

DATE:
4/15/2024

AGENDA ITEM (ACTION ITEM):

Consider/Approve revisions to the current job descriptions for “District Mental Health Services Consultant”, “Maintenance Assistant- District Courier”, and “Assistant Director of Human Resources”.

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 job descriptions for “District Mental Health Services Consultant”, “Maintenance Assistant- District Courier”, and “Assistant Director of Human Resources”. The attached proposals for changes in the job descriptions are more aligned to educational/certification, performance goals/expectations, and experiential needs of the current positions as well as the need for alignment of supervisors in accordance with the organizational chart for the District.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval to revise the current job descriptions for “District Mental Health Services Consultant”, “Maintenance Assistant- District Courier”, and “Assistant Director of Human Resources”.

CONTACT PERSON:

Malina Owens

Principal/Administrator

Malina Owens

District Administrator

[Signature]

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: District Mental Health Services Consultant
Job Class Number: 4010

TITLE: District Mental Health Services Consultant

QUALIFICATIONS:

1. Valid Kentucky school psychologist, school counselor, or ~~school social worker certification~~ **certified social worker**
2. Minimum of five (5) years school experience
3. Master's Degree

REPORTS TO: ~~Assistant Superintendent, or designee~~ **Director of Districtwide Programs**

SUPERVISES: None

JOB GOAL: To facilitate, support, and develop mental health programs and services in the Kenton County School District including: social emotional programming, trauma informed care, threat assessment and crisis intervention.

PERFORMANCE RESPONSIBILITIES:

1. Facilitate the implementation, monitoring and analysis of crisis and threat assessments, trauma informed care, social emotional learning, and mental health services in the district
2. Facilitate the coordination of support services for students with mental health and social emotional needs
3. Review MTSS school plans and structures. Make recommendations to schools
4. Consult with and support teachers, psychologists, social workers, counselors, and school safety teams with the and development of plans to address trauma informed care, social emotional learning, and student mental health needs
5. Assist teachers, counselors, psychologists, and social workers with training and completion of assessments and with data collection and analysis
6. Regularly consult with teachers, counselors, psychologists, and social workers regarding current social emotional learning, trauma informed care, and mental health programs and students
7. Maintain consultation notes and share on a regular basis with district administrative staff and school level staff
8. Attend scheduled district meetings as needed or requested
9. Participate in ongoing professional learning related to job duties
10. Plan and facilitate professional learning for district staff, schools and teams of teachers based on identified needs related to social emotional learning, trauma informed care, threat and crisis assessment, and mental health
11. Train school personnel and conduct suicide risk assessments and threat assessments with students as necessary
12. Participate as a member of a team of mental health professionals with the writing of grants for social emotional learning, trauma informed care, and mental health services to be utilized in the school district
13. Facilitate and support any district sponsored programs related to mental health, trauma informed care, threat and crisis assessment, and social and emotional learning
14. Serve as a resource on social and emotional learning curriculums at all grade levels
15. Observation of students for consultation with teachers, psychologists, counselors, social workers, and administrators on mental health and social emotional learning supports

District Mental Health Services Consultant

Kenton County School District
Job Description: District Mental Health Services Consultant
Job Class Number: 4010

16. Coach and mentor teachers, psychologists, counselors, social workers, and administrators on creating a trauma informed environment to support students with mental health needs
17. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 220 days
- Salary Schedule: Certified Salary Schedule and Academic Program Consultant Index
- FLSA Status: Exempt

EVALUATION:

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

DATE APPROVED: 08/15/94

APPROVED: 06/04/01, 07/16/01, 05/19/03, 06/02/14, 06/01/2015, 08/03/2015, 06/01/2020

Kenton County School District
Job Description: ~~District Courier~~— Maintenance Assistant — ~~District Courier~~
Job Class Number: 7963

TITLE: ~~District Courier~~— Maintenance Assistant — ~~District Courier~~

QUALIFICATIONS:

1. High School Diploma
2. Valid Driver's License in good standing
3. Meets required physical examination
4. Demonstrated aptitude or competence for assigned responsibilities

REPORTS TO: Maintenance Supervisor, or designee

SUPERVISES: None

JOB GOAL: ~~To assist with the safe and timely delivery of items throughout the District while supporting the Maintenance and Building Operations teams~~ Supporting the Maintenance and Building Operations teams and assisting with the safe and timely delivery of items throughout the District.

PERFORMANCE RESPONSIBILITIES:

1. Performs various Maintenance and Building Operations responsibilities as assigned by the Maintenance Supervisor
2. ~~Picks up and delivers mail, payroll, and other assigned items~~
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 the Maintenance Supervisor
7. Reports minor exterior building needs including parking lot repairs, tree/shrub trimming/removal, and signage replacement
8. Reports major repairs to the Maintenance Supervisor
9. Knowledge and ability to properly use tools, equipment, methods and materials in unskilled maintenance trades
10. Properly completes, records, and maintains various maintenance inspection logs
11. Performs other duties as assigned by the supervisor or designee

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: ~~District Courier~~ Maintenance Assistant – District Courier

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, 06/05/2023, 7/3/2023

Kenton County School District
Job Description: Assistant Director of Human Resources
Job Class Number: 7655

TITLE: Assistant Director of Human Resources

QUALIFICATIONS:

1. Holds a **valid Kentucky Administrative certificate endorsed for the position of school administration preferred, or** bachelor's degree in Human Resources, Business Administration or related field
2. **Minimum of three (3) years' Administrative experience in school programs preferred, or** experience in Human Resources, Personnel or employee relations
- ~~3. Minimum of one (1) year in a lead or supervisory role~~
- ~~4. Human Resource certification preferred~~
- ~~5. Experience with personnel duties in an educational setting preferred~~

REPORTS TO: **Assistant Superintendent/** Executive Director of Human Resources

SUPERVISES: Assigned Human Resource team members

JOB GOAL: Assists the **Assistant Superintendent/** Executive Director of Human Resources with the overall administration, coordination and evaluation of the human resource function

PERFORMANCE RESPONSIBILITIES:

1. Interprets, applies and explains District policies, procedures, rules and regulations pertaining to all personnel
2. Assists with District compliance of federal, state and local legislation pertaining to all personnel matters
3. Reviews and makes recommendations for improvement of the District's policies and procedures on personnel matters
4. Assists in the organization, planning, direction and implementation of programs, activities and onboarding surrounding employee relations
5. Supervises and evaluates assigned staff of the Human Resource team
6. Assists in the development and management of Human Resource team members
7. Provides support and assistance to the Human Resource team, which may include performing specific duties of Human Resource team members, during absences and times of peak demand
8. Oversees and supervises the substitute employee management system
9. Works closely with the Finance team on payroll setup processes and procedures as well as the efficient and effective use of the District's payroll software as it relates to the relationship between Human Resources and Finance
10. Assists in the review and preparation of the District's wage and salary program
11. Assists in maintaining records and files according to all applicable policies, procedures and laws
12. Coordinates or conducts exit interviews to determine reasons behind separations
13. Advises administrators to assist them in carrying out their responsibilities on personnel matters
14. Assists in the organization, planning, direction and implementation of recruitment and employment marketing strategies for all District positions
15. Plans and organizes work while meeting schedules and deadlines
16. Establishes and maintains cooperative and effective working relationships with others
17. Attends all meetings and/or presides over other meetings as the supervisor designates
18. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

Kenton County School District
Job Description: Assistant Director of Human Resources
Job Class Number: 7655

- Days per fiscal year: 230
- Salary Schedule: **Certified Salary Scale and Assistant Director Index** or S18 on Classified Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the **Assistant Superintendent/** Executive Director of Human Resources

APPROVED: 09/10/2018

REVISED: 06/01/2020