

Julie Kaeff's Responsibilities:

Court

- Prepare court reports for weekly docket (attendance, behavior, grades, PLP, and summary reports) submitted to the County Attorney and Family Court Case Manager
- Assist with recommendations and course of action in student legal proceedings; such as, court appearances, depositions, subpoenas, and others.
- Serve as a liaison to the court when student records have been requested by the parents or ordered by the court and provides information on cases involving law enforcement.
- Assist in the preparations for expulsion hearings and formal hearings regarding students recommended for disciplinary action.
- Submit daily attendance reports to county attorney for students under court orders
- Represent Newport Independent School District at Family Court's DNA (Dependency, Neglect, and Abuse) docket on Wednesdays (AM and PM)
- Represent Newport Independent School District at Family Court's Status Docket (Thursdays PM)
- Represent Newport Independent School District in District Juvenile Court when needed
- Represent Newport Independent School District at detention hearings and any other case where the county attorney requests our presence (daily as needed)
- Administrative Office of the Courts/Court Designated Workers Family Accountability, Intervention, and Response (FAIR) Team Member (Meets monthly and additionally when needed plus follow-up with court designated worker specialist)
- District point of Contact for Campbell County Circuit Clerk's Office
- District point of contact for Campbell County Commonwealth Attorney's Office
- Provide DPP, school principals, and assistant principals updates regarding court proceedings
- Maintain a running log of all court filings that also includes an analysis of the filings utilizing nominal qualitative data (number of petitions, affidavits/complaints, male vs female, ethnicity, and grade level)

Attendance

- Daily attendance reports
- Newport Intermediate Attendance PLC
- Newport High School Attendance PLC
- Attendance clerk troubleshooting/misc. questions
- Final Notice Home Visits
- Attendance follow-ups with parents/guardians
- 15 day letters (report checked daily and letters ran as students qualify)
- Complete truancy affidavits and file with CDW
- Complete Dependency, Neglect, Abuse (DNA) petitions and file with County Attorney's Office
- Complete 15-Day Complaints and file with County Attorney's Office
- Complete monthly behavior attendance audit and rectify any errors

- Monthly schedule gap report and troubleshoot issues for school counselors
- Assists with the yearly attendance training of attendance clerks and front office staff

Student Support

- Support office staff with the maintenance of student records
- Assist in the interpretation of programs, philosophy, and policies of the District to staff, students, and community
- Disseminate information and current research to appropriate personnel
- Assist in establishing long term and short term goals for implementation plans and district growth
- Coordinate safety and threat assessment procedures across the district
- Assist school threat assessment teams with completing threat assessments and plan of actions/next steps
- Create protocol for emergency response (ex: cardiac)
- Create initial reference guides for school personnel (ex: NHS course catalog, ELL, behavior, IC for school counselors, volunteers, credit accrual, etc)
- Present at the new teacher orientation on topics related to Infinite Campus, student behavior, attendance, and court proceedings
- IC Support to Schools
- Cabinet for Health and Family Services point of contact regarding students
- Foster Care Liaison
- District Health Coordinator
- District point of contact for school nurses and the school-based health center
- Conduct yearly evaluations of school nurses
- Review applications, conduct interviews, and recommend the hiring of school nurses
- Ensure that school nurses are conducting vision and hearing screenings each year and following all mandates for school health requirements
- FRYSC District Contact
- Attend FRYSC District Contact meeting as required by the grant each year
- Monitor FRYSC monthly munis reports received from the finance department as required to be in compliance with grant
- Purchase Order Requisitions Approvals for FRYSC
- Newport Intermediate School Behavior PLC
- Seek ways to impart a restorative and rehabilitative approach to student conduct
- Facilitate Student Support Monthly Meeting (FRYSC, 21st Century, and NSTEP)
- Collaborate with NSTEP regarding our McKinney Vento students
- Conduct monthly School Counselors PLC in order to maintain a comprehensive school counseling program at each school
- Assist school counselors with ensuring that all state mandated education and screenings are provided to students (ex: suicide prevention (2x per year), Terrace Metrics, ILPA, ILP, etc.)
- Provide support to school counselors when questions or issues arise
- Assist school counselors with transcripts, course codes, scheduling, and dual credit courses

- Assist school counselors in developing school counseling goals each year
- Ensure that school counselors conduct an administrative conference with the school principal/assistant principal at the beginning of each year to determine two counseling goals and one closing the gap goal each year.
- Analyze school counselors self-reporting use of time monthly in order to meet the state required direct and indirect service time.
- Provide follow-up data to school principals and assistant principals on the school counselor use of time monthly
- Create and submit comprehensive school counseling program flashlight slideshow to showcase counseling goal outcomes each year
- District Point of Contact for Option 6 School Counselor (meet at least weekly)
- Yearly KDE Counseling Report
- Assist schools in the MTSS development of tiered interventions related to SEL, behavior, career, and trauma informed care
- SEBT and PEBT state reports monthly to the Cabinet of Health and Family Services
- Monthly behavior reports to school principals and assistant principals
- Monthly FRYSC report illustrating contacts to date
- Run FRAM report to assist FRYSC with funding - FRYSC coordinators then attempt to have parents complete FRAM form for students that do not have one on file
- IC role forwards (ex: report cards, progress reports, transcripts, courses, automatic messages, etc.)
- Monthly school nurses and school-based health center report indicating health contacts to date
- Support as needed to school principals and assistant principals regarding attendance and behavior
- District point of contact for mental health outside service providers (NorthKey, Healing Haven, STOIC, Family Care, and ReGroup)
- Analyzing student data to identify trends and areas for improvement in student support services.
- District-wide family engagement team member
- Northern Kentucky Institute for Strategic Planning (NKISP) Member
- Northern Kentucky Institute for Strategic Planning (NKISP) Steering Committee Member
- Use systems data to lead the improvement of the district to positively impact students and staff
- Work with the school administrative teams to address building needs and create processes and procedures that most effectively support students
- Collaborate with the Department of Special Education to assist with ensuring that students are in compliance with state requirements (academics and attendance)
- Complete all mandated trainings and professional developments
- Advocate for students in order for them to reduce barriers and reach their highest potential