



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:

08/29/2019

AGENDA ITEM (ACTION ITEM):

Consider/Approve , contingent upon Board approval of the "KCSD Virtual Learning Center", the conversion of the "Diversion to Expulsion Program Head Teacher" job description to "Virtual Learning Supervisor" and revise the terms of employment to reflect 205 days paid at a 1.19 index on the Certified Salary Index salary schedule.

APPLICABLE BOARD POLICY:

03.133 "Duties": Job Description

HISTORY/BACKGROUND:

Revision of the job description will allow for the appropriate job responsibilities to be associated with the Virtual Learning Supervisor position. The increased days and salary associated with the position encompasses the additional time and responsibilities associated with the Virtual Learning program.

FISCAL/BUDGETARY IMPACT:

Addition of approximately \$7,500 in salary costs as referenced in the KCSD Virtual Learning Center issue paper.

RECOMMENDATION:

Contingent upon Board approval of the "KCSD Virtual Learning Center", it is recommended the Kenton County Board of Education approve the conversion of the "Diversion to Expulsion Program Head Teacher" job description to "Virtual Learning Supervisor" and revise the terms of employment to reflect 205 days paid at a 1.19 index on the Certified Salary Index salary schedule.

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 Jesica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

Kenton County School District
Job Description: ~~Diversion to Expulsion Program Head Teacher~~ Virtual Learning Supervisor
Job Class Number: TBD

TITLE: ~~Diversion to Expulsion Program Head Teacher~~ Virtual Learning Supervisor

QUALIFICATIONS:

1. ~~Instructional Leadership or school administrator certificate~~ Professional certificate for School Administration and Supervision
2. Valid Kentucky teaching certificate, license and other legal credentials needed
3. A minimum of three (3) years successful teaching experience

REPORTS TO: ~~Assistant Superintendent, Executive Director, or designee~~ Director of Districtwide Programs

SUPERVISES: All Kenton County School District employees assigned to the ~~Diversion~~ KCSD Virtual Learning Center

JOB GOAL: To use leadership, supervisory and teaching skills in managing the day to day educational and instructional services to provide students in the ~~Diversion~~ KCSD Virtual Learning Center with appropriate educational experiences

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with district and school administrators regarding intake, academic and social emotional learning instructional needs and transition of all Virtual Learning students in the program
2. Oversee attendance, enrollment and withdrawal of students
3. Monitor all student progress
4. Assign letter grades to students at the completion of the course
5. Schedule weekly tutoring sessions with KCSD Virtual Learning Center tutors
6. Supply academic information to Athletic Director at the school of residence for any students needing an eligibility report per state requirements
7. Connect students to school based therapy/support as needed
8. Conduct parent conferences
9. Monitor instruction and student progress on instructional tasks Supervise all staff assigned to the KCSD Virtual Learning Center
10. ~~Schedule and conduct intake and transition meetings for students in the program~~
11. Chair ARC meetings and monitor the development, progress monitoring and implementation of student IEP's. Collaborate with District and schools to ensure the progress monitoring and implementation of student IEPs
12. ~~Research and m-~~ Maintain educational records
13. ~~Perform duties of Building Assessment Coordinator and monitor student assessment procedures~~ Responsible for ensuring all Virtual Learning students are scheduled for appropriate state assessments and serve as Building Assessment Coordinator for all applicable students
14. Represent ~~Diversion~~ KCSD Virtual Learning Center Program at all necessary district and state meetings, as appropriate
15. ~~Monitor on-line learning for Credit Recovery.~~
16. ~~Collaborate with Director of Student Services on drop-out prevention activities.~~
17. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 192 205 Days

~~Diversion to Expulsion Program Head Teacher~~ Virtual Learning Supervisor

Kenton County School District

Job Description: ~~Diversion to Expulsion Program Head Teacher~~ Virtual Learning Supervisor

Job Class Number: TBD

- Salary Schedule: Administrative Index
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated by ~~Assistant Superintendent, Executive Director, or designee~~ Director of District Wide Programs

APPROVED:

REVISED: 06/01/2015, 08/03/2015, 06/14/2018

KENTON COUNTY BOARD OF EDUCATION

CERTIFIED SALARY INDEX AS OF JULY 1, 2019

| DAYS WORKED | POSITION | |
|-------------|----------|--|
|-------------|----------|--|

ADMINISTRATIVE POSITIONS:

| | | |
|----------|---|------|
| 230 Days | Chief Academic Officer | 1.85 |
| 230 Days | Chief Operations Officer | 1.85 |
| 230 Days | Assistant Superintendent | 1.77 |
| 230 Days | Director | 1.55 |
| 230 Days | Assistant Director | 1.40 |
| 230 Days | High School/IGNITE Principal | 1.75 |
| 230 Days | High School/IGNITE Assistant Principal | 1.50 |
| 230 Days | Middle School Principal | 1.65 |
| 230 Days | Middle School Assistant Principal | 1.40 |
| 230 Days | Preschool - 8th Grade Principal | 1.75 |
| 230 Days | Preschool - 8th Grade Assistant Principal | 1.40 |
| 230 Days | Elem. Principal->850 (RR) | 1.57 |
| 230 Days | Elem. Principal <850 | 1.55 |
| 220 Days | Elem. Assistant Principal | 1.30 |
| 192 Days | Head Teacher - Diversion Program | 1.08 |
| 205 Days | Virtual Learning Supervisor | 1.19 |

COUNSELOR POSITIONS:

| | | |
|----------|---------------------------------|------|
| 205 Days | Counselors High School | 1.19 |
| 205 Days | Counselors Middle School | 1.17 |
| 205 Days | Preschool - 8th Grade Counselor | 1.17 |
| 195 Days | Counselors Elementary | 1.08 |

INSTRUCTIONAL SUPPORT POSITIONS:

| | | |
|----------|-----------------------------|------|
| 230 Days | Lead Consultant | 1.35 |
| 220 Days | Academic Program Consultant | 1.25 |
| 230 Days | Coordinator | 1.30 |
| 187 Days | Program Specialist | 1.10 |
| 200 Days | School Psychologists | 1.13 |

This schedule implies at least an eight (8) hour work day for all listed positions.

The salary index is applied to the teacher salary schedule.

Effective for all employees beginning one of these administrative positions on or after July 1, 2019.