

FLOYD COUNTY BOARD OF EDUCATION

Danny Adkins, Superintendent

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William Newsome, Jr., Vice-Chair - District 3
Dr. Chandra Varia, Member- District 2
Keith Smallwood, Member - District 4
Steve Slone, Member - District 5

Consent Agenda Item (Action Item): Consider/Approve the proposal to create 1 (3 year) ESSER Finance/Instructional Support Clerk position and the accompanying salary schedule/job description.

Applicable State or Regulations: BOE Policy 0.11 Powers and Duties of the Local Board of Education; KRS 158.4416

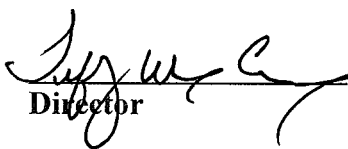
Fiscal/Budgetary Impact: The proposed salary schedule is attached. The position would be funded with Elementary and Secondary School Emergency Relief (ESSER) funds.

History/Background: The proposed job description outlines the role this individual will serve. The primary role will be to collaborate with department leads to support the alignment of ESSER expenditures to the federal and state guidance documents for these funds.

Recommended Action: Approve the position and supporting documents as presented

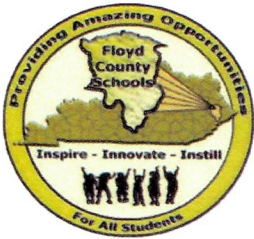
Contact Person(s): Tiffany Warrix-Campbell

Principal


Director


Superintendent

Date: June 17, 2021



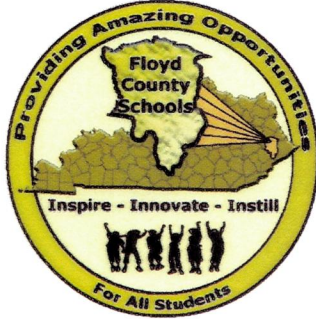
FLOYD COUNTY SCHOOLS

Classified Job Description

TITLE:	ESSER Finance/Instructional Support Clerk
QUALIFICATIONS:	High school diploma or G.E.D. Bachelors Degree OR atleast 5 years experience in school/district work and/or leadership of staff.
REPORTS TO:	Chief Finance Officer
JOB GOAL:	Work with various departments in the planning, implementation and analysis of ESSER funds.
TERMS OF EMPLOYMENT:	Salary and terms of employment according to approved salary schedules.
EVALUATION:	Performance will be evaluated in accordance with provisions of the district evaluation plan.

PERFORMANCE RESPONSIBILITIES:

- Coordinate on-going budget operations including planning, compiling, analyzing, preparing and monitoring development of the ESSERS budgets and other budgets as needed.
- Coordinate and work with various departments/stakeholders regarding ESSER funds.
- Responsible for GMAP and appropriate records/reporting for ESSER compliance.
- Generally accepted budgeting, accounting and auditing principles, standards and procedures.
- Maintain a variety of fiscal records and record-keeping techniques.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Perform professional and technical accounting work involved in the audit of financial records.
- Knowledge in accounting and fiscal systems, policies, procedures and practices, instruction and fiscal operations.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Assist in the ongoing ESSER budget process for the duration of the grant.
- Effectively communicate and organize with stakeholders.
- Knowledge and understanding MUNIS with an emphasis in requisition and budgetary functions.
- Proficiency in Microsoft office suite.
- Have oral and written communication skills, interpersonal skills using tact, patience and courtesy.
- Analyze and resolve problems and draw accurate conclusions.
- Work independently with little direction, meet schedules and time lines, plan and organize work.
- Work confidentially with discretion.
- Performs other duties as assigned.



FLOYD COUNTY SCHOOLS

Salary Schedule 2021-2022 FY

ESSER Finance/Instructional Support Clerk

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Step/Level	Contract Days	Hours Per Day	Hourly Pay	Daily Rate	Per Pay	Annual Salary
0	220	7.5	\$14.4457	\$108.3425	\$ 993.14	\$ 23,835.35
1	220	7.5	\$14.5410	\$109.0573	\$ 999.69	\$ 23,992.61
2	220	7.5	\$14.6199	\$109.6493	\$ 1,005.12	\$ 24,122.85
3	220	7.5	\$14.7310	\$110.4825	\$ 1,012.76	\$ 24,306.15
4	220	7.5	\$14.8099	\$111.0746	\$ 1,018.18	\$ 24,436.41
5	220	7.5	\$14.9058	\$111.7936	\$ 1,024.77	\$ 24,594.59
6	220	7.5	\$15.1511	\$113.6334	\$ 1,041.64	\$ 24,999.35
7	220	7.5	\$15.1511	\$113.6334	\$ 1,041.64	\$ 24,999.35
8	220	7.5	\$15.1511	\$113.6334	\$ 1,041.64	\$ 24,999.35
9	220	7.5	\$15.1511	\$113.6334	\$ 1,041.64	\$ 24,999.35
10	220	7.5	\$15.5436	\$116.5770	\$ 1,068.62	\$ 25,646.94
11	220	7.5	\$15.5436	\$116.5770	\$ 1,068.62	\$ 25,646.94
12	220	7.5	\$15.5436	\$116.5770	\$ 1,068.62	\$ 25,646.94
13	220	7.5	\$15.5436	\$116.5770	\$ 1,068.62	\$ 25,646.94
14	220	7.5	\$15.5436	\$116.5770	\$ 1,068.62	\$ 25,646.94
15	220	7.5	\$15.9491	\$119.6180	\$ 1,096.50	\$ 26,315.96
16	220	7.5	\$15.9491	\$119.6180	\$ 1,096.50	\$ 26,315.96
17	220	7.5	\$15.9491	\$119.6180	\$ 1,096.50	\$ 26,315.96
18	220	7.5	\$15.9491	\$119.6180	\$ 1,096.50	\$ 26,315.96
19	220	7.5	\$15.9491	\$119.6180	\$ 1,096.50	\$ 26,315.96
20	220	7.5	\$16.5147	\$123.8600	\$ 1,135.38	\$ 27,249.20
21	220	7.5	\$16.5147	\$123.8600	\$ 1,135.38	\$ 27,249.20
22	220	7.5	\$16.5147	\$123.8600	\$ 1,135.38	\$ 27,249.20
23	220	7.5	\$16.5147	\$123.8600	\$ 1,135.38	\$ 27,249.20
24	220	7.5	\$16.5147	\$123.8600	\$ 1,135.38	\$ 27,249.20
25 +	220	7.5	\$16.9951	\$127.4633	\$ 1,168.41	\$ 28,041.93