



Kenton County School District | It's about ALL kids.

THE KENTON COUNTY BOARD OF EDUCATION

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY 41017

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

05/27/22

AGENDA ITEM (ACTION ITEM):

Consider/Approve the creation of one Administrative Assistant position in place of a vacant Clerk position in the Transportation Department.

APPLICABLE BOARD POLICY:

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

HISTORY/BACKGROUND:

Currently, the Transportation Department is staffed with two Clerk positions (one of which is a vacant position effective July 1, 2022). Due to increased job responsibilities, this proposal would eliminate one vacant Clerk position and replace it with an additional Administrative Assistant. The increase in responsibilities is reflected in the Salary Schedule Pay Grade change from a G9 to a G11.

FISCAL/BUDGETARY IMPACT:

Approximately \$7,100.00

RECOMMENDATION:

Approval to create a one Administrative Assistant position in place of a vacant Clerk position in the Transportation Department.

CONTACT PERSON:

Malina Owens

Principal

Malina Owens
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.