

## **Secretary - Elementary School**

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**REPORTS TO:** Principal

**QUALIFICATIONS:** As established by the Board of Education

**GENERAL RESPONSIBILITY:** To assure smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

**DUTIES:**

1. Maintains and submits reports for time cards, leave affidavits, and attendance on all building personnel for Central Office verification
2. Oversees substitute electronic program to fill absent teacher positions maintains substitute attendance and submits reports/files to the building administrator.
3. Routes interoffice, interschool and all other mail to proper channels on a daily basis.
4. Receives and routes all incoming calls or relays messages when feasible.
5. Maintains log of visitors, picked up students and students signing into school..
6. Serves as the Notary Public for the purpose of verifying Leave Affidavit forms.
7. Takes inventory of supplies and orders as needed for office and teachers.
8. Maintains records for and prepares weekly, monthly, and annual reports.
9. Performs the usual office routings and practices associated with a busy yet productive and smoothly run office.
10. Attends meetings and conferences relative to school office procedure.
11. Maintains up-to-date schedules on all building personnel.
12. Prepares various informational bulletins for distribution to parents.
13. Prepares work orders, requisition forms, etc., necessary for the school operation.

## **JOB DESCRIPTION**

### **Secretary - Elementary School (Continued)**

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14. Prepares correspondence for signature of the Principal.
15. Keeps accurate records of all school accounts, makes deposits and writes checks to Redbook timelines, and prepares for submission monthly financial reports.
16. Maintain all office equipment, office phones, pay phone, intercom system and bell system, and request repair service and/or order supplies as needed.
17. Assists Principal with all administrative needs for SBDM council meeting preparation and committee meetings.
18. Performs other duties as assigned by the Principal.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

December 10, 1984

REVIEWED AND RE-ADOPTED:

February 5, 1990

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## **Secretary - Middle School**

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**REPORTS TO:** Principal

**QUALIFICATIONS:** As established by the Board of Education

**GENERAL RESPONSIBILITY:** To assure smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

**DUTIES:**

1. Maintains and submits reports for time cards, leave affidavits, and attendance on all building personnel for Central Office verification
2. Oversees substitute electronic program to fill absent teacher positions maintains substitute attendance and submits reports/files to the building administrator.
3. Routes interoffice, interschool and all other mail to proper channels on a daily basis.
4. Receives and routes all incoming calls or relays messages when feasible.
5. Maintains log of visitors, picked up students and students signing into school..
6. Serves as the Notary Public for the purpose of verifying Leave Affidavit forms.
7. Takes inventory of supplies and orders as needed for office and teachers.
8. Maintains records for and prepares weekly, monthly, and annual reports.
9. Performs the usual office routings and practices associated with a busy yet productive and smoothly run office.
10. Attends meetings and conferences relative to school office procedure.
11. Maintains up-to-date schedules on all building personnel.
12. Prepares various informational bulletins for distribution to parents.
13. Prepares work orders, requisition forms, etc., necessary for the school operation.

## **JOB DESCRIPTION**

### **Secretary - Middle School (Continued)**

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14. Prepares correspondence for signature of the Principal.
15. Keeps accurate records of all school accounts, makes deposits and writes checks to Redbook timelines, and prepares for submission monthly financial reports.
16. Maintain all office equipment, office phones, pay phone, intercom system and bell system, and request repair service and/or order supplies as needed.
17. Assists Principal with all administrative needs for SBDM council meeting preparation and committee meetings.
18. Performs other duties as assigned by the Principal.

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## **Secretary - High School**

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**REPORTS TO:** Principal

**QUALIFICATIONS:** As established by the Board of Education

**GENERAL RESPONSIBILITY:** To assure smooth and efficient operation of the school office so that the office's maximum positive impact on the education of the children can be realized.

**DUTIES:**

1. Maintains and submits reports for time cards, leave affidavits, and attendance on all building personnel for Central Office verification
2. Oversees substitute electronic program to fill absent teacher positions maintains substitute attendance and submits reports/files to the building administrator.
3. Routes interoffice, interschool and all other mail to proper channels on a daily basis.
4. Receives and routes all incoming calls or relays messages when feasible.
5. Maintains log of visitors, picked up students and students signing into school..
6. Serves as the Notary Public for the purpose of verifying Leave Affidavit forms.
7. Takes inventory of supplies and orders as needed.
8. Maintains records for and prepares weekly, monthly, and annual reports.
9. Performs the usual office routings and practices associated with a busy yet productive and smoothly run office.
10. Attends meetings and conferences relative to school office procedure.
11. Maintains up-to-date schedules on all building personnel.
12. Prepares various informational bulletins for distribution to parents.
13. Prepares work orders, requisition forms, etc., necessary for the school operation.

## **JOB DESCRIPTION**

### **JOB DESCRIPTION FOR: Secretary - High School (Continued)**

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14. Prepares all correspondence for the principal and assistant principal(s)
15. Keys student information into computer and serves as the "Key" operator for various computer programs as directed by the principal and/or his/her designee.
16. Supervise student office aides.
17. Assist the Guidance Counseling Department in determining eligibility of driver's license, completion of car insurance forms, scheduling, sending transcripts and process corresponding reports accordingly.
18. Assist in duplicating requests.
19. Maintain all office equipment, office phones, pay phone, intercom system and bell system, and request repair service and/or order supplies as needed.
20. Maintains file on substitute teachers and processes substitute teacher report and time cards to Central Office.
21. Locks and secures at the end of each day, the vault, all records, and all doors to the office.
22. Performs other duties as assigned by the principal.

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## **Secretary- High School Counselor Department**

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**REPORTS TO:** Principal

**QUALIFICATIONS:** As established by the Board of Education

**GENERAL RESPONSIBILITIES:** To assure smooth and efficient operation of the high school guidance office so that the office's maximum positive impact on the education of the children can be realized.

**DUTIES:**

1. Acts as a receptionist in school counselor office.
2. Types all correspondence for counselor, as well as letters of recommendations per teacher's requests, files, answers calls, and delivers messages.
3. Assists college representatives and parents while processing all incoming career education materials, assisting students with the use of said materials and maintains a file on all materials.
4. Oversees use of Parchment program and processes all electronic requests for transcripts.
5. Assists in testing during school hours.
6. Assists school secretary in requesting school records of new students and in sending school records on students who transfer to/from the system.
7. Completes and maintains KEES reports at end of each school year
8. Assists in attending to the senior class by filling out senior Lack Cards, processing a weekly senior newsletter with scholarship and other information pertaining to seniors, and processing all paperwork on college admission for students, mid-year reports and end-of-year transcripts.
9. Schedules appointments for college representatives to visit the school, as well as parent/teacher conferences.

## **JOB DESCRIPTION**

### **JOB DESCRIPTION FOR: Secretary- High School Counselor (Continued)**

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10. Coordinates Lions, Rotary, and Optimist Club student guests, as well as serves as the liaison between the Counselor Office and Community involvement in scholarship programs.
11. Performs other duties as assigned by the Counselors and/or Assistant Principal(s), and Principal

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## **Bookkeeper - High School**

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**REPORTS TO:** Principal

**QUALIFICATIONS:** As established by the Board of Education

**GENERAL RESPONSIBILITIES:** To maintain accurate and complete details of all school activity accounting transactions, making required reports and performing the duties of the central fund treasurer.

**DUTIES:**

1. Dispenses requisitions and purchase orders.
2. Collects invoices from teachers and club sponsors.
3. Checks statements and makes payments.
4. Keeps separate accounts on income and expenses for each department and/or club.
5. Keeps record of athletic expenditures and income for each sport.
6. Receipts all money from departments, clubs, athletic events, etc.
7. Makes bank deposits on a regular basis.
8. Allocates instruction money to each department as directed by the principal.
9. Reconciles monthly bank statements.
10. Submits monthly financial reports to the Central Office.
11. Submits annual financial report to the Central Office.
12. Informs department heads and club sponsors of their account balances.
13. Collects student fees and book rentals. Receipts students and teachers for same.

## **JOB DESCRIPTION**

**(Continued)**

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- 14. Works with faculty and students as needed.
- 15. Sends statements to parents for unpaid student fees and book rental fees.
- 16. Performs other duties as assigned.

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## Attendance Clerk

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**REPORTS TO:** Principal

**QUALIFICATIONS:** As established by the Board of Education

**GENERAL RESPONSIBILITIES:** 1. To contribute to effective school/community relations by prompt, courteous handling of all inquiries and visitors.  
2. To assist and relieve administrative and clerical personnel of paper work and impediments so that they may devote maximum attention to the central problems of educational administration.

**DUTIES:**

1. Serves as receptionist.
2. Receives phone calls and relays messages.
3. Sets up parent-teacher conferences.
4. Makes up folders and requests transcripts on new students.
5. Makes copies of permanent records and mails out transcript requests.
6. Retains and records notes and writes excuses for students who have been absent from school.
7. Gives students tardy slips as needed.
8. Routes the daily mail in cooperation with the school secretary.
9. Keeps daily attendance for the school and submits monthly/annual reports.
10. Works on health records and keeps track of immunizations in the absence of a school nurse.
11. Calls students from class upon request.
12. Performs other duties as assigned by the principal.

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February 5, 1990

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## **Panther Place Secretary**

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**REPORTS TO:** Family Resource and Youth Service Center Coordinator and Panther Place Director

**QUALIFICATIONS:** As established by the Board of Education.

**GENERAL RESPONSIBILITIES:** To assure smooth and efficient operation of the Panther Place office so that the office's maximum positive impact on the education of children can be realized.

**DUTIES:**

1. Maintains the time and attendance cards on all Panther Place personnel.
2. Checks all payroll cards of classified employees making sure all leave cards are signed and notarized and have all necessary documents attached for Central Office verification.
3. Receives and routes all incoming calls or relays messages when feasible.
4. Maintains a log of visitors to the school.
5. Maintains a log of children who are picked up by parents for appointments.
6. Maintains records for and prepares weekly, monthly, and annual reports.
7. Performs the usual office routings and practices associated with a busy yet productive and smoothly run office.
8. Prepares correspondence for signature of the Panther Place Director.
9. Prepares various informational bulletins for distribution to parents.
10. Prepares work orders, requisition forms, etc., necessary for the program's operation.
11. Keeps accurate records of all income and disbursements.
12. Performs other duties as assigned by the Panther Place Director.

## **Instructional Assistant to Include Special Education Assistants**

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**REPORTS TO:** Principal or His/Her Designee

**QUALIFICATIONS:** A minimum of 48 college credit hours acquired through two years of study at an institution of higher education or successful achievement on the Kentucky Paraeducator Assessment; other qualifications as established by the Board of Education, Federal and/or State Law

**GENERAL RESPONSIBILITIES:** To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

To provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource material.

**DUTIES:**

1. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
4. Alerts the teacher to any problem or special information about an individual student.
5. Assists with such large group activities as drill work, reading aloud, etc.
6. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers.
7. Participates in in-service training programs as assigned.
8. Reads to small groups of students and listens to individual students read.

**Instructional Assistant (continued)**

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9. Follows directions of the teacher, organizes work, and documents student progress.
10. Cares for materials and equipment and assists with displays and classroom arrangement.
11. Performs other jobs as assigned by the principal or designated supervisor.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION      November 19, 1990

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## **Assistant for Special Needs Students Low Incidence Classroom**

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**REPORTS TO:** Building Principal/Supervising Teacher

**QUALIFICATIONS:** As established by the Board of Education

**GENERAL RESPONSIBILITY:** To assist the special education teacher with special needs students served in the multiple special needs class.

**DUTIES:**

1. Assists with movement during the school day, up and down steps, on and off the bus, etc.  
Lifting may be required.
2. Assists with toileting, changing diapers, sanitary napkins, clothes, etc.
3. Assists with feeding as needed.
4. Assists with instructional tasks.
5. May ride the school bus with the special needs children twice a day.
6. Assists in the water during swimming activities.
7. Works collaboratively in the regular education classroom with special needs students.
8. Carries out other duties as assigned by the supervising teacher or building principal.

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December 10, 1984

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February 5, 1990

ELIZABETHTOWN INDEPENDENT SCHOOLS

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## **JOB DESCRIPTION FOR: Bus Driver**

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**REPORTS TO:** Assistant Superintendent for Student Services and Support

**QUALIFICATIONS:** As determined by the Board of Education

### **GENERAL RESPONSIBILITIES:**

To provide safe and efficient transportation for the students of Elizabethtown Independent Schools.

### **DUTIES:**

1. Have and maintain a good driving record.
2. Demonstrate driving ability by operating a school bus through an on-the-road driving test.
3. Be knowledgeable of and practice good methods of student control aboard the bus.
4. Supervise the loading and unloading of students.
5. Report any misconduct of students on the bus to the principal.
6. Complete the driver inspection report daily.
7. Operate the bus schedule as directed by the Director of Transportation.
8. Clean the bus as needed.
9. Attend all bus driver training sessions as required.
10. Keeps vehicle fueled in accordance with guidelines of transportation supervisor.
11. Performs other duties as assigned by Director of Transportation, Assistant Superintendent of Student Services and/or the Superintendent of Schools.

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**APPROVED BY:** ELIZABETHTOWN BOARD OF EDUCATION

December 10, 1984

**REVIEWED AND RE-ADOPTED:**

February 5, 1990

**REVIEWED, REVISED, AND RE-ADOPTED**

December 19, 2016



## **JOB DESCRIPTION FOR: Bus Monitor**

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REPORTS TO: Assistant Superintendent for Student Services and Support

QUALIFICATIONS: As determined by the Board of Education

### **GENERAL RESPONSIBILITIES:**

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

### **DUTIES:**

1. Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation.
2. Consult with and assist bus driver in documentation of student information, record keeping and completing route surveys.
3. Assist driver in assuring seat belts, harnesses and wheel chair 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 assistants, 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 street upon return home; lift children as required; assure responsible adult meets students leaving the bus.
8. Attend in-service meetings and training courses as assigned.
9. Performs other duties as assigned.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

May 17, 1999

REVIEWED, REVISED, AND RE-ADOPTED

December 19, 2016

ELIZABETHTOWN INDEPENDENT SCHOOLS

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## **JOB DESCRIPTION FOR: Vehicle Maintenance Manager**

REPORTS TO: Assistant Superintendent for Student Services and Support

### **QUALIFICATIONS:**

High school diploma or G.E.D. Certificate and five years increasingly responsible experience in the repair and maintenance of light and heavy automotive equipment.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial driver's license; ASE Certification

### **GENERAL RESPONSIBILITIES:**

Plan, organize, coordinate and direct the repair and servicing of school buses, trucks and other gas and diesel-powered automotive equipment; coordinate purchasing, dispersing and accounting functions.

### **REPRESENTATIVE DUTIES:**

- Perform major and minor mechanical repairs on buses and other light and heavy motorized equipment; diagnose diesel internal combustion engine maintenance problems.
- Schedule preventive maintenance of vehicles.
- Diagnose and perform skilled and semi-skilled repairs of mechanical defects in buses, automobiles, trucks and other gas and diesel-powered automotive equipment.
- Maintain records and reports as necessary; coordinate purchasing, dispersing and accounting functions; monitor and control budget as assigned.
- Attend in-service training programs for new techniques in mechanical repairs; attend meetings, seminars, training classes and maintenance clinics.
- Initiate requisition for materials and equipment; authorize small purchases from local vendors; maintain adequate inventory of parts, equipment and supplies used in repairing and servicing motorized vehicles.
- Assure proper use of tools and tool room equipment; ensure all maintenance and safety practices.
- Establish and implement prudent shop safety policies and procedures.
- Perform related duties as assigned.

**JOB DESCRIPTION FOR: Vehicle Maintenance Manager (continued)**

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**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Tools, equipment and procedures used in the general overhaul, repairs and maintenance of automotive equipment.
- Principles of internal combustion engines.
- Basic technologies involved in electrical, hydraulics and fuel systems.
- Record-keeping techniques.
- Complete bus, truck and cab vehicle maintenance operation.
- Health and safety regulations.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Gasoline and diesel engines.
- Principles and practices of supervision and evaluation of personnel.

**ABILITY TO:**

- Coordinate and perform the repair and servicing of school buses, trucks and other automotive equipment.
- Diagnose malfunctions of and make mechanical repairs to a variety of vehicle equipment.
- Operate equipment used in repairing or servicing motorized equipment.
- Set priorities, schedule and ensure work is accomplished.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

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APPROVED BY: Elizabethtown Board of Education

August 16, 2010

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January 19, 2016

ELIZABETHTOWN INDEPENDENT SCHOOLS

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