

DATE:

5/19/2025

AGENDA ITEM (ACTION ITEM):

Consider/Approve revisions to current job descriptions for Coordinator of Public Information, Media Producer, Student Nutrition Operations Support, School Nutrition Systems Coordinator, Student Nutrition Manager, Student Nutrition Worker, Procurement Manager, and Human Resources Coordinator.

APPLICABLE BOARD POLICY:

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

HISTORY/BACKGROUND:

Currently, the Kenton County School District has a job description for Coordinator of Public Information, Media Producer, Student Nutrition Operations Support, School Nutrition Systems Coordinator, Student Nutrition Manager, Student Nutrition Worker, Procurement Manager, and Human Resources Coordinator. Upon the review of Coordinator positions throughout the district, adjustments to these specific positions were made to be more aligned with the current performance goals/expectations as well as the alignment of supervisors in accordance with the organizational chart for the District.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval to revise the current job descriptions for Coordinator of Public Information, Media Producer, Student Nutrition Operations Support, School Nutrition Systems Coordinator, Student Nutrition Manager, Student Nutrition Worker, Procurement Manager, and Human Resources Coordinator.

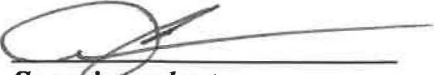
CONTACT PERSON:

Malina Owens

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County School District
Job Description: Coordinator of Public Information
Job Class Number: 7102

QUALIFICATION:

1. Bachelors Degree.
2. Experience ~~Background~~ in either public relations, ~~or~~ communication, marketing or related field
3. ~~Demonstrated written and oral communication skills.~~ Experience communicating within an organization or on behalf of an organization
4. ~~Such alternatives as the Board may find appropriate and acceptable.~~

REPORTS TO: ~~Assistant Superintendent, Executive Director,~~ Director of Public Information and Community Engagement, or designee

JOB GOALS:

Assists in the coordination of public information and community relations. Increase the awareness of the district ~~goals and mission to all stakeholders throughout the community engagement.~~ Manage district information sites.

PERFORMANCE RESPONSIBILITIES

1. Works collaboratively with Director of Public Information to ensure overall public information/community relations practices for the district are delivered in an efficient, accurate manner to the public.
2. Establishes liaison relationships with ~~community representatives~~ school webmasters and point of contact for website content management systems. Coordinates and conducts presentations and trainings with school webmasters.
3. Develops and edits district publications, district calendar, social media, ~~program~~ brochures, ~~staff-district~~ newsletters, and marketing.
4. Provides assistance to schools in enhancing school- community relations.
5. Identifies and maintains working relations with ~~staffs of local news media,~~ local media and community stakeholders.
6. Assists staff with district recognition and awards programs, e.g. Board recognitions, retirement dinner, students-teacher recognition
7. Coordinates district displays
8. Work collaboratively with district and local media outlets to ensure accurate information is shared with public.
9. Monitors local media and social media outlets for accuracy in information related to the district.
- ~~Produce brochures and documents to highlight district programs and events.~~
10. Assumes other duties as assigned by the superintendent and supervisors

TERMS OF EMPLOYMENT:

Kenton County School District
Job Description: Coordinator of Public Information
Job Class Number: 7102

- 230/~~225 days~~, days per year
- Pay Grade 16 on Classified Salary Schedule
- FLSA Status: Non-exempt
- 7.5 hours/day

EVALUATION: Performance of this job will be evaluated by Director of Public Information and Community Engagement ~~an Assistant Superintendent, Executive Director~~, or designee

DATE APPROVED: 01/24/94

REVISED: 04/24/00, 7/21/03, 10/19/09, 05/06/13, 06/01/2015

Kenton County School District
Job Description: Media ~~Coordinator~~/Producer
Job Class Number: 7363

TITLE: Media ~~Coordinator~~/Producer

QUALIFICATIONS:

1. ~~Instructional Certification or willingness to pursue instructional certification~~ Degree in graphic design, editing, video development, or other related area
2. Television production/ programming ~~or~~ experience in another related field.
3. ~~Other qualifications as deemed necessary by the board~~

REPORTS TO: ~~Assistant Superintendent, Executive Director,~~ Director of Public Information and Community Engagement, or designee

SUPERVISES: None

JOB GOAL: To provide students, staff, and community with updated ~~school~~ district produced videos ~~information~~, programming, and a variety of learning opportunities to promote the district goals and mission ~~stimulate improved awareness and intellectual growth~~

PERFORMANCE RESPONSIBILITIES:

1. Manage, maintain, and operate the district ~~production studio television production facility~~
2. Produce ~~"Inside Kenton County Schools", "Kenton County Specials", and "Sportsbeat"~~ district programs which highlight student/ staff success as well as district information that communicates to stakeholders
3. ~~Coordinate and schedule school-originated programming for cable television; cooperative programming on all PEG Channels~~
4. Generate ~~school~~ district news ~~videos for our KCS channel~~
5. Work cooperatively with other academic departments to support the development of media opportunities for students through communications/media/ ~~classes at every level, morning announcements,~~ weekly specials, graphics, training, etc
6. Provide instructional training and ~~presentations~~ for students and staff, including training on video/media skills, network and high end video productions (with animation) and proper use of media equipment
~~Provide technical support services for librarians/media specialist~~
~~Serve as liaison with KET, Insight, NKU, Telecomm Board of NKY, others~~
7. Provide consultation for technical needs, maintenance, new construction, equipment procurement and training
8. ~~Serve on the District Committees, including Technology, Ambassadors, Communication, and Community Engagement~~
9. Produce KCSD District Video Projects ~~Technology, Primary, Introductions, Presentations, Transportation, and other departmental areas as assigned by the supervisor(s).~~
~~Conduct presentations, speaking engagements, seminars, etc~~
10. Provide video duplication services for district needs
~~Produce 30 sec. Commercials for Insight highlighting our programs and events~~
11. Produce Kenton County graduation videos as requested
12. Video production of numerous KCSD activities: ~~Spelling Bee, Academic Meet, Talent Shows, Plays, Sports, Media Requests, and other events of district level interest~~
13. ~~Collaborate with community stakeholders as assigned by supervisors~~
~~Cooperative projects with the Telecomm Board of NKY~~
~~Cooperative work with the Chamber of Commerce~~
~~Coordinate Educational CATV programming in the summer~~

Media ~~Coordinator~~/Producer

Kenton County School District
Job Description: Media ~~Coordinator~~/Producer
Job Class Number: 7363

~~CATV and production work on snow days. Update information, editing, etc~~
~~Equipment and resource acquisition from various sources: WKRC, business contributions, donations, etc~~
~~Provide technical direction for special media projects and television productions~~
~~Design multi-media school system productions as needed for special media projects~~

14. ~~Coordinate activities of personnel assigned to various special media projects~~ Coordinate use of drone projects in the district and maintain drone certification
15. Remain current on technologies and consult the district on the best use of current networking tools that can be made available to the school community
16. Attend all required meetings as supervisor designates
17. Perform related duties as ~~requested~~ assigned by the Superintendent, or supervisors ~~or Deputy-Superintendent~~
~~Perform other duties as assigned by the supervisor~~

TERMS OF EMPLOYMENT:

- 220 Days
- Salary Schedule: S13 on Classified Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated by ~~Director of Public Information and Community Engagement, an Assistant Superintendent, Executive Director,~~ or designee

APPROVED: 05/21/2001

REVISED: 07/21/2003, 10/19/2009, 06/21/2015, 06/14/2018, 06/01/2020

Kenton County School District

Job Description: ~~Operations System Coordinator~~, Student Nutrition [Operations Support](#)

Job Class Number: 7232

TITLE: ~~Operations System Coordinator~~, Student Nutrition [Operations Support](#)

QUALIFICATIONS:

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

REPORTS TO: ~~Assistant Superintendent~~/Director [of Student Nutrition or designee](#)

SUPERVISES: None

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

PERFORMANCE RESPONSIBILITIES:

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

PHYSICAL DEMANDS

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

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of the position will be evaluated annually by the ~~Assistant Superintendent~~/Director [of Student Nutrition or designee](#)

Kenton County School District

Job Description: ~~Operations System Coordinator~~, Student Nutrition Operations Support

Job Class Number: 7232

APPROVED: 07/23/2007

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

Kenton County School District
Job Description: School Nutrition ~~Operations~~ Systems Coordinator
Job Class Number: 7224

TITLE: School Nutrition ~~Operations~~ Systems Coordinator

QUALIFICATIONS:

1. Associates Degree or higher in Food Service, Nutrition, Business, or Related field
2. Three years food service experience preferred
3. Valid Driver's License
4. Experience with food service computer systems

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

SUPERVISES: None

JOB GOAL: To coordinate and monitor district food service programs such as food purchasing, computer systems training and upkeep, and meal participation. Prepare participation and revenue reports to meet state and federal requirements

PERFORMANCE RESPONSIBILITIES:

1. Plan and coordinate food purchasing, to include food orders, problems with products, food preparation, and problems with vendors
2. Make recommendations to director concerning new product ideas and recipes
3. Coordinate the computer system and work with district technology staff to solve problems
4. Plan and conduct in-service as needed involving computers, food preparation and purchasing, and other topics as assigned by the director of food services
5. Assist with menu development to increase meal participation
6. Assure quality of food service program by on-going monitoring of schools
7. Represent the department and district at various local, state and federal workshops, conferences and seminars as assigned by Director of ~~Food Services~~ Student Nutrition
8. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 230 Days
- Salary Schedule: G14
- FLSA Status: Non-Exempt

EVALUATION:

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

APPROVED: 08/18/2003

REVISED: 06/01/2015, 06/14/2018, 12/04/2023

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

TITLE: ~~School Food Service~~ Student Nutrition Manager

QUALIFICATIONS:

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

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

SUPERVISES: ~~None~~ Student Nutrition Worker

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

PERFORMANCE RESPONSIBILITIES:

1. Train new employees on kitchen and food safety regulations.
- ~~1-2.~~ Assigns, directs, plans, and supervises the work of school food service employees
- ~~2-3.~~ Plans and directs the preparation and serving of all food in the school cafeteria
- ~~3-4.~~ Directs sanitation procedures in accordance with acceptable sanitation rules
- ~~4-5.~~ Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes
- ~~5-6.~~ Assumes responsibility for the security of food and supplies from successful bidders
- ~~6-7.~~ Assumes responsibility for the security of revenue of school food services and deposits in bank in accordance with directives from ~~Directory of Food Services~~ Director of Student Nutrition
- ~~7-8.~~ Checks food shipments into school cafeteria, signing all invoices
- ~~8-9.~~ Determines quantities of each food to be prepared daily
- ~~9-10.~~ Determines proper serving size to meet guidelines and effectively communicates the information to cafeteria workers
- ~~10-11.~~ Makes reports to Director of ~~Food Services~~ Student Nutrition as required to meet cash-based accounting procedures as deemed necessary by State Department of Education, Division of School Food Services
- ~~11-12.~~ Confers with Director of ~~Food Services~~ Student Nutrition regarding any personnel problems
- ~~12-13.~~ Reports to Director of ~~Food Services~~ Student Nutrition any faulty or inferior quality food and/or other items received
- ~~13-14.~~ Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware and utensils
- ~~14-15.~~ Supervises the daily perpetual inventory of food and supplies and the actual count at end of month for inventories
- ~~15-16.~~ Oversees the locking of the storerooms
- ~~16-17.~~ Works with the Director of ~~Food Services~~ Student Nutrition, teachers, principal, parents and students for input into child nutrition programs
- ~~17-18.~~ Attends meetings as designated by Director of ~~Food Services~~ Student Nutrition to attend
- ~~18-19.~~ Performs other duties as assigned by the supervisor

~~School Food Service~~ Student Nutrition Manager

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

PHYSICAL DEMANDS

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

TERMS OF EMPLOYMENT:

- ~~Length of year not to exceed 177 pupil attendance days, 4 holidays, and 6 professional development 187~~ days
- Salary Schedule
 - Level 1: Pay Grade 5 for enrollment <850, Pay Grade FMHS if enrollment >=850
 - Level 2: Pay Grade 8
 - Level 3: Pay Grade 10
- FLSA Status: Non-Exempt

EVALUATION:

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

APPROVED: 11/25/1980

REVISED: 05/19/2003, 06/01/2015, 04/03/2017, 02/05/2018, 06/14/2018, 6/05/2023

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

TITLE: ~~School Food Service~~ Student Nutrition Worker

QUALIFICATIONS:

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

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

SUPERVISES: None

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

PERFORMANCE RESPONSIBILITIES:

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

PHYSICAL DEMANDS

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

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

TERMS OF EMPLOYMENT:

- Days per fiscal year: ~~Length of school year not to exceed 175 pupil attendance days, 4 holidays and 1 in-service day~~ 180 days
- Salary Schedule: G1 on Classified Position Index
- FLSA Status: Non-Exempt

EVALUATION:

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

APPROVED: 11/25/1980

REVISED: 05/19/2003, 06/01/2015, 06/07/2016, 06/14/2018, 6/5/2023

Kenton County School District
Job Description: Procurement ~~Coordinator~~ Manager
Job Class Number: 7722

TITLE: Procurement ~~Coordinator~~ Manager

QUALIFICATIONS:

1. Bachelor's degree in procurement, purchasing, business administration, or related field
2. Certification as a professional public buyer through the National Institute of Governmental Purchasing or willingness to obtain upon hire
3. Full working knowledge of Kentucky's Model Procurement Code or willingness to learn upon hire
4. Ability to interpret and apply rules and regulations affecting the school district purchasing operation
5. Demonstrated ability to communicate effectively with students, staff, parents and the community; both in oral and written form

REPORTS TO: Executive Director /Assistant Superintendent- of ~~Operations, or~~ Operations, or designee

SUPERVISES: Purchasing Agent

JOB GOAL: To ensure that district resources are used effectively and in accordance with statutory requirements. Plan, organize and coordinate the purchasing function; process bids to purchase materials, equipment and services; assure district purchases are made in accordance with applicable laws, codes and policies; train District staff on purchasing process; perform a variety of purchasing related special projects

PERFORMANCE RESPONSIBILITIES:

1. Direct, review and evaluate the daily activities of the purchasing function; review and assure that district purchases are made in accordance with applicable laws, codes and policies
2. Review board and school purchase orders and determine proper sources of supply, perform or delegate buying assignment, conduct bid openings and recommend awarding of purchase contracts
3. Process purchase orders; ensures internal controls are followed with regard to Requisition and Purchase Order Approval and Processing
4. Perform complex and technical purchases of services, materials, equipment and supplies; prepare legal bid documents and formulate specifications in compliance with established requirements; assist district schools and departments with large purchase requests
5. Perform product research, testing and evaluation to determine best buy for price and satisfaction of purchase specifications; perform and follow-up on special projects and research as assigned
6. Develop, coordinate and conduct in-service training to district personnel on laws, regulations and district policies and procedures relating to purchasing; communicate with district administrators to resolve issues and improve the purchasing function
7. Assure the timely follow up and expediting of deliveries of district orders
8. Assure maintenance of current and adequate bidder lists and vendors files; assure proper maintenance of files in accordance with record retention policies
9. Maintain vendors lists for assigned items; contact vendors for clarification of issues related to product availability, prices, timing and specifications
10. Coordinate and recommend optimal stocking levels of frequently purchased items
11. Direct supervision of the Purchasing Agent
12. Assist other personnel in purchasing duties
13. Prepare and maintain a variety of related records, lists and reports
14. Maintain regular attendance
15. Perform other responsibilities as assigned by the supervisor

Procurement ~~Coordinator~~ Manager

Kenton County School District
Job Description: Procurement ~~Coordinator~~ Manager
Job Class Number: 7722

~~15.16.~~ Attend and/or preside over meetings as the supervisor designates

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: S17 on Classified Professional Salary Schedule
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

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

APPROVED: 07/06/2020

Kenton County School District
Job Description: Human Resources Coordinator
Job Class Number: 7661

TITLE: Human Resources Coordinator

QUALIFICATIONS:

1. High School Diploma or G.E.D. certificate
2. Experience providing exceptional customer service
3. Experience handling confidential information
4. Ability to communicate and work effectively with employees, staff and the community
5. Proficient use of computers, as well as standard computer programs, which shall include at a minimum: word processing, spreadsheet, e-mail, web-based and Internet software
6. Excellent verbal and written communication skills
7. Experience in Human Resources preferred

REPORTS TO: [Executive](#) Director/[Assistant Director](#) of Human Resources

SUPERVISES: None

JOB GOAL: The Human Resources Coordinator performs human resource related functions at a professional and confidential level for all District stakeholders; including employees, applicants, schools, departments and the community.

PERFORMANCE RESPONSIBILITIES:

1. Partners with employees and administration to communicate various human resource policies, procedures, laws, standards and other government regulations
2. Interacts with and supplies information to job applicants, employees, department heads, and public and private agencies
3. Interprets, applies and assures compliance with federal, State and District policy, administrative procedures and negotiated agreements as applicable to assignment
4. Participates in developing department goals, objectives and procedures
5. Assists in evaluation of department goals, objectives and procedures. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed
6. Cross trains with all Human Resource Coordinators to have a functional knowledge of the duties assigned to each Coordinator
7. Performs a wide variety of specialized and responsible duties independently in support of functions delegated to the Director of Human Resources
8. Maintains human resource information system records and compiles reports from the database
9. Posts new and vacant positions on the District's employment application system; tracks and publishes all open positions within the District
10. Processes internal job transfer requests
11. Processes employee status changes
12. Prepares, disseminates and tracks correspondence with employees including, but not limited to, employment contracts and letters of intent, salary reduction and non-renewal
13. Determines applicant eligibility for the position(s) applicants have been recommended for by District administrators
14. Conducts the onboarding process for new hires and transfers; including criminal background checks and the scheduling of pre-employment medical examinations
15. Conducts new hire orientations

Kenton County School District
Job Description: Human Resources Coordinator
Job Class Number: 7661

16. Coordinates the termination process
17. Maintains high standards of confidentiality of all employee records and information
18. Coordinates communication between educational institutions and other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems
19. Researches, reviews, checks, corrects and compiles a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required
20. Makes photocopies; mails, scans and emails documents; and performs other clerical functions
21. Files documents into appropriate employee files
22. Prepares new-employee files
23. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Employment category: Classified
- Salary – G12 on Classified Salary Schedule
- 7.5 hours per day
- 230 days per year
- FLSA Status: Non-Exempt

EVALUATION: Performance of the position will be evaluated annually by the [Executive](#) Director/[Assistant Director](#) of Human Resources

APPROVED: 06/19/2006

REVISED: 06/01/2015, 08/03/2015, 07/10/2017, 06/14/2018