

DATE:
5/24/23

AGENDA ITEM (ACTION ITEM):

Consider/Approve revision to the current job descriptions impacted by changes to policy involving Job Performance Assessments (JPA).

APPLICABLE BOARD POLICY:

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

HISTORY/BACKGROUND:

With the changes to policy no longer requiring a Job Performance Assessment (JPA) upon hire or upon return from leave, all job descriptions impacted by this change require revision. These revisions include a list of the physical demands based on the essential job functions that have been identified by department supervisors in collaboration with St. Elizabeth Business Health, as well as adjustments based on a better alignment to the expectations of the current positions. This transparency on the job description will allow employees and physicians certifying safe return to work to be able to understand and meet expectations of the roles. After this thorough review of job descriptions, neither "Itinerant Bus Driver" nor "Itinerant Bus Monitor" are used job descriptions, thus can be archived at this time rather than adjusted like the others.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval to revise the current job descriptions impacted by changes to policy involving Job Performance Assessments (JPA).


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: Maintenance – Carpenter
Job Class Number: 7443

TITLE: Maintenance – Carpenter

QUALIFICATIONS:

1. Successful completion of a 2-year vocational program of Carpentry or at least 5 years of progressive work experience in the field
2. Should have a working knowledge of installations/repairs of the following; playground equipment, windows, doors, door locks, door locking systems and glass
3. Demonstrates aptitude or competence for assigned responsibilities
4. Any equivalent combination of experience, training, and / or education approved by Kenton County Schools
5. Must have general skills in various maintenance trades
6. Demonstrates aptitude or competence for assigned responsibilities
7. Ability to effectively communicate in verbal and written forms
8. Hold a State Driver's License in good standing
9. Hold a High School Diploma, GED, or equivalent
10. Must have completed all necessary OSHA training modules in order to meet performance responsibilities
11. Computer literate for proper reporting purposes and maintenance records
1. ~~Must pass health examination required of all school employees and pass the district Job Analysis—JPA—Testing Protocol for the Job Title "Maintenance"~~ Meets required physical examination

REPORTS TO: Buildings, Grounds, and Maintenance Supervisor

SUPERVISES:

JOB GOAL: To help maintain the physical school plants in condition of operating excellence so that full educational use of it may be made at all times

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the safe condition of playground equipment, windows, doors, door locks, door locking systems, glass and similar structural elements in the facilities owned or operated by the Board of Education
2. Recommends supplies and equipment needed for above operations
3. Assumes responsibility that safety standards are met in all repairs
4. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb steps 50 up/down
- Push/Pull up to 75 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245
- Salary Schedule: G14 or Journeyman Certification MCAJ on Classified Position Index, on call 24 hours/day, 7 days/week

Kenton County School District
Job Description: Maintenance – Carpenter
Job Class Number: 7443

- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated by the Buildings, Grounds & Maintenance Supervisor

APPROVED: 11/25/1980

REVISED: 07/01/2003, 03/03/2014, 06/01/2015, 06/14/2018

Kenton County School District
Job Description: Buildings, Grounds and Maintenance Supervisor
Job Class Number: 7435

TITLE: Buildings, Grounds and Maintenance Supervisor

QUALIFICATIONS:

1. Knowledge of the basic principles of construction, maintenance, custodial services and security
2. Certification and/or extensive training in the areas of HVAC, Electrical Functions, Asbestos Management, Energy Audits, Refrigeration, Boiler Management and Plumbing Systems
3. Ability to effectively lead, supervise, and communicate with employees under his/her jurisdiction
4. Minimum four (4) years supervisory experience
5. Meets required physical examination

REPORTS TO: Director of Facilities or designee

SUPERVISES: All maintenance, custodial, and grounds personnel

JOB GOAL: Provide all students with a physical learning environment that is safe, clean, and attractive where all building operating systems are smoothly functioning

PERFORMANCE RESPONSIBILITIES:

1. Organizes and implements orientation and training programs for the various segments of the maintenance staff
2. Assists in the recruitment, employment, assignment, supervision, transfer, promotion, demotion or dismissal of maintenance personnel
3. Develops a safe working environment for workers and school personnel
4. Schedules work routines for maintenance personnel
5. Recommends purchase of equipment and supplies
6. Organizes and implements a program of preventative maintenance for roofing systems, HVAC mechanical equipment and other assigned areas
7. Directs and inspects the maintenance of all buildings and grounds as to cleanliness, safety and optimal operations
8. Maintains a District facility database and work order system designed to address all repairs and preventative maintenance
9. Assumes primary responsibility for the safe conditions of lighting fixtures, electrical apparatus, fixtures, wiring, air conditioning, refrigeration, heating units, similar electric elements and plumbing in the facilities owned or operated by the district
10. Coordinates program for receiving, storing and issuing all maintenance and grounds supplies, materials and equipment
11. Conducts periodic inspection of all facilities to audit energy consumption and inspect fire safety and submits a monthly report regarding these inspections to appropriate assistant superintendent/director
12. Works collaboratively with the Support Operations Supervisor to supervise and inspect improvements and renovations performed by outside contractors and verifies completion of contracts before authorizing final payments
13. Reviews on a regular basis all security precautions and procedures
14. Responsible for all District compliance with OSHA, Underground Fuel Storage Tanks, Asbestos Management plan, Wastewater Treatment Facilities and Freon/Refrigerant Evacuation and Capture
15. Oversees the proper working condition of District owned maintenance vehicles and maintains equipment

Kenton County School District
Job Description: Buildings, Grounds and Maintenance Supervisor
Job Class Number: 7435

16. Maintains and manages the District work order system including preventative maintenance schedules with outside contractors and internal staff
17. Oversees the District maintenance budget
18. Assists with the annual District facility needs process
19. Administers safety program and monitors compliance with current OSHA requirements
20. Performs such other tasks and assumes such other responsibilities as assigned
21. Maintains regular attendance
22. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 230 Days
- Salary Schedule: S14 on Classified Professional Salary Schedule
- FLSA Status: Exempt

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb steps 50 up/down
- Push/Pull up to 75 pounds
- Prolonged periods of standing

EVALUATION:

Performance of the position will be evaluated annually by the Director of Facilities, Executive Director, or designee

APPROVED: 06/16/1997

REVISED: 07/21/2003, 05/15/2006, 08/03/2015, 06/14/2018, 03/19/2019, 06/01/2020

Kenton County School District
Job Description: Assistant Maintenance Supervisor
Job Class Number: 8042

TITLE: Assistant Maintenance Supervisor

QUALIFICATIONS:

1. Knowledge of the basic principles of construction, maintenance, custodial services and security
2. Certification and/or extensive training in the areas of HVAC, Electrical Functions, Asbestos Management, Energy Audits, Refrigeration, Boiler Management and Plumbing Systems
3. Ability to effectively lead, supervise, and communicate with employees under his/her jurisdiction
4. Minimum four (4) years supervisory experience
5. Meets required physical examination

REPORTS TO: Buildings, Grounds, and Maintenance Supervisor or designee

SUPERVISES: All maintenance personnel below the level of Assistant Maintenance Supervisor

JOB GOAL: Provide all students with a physical learning environment that is safe, clean and attractive where all building operating systems are smoothly functioning

PERFORMANCE RESPONSIBILITIES:

1. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of maintenance personnel
2. Schedules work routines for maintenance personnel
3. Recommends purchase of equipment and supplies
4. Supervision of all outsourced maintenance services
5. Organizes, implements, and maintains a program of preventative maintenance
6. Supervises operations of heating and cooling plants
7. Maintains district keying management system
8. Assists in the direction and inspections of the maintenance of all buildings as to operational efficiency and safety
9. Assumes responsibility for the safe conditions of lighting fixtures, electrical apparatus, fixtures, wiring, air conditioning, refrigeration, heating units, roofing, similar electric elements, and plumbing in the facilities owned or operated by the district
10. Works collaboratively with the Buildings, Grounds, and Maintenance Supervisor to supervise and inspect improvements and renovations performed by outside contractors and verifies completion of contracts before authorizing final payments
11. Reviews on a regular basis all security precautions and procedures
12. Maintains all playground inspections, accident investigations, and repairs
13. Coordinates annual bleacher, gym equipment, and athletic facility inspections and oversees any identified/required repairs
14. Assists with periodic development of written bidding specifications for all outsourced services
15. Assists with all efforts established to conserve energy
16. Is well versed and capable of operating the districts building automation system
17. Is available to assist with all building level emergencies that may occur after normal working hours
18. Maintains regular attendance
19. Performs other duties as assigned by the supervisor

Assistant Maintenance Supervisor

Kenton County School District
Job Description: Assistant Maintenance Supervisor
Job Class Number: 8042

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb steps 50 up/down
- Push/Pull up to 75 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230 days
- Salary Schedule: S11 on Classified Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Buildings, Grounds and Maintenance Supervisor or designee

APPROVED: 6/3/19

REVISED: 06/01/2020

Kenton County School District
Job Description: Maintenance – Master Electrician
Job Class Number: 7445

TITLE: Maintenance – Master Electrician

QUALIFICATIONS:

1. A successful completion of a 2-year vocational program of Industrial Electric or at least 5 years work experience in the same field
2. Must be a Kentucky certified/licensed electrician
3. Should be knowledgeable of electrical systems from mili voltage to 480 volts
4. Experience and understanding of DDC controls in an industrial/commercial setting
5. Must possess knowledge and work in accordance with the current NEC, NFPA, and OSHA Standards
6. Experience on electrical circuits, trouble shooting and installation including EMT and rigid conduit - all according to National Electrical Code
7. Demonstrates aptitude or competence for assigned responsibilities
8. Any equivalent combination of experience, training, and / or education approved by Kenton County Schools
9. Must be literate, and have general skills in various maintenance trades
10. Ability to effectively communicate in verbal and written forms
11. Hold a State Driver's License in good standing
12. Hold a High School Diploma, GED, or equivalent
13. Must have completed all necessary OSHA training modules in order to meet performance responsibilities
14. Computer literate for proper reporting purposes and maintenance records
1. ~~Must pass health examination required of all school employees and pass the district Job Analysis – JPA- Testing Protocol for the Job Title “Electrician”~~ Meets required physical examination

REPORTS TO: Building, Grounds, and Maintenance Supervisor

SUPERVISES: None

JOB GOAL: To help maintain the physical school plants in a condition of operating excellence so that full educational use of it may be made at all times

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the safe condition of all electrical needs and similar electrical problems in the facilities owned or operated by the Board of Education
2. Assumes responsibility of lighting and 110 volt electrical systems
3. Recommends supplies and equipment needed for above operations
4. Assumes responsibility that safety standards are met in all repairs
5. Assumes electrical responsibility for proper operation of kitchen equipment in all facilities owned or operated by the Board of Education
6. Performs such other electrical tasks and assumes such other responsibilities as assigned
7. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs

Kenton County School District
Job Description: Maintenance – Master Electrician
Job Class Number: 7445

- Climb steps 50 up/down
- Push/Pull up to 75 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- 245/240 Days
- Salary Schedule: G18
- On call 24 hrs. a day, 7 days / week
- Starting time 7:00 a.m. (on the road) until 3:30 p.m. (on the job)
- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated annually by Building, Grounds, and Maintenance Supervisor

APPROVED: 08/09/1982

REVISED: 03/15/2004, 03/03/2014, 06/01/2015, 06/14/2018

Kenton County School District
Job Description: Maintenance - Plumber
Job Class Number: 7444

TITLE: Maintenance – Plumber

QUALIFICATIONS:

1. Successful completion of a 2-year vocational program of Plumbing or at least 5 years of progressive work experience in the field
2. Must be a Kentucky certified/licensed plumber
3. Should have a working knowledge of installations/repairs of the following; toilets/sinks, hot water tanks, grease traps, drinking fountains, irrigation systems, sewage connections, and irrigation systems
4. Demonstrates aptitude or competence for assigned responsibilities
5. Any equivalent combination of experience, training, and / or education approved by Kenton County Schools
6. Must be literate, and have general skills in various maintenance trades
7. Demonstrates aptitude or competence for assigned responsibilities
8. Ability to effectively communicate in verbal and written forms
9. Hold a State Driver's License in good standing
10. Hold a High School Diploma, GED, or equivalent
11. Must have completed all necessary OSHA training modules in order to meet performance responsibilities
12. Computer literate for proper reporting purposes and maintenance records
1. ~~Must pass health examination required of all school employees and pass the district Job Analysis—JPA—Testing Protocol for the Job Title "Plumber"~~ Meets required physical examination

REPORTS TO: Buildings, Grounds, and Maintenance Supervisor

SUPERVISES:

JOB GOAL: To help maintain the physical school plants in condition of operating excellence so that full educational use of it may be made at all times

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the safe condition of pipes, drains, plumbing fixtures, grease traps, drinking fountains, and irrigation systems
2. Assumes responsibility for hot water heaters/tanks, making sure that they are in good working condition at all times in the facilities owned and operated by the Board of Education
3. Recommends supplies and equipment needed for above operations
4. Assumes responsibility that safety standards are met in all repairs
5. Performs such other tasks and assumes such other responsibilities as assigned
6. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb steps 50 up/down
- Push/Pull up to 75 pounds
- Prolonged periods of standing

Kenton County School District
Job Description: Maintenance - Plumber
Job Class Number: 7444

TERMS OF EMPLOYMENT:

- 245/240 Days
- Salary Schedule: G14
- Journeyman Certification G16
- On call 24 hours/day, 7 days/week
- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Buildings, Grounds & Maintenance Supervisor

APPROVED: 11/25/1980

REVISED: 07/01/2003, 03/03/2014, 06/01/2015, 08/03/2015, 06/14/2018

Kenton County School District
Job Description: HVAC Technician
Job Class Number: 7424

TITLE: HVAC Technician

QUALIFICATIONS:

1. ~~Six~~ Five years of progressively responsible HVAC equipment installation, maintenance, and repair experience and completion of a HVAC control training program applicable to type of system, or;
2. Completion of an approved technical training program in the installation, repair, and maintenance of HVAC equipment and completion of a HVAC control training program applicable to type of system and one year of HVAC control maintenance and repair experience, or;
3. Any equivalent combination of experience, training, and / or education approved by Kenton County Schools
4. Must be knowledgeable in sizing area for proper size BTU's for heating and cooling
5. Must be proficient in brazing and soldering techniques
6. Chlorofluorocarbon Certification Type I and II
7. Must have general skills in various maintenance trades
8. Demonstrates aptitude or competence for assigned responsibilities
9. Ability to effectively communicate in verbal and written forms
10. Hold a State Driver's License in good standing
11. Hold a High School Diploma, GED, or equivalent
12. Must have completed all necessary OSHA training modules in order to meet performance responsibilities
13. Computer literate for proper reporting purposes and maintenance records
1. ~~Must pass health examination required of all school employees and pass the district Job Analysis—JPA—Testing Protocol for the Job Title “HVAC Technician”~~ Meets required physical examination

REPORTS TO: Buildings, Grounds & Maintenance Supervisor

SUPERVISES: None

JOB GOAL: Repairs and maintains heating, ventilation, and air conditioning systems throughout the district in order to provide a conducive learning and working environment for the students and staff of the district

PERFORMANCE RESPONSIBILITIES:

1. Knowledge of the tools, materials, and test equipment used in the installation, maintenance, and repair of heating, ventilation, air conditioning, and refrigeration HVAC control systems
2. Installs, maintains, and repairs HVAC equipment including pneumatic, electric, and electronic controls
3. Troubleshoots and repairs HVAC control problems, including dampers, coils, HVAC steam related controls, air handling equipment, and all types of valves
4. Adjusts and calibrates pneumatic/electronic devices to balance the HVAC systems
5. Inspects and services controls on a scheduled basis
6. Responds to service calls and troubleshoots problems
7. Prepares estimates for the repair and/or installation of new HVAC systems and makes recommendations for such repairs and service
8. Troubleshoots and tests controls using test gauges, amp meters, hydro thermographs, and computers
9. Must be able to work and assist any maintenance personnel as directed by the Buildings, Grounds & Maintenance Supervisor
10. Performs other duties as assigned by the supervisor

Kenton County School District
Job Description: HVAC Technician
Job Class Number: 7424

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb steps 50 up/down
- Push/Pull up to 75 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- 245/240 Days
- Salary Schedule: G16 – Salary determined by the Classified Salary Schedule
- On call 24 hours / day, 7 days / week
- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Buildings, Grounds & Maintenance Supervisor

APPROVED: 05/20/2002

REVISED: 07/21/2003, 02/03/2014, 06/01/2015, 06/30/2018

Kenton County School District
Job Description: Mail/Inventory Courier – Maintenance Apprentice
Job Class Number: 7963

TITLE: Main/Inventory Courier – Maintenance Apprentice

QUALIFICATIONS:

1. High School Diploma
2. Valid Driver's License in good standing
3. ~~Must pass health examination required of all school employees and pass the district Job Analysis-JPA Testing Protocol for Maintenance Meets required physical examination~~
4. Demonstrated aptitude or competence for assigned responsibilities

REPORTS TO: Facility Systems Director

SUPERVISES:

JOB GOAL: To help increase the efficiency with which necessary tasks and errands are performed

PERFORMANCE RESPONSIBILITIES:

1. Picks up and delivers mail and payroll
2. Runs errands for the Central Office and Maintenance Staff
3. Assigns and processes postage in the most economical method possible
4. Drives in a safe and courteous manner following all traffic laws
5. Ensures that the district provided vehicle is regularly serviced and kept in a clean condition
6. Moves furniture or equipment between buildings as required for various activities as directed by Facility Systems Director
7. Reports minor exterior building needs including parking lot repairs, tree/shrub trimming/removal, and signage replacement
8. Reports major repairs to the Facility Systems Director
9. Knowledge and ability to properly use tools, equipment, methods and materials in unskilled maintenance trades
10. Maintains and repairs a variety of heating, ventilation, and air conditioning equipment including filter changes, belt changes, and unit lubrications
11. Properly completes, records, and maintains various maintenance inspection logs
12. Drives district vehicle with snow plow to clear snow from district parking lots
13. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb steps 50 up/down
- Push/Pull up to 75 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245
- Salary Schedule: CUST
- FLSA Status: Non-Exempt

Kenton County School District
Job Description: Mail/Inventory Courier – Maintenance Apprentice
Job Class Number: 7963

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy
Evaluation of Support Services Personnel

APPROVED: 10/16/2000

REVISED: 10/22/2007, 06/14/2018

Kenton County School District
Job Description: District Facilities Support Staff
Job Class Number: 8062

TITLE: District Facilities Support Staff

QUALIFICATIONS:

- ~~1. Must pass health examination required of all school employees and pass the district Job Analysis—JPA Testing Protocol for the Job Title "Building Operations Support"—Meets required physical examination~~
2. Demonstrates aptitude or competence for assigned responsibilities

REPORTS TO: Building Operations Supervisor

JOB GOAL: To provide staff with a safe, attractive, comfortable, clean, and efficient place in which to work

PERFORMANCE RESPONSIBILITIES:

1. Keeps the building and premises neat and clean at all times
2. Checks daily to insure that all exit doors are open and all panic hardware are working properly during the hours of building occupancy
3. Sweeps, dusts, and cleans daily
4. Vacuums all carpeted surfaces. Runs carpet shampoo machine annually to all carpets or sooner if needed
5. Scrubs, strips, and waxes hard floor surfaces as needed
6. Cleans and disinfects all restroom floors, sanitary fixtures, and drinking fountains daily
7. Washes all windows on both the inside and outside at least once each year, and more frequently if necessary
8. Keeps the grounds free from rubbish
9. Routinely sweeps and mops stairwells
10. Reports repairs needed promptly to the Supervisor
11. Reports immediately to the Supervisor any damage to school property
12. Assumes responsibility for the closing of the building each day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off
13. Keeps an inventory of supplies and equipment on hand, and requisitions such needed replacements from the Supervisor far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties
14. Moves furniture or equipment within the building as required for various activities and as directed by the Supervisor
15. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste
16. Performs such other tasks and assumes such other responsibilities as assigned

PHYSICAL DEMANDS:

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 15 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb up to 50 steps up/down
- Push/Pull up to 50 pounds
- Prolonged periods of standing

Kenton County School District
Job Description: District Facilities Support Staff
Job Class Number: 8062

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245 Days
- Salary Schedule: CUST on Classified Position Index / CUSJ if Journeyman Level
- FLSA Status: Non-exempt

EVALUATION: Performance of this job will be evaluated by the Assistant Superintendent, Executive Director or designee.

APPROVED: 04/05/21

Kenton County School District
Job Description: School Plant Manager
Job Class Number: 7432

TITLE: School Plant Manager

QUALIFICATIONS:

1. Demonstrates aptitude and skills in Carpentry, Electricity, Plumbing, Heating, Ventilation and Air Conditioning, Window Glass, Supply Inventory, and Delivery
- ~~2. Must pass health examination required of all school employees and pass the district Job Analysis-JPA-Testing Protocol for the Job Title "General Maintenance Technician"-Meets required physical examination~~
3. Minimum of 5 years' experience in building maintenance
4. HVAC certification preferred
5. Must have completed all necessary OSHA *training* modules in order to meet
6. performance responsibilities
7. Computer literate for proper reporting purposes and maintenance records

REPORTS TO: Buildings, Grounds & Maintenance Supervisor; Principal

SUPERVISES:

JOB GOAL: To help maintain the physical school plants' condition of operating excellence so that full educational use of it may be made at all times

PERFORMANCE RESPONSIBILITIES:

1. Maintains the district routine and preventative maintenance program for all building systems
2. Supervises the Building Operations Supervisor and Support personnel
3. Assumes responsibility that safety standards are met in all repairs and that all necessary safety inspections are completed as required
4. Assumes responsibility for boilers, chillers, and all other heating units making sure that they are in good working condition at all times in the facilities owned and operated by the Board of Education
5. Assumes responsibility for the safe condition and cleanliness of flooring door frames, doors, window frames, window glass, hardware, and similar structural elements in the facilities owned or operated by the Board of Education
6. Assumes responsibility for general roof maintenance for all facilities owned and operated by the Board of Education
7. Recommends supplies and equipment needed for operation of the school plant and ensures that all tools and equipment are in safe working condition
8. Assumes responsibility for inventory and delivery of furniture, educational and custodial supplies
9. Assumes responsibility for inventory for proper operation of kitchen equipment in all facilities owned or operated by the Board of Education
10. Performs such yard-keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition
11. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 15 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs

Kenton County School District
Job Description: School Plant Manager
Job Class Number: 7432

- Climb up to 50 steps up/down
- Push/Pull up to 50 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- 245 Days
- On call 24 hours/day, 7 days/week
- Salary Schedule: G15 or G16 (with Journeyman)
- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Building, Grounds and Maintenance Supervisor, Principal

APPROVED: 06/14/2004

REVISED: 09/21/2004, 05/15/2006, 10/19/2009, 06/01/2015, 06/14/2018, 06/01/2020

Kenton County School District
Job Description: Support Operations Supervisor
Job Class Number: 7605

TITLE: Support Operations Supervisor

QUALIFICATIONS:

1. Demonstrates aptitude and skills in Carpentry, Electricity, Plumbing, Heating, Ventilation and Air Conditioning, Window Glass, Supply Inventory, and Delivery
2. ~~Must pass health examination required of all school employees and pass the district Job Analysis—JPA—Testing Protocol for the Job Title "General Maintenance Technician"~~ Meets required physical examination
3. Minimum of 5 years' experience in building maintenance and commercial cleaning
4. Must have completed all necessary OSHA training modules in order to meet performance responsibilities
5. Computer literate for proper reporting purposes and maintenance records

REPORTS TO: Executive Director, Director of Facilities, or designee

JOB GOAL: To help maintain the physical school plants' condition of operating excellence so that full educational use of it may be made at all times

PERFORMANCE RESPONSIBILITIES:

1. Assists each principal with the evaluation of all plant manager positions and support operations staff
2. Assists the principal and school level support operation staff in the preparation of the annual facility needs assessment process
3. Assists with staffing and scheduling activities for all support operation staff
4. Assists with the preparation of all cleaning strategies for each school
5. Assists the Director of Facilities in the preparation of any/all necessary bids for contract services associated with the maintenance and upkeep with District owned facilities
6. Coordinates the snow and ice removal efforts associated with pedestrian pathways for all District owned facilities
7. Prepares and coordinates all annual training in-service for all support operations staff
8. Maintains the safety training program for all support operations staff
9. Responsible for maintaining all Material Safety Data Sheets required for each school location
10. Assists the LEA with proper maintenance of the Asbestos Management Plan for each school location
11. Responsible for correcting any deficiencies noted on local board of health inspections and fire department inspections
12. Assists with the coordination of any outside repairs necessary at each school district owned facility
13. Reviews and approves all support operations staff timesheets
14. Assists each principal with the interview and selection process for all new support operation personnel
15. Assists the Energy Systems Coordinator with the District energy conservation efforts including but not limited to the periodic building shut down procedures
16. Maintains the district routine and preventative maintenance program for all building systems at each school location
17. Supervises the Plant Manager and Building Operations Supervisor
18. Assumes responsibility that safety standards are met during all cleaning operations and while making necessary repairs and that all necessary safety inspections are completed as required
19. Assumes responsibility for the safe condition and cleanliness of flooring door frames, doors, window frames, window glass, hardware, and similar structural elements in the facilities owned or operated by

Kenton County School District
Job Description: Support Operations Supervisor
Job Class Number: 7605

the Board of Education

20. Recommends supplies and equipment needed for operation of the school plant and ensures that all tools and equipment are in safe working condition
21. Coordinates all yard-keeping chores such as grass cutting, tree trimming, as necessary, to maintain the school grounds in a safe and attractive condition
22. Maintains and verifies the completion of all required internal checklist
23. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 15 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb up to 50 steps up/down
- Push/Pull up to 50 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230 Days
- Salary Schedule: S15 on Classified Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION:

Performance of this job will be evaluated annually by the Executive Director, Director of Facilities, or designee

APPROVED: 08/06/12

REVISED: 06/01/15, 08/03/15, 06/01/2020

Kenton County School District
Job Description: Building Operations Supervisor
Job Class Number: 7602, 7606, 7614

TITLE: Building Operations Supervisor

QUALIFICATIONS:

- ~~1. Must pass health examination required of all school employees and pass the district Job Analysis-JPA-Testing Protocol for the Job Title "Building Operations Support"~~ Meets required physical examination
2. Demonstrates aptitude or competence for assigned responsibilities
3. High School Diploma or G.E.D. Certification or demonstrated progress towards obtaining a G.E.D. as required by Kentucky law

REPORTS TO: Principal, School Plant Manager, (indirectly, Buildings, Grounds & Maintenance Supervisor)

SUPERVISES: Building Operations Support employees in that building

JOB GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times

PERFORMANCE RESPONSIBILITIES: (The following are in addition to responsibilities as a building custodian.)

1. Helps in the selection, assignment, scheduling, and training of members of the custodial staff
2. Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency of all buildings
3. Monitors the time records of all custodial employees in the school and certifies them for salary payments
4. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment
5. Evaluates the performance of the custodial staff on a regular basis
6. Strives constantly to promote the safety, health, and comfort of the students and employees
7. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 15 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb up to 50 steps up/down
- Push/Pull up to 50 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245 Days
- Salary Schedule: HCLE (Large Elem), HCME (Med Elem), HCMS (Middle/RR), G8 (Middle JR), G8 (High School), HCHJ (High Sch JR), HCLJ (Elem JR) on Classified Position Index
- FLSA Status: Non-Exempt

EVALUATION:

Performance of this job will be evaluated annually by the principal and the Director of Building, Grounds and Maintenance Supervisor

APPROVED: 11/25/1998

Kenton County School District
Job Description: Building Operations Supervisor
Job Class Number: 7602, 7606, 7614

REVISED: 7/21/03, 6/21/04, 5/15/06, 10/19/09, 6/1/15, 8/3/15, 06/01/2020

Kenton County School District
- Job Description: District Building Operations Supervisor
Job Class Number: 7607

TITLE: District Building Operations Supervisor

QUALIFICATIONS:

- ~~1. Must pass health examination required of all school employees and pass the district Job Analysis—JPA—Testing Protocol for the Job Title "Building Operations Support"—Meets required physical examination~~
2. Demonstrates aptitude or competence for assigned responsibilities
3. High School Diploma or G.E.D. Certification or demonstrated progress towards obtaining a G.E.D. as required by Kentucky law

REPORTS TO: Support Operations Supervisor

SUPERVISES: Building Operations Support employees in the assigned building

JOB GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times

PERFORMANCE RESPONSIBILITIES: (The following are in addition to responsibilities as a Building Operations Support Staff employee.)

1. Daily work assignment will be in school where needed
2. Helps in the selection, assigning, scheduling, and training of members of the custodial staff
3. Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency of all buildings
4. Monitors the time records of all custodial employees in the school and certifies them for salary payments
5. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment
6. Evaluates the performance of the custodial staff on a regular basis
7. Strives constantly to promote the safety, health, and comfort of the students and employees
8. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 15 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb up to 50 steps up/down
- Push/Pull up to 50 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245 Days
- Salary Schedule: HCLE (Large Elem), HCME (Med Elem), HCMS (Middle/RR), HCMC (Middle JR), G8 (High School), HCHJ (High School JR), HCLJ (Elem JR) on Classified Position Index
- FLSA Status: Non-exempt

EVALUATION:

Performance of this job will be evaluated annually by the Director of Building, Grounds and Maintenance Supervisor

Kenton County School District
Job Description: District Building Operations Supervisor
Job Class Number: 7607

APPROVED: 06/01/15

REVISED: 08/03/15, 07/10/17, 06/14/2018

Kenton County School District
Job Description: Café Custodian
Job Class Number: 7234

TITLE: Café Custodian

QUALIFICATIONS:

- ~~1. Must pass health examination required of all school employees and pass the district Job Analysis-JPA-Testing- Meets required physical examination~~
2. Demonstrates aptitude or competence for assigned responsibilities.
3. High School Diploma or G.E.D. Certification or demonstrated progress towards obtaining a G.E.D. as required by Kentucky law
4. Knowledge of:
 1. Basic methods, materials, tools and equipment used in café custodial work and routine maintenance
 2. Proper methods of storing equipment, materials and supplies
 3. Proper lifting techniques

REPORTS TO: Assistant Superintendent, Executive Director, or designee

SUPERVISES: **None.**

JOB GOAL: Perform routine custodial activities at an assigned café site to maintain cleanliness of café in a clean, orderly and secure condition

PERFORMANCE RESPONSIBILITIES:

1. Perform routine custodial activities at assigned school cafe areas in a clean, orderly and secure condition
2. Use cleaning materials, equipment and methods according to pre-determined standards
3. Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work
4. Learn appropriate safety precautions and procedures
5. Perform heavy physical labor
6. Understand and follow oral and written directions
7. Meet schedules and time lines
8. Communicate effectively with others
9. Inspect and assure the security of facilities during assigned shift
10. Communicate effectively both orally and in writing
11. Walk, bend, lift, push and stand for extended periods of time
12. Collaborative with other custodial staff
13. Attend all custodial training
14. Perform routine custodial activities at assigned District school site; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in café
15. Take trash to the dumpster, wipe tables and clean kitchen
16. Clean and disinfect drinking fountains in café
17. Clean exhaust fans and filters according to recommendations
18. Break down and reset tables daily
19. Report safety, sanitary and fire hazards to appropriate authority; report and recommend need for maintenance repairs to appropriate authority; maintain security of buildings; report suspicious or unauthorized individuals on campus; report infractions or rules to supervisor
20. Wash windows and walls in café

Kenton County School District
Job Description: Café Custodian
Job Class Number: 7234

21. Pick up and rake paper, trash and debris around cafe; sweep and clean walkways and entrances of cafe; dispose of trash according to established procedures; wash out trash cans and follow established sanitation procedures and standards
22. Perform other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 15 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb up to 50 steps up/down
- Push/Pull up to 50 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Length of school year not to exceed 175 pupil attendance days, 4 holidays and 1 in-service day
- Salary Schedule: G3 on Classified Position Index
- FLSA Status: Non-Exempt

EVALUATION:

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

APPROVED: 09/10/2012

REVISED: 06/01/2015

Kenton County School District
Job Description: Buildings Operations Support
Job Class Number: 7609

TITLE: Buildings Operations Support

QUALIFICATIONS:

- ~~1. Must pass health examination required of all school employees and pass the district Job Analysis - JPA Testing Protocol for the Job title "Building Operations Support"~~ Meets required physical examination
2. Demonstrates aptitude or competence for assigned responsibilities
3. High School Diploma or G.E.D. Certification or demonstrated progress towards obtaining a G.E.D. as required by Kentucky law

REPORTS TO: Principal, Building Operations Supervisor

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop

PERFORMANCE RESPONSIBILITIES:

1. Keeps all buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity
3. Shovels, plows, and/or sand walks, driveways, parking areas, and steps, as appropriate
4. Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy
5. Sweeps classrooms daily and dusts furniture
6. Cleans corridors after school each day, and during the day when their condition requires it
7. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily
8. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary
9. Keeps the grounds free from rubbish
10. Performs such yard-keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition
11. Keeps all floors in a clean and attractive condition and in a good state of preservation
12. Cleans all chalkboards at least once a week
13. Makes such minor building repairs as he is capable of
14. Reports major repairs needed promptly to the principal
15. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing
16. Reports immediately to the principal any damage to school property
17. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and his attendance required by the principal
18. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off
19. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties

Kenton County School District
Job Description: Buildings Operations Support
Job Class Number: 7609

20. Conducts an ongoing program of general maintenance, upkeep, and repair
21. Moves furniture or equipment within buildings are required for various activities and as directed by the principal
22. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste
23. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 15 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb up to 50 steps up/down
- Push/Pull up to 50 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245 Days
- Salary Schedule: CUST on Classified Position Index / CUSJ if Journeyman Level
- FLSA Status: Non-exempt

EVALUATION:

Performance of this job will be evaluated by an Assistant Superintendent, Executive Director, or designee

APPROVED: 11/25/08

REVISED: 7/21/03, 6/21/04, 5/15/06, 10/19/09, 6/1/15, 8/3/15

Kenton County School District
Job Description: School Food Service Manager
Job Class Number: 7210, 7211, 7212

TITLE: School Food Service Manager

QUALIFICATIONS:

1. Level 1 - High School Diploma Experience preferred
2. Level 2 - Completion of a 2 year associates degree in a related field
3. Level 3 - Bachelor's Degree in a related field
4. Meets required physical examination

REPORTS TO: Assistant Superintendent, Executive Director, or designee

SUPERVISES: None

JOB GOAL: To insure that food of high nutritious quality, according to USDA standards for Child Feeding Programs, is made available to each student in that school, and to insure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students

PERFORMANCE RESPONSIBILITIES:

1. Assigns, directs, plans, and supervises the work of school food service employees
2. Plans and directs the preparation and serving of all food in the school cafeteria
3. Directs sanitation procedures in accordance with acceptable sanitation rules
4. Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes
5. Assumes responsibility for the security of food and supplies from successful bidders
6. Assumes responsibility for the security of revenue of school food services and deposits in bank in accordance with directives from Directory of Food Services
7. Checks food shipments into school cafeteria, signing all invoices
8. Determines quantities of each food to be prepared daily
9. Determines proper serving size to meet guidelines and effectively communicates the information to cafeteria workers
10. Makes reports to Director of Food Services as required to meet cash-based accounting procedures as deemed necessary by State Department of Education, Division of School Food Services
11. Confers with Director of Food Services regarding any personnel problems
12. Reports to Director of Food Services any faulty or inferior quality food and/or other items received
13. Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware and utensils
14. Supervises the daily perpetual inventory of food and supplies and the actual count at end of month for inventories
15. Oversees the locking of the storerooms
16. Works with the Director of Food Services, teachers, principal, parents and students for input into child nutrition programs
17. Attends meetings as designated by Director of Food Services to attend
18. Performs other duties as assigned by the supervisor

Kenton County School District
Job Description: School Food Service Manager
Job Class Number: 7210, 7211, 7212

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift table to overhead up to 25 pounds
- Carry up to 50 pounds
- Climb up to 50 steps up/down
- Push/Pull up to 75 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Length of year not to exceed 177 pupil attendance days, 4 holidays, and 6 professional development days
- Salary Schedule
 - Level 1: Pay Grade 5 for enrollment <850, Pay Grade FMHS if enrollment >=850
 - Level 2: Pay Grade 8
 - Level 3: Pay Grade 10
- FLSA Status: Non-Exempt

EVALUATION:

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

APPROVED: 11/25/1980

REVISED: 05/19/2003, 06/01/2015, 04/03/2017, 02/05/2018, 06/14/2018

Kenton County School District
Job Description: Operations System Coordinator, Student Nutrition
Job Class Number: 7232

TITLE: Operations System Coordinator, Student Nutrition

QUALIFICATIONS:

1. High School Diploma
2. Computer Literate
3. Good Communication Skills
4. Meets required physical examination

REPORTS TO: Assistant Superintendent/Director

SUPERVISES: None

JOB GOAL: Organize, coordinate, and support student nutrition programs. Serve as the liaison between Director and others in the implementation of program objectives and activities

PERFORMANCE RESPONSIBILITIES:

1. Perform responsible duties in support of specific programs at the District level
2. Monitor all food service facilities and staff
3. Work closely with other program personnel to coordinate activities and assure compliance with program and District directives
4. Provide various services and implement functions for the program involving direct or indirect contact with students, parents, outside program officials, regulatory agencies and others
5. Provide input to District-wide reports for an assigned program; monitor program policies as directed.
6. Analyze program material and provide input for modification as required
7. Research, collect and compile data as directed to develop reports; analyze data and suggest implications
8. Work cooperatively with others
9. Train new employees on kitchen and food safety regulations
10. Perform other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift table to overhead up to 25 pounds
- Carry up to 50 pounds
- Climb up to 50 steps up/down
- Push/Pull up to 75 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- 200 Days
- Salary Schedule: G12
- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Assistant Superintendent/Director

APPROVED: 07/23/2007

Kenton County School District
Job Description: Operations System Coordinator, Student Nutrition
Job Class Number: 7232

REVISED: 09/14/2015, 12/04/2017, 06/14/2018

Kenton County School District
Job Description: School Food Service Worker
Job Class Number: 7241

TITLE: School Food Service Worker

QUALIFICATIONS:

1. High School diploma preferred
2. Able to read and understand recipes
3. Meets required physical examination
4. Hours may change during year due to schedules and number of students participating

REPORTS TO: School Food Service Manager and/or the Director of Student Nutrition School Food Service Manager

SUPERVISES: None

JOB GOAL: To serve the students attractive and nutritious meals, according to USDA standards for Child Feeding Programs, in an atmosphere of efficiency, cleanliness, and warmth

PERFORMANCE RESPONSIBILITIES:

1. Checks assignment sheets, as posted by Manager, for weekly assignments
2. Follows instructions given by Manager on positions to work, being flexible according to the needs of the day
3. Prepares food according to the planned menu and tested recipes
4. Makes notes on acceptability of food items by students
5. Maintains the highest standards of safety and cleanliness in the kitchen
6. Assists in the preparation and serving of food in a quick and pleasant manner and sees that the supply of food offered is replenished regularly
7. Assists in daily cleanup of kitchen and service areas
8. Stores or disposes of unused food in proper manner
9. Assists in the storage of commodities, food items, and supplies, as received
10. Assists in the cleaning of ovens, refrigerators, storerooms or any cleaning job designated by manager
11. Works in dish room, as assigned, either scraping dishes, operating dishwasher, or stacking clean dishes and storing in proper area
12. Maintains the trash and garbage collection in a neat and sanitary way
13. Calls immediately for manager and an attending teacher in the event of any problem involving students; any incident involving physical confrontation; any incident that appears to be of more than momentary disruption
14. Attends School Food Service meetings when possible
15. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift table to overhead up to 25 pounds
- Carry up to 50 pounds
- Climb up to 50 steps up/down
- Push/Pull up to 75 pounds
- Prolonged periods of standing

Kenton County School District
Job Description: School Food Service Worker
Job Class Number: 7241

TERMS OF EMPLOYMENT:

- Days per fiscal year: Length of school year not to exceed 175 pupil attendance days, 4 holidays and 1 in-service day
- Salary Schedule: G1 on Classified Position Index
- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated by the School Food Service Manager and/or the Director of Student Nutrition

APPROVED: 11/25/1980

REVISED: 05/19/2003, 06/01/2015, 06/07/2016, 06/14/2018

Kenton County School District

Job Description: Bus Driver

Job Class Number: 7941

TITLE: Bus Driver

QUALIFICATIONS:

1. Valid operator's license
2. ~~Must pass health examination required by all school employees~~ Meets required physical examination
3. Positive character references
4. High School Diploma or G.E.D. Certification or demonstrated progress towards obtaining as required by Kentucky law

REPORTS TO: Assistant Superintendent, Executive Director, or designee Director of Transportation

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws
2. Observes all mandatory safety regulations for school buses
3. Maintains discipline when students are on bus
4. Reports undisciplined students to the proper authority
5. Keeps assigned bus clean
6. Keeps to assigned schedule
7. Checks bus before each operation for mechanical defects
8. Fuels bus
9. Notifies the proper authority in case of mechanical failure or lateness
10. Discharges students only at authorized stops
11. Exercises responsible leadership when out-of-district school trips
12. Transports only authorized students
13. Reports all accidents and completes required reports
14. Enforces regulations specified in Bus Drivers Manual as approved by the Board of Education
15. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 30 pounds/lift overhead up to 30 pounds
- Carry up to 30 pounds
- Climb up to 50 steps up/down
- Push/Pull up to 50 pounds
- Must be able to assist passengers when needed

TERMS OF EMPLOYMENT:

- Days per fiscal year: 181 Days
- Salary Schedule: BUSD on Classified Position Index
- FLSA Status: Non-Exempt

EVALUATION:

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

Kenton County School District
Job Description: Bus Driver
Job Class Number: 7941

APPROVED: 11/25/80

REVISED: 5/19/03, 10/19/09, 6/1/15, 8/3/15, 6/7/21

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 Minimum five (5) years of responsible experience in a student transportation function preferred
3. 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
4. Knowledge of modern practices, procedures and equipment for the operation of a school district transportation system
5. Knowledge of principles of supervision, safe driving practices, efficient and economical bus routing and scheduling of employees
6. ~~Physical and drug testing required for all employees~~ Meets required physical examination
7. Ability to communicate and work effectively with others; positive attitude

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

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

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 30 pounds/lift overhead up to 30 pounds
- Carry up to 30 pounds
- Climb up to 50 steps up/down

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

- Push/Pull up to 50 pounds
- Must be able to assist passengers when needed

TERMS OF EMPLOYMENT:

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

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, 12/5/2022

Kenton County School District
Job Description: Bus Monitor ~~Health Assistant~~
Job Class Number: ~~7942~~, 7943

TITLE: Bus Monitor ~~Health Assistant~~

QUALIFICATIONS:

1. High School Diploma or GED
2. Demonstrated competence and/or experience with supervising and monitoring children and specifically special education children
- ~~3. Perform assigned responsibilities, including medical treatments~~
4. Positive character references
5. ~~Health examination required of all school employees~~ Meets required physical examination
6. Demonstrate competence and/or experience with supervising children and specifically special education children
- ~~7. CPR current certification~~

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

SUPERVISES: ~~Students assigned to bus~~ None.

JOB GOAL: To work with school bus driver to provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program and directly provide medical assistance and monitoring for targeted students

PERFORMANCE RESPONSIBILITIES:

1. Works with driver, parents, and/or school personnel so that safe and proper student loading and unloading procedures are followed at home, schools, or designated stops
2. Attends to the needs of students on bus and informs school personnel of any unusual behavior or health problem; attends to the specialized health needs of students including providing medical treatment in accordance with physician instruction, State Law and District regulations and as delegated by the District Health Coordinator. May include oral or tracheal suctioning, tracheal tube replacement, seizure monitoring, administration of emergency medicines and knowledgeable in emergency care of students with some chronic diseases (diabetes, asthma)
3. Displays competence and ability in performing medical procedures as trained by the District Nurse or School Nurse
4. Along with driver, works in keeping order and discipline on bus
5. Makes sure all students are seated properly and all special education students are secured properly either in their seat or their wheelchair
6. Along with driver, acts as liaison between parent and school
7. When needed, requests proper equipment and/or supplies from the transportation department
8. In the event of breakdown, works with driver to insure that the safety of the children is maintained
9. Attends in-service meetings when required
10. Informs transportation office of any problems or unsafe practices that may arise which could result in injury to the occupants of the bus
11. Performs other reasonable duties or assignments as pertaining to the transportation of all students
12. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

Kenton County School District
Job Description: Bus Monitor ~~Health Assistant~~
Job Class Number: ~~7942~~, 7943

- Lift floor to table up to 50 pounds/lift table to chest up to 30 pounds/lift overhead up to 30 pounds
- Carry up to 30 pounds
- Climb up to 50 steps up/down
- Push/Pull up to 50 pounds
- Must be able to assist passengers when needed

TERMS OF EMPLOYMENT:

- Days per fiscal year: ~~175 Pupil Attendance Days + 4 holidays, and 2 in-service days~~ 181
- Salary Schedule: G2 on Classified Position Index
- FLSA Status: Non-Exempt

EVALUATION:

Performance of this job will be evaluated annually by an Assistant Superintendent, Executive Director, or designee

APPROVED: 2/8/2005

REVISED: 6/1/2015, 8/3/2015

Kenton County School District
Job Description: Instructional Assistant
Job Class Number: Instructional Assistant– 7317,
Instructional Assistant Preschool – 8037, Instructional Assistant Special Education - 8047

TITLE: Instructional Assistant (including Preschool, Title I and Special Education) (Level I, II, III)

QUALIFICATIONS:

1. Education:
 - a. Level I: High School diploma or GED
 - b. Level II: Minimum of 48 earned college credit hours or completion of an Associate's degree OR Level I plus 50 hours of District approved professional learning above the District required 24 professional development hours per year
 - c. Level III: Bachelor's Degree
2. Title I Instructional Assistant only: Meet a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, such as, but not limited to, passage of the Kentucky Paraeducator Assessment (KPA)
 - a. Knowledge of, and the ability to assist in instructing reading, writing and mathematics; or
 - b. Knowledge of, and the ability to assist in instructing reading, readiness, writing readiness, and mathematics readiness, as appropriate
- ~~3. Preschool and Special Education Instructional Assistants must pass the district Job Placement Analysis (JPA) testing protocol Meets required physical examination~~
4. Demonstrated aptitude or competence for assigned responsibilities
5. Demonstrated ability to communicate effectively with students, staff, parents and the community

REPORTS TO: Principal and assigned supervising teacher

SUPERVISES: None

JOB GOAL: To provide a well-organized, smoothly functional class environment in which students can take full advantage of the instructional program and available resource materials

PERFORMANCE RESPONSIBILITIES:

1. Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress
2. Participate as member of an instructional team including remediation teams; develop appropriate relationships with parents and team members; serve as a resource person to the student personnel evaluation team if required
3. Assist in administering diagnostic and other tests; score and record test information; read, understand and assist in implementing, recording and monitoring student's IEP as necessary
4. Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary
5. Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records
6. Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies
7. Implement strategies and procedures developed by teachers to maintain safe, supportive, and inclusive learning environments
8. Implement strategies that promote the student's independence across all relevant educational settings

Kenton County School District
Job Description: Instructional Assistant
Job Class Number: Instructional Assistant– 7317,

Instructional Assistant Preschool – 8037, Instructional Assistant Special Education - 8047

9. Based on program and student needs, assist teachers and related service professionals in carrying out tube feeding, catheterization, toileting, diapering (including lifting), administering medication, feeding, positioning and other health related procedures required by students who have special health care needs, and maintain appropriate records of these activities
10. Assure the health and safety of students by following health and safety practices and regulations including de-escalation techniques. May require annual training and re-certification in safe crisis management
11. Read to students, listens to students read, and participates in other forms of oral communication with students
12. Help student's master instructional content assigned by teacher
13. Assist with lunch, snack, and cleanup routines, as appropriate
14. Assist with wash-up and toilet routines, as appropriate
15. Help students with organization and management of materials
16. Operate and cares for equipment used in the classroom for instructional purposes
17. Assure the health and safety of students by following health and safety practices and regulations
18. Participate in meetings and in-service training programs as assigned
19. Assist with the supervision of students during emergency drills, assemblies, structured activity time, and field trips
20. Maintain regular attendance
21. Perform other duties as assigned by the supervisor

PHYSICAL DEMANDS IN PRESCHOOL & SPECIAL EDUCATION ASSIGNMENTS:

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds
- Carry up to 40 pounds
- Climb steps 50 up/down
- Push/Pull up to 50 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Days per fiscal year:
 - Instructional Assistant (including Preschool, Title I and Special Education): 185 days
- Salary Schedule:
 - Level I: G2 on Classified Position Index
 - LEVEL II: G5 on Classified Position Index
 - LEVEL III: G10 on Classified Position Index
- FLSA Status: Non-exempt

EVALUATION:

Performance of the position will be evaluated annually by Principal in collaboration with supervising teacher

APPROVED: 11/25/80

REVISED: 08/21/00, 06/01/2015, 06/14/2018, 06/03/2019, 07/05/21

Kenton County School District
Job Description: Bus Garage Manager
Job Class Number: 7911

TITLE: Bus Garage Manager

QUALIFICATIONS:

1. At least 10 years Diesel Mechanic or 10 years combined experience as a Mechanic and supervisor or Manager of Diesel shop
2. Demonstrates aptitude or competence in assigned responsibilities including use of computer programs
3. Possess and maintain class A or B license and be able to obtain passenger and school bus endorsements within 6 months of hire date
4. Meets required physical examination

REPORTS TO: Director of Transportation, Executive Director, or designee

SUPERVISES: Mechanics and Assistant Mechanics and office staff

JOB GOAL: To insure that all pupil transportation vehicles are maintained in a high state of efficiency and safety, to insure that the bus garage is operated in a safe and efficient manner

PERFORMANCE RESPONSIBILITIES:

1. Is a leader and leads by example. Advocates and supports all district policies, Procedures and personnel; works cooperatively with others. Professional appearance, organized, sets standard for employees to follow
2. Schedules mechanics work projects. Can multi-task, plans and organizes. Monitors employee productivity. Verifies all time entries
3. Monitors and supervises procedure for requisitioning parts and supplies, ensuring proper documentation and records are maintained and district purchasing procedures are followed to manage cost
4. Maintains quality workmanship in all shop operations, addresses deficiencies, identifies and addresses rework. Makes regular and thorough inspections of work completed in the Bus Garage
5. Analyzes mechanical problems and schedules their correction. Assists mechanics and assistants in analyzing and determining vehicle problems
6. Instructs drivers in maintenance tasks which the driver must perform
7. Ensures timely, up-to-date and accurate records exist and are properly maintained, of a repair work, inspections, training and other such records as needed and required by law or statute. Verifies that all records are correct and complete
8. Operations to maintain cost effective and efficient performance on key cost factors such as safety, staffing, asset usage and utilization, preventative maintenance and repairs, parts inventory and fuel. Promotes a clean and safe work environment in office and shop operations
9. Is "on call" on nights and weekends and carries a district issued cell phone to address emergencies
10. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 75 pounds/lift table to chest up to 50 pounds/lift table to overhead up to 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Push/Pull up to 75 pounds

Kenton County School District
Job Description: Bus Garage Manager
Job Class Number: 7911

- Must be able to assist passengers when needed
- Must be able to work safely in a noisy area with many odors present.

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245 Days
- Salary Schedule: S16 on Classified Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION:

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

APPROVED: 11/25/80

REVISED: 1/21/14, 6/1/15, 8/3/15, 6/14/18, 06/01/2020

Kenton County School District
Job Description: Lead Mechanic
Job Class Number: 7914

TITLE: Lead Mechanic

QUALIFICATIONS:

1. Prior experience as a qualified mechanic
2. Ability to accept responsibility, assist mechanics to make decisions as may be required and work without direct supervision
3. Possesses the physical and mental ability, as well as driving skills, to operate and drive a bus safely and satisfactorily
4. Meets required physical examination
- ~~5. Has the ability to lift and move objects weighing at least 75 pounds numerous times per day~~
6. Must pass a motor vehicle records (MVR) driving record check
7. Holds a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a Kentucky School Bus Driver Certificate or must obtain a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a KY School Bus Driver Certificate within ninety (90) days of employment

REPORTS TO: Director of Transportation, Assistant Director of Transportation, or Bus Garage Manager

SUPERVISES: Mechanics and Assistant Mechanics

JOB GOAL: To insure that all pupil transportation vehicles are maintained in a professional and safe manner and that the bus garage is operated in a safe, professional and efficient manner

PERFORMANCE RESPONSIBILITIES:

1. Perform any work that is required of a mechanic
2. Perform as a working leader
3. Assist the Bus Garage Manager in the scheduling of work, analyzing problems and instructs drivers in maintenance tasks
4. Make thorough inspections of all work completed in the garage
5. Promote a high standard of safety, good housekeeping and professionalism in the work area
6. Maintain regular attendance
7. Fill in as a bus driver when directed by the Director of Transportation or designee
8. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245
- Salary Schedule: Classified Employees Salary Schedule, G17
- FLSA Status: Non-Exempt

PHYSICAL DEMANDS

- Lift floor to table up to 75 pounds/lift table to chest up to 50 pounds/lift table to overhead up to 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Push/Pull up to 75 pounds
- Must be able to assist passengers when needed

Kenton County School District
Job Description: Lead Mechanic
Job Class Number: 7914

- Must be able to work safely in a noisy area with many odors present.

EVALUATION:

Performance of the position will be evaluated annually by Director of Transportation, Assistant Director of Transportation, or Bus Garage Manager

APPROVED: 06/11/1990

REVISED: 08/17/1998, 07/21/2003, 06/01/2105, 08/03/2015, 06/14/2018, 06/01/2020, 08/03/2020,

Kenton County School District
Job Description: Mechanic
Job Class Number: 7916

TITLE: Mechanic

QUALIFICATIONS:

1. Prior experience as a mechanic
2. Possesses the physical and mental ability, as well as driving skills, to operate and drive a bus safely and satisfactorily
3. ~~Has the ability to lift and move objects weighing at least 75 pounds numerous times per day~~
4. Must pass a motor vehicle records (MVR) driving record check
5. ~~Meets required physical examination~~
6. Holds a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a Kentucky School Bus Driver Certificate ~~or~~ must obtain a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a KY School Bus Driver Certificate within ninety (90) days of employment

REPORTS TO: Director of Transportation, Assistant Director of Transportation, or Bus Garage Manager

SUPERVISES: None

JOB GOAL: To ensure all transportation vehicles are maintained in a high state of repair.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written guidelines, procedures, and directions from supervisor related to job responsibilities
2. Completes overhauls of: engines, transmissions, differential, and other component parts
3. Performs engine tune-ups
4. Installs tires
5. Completes electrical repairs, body repairs, repairs on brake systems, steering repairs, and other necessary repairs to district vehicles
6. Responds to road service calls
7. Repairs seats, glass, mirrors, doors and other components of a district vehicle
8. Maintains regular attendance
9. Fills in as a bus driver when directed by the Director of Transportation or designee
10. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 75 pounds/lift table to chest up to 50 pounds/lift table to overhead up to 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Push/Pull up to 75 pounds
- Must be able to assist passengers when needed
- Must be able to work safely in a noisy area with many odors present.

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245
- Salary Schedule: Classified Employees Salary Schedule, MECH

Kenton County School District
Job Description: Mechanic
Job Class Number: 7916

- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated annually by Director of Transportation, Assistant Director of Transportation, or Bus Garage Manager

APPROVED: 11/25/1980

REVISED: 07/21/2003, 06/01/2015, 08/03/2015, 06/14/2018, 08/03/2020