

Menifee County Schools

POSITION: 21ST CCLC SITE COORDINATOR

General Overview The goal of the district after school program is to raise literacy levels, improve academic performance, strengthen social relationships and provide meaningful opportunities for children in afterschool programs. Intervention programs will be supported by state intervention funding, Title 1, district funds, and the CCLC grant.

Position Description The Site Coordinator will work from 12 PM to 6:00 PM Monday through Friday during the school year and 8:00AM-4:00PM during summer school. The contract will be 200 days of instruction. The Site Coordinator reports to the 21st Century CCLC Director.

Salary: As determined by district salary schedule for position - Salary contingent upon state funding.

Qualifications

1. Preference will be given to a candidate with at least an associate's degree and has demonstrated a high level of competence in administrative assignments or has demonstrated experience of managing school/community programs and services;
2. Preference will be given to candidate with at least 3 years of experience with elementary, middle or high school students or experience working in school based and community based programs;
3. Work well with students and develop and implement programs to help them improve academic and social skills;
4. Organize direct literacy, homework, tutoring, nutrition and enrichment components for after school programs;
5. Work with diverse ethnic, gender, age, language and cultural groups;
6. Integrate district curriculum into the after school literacy and math component;
7. Plan, coordinate and implement special events involving parents and community partners;
8. Participate in district professional development sessions provided by the district, region and state agencies for 21st CCLC program;
9. Test submitted for Tuberculosis Bacillus (TB) and fingerprinting

10. Design and conduct small-group staff training sessions

Responsibilities of Site Coordinator will be to:

1. Provide leadership to school site program leaders to design and implement programs
2. Oversee literacy, homework, nutrition, and enrichment components of approximately 75-100 students Work effectively with school principals, teachers, school staff, program partners and community members
3. Work effectively with parents and volunteers Use skills in problem solving, communication, goal setting, conflict resolution, and time management Use strategies to understand, manage and measure outcomes using student data and student data management systems
4. Manage budgets, time claims, supply ordering and vital attendance accounting records
5. Coordinate district and site resources and support to after school programs
6. Provide guidance to the performance of school site leaders in an effective manner
7. Provide corrective direction to staff, following district and program policies and procedures for evaluation Organize data for program evaluation requirements Ensure measurable improvement in students' academic and social performance

Duties Will Include (but are not limited to):

1. Conduct daily supervision of program staff: site leaders, tutors, paras and recreation leaders with the program partner agencies at the program school sites; Plan and provide staff development and in-service training to program staff; Conduct basic training on program components to staff; Acquire appropriate and adequate materials and resources to each program site;
2. Demonstrate classroom techniques and instructional strategies to program staff and sub as needed in program activities;
3. Conduct observations of site leaders and provide feedback to program staff about activities and program management; Assist program staff in developing effective daily schedules and weekly/monthly lesson plans Schedule program staff meetings on a regular basis; Attend district, regional and state meetings as needed; Submit program attendance accounting and required data and records to the district and state office;
4. Assist in the evaluation data gathering and analysis as required by grant and district reporting functions;
5. Maintain regular communication with the Program Director through regularly scheduled meetings.

Physical Requirements: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

MENIFEE COUNTY SCHOOLS

POSITION: Accounts Payable

POSITION SUMMARY: Perform activities related to the accurate processing of authorized invoices.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Review all invoices for appropriate documentation and approval prior to payment.
2. Code all Standard Invoices
3. Prioritize invoices according to cash discount potential and payment terms.
4. Process 3 way Purchase Orders and matching invoices.
5. Audit credit card bills
6. Reconcile vendor statements, research and correct discrepancies.
7. Process vendor checks.
8. Match invoices to checks, distribute payments accordingly.
9. Respond to all vendor inquiries
10. Update and maintain vendor database.
11. Prepare and maintain files of records and documents relating to work performed; prepare special reports as assigned.
12. Assist auditors for the purpose of providing support and documentation on internal processes for accounts payable.
13. Participate in meetings, in-service training, workshops, etc.
14. Operate standard office equipment including a computer terminal as required.
15. Perform related duties as assigned.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel. Superintendent will give a one year evaluation at the end of each school year.

Physical Requirements: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

MENIFEE COUNTY SCHOOLS

POSITION: Accounts Receivable

POSITION SUMMARY: Perform activities related to the accurate processing of incoming funds.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Receives classifies and receipts funds for the purpose of recording financial transactions in the proper District records.
2. Deposits funds with the District Treasurer for the purpose of documenting money in compliance with District and state rules, guidelines and statuses.
3. Research discrepancies of financial information and/or documentation for the purpose of ensuring accuracy.
4. Reconciles financial data for the purpose of maintaining accurate account balances.
5. Participates in meetings, in-service training, workshops, etc.
6. Assists auditors by providing support and documentation on internal processes for accounts receivable.
7. Prepare and maintain files of records and documents relating to work performed; prepare special reports as assigned.
8. Operate standard office equipment including a computer terminal as required.
9. Perform related duties as assigned.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel. Superintendent will give a one year evaluation at the end of each school year.

Physical Requirements: Light Work: Exerting up to 20 pounds of force occasionally

and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

MENIFEE COUNTY SCHOOLS

POSITION: Administrative Assistant to the Principal

POSITION SUMMARY: Perform a variety of responsible secretarial and clerical duties to assist a designated supervisor, including a Principal, Guidance Counselor or program supervisor; relieve supervisor of routine administrative details and general secretarial and clerical tasks.

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Perform a variety of secretarial and clerical duties to assist a designated supervisor with routine administrative details and general clerical tasks; type, file and transcribe or compose letters, memoranda, documents, correspondence and bulletins as directed.
2. Assist with office activities and communications related to assigned school or program activities; assure the compliance with District policies and times lines; take and relay messages and information.
3. Type and prepare a variety of reports; maintain a variety of program, District, State records as required; requisition supplies, forms and maintenance work as needed, following established procedures.
4. Prepare and maintain financial records and budgets; process or prepare budgetary documents, requisitions and other financial or purchasing documents.
5. Greet visitors and answer phone calls; answer questions, provide information or direct individuals to appropriate department or District employee; open sort and distribute mail and other written communications.
6. Schedule appointments and meetings with students, parents, teachers, vendors and the general public.
7. Assist students with registration, orientation and student records; request records for new students and distribute records of withdrawn students to appropriate school.
8. Perform research, compute and compile information and prepare statistical reports.
9. Prepare and maintain records, reports, files and lists related to students, personnel, budgets, student records and attendance as required.
10. Type from rough drafts or verbal instructions a variety of materials such as master

schedules, letters, memorandums, requisitions lists, bulletins, reports and statistical data; proofread and edit materials.

11. Coordinate schedules and meets' serve as receptionist and a contact and reference source for staff, students, parents and the public.

12. Provide information over the phone or in personal contacts with parents, students or school personnel as appropriate route calls to appropriate personnel as necessary.

13. Operate a variety of office machines, including a microcomputer or computer terminal, typewriter, copiers and calculator.

14. Perform related duties as assigned.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Physical Requirements: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.
Prolonged periods of sitting.

MENIFEE COUNTY SCHOOLS

POSITION: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

POSITION SUMMARY: Perform highly responsible and complex secretarial and administrative assistant duties; exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures; coordinate and oversee the preparation of the Board agenda; organize and oversee the work of office staff.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Assist the Superintendent with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions provide information in accordance with established procedures and policies refer problems requiring technical answers to appropriate administrators.
2. Provide assistance by answering school radio if called by another employee.
3. Coordinate preparation of the Board of Education agenda; assure proper content, format, order and supporting documentation; confer with submitting departments as needed regarding revisions and corrections; incorporate materials into resolution form for presentation to the Board; attend Board meetings.
4. Utilize Kentucky School Board Association E-Meeting to create board agendas and minutes, create and manage board meetings, and update board members and other user information.
5. Utilize Talent Ed to create, manage and update job postings, manage applications, and create and update user information coordinating these with Human Resource duties.
6. Oversee and coordinate the preparation of official minutes of Board meetings; maintain an official record of the minutes.
7. Conduct "Swear In" of new elected board members.
8. Provide assistance to the Board of Education as needed, including research of policy questions and coordination of Board requests and activities; maintain subject indexes of Board actions for historical and reference purposes; maintain other records required by policy, regulations of law.

9. Conduct initial interviews on the phone or in person with students, teachers and parents; answer questions, refer to appropriate staff members and take messages; receive and resolve complaints as appropriate or refer matters to proper personnel.
10. Organize important paperwork; file all job applications.
11. Oversee open record requests.
12. Remain current concerning issues, situations and conditions of special interest to the Superintendent and Board members.
13. Attend and participate in a variety of administrative meetings.
14. Research records and obtain information from other offices and agencies as necessary to perform assigned duties.
15. Consult with District personnel and others concerning specific issues and situations.
16. Perform a variety of general secretarial duties such as receiving and referring telephone calls, restock/order office supplies, operate computer, copier, dictation equipment, electronic typewriter and recording machines and equipment as required.
17. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

1. Principles, practices and procedures utilized in an administrative office.
2. District organization, operations, policies and objectives.
3. Applicable sections of Kentucky Administrative Regulations and other applicable laws.
4. Modern office practices, procedures and equipment.
5. Telephone techniques and etiquette.
6. Record-keeping techniques.
7. Correct English usage, grammar, spelling, punctuation and vocabulary.

8. Oral and written communication skills.
9. Interpersonal skills using tact, patience and courtesy.
10. Mail handling including insured, certified and registered mail.
11. Procedures and guidelines for proper parcel handling.

Ability to:

1. Perform highly responsible and complex secretarial and administrative assistant duties in support of the Superintendent.
2. Exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures.
3. Attend Board of Education meetings and take minutes.
4. Prepare minutes for meetings of the Board of Education.
5. Compile and prepare agendas for meetings.
6. Read; follow rules, regulations policies and procedures
7. Establish and maintain a variety of complex and confidential files and records.
8. Compose effective correspondence independently.
9. Operates a variety of office equipment including computer terminal.
10. Establish and maintain cooperative and effective working relationships with others.
11. Type at an acceptable rate of speed.
12. Take and transcribe dictation at an acceptable rate of speed.
13. Analyze situations accurately and adopt an effective course of action.
14. Make arithmetic calculations with speed and accuracy.
15. Understand and work within scope of authority.

16. Meet schedules and timelines.

17. Work confidentially with discretion.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate of demonstrated progress toward obtaining a G.E.D. as required by Kentucky Law and five years of responsible and varied secretarial experience including two years of experience performing secretarial work for an administrative official.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel. Superintendent will give a one year evaluation at the end of each school year.

Physical Requirements: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.
Prolonged periods of time sitting.

MENIFEE COUNTY SCHOOLS

POSITION: Insurance Coordinator

POSITION SUMMARY: Oversee the implementation and maintenance of the employee benefits program; coordinate enrollment for employee benefits; counsel employees of benefits and options.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Counsel Principals, division and department heads employees and employee representatives of certified and classified benefit and retirement plans.
2. Coordinate the implementation of the retirement benefit compensation programs including preparation, processing and maintenance of appropriate applications, reports and records. Advise employees of website addresses to calculate retirement benefits.
3. Supervise the distribution of employee benefits information and assist employees and applicants with processing enrollments and forms for various benefits.
4. Coordinate the processing of unemployment insurance and assist payroll/personnel employees with workers' compensation claims pertaining to loss of benefits.
5. Balance and mail out employee insurance.
6. Organize and attend benefit workshops and seminars to maintain current knowledge of statutes, regulations, rules and District policies for coverage pertaining to employee benefits; update benefit information for employees pertaining to employee benefits; update benefit information for employees as needed.
7. Coordinate activities with Personnel Services and division and department heads in the information and completion of paperwork related to employee benefits; coordinate the implementation of various benefits.
8. Process payroll and related records for assigned major payrolls; compute hours and pay of employees each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
9. Coordinate the processing of open enrollment.

10. Enroll new employee insurance; assist all employees with questions or changes to their insurance.

11. Set up yearly insurance vendors at the beginning of each school year.

12. Perform related duties as assigned.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.
one year of clerical experience.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

MENIFEE COUNTY SCHOOLS

POSITION: Budget Coordinator

POSITION SUMMARY: Prepare and coordinate budget materials and manuals for the development of the General Fund and Federal Fund Budgets including budgeting materials and manuals for school centers; work with cost centers to provide assistance in budget development, procedures and adjustments when involving staff or operational funds; coordinate on-going development and analysis of the annual budget; work with other Divisions in the planning of new programs and analysis of budget needs.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Coordinate on-going budget operations including planning, compiling, analyzing, preparing and monitoring development of the annual General and Federal Fund budgets.
2. Develop budget materials and manuals for the school centers and the system wide service offices.
3. Develop and coordinate the operational allocations for school center and system wide service offices staffing.
4. Coordinate and assist with the development of site-base budgeting in school centers.
5. Review, analyzes and evaluate budgeting process, assuring compliance with generally accepted budgeting principles, standards and procedures.
6. Coordinate with other Divisions the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
7. Coordinate staff training and budget development and expenditure control.
8. Perform related duties as assigned.

EDUCATION: Any combination equivalent to: bachelor's degree in business administration or public administration and three years professional experience in budget-related functions.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

MENIFEE COUNTY SCHOOLS

POSITION: Bus Driver Trainer

POSITION SUMMARY: Conduct on-the-road and classroom phases of bus driver training courses; plan, implement and instruct safety programs for District bus drivers; to assure State laws, regulations and local board policies are met.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Conduct driver-training instruction in accordance with the curriculum developed by the Division of Pupil Transportation.
2. Conduct the annual eight-hour update as required by Kentucky Administration Regulations.
3. Evaluate driving performance of bus drivers who are experiencing traffic safety problems.
4. Train and assist new drivers concerning student behavior management problems and situations.
5. Coordinate communication between field drivers; monitor office and mechanical staff.
6. Drive buses of varying sizes and complexity over designated routes in accordance with time schedules as assigned.
7. Prepare and maintain a variety of bus driver records, including driver's license and certificate expiration, medical expiration and training hours required for the renewal of bus driver certificate; operate computer terminal; prepare transportation reports.
8. Conduct school bus driver certificate renewal training programs; conduct safe driving and safe working methods and procedures training programs periodically and as specifically required.
9. Attend and conduct safety meetings and attend workshops to remain current concerning driving regulations and laws.
10. Assist supervisor as required; dispatch drivers; provide work direction to Bus Drivers; set up routes for special education students, perform the duties of the supervisor in the supervisor's absence.

11. Implement safety program as required by the State Department of Education.
12. Prepare billing and payroll for special trips as required.
13. Receive documents, investigate and make recommendations on complaints from parents, school personnel and driver and monitors.
14. Perform related duties as assigned.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky Law and two years' experience in the operation of a school bus; requirement of a Kentucky Commercial driver's license; school bus certificate; completion and maintenance of certification by State Department of Education School Bus Driver Instructor Course.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

MENIFEE COUNTY SCHOOLS

POSITION: Bus Driver

POSITION SUMMARY: Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; provide safe and efficient transportation for District students to and from school, special events and field trips; perform daily inspections and operator maintenance of vehicle; assist in the loading and unloading of physically and mentally handicapped students as necessary.

REPORTS TO: Transportation Director

PERFORMANCE RESPONSIBILITIES:

1. Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transport students to and from school, special events and field trips.
2. Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students.
3. Maintain the bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.
4. Maintain order and discipline among students on bus following District policies and procedures regarding disciplining of students and contact with school officials, parents and the public; interact with parents regarding questions, concerns and disputes.
5. Perform emergency bus evacuation drills as required by Kentucky Administration Regulations.
6. Transport physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheelchairs; assist in the loading and unloading of handicapped children as necessary.
7. Observe applicable local, state and federal policies, procedures and guidelines.
8. Fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.
9. Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports.

10. Attend safety and preventive emergency meetings when required.

11. Utilize two-way radio for bus to bus and bus to base communication.

12. Perform first aid according to established guidelines and procedures.

13. Perform related duties as assigned.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky Law.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

MENIFEE COUNTY SCHOOLS

POSITION: Bus Monitor

POSITION SUMMARY: Assist school bus drivers in maintaining discipline while the bus is in operation; maintain proper records and documentation; assist student loading, unloading seating arrangements as required.

REPORTS TO: Transportation Director

PERFORMANCE RESPONSIBILITIES:

1. Assist the bus driver in maintaining discipline on the school bus; monitor and assist students while the bus is in operation.
2. Consult with and assist bus drivers in documentation of student information, recordkeeping and completing route surveys.
3. Assist drivers in assuring seat belts, harnesses and wheelchair clamps are secured as required.
4. Assist parents and school personnel with safe loading and unloading of students; coordinate seating of pre-kindergarten students as required by State Transportation Guidelines.
5. Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
6. Maintain current knowledge of Emergency Evacuation procedures.
7. Assist handicapped children on and off the bus and escort children across the street upon return home; lift children as required; assured responsible adult meets students leaving the bus.
8. Attend in-service meetings and training courses as assigned.
9. Perform related duties as assigned.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

MENIFEE COUNTY SCHOOLS

POSITION: Computer and Network Technology Technician/Specialist II

POSITION SUMMARY: Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment; help train District personnel in use of microcomputers and related software operation and assist with Network operations.

REPORTS TO: Technology Coordinator and Principal

PERFORMANCE RESPONSIBILITIES:

1. Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment.
2. Assist with Network Operations.
3. Conduct one-on-one and group training of District personnel in use of microcomputers and related software.
4. Inspect, isolate and diagnose system malfunctions and determine appropriate repair procedures; replace defective parts and restore to proper operation of equipment; analyze and resolve general software malfunctions.
5. Install microcomputer hardware systems and software, including upgrades and enhancements.
6. Perform preventive maintenance on printers including cleaning, lubricating, adjusting mechanical parts and checking cables and connectors as necessary.
7. Move equipment to new locations as requested; reroute and install communication cables for new locations; test system to assure proper operation.
8. Perform equipment repair; remove and replace defective components; locate and request replacement components.
9. Communicate with staff regarding the repair and installation of computer equipment; communicate with vendors and manufacturers regarding parts, pricing, purchases and product information to find the best source of supply.
10. Provide assistance, information and technical expertise to faculty, administrators

and students regarding the safe and proper operation, care and maintenance of computerized equipment.

11. Maintain records of computer and network repairs, materials used, moving and Installation activities and work orders; maintain records of maintenance supplies used; maintain an adequate spare parts inventory.

12. Assist in maintaining Fixed Assets Inventory.

13. Maintain and or update Meniffee K8 school webpage.

14. Perform related duties as assigned.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.

PHYSICAL REQUIREMENTS: Medium Work: Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently as needed to move objects. Ability to lift, bend, reach and stand.

MENIFEE COUNTY SCHOOLS

POSITION: Cook

POSITION SUMMARY: Prepares, cooks, and serves foods in quantity at an assigned school site; assists in other food preparation duties as directed; maintain facilities in a clean and sanitary condition.

REPORTS TO: Lunchroom Manager

PERFORMANCE RESPONSIBILITIES:

1. Prepares food according to food safety requirements, and records temperatures of equipment and food at time of service.
2. Reinforces the practice of frequent hand-washing and takes steps to prevent cross contamination.
3. Monitor temperatures of food to assure safety and quality standards are met; monitor water temperatures to assure proper temperature for sanitizing.
4. Measures and mixes ingredients according to standardized recipes.
5. Assists in storing unused food and supplies, dispose of unusable leftovers; utilize proper methods of handling foods to be stored.
6. Observes and tests food being cooked. Takes the internal temperature of food to determine that it is cooked.
7. Washes, peels, cuts, and shreds vegetables and fruits to prepare them for use.
8. Serves food according to established guidelines and replenishing serving containers as needed.
9. Keeps accurate records of amounts used.
10. Cleans cafeteria equipment, utensils and appliances and stores food supplies; assure compliance with kitchen sanitation and safety procedures and regulations.
11. Serves on line as instructed.
12. Prepares and bake food for special events as needed; assist at banquets or special events as required.
13. Operate Point of Sale software to account for meals during meal service.
14. Assist in unloading weekly deliveries.
15. Performs any other such duties as so designated by the Principal.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Medium Work: Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently as needed to move objects. Ability to lift, bend, reach and stand. Prolonged periods of standing

MENIFEE COUNTY SCHOOLS

POSITION: Head Computer and Network Technician/Specialist (Degree Required)

POSITION SUMMARY: Performs a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment; help train District personnel in use of microcomputers and related software operation and assist with Network operations.

REPORTS TO: Assistant Superintendent/Technology Coordinator

PERFORMANCE RESPONSIBILITIES:

1. Performs a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment.
2. Assist with Network Operations.
3. Maintain district website (Webmaster).
4. Conduct one-on-one and group training of District personnel in use of microcomputers and related software.
5. Inspect, isolate and diagnose system malfunctions and determine appropriate repair procedures; replace defective parts and restore to proper operation of equipment; analyze and resolve general software malfunctions.
6. Install microcomputer hardware systems and software, including upgrades and enhancements.
7. Perform preventive maintenance on printers including cleaning, lubricating, adjusting mechanical parts and checking cables and connectors as necessary.
8. Move equipment to new locations as requested; reroute and install communication cable for new location; test system to assure proper operation.
9. Perform equipment repair; remove and replace defective components; locate and request replacement components.
10. Communicate with staff regarding the repair and installation of computer equipment; communicate with vendors and manufacturers regarding parts, pricing purchases and product information to find best source of supply.

11. Provide assistance, information and technical expertise to faculty, administrators and students regarding the safe and proper operation, care and maintenance of computerized equipment.
12. Maintain records of computer and network repairs, materials used, mobbing and installation activities and work orders; maintain records of maintenance supplies used; maintain and adequate spare parts inventory.
13. Maintain fixed assets inventory.
14. Perform related duties as assigned.

EDUCATION: A minimum BA, preferred in the Technology field. Three years of increasingly responsible experience repairing and servicing computer terminals, microcomputers and data communications equipment and any other certification to complete assigned duties.

EVALUATION: Performance of this job will be evaluated by the Superintendent in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Medium Work: Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently as needed to move objects. Ability to lift, bend, reach and stand.

MENIFEE COUNTY SCHOOLS

POSITION: Custodial Supervisor

POSITION SUMMARY: Supervise, organize and participate in custodial services; supervise and evaluate assigned custodial personnel.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Schedule, organize, supervise and participate in a variety of custodial services.
2. Train, supervise and evaluate the performance of assigned staff and student assistants; train custodial personnel in the proper techniques of custodial duties; assign and review work and participate in custodial and routine maintenance activities as needed.
3. Develop and prepare work schedules and assignments; coordinate duties and assignments to assure effective operations.
4. Determine, recommend, and fix requisition needed for custodial supplies and equipment; communicate with vendors and other outside organizations to coordinate activities and obtain assistance.
5. Prepare and maintain a variety of records and reports including inventory levels, facilities status and work performed.
6. Respond to requests from District personnel and faculty to assist with a variety of emergency or special custodial and clean-up duties.
7. Supervise and participate in the cleaning and care of classrooms, restrooms, offices, showers, shops and related facilities in a clean, safe and orderly manner; clean and service custodial equipment as needed.
8. Assure compliance with local laws and procedures regarding the storage and disposal of trash, rubbish and waste.
9. Coordinate and participate as needed in all custodial duties including; sweeping, scrubbing, mopping and waxing floors, vacuum and shampoo rugs and carpets in classrooms, offices, workshops, and other work areas, wash windows, chalkboards and walls; dust and clean furniture and facilities; assist with snow removal as needed.
10. Perform minor non-technical repairs and adjustments to building, equipment and fixtures; report repair and maintenance needs and assist maintenance personnel in

making repairs as required.

11. Report unauthorized or suspicious individuals on campus to appropriate personnel; turn lights on and off; unlock and lock doors and gates; report sanitation and safety issues and hazards.

12. Supervise project crews during summer months or special cleaning assignments.

13. Operate a vehicle to conduct work as needed, operate a variety of equipment, machines and tools related to custodial work.

14. Perform other duties as assigned.

15. Meet schedules and timelines.

16. Performs other tasks as may be requested by the Superintendent or Director of the Building, Grounds and Maintenance.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Medium Work: Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently as needed to move objects. Ability to lift, bend, reach and stand.

MENIFEE COUNTY SCHOOLS

POSITION: Custodian/Maintenance

POSITION SUMMARY: Perform skilled maintenance, repair and construction of District buildings and equipment in one or more craft or trade; assist other trades personnel as needed and work independently in trades such as painting, glazing and plastering. REPORTS TO: Superintendent/Custodial Supervisor

PERFORMANCE RESPONSIBILITIES:

1. Perform a variety of maintenance and repair work independently as instructed or assist other skilled trade personnel to maintain school buildings, facilities and grounds in proper condition.
2. Perform a variety of building maintenance duties including repairing carpeting, drapes, plaster and drywall, repairing or replacing air vents, screens, barriers, skylights and lockers, replacing ceramic, ceiling and floor tile and performing minor or emergency roof repairs; remove and board broken windows.
3. Maintain grounds, facilities and equipment including installing and repairing wire fences, mesh wires, signs and playground equipment.
4. Repair, assemble, install and assist in the construction of doors, partitions, furniture, counters bulletin boards, chalk boards, shelving and other items; set up for special events; move furniture.
5. Perform cement work such as mixing, pouring and finishing cement; patch asphalt and cement lay and repair asphalt.
6. Prepare surfaces for painting; apply finishes and coverings using brushes, rollers, spray equipment and cutters necessary.
7. Perform routine maintenance and repairs on doorknobs, locks, hinges, closures, strike plates and panic bars.
8. Maintain routine records related to maintenance activities.
9. Operate a variety of equipment and machines such as trucks, saws, drills, sanders, pipe threads, welding equipment and other hand and power tools; operate a forklift as required.

10. Load and unload deliveries and supplies.

11. Communicate with various service providers regarding facilities and equipment and relay pertinent information to appropriate department head or administration.

11. Perform related duties as assigned.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Medium Work: Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently as needed to move objects. Ability to lift, bend, reach and stand.

MENIFEE COUNTY SCHOOLS

POSITION: Custodian

POSITION SUMMARY: Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms, and adjacent grounds areas in a clean, orderly and secure condition.

REPORTS TO: Custodial Supervisor

PERFORMANCE RESPONSIBILITIES:

1. Perform routine custodial activities at assigned District school site; sweep, scrub, mop, wax, and polish floors, vacuum rugs and carpets in classrooms, offices, workshops, and other assigned work areas; spot clean and shampoo carpets, glue and perform carpet stretching and repairs as assigned.
2. Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria and offices.
3. Develop and prepare work schedules and assignments; coordinate duties and assignments to assure effective operations.
4. Determine recommend requisitioned custodial supplies and equipment; communicate with vendors and other outside organizations to coordinate activities and obtain assistance.
5. Prepare and maintain a variety of records and reports including inventory levels, facilities status and work performed.
6. Respond to requests from District personnel and faculty to assist with a variety of emergency or special custodial and clean-up duties.
7. Supervise and participate in the cleaning and care of classrooms, restrooms, offices, showers, shops and related facilities in a clean, safe and orderly manner; clean and service custodial equipment as needed.
8. Assure compliance with local laws and procedures regarding the storage and disposal of trash, rubbish and waste.

9. Coordinate and participate as needed in all custodial duties including; sweeping, scrubbing mopping and waxing floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops, and other work areas; wash windows, chalkboards, and walls, dust and clean furniture facilities; assist with snow removal as needed.

10. Perform minor non-technical repairs and adjustments to building, equipment and fixtures, report repair and maintenance needs and assist maintenance personnel in making repairs as required.

11. Report unauthorized or suspicious individuals on campus to appropriate personnel; turn lights on and off; unlock and lock doors and gates; report sanitation and safety issues and hazards.

12. Supervise project crews during summer months for special cleaning assignments.

13. Operate a vehicle to conduct work as needed, operate a variety of equipment, machines and tools related to custodial work.

14. Meet schedules and timelines.

15. Maintain tools and equipment in cleaning work order and provide proper security.

16. Perform other duties as assigned.

17. Performs other tasks as may be requested by the Superintendent or Director of Building, Grounds and Maintenance.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Medium Work: Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently as needed to move objects. Ability to lift, bend, reach and stand.

MENIFEE COUNTY SCHOOLS

POSITION: Director Food Services

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Establishes a procedure for developing, implementing and evaluating goals and objectives for the school food and nutrition programs.
2. Establishes the organizational framework for achieving program goals and objectives.
3. Administers and directs the implementation of school nutrition programs within school district in compliance with federal, state and local regulations.
4. Interprets school food service and nutrition education program needs to federal, state and local policy makers.
5. Implements the appropriate use of information systems in the management of child nutrition programs.
6. Establishes program standards and direct implementation to ensure operation of nutritionally sound school nutrition program.
7. Evaluates each school food service unit to determine its effectiveness in achieving program goals.
8. Plans for the development, coordination and implementation of nutrition education as part of the school nutrition program.
9. Establishes and implements budgeting and financial management systems consistent with local, state and federal requirements.
10. Establishes a comprehensive program for personnel management in cooperation with manager, administrators and other appropriate personnel.
11. Develops an effective system for quality food production and service.
12. Establishes a system for the procurement and distribution of food and non-food materials.

13. Determines facility needs.
14. Implements sanitation standards and devises a system for control of microbiological infection.
15. Implements standards and controls for safety in food service facility design.
16. Establishes a school nutrition program marketing system for the district.
17. Establishes effective working relationships with appropriate members of all departments in the school district.
18. Develops and maintains an effective communication and public relations program.
19. Implements research and development plans.
20. Implements a program of continuous self-development and professional growth.
21. Maintain a set of financial records related to an area of clerical accounting such as accounts receivable, budget, school food services accounting, or other assigned accounting support area; coordinate assigned area with other accounting functions.
22. Record deposited monies; sort and post to appropriate account; reconcile cash, receipts and statement; resolve or assist in the resolution of discrepancies and errors.
23. Compile, sort, code, tabulate, post and compare financial and statistical data; verify availability of funds, extend and balance accounts and post to various records and reports, i.e. receive and complete monthly vendors' invoices from each district school, prepare monthly bill payroll, type checks and forward payment to distributors of commodities and services to School Food Service Program.
24. Preparing and implementing the District budget.
25. Provide monthly accounting of all income and expenditures; and prepare financial reports for the Superintendent and State Board of Education.
26. Responsible for checking time sheets and bi-weekly wage report.

27. Prepare requisition and place order for food service equipment as requested by the maintenance department and office supplies as requested.
28. Responsible for making state and federal financial reports.
29. Responsible for inputting payroll, financial and statistical information into an automated accounting system; food service reports i.e. D forms, labor payrolls and bills payroll.
30. Responsible for processing disbursements and providing financial reports of disbursement and payroll to the board.
31. Maintains financial records, review and verifies data and prepares accurate reports, i.e. D reports, reimbursement, and wage voucher, checking invoices.
32. Assist in verification procedures for free and reduced applications.
33. Assist in Food Service procurement and bid process.
34. Prepare information for Kentucky Retirement System Kentucky Schools Board Insurance Trust food office on SFS employees.
35. Maintain and report all school food service programs; information for Strategic Improvement Plan.
36. Performs any other duties as so designated by the Assistant Superintendent.

EDUCATION REQUIREMENTS: Training sessions that are mandatory for new directors:

NSLP- Level One for new food directors

Training is required by the state to ensure continued employment if not already completed on initial hire

NSLP- train the trainer for level one certification Training employee on food service techniques that are mandated by KRS

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

PHYSICAL REQUIREMENTS: Medium Work: Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently as needed to move objects. Ability to lift, bend, reach and stand. Prolonged periods of standing.

MENIFEE COUNTY SCHOOLS

POSITION: District Director of Community Education

POSITION SUMMARY: This is an administrative position and the Community Education Director will be directly responsible for the overall development, organization, operation, coordination and evaluation of the broadly defined community education program geared toward the interests and needs of the children, youth and adults living within the county. In addition, the director shall retain the primary responsibility for the recruiting, selection, training, supervision, and evaluation of all paid and non-paid staff members working within the optional curriculum of the Community Education program.

REPORTS TO: Director of Analytics and Academic Programs

PERFORMANCE RESPONSIBILITIES:

1. Promote, publicize and interpret existing and planned programs for the school staff and the community at large to promote the mandate of lifelong learning as defined in KRS 160.155, 160.156, 160.157 and 160.158.
2. Establish and facilitate the activities of the Community Action Council, which reflects representation from the maximum number of community organizations, age levels and socio-economic groups. The director should be attentive and responsible to the advice of the Community Advisory Council.
3. Develop and operate a balanced, year-round, optional program which includes activities and involvements for children, youth and adults. Including Little League and Pee Wee Basketball and Meniffee Youth Soccer.
4. Assure that an authorized person is present on the school premises when Community Education activities are in progress.
5. Encourage the development of interagency cooperative efforts and involvements within the community including working with the Chamber of Commerce, Interagency Councils and local community groups.
6. Act as the Public Relations Director for the school district including promoting and publicizing activities and events in and for the schools.

7. Become familiar with the social and economic structure of the community and apply knowledge to the program development.

8. Assist the instructional staff in the development and operation of programs, which have the capability to enrich the K-12 curriculum.

9. Conduct assessments of community needs through use of the Youth Service Center, Family Resource Center and community agencies and businesses.

10. Maintain complete and accurate records and reports of the overall Community Education program and recommend an annual budget.

11. Arrange for periodic in-service training opportunities for school staff including but not limited to teachers, school council members and principals.

12. Assist in the enforcement of the rules and regulations of the school district during school events and programs including Community Education programs.

13. Act as the Grant Writer for the school district to seek and develop funding for the district and community based programs.

14. Act as an instructor and program manager for school and community based programs including Safe Crisis Management Instructor, American Red Cross Instructor, Smoking Cessation Instructor, Licensed Pest Management Applicator, Licensed Asbestos Building Inspector and Licensed Asbestos Management Planner.

EMPLOYMENT CONDITIONS:

1) Contract year: July 1 through June 30 (52 weeks)

2) Vacation: to be determined by district policy

3) Work day: Since the Community Education Director will frequently be called upon for night and weekend assignments, the individual will work on a variable schedule as approved by the Superintendent and Board of Education.

SALARY: The salary will be commensurate with other district personnel in similar positions who are contracted on a 12 month basis.

EDUCATION: Any combination equivalent to a minimum of BA or BS, preferred in public relations, social work, sociology, communications or related field and one year experience in a related field.

EVALUATION: Performance of this job will be evaluated by the Superintendent in accordance with provisions of the Board's policy on Evaluation of Classified Personnel

PHYSICAL REQUIREMENTS: Medium Work: Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently as needed to move objects. Ability to lift, bend, reach and stand.

MENIFEE COUNTY SCHOOLS

POSITION: District Health Coordinator

POSITION SUMMARY: Ensures the delivery of all school health programs and services to create a culture of health and well-being in the school environment. This environment provides the student the opportunity to reach their maximum educational opportunity and strives to minimize absence due to illness or chronic disease. Oversee the district's implementation of the CDC recommended Coordinated School Health model to provide a holistic approach to health students and staff.

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Evaluates programs and services within the school district for the provision of comprehensive services according to the eight components of the coordinated school health model.
2. Identifies and collaborates with community stakeholders the provision of school health resources to the district's schools, including the monitoring of health services contracts with outside agencies.
3. Serve on the District Coordinated School Health Advisory Council and invite key community stakeholders as participants in the council.
4. Facilitates collaboration among school health program personnel and other school staff in the development of a school culture of health, wellbeing and educational achievement.
5. Assist the superintendent/school principal and other school staff to create/facilitate a collaborative infrastructure between education and health, including collaboration with special education, safety curriculum, and health services.
6. Coordinate or provide technical assistance and professional development opportunities for district and school staff that support the school district's health programs.
7. Maintain, monitor, review, and report health unit quality control reports.

8. Facilitate collaboration between the district/school and other community agencies and organizations that have an interest in the health and well-being of children and their families.
9. Work in cooperation with all school personnel, the local board of education, Kentucky Department of Education, the local health department, family resources and youth services centers and parents in planning, promoting and implementing school health policies and programs with comply with Kentucky statutes and administrative regulations.
10. Establish and coordinate school health screening programs for students and school staff.
11. Establishes and coordinates a school health referral protocol for students and school staff in need of medical, dental or mental health services.
12. Evaluates all supportive education services within the district's school health programs by establishing a reporting system to:
 - a.) Identify hazards
 - b.) Monitors injuries
 - c.) Identifies number of chronic health conditions and services required to accommodate student educational OAS/Health opportunities
 - d.) Identify number of absences related to chronic health conditions and
 - e.) Compliance of State and Federal laws and regulations
13. Participates in implementing school policies and procedures on school health services wellness policies for students and staff
14. Supervise the reporting of any known or suspected communicable disease cases to the local health department.
15. Supervise the end of the year reporting of school health services data to the Kentucky Department of Education.
16. Other duties as assigned by the superintendent or designee.
17. Reports to the superintendent or designee.

KNOWLEDGE AND ABILITIES:

- Policies, objectives, rules and regulations related to the school health programs.
- Recording keeping techniques, oral and written communication skills retrieving health data for state reporting systems.
- Universal precaution guidelines compatible with Occupational Safety and Health Administration (OSHA) guidelines.
- Identify, plan, coordinate and implement a coordinated school health program for schools in the district. Identify resources for health services that could include, local health department, district school nursing staff or other community professionals in the health service field Compile data and verify data and prepare reports Work independently with little direction.
- Provide leadership to staff, parents, students, teachers, local school boards and community partners in interpretation of health related statutes, regulations and educational guidelines set by the Kentucky Board of Education.

EDUCATION: Any combination equivalent to: graduate of an accredited Registered Nurse program; minimum of 3 years of experience as a RN; must be a Kentucky Registered Nurse.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

MENIFEE COUNTY SCHOOLS

POSITION: Employee Benefits Specialist

POSITION SUMMARY: Oversee the implementation and maintenance of the employee benefits program; coordinate enrollment for employee benefits; counsel employees of benefits and options.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Counsel Principals, division and department heads employees and employee representatives of certified and classified benefit and retirement plans.
2. Coordinate the implementation of the retirement benefit compensation programs including preparation, processing and maintenance of appropriate applications, reports and records. Advise employees of website addresses to calculate retirement benefits.
3. Supervise the distribution of employee benefits information and assist employees and applicants with processing enrollments and forms for various benefits.
4. Coordinate the processing of unemployment insurance and assist payroll/personnel employees with workers' compensation claims pertaining to loss of benefits.
5. Balance and mail out employee insurance.
6. Organize and attend benefit workshops and seminars to maintain current knowledge of statutes, regulations, rules and District policies for coverage pertaining to employee benefits; update benefit information for employees pertaining to employee benefits; update benefit information for employees as needed.
7. Coordinate activities with Personnel Services and division and department heads in the information and completion of paperwork related to employee benefits; coordinate the implementation of various benefits.
8. Process payroll and related records for assigned major payrolls; compute hours and pay of employees each payroll period; compute and summarize deductions

such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.

9. Coordinate the processing of open enrollment.

10. Enroll new employee insurance; assist all employees with questions or changes to their insurance.

11. Set up yearly insurance vendors at the beginning of each school year.

12. Perform related duties as assigned.

EDUCATION:Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

MENIFEE COUNTY SCHOOLS

POSITION: Family Resource and Youth Services Center Director

POSITION SUMMARY: Family Resource Center (FRC); The FRC Director's position including six components preschool child care; after school child care for children ages 4 through 12, with the child care being full time during the summer and on other days when school is not in session; families in training which consists of an integrated approach to home visits, group meetings, monitoring, child development for new and expectant parents; family literacy designed to break the intergenerational cycle of "under education" in Kentucky by providing opportunities for parent and their children to learn together, thereby creating a desire for life long learning; health services or referrals to health services or both; and academic support and well being of students.

POSITION SUMMARY: Youth Services Center (YSC); to establish and maintain an atmosphere of collaboration among the existing school and community resources, and to organize and implement programs and services that support the Youth Service Center (YSC) core components and that meet the needs of students and their families.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Complies with all required mandates concerning the Family Resource Youth Service Center including, but not limited to, program evaluation, budgeting, required reports, and information dissemination. Family Resource Youth Service Center core components are: referrals to health and social services; employment counseling, training and placement; summer and part-time job development; drug and alcohol abuse counseling; and, family crisis and mental health counseling.
2. Responsible for implementation day and evening programs/activities to address student, family, school, and community needs.
3. Monitors programs/activities for effectiveness and efficiency.
4. Revises programs/activities based on the dress to which identified needs are being met.
5. Collaborates with appropriate agencies to provide services for students, parents, families, the school, and the community.

6. Maintains communications with SBDM committees, local Advisory Council, local Board of Education, and the community.
7. Develops, implements, and evaluate yearly action components for the Youth Service Center.
8. Supervises, evaluates, and provides appropriate training for the center staff.
9. Conducts home visits and follow-up visits as needed.
10. Ensures legal and ethical standards are maintained to safeguard the privacy, rights, and dignity of individuals and families served by the center.
11. Maintains and protects Family Resource Youth Service Center records in accordance with federal and state laws.
12. Develops and maintains program budgets in timely manner based on the MUNIS system.
13. Establishes and conducts community and school surveys to assess needs.
14. Conducts center program evaluations as needed.
15. Informs and seeks input from local Advisory Council according to mandates, policies and procedures.
16. Participates in necessary and mandatory trainings, and in district, regional and state meetings.
17. Assists in developing additional community resources to help assure the growth and development of children.
18. Act as an advocate for student and families.
19. Seeks additional funding/materials through grants and/or gifts.
20. Complies with all regulations and procedures of local district.
21. Performs other duties for the center as directed by the Superintendent or designee.

22. Provides positive leadership for center staff.

23. Creates an inviting environment for staff, students, community, and families.

24. Performs any other such duties as designated by the Superintendent.

QUALIFICATIONS: Four-year degree preferred Social Work or Education, with knowledge of local human resource agencies.

PROGRAM REQUIREMENTS: Full-time coordinator; minimum of 240 work days per year.

EDUCATION: Minimum of a B.A or a B.S degree preferred in elementary or secondary education, social work or psychology; minimum of three years' experience working with school age children and/or families; administrative/management skills, including budget preparation and management and successful grant-writing, fund raising, and volunteer recruitment, training and supervision.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

PHYSICAL REQUIREMENTS: Medium Work: Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently as needed to move objects. Ability to lift, bend, reach and stand.

MENIFEE COUNTY SCHOOLS

POSITION: Finance Officer

POSITION SUMMARY: Responsible for all receipts and expenditures of the school district including all general fund, capital outlay fund, school building bond and revenue accounts and all special program funds.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Responsible for all salaries computed on all employees, writing payroll checks, keeping accurate records on individual taxes, insurances, etc., and totaling and balancing at the end of each calendar month.
2. Responsible for disbursement checks with the approval of the Board.
3. Responsible to the Superintendent to clear any transactions that will be a financial debt to the district, including construction.
4. Responsible for district accounting fiscal operations.
5. Responsible for maintaining clear and accurate financial statements.
6. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

EDUCATION: Five years of professional experience in a business office setting of which two years' experience must be in supervisory capacity; a minimum of BA in Accounting or related field at discretion of Superintendent. A licensed requirement of forty-two hours of continuing education classes every two years that have been approved by the Kentucky Department of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

Meniffee County Schools

POSITION: FOOD SERVICE CAFETERIA MANAGER

BASIC FUNCTION: Manage and coordinate the day-to-day food service operations of an assigned school site; assure compliance with District, State and Federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; select, assign, schedule, supervise, direct and evaluate assigned food service personnel.

DISTINGUISHING CHARACTERISTICS: Food Service Manager I incumbents manage and coordinate the day-to-day food service operations in an assigned school site. Food Service Manager II incumbents manage and coordinate the food service operations and activities of a central kitchen. Incumbents also plan and organize food service transporting activities to District sites

REPRESENTATIVE DUTIES:

- Maintain high standards of control for quality food production and service.
- Manage, coordinate and oversee the day-to-day food service operations at an assigned school site; analyze effectiveness, assure compliance with District, State and federal laws, regulations and safety and sanitation procedures.
- Maintain quality standards for the presentation and service of food in a pleasant environment.
- Prepare menus, assuring compliance with regulations and requirements; estimate and order amount of food and supplies needed; monitor and control expenditures; maintain assigned budget.
- Select food service employees; direct, assign, schedule and evaluate food service personnel; conduct training sessions for new employees.
- Inspect the lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
- Plan work schedules and coordinate daily work for efficient use of labor; receive calls from employees and call substitutes as necessary.
- Train and assist employees in the proper handling of foods, correct use and

care of equipment and in maintaining high standards of sanitation and safety.

- Maintain, prepare and review a variety of menu production records, inventories, logs and reports; accumulate data and input information into a computer as appropriate and file documents as necessary.
- Supervise and participate in food preparation and distribution to District students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
- Operate point of service system to ensure accurate meal counting and claiming of meals. Communicate with students, staff, faculty, and outside organizations to exchange information, receive suggestions, and resolve issues related to food service.
- Participate in, schedule and attend in-service meetings and workshops.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Meal production planning and scheduling.
- Applicable District, federal and State laws, rules and regulations related to food service. Quantity food preparation and food merchandising.
- Nutrition, sanitation and operation regulations and requirements. Use and care of institutional equipment and utensils.
- Procedures used in ordering, receiving, storing and inventorying food and supplies. Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
- Budget preparation and control.

- Record-keeping techniques.
- Principles and practices of supervision and training.
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

ABILITY TO:

- Manage and coordinate the day-to-day food service operation at an assigned school site.
- Assure compliance with District, State and federal requirements.
- Plan well-balanced, nutritional and appetizing menus within a fixed budget.
- Train others in the preparation and serving of food in large quantities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Schedule, supervise and evaluate staff.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Operate a computer terminal as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate OR demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years food service experience.

LICENSES AND OTHER REQUIREMENTS: Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045. Pursuant to 7 CFR parts 210 and 235, employee must complete mandatory annual training requirements.

PHYSICAL REQUIREMENTS: Medium Work: Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently as needed to move objects. Ability to lift, bend, reach and stand. Prolonged periods of standing

Menifee County Schools

POSITION: FOOD SERVICE PROGRAM ASSISTANT

BASIC FUNCTION: Schedule, conduct, evaluate and participate in the benefit issuance process for the National School Lunch Program. Assure compliance with National School Lunch program requirements; train food services personnel and school bookkeepers in the free and reduced meals application procedures; assist in the development of instructional and informational materials related to the assigned areas of responsibility.

REPRESENTATIVE DUTIES:

1. Schedule, conduct, evaluate and participate in the benefit issuance process for the National School Lunch Program.
2. Assure compliance with National School Lunch program requirements; review procedures followed at each site and recommend changes as appropriate. Conduct operational program reviews; notify administrative staff in the food services department of the audit/review status of each site visited, audited and evaluated.
3. Train food services personnel and school bookkeepers in the free and reduced meals application procedures; provide workshop and on-site training.
4. Develop, write and submit reports to principals and other staff; recommend changes in program operations to assure compliance with federal and State requirements.
5. Advise food services personnel on approved collection procedures for meal services.
6. Advise principals and other staff regarding meal counting and claiming procedures.
7. Monitor on-line responsibilities of food services managers, supervisors and cashiers in accordance with reduced meal claims procedures.
8. Assist in the development of instructional and informational materials related to the assigned areas of responsibility.
9. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

1. Nutritional and operational requirements of the National School Lunch Program and related federal and State regulations, including the evaluation of applications for free and reduced priced meals.
2. Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
3. Record-keeping techniques. Correct English usage, grammar, spelling, punctuation and vocabulary.
4. Oral and written communication skills.

ABILITY TO:

1. Schedule, conduct, evaluate and participate in the auditing of free and reduced meals. Assure compliance with National School Lunch program requirements.
2. Train food services personnel and school bookkeepers in the free and reduced meals application procedures.
3. Assist in the development of instructional and informational materials related to the assigned areas of responsibility.
4. Analyze situations accurately and adopt an effective course of action.
5. Make arithmetic calculations with speed and accuracy.
6. Read, interpret, apply and explain rules, regulations, policies and procedures.
7. Plan and organize work.
8. Operate a computer as required.

9. Meet schedules and time lines.

10. Communicate effectively both orally and in writing.

11. Establish and maintain cooperative and effective working relationships with others.

12. Maintain records and prepare reports.

13. Work independently with minimal supervision.

14. Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE: Any combination equivalent to: Bachelor's or Associate's degree in a related field preferred, high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years increasingly responsible food services management experience or related management experience.

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky driver's license. Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045. Pursuant to 7 CFR parts 210 and 235, employee must complete mandatory annual training requirements.

PHYSICAL REQUIREMENTS: Medium Work: Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently as needed to move objects. Ability to lift, bend, reach and stand. Prolonged periods of standing

MENIFEE COUNTY SCHOOLS

POSITION: Health Aide/Clerk

POSITION SUMMARY: Perform clerical duties to maintain the health unit. Manage medical records, including but not limited to filing of daily charts, filing labs, pulling charts for the following day appointments. Keeping all medical records up to date and in a professional manner. Complete billing in software programs.

REPORTS TO: School Nurse and Principal

PERFORMANCE RESPONSIBILITIES:

1. Schedule students for vision, hearing, scoliosis and dental screenings; schedule follow-up appointments if further testing is required.
2. Prepare, maintain and type a variety of health-related records and files including student health records, emergency medical records, accident reports and health and disability reports; prepare correspondence, forms, notices and referrals; maintain files and duplicate materials as needed.
3. Maintain the health office in a clean, orderly and safe condition; assist in maintaining inventory and order first aid supplies as necessary.
4. Attend meetings and assist other school personnel as required.
5. Operate standard office equipment as required.
6. Perform related duties as assigned.
7. Preparing charts for student health visits.
8. Provided medical and administrative support services; includes establishing and maintaining medical record system; data collection and entry; monitoring and management of third-party reimbursements; maintaining inventory of administrative forms and pamphlets; and general office duties.
9. Administer first aid in emergencies and notify nurse, administrator, parents or paramedics as necessary.
10. Other Duties as Assigned

KNOWLEDGE OF:

Modern office practices, procedures and equipment. Record-keeping techniques. Correct English usage, grammar, spelling, punctuation and vocabulary. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Basic computer literacy Establish and maintain files, records, reports and referrals Work cooperatively with others. Understand and follow oral and written directions. Meet schedules and timelines. Plan and organize work. Work confidentially with discretion. Communicate effectively both orally and in writing. Read, explain and follow rules, regulations, policies and procedures. Perform clerical duties such as filing, duplications, typing and maintaining records. Operate standard office equipment as required. Complete work with many interruptions.

PHYSICAL DEMANDS: Work is performed while standing, sitting, and/or walking. Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Required the ability to communicate effectively using speech, vision, and hearing.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate of demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year of clerical or office experience.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Menifee County Schools

POSITION: HEALTH SERVICES ASSISTANT

BASIC FUNCTION: Administer basic first aid and screen ill or injured students in accordance with State laws and District regulations; assist with health testing programs; prepare and maintain a variety of records, files and reports.

REPRESENTATIVE DUTIES:

1. Perform basic first aid procedures and screen ill or injured children according to established procedures; utilize a variety of health products and supplies in caring for injuries and health needs.
2. Administer first aid in emergency situations and notify nurse, administrator, parents or paramedics as necessary.
3. Schedule students for and assist with vision, hearing, scoliosis and dental screenings;
4. Schedule follow-up appointments if further testing is required.
5. Prepare, maintain and type a variety of health-related records and files including student health records, emergency medical records, accident reports and health and disability reports; prepare correspondence, forms, notices and referrals; maintain files and duplicate materials as needed.
6. Maintain the health office in a clean, orderly and safe condition; assist in maintaining inventory and order first aid supplies as necessary.
7. Attend meetings and assist other school personnel as required.
8. Operate standard office equipment as required.
9. Perform related duties as assigned.

KNOWLEDGE TO:

1. Basic First Aid and age-appropriate CPR techniques.
2. Health and safety regulations.

3. Modern office practices, procedures and equipment.
4. Record-keeping techniques.
5. Correct English usage, grammar, spelling, punctuation and vocabulary.
6. Oral and written communications skills.
7. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Administer first aid to ill or injured students.
2. Establish and maintain files, records, reports and referrals.
3. Work cooperatively with others.
4. Understand and follow oral and written directions. Meet schedules and time lines.
5. Plan and organize work.
6. Work confidentially with discretion.
7. Communicate effectively both orally and in writing.
8. Read, explain and follow rules, regulations, policies and procedures.
9. Learn and apply appropriate care and procedures related to ill or injured students.
10. Perform clerical duties such as filing, duplications, typing and maintaining records.
11. Operate standard office equipment as required.
12. Complete work with many interruptions.

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee and one year of clerical or office experience.

LICENSES AND OTHER REQUIREMENTS: Valid First Aid and CPR Certificate issued by an authorized agency. Valid CNA Certificate issued by an authorized agency.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

MENIFEE COUNTY SCHOOLS

POSITION: Instructional Assistant

POSITION SUMMARY: Assist a certificated teacher in providing instruction to individual or small groups; monitors and report student progress. Instructional Assistant I incumbents assist a certificated teacher by performing a variety of support functions in a regular classroom setting. Instructional Assistant II incumbents work within a complex program typically requiring additional skills and characterized by increased independence of action.

REPORTS TO: Principal

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 a member of an instructional team including remediation teams.
3. Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students.
4. Assist in administering diagnostic and other test; score and record test information.
5. 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.
6. Perform routine clerical duties such as preparation of instructional and classroom material; operate copy machines; maintain classroom records; maintain attendance records.
7. 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.

8. Assist in overseeing students while in labs; provide for supplies inventory as necessary.

9. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.

10. Confer, as needed with teachers concerning programs and materials to meet students needs.

11. Contact parents of students who are absent; make home visits as necessary.

12. Assure the health and safety practices and regulations.

13. Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips.

14. Participate in meetings and in-service training programs as assigned.

15. Perform related duties as assigned.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky Law.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

MENIFEE COUNTY SCHOOLS

POSITION: Lead Custodian

POSITION SUMMARY: Supervise and organize custodial services; supervise and evaluate assigned custodial personnel.

REPORTS TO: Facilities Director

PERFORMANCE RESPONSIBILITIES:

1. Schedule, organize and supervise in a variety of custodial services.
2. Train, supervise and evaluate the performance of assigned staff and student assistants; train custodial personnel in the proper techniques of custodial duties; assign and review work in custodial and routine maintenance activities as needed.
3. Develop and prepare work schedules and assignments; coordinate duties and assignments to assure effective operations.
4. Schedule for subs when a custodian is absent.
5. Determine, recommend and requisition needed custodial supplies and equipment; communicate with vendors and other outside organizations to coordinate activities and obtain assistance.
6. Prepare and maintain a variety of records and reports including inventory levels, facilities status and work performed when given a custodial work order.
7. Respond to requests from District personnel and faculty to assist with a variety of emergency or special custodial and clean-up duties.
8. Supervise in the cleaning and care of classrooms, restrooms, offices, showers, shops and related facilities in a clean, safe and orderly manner; supervise the clean and service custodial equipment as needed.
9. Assure compliance with local laws and procedures regarding the storage and disposal of trash, rubbish and waste.
10. Coordinate as needed in all custodial duties including; sweeping, scrubbing, mopping and waxing floors, vacuum and shampoo rugs and carpets in classrooms,

offices, workshops, and other work areas; wash windows, chalkboards and walls; dust and clean furniture and facilities and coordinate with snow removal as needed.

11. Perform minor non-technical repairs and adjustments to building, equipment, and fixtures; report repair and maintenance needs.

12. Report unauthorized or suspicious individuals on campus to appropriate personnel; turn lights on and off; unlock and lock doors and gates; report sanitation and safety issues and hazards.

13. Supervise project crews during summer months or special cleaning assignments.

14. Operate a vehicle and/or supervise work as needed.

15. Perform playground inspections and necessary building inspections.

16. Communicate with vendors and service providers to provide appropriate pricing and purchasing.

17. Meet schedules and timelines.

18. Performs other tasks as may be requested by the Superintendent or Facilities Director pertaining to custodial supervisor duties.

EDUCATION:Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Medium Work: Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently as needed to move objects. Ability to lift, bend, reach and stand.

MENIFEE COUNTY SCHOOLS

POSITION: Lead Maintenance

POSITION SUMMARY: Perform skilled maintenance, repair and construction of District buildings and equipment in one or more craft or trade; assist other trades personnel as needed and work independently in trades such as painting, glazing and plastering.

REPORTS TO: Superintendent/Custodial Supervisor

PERFORMANCE RESPONSIBILITIES:

1. Perform a variety of maintenance and repair work independently as instructed or assist other skilled trade personnel to maintain school buildings, facilities and grounds in proper condition.
2. Perform a variety of building maintenance duties including repairing carpeting, drapes, plaster and drywall, repairing or replacing air vents, screens, barriers, skylights and lockers, replacing ceramic, ceiling and floor tile and performing minor or emergency roof repairs; remove and board broken windows.
3. Maintain grounds, facilities and equipment including installing and repairing wire fences, mesh wires, signs and playground equipment.
4. Repair, assemble, install and assist in the construction of doors, partitions, furniture, counters bulletin boards, chalk boards, shelving and other items; set up for special events; move furniture.
5. Perform cement work such as mixing, pouring and finishing cement; patch asphalt and cement lay and repair asphalt.
6. Prepare surfaces for painting; apply finishes and coverings using brushes, rollers, spray equipment and cutters necessary.
7. Perform routine maintenance and repairs on doorknobs, locks, hinges, closures, strike plates and panic bars.
8. Maintain routine records related to maintenance activities.
9. Operate a variety of equipment and machines such as trucks, saws, drills, sanders, pipe threads, welding equipment and other hand and power tools; operate a forklift as required.

10. Perform related duties as assigned.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky Law.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Menifee County Schools

Position: Literacy Tutor-Save the Children

Afterschool and Summer Tutors:

1. Assist with the implementation of the Developing Reader Literacy Block.
2. Work with the Program Coordinator to plan and/or implement an established plan for appropriate activities during literacy programming
3. Implement either guided independent reading practice or daily read-alouds and fluency-building activities during the afterschool and summer programs
4. Participate in all trainings related to the school-aged programs component area you will be implementing
5. Assist with organizing the AR library, if appropriate
6. Work with Program Coordinator to plan literacy activities that you will be implementing, as needed
7. Incorporate one hour of planning time into weekly schedule to prepare for programming
8. Address individual children's needs under the guidance of the Program Coordinator
9. Assist in administering pre- and post-STAR Reading™, STAR Early Literacy™, tutorials and emergent reader modules assessments, as appropriate
10. Submit group attendance to the Program Coordinator as designated by program policy

In-School tutors:

1. will be implementing
2. Assist in administering pre- and post-STAR Reading™, STAR Early Literacy™ tutorials and emergent reader modules assessments, as appropriate

3. Submit group attendance to the Program Coordinator as designated by program policy
4. Assist in the implementation of in-school direct services.
5. Work with identified struggling readers in grades 2-6 who would benefit from small group assistance during guided independent reading practice and/or with tutorials
6. Work with identified struggling emergent readers in kindergarten and first grade who would benefit from small-group assistance during reading together activities, and selected emergent reader module activities
7. Participate in all trainings related to the components of the in-school support

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

MENIFEE COUNTY SCHOOLS

POSITION: Maintenance Assistant

POSITION SUMMARY: Under direction of Head Maintenance staff, perform skilled maintenance, repair and construction of District buildings and equipment in one or more craft or trade; assist other trades personnel as needed and work independently in trades such as painting, glazing and plastering.

REPORTS TO: Facilities Director

PERFORMANCE RESPONSIBILITIES:

1. Perform a variety of maintenance and repair work independently as instructed or assist other skilled trade personnel to maintain school buildings, facilities and grounds in proper condition.
2. Perform a variety of building maintenance duties including repairing carpeting, drapes, plaster and drywall, repairing or replacing air vents, screens, barriers, skylights and lockers, replacing ceramic, ceiling and floor tile and performing minor or emergency roof repairs; remove and board broken windows.
3. Maintain grounds, facilities and equipment including installing and repairing wire fences, mesh wires, signs and playground equipment.
4. Repair, assemble, install and assist in the construction of doors, partitions, furniture, counters bulletin boards, chalk boards, shelving and other items; set up for special events; move furniture.
5. Perform cement work such as mixing, pouring and finishing cement; patch asphalt and cement lay and repair asphalt.
6. Prepare surfaces for painting; apply finishes and coverings using brushes, rollers, spray equipment and cutters necessary.
7. Perform routine maintenance and repairs on doorknobs, locks, hinges, closures, strike plates and panic bars.
8. Maintain routine records related to maintenance activities.
9. Operate a variety of equipment and machines such as trucks, saws, drills, sanders, pipe threads, welding equipment and other hand and power tools; operate a forklift as required.
10. Perform related duties as assigned.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Medium Work: Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently as needed to move objects. Ability to lift, bend, reach and stand.

MENIFEE COUNTY SCHOOLS

POSITION: Payroll Officer

POSITION SUMMARY: Perform responsible payroll clerical duties related to the preparation of payrolls for the District; process payroll and related records for classified, certificated or hourly employees as assigned. Payroll Officers are assigned responsible payroll duties for specific payrolls such as classified and certificated payrolls.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Process payroll and related records for assigned major payrolls; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
2. Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities.
3. Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.
4. Maintain employee attendance records; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed.
5. Respond to questions or complaints from employees regarding pay, deductions, sick leave, vacation and other payroll information; answer phones.
6. Receive, sort and distribute paychecks and warrants according to established procedures and guidelines.
7. Prepare and maintain files of records and documents relating to work performed; prepare special reports as assigned.
8. Type and file employee payroll data including the name, pay rate and related data; prepare and process a variety of documentation information and files for new employees.
9. Process the payroll-related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures.
10. Operate standard office equipment including a computer terminal as required.
11. Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities.

12. Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.
13. Maintain employee attendance records; verify individual sick leave and personal leave usage.
14. Respond to questions or complaints from employees regarding pay, deductions, sick and personal leave, and other payroll information; answer phones.
15. Calculate and prepare annual salary and budget projections for categorical programs as assigned.
16. Process the payroll-related sections of various employment forms; verify salaries by phone in accordance with related laws and District policies and procedures.
17. Operate standard office equipment including a computer terminal as required.
18. Prepare open records request and employee verification; collect all employee time sheets.
19. Make payments to all vendors; make the state tax deposit, federal tax deposit, federal reimbursement file, county tax, county retirement, unemployment, PSD reports, CSD reports, and W-2's.
20. Coordinate time entry in MUNIS.
21. Process FMLA leaves and personnel folders.
22. Help record board minutes for monthly board meetings.
23. Perform related duties as assigned.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress obtaining a G.E.D. as required by Kentucky law and one year experience in payroll financial and statistical record-keeping.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

MENIFEE COUNTY SCHOOLS

POSITION: PERSONNEL OFFICER/HUMAN RESOURCE

POSITION SUMMARY: Help coordinate the activities and operations of human resource services for all employees including past and prospective employees and substitute personnel

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Assists Superintendent/Designee in implementation and interpretation of Federal and State laws, Kentucky Board of Education regulations, and district policies and procedures related to human resources management.
2. Under direction of the supervisor, oversees and coordinates the employment procedures for all district employees.
3. Coordinates the distribution of the employee handbooks and other personnel forms.
4. Coordinates the program for volunteer and employment criminal records checks.
5. Oversees and administers the administrative/supervisory staffing procedures and records.
6. Assumes responsibility for the review of correspondence and communications pertaining to applicants and personnel and maintains the appropriate applicant and employee files.
7. Meets with employees to make sure procedures for applicants who are recommended for employment have all required forms as established by federal law, state law, and Board of Education policies and procedures.
8. Helps certify and monitor the professional credentials and certification status of teachers and other certified staff members.
9. Responds to questions and requests from current employees, former employees, and prospective employees.
10. Reviews and audits employee files for completeness.
11. Maintains confidentiality in all aspects of the position.
12. Helps to coordinate compliance with the administration of the Certification/Accreditation Regulations of the Kentucky Department of Education.

13. Works closely with the Superintendent/designee on personnel matters of classified and certified personnel.

14. Informs and advises the Superintendent/designee on matters relating to the above duties and responsibilities and to other elements of the job assignment.

15. Helps with processes of hiring and resignations of employees.

16. Maintains personnel and human resources information.

17. Attends recruiting fairs and other meetings as assigned.

18. Oversees entry and checking of Personnel Information Systems to include financial, human resource, time and attendance software.

19. Works as a team member with all other central office departments and school personnel.

20. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent/Designee.

KNOWLEDGE AND ABILITIES:

1. Knowledge of Human Resources or related field preferred

2. Must meet physical performance requirements

3. Such additional qualifications as the Superintendent of Board may find appropriate and acceptable

4. Basic public speaking techniques

ABILITY TO:

1. Organize, plan, direct and implement the District's Human Resources programs including employment, employee relations, and employee assistance.

2. Explain and apply rules, regulations, policies and procedures related to classified and/or certificated personnel.

3. Establish and maintain cooperative and effective working relationships with others.

4. Communicate effectively both orally and in writing.

5. Work independently with little direction.

6. Determine appropriate action within clearly defined guidelines.

EDUCATION: Any combination equivalent to: bachelor's degree preferred.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel. Superintendent will give a one year evaluation at the end of each school year.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

MENIFEE COUNTY SCHOOLS

POSITION: Registered School Nurse

POSITION SUMMARY: Evaluate, plan, and implement nursing services for each district student. Create a positive climate of health and well-being in local schools while maintaining accurate medical records according to district and state policy.

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Obtain parental consent for school health services.
2. Develop Individual Health Plan (IHP) for children with chronic diseases.
3. Complete trainings as assigned.
4. Provide school health services which may include but not limited to physicals, immunizations, hearing screenings, dental screenings, and vision screenings.
5. Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
6. Supervises and/or maintains the updating of cumulative health records on all students.
7. Coordinate care and student emergency action plans related to diabetes, seizures, asthma, allergies and use of emergency medications i.e. Epi-Pen, Glucagon and Diastat.
8. Visit student homes when necessary with other District staff.
9. Participate with school staff in developing and implementing coordinated school health programs.
10. Contact homes of children referred by principals, counselors or teachers.
11. Advises on modification of the educational program to meet health

needs of individual students.

12. Participates in school committees regarding school health services, and health curriculum and in-service training programs.

13. Within the nurse's scope of practice and state laws, trains and delegates to unlicensed school personnel medication administration and-or the delivery of health services as ordered by a licensed health care provider. Delegation to other involves initial assessment, training, competency validation, supervision and evaluation by the school nurse.

14. Administers and retain medication logs according to recommended guidelines.

15. Perform medical treatment in accordance with physician's instruction within District and state guidelines.

16. Maintain stock of first aid supplies; assure medical equipment is in proper working condition order supplies according to district protocol.

17. Maintain, monitor, and submit monthly AED reports to the District Health Coordinator.

18. Review health room use reports monthly with health coordinator regarding students with chronic conditions and 6 or more absences.

19. Other duties as assigned by the immediate supervisor.

KNOWLEDGE AND ABILITIES:

1. Modern classroom teaching techniques
2. Counseling principles and techniques
3. Record-keeping techniques
4. Oral and written communication skills
5. Public speaking techniques Interpersonal skills using tact, patience and courtesy
6. Health and safety regulations
7. Contagious disease
8. Effective use of technology necessary for job performance
9. First Aid, CPR, and nursing practices and procedures

10. Various health-screening practices, procedures, and techniques District
and state school health policies

ABILITY TO:

1. Evaluate, plan and implement the nursing process
2. Provide classroom instruction
3. Communicate effectively both orally and in writing Prepare and deliver oral
4. presentations Establish and maintain cooperative and effective working
relationships with others
5. Maintain accurate medical records and prepare reports
6. Work independently with little direction
7. Plan and organize work Observe health and safety regulations
8. Work confidentially with discretion Understand and follow written
prescription
9. Complete work with many interruptions

EDUCATION: Any combination equivalent to: graduate of an accredited
Registered Nurse program; minimum of 3 years of experience as a RN;
must be a Kentucky Registered Nurse.

EVALUATION: Performance of this job will be evaluated in accordance with
provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds
of force occasionally and/or up to 10 pounds of force as frequently as
needed to move objects.

MENIFEE COUNTY SCHOOLS

POSITION: Save the Children Program Coordinator

Oversee the Implementation of the Developing Reader Literacy Block in the Afterschool and Summer Programs:

1. Structure the schedule of activities during the Developing Reader Literacy Block
2. Work with Healthy Choices Coordinator and literacy staff to organize children into groups of ten based on grade levels, reading levels and behavior management concerns
3. Support literacy tutors in the planning and implementation of daily read-alouds, guided independent reading practice and fluency-building activities during the in-school, afterschool and summer programs
4. Provide feedback to literacy staff concerning best practices in daily read-alouds, guided independent reading practice and fluency-building activities
5. Communicate regularly with the Program Specialist at the field office

Oversee the Implementation of Accelerated Reader™ (AR):

1. Work with school librarian to organize the books used for Save the Children programs
2. Assist with training school personnel in the correct use of AR, as needed
3. Incorporate one hour of planning time into daily schedule to enter data and prepare for programming
4. Incorporate one hour into weekly schedule to run and analyze AR reports
5. Address individual children's needs with appropriate staff and devise possible solutions
6. Assist school staff in administering STAR Reading™ test, if needed

7. Administer post-STAR Reading™ test (if your school/program doesn't otherwise do so) for every child in Save the Children in-school and afterschool programs

Engage Families in Programming:

1. Complete the Family Engagement Checklist to identify site-specific family engagement focus areas for the program year
2. Complete an annual Family Engagement Planning Guide to outline specific family engagement practices and activities to be conducted throughout the program year
3. Implement site-selected family engagement activities and practices throughout year, as outlined in annual plan; these will vary by site
4. Conduct at least two family engagement events during the program year to address key Family Engagement strategies
5. Collaborate with school administration and staff to identify areas of alignment between the program and school-wide family engagement practices
6. Communicate regularly with Program Specialist regarding family engagement activities Program Coordinator Role and Responsibilities - SC/USP/KC/revised 06-15
7. Conduct the required Family Post-Survey at the end of the program year; send home and actively encourage completion and return of the Family Post-Survey by one parent/caregiver of each family with a child participating in the program
8. Submit family engagement data, including Family Post-Survey data and other identified data points, to Save the Children for analysis and review

Oversee the Implementation of In-School Direct Services:

1. Work with school personnel to identify struggling readers who would benefit from small group support
2. Oversee the implementation of activities such as guided independent reading practice, tutorials, and emergent reader modules by Save the Children trained tutors
3. Administer pre- and post-assessments for children participating in STC tutorials

Support attendance tracking:

1. Record daily program attendance in SCORE
2. • Make sure children's names in Renaissance Learning™ exactly match the children's names in SCORE
3. Program Coordinator Role and Responsibilities - SC/USP/KC/revised 06-15

POSITION: Assistant Finance Officer

POSITION SUMMARY: Assists Chief Financial Officer in ensuring proper posting of receipts and expenditures of the school district including all general fund, capital outlay fund, school building bond and revenue accounts and all special program funds.

REPORTS TO: Chief Finance Officer

PERFORMANCE RESPONSIBILITIES::

1. Assists in developing and ensuring accuracy for all salaries computed on all employees, writing payroll checks, keeping accurate records on individual taxes, insurances, etc., and totaling and balancing at the end of each calendar month.
2. Assists in ensuring all disbursement checks are paid with the approval of the Board.
3. Assists in ensuring all transactions that will be a financial debt to the district, including construction, are paid in accordance with board policy.
4. Assists in planning and implementation of district accounting fiscal operations.
5. Assists in maintaining clear and accurate financial statements.
6. Assists in preparing and ensuring grant expenses and reimbursements are accounted for properly.
7. Assists in Budget analysis and preparation of grant budgets.
8. Organizes Open Enrollment and
9. Assists staff with implementation of new software and programs by providing training.
10. Assists in the implementation of new financial software.
11. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

EDUCATION: Five years of professional experience in a business office

setting; minimum BA degree; preferred in Accounting or related field at the discretion of the superintendent. A licensed requirement of forty-two hours of continuing education classes every two years that have been approved by the Kentucky Department of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

MENIFEE COUNTY SCHOOLS

POSITION: Police Officer (School Resource Officer)

REPORTS TO: Chief of Law Enforcement and Superintendent

POSITION SUMMARY: Perform a variety of law enforcement activities for an assigned school District including enforcing state statutes, Menifee County Board policy, protection of life and property, suppression of criminal activity, apprehension and prosecution of offenders, regulation of non-criminal conduct, preservation of public peace, enforcement of traffic and parking regulations and conducting investigations.

DISTINGUISHING CHARACTERISTICS: The Police Office (SRO) will maintain a high standard of service to the District. The Police Office will abide by policies, procedures, statutes and laws in policing the school district while maintaining and creating positive relationships with students, staff, and community.

PERFORMANCE RESPONSIBILITIES:

1. Performs a variety of law enforcement activities for an assigned school district; exercise authority consistent with statutory obligations and comply with lawful orders.
2. Responsible for knowing and complying with all Menifee County board policies and completing safety training as assigned by the district.
3. Enforce Kentucky Revised Statute and Menifee County board policy in order to assure the safety of district students, personnel and property.
4. Maintain security and/or patrol a designated area of the Menifee County School Board owned properties to preserve the law and order, to prevent and discovery the commission of crime, to direct traffic, to reduce traffic accidents, to enforce laws and School Board policies.
5. Secure the scene of a crime or accident; administers first aid, gathers, and identifies evidence, photographs crime scenes and evidence, obtains witnesses; and makes arrests.
6. May conduct criminal investigations of thefts, assaults, burglaries, robberies, fraud, and vice crimes.
7. Responds to calls for service in an off-duty capacity if requested.
8. Responsible for maintaining high visibility on school property in order to maintain the safety of students and staff as well as safeguard district property.
9. Prepare and complete accurate and thorough reports of crimes, vehicular accidents, and other incidents as necessary.
10. Conduct investigations on allegations of crime; to include interview, evidence gathering and securing, make arrest and/or issuing citations/summons.
11. Responds to critical incidents and investigates to determine the cause and takes appropriate actions.
12. Receives complaints and/or request for service from the public or others;

secures the necessary information and/or refers them to the proper authorities; and counsels citizens that come into the office.

13. Interview persons with complaints/injuries; attempts to make proper disposition of directs them to the proper resources. Gather information in crimes and offenses through interviews and interrogations.
14. Serves juvenile custody orders, adults warrants, summonses, and subpoenas; issues traffic citations; and prepares criminal offense and traffic accident reports.
15. Assists other law enforcement officers as needed.
16. Maintains assigned equipment in proper working condition.
17. Assist injured persons and determine appropriate action in a timely manner. This can include calling medical personnel when necessary.
18. Attend and conduct parent conferences, regarding student criminal or code of conduct violations as needed.
19. Testifies in court and administrative hearings.
20. Transport prisoners to jail; Administer breathalyzer test.
21. Operates and maintains various types of police equipment utilized on the job.
22. Provide proper referrals for incidents occurring outside the officers are of authority or jurisdiction.
23. Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
24. Successfully pass bi-annual firearms qualifications.
25. Perform other tasks as assigned.
26. Maintain regular attendance.
27. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

1. Elements and appropriate application of state statutes, Menifee County board policies, and Menifee County Public Schools Police Department policies.
2. Geographic areas of Menifee County schools, District owned facilities, and Menifee County personnel.
3. Communicate with staff, parents, students, and community to exchange information, coordinate activities, and resolve issues or conflicts.
4. Maintains confidentiality of records and information according to established procedures and school board policy.
5. Applicable sections of the Kentucky Administrative Regulations (KARS) and other applicable school laws.
6. Laws, rules, and regulations related to assigned activities.

ABILITY TO:

1. Perform work while standing, sitting and/or walking
2. Communicate effectively using speech, vision, and hearing
3. Use hands for simple grasping and fine manipulations
4. Bend, squat, crawl, climb, reach, lift, carry, push, or pull light weights
5. Perform a variety of law enforcement duties at an assigned location.
6. Prepare and maintain accurate and complete reports of crimes, vehicular

- accidents, or other incidents.
7. Maintain crowd control.
 8. Maintain acceptable physical and mental preparedness.
 9. Communicate with staff, parents, students, and community to exchange information, coordinate activities, and resolve issues or conflicts.
 10. Maintain confidentiality of records and information according to established policies and procedures.
 11. Communicate effectively both orally and in writing in a professional manner.
 12. Work cooperatively with other officers, school personnel, students, parents, and the public.
 13. Determine appropriate action within clearly defined guidelines.
 14. Work rapidly and accurately with names, codes, and symbols.
 15. Judge when to act independently and when to refer a situation to a supervisor.
 16. Operate crime fighting paraphernalia such as video equipment, audio recorder, and security cameras.
 17. Make rapid and appropriate decisions during stressful situations.
 18. Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or the District will provide an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee and three years of related experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky driver's license; citizen of the United States; twenty-one years of age; no criminal record, excellent moral character; honorable discharge if having served in the Armed Forces; satisfactory medical condition; Special Law Enforcement
- Successfully complete the Kentucky Law Enforcement Council requirements set forth to possess a Peace Officer Professional Standards (POPS) certificate.
- Completion of School Resource Officer Training (SRO)
- Required to have available and use personal vehicles for work related matters.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

MENIFEE COUNTY SCHOOLS

POSITION: Chief of Law Enforcement

REPORTS TO: Assistant Superintendent

POSITION SUMMARY: Develops, implements, interprets, and monitors the needs and responses of the school district in the area of law enforcement, while maintaining a positive learning climate in our school district and a cooperative working relationship with other law enforcement groups affecting the school district and community.

DISTINGUISHING CHARACTERISTICS:

The Chief of Law Enforcement will oversee the District Law Enforcement Division and maintain a high standard of service of both him and his officers to the district. The Chief of Law Enforcement will work closely with the Superintendent and his designee to ensure the safety of all students and staff in the district and to ensure that each school building is adequately covered by law enforcement coverage. The Chief of Law Enforcement will ensure his division is adhering to the highest standards of law enforcement and maintaining a positive relationship with students, staff, and community.

REPRESENTATIVE DUTIES:

1. Responsible for the stationing and transferring of any and all members and employees of the Division under those policies and procedures as outlined in the DIVISION POLICY AND PROCEDURES MANUAL and for the issuing of general orders and special orders subject only to the policies and regulations of the Board of Education and the Superintendent of the Schools.
2. Promptly administers all policies and regulations on the Board of Education and the Superintendent of Schools and issues orders to the Division as may be required for proper law enforcement.
3. Organizes, directs, and controls all resources of the Division for the most efficient discharge of its duty to preserve the peace, protect persons and property, and obeys and enforces all regulations of the Board of Education and Menifee County and all criminal laws of the Commonwealth of Kentucky and the United States of America.
4. Develops the organizational structure of the Division in accordance with accepted professional standards through the establishment of sound span of control principles and the integration of related activities under Senior Officers. Holds the Senior Officers accountable for effective conduct of such activities.
5. Prepares and submits annual budget requests and maintains a complete system of records of Divisional activities.
6. Plans and executes law enforcement programs designed to prevent and repress crime, apprehend and prosecute offenders, recover property, and regulate non-criminal conduct. Modifies the program to combat current trends as revealed by analysis of records and reports.
7. Collaborates with Superintendent and designees in devising acceptable standards and procedures for recruitment, selection, and promotion of Division

personnel.

8. Develops an adequate and progressive program of personnel training, as well as techniques for recognizing excellence in Division personnel.
9. Works in collaboration with local, state, and federal law enforcement agencies to support District and Division objectives as communicated by the Superintendent and his designees.
10. Establishes and maintains high ethical standards for Division personnel and exercises the vigilance necessary to sustain observance of such standards.
11. Initiates investigations into all cases of alleged or apparent misconduct by Division personnel and coordinates special inquiries/investigation with the Superintendent and Board Attorney.
12. Takes steps to be informed at all times of the affairs of the Division and assures that the duties of Division members are being properly discharged.
13. Demonstrate the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
14. Maintains regular attendance.
15. Perform related duties as assigned by the Superintendent

.KNOWLEDGE AND ABILITIES:

1. Methods, equipment, and materials used in law enforcement.
2. Law enforcement techniques for schools.
3. Appropriate safety precautions and procedures.
4. Basic record-keeping techniques.

ABILITY TO:

1. Perform work while standing, sitting and/or walking
2. Communicate effectively using speech, vision, and hearing
3. Use hands for simple grasping and fine manipulations
4. Bend, squat, crawl, climb, reach, lift, carry, push, or pull light weights.

EDUCATION AND EXPERIENCE:

At least five (5) successful years in the areas of law enforcement or education, with at least 2 years in a supervisor capacity.

Bachelor's degree can be substituted for four years of experience.

LICENSES AND OTHER REQUIREMENTS:

Must qualify for (and hold after employment) the Special Law Enforcement Officers Commission pursuant to Kentucky Revised Statutes

Must hold POPS certifications (Peace Officers Professional Standards) or eligible to become POPS certified upon acceptance of the position.

Valid Kentucky driver's license; citizen of the United States; twenty-one years of age; no criminal record, excellent moral character; honorable discharge if having served

in the Armed Forces satisfactory medical condition; Special Law Enforcement.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Prolonged periods of sitting.

Wildcat Den Program Assistant Director

JOB SUMMARY: The assistant director works side-by-side with the director to oversee and facilitate multiple elements of our childcare programming and provide innovative suggestions and plans to ensure success. You will have the chance to work with the director and staff and interact directly with visitors and staff daily.

JOB RESPONSIBILITIES

1. Assist director with all daily tasks according to schedule and priorities, including reviewing financial statements, measuring productivity, discussing goals and achievements, and determining overall success strategy.
2. Help coordinate inter-departmental coordination as needed to increase efficiency, improve morale, eliminate redundancies, and ensure the achievement of the program's vision.
3. Provide support for daily activities in all sectors including reviewing budgets, approving time off requests, leading recruitment efforts, managing calendars, tracking expenses, and facilitating payroll.
4. Greet visitors, answer questions, arrange meetings, lead tours, and perform other daily customer service tasks to uphold the program's values while keeping the director's schedule free for required appointments.
5. Manage financial activities with the director according to quarterly schedules, including reviewing budgets, approving expenses, distributing funds, researching investment opportunities, planning fundraising events, and establishing monetary goals.
6. Perform general office duties daily including reading mail and email, making and receiving phone calls, filing documents, managing database systems, and overseeing office activities.
7. Serve as acting director when required, including providing signature authority, establishing office protocol, resolving issues with staff or customers, and overseeing programs and activities.
8. Any duties assigned by the director.

EDUCATION REQUIRED: CDA or at least three years of relevant work experience (Associate degree in IECE preferred).

Job Skills & Qualifications

1. Leadership experience and excellent verbal and written communication skills.

2. Self-motivated with the ability to problem solve and make decisions independently.
3. General computer literacy and proficiency with Microsoft Office applications.
4. CPR and First Aid Certification

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Meniffee County Schools

Wildcat Den Teacher

Job Summary: As a Child Care Teacher, you will plan and implement educational activities, support children's development, and ensure their well-being. You will work closely with parents and other staff members to foster a positive and inclusive learning atmosphere.

JOB RESPONSIBILITIES

1. **Develop and Implement Curriculum:** Plan and execute age-appropriate educational activities and lesson plans that promote physical, emotional, social, and intellectual growth.
2. **Supervise and Monitor Children:** Ensure the safety and well-being of all children in your care, maintaining a watchful eye on their activities and interactions.
3. **Promote Positive Behavior:** Encourage and model positive behaviors, helping children develop social skills and manage their emotions.
4. **Communicate with Parents:** Regularly update parents on their child's progress, addressing any concerns and providing insights into their child's development.
5. **Maintain a Safe and Clean Environment:** Keep the classroom and play areas clean, organized, and safe, adhering to all health and safety regulations.
6. **Assess Development:** Observe and assess each child's development, documenting progress and creating individualized plans as needed.
7. **Collaborate with Colleagues:** Work closely with other teachers and staff to create a cohesive and supportive educational environment.

Job Skills & Qualifications

REQUIRED: High School Diploma or equivalent; experience in a child care setting.

Certification: CPR and First Aid Certification. A Child Development Associate (CDA) credential is preferred, or three-plus years in an early childhood setting.

Skills: Strong communication, organizational, and interpersonal skills. Ability to create a fun and engaging learning environment. Ability to develop lesson plans

Personal Traits: Patience, creativity, and a genuine love for working with children.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.