



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:

06/12/2019

AGENDA ITEM (ACTION ITEM):

Consider/Approve Create the position of "Northern Kentucky Youth Development Center (NKYDC) Lead Teacher" and establish a corresponding job description with a stipend on the supplemental salary schedule.

APPLICABLE BOARD POLICY:

01.11 "General Powers and Duties of the Board"; 03.133 "Duties": Job Description

HISTORY/BACKGROUND:

In accordance with the Memorandum of Agreement between the Kentucky Educational Collaborative for State Agency Children (KECSAC) and the Kenton County School District (KCSD), the District provides a school administrator to oversee the Northern Kentucky Youth Development Center (NKYDC) through the position of Director of District Wide Services. The Director does have additional responsibilities in the District that prevents 100% on-site attendance at NKYDC. To address times when the Director is off-site or participating in additional responsibilities, creation of a NKYDC Lead teacher position will allow for standard and routine elements of managing NKYDC to occur as needed while providing leadership and guidance to the teachers and support staff of NKYDC for all 210 days of operation.

FISCAL/BUDGETARY IMPACT:


\$3,110 paid as an annual stipend to the certified teacher holding the position of NKYDC Lead Teacher

RECOMMENDATION:

It is recommended the position of NKYDC Lead Teacher be created and the corresponding job description and stipend on the supplemental salary schedule be approved.

CONTACT PERSON:

Martha Setters, Assistant Superintendent; 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: Northern Kentucky Youth Development Center (NKYDC) Lead Teacher
Job Class Number: TBD - DRAFT

TITLE: Northern Kentucky Youth Development Center (NKYDC) Lead Teacher

QUALIFICATIONS:

1. Valid Kentucky teaching certificate
2. Minimum of three (3) years successful teaching experience

REPORTS TO: Assistant Superintendent, Director or designee

SUPERVISES: Kenton County School District teachers and support staff assigned to NKYDC

JOB GOAL: Utilize leadership and teaching skills to manage day to day educational and instructional services to ensure the NKYDC program provides all students with a world class education

PERFORMANCE RESPONSIBILITIES:

1. Develop teacher/staff schedules, student schedules, school schedules and staff meeting schedules
2. Collaborate with Department of Juvenile Justice (DJJ) including participation at DJJ staff meetings, coordinating DJJ and educational records, assisting in DJJ, Kentucky Educational Cooperative for State Agency Children (KECSAC) and Title 1 monitoring
3. Monitor instruction and conduct walk-throughs
4. Oversee attendance, enrollment and withdrawal of students; TABE testing; Treatment team; includes attending intake meetings and verifying accuracy of intake information, attending all transition meetings and developing Program Transition Plans (PLP).
5. Research and maintain educational records (transcripts, credits etc.); Monitor GED requirements; complete progress reports and report cards, award high school credits, monitor seat hour requirements and complete credit checklist.
6. Serve as Building Assessment Coordinator (BAC) and monitor student assessment procedures
7. Represent NKYDC at all requested DJJ, KECSAC and Kenton County School District meetings
8. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 210 days
- Salary Schedule: NKYDC Lead Teacher on Supplemental Salary Schedule
- Exempt or Non-Exempt: Exempt

EVALUATION:

Performance of the position will be evaluated by Assistant Superintendent, Director or designee

APPROVED: ??/??/????