



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

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

February 20, 2019

AGENDA ITEM (ACTION ITEM):

Consider/Approve The District requests Board approval for five (5) new job descriptions specific to the IGNITE Institute: IGNITE Institute Principal, IGNITE Institute Assistant Principal, IGNITE Institute Guidance Counselor, IGNITE Institute College and Internship Coach and IGNITE Institute Teacher.

APPLICABLE BOARD POLICY:

03.133 "Duties": Job Description

HISTORY/BACKGROUND:

With the approval of the IGNITE Institute partnership between Boone County Schools and the Kenton County School District, it is necessary to define the performance responsibilities of five (5) IGNITE positions through new job descriptions. The job descriptions capture responsibilities necessary to fulfill the IGNITE Institute MOU and the corresponding curriculum.

FISCAL/BUDGETARY IMPACT:

\$0. Creation of the new job descriptions does not by itself create new allocations, thus resulting in no immediate budgetary impact. All forecasted personnel costs are included in the IGNITE MOU supporting documentation.

RECOMMENDATION:

It is recommended the Kenton County Board of Education approve the job descriptions for the positions of Ignite Institute Principal, IGNITE Institute Assistant Principal, IGNITE Institute Guidance Counselor, IGNITE Institute College and Internship Coach and IGNITE Institute Teacher.


CONTACT PERSON:

Matt Rigg, Executive Director Human Resources

Principal



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

Kenton County School District
Job Description: IGNITE Institute Principal
Job Class Number: TBD

TITLE: IGNITE Institute Principal

QUALIFICATIONS:

1. Holds a valid Kentucky Administrative certificate endorsed for the position of school administration or holds a vocational school principal certification
2. Rank I or II certificate status
3. Minimum of three (3) years successful teaching experience and two (2) years successful school administration

REPORTS TO: Assistant Superintendent Curriculum and Instruction, or designee

SUPERVISES: All Kenton County School District and Boone County Schools' employees assigned to the IGNITE Institute

JOB GOAL:

To use leadership, supervisory and teaching skills in managing the day to day educational and instructional services to ensure the IGNITE Institute program provides a world-class education ensuring all scholars are transition ready and prepared for the 21st century economy.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for world-class curriculum development addressing the educational needs of all IGNITE Institute scholars and develops plans for meeting these needs; incorporate project based learning (PBL) into curricula
2. Oversees the implementation of career ready curricula and assessment according to Kentucky Department of Education (KDE) and Career and Technical Education (CTE) requirements
3. Ensures the integration of CTE requirements with KDE's graduation requirements to ensure all scholars are transition ready
4. Oversees the accountability of Career and Technical programs to the Department of Education and the Workforce Development Cabinet for scholar completion rates, placement rates and level of achievement
5. Insures Career and Technical programs meet the needs for state and federal funding
6. Oversees the selection and distribution of instructional materials
7. Manages the daily operations and logistics of the IGNITE Institute
8. Leads the school and teachers to make effective use of community resources including individual, business, government agencies and educational institutions
9. Ensures teachers collaborate on assigned co-teaching teams and incorporate PBL into lesson planning
10. Assumes responsibility for maintaining scholar/teacher performance data required to evaluate the success of the school
11. Greets incoming scholars throughout the year, schedules their classes , explains school procedures and practices, and generally orients them to the IGNITE Institute
12. Oversees attendance records of all scholars and works closely with scholars, parents, teachers and District administration to insure regular attendance on the part of each scholar
13. Assumes responsibility for administration of all scholar discipline in the school
14. Supervises the preparation of scholar schedules
15. Supervises completion and filing of all scholar records
16. Coordinates with scholars' home high schools to ensure graduation requirements are met

Kenton County School District
Job Description: IGNITE Institute Principal
Job Class Number: TBD

17. Supervises, evaluates and counsels all staff members and substitutes regarding their individual performance
18. Develops the master teaching schedule and recommends any special assignment(s)
19. Conducts staff meetings to keep members informed regarding policy changes, new programs and scholar performance
20. Provides ongoing professional standards-based and growth learning
21. Coordinates IGNITE Institute allocation of federal funding through Carl Perkins legislation. This requires the integration of colleges into the technical program
22. Organizes and implements IGNITE Institute scholar and faculty presentations
23. Oversees co-curricular and extra-curricular activities and be responsible for the safety of the scholars and the security of the building at these events
24. Uses effective interpersonal communication skills to communicate with all IGNITE Institute stakeholders
25. Participates in establishing and maintaining community relations, including the use of the school facility and soliciting advisory committee's recommendations needed for scholar college and career readiness
26. Maintains communication with, and facilitates the collaboration between, the business community and the IGNITE Institute to keep college/pathway offerings in line with workforce needs
27. Supervises the maintenance of all required records and prepares reports as requested
28. Keeps current with all educational developments and practices related to assignment
29. Interprets and enforces the observation of all applicable board policies, school policies, rules and safety regulations
30. Attends all required meetings, and attends and/or presides over other meetings as the supervisor designates
31. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Schedule and IGNITE Institute Principal Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by an Assistant Superintendent Curriculum and Instruction, or designee

APPROVED: MM/DD/YYYY

Kenton County School District
Job Description: IGNITE Institute Assistant Principal
Job Class Number: TBD

TITLE: IGNITE Institute Assistant Principal

QUALIFICATIONS:

1. Holds a valid Kentucky Administrative certificate endorsed for the position of school administration or holds a vocational school principal certification
2. Minimum of three (3) years successful teaching experience
3. Demonstrated ability as an administrator and/or instructional leader

REPORTS TO: IGNITE Institute Principal, or designee

SUPERVISES: All Kenton County School District and Boone County Schools' employees of the IGNITE Institute assigned to the Assistant Principal

JOB GOAL:

Utilize leadership, supervisory and teaching skills to assist in managing the day to day educational and instructional services to ensure the IGNITE Institute program provides a world-class education ensuring all scholars are transition ready and prepared for the 21st century economy.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Principal with the integration of Career Technical Education (CTE) requirements within KDE's graduation requirements so all scholars are transition ready
2. Maintain CTE data for funding and testing
3. Oversee attendance records of assigned scholars and work closely with scholars, parents, teachers and Coordinator of Attendance Services to insure regular attendance on the part of each scholar
4. Serve as, and assist with, Admission and Release Committee (ARC) chair as needed
5. Assist the principal in all matters of discipline within the school
6. Serve as, and assist with, Building Assessment Coordinator (BAC) as needed
7. Keep records of all disciplinary actions and be thorough and consistent, fair and firm in maintaining proper scholar behavior
8. Greet incoming new scholars throughout the year, schedule their classes, explain the school agenda, assign and manage lockers, and generally orient them to the school
9. Provide an orientation program each spring for those scholars who will be promoted from the middle school to the high school
10. Assist with the implementation of career ready curricula and assessment according to KDE/CTE requirements
11. Ensure teachers collaborate on assigned co-teaching teams and incorporate PBL into lesson planning
12. Assist with the collaboration of businesses and the school regarding career readiness efforts
13. Assist the principal in providing a complete daily schedule for each scholar
14. Assist in supervising bus and automobile traffic on the school grounds
15. Assist the principal in making teaching assignments for each staff member
16. Assist the principal in the supervision of the behavior and the instructional process of each classroom
17. Assist in the conducting of safety inspections and safety drill practice activities; including keeping a log of such drills and activities
18. Assist in operating the bookstore and maintaining inventory. Oversee those persons who work in the store
19. Assist the principal in the distribution of instructional materials textbook distribution, in providing

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Job Description: IGNITE Institute Assistant Principal
Job Class Number: TBD

adequate free textbooks, and in providing sufficient records to insure proper use of free texts instructional materials

20. Assist the principal in supervising co-curricular and extra-curricular activities conducted at the school throughout the year, and be responsible for the safety of the scholars and the security of the building at these events
21. Arrange parent conferences pertinent to discipline, grades, etc., as deemed necessary
22. Assist substitute teachers in orientation to their assigned duty and assist the substitute in the event of any difficulty
23. Assist with the teacher assessment process
24. Act on behalf of the principal in his/her absence
25. Assist in the organization, scheduling and supervision of summer custodial services
26. Assist in the supervision of office clerical staff
27. Keeps current with all educational developments and practices related to assignment
28. Interprets and enforces the observation of all applicable board policies, school policies, rules and safety regulations
29. Attends all required meetings, and attends and/or presides over other meetings as the supervisor designates
30. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Schedule and IGNITE Institute Assistant Principal Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the IGNITE Institute Principal, or designee

APPROVED: MM/DD/YYYY

Kenton County School District
Job Description: IGNITE Institute Guidance Counselor
Job Class Number: TBD

TITLE: IGNITE Institute Guidance Counselor

QUALIFICATIONS:

1. Valid Kentucky Certificate endorsed for school counselor
2. Master's degree.
3. Three years teaching experience

REPORTS TO: IGNITE Institute Principal

SUPERVISES: None

JOB GOAL: Provide all scholars with guidance and counseling services designed to overcome obstacles that impede learning and provide direct services that will assist all scholars in making educational, occupational and life plans leading to transition readiness and being prepared for the 21st century economy.

PERFORMANCE RESPONSIBILITIES:

1. Conducts counseling and educational sessions with scholars on an individual and group basis
2. Consults with teachers and parents about scholar's needs, concerns and academic issues
3. Consults with teachers in planning and providing classroom guidance activities
4. Determines the social/emotional needs of scholars, then develop scholar support programs as determined by the needs of the scholars
5. Collaborates with school staff and community representatives in assessing scholar needs and utilizes the data to plan and evaluate the guidance program
6. Coordinates all testing required by the State, District and Career and Technical Education (CTE); administers and interprets test data to teachers, parents and scholars; ensures scholars are transition ready through testing, end of program requirements and obtaining appropriate professional certifications
7. Schedules all Kentucky Department of Education (KDE) transition ready requirements and maintain records of scholar progress toward graduation
8. Serves as a resource person on the Special Education Admissions and Release Committee when appropriate
9. Assists new scholars with registration, orientation and acclimation to their new school environment
10. Aids scholars with course subject selection while assisting administration with group scheduling presentations and in preparing subject selection sheets with scholars
11. Maintains complete and accurate scholar records and protects the confidentiality of all records, including, but not limited to, scholar cumulative records
12. Provides home visits as needed to assess family circumstances and make needed referrals to community resources for problems interfering with the child's academic progress, social, emotional or physical development
13. Provides counseling services to faculty, parents, attendance personnel and District Court to correct the attendance problems of truant scholars
14. Provides counseling services to prevent scholars from dropping out of school
15. Provides scholar information to higher level education and potential employers according to provisions of the Board's policy on scholar records
16. Assists scholars with the selection of higher level education, including admission and scholarships
17. Guides scholars in their participation of school and community activities.

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Job Description: IGNITE Institute Guidance Counselor
Job Class Number: TBD

18. Obtains and disseminates occupational information to scholars and to classes studying occupations
19. Guides scholars with the evaluation and selection of career interests and choices
20. Counsels scholars on an individual basis in the solution of personal problems related to such areas as home and family difficulties, health, and emotional adjustment
21. Assists in the orientation of new faculty members
22. Initiates contact with appropriate service agencies and professional consultants while referring scholars and parents to appropriate person or agency, as case warrants
23. Maintains a daily log of conferences with scholars, teachers, parents and other stakeholders
24. Communicates the overall guidance program to all stakeholders
25. Keeps current with all related educational developments and practices
26. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 205 Days
- Salary Schedule: Certified Salary Schedule and High School Counselor Salary Index
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the IGNITE Institute Principal

APPROVED: XX/XX/XXXX

Kenton County School District
Job Description: IGNITE Institute College and Internship Coach
Job Class Number: TBD

TITLE: IGNITE Institute College and Internship Coach

QUALIFICATIONS:

1. Possess a valid Kentucky Teaching Certificate and three years successful teaching experience (secondary level desired) with an emphasis on demonstrated success in providing scholar support & building strong relationships with scholars.
2. Experience in the Career and Technical Education field, business, industry, or secondary to post-secondary education transition preferred.
3. Excellent analytical skills; experience with data collection
4. Strong organizational and time management skills
5. Strong oral and written communication skills
6. Good computer skills with a variety of programs and software, specifically the ability to create word processing and desktop publishing documents, spreadsheets and databases
7. Ability to work independently with little direction
8. Good interpersonal skills; ability to be a team player and to promote positive public relations on behalf of the school, scholars and parents.

REPORTS TO: IGNITE Institute Principal, or designee

SUPERVISES: None

JOB GOAL:

Provide individual guidance and support pertaining to the scholar's personal, educational and occupational development and to make guidance and counseling services available to all scholars, providing for each scholar's individual needs depending on his/her abilities and interests. Ensure the IGNITE Institute program provides scholars the opportunity to be transition ready and prepared for the 21st century economy.

PERFORMANCE RESPONSIBILITIES:

1. Provide college and career counseling and guidance activities/services for scholars through individual or group settings as needed
2. Work with the Ignite Institute to gather initial data, support collection of qualitative and quantitative evidence concerning scholar academic achievement, transition readiness as determined by KDE KPREP guidelines and college and business and industry needs for scholars/employees
3. Support the Ignite Institute leadership team to monitor and/or create career pathways, partnerships with area technical colleges and other postsecondary organizations, partnerships with area business/industry, and application of resources for scholars to ensure proper scholar transition to college, career, and work.
4. Provide appropriate materials and information using various forms of communication to scholars and parents to assist in proper course selection and placement.
5. Assists scholars in planning their total academic programs – including the implementation of the Individual Learning Plan for each scholar from their transition from middle school to post-secondary education, military, or career field options upon graduation from high school.
6. Monitor scholar progress towards completion of Individualized Learning Plan and meet with each scholar annually about their ILP

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Job Description: IGNITE Institute College and Internship Coach
Job Class Number: TBD

7. Develop and monitor work based learning programs to include meeting with businesses, intern placement and intern paperwork compliance
8. Provide referral services to assist parents and scholars in securing needed services from various school and community agencies as related to college and career needs – for example, shadowing, mentorship, or internship experiences
9. Be available to scholars and parents for conferences both during and outside the instructional day
10. Provide various workshops for scholars and parents pertaining but not limited to topics such as FAFSA, college application process, scholarships, and employment skills (interviewing, applications)
11. Provide recommendations to colleges, post-secondary schools and employers
12. Work with school counselors to provide scholarship and financial aid information to scholars and families
13. Assist the middle and high school counselors with scholar recruitment and pre-registration orientation at the middle school
14. Under the supervision of the principal and guidance counselors conduct pre-registration and scholar scheduling activities
15. Attend staff and business meetings and serve on staff committees as required
16. Perform other related activities necessary to meet the college and career related needs of the scholar
17. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 205
- Salary Schedule: Certified Salary Schedule and IGNITE Institute Coach Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the IGNITE Institute Principal, or designee

APPROVED: MM/DD/YYYY

Kenton County School District
Job Description: IGNITE Institute Teacher
Job Class Number: TBD

TITLE: IGNITE Institute Teacher

QUALIFICATIONS:

1. Holds a bachelor's or higher degree and the required Kentucky certificate for the assigned position
2. Holds or must obtain within three (3) years dual credit certification in their core subject to be able to teach both high school and college courses
3. Has demonstrated ability to work effectively and collaboratively with scholars, peers, and adults

REPORTS TO: Ignite Institute Principal

SUPERVISES: None

JOB GOAL: To create a world-class learning environment while establishing effective rapport with scholars; utilize content area knowledge and teaching skills to ensure the IGNITE Institute program provides scholars the opportunity to be transition ready and prepared for the 21st century economy.

PERFORMANCE RESPONSIBILITIES:

1. Meet and instruct assigned classes in the location at the times designated using the curriculum guides developed by the faculty and approved by the Board
2. Function as a collaborative instructor who integrates both career area and academic curricula, as well as skills for success
3. Integrate curricula within a multi-teacher team
4. Co-teach in a collaborative environment with teachers assigned to respective college and/or team
5. Work within a multi-teacher team to build an advisory panel that consists of businesses in the region that align with the college pathway
6. Maintain a classroom environment that is conducive to learning and appropriate to the maturity and interests of the scholars
7. Develop daily lesson plans and instructional materials as a team and provide individualized and small group instruction in order to adapt the curriculum to the needs of each pupil
8. Incorporate project-based learning (PBL) into curricula
9. Translate lesson plans into learning experiences to best utilize the available time for instruction
10. Evaluate pupil's academic and social growth, keep appropriate records and prepare progress reports
11. Communicate with parents through report cards, notes, conferences and other means to discuss pupil's progress and interpret the school program
12. Assess the learning needs of scholars on a regular basis and seek the assistance of District specialists as required
13. Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom and appropriate behavior in other school related activities as set forth by the Student Code of Conduct
14. Take all necessary and reasonable precautions to protect scholars, equipment, materials, and facilities
15. Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers
16. Maintain accurate, complete, and correct records and safeguard their confidentiality as required by law, District policy and administrative procedures
17. Maintain professional competence through in-service education activities provided by the District and other self-selected professional growth activities for teaching career specific content

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Job Description: IGNITE Institute Teacher
Job Class Number: TBD

18. Work with faculty colleagues to develop and implement instructional programs that will meet the individual needs, interests and abilities of scholars to include IEP's of special education students
19. Participate cooperatively with the appropriate administrator to develop the method, which the teacher will be evaluated in conformance with District guidelines
20. Select, requisition, and maintain required inventory records of books and instructional materials
21. Supervise pupils in and out of classroom activities during the assigned working day
22. Strive to maintain and improve professional competence by participating in planning and implementing in-service education activities, taking college courses, developing special projects, etc.
23. Attend staff meetings and, as possible, serve on staff committees and participate in the sponsorship of pupil activities
24. Maintain a professional awareness of current literature related to assignment, including working
25. Knowledge of state and federal law, Board policy and administrative regulations
26. Maintain all grades in an approved record book and turn in completed record book at the end of the school year
27. Maintain an accurate inventory of all items in classroom
28. Plan and supervise purposeful assignments for teacher aide(s) and volunteer(s)
29. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 187 days with up to 10 additional days for required trainings with principal approval
- Salary Schedule: Certified Salary Scale
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated by IGNITE Institute Principal or designee

APPROVED: XX/XX/XXXX