

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IX J DATE: April 15, 2022

TOPIC/TITLE: Amended Job Descriptions

PRESENTER: Danny Adkins

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:

SUMMARY OF MAJOR ELEMENTS:

Attached: Amended job descriptions for Occupational Therapist and Coordinator of District-Wide Programs.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended



**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: 145 **DATE:** April 6, 2022

TOPIC/TITLE: Job Description

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 policies 03.11 and 03.21 require the existence of job descriptions.

SUMMARY OF MAJOR ELEMENTS:

Requesting approval of the attached proposed amended job description for Occupational Therapist.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

Dan Adley

Woodford County Public Schools

Classified Job Description

Job Title: Occupational Therapist

Immediate Supervisor: Director of Special Education

Qualifications:

- Valid license for Occupational Therapist based by the Kentucky Board of Occupational Therapy
- Possess communications skills and ability to work indiscriminately with persons of varied social, economic and cultural backgrounds
- Adherence to policies regarding confidentiality
- Ability to work with other staff members, the community, parents and children
- Pass health examination and be able to lift student's equipment or any other objects necessary to deliver services to students
- Have no immoral or criminal history
- If hired into this position on or after April 15th, 2022, a degree is required.

Duties:

- Evaluates students, prepares written reports and interprets results at Admission and Release Committee (ARC) meeting for students evaluated and served
- Serves as an active participant in ARC meetings for students needing assisting in the development of individual Education Plan (IEP) goals and service delivery
- Implements related services as indicated on each student's IEP
- Collects data on student progress and relevant IEP goals in order to provide input into the annual review ARC and any other ARCs when this information is requested
- Fulfills necessary Medicaid requirements in order for the district to qualify as a Medicaid Service Provider
- Performs other duties as assigned by the Director of Special Education

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** April 14, 2022

TOPIC/TITLE: Job Description

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 policies 03.11 and 03.21 require the existence of job descriptions.

SUMMARY OF MAJOR ELEMENTS:

Requesting approval of the attached proposed amended job description for Coordinator of Districtwide Programs.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

Darryl Holly

JOB TITLE: Coordinator of District-Wide Programs

IMMEDIATE SUPERVISOR: Director of Special Education

QUALIFICATIONS:

- Kentucky certification for administration and/or supervision
- Ability to work with the community, school personnel, and children
- Have no immoral or criminal history
- Provide leadership in Community Education
- IECE certification or Special Education certification
- Pass health examination

DUTIES:

- Have a willingness to cooperate with the superintendent, district administrators, teachers and principals
- Adhere with federal, state and district program guidelines, policies, procedures and laws.
- Direct implementation of preschool programs in the school district.
- Carry out assignments in a timely manner while leading the day-to-day operations of the Preschool, Extended School Services, and Section 504 Programs. Serve as district liaison to the Head Start Program.
- Prepare such applications and/or reports as may be required by the Kentucky Department of Education or other federal requirements to assure that the school district receives all possible financial support for assigned programs.
- Comply with federal, state and district program guidelines, policies, procedures and laws.
- Provide oversight for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful.
- Plans developmental screenings, oversees the district's intervention plan and placement of all preschool students.
- Maintain student data through the student tracking system and the Kentucky Early Childhood Data System
- Conducts regular Preschool staff meetings and disseminates materials and trains Preschool staff on new and revised matters.

- Provide training and assist staff with the implementation of regulations concerning overall program operations, federal regulations, state and local requirements as well as confidential information and other topics as needed.
- Work with appropriate staff on personnel actions including job vacancies, completing evaluations of Preschool and other actions as necessary.
- Develops, monitors and reports on budgets for all programs of responsibility and be prepared to submit required state and federal program budgets and reports
- Supervises personnel
- Serves as Chairperson of Admissions and Release Committee meetings, as determined by the Superintendent or designee
- Consults with other agencies, local central office personnel and building principals in developing and maintaining policies and procedures for compliance with IDEA/504
- Adheres to Professional Code of Ethics
- Participates in Professional Development Training and Administrative Leadership Training
- Supervise an after-school enrichment program at each of the Woodford County School District elementary schools
- Establish and facilitate the activities of a Community Education which reflects representation from the maximum number of community organizations, age levels, and socio-economic groups. The coordinator should be attentive and responsible to the advice of the community Education.
- Other duties as assigned by supervisor