to be followed during the teaching day.

3. Shall maintain, as fully as possible, the established routines and procedures of the school and classroom to which you are assigned.
4. Shall teach the lesson outlined and described in the Substitute Teacher's Folder as prepared by the regular teacher.
5. Shall consult with the building principal or assistant principal before initiating any teaching or other procedures not specified in the Substitute Teacher's Folder.
6. Shall assume responsibility for overseeing student behavior in the classroom, during lunch and recess periods.
7. Shall report in writing, on the form provided by the principal, on the day's activities at the conclusion of each teaching day.
8. Shall follow all rules, policies and procedures to which regular teachers are subject and which good teaching practice dictates.
9. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
10. Shall perform other duties related to the position as assigned by the Principal.

Days of Employment: As needed

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Extra duty positions

Athletic Director - Secondary

Immediate Supervisor: Principal

Appointment:

Athletic Directors shall be appointed upon the recommendation of the Principal to the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal:

To provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principal of fair play.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall organize and administer the overall program of extracurricular athletics, both intramural and interscholastic, for the district.
2. Shall provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Shall foster good school-community relations by keeping the community aware of the and responsive to the athletic program.
4. Shall assists head coaches in the organization and scheduling of all interscholastic athletic events.
5. Shall arrange transportation for athletic contest participants.
6. Shall hire officials, team physicians, and security as required, and assumes general responsibility for the proper supervision of home games.
7. Shall arrange provision for meals for athletes and coaches when requested to do so by the head coach.
8. Shall develop and place into operation appropriate rules and regulations governing the conduct of athletic activities both elementary and secondary schools.
9. Shall establish the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility.
10. Shall work with the principal, coaches, and boosters in preparing and administering the athletic program budget.
11. Shall requisite, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
12. Shall supervise the cleaning, storage, and care of all athletic equipment.
13. Shall supervise all ticket sales and fund-raising events connected with the athletic program, and assume responsibility for proper handling and accounting of moneys involved.
14. Shall arrange all details of visiting teams' needs, including lodging, meals, towels, gymnasium services, and field assistance as appropriate but only when authorized to so by the principal.
15. Shall make all necessary arrangements for the use of non-school playing fields and facilities.
16. Shall oversee the fairness of practice schedules as they relate to available time on the fields and in the gymnasiums.
17. Shall provide for the physical examination of all athletes prior to the beginning of each season.
18. Shall administer the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
19. Shall keep records of the results of all junior and senior high school athletic contests, and maintain a record file of all award winners, stating the date and type of the award, including athletic scholarships.
20. Shall plan and supervise an annual recognition program for school athletes.

21. Shall maintain relations with Kentucky High School Athletic Association and follow all rules, procedures and guidelines.
22. Shall perform other duties as related to the position as assigned by the Principal.

Days of Employment: Extra service duty pay.

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

[Band Director](#)

Immediate Supervisor: Principal

Appointment:

Band Directors shall be appointed annually, upon the recommendation of the Principal to the Superintendent

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall supervise the Instrumental Band Activity Program.
2. Shall supervise all performances and practice sessions.
3. Shall prepare students for performances and approved regional and state events.
4. Shall coordinate clinics and regional events that are held at assigned buildings.
5. Shall keep an accurate and up-to-date inventory.
6. Shall assume responsibility for the care of equipment and facilities used for the program.
7. Shall inform students of awards criteria at the beginning of the year and recommend students for awards based on a fair interpretation of that criteria.
8. Shall recommend facility maintenance or improvements.

9. Shall recommend budget items for the activity portion of the Instrumental Band Program to be included in the building instrumental band budget.
10. Shall communicate regularly with supervision regarding the progress and development of the Instrumental Band Activity Program.
11. Shall prepare a detailed annual report highlighting the activity accomplishment, participation levels and recommendations for improvement of the activity.
12. Shall perform other duties or tasks related to the Instrumental Band Activity Program including, but not limited to, offering private lessons at no charge, pep bands, seasonal bands that are not included in the curriculum.
13. Shall assist in supervising students on out-of-town activities which may involve staying overnight.
14. Shall perform other duties consistent with the position assigned as may be requested by the Principal

Days of Employment: Up to 215 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

[Department Head](#)

Immediate Supervisor: Principal

Appointment:

Departmental Chairpersons shall be appointed annually, upon the recommendation of the Principal re-appointment shall be subject to a high level of performance.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal: To provide leadership, coordination and innovation in the assigned curricular area, so that each student may derive the greatest academic and maximum personal benefit from the learning experience.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall work with the principal in the development and implementation of departmental curriculum objectives.
2. Shall assist the principal in developing an ongoing program of curriculum evaluation.
3. Shall review and offer suggestions for improvement of course outlines for all department offerings.

4. Shall counsel the principal in the evaluation of department members.
5. Shall assist teachers in resolving instructional problems and serve as a resource on curriculum questions.
6. Shall assist the principal in checking lesson plans regularly to ensure that curriculum requirements are being met and that necessary material is available.
7. Shall make recommendations on curriculum development and program innovation.
8. Shall advise the principal in the preparation of the department budget.
9. Shall assist the principal in preparing the department's supply, textbook, and equipment needs requisitions.
10. Shall participate in the planning of in-service training for department personnel.
11. Shall assist in interpreting the district's instructional program to parents and the community.
12. Shall assist in developing and utilizing community resources for department needs.
13. Shall attend curriculum and other professional conferences as assigned.
14. Shall work with the principal in planning experimental programs designed to improve the curriculum and instructional techniques.
15. Shall lead the staff in keeping an up-to-date resource file of progress and new developments in the field of academic specialty.
16. Shall plan, organize and preside over departmental teacher meetings for assigned curricular areas as requested by the principal.
17. Shall perform demonstration lessons with students in classroom situations for observation by new teachers when requested to do so by the principal.
18. Shall serve as chairman of the textbook selection committee for the assigned curricular area.
19. Shall coordinate the work of student teachers within the assigned curricular area.
20. Shall work with the principal in evaluation of achievement and placement of students in assigned curricular areas as documented by the State Testing program and other standardized testing programs.
21. Shall lead others to participate in those activities most likely to lead to continued professional growth.
22. Shall perform other duties related to the position as assigned by the Principal.

Days of Employment Extra service pay

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Head Teacher

Immediate Supervisor: Principals/Deputy Superintendent

Appointment:

Head Teacher shall be appointed annually, upon the recommendation of the Principal and/or Deputy Superintendent to the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Job Goal: To assist in the creation of a safe and orderly environment conducive to learning, build positive home-school relations; to assist in the areas of student attendance, discipline and learning. To lead and manage the Allen County Learning Center

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall assist in creating an atmosphere where learning is foremost.
2. Shall administer student discipline in a manner consistent with school and district policies..
3. Shall walk the hallways between classes and watch for any problem situations.
4. Shall supervise students during lunch periods.

5. Shall communicate with parents, disciplinary infractions involving their son/daughter.
6. Shall assist in empowering teachers to assume responsibility for classroom management and student discipline.
7. Shall assist in the day-to-day operation of the school.
8. Shall supervise student activities.
9. Shall assist with ways to maintain consistent and open communication with all students, parents, staff and community.
10. Shall assist the attendance office staff with processing student absence and tardy notes.
11. Shall prepare absence/tardy-related student intervention notices.
12. Shall assist with monitoring student progress.
13. Shall assist with scheduling and administration of state tests.
14. Shall assist in summer school as needed.
15. Shall assist in accurate record keeping in all phases of school life requiring accurate records. Such records include but not limited to student achievement, attendance, and records of safety and maintenance.
16. Shall develop, motivate and lead all staff to achieve the highest professional standards.
17. Shall ensure that all policies are kept up to date, working closely with teaching staff.
18. Shall perform teaching duties as required.
19. Shall perform other duties as related to the position as assigned by the Supervisor.

Days of Employment: Up to 186 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Teacher - Homebound

Immediate Supervisor: Director of Pupil Personnel

Appointment: Teachers shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

Qualifications:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

Physical Qualifications:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

Job Goal:

To ensure that students, certified as being eligible for homebound services, benefit from instruction being provided with an ongoing educational program at home or in the hospital.

General Duties and Performance Responsibilities:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to the School Board of Education Policies and Procedures.

Specific Duties and Performance Responsibilities:

1. Shall work with guidance counselors and Director of Pupil Personnel to identify the educational needs and the physical and learning capabilities of those students assigned to him/her.
2. Shall devise, with the advice of the student's regular teacher or teachers, and/or the school principal, an instructional program for each assigned student receiving homebound instruction on a temporary basis.
3. Shall meet with each assigned student on a regularly scheduled basis for the purpose of providing instruction. (1 hour, 2 times per week)
4. Shall acquire personal acquaintanceship with the student's parents or guardians and work to establish with them an understanding and cooperative relationship based on the student's individual needs.
5. Shall file written progress reports on each assigned student with the student's parents or guardians, and with their regular teacher or teachers.
6. Shall keep, maintain and file such reports as required in the position, including attendance reports, case evaluations, etc.
7. Shall assume responsibility for obtaining textbooks and other teaching materials necessary through the procedures established.
8. Shall interpret the program for the homebound to the regular district staff and to the community at large as required.
9. Shall keep informed in a systematic way of trends and new methods in education, remaining always alert to possibilities inherent in such information for adaptation to the particular needs of homebound instruction.
10. Shall participate in school-based admissions and release committee meetings when requested.
11. Shall monitor and assess student progress and provide feedback on a regular basis to students, parents/ guardians, and other school staff as appropriate.
12. Shall assume individual responsibilities assigned by the administration which may relate to committee work, student activities, student supervision, or other planning and professional assignments.
13. Shall maintain accurate, complete, legible, and correct records as required by law, board policies and procedures, and administrative regulations.
14. Shall assume professional and personal responsibility for the management and progress of classes under his/her authority, direction, and supervision.
15. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
16. Shall perform other duties as related to the position as assigned by the Supervisor.

Days of Employment: Up to 186 days

Terms of Employment:

Basic contract is for the minimum school term as reflected in the school calendar for the current year with the salary determined by the District Board-approved salary schedule. Additional duties may be assigned with increments for them determined by the District Board-approved Extra Service Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.