



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:**

05/24/2019

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Revise the job description of "IGNITE Institute College and Internship Coach" to reflect the correct salary structure

**APPLICABLE BOARD POLICY:**

03.133 "Duties": Job Description

**HISTORY/BACKGROUND:**

The job description of "IGNITE Institute College and Internship Coach" was originally approved to be paid on the certified salary scale with an index for 205 days, which matched the salary structure Boone County Schools pays for a comparable position. An index amount was not proposed or approved at the time the job description was approved. The job description is being revised to remove reference to an index under the terms of employment. Instead of an index, the position will be paid at the daily rate of the employee for 205 days instead of 187 days.

**FISCAL/BUDGETARY IMPACT:**

\$0. Original salary projections for this position were based on a teacher's daily rate for 205 days, so no additional cost will be associated with this change.

**RECOMMENDATION:**

It is recommended the job description of "IGNITE Institute College and Internship Coach" be revised to reflect the correct salary structure.

**CONTACT PERSON:**

Matt Rigg, Executive Director of 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 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 21<sup>st</sup> 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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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: 02/25/2019

REVISED: