

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** February 16, 2022

TOPIC/TITLE: Creation of Positions

PRESENTER: Garet Wells

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
☒ ACTION REQUESTED AT THIS MEETING
☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
☐ BOARD OF EDUCATION POLICY
☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
☐ ACTION:

BACKGROUND INFORMATION:

Board of Education action is required prior to creation/restructure of any new positions.

SUMMARY OF MAJOR ELEMENTS:

District-Wide Athletic Director; Additional Occupational Therapist.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☐ Recommended ☐ Not Recommended

Danny Adams Jr.

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** February 11, 2022

TOPIC/TITLE: Creation of Position

PRESENTER: Garet Wells *GW*

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

Board of Education action is required prior to creating any new positions.

SUMMARY OF MAJOR ELEMENTS:

Requesting the creation of 1 district-wide athletic director.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION: N/A

SUPERINTENDENT'S RECOMMENDATION: ☐ Recommended ☐ Not Recommended

Danny C. Dennis Jr.

Woodford County Board of Education

Job Description: Athletic Director, District

Qualifications:

1. Valid Kentucky Teaching Certificate preferred
2. Three years successful teaching experience and interscholastic athletic involvement.
3. Experience as department chairman or other administrative experience desired.

Reports to: Middle/High School Principals, Superintendent/Designee

Job Goals: To provide each middle/high school student an opportunity to participate in extracurricular athletic activities that foster physical skills, a sense of worth, competence, knowledge and understanding of the pleasures of the sport, and the principles of fair play.

Performance Responsibilities:

1. Organizes and administers the district programs of school interscholastic/intramural athletics pursuant to school, Board and KHSAA policies.
2. Recommends employment and assignment of athletic coaches to the principal(s), as well as maintains and coordinates all necessary trainings/certifications for paid and volunteer coaches.
3. Fosters good school/community relations by keeping the community aware of and responsive to the athletic programs.
4. Organizes and schedules all school interscholastic/intramural events. Coaches may recommend and assist in scheduling, but the athletic director retains responsibility.
5. Coordinates the securing of game officials. Coaches may secure officials for their sport, but the athletic director coordinates home events.
6. Coordinates, with coaches, transportation for athletic participants; responsible to file with district central office staff all transportation requests pursuant to Board policy.
7. Coordinates, with Director of Maintenance and/or custodial staff, maintenance and repair needs of all athletic facilities.
8. Develops, with approval of the principal(s), appropriate rules and regulations governing the conduct of teams and coaches
9. Enforces physical and academic requirements of eligibility for participating in each sport and verifies each athlete's eligibility, consistent with school, Board and KHSAA rules.
10. Supervises coaches in preparation of an activity budget to be approved by the principal(s) and recommended to the Superintendent in the overall school budget.
11. Administers the approved athletic budget throughout the year. Confers monthly with the principal on all athletic accounts as reported in the monthly school activity financial report.
12. Follows Board procurement in securing supplies and equipment for athletic teams.
13. Works with visiting teams to insure needed services.
14. Coordinates and approves field and gym practice schedules for all athletic teams. Coordinates/schedules non-school use of district playing fields and athletic facilities.
15. Coordinates record keeping and results of all middle and high school athletic contests and maintains a file of all award winners, with the date and type of award, including athletic scholarships.
16. Works closely with athletic booster groups to ensure compliance with school and Board policies.
17. Oversees fundraising efforts for district athletic programs
18. Evaluates the performance of all head coaches.
19. Directly supervises assistant athletic director(s), if such positions are funded.
20. Contacts law enforcement officers, team physician/athletic trainer for athletic contests and activities.
21. Supervises after hours extracurricular activities, all ticket and concession sales at athletic events; all school vending sales; and assumes responsibility for proper handling of proceeds pursuant to Board and KDE regulations.
22. Maintain confidentiality of students and/or staff.
23. Communicates with Superintendent on budget and facility needs and concerns.

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** February 16, 2022

TOPIC/TITLE: Addition of Occupational Therapist (20 hrs/week) for Special Education

PRESENTER: Tracey Francis

Self

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

Currently we have one Occupational Therapist (OT) for the district. Based on an increase in caseload and services required to support the individual student needs and an increase in students to be evaluated, an increase in manpower is needed to meet the physical and functional needs of students.

SUMMARY OF MAJOR ELEMENTS:

In providing a continuum of services based on service needs per IEP's, the addition of an Occupational Therapist is to offer support to address the increase of occupational therapy needs across the district. This is to support the increasing need for the program to meet individual student needs.

IMPACT ON RESOURCES: Classified position salary/20 hrs per week

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☐ Recommended ☐ Not Recommended

Danny Adkins Jr.