

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** July 13, 2023

TOPIC/TITLE: Creation of Position

PRESENTER: Ashley Sullivan *AS*

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:

Increased responsibilities of the Community Education/ETC Program Manager, including hiring needs, payroll tasks, and grant funds which necessitate the need for an assistant to the Coordinator

SUMMARY OF MAJOR ELEMENTS:

Requesting that the Board create a Community Education/ETC Program Manager Assistant. This position would work 35 hours a week and 240 days. The anticipated starting salary for this position would be \$31,130 and be paid from ETC funds.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended

Danny Adley

Position Title: Community Education Program Manager Assistant

Reports to: Ashley Sullivan

Schedule Available

- 10:00am - 5:30pm Monday thru Friday
- Works 5 days a week
- Occasional Full-Day shifts or morning hours may be required with ample notice
- Weekends, holidays, and nights are NOT required

Responsibilities and Duties

- Work productively and consistently with the Director, Program Manager, Site Assistants, youth, parents, and school community
- Assist in registration, preparing activities, tracking attendance, and student information record-keeping
- Promote a supportive environment with positive behavioral strategies
- Implement planned enrichment activities
- Assist in coordinating and distributing snacks/lunch
- Maintain order and procedures during all activities
- Assist students with homework assignments
- Supervise a team of Assistants and small groups of children
- Perform light cleaning and organizational tasks
- Participate in scheduled professional development training
- Ensure the safety of staff and students daily by following and upholding the Kentucky State Licensing Child Care Regulations
- Create and review curriculum and activities for elementary age children
- Assist in hiring of new staff for all after-school programs
- Maintain records for all Community Education employees according to Division of Regulated Child Care standards
- Maintaining excess supply control
- Monitoring dry goods expiration dates
- Other duties as assigned by the Program Manager or Director

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Qualifications and Skills

- Ability to work well and positively with adult staff and children
- Creative
- Good communication skills
- Ability to assist students in academic work

- Interest in providing a positive and enriching environment for children K-5
- Proficient computer skills (i.e. Microsoft Suite, Google Suite)
- Excellent organization and time management skills
- High School Diploma or G.E.D. Certificate - experience in childcare and/or management helpful
- Pass health examination
- Have no immoral or criminal history
- Must be able to lift a minimum of 50 pounds