



# Issue Paper

**DATE:**

3/22/22

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve revision to the current job descriptions for "Substitute Teacher", "Assistant Director of Special Education", "Administrative Assistant-Superintendent", "Secretary to the Board", "Head Coach of Program", "Assistant Coach", and "District Secondary Activities Coordinator", and abolish the current "Head Football Coach" and "District Dive Coach" job descriptions.

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board; 03.233 "Duties": Job Description

**HISTORY/BACKGROUND:**

Currently, the Kenton County School District has a job description for revision to the current job descriptions for "Substitute Teacher", "Assistant Director of Special Education", "Administrative Assistant-Superintendent", "Secretary to the Board", "Head Coach of Program", "Assistant Coach", and "District Secondary Activities Coordinator". The attached proposals for changes in the job descriptions are more aligned to the expectations of the current positions, as needs in the roles have changed over time. The revisions to "Head Coach of Program" would be inclusive of all head coaching positions, and would therefore make void and abolish the additional job descriptions of "Head Football Coach" and "District Dive Coach".

**FISCAL/BUDGETARY IMPACT:**

No net financial impact.

**RECOMMENDATION:**

Approval to revise the current job descriptions for "Substitute Teacher", "Assistant Director of Special Education", "Administrative Assistant-Superintendent", "Secretary to the Board", "Head Coach of Program", "Assistant Coach", and "District Secondary Activities Coordinator", and to abolish the current "Head Football Coach" and "District Dive Coach" job descriptions.

**CONTACT PERSON:**

Malina Owens

\_\_\_\_\_  
Principal/Administrator

  
\_\_\_\_\_  
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 School District  
Job Description: Substitute Teacher  
Job Class Number: 2099

TITLE: Substitute Teacher

QUALIFICATIONS:

1. Teaching Certification
2. Teaching experience preferred
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Principal

JOB GOAL: To enable each child to pursue ~~their~~ ~~his~~ education as smoothly and completely as possible in the absence of their regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the building principal/~~designee (school secretary)~~ upon arrival at the school building.
2. Reviews with the principal/~~designee or department head~~ all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which he is assigned.
4. Teaches the lesson outlined and described in the Substitute's Teacher's Guide as prepared by the absent teacher.
5. Consults with the building principal/~~designee or department head~~ before initiating any teaching or other procedures not specified in the Substitute Teacher's Guide.
6. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
7. Reports in writing, ~~on the form provided by the school secretary,~~ on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.

TERMS OF EMPLOYMENT:

- Salary determined by Substitute Teacher Salary Schedule

EVALUATION:

Performance of the position will be evaluated by the Principal

APPROVED: 11-25-80

Kenton County School District  
Job Description: Assistant Director of Special Education  
Job Class Number: 4007

TITLE: Assistant Director of Special Education

QUALIFICATIONS:

1. Master's Degree ~~with emphasis on school administration~~
2. Has ~~three~~ five years' experience in special education
3. ~~Is thoroughly knowledgeable of IDEA as amended and of all related administrative regulations~~
4. ~~Has demonstrated ability to communicate and work effectively with parents, staff, students, and community~~
5. Special Education Program Consultant certification

REPORTS TO: Assistant Superintendent, ~~Director of Special Education~~ ~~Executive Director~~, or designee

SUPERVISES: ~~Speech and Language Pathologist, Occupational Therapist, Physical Therapist, Consultants, Teachers, School Psychologists~~

JOB GOAL:

To ~~serve as a resource to lead~~ staff ~~and parents~~ in the development and implementation of a district-wide comprehensive system of educational services. To assist in the provision of special education and related services to children with special needs

PERFORMANCE RESPONSIBILITIES:

1. Contribute to the development of the total district and school philosophy of education
2. Utilize community resources to support programs and services for special education
3. Implement programs for ~~the~~ improvement of instruction which build a school-wide for learning
4. Keep informed of all legal requirements governing special education
5. Assist in the district-wide implementation and monitoring of local, state and federal laws, regulations, policies and procedures regarding special education
6. Assist with the monitoring process of due process procedures and required documentation to meet federal and state laws and regulations related to special education
7. Assist in the compilation, maintenance and filing of all reports, records and other documentation legally required or administratively useful
8. Assist in the recruiting and screening process for special education personnel
9. Review IEP's to determine appropriateness for individual students as needed
10. Enhance professional growth and development to increase awareness of current research findings through attendance at appropriate professional meetings, conferences and seminars at local, regional, state and national levels
11. Assist with district-wide monitoring of the special education program, curriculum, procedures and individual students' needs and achievement and collaborate with district and school personnel regarding findings and recommendations
12. Assist in the development and dissemination of information to teachers, parents and the community
13. Evaluate certified and classified itinerant special education personnel
14. Observe teachers in their classrooms ~~upon request of principals~~ and offer assistance for the enhancement of the teaching-learning situation
15. Assist in the management of IDEA budget
16. Attend meetings as requested by Director of Special Education
17. Perform other duties as assigned by the supervisor



Kenton County School District  
Job Description: Assistant Director of Special Education  
Job Class Number: 4007

TERMS OF EMPLOYMENT:

- 230 Days
- Salary Schedule: Salary and work year to be established by the Administrative Salary Index as approved by the Board of Education
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated by ~~Assistant Superintendent, Executive Director, or designee the~~ Director of Special Education ~~or Assistant Superintendent/designee.~~

APPROVED: 02/12/1990

REVISED: 04/24/2000, 05/02/2011, 06/01/2015, 06/14/2018

Kenton County School District  
Job Description: Administrative Assistant – Superintendent  
Job Class Number: 7761

TITLE: Administrative Assistant– Superintendent

QUALIFICATIONS:

1. High School diploma or GED
2. Minimum of three (3) years administrative experience preferred involving the use of word processing, spreadsheet and record-keeping software
3. Resourceful, dependable, detail-oriented, and systematic with strong organizational skills; possess initiative and ability to work independently
4. Effective problem-solving and decision making skills; ability to prioritize tasks and meet deadlines
5. Excellent verbal and written communication skills; demonstrated ability to communicate effectively with staff, students, parents, the community and public officials
6. Demonstrated ability to work with, and protect, confidential information

REPORTS TO: Superintendent

SUPERVISES: None

JOB GOAL: Performs a wide variety of specialized and responsible administrative support duties to organize and coordinate office activities and communications to assist the Superintendent with assigned functional areas of responsibility; Provides all District stakeholders and guests with a positive, world-class experience when interacting with the Superintendent's office.

PERFORMANCE RESPONSIBILITIES:

1. Utilizes positive and professional interpersonal skills to answer, filter, and prioritize phone calls and appointments with the ability to determine the level of support needed
2. Reports regularly to the Superintendent on any developments or problems within the district requiring the Superintendent's awareness or action.
3. Collaborates with district administrators to identify and resolve concerns, problems and complaints
4. Provides cooperative and mutually supportive relationships with board members, district administrators, staff, students, parents, and community members
5. Responds to requests for information from staff and the general public regarding District programs, policies, procedures and regulations
6. Communicates with various local and state agencies as needed.
7. Manages the Superintendent's calendar; schedules and prioritizes meetings and appointments; makes necessary arrangements for meetings and welcomes guests
8. Coordinates travel arrangements; registers for conferences and seminars, makes hotel and airline reservations, prepares travel authorization forms
9. Writes and edits emails, drafts memos and prepares communications; reviews and ensures accuracy of outgoing correspondence, records and/or reports
10. Maintains efficient and well organized physical and digital filing systems, locked confidential files, and processes incoming correspondence
11. Manages and maintains official records of the Board's Policy and Procedure Manuals (physical and online) for current and rescinded/amended policies and procedures
12. Provides support to others regarding Board Policies and Procedures; updates district policies set forth by the Board

Kenton County School District  
Job Description: Administrative Assistant – Superintendent  
Job Class Number: 7761

13. Maintains records of pending litigation, administrative proceedings or investigations; Coordinates with the Board Attorney to secure case documents and retains final documents according to the Records Retention Manual – Public Schools
14. Manages and maintains the official records of the Kenton County School District Finance Corporation; arranges meetings, prepares agendas and records minutes
15. Secures purchase orders for professional memberships, legal services, supplies, etc. and authorizes payment of invoices; Orders and maintains supplies and equipment.
16. Researches, reviews, checks, corrects and compiles a variety of information; verifies data for accuracy, completeness and compliance with established procedures; inputs and retrieves computerized data in computer systems as required
17. Operates computer and uses various software packages to maintain records and generate reports, lists and other materials; utilize word processing and other software as required; operates a variety of office equipment for the successful operation of the office
18. Receives, processes, and routes mail
19. Monitors office workflow and assures compliance with established time lines, procedures and standards of quality
20. Provides assistance and information to candidates and/or new board members and develops new board member orientation information
21. Optional participation in the Kentucky Organization of Superintendents' Administrative Assistants (KOSAA), through the Kentucky School Board Association (KSBA)
22. Performs other tasks and assumes other responsibilities as assigned by the Superintendent

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: G16 on Classified Position Index
- FLSA Status: Non-exempt

EVALUATION:

The Superintendent will evaluate performance of the position annually

APPROVED: 11/25/1980

REVISED: 07/21/2003

Kenton County School District  
Job Description: Administrative Assistant – Superintendent  
Job Class Number: 7761

CODE: EH101

~~Title: Secretary to the Superintendent~~

~~Qualifications: High School or Business School graduate  
with skills in typing and shorthand.~~

~~Reports to: The Superintendent~~

~~Job Goal: To assist and relieve the Superintendent of paper work  
and impedimenta so that he may devote maximum attention  
to the central problems of education and educational  
administration.~~

~~Performance Responsibilities:~~

- ~~1. takes and transcribes dictation of various types,  
including correspondence, reports, notices, and  
recommendations.~~
- ~~2. Obtains, gathers, and organizes pertinent data as  
needed, and puts it into usable form.~~
- ~~3. Maintains a regular filing system, as well as a set of  
locked confidential files, and processes incoming  
correspondence as instructed.~~
- ~~4. Maintains professional personnel files, including  
certification, transcripts, medical records, birth  
certificate, applications, resumes, references  
evaluations, and insurance. These are to be held  
in the strictest of confidence.~~
- ~~5. Advises new certificated personnel regarding forms  
and credentials, required for personnel files.~~
- ~~6. Places and receives phone calls, and records messages.~~
- ~~7. Orders and maintains supplies as needed.~~
- ~~8. Maintains a schedule of appointments and makes arrange-  
ments for conferences and interviews.~~
- ~~9. Welcomes visitors and arranges for their comfort, and  
screens unexpected callers in accordance with predeter-  
mined policy.~~
- ~~10. Performs such other tasks as may be assigned from time to  
time.~~

~~Terms of Employment: 230/225 O?y?.~~ Salary to be determined by the  
Board.

~~Evaluation: Performance will be evaluated in terms of the Superintendent's  
expectations.~~

~~DATE APPROVED: 11-25-80~~ Revised: 7/21/03

Kenton County School District  
Job Description: Secretary to the Board  
Job Class Number: 7763

TITLE: Secretary to the Board

QUALIFICATIONS:

1. High School diploma or GED
2. Minimum of three (3) years administrative experience preferred involving the use of word processing, spreadsheet and record-keeping software
3. Dependable, detail-oriented, with strong organizational skills
4. Excellent verbal and written communication skills; demonstrated ability to communicate effectively with board members and the community
5. Demonstrated ability to work with and protect confidential information

REPORTS TO: Chairperson of the Board and the Superintendent

SUPERVISES: None

JOB GOAL: To relieve the Board of paper work and to execute expeditiously the instructions of the Board so that the Board may devote maximum attention to the central problems of education and policy determination. Work closely with the Chairperson and the Superintendent in planning board meetings.

PERFORMANCE RESPONSIBILITIES:

1. Manages the preparation of meeting agendas as the official guide by which a meeting will be conducted in setting forth all known items of business to be considered at board meetings; provides physical or digital agendas/attachments to board members three business days prior to a regular meeting, 24-hours prior to a special meeting; and makes agendas available to the public prior to the meeting
2. Gives public notice of all meetings of the Board (regular and special)
3. Publishes legal notices concerning district business, as required
4. Attends all meetings of the Board (regular and special); publicizes meeting dates, times, and locations; reserves and sets up meeting rooms; makes arrangements for meetings held by video teleconference
5. Keeps full and accurate minutes of all meetings of the Board to reflect a record of Board actions
6. Maintains physical and digital historical records of Board actions (minutes) and supporting documents (agenda & attachments) in permanent retention following the Records Retention Schedule – Public School District; makes historical records available to interested parties on request
7. Signs all orders of the Board countersigned by the Board Chairperson
8. Develops and posts/publishes a calendar of regular monthly board meetings; maintains an up-to-date board-planning calendar outlining matters to be on the board's agenda over the course of a year
9. Maintains a working knowledge of Board Policies
10. Maintains current contact information for board members, with preferred communication methods
11. Assists in the orientation of new Board Members; provides them with guidance materials, arranges for the signing of required documents; arranges for the Administration of Oaths, submits signed affidavits to the County Clerk's office



Kenton County School District  
Job Description: Secretary to the Board  
Job Class Number: 7763

12. Prepares and processes per diem and mileage payroll invoices for board member attendance at meetings and conferences
13. Coordinates travel arrangements; registers for conferences and seminars, makes hotel and airline reservations, prepares travel authorization forms
14. Assists Board Members in tracking annual in-service training requirements; schedules and registers board members for in-service training sessions
15. Registers Board for professional memberships
16. Prepares and mails expulsion letters to record the Board's decision after an expulsion hearing
17. Prepares Diplomas for students earning a Kenton County Basic Diploma after completion of the State Minimum Requirements; arranges for students to attend a board meeting to receive their Diploma
18. Researches and responds to questions or requests by Board members, staff or community members
19. Utilizes positive and professional interpersonal skills to coordinate communication between educational institutions, other outside organizations and the public; obtains and provides information, coordinates activities and resolves problems
20. Responds to requests for information from staff and the general public regarding District programs, policies, procedures and regulations
21. Operates computer and uses various software packages to maintain records, generate reports, and other materials; utilizes word processing and other software as required; operates a variety of office equipment
22. Performs other responsibilities as assigned by the chairperson or the Superintendent.

TERMS OF EMPLOYMENT:

- Appointed to a twelve month position, for a term of one to four years
- Salary Schedule: Miscellaneous Position Schedule – Annual Stipend
- FLSA Status: Non-exempt

EVALUATION:

The Chairperson of the Board or the Superintendent will evaluate performance of the position annually

APPROVED: 11-25-1980

REVISED: 05-06-2013, 06/01/2015

Kenton County School District  
Job Description: Secretary to the Board  
Job Class Number: 7763

CODE: e11.202

TITLE: ~~Secretary to the Board~~

QUALIFICATIONS:

1. ~~High School graduate with skills in word processing, excel and data management systems.~~
2. ~~Prior experience as an Administrative Assistant preferred.~~
3. ~~Such alternatives to the above qualifications the Board may find appropriate and acceptable.~~

REPORTS TO: ~~Chairperson of the Board of Education and Superintendent~~

JOB GOAL: ~~To relieve the Board of paper work and to execute expeditiously the instructions of the Board so that the Board may devote maximum attention to the central problems of education and policy determination.~~

PERFORMANCE RESPONSIBILITIES:

1. ~~Gives public notice and attends all meetings of the Board.~~
2. ~~Keeps full and accurate minutes of all meetings of the Board and sends a copy of such minutes to each member of the Board on the Wednesday prior to the regular meeting.~~
3. ~~Assists in the preparation of agendas setting forth all known items of business to be considered at Board meetings and delivers agendas to Board members on the Wednesday prior to the regular meeting.~~
4. ~~Publishes all legal notices concerning district business.~~
5. ~~Performs such other tasks as may from time to time be assigned.~~

TERMS OF EMPLOYMENT: ~~Twelve months. Salary to be established by the Board.~~

TERMS OF CONTRACT: ~~One through four years.~~

EVALUATION: ~~Performance of this job will be evaluated annually by the Board and the Superintendent.~~

DATE APPROVED: ~~11-25-80~~

DATE REVISED: ~~05-06-2013~~

REVISED: ~~06/01/2015~~

Kenton County School District  
Job Description: Head Coach of Program

TITLE: Head-~~Varsity~~ Coach of Program

QUALIFICATIONS:

1. Valid Kentucky Teacher certification or approved paraprofessional (~~64-credit hours~~)
2. Employment as a teacher in the Kenton County School District (preferred)
3. Has the ability to organize and supervise a total sports program
4. The Head-~~Varsity~~ Coach of Program must have substantial knowledge of the technical aspects of the sport that they are hired to coach and at the same time must continue to examine new theories and procedures pertinent to the sport

REPORTS TO: The Athletic Director, who provides overall objectives and evaluation in conjunction with the High School or Middle School principal

SUPERVISES: The Head ~~Varsity~~ Coach of Program must advise, coordinate, and support a staff of ~~High School~~ Assistant Coaches in conjunction with the Athletic Director and respective Principal

JOB GOAL: To instruct athletes in the fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, and confidence.

GENERAL:

1. The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for a winning performance can be taxing, but it must not override the objectives of good sportsmanship and good mental health. The coach must hold as their number one priority the overall mental, physical, and emotional well-being of each student athlete.
2. The position includes other unusual aspects such as extended time, risk of injury factor, and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

PERFORMANCE RESPONSIBILITIES:

1. Has a thorough knowledge of the Athletics and Sports Activities Policy approved by the Kenton County Board of Education and is responsible for its implementation. Has read and signed off on the Kenton County Schools approved Coaches Handbook and understands the content of the book.
2. Shall abide by and ensure all Assistant Coaches in program are compliant with NFHS Coaches Code of Ethics and KHSAA Bylaw 25: Requirement for Coaches regarding qualifications and continuous improvement training.
3. Has knowledge of ~~the system, state,~~ NFHS, KHSAA, and conference regulations and implements them consistently.
4. Attends clinics and other professional activities to enhance coaching knowledge and expertise.
5. Is active in the assigned sport's state and local Coaches Associations.
6. Understands the proper administrative line of command and refers all student and parent requests and grievances through the proper channels.
7. Is aware of all public/staff/department meetings that require attendance.



Kenton County School District  
Job Description: Head Coach of Program

8. Maintains discipline and works to increase morale and cooperation within the school sports program.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the overall running and supervision of the assigned sport's program.
2. Directly responsible to the Athletic Director and the building principal.
3. Responsible for the professionalism of the assigned sport's staff. Exemplifies high moral standards and **models** professional behavior **and sportsmanship** to staff and students.
4. Responsible for the total administration of the assigned sport's program.
5. Responsible for the overall maintenance and organization of the program from July 1 to June 30 of the following year. (Salary shall be prorated if the term of contract is not completed in full.)
6. Performs other duties as assigned by the supervisor.

**TERMS OF EMPLOYMENT:** Paid according to supplemental salary schedule; Assignment of supplemental duty to any employee is on a year-by-year basis only and does not give rise to any expectation of a continued right to hold and receive compensation for such duties the following year.

APPROVED: 01/18/2000

REVISED: 05/21/2001, 01/25/2012, 06/14/2018

Kenton County School District

Job Description: Assistant Coach - All Sports and All Levels (includes Athletic Program Support)

~~Job Class Number: 7346~~

TITLE: "Assistant Coach - All Sports and All Levels (includes Level I, II, III and Athletic Program Support Levels I, II, III)"

QUALIFICATIONS:

1. Valid Kentucky Teacher certification or approved paraprofessional ~~(64 credit hours)~~
2. Employment as a teacher in the Kenton County School District (preferred)
3. Previous coaching or playing experience in assigned sport is (preferred)
4. Has knowledge and background of assigned sport

REPORTS TO: The Head Coach in conjunction with the Athletic Director and respective Principal.

SUPERVISES: Athletes and team assigned to him/her and assumed supervisory control over all athletes in the program when such control is needed.

JOB GOAL: To carry out the aims and objectives of the sport program as outlined by the Head Coach. To instruct athletes in individual and team fundamentals, strategy, and physical training necessary for them to realize a degree of individual and team success.

PERFORMANCE RESPONSIBILITIES:

1. Has a thorough knowledge of the Athletics and Sports Activities Policy as approved by the Kenton County Board of Education and is responsible for its implementation. Has received and read the Board approved Coaches Handbook and signed off and returned to Athletic Director.
2. Shall abide by and be compliant with NFHS Coaches Code of Ethics and KHSAA Bylaw 25: Requirement for Coaches regarding qualifications and continuous improvement training.
3. Has knowledge of the school system, state, and conference regulations and implements them consistently.
4. Understands the proper administrative line of command and refers all student and parent requests and grievances through the proper channels.
5. Is aware of all public/staff/department meetings that require attendance.
6. Maintains discipline and works to increase morale and cooperation within the school sports program.

DUTIES AND RESPONSIBILITIES:

1. Responsible for basic duties of an assistant coach as determined by the Head Coach
2. Responsible for assisting in the administrative duties required for the success of the program
3. Assists in promoting sports in the school and community
4. Assists the Head Coach in planning the athletic program
5. Assists the Head Coach in organizing and supervising practices
6. Assists the Head Coach in teaching good sportsmanship and self-control
7. Assists in checking eligibility of participants, including insurance coverage and parent consent
8. Assists students by providing a proper role model, emotional support, patience, a friendly attitude, and general guidance
9. Conducts learning experiences, under the direction of the coaches, with small groups of student athletes
10. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT: Paid according to supplemental salary schedule; Assignment of supplemental duty to any employee is on a year-by-year basis only and does not give rise to any expectation of a continued right to hold and receive compensation for such duties the following year.

APPROVED: 01/18/2000 REVISED: 10/19/2009, 01/25/2012, 06/14/2018

Assistant Coach (All Sports)



Kenton County School District  
Job Description: District Secondary Activities Coordinator

TITLE: District Secondary Activities Coordinator

QUALIFICATIONS:

1. Valid ~~Kentucky~~ Teacher certification (~~preferred~~) or approved paraprofessional
2. ~~Teaching experience or experience in Community Relations~~ Employment as teacher in Kenton County School District (preferred)
3. ~~Prior Coaching or Extra-Curricular Experience~~ (~~preferred~~) Prior coaching or playing experience (preferred)
4. Excellent communication and organization skills
5. Such alternatives to the above qualifications as the Board may find acceptable and appropriate

REPORTS TO: Assistant Superintendent/~~Designee~~

JOB GOAL: To organize, and coordinate, ~~extracurricular programs and activities~~ and provide opportunities to all secondary school students to participate in clubs, extra/co-curricular activities

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the building level program of clubs, extra/co-curricular, intramural athletics, and other activities in the middle schools.
2. Provides leadership in helping with the selection and assignment of coaches and staff members.
3. Fosters good school-community relations by keeping the community aware of and responsive to middle school activities.
4. Assumes responsibility for the organization and scheduling of all events in the middle school activities programs.
5. Develops and places into operation appropriate rules and regulations governing the conduct of activities, participants, and spectators.
6. ~~Serves as district liaison with community booster organizations.~~
7. ~~Assures that parental permission, medical permission, and insurance date are on file at each school and will also assure that all volunteer coaches and staff members are in compliance with board policy in regards to background checks and required training.~~
6. Assures that all participant's required paperwork is collected and on file at each school.
7. Assures that all volunteer coaches and staff members are in compliance with all Board policies, including background checks and supervision.
8. ~~Prepares and administers the secondary school activities program budget and annual report of receipts and expenditures.~~
8. Requisitions program supplies and equipment in compliance with board policy.
9. ~~Keeps records of the results of all contests, and maintains a record file of all~~

~~award winners, stating the date and type of award.~~

9. Attends meetings as required at district and school levels.
10. Performs ~~such~~ other ~~duties tasks and assumes such other responsibilities~~ as ~~may be~~ assigned by the supervisor.

TERMS OF EMPLOYMENT: Paid according to supplemental salary schedule; ~~Assignment of supplemental duty to any employee is on a year-by-year basis only and does not give rise to any expectation of a continued right to hold and receive compensation for such duties the following year.~~

EVALUATION: ~~Performance of the job will be evaluated annually by~~  
~~Assistant Superintendent~~

DATE APPROVED: 5/2/11