

**DATE:**  
11/18/22

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve revision to the current job description for "Executive Director of Operations" and "Transportation Area Coordinator",

**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 "Executive Director of Operations" and "Transportation Area Coordinator". The attached proposal for changes in the job description are more aligned to the expectations of the current position, as needs in the roles have changed over time.

**FISCAL/BUDGETARY IMPACT:**

No net financial impact.

**RECOMMENDATION:**

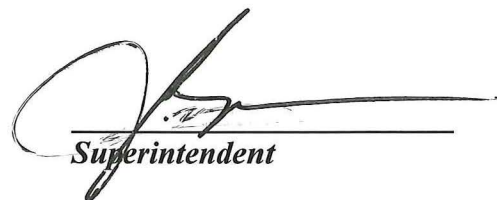
Approval to revise the current job descriptions for "Executive Director of Operations" and "Transportation Area Coordinator",

**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: Executive Director of Operations (Classified) OR  
Assistant Superintendent of Operations (Certified)  
Job Class Number: CLAS 8048 or CERT \_\_\_\_\_

TITLE: Executive Director of Operations

QUALIFICATIONS:

1. Holds a bachelor's degree in Business Administration, Educational Administration or related field
2. Minimum of five (5) years school experience preferred
3. Administrative experience in school programs or operations preferred
4. Experience with operations management in an educational setting preferred

REPORTS TO: Chief Operations Officer, or designee

SUPERVISES: Assigned Operations and Support Services Administrators and/or Employees

JOB GOAL: Support the Chief Operations Officer in the overall administration of operations and support services for all facilities, resources and related community partnerships that support the learning environment.

PERFORMANCE RESPONSIBILITIES:

1. Provide leadership and guidance to administrators and leaders of the following areas: Custodial Operations, Energy Systems, Facilities Maintenance, Capital Construction, Procurement, Security, Student Nutrition, Technology, and Transportation
2. Review all operations related policies at least annually and recommend changes/updates to the Chief Operations Officer
3. Provide leadership in all aspects of developing and periodically evaluating and updating a district plan for data, research, and technology
4. Partner with the local law enforcement and the District Safety Coordinator to develop, implement and continually assess the District's Safety Plan
5. Assist the Chief Operations Officer in collaborating with all community and state agencies to provide an appropriate learning environment in the classroom
6. Complete annual evaluations for persons working under his/her supervision
7. Prepare statistical studies to determine cost analysis of and utilization of District Services as directed
8. Plan and organize work while meeting schedules and deadlines
9. Establish and maintain cooperative and effective working relationships with others
10. Attend all Board meetings, and attends and/or presides over other meetings as the supervisor designates
11. Maintain regular attendance
12. Perform other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: S21 on Classified Professional Salary Schedule or Certified Salary Scale and Assistant Superintendent Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Chief Operations Officer, or designee

APPROVED: 07/06/2020 REVISED: \_\_\_\_\_

Kenton County School District  
Job Description: Transportation Area Coordinator  
Job Class Number: 7903

TITLE: Transportation Area Coordinator

QUALIFICATIONS:

1. Valid Kentucky Commercial Class B driver's license and School Bus Driver Certificate
2. Kentucky certified school bus driver trainer or agrees to become one ~~within one (1) year after accepting the position~~
3. Minimum five (5) years of responsible experience in a student transportation function **preferred**
4. Any combination equivalent to a high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
5. Knowledge of modern practices, procedures and equipment for the operation of a school district transportation system
6. Knowledge of principles of supervision, safe driving practices, efficient and economical bus routing and scheduling of employees
7. Physical and drug testing required for all employees
8. Ability to communicate and work effectively with others; positive attitude

REPORTS TO: Assistant Superintendent, Executive Director, or designee

SUPERVISES: School bus drivers and monitors

JOB GOAL: Coordinate the activities and operations of student transportation in an assigned area; provide safe and efficient transportation for all students so they may enjoy the complete range of curricular and extra-curricular activities offered by the school district.

PERFORMANCE RESPONSIBILITIES:

1. Plan and coordinate regular and special bus routes to transport students to and from school, athletic events and field trips; resolve student transportation problems with parents, principals and other department personnel
2. Review bus routes to maintain efficiency and minimize cost
3. Train, supervise and evaluate the performance of assigned personnel
4. Develop, implement and enforce established safety regulations and precautions
5. Maintain or assist in maintaining assigned records: receive and process information according to established guidelines and procedures
6. Communicate orally or in writing with parents, supervisors, school administrators and department employees on transportation issues
7. Assist with in-service training
8. Assist in developing methods to retain employees and promote a positive work atmosphere
9. Drive a school bus on a regular route on an as needed basis
10. Investigate bus accidents and comply with all district procedures
11. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 230/225 Days
- Salary Schedule: Grade 14
- FLSA Status: Non-Exempt

Kenton County School District  
Job Description: Transportation Area Coordinator  
Job Class Number: 7903

EVALUATION:

Performance of the position will be evaluated annually by an Assistant Superintendent, Executive Director, or designee

APPROVED: 09/18/2000

REVISED: 07/21/2003, 06/01/2015, 06/14/2018