



JOB TITLE	Classroom Teacher
REPORTS TO	Building Principal
SALARY SCHEDULE/GRADE	Certified
CONTRACTED DAYS AND/OR HOURS	187 days
JOB CLASS CODE	2010/2025/2030/2040/2050/2060/2080
POSITION CLASSIFICATION	Certified
DATE APPROVED	DRAFT

QUALIFICATIONS

Valid Kentucky Teacher Certification in grade range and/or content area

POSITION SUMMARY

To help students learn subject matter and skills that will contribute to their development as mature, responsible citizens.

PERFORMANCE RESPONSIBILITIES

Plans and implements engaging lessons aligned with state and district curriculum standards.

Develops instruction that meets the individual needs, interests, and abilities of all students.

Instructs assigned classes in the locations and at the times designated.

Supervises all pupils assigned to them and ensures that proper discipline is maintained.

Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.

Prepares and has available at school complete and up-to-date weekly lesson plans which provide goals, objectives, and learning activities for pupils assigned.

Differentiate instruction to meet the diverse needs of students.

Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor. Leaves appropriate plans for substitutes that are easily understood.

Exhibits a positive, helpful attitude toward all pupils in order to help them develop and mature mentally, physically, emotionally, and socially.

Employs a variety of instructional techniques and instructional media in meeting the needs of the student.

Strives to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives.

Assesses the accomplishments of students on a regular basis and provides progress reports as required.

Maintains accurate records of students' progress as well as document student behavior events and communicates effectively with parents.

Attends all faculty, departmental, and other school-related meetings and serves on committees as determined by the immediate supervisor, district instructional leadership, or Superintendent.

Performs extracurricular and co-curricular and other out-of-classroom assignments made in accordance with policies of the board of education and administrative procedures.

Is familiar with all teacher and district handbooks and adheres to and complies with policies of the board of education and administrative procedures.

Displays a positive attitude toward learning and the district. Interacts with students, parents, and colleagues in a positive and professional manner while maintaining proper confidentiality.

Treats and maintains properly all equipment, materials, supplies, and textbooks assigned to him/her.

Administers standardized tests as required by the school district.

Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Curriculum, instruction and assessments.

Record keeping.

Operation of computer and other technology.

Verbal and written communication skills.

Laws, rules and statutory regulations related to assigned activities.

Policies and objectives of assigned program and activities.

Pedagogy and knowledge instructional strategies.

Prioritize and schedule work.

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.

PHYSICAL DEMANDS

	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



JOB TITLE	Special Education Teacher
REPORTS TO	Building Principal
SALARY SCHEDULE/GRADE	By Board
CONTRACTED DAYS AND/OR HOURS	187 days
JOB CLASS CODE	2095
POSITION CLASSIFICATION	Certified
DATE APPROVED	

QUALIFICATIONS

Kentucky Certification for Valid Kentucky Teacher Certification for Special Education

POSITION SUMMARY

To provide specially designed instruction, supports, and services to students with disabilities eligible for special education services.

PERFORMANCE RESPONSIBILITIES

Determines the instructional needs of students with disabilities based on formal and informal assessment results.

Develops, implements, and evaluates the Individual Education Plan (IEP) of students as prescribed by district, state, and federal guidelines.

Conducts an annual review of each pupil's progress toward instructional goals and objectives.

Participates as a member of the Admissions and Release Committee as needed and at least annually.

Assists in determining the eligibility for special education and related services through the administration of appropriate norm-referenced and criterion-referenced tests, in conjunction with the school psychologists.

Consults with school personnel and parents regarding the educational needs of disabled children.

Promote and increase access to the general education curriculum and setting

Consults with general education teachers with respect to methods and materials.

Participate in MTSS Meetings to review data of students receiving interventions

Produce and maintain a range of instructional materials to meet the needs of disabled children.

Seeks to involve parents in the educational decision-making process.

Manages the educational program of each disabled child in the class, including scheduling into other classes, services coordination, instructional service delivery, and behavioral management.

Provides data for the automated special education management information system to the Program Developer. Maintain and report data on student performance in multiple settings and various reasons.

Attends and participates in various functions scheduled by the Director of Special Programs.

Maintains records of instruction as per state and federal guidelines.

Performs other duties as assigned.

KNOWLEDGE AND ABILITIES	
Record keeping.	
Operation of computer and other technology.	
Verbal and written communication skills.	
Laws, rules and statutory regulations related to assigned activities.	
Policies and objectives of assigned program and activities.	
Determine appropriate action within clearly defined guidelines.	
Meet schedules and timelines.	

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle/Finger/Feel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



JOB TITLE	Speech-Language Pathologist
REPORTS TO	Building Principal/Director of Special Programs
SALARY SCHEDULE/GRADE	Certified
CONTRACTED DAYS AND/OR HOURS	187 Days
JOB CLASS CODE	7294
POSITION CLASSIFICATION	Certified
DATE APPROVED	

QUALIFICATIONS

Master's degree in Speech-Language Pathology from an accredited program, meeting all criteria outlined in KRS 334A.050

POSITION SUMMARY

Collaborate with teachers, parents, and educational professionals to assess and determine eligibility for speech-language impairments. Conduct assessments, deliver therapy in resource and inclusive settings, and monitor progress.

PERFORMANCE RESPONSIBILITIES

Prepare written evaluations and maintain records that document services provided, student progress, and discharge

Comply with evaluation standards and determine eligibility for services based on the *Kentucky Eligibility Guidelines for Communication Disorders*

Participate in the multidisciplinary team process regarding eligibility issues, IEP development, consultation services, and service delivery models

Prepare reports as needed by the local school district of the Kentucky Department of Education

Develop treatment plans consistent with the IEP, review therapy goals and objectives, and make recommendations for changes as appropriate

Employ instructional/therapeutic methods that are appropriate for meeting each student's goals and objectives

Assess, select, and develop augmentative and/or alternative communication systems and provide training in their use

Participate in hearing screening programs to identify and refer students with suspected hearing impairments

Communicate with families, students with communication disorders, caregivers, and other service providers relative to the student's disability

Perform other duties as assigned

KNOWLEDGE AND ABILITIES				
Curriculum, instruction and assessments.				
Record keeping.				
Operation of computer and other technology.				
Verbal and written communication skills.				
Laws, rules and statutory regulations related to assigned activities.				
Policies and objectives of assigned program and activities.				
Pedagogy and knowledge instructional strategies.				
Prioritize and schedule work.				
Determine appropriate action within clearly defined guidelines.				
Meet schedules and timelines.				

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



JOB TITLE	School Media Librarian
REPORTS TO	Principal
SALARY SCHEDULE/GRADE	Certified
CONTRACTED DAYS AND/OR HOURS	195 days (187 days + 8 extended days)
JOB CLASS CODE	1060
POSITION CLASSIFICATION	Certified
DATE APPROVED	DRAFT

QUALIFICATIONS

Valid Kentucky Teacher Certification for School Media Librarian

POSITION SUMMARY

The school media librarian is responsible for managing the school library and media center, supporting students and staff in developing collections of print and digital resources, assisting the development of research and technology skills in students, and collaborating with teachers to integrate library resources into instruction.

PERFORMANCE RESPONSIBILITIES

Operates and supervises the media library to which assigned.

Evaluates, selects, and requisitions new library materials.

Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instructional program.

Informs teachers and other staff members concerning new materials the library acquires.

Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on the use of the system.

Teach students research skills, media literacy and digital citizenship.

Promotes appropriate conduct of students using library facilities.

Provide instruction on information literacy, including evaluating services and ethical research practices.

Supports school wide literacy initiatives and reading interventions.

Participates in curriculum meetings.

Prepares and administers the library budget, keeping accurate records of orders.

Assists the EIS Technology Team in the deployment, oversight, inventory, and troubleshooting of student devices.

Supervises library assistants, volunteers and student helpers and generates reports as needed.

Participates actively in library and other educational and professional associations on the local, regional, state, and national levels

Regularly removes obsolete and worn materials from the collections.

Manage digital learning tools, research databases and educational technology.

Supervises the clerical routines necessary for the smooth operation of the library.
Assist students and staff with the efficient use of library technology.
Orders resource materials available to staff and keeps a record of materials used.
Complies with standards of the Kentucky Department of Education.
Performs other duties as assigned.

KNOWLEDGE AND ABILITIES
Curriculum, instruction and assessments.
Record keeping.
Operation of computer and other technology.
Verbal and written communication skills.
Laws, rules and statutory regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Pedagogy and knowledge instructional strategies.
Prioritize and schedule work.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle/Finger/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



JOB TITLE	Elementary School Counselor
REPORTS TO	Elementary School Principal
SALARY SCHEDULE/GRADE	Certified
CONTRACTED DAYS AND/OR HOURS	195 days (187 days + 8 extended days)
JOB CLASS CODE	1050
POSITION CLASSIFICATION	Certified
DATE APPROVED	DRAFT

QUALIFICATIONS

Valid Kentucky Teacher Certification for School Counseling

POSITION SUMMARY

Supports students academic, social-emotional, and personal development. Provides individual and group counseling, implements school-wide programs to foster a positive learning environment, and collaborates with teachers, parents, and administration to address student needs.

PERFORMANCE RESPONSIBILITIES

Provide individual/group counseling for students to address educational, social, or emotional concerns.

Suggest, recommend or initiate intervention strategies to help students whose academic records indicate they are experiencing difficulty.

Provide assistance to teachers in proper assessment test administration procedures.

Coordinate the implementation and interpretation of the state assessment and other assessment programs.

Assist the School Psychologist and Resource teachers in the evaluation process of a referred student.

Implement the classroom counseling program in the primary and intermediate levels according to the district plan.

Plan and conduct other classroom programs as appropriate for the needs of the students.

Provide group guidance whenever appropriate.

Participate in orientation sessions with new students and their parents or guardians.

Use a variety of assessment materials to determine information about a student's abilities, achievements, interests, and needs.

Participate in parent-teacher conferences as appropriate.

Collaborate with other district and school resource people, (Family Resource and Youth Services Center, school psychologist, and the districts' Social Worker) to maximize existing services to children and families.

Collaborate with community agencies and organizations in order to provide support services to students.

Serve as a member of the MTSS process.

Help parents, teachers, and students develop strategies for dealing with problems of student behavior and motivation.

Serve as Resource Person and Chairperson for the Admissions and Release Committee and 504 Program; provide information to enhance the understanding of the child's needs

Keep and maintain accurate records of referrals received and services provided.

Be available for crisis intervention as needed.

Perform any other duties that may be assigned by the principal.

KNOWLEDGE AND ABILITIES

Curriculum, instruction and assessments.

Record keeping.

Operation of computer and other technology.

Verbal and written communication skills.

Laws, rules and statutory regulations related to assigned activities.

Policies and objectives of assigned program and activities.

Pedagogy and knowledge instructional strategies.

Prioritize and schedule work.

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.

PHYSICAL DEMANDS

	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Finger/Feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



JOB TITLE	Middle School Counselor
REPORTS TO	Middle School Principal
SALARY SCHEDULE/GRADE	Certified
CONTRACTED DAYS AND/OR HOURS	220 days (187 + 33 extended days)
JOB CLASS CODE	1050
POSITION CLASSIFICATION	Certified
DATE APPROVED	DRAFT

QUALIFICATIONS

Valid Kentucky Teacher Certification for School Counseling

POSITION SUMMARY

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

PERFORMANCE RESPONSIBILITIES

Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.

Aids students in course and subject selection.

Maintains student records and protects their confidentiality.

Supports students to ensure student retention and encourage them to achieve their educational goals.

Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.

Assists the principal in the course scheduling of students.

Confers with parents whenever necessary.

Interprets the counseling program to the community.

Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.

Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.

Takes an active role in interpreting the school's objectives to students, parents, and the community at large.

Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department and to improve the educational prospects of individual students being counseled.

Maintains accurate student records, cumulative records, and transcripts.

Makes referrals of students to appropriate community agencies or professional services as necessary.

Serves as the Building Assessment Coordinator to Organize and oversee the Administration of Required Assessments.
Serves as chairperson at special education school-based admissions and release committee meetings as assigned by the principal.
Performs other duties as assigned.

KNOWLEDGE AND ABILITIES
Curriculum, instruction and assessments.
Record keeping.
Operation of computer and other technology.
Verbal and written communication skills.
Laws, rules and statutory regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Pedagogy and knowledge instructional strategies.
Prioritize and schedule work.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



JOB TITLE	High School Counselor
REPORTS TO	High School Principal
SALARY SCHEDULE/GRADE	Certified
CONTRACTED DAYS AND/OR HOURS	211 days (187 days + 24 extended days)
JOB CLASS CODE	1050
POSITION CLASSIFICATION	Certified
DATE APPROVED	DRAFT

QUALIFICATIONS

Valid Kentucky Teacher Certification for School Counseling

POSITION SUMMARY

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

PERFORMANCE RESPONSIBILITIES

Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.

Aids students in course and subject selection.

Maintains student records and protects their confidentiality.

Supports students to ensure student retention and encourages them to achieve their educational goals.

Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.

Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.

Provides appropriate and timely information and assistance to students and parents regarding post-high school educational and vocational information, including obtaining financial aid.

Supervises the progress of students in fulfilling graduation requirements.

Assists the principal in the course scheduling of students.

Confers with parents whenever necessary.

Interprets the counseling program to the community.

Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.

Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.

Takes an active role in interpreting the school's objectives to students, parents, and the community at

large.
Serves as the Building Assessment Coordinator to Organize and oversee the Administration of Required Assessments.
Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
Supervises the preparation and processing of college, scholarship, and employment applications.
Initiates, assembles, maintains, and interprets accurate health records, attendance records, cumulative progress records, activity records, and uniform transcript records for assigned students.
Makes referrals of students to appropriate community agencies or professional services as necessary.
Serves as chairperson at special education school-based admissions and release committee meetings as assigned by the principal.
Performs other duties as assigned.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



JOB TITLE	Elementary Assistant Principal
REPORTS TO	Principal
SALARY SCHEDULE/GRADE	By Board
CONTRACTED DAYS AND/OR HOURS	205 days (187 days + 18 extended days)
JOB CLASS CODE	1020
POSITION CLASSIFICATION	Certified
DATE APPROVED	05/12/2008

QUALIFICATIONS

Kentucky Certification for Valid Kentucky Certification for School Principal/Educational Leadership

POSITION SUMMARY

To assist the principal with his/her chief duty of promoting educational well-being for each student in the school. To assist the principal in being responsible for the implementation of state and district programs, SBDM, and Board policies, and procedures.

PERFORMANCE RESPONSIBILITIES

Serves as principal in the absence of the principal.

Assists with responsibility for the school and educational program; assists with the overall administration of the school.

Assists the principal to provide for the effective selection, induction, and continual professional development for all personnel.

Assists the principal with the development and implementation of the Consolidated School Improvement Plan.

Supervises and evaluates teaching staff and other personnel as assigned by the Principal in accordance with policies and administrative procedures.

Assists, as needed, in the development of the school's Master Schedule, and assists in the preparation of student schedules.

Supervises and enforces attendance procedures.

Maintains high standards of conduct and enforces discipline according to due process.

Assists the Athletic Director in the supervision of athletic events. (Secondary Schools)

Helps organize, schedule, and supervise all extracurricular activities and assumes responsibilities outside the school as related to school matters.

Cooperates in the conducting of safety inspections and safety drill practice activities.

Assists in the supervision of the custodial personnel and services.

Works with the principal to develop the annual budget.

Participates in professional growth to improve skills related to assignment.

Demonstrates positive interpersonal relations with students, staff, and the community.

Promotes and nurtures a positive interpersonal climate in the school building.

Helps supervise all extracurricular activities and assumes responsibilities outside the school as related to school matters.

Incorporates the use of technology in daily tasks.

Performs such record-keeping functions as the principal may direct.

Performs such other duties as may be assigned by the Principal.

KNOWLEDGE AND ABILITIES

Curriculum, instruction and assessments.

Record keeping.

Operation of computer and other technology.

Verbal and written communication skills.

Laws, rules and statutory regulations related to assigned activities.

Policies and objectives of assigned program and activities.

Pedagogy and knowledge instructional strategies.

Prioritize and schedule work.

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.

PHYSICAL DEMANDS

	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



JOB TITLE	Middle School Assistant Principal
REPORTS TO	Principal
SALARY SCHEDULE/GRADE	By Board
CONTRACTED DAYS AND/OR HOURS	220 days(187 days + 33 extended days)
JOB CLASS CODE	1020
POSITION CLASSIFICATION	Certified
DATE APPROVED	DRAFT

QUALIFICATIONS

Kentucky Certification for Valid Kentucky Certification for School Principal/Educational Leadership

POSITION SUMMARY

Supports the principal in the overall administration of the school, focusing on student achievement, school culture, staff development and operations. Works collaboratively with teachers, students, families, and community members to foster a positive and effective learning environment. Assists the principal in the implementation of state and district programs, SBDM, and Board policies, and procedures.

PERFORMANCE RESPONSIBILITIES

Serves as principal in the absence of the principal.

Assists with responsibility for the school and educational program; assists with the overall administration of the school.

Assists the principal to provide for the effective selection, induction, and continual professional development for all personnel.

Assists the principal with the development and implementation of the Consolidated School Improvement Plan.

Supervises and evaluates teaching staff and other personnel as assigned by the Principal in accordance with policies and administrative procedures.

Assists, as needed, in the development of the school's Master Schedule, and assists in the preparation of student schedules.

Supervises and enforces attendance procedures.

Maintains high standards of conduct and enforces discipline according to due process.

Assist the AD in organizing, scheduling, and supervising all extracurricular activities and assumes responsibilities outside the school as related to school matters.

Cooperates in the conducting of safety inspections and safety drill practice activities.

Assists in the supervision of the custodial personnel and services.

Works with the principal to develop the annual budget.

Participates in professional growth to improve skills related to assignment.

Demonstrates positive interpersonal relations with students, staff, and the community.

Promotes and nurtures a positive interpersonal climate in the school building.

Incorporates the use of technology in daily tasks.

Performs such record-keeping functions as the principal may direct.

Performs such other duties as may be assigned by the Principal.

KNOWLEDGE AND ABILITIES

Curriculum, instruction and assessments.

Record keeping.

Operation of computer and other technology.

Verbal and written communication skills.

Laws, rules and statutory regulations related to assigned activities.

Policies and objectives of assigned program and activities.

Pedagogy and knowledge instructional strategies.

Prioritize and schedule work.

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.

PHYSICAL DEMANDS

	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



JOB TITLE	High School Assistant Principal
REPORTS TO	Principal
SALARY SCHEDULE/GRADE	By Board
CONTRACTED DAYS AND/OR HOURS	220 days (187 days + 33 extended days)
JOB CLASS CODE	1020
POSITION CLASSIFICATION	Certified
DATE APPROVED	DRAFT

QUALIFICATIONS

Kentucky Certification for Valid Kentucky Certification for School Principal/Educational Leadership

POSITION SUMMARY

Supports the principal in the overall administration of the school, focusing on student achievement, school culture, staff development and operations. Works collaboratively with teachers, students, families, and community members to foster a positive and effective learning environment. Assists the principal in the implementation of state and district programs, SBDM, and Board policies, and procedures.

PERFORMANCE RESPONSIBILITIES

Serves as principal in the absence of the principal.

Assists with responsibility for the school and educational program; assists with the overall administration of the school.

Assists the principal with the development and implementation of the Consolidated School Improvement Plan.

Supervises and evaluates teaching staff and other personnel as assigned by the principal in accordance with policies and administrative procedures.

Assists, as needed, in the development of the school's Master Schedule, and assists in the preparation of student schedules.

Supervises and enforces attendance procedures.

Maintains high standards of conduct and enforces discipline according to due process.

Assist the AD in organizing, scheduling, and supervising all extracurricular activities and assumes responsibilities outside the school as related to school matters.

Cooperates in the conducting of safety inspections and safety drill practice activities.

Assists in the supervision of the custodial personnel and services.

Works with the principal to develop the annual budget.

Participates in professional growth to improve skills related to assignment.

Demonstrates positive interpersonal relations with students, staff, and community.

Promotes and nurtures a positive interpersonal climate in the school building.

Incorporates the use of technology in daily tasks.

Performs such record-keeping functions as the principal may direct.
Performs such other duties as may be assigned by the principal.

KNOWLEDGE AND ABILITIES
Curriculum, instruction and assessments.
Record keeping.
Operation of computer and other technology.
Verbal and written communication skills.
Laws, rules and statutory regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Pedagogy and knowledge instructional strategies.
Prioritize and schedule work.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



JOB TITLE	Assistant Superintendent for Student Learning
REPORTS TO	Superintendent
SALARY SCHEDULE/GRADE	By Board
CONTRACTED DAYS AND/OR HOURS	240 days
JOB CLASS CODE	0030
POSITION CLASSIFICATION	Certified
DATE APPROVED	DRAFT

QUALIFICATIONS

Kentucky Superintendent Certification.

POSITION SUMMARY

To provide leadership as the chief administrative officer in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES

Directs curriculum development, evaluation, textbooks and supplementary book adoptions, instructional procedures and instructional material selection.

Directs staff development programs.

Assists the Superintendent of Schools in the program for community relations and in the development of educational policies and programs for the entire school system.

Initiates and coordinates all formal efforts of the professional staff in projects of curriculum improvement.

Initiates the organization, coordination and development of district-wide curricular and instructional practices.

Initiates, studies and evaluates and, as appropriate, recommends adoption of new instructional materials, methods and programs.

Supervises instructional programs for the Elizabethtown Independent Schools in collaboration with other district administrators and principals.

Provides support and assistance as appropriate for the improvement of instruction and classroom management.

Interprets the present curriculum and proposed curriculum changes to the Board, the administration, the staff and the general public.

Assists in the formulation of a philosophy and objectives for the instructional program.

Collaborates with the Director of Personnel to guide development, implementation, and evaluation of new teachers.

Helps plan and carry out staff and parent curriculum meetings.

Develops, supervises, coordinates and evaluates assigned state and federal grants.

Initiates the identification of needs and appropriate program development including special programs.

Provides leadership in the development of long and short range plans for district and school improvement.
Works with SBDM Councils as a district liaison as needed.
Performs other duties as designated by the Superintendent.

KNOWLEDGE AND ABILITIES
Curriculum, instruction and assessments.
Record keeping.
Operation of computer and other technology.
Verbal and written communication skills.
Laws, rules and statutory regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Pedagogy and knowledge instructional strategies.
Prioritize and schedule work.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



JOB TITLE	Instructional Supervisor
REPORTS TO	Superintendent
SALARY SCHEDULE/GRADE	Certified Admin
CONTRACTED DAYS AND/OR HOURS	240 days
JOB CLASS CODE	0280
POSITION CLASSIFICATION	Certified
DATE APPROVED	Draft

QUALIFICATIONS

Instructional Supervisor certification required. As established by Kentucky Revised Statutes, the Kentucky State Board of Education, and the Board of Education.

POSITION SUMMARY

To provide leadership in the ongoing development, implementation, and coordination of the entire instructional program (K-12) of the district.

PERFORMANCE RESPONSIBILITIES

Directs curriculum development, evaluation, textbooks and supplementary book adoptions, instructional procedures, and instructional material selection.

Directs staff development programs.

Assists the Superintendent of Schools in the program for community relations and in the development of educational policies and programs for the entire school system.

Initiates and coordinates all formal efforts of the professional staff in projects of curriculum improvement.

Initiates the organization, coordination, and development of district-wide curricular and instructional practices.

Initiates, studies, and evaluates and, as appropriate, recommends adoption of new instructional materials, methods, and programs.

Supervises instructional programs for the Elizabethtown Independent Schools in collaboration with other district administrators and principals.

Provides support and assistance as appropriate for the improvement of instruction and classroom management.

Interprets the present curriculum and proposed curriculum changes to the Board, the administration, the staff, and the general public.

Assists in the formulation of philosophy and objectives for the instructional program.

Collaborates with the Director of Personnel to guide development, implementation, and evaluation of new teachers.

Helps plan and carry out staff and parent curriculum meetings.

Develops, supervises, coordinates, and evaluates assigned state and federal grants.

Initiates the identification of needs and appropriate program development including special programs.

Provides leadership in the development of long and short-range plans for the district and school improvement.

Performs other instructional duties as designated by the Superintendent.

KNOWLEDGE AND ABILITIES

Curriculum, instruction and assessments.

Record keeping.

Operation of computer and other technology.

Verbal and written communication skills.

Laws, rules and statutory regulations related to assigned activities.

Policies and objectives of assigned program and activities.

Pedagogy and knowledge instructional strategies.

Prioritize and schedule work.

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.

PHYSICAL DEMANDS

	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



JOB TITLE	Instructional Coordinator
REPORTS TO	Superintendent
SALARY SCHEDULE/GRADE	Certified Admin
CONTRACTED DAYS AND/OR HOURS	210 days (187 days + 23 extended days)
JOB CLASS CODE	0150
POSITION CLASSIFICATION	Certified
DATE APPROVED	Draft

QUALIFICATIONS

Valid Principal certification required. As established by Kentucky Revised Statutes, the Kentucky State Board of Education, and the Board of Education.

POSITION SUMMARY

To provide leadership in the ongoing development, implementation, and coordination of the entire instructional program (K-12) of the district.

PERFORMANCE RESPONSIBILITIES

Assist Instructional Supervisor in curriculum development, evaluation, textbooks and supplementary book adoptions, instructional procedures, and instructional material selection.

Assist Instructional Supervisor in staff development programs.

Assist Instructional Supervisor in the program for community relations and in the development of educational policies and programs for the entire school system.

Assist Instructional Supervisor in initiating and coordinating all formal efforts of the professional staff in projects of curriculum improvement.

Assist Instructional Supervisor in initiating the organization, coordination, and development of district-wide curricular and instructional practices.

Assist Instructional Supervisor in initiating, studying, and evaluating and, as appropriate, recommends adoption of new instructional materials, methods, and programs.

Assist Instructional Supervisor in supervising instructional programs for the Elizabethtown Independent Schools in collaboration with other district administrators and principals.

Provides support and assistance as appropriate for the improvement of instruction and classroom management.

Assists in the formulation of objectives for the instructional program.

Assists Instructional Supervisor and Director of Personnel to guide development, implementation, and evaluation of new teachers.

Helps plan and carry out staff and parent curriculum meetings.

Develops, supervises, coordinates, and evaluates assigned state and federal grants.

Helps provide leadership in the development of long and short-range plans for the district and school improvement.

Performs other instructional duties as designated by the Superintendent.

KNOWLEDGE AND ABILITIES

Curriculum, instruction and assessments.

Record keeping.

Operation of computer and other technology.

Verbal and written communication skills.

Laws, rules and statutory regulations related to assigned activities.

Policies and objectives of assigned program and activities.

Pedagogy and knowledge instructional strategies.

Prioritize and schedule work.

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.

PHYSICAL DEMANDS

	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



JOB TITLE	Substitute Teacher
REPORTS TO	Building Principal
SALARY SCHEDULE/GRADE	By Board
CONTRACTED DAYS AND/OR HOURS	As Needed
JOB CLASS CODE	2099
POSITION CLASSIFICATION	Certified
DATE APPROVED	DRAFT

QUALIFICATIONS

Minimum of High school diploma; additional college/degrees preferred

POSITION SUMMARY

To enable each child to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher.

PERFORMANCE RESPONSIBILITIES

Reports to the building principal, or school secretary, upon arrival at the school building.

Reviews with the principal, department head, or designated teacher all plans and schedules to be followed during the teaching day.

Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.

Teaches the lesson outlined and described as prepared by the absent teacher.

Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.

Reports in writing, on the day's activities at the conclusion of each teaching day.

Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

Other duties as assigned by the principal.

KNOWLEDGE AND ABILITIES

Curriculum, instruction and assessments.

Record keeping.

Operation of computer and other technology.

Verbal and written communication skills.

Laws, rules and statutory regulations related to assigned activities.

Policies and objectives of assigned program and activities.

Pedagogy and knowledge instructional strategies.

Prioritize and schedule work.

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>