

Teacher

REPORTS TO: Building Principal

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

GENERAL RESPONSIBILITIES: To help students learn subject matter and skills that will contribute to their development as mature, responsible men and women.

DUTIES:

1. Sets goals and objectives and plans appropriate learning activities related to the goals and objectives in order to teach the skills and/or content materials in accordance with adopted curriculum guides.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Meets and instructs assigned classes in the locations and at the times designated.
4. Supervises all pupils assigned to them and insures that proper discipline is maintained.
5. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
6. Prepares and has available at school complete and up-to-date weekly lesson plans which provide goals, objectives, and learning activities for pupils assigned.
7. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor. Leaves appropriate plans for substitutes that are easily understood.
8. Exhibits a positive, helpful attitude toward all pupils in order to help them develop and mature mentally, physically, emotionally, and socially.
9. Employs a variety of instructional techniques and instructional media in meeting the needs of the student.

Teacher (Continued)

10. Strives to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives.
 11. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
 12. Maintains accurate, complete, and correct records, and respects the confidentiality of the same.
 13. Develops reasonable rules of classroom behavior and maintains order in the classroom.
 14. Keeps parents well-informed regarding students' progress.
 15. Attends all faculty, departmental, and other school-related meetings and serves on committees as determined by the immediate supervisor, Instructional Coordinator, or Superintendent.
 16. Performs extracurricular and co-curricular and other out-of-classroom assignments made in accordance with policies of the board of education and administrative procedures.
 17. Is familiar with all teacher and district handbooks and adheres to and complies with policies of the board of education and administrative procedures.
 18. Displays a positive attitude toward learning and professional behavior in dealings with students.
 19. Treats and maintains properly all equipment, materials, supplies, and textbooks assigned to him/her.
 20. Administers standardized tests as required by the school district.
 21. Performs other duties as assigned.
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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

December 10, 1984

REVIEWED AND RE-ADOPTED:

February 5, 1990

REVIEWED AND RE-ADOPTED:

May 17, 2021

ELIZABETHTOWN INDEPENDENT SCHOOLS

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Special Education Teacher

REPORTS TO: Building Principal

QUALIFICATIONS: Valid Kentucky Teacher Certification for Special Education

GENERAL RESPONSIBILITIES: To provide special education instruction, supports, and services to children classified as educationally disabled, as defined by state and federal guidelines.

DUTIES:

1. Determines the instructional needs of children with disabilities through formal and informal assessments.
2. Develops, implements, and evaluates the Individual Education Plan (IEP) of students as prescribed by district, state, and federal guidelines.
3. Conducts an annual review of each pupil's progress toward instructional goals and objectives.
4. Participates as a member of the Admissions and Release Committee.
5. 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.
6. Consults with school personnel and parents regarding the educational needs of disabled children.
7. Facilitates the placement of disabled children into "mainstream" settings, as appropriate.
8. Consults with regular classroom teachers with respect to methods and materials.
9. Serves as a member of the Referral Review Committee and participates in the development of pre-referral intervention strategies.
10. Procedures and maintains a range of instructional materials to meet the needs of disabled children.

Special Education Teacher (Continued)

11. Seeks to involve parents in the educational decision-making process.
12. Manages the educational program of each disabled child in the class, including scheduling into other classes, services coordination, instructional service delivery, and behavioral management.
13. Provides data for the automated special education management information system to the Program Developer.
14. Attends and participates in various functions scheduled by the Program Developer.
15. Maintains records of instruction as per state and federal guidelines.
16. Performs other duties as assigned.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

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Speech Therapist

REPORTS TO: Principal

QUALIFICATIONS: Valid Kentucky Certification for Speech or licensed Speech-Language Pathologist or Speech Language Pathologist Assistant

GENERAL RESPONSIBILITIES: To teach students correct articulation as well as a relaxed and fluent conversational speech.

DUTIES:

1. Screens and evaluates kindergarten students for program eligibility.
2. Re-evaluates all students who received therapy the previous year.
3. Screens new referrals from teachers, parents, and counselors to determine the potential for program eligibility.
4. Conducts evaluations of youngsters with a range of communication disorders.
5. Schedules therapy classes taking into consideration individual needs, group compatibility, maturity, and each student's classroom requirements to include art, music, remedial reading, counseling, etc.
6. Sets up a therapy environment conducive to effective learning within the limits of the resources provided by the system.
7. Informs teachers of the results of evaluations, names of students to be scheduled for therapy, days, times, and locations of therapy.
8. Informs parents concerning reasons for therapy, therapy schedule, and suggestions for reinforcing therapy in the home.
9. Makes proper referrals as indicated by examination and evaluation to other professionals such as doctors, dentists, audiologists, and counselors. Serves as a member of a Referral Review Committee.

Speech Therapist (Continued)

10. Prepares individual records which include case history, test results, parent notification, and therapy objectives. (As per state and federal regulations.)
11. Prepares lesson plans designed to meet the individual needs of each group.
12. Develops and employs a variety of instructional therapy materials and techniques designed to meet the needs and capabilities of each student.
13. Consults with classroom teachers and parents concerning student progress.
14. Continues a program of evaluation for new student referrals during the year.
15. Employs behavior modification techniques for therapeutic purposes as well as behavior shaping of problem students.
16. Evaluates student progress on a regular basis.
17. Available for periodic meetings with Program Developer.
18. Provides for professional growth through an ongoing program of reading and consultation with other speech therapists concerning materials and new techniques.
19. Attends SBARC meetings to aid in developing an IEP or IIP for students who have been identified with a speech problem.
20. Contributes data for a computerized management information system to Program Developer.
21. Performs other duties as assigned.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

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ELIZABETHTOWN INDEPENDENT SCHOOLS

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JOB DESCRIPTION

D-12

School Media Librarian

REPORTS TO: Principal

QUALIFICATIONS: Valid Kentucky Certification for Media Specialist

GENERAL RESPONSIBILITIES: To provide a well-organized smooth functioning media library environment in which students and teachers can take full advantage of available resources. To provide an environment that will invite intellectual growth on the part of the student.

DUTIES:

1. Operates and supervises the media library to which assigned.
2. Evaluates, selects, and requisitions new library materials.
3. Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new materials the library acquires.
5. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on the use of the system.
6. Arranges for inter-library loan of materials.
7. Assists teachers in planning those assignments likely to lead to extended use of library resources.
8. Promotes appropriate conduct of students using library facilities.
9. Assists students in developing habits of independent reference work and developing skills in the use of reference materials.
10. Conducts classes in library skills as requested by staff.
11. Participates in curriculum meetings.

School Media Librarian (Continued)

12. Prepares and administers the library budget, keeping accurate records of orders.
13. Supervises library aides in the performance of their duties.
14. Participates actively in library and other educational and professional associations on the local, regional, state, and national levels.
15. Weeds obsolete and worn materials from the collections.
16. Deletes outdated equipment.
17. Supervises the clerical routines necessary for the smooth operation of the library.
18. Supervises the use of all equipment housed in the media library.
19. Maintains policy handbooks.
20. Orders resource materials available to staff and keeps a record of materials used.
21. Complies with merit ratings and standards of the Kentucky Department of Education.
22. Performs other duties as assigned.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

December 10, 1984

REVIEWED AND RE-ADOPTED:

February 5, 1990

REVIEWED AND RE-ADOPTED:

May 17, 2021

ELIZABETHTOWN INDEPENDENT SCHOOLS

Page 2 of 2

JOB DESCRIPTION

D-10

Elementary School Guidance Counselor

REPORTS TO: Elementary School Principal

QUALIFICATIONS: Valid Kentucky Certification for Guidance Counseling

GENERAL RESPONSIBILITIES: To help students overcome problems that impede learning and to assist them in developing effective decision-making skills in order that each student may become all they are capable of becoming.

DUTIES:

1. Provide individual counseling for students to address educational, social, or personal concerns.
2. Suggest, recommend or initiate intervention strategies to help students whose academic records indicate they are experiencing difficulty.
3. Provide assistance to teachers in proper Assessment Test administration procedures.
4. Coordinate the implementation and interpretation of the state assessment and other assessment programs.
5. Assist the School Psychologist and Resource teachers in the evaluation process of a referred student.
6. Implement the classroom guidance program in the primary and intermediate levels according to the district plan.
7. Plan and conduct other classroom programs as appropriate for the needs of the students.
8. Provide group guidance whenever appropriate.
9. Participate in orientation sessions with new students and their parents or guardians.
10. Use a variety of assessment materials to determine information about a student's abilities, achievements, interests, and needs.
11. Collaborate with the Assistant Superintendent for Student Services and Support in identifying and helping students with problems related to poor attendance.

Elementary School Guidance Counselor (Continued)

12. Participate in parent-teacher conferences as appropriate.
13. 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.
14. Collaborate with community agencies and organizations in order to provide support services to students.
15. Serve as a member of the Response to Learning and Response to Behavior teams.
16. Help parents, teachers, and students develop strategies for dealing with problems of student behavior and motivation.
17. 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.
18. Keep and maintain accurate records of referrals received and services provided.
19. Be available for crisis intervention as needed.
20. Perform any other duties that may be assigned by the principal.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

June 10, 1984

REVIEWED, REVISED AND RE-ADOPTED:

June 10, 1996

REVIEWED AND RE-ADOPTED:

May 17, 2021

ELIZABETHTOWN INDEPENDENT SCHOOLS

Page 2 of 2

Middle School Guidance Counselor

REPORTS TO: Middle School Principal

QUALIFICATIONS: Valid Kentucky Certification for Guidance Counseling

GENERAL RESPONSIBILITIES: 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.

DUTIES:

1. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
2. Aids students in course and subject selection.
3. Maintains student records and protects their confidentiality.
4. Works to prevent students from becoming future dropouts.
5. 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.
6. Assists the principal in the course scheduling of students.
7. Confers with parents whenever necessary.
8. Interprets the guidance program to the community.
9. 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.
10. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.

Middle School Guidance Counselor (Continued)

11. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
12. 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.
13. Maintains accurate student records, cumulative records, and transcripts.
14. Makes referrals of students to appropriate community agencies or professional services as necessary.
15. Serves as chairperson at special education school-based admissions and release committee meetings as assigned by the principal.
16. Performs other duties as assigned.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

December 10, 1984

REVIEWED, REVISED AND RE-ADOPTED:

February 5, 1990

REVIEWED, REVISED AND RE-ADOPTED:

June 15, 1992

REVIEWED AND RE-ADOPTED:

May 17, 2021

ELIZABETHTOWN INDEPENDENT SCHOOLS

Page 2 of 2

D-8

High School Guidance Counselor

REPORTS TO: High School Principal

QUALIFICATIONS: Valid Kentucky Certification for Guidance Counseling

GENERAL RESPONSIBILITIES: 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.

DUTIES:

1. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
2. Aids students in course and subject selection.
3. Maintains student records and protects their confidentiality.
4. Works to prevent students from dropping out of school.
5. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
6. 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.
7. Provides appropriate and timely information and assistance to students and parents regarding post-high school educational and vocational information, including obtaining financial aid.
8. Supervises the progress of students in fulfilling graduation requirements.
9. Assists the principal in the course scheduling of students.
10. Confers with parents whenever necessary.

High School Guidance Counselor (continued)

11. Interprets the guidance program to the community.
 12. 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.
 13. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
 14. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
 15. 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.
 16. Supervises the preparation and processing of college, scholarship, and employment applications.
 17. Initiates, assembles, maintains, and interprets accurate health records, attendance records, cumulative progress records, activity records, and uniform transcript records for assigned students.
 18. Makes referrals of students to appropriate community agencies or professional services as necessary.
 19. Serves as chairperson at special education school-based admissions and release committee meetings as assigned by the principal.
 20. Performs other duties as assigned.
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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

December 10, 1984

REVIEWED AND RE-ADOPTED:

February 5, 1990

REVISED

June 15, 1992

REVIEWED AND RE-ADOPTED:

May 17, 2021

ELIZABETHTOWN INDEPENDENT SCHOOLS

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JOB DESCRIPTION

D-6



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"/>

Middle School Assistant Principal

REPORTS TO: Principal

QUALIFICATIONS: Valid Kentucky Certification for School Principal/Educational Leadership

GENERAL RESPONSIBILITY: 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.

DUTIES:

1. Serves as principal in the absence of the principal.
2. Assists with responsibility for the school and educational program; assists with the overall administration of the school.
3. Assists the principal to provide for the effective selection, induction, and continual professional development for all personnel.
4. Assists the principal with the development and implementation of the Consolidated School Improvement Plan.
5. Supervises and evaluates teaching staff and other personnel as assigned by the Principal in accordance with policies and administrative procedures.
6. Assists, as needed, in the development of the school's Master Schedule, and assists in the preparation of student schedules.
7. Supervises and enforces attendance procedures.
8. Maintains high standards of conduct and enforces discipline according to due process.
9. Assists the Athletic Director in the supervision of athletic events. (Secondary Schools)

Middle School Assistant Principal (Continued)

10. Helps organize, schedule, and supervise all extracurricular activities and assumes responsibilities outside the school as related to school matters.
11. Cooperates in the conducting of safety inspections and safety drill practice activities.
12. Assists in the supervision of the custodial personnel and services.
13. Works with the principal to develop the annual budget.
14. Participates in professional growth to improve skills related to assignment.
15. Demonstrates positive interpersonal relations with students, staff, and the community.
16. Promotes and nurtures a positive interpersonal climate in the school building.
17. Helps supervise all extracurricular activities and assumes responsibilities outside the school as related to school matters.
18. Incorporates the use of technology in daily tasks.
19. Performs such record-keeping functions as the principal may direct.
20. Performs such other duties as may be assigned by the Principal.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

May 12, 2008

REVIEWED AND RE-ADOPTED:

May 17, 2021

ELIZABETHTOWN INDEPENDENT SCHOOLS

Page 2 of 2

High School Assistant Principal

REPORTS TO: Principal

QUALIFICATIONS: Valid Kentucky Certification for School Principal/Educational Leadership

GENERAL RESPONSIBILITY: 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.

DUTIES:

1. Serves as principal in the absence of the principal.
2. Assists with responsibility for the school and educational program; assists with the overall administration of the school.
3. Assists the principal with the development and implementation of the Consolidated School Improvement Plan.
4. Supervises and evaluates teaching staff and other personnel as assigned by the principal in accordance with policies and administrative procedures.
5. Assists, as needed, in the development of the school's Master Schedule, and assists in the preparation of student schedules.
6. Supervises and enforces attendance procedures.
7. Maintains high standards of conduct and enforces discipline according to due process.
8. Assists the Athletic Director in the supervision of athletic events. (Secondary Schools)
9. Helps organize, schedule, and supervise all extra-curricular activities and assumes responsibilities outside the school as related to school matters.

High School Assistant Principal (Continued)

10. Cooperates in the conducting of safety inspections and safety drill practice activities.
11. Assists in the supervision of the custodial personnel and services.
12. Works with the principal to develop the annual budget.
13. Participates in professional growth to improve skills related to assignment.
14. Demonstrates positive interpersonal relations with students, staff, and community.
15. Promotes and nurtures a positive interpersonal climate in the school building.
16. Incorporates the use of technology in daily tasks.
17. Performs such record-keeping functions as the principal may direct.
18. Performs such other duties as may be assigned by the principal.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

April 15, 2013

REVIEWED AND RE-ADOPTED:

May17, 2021

ELIZABETHTOWN INDEPENDENT SCHOOLS

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oJOB DESCRIPTION FOR: Assistant Superintendent for Student Learning

REPORTS TO: Superintendent

QUALIFICATIONS: Valid Kentucky Certificate for Superintendent.

GENERAL RESPONSIBILITIES:

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

DUTIES:

1. Directs curriculum development, evaluation, textbooks and supplementary book adoptions, instructional procedures and instructional material selection.
2. Directs staff development programs.
3. 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.
4. Initiates and coordinates all formal efforts of the professional staff in projects of curriculum improvement.
5. Initiates the organization, coordination and development of district-wide curricular and instructional practices.
6. Initiates, studies and evaluates and, as appropriate, recommends adoption of new instructional materials, methods and programs.
7. Supervises instructional programs for the Elizabethtown Independent Schools in collaboration with other district administrators and principals.
8. Provides support and assistance as appropriate for the improvement of instruction and classroom management.
9. Interprets the present curriculum and proposed curriculum changes to the Board, the administration, the staff and the general public.

JOB DESCRIPTION FOR: Assistant Superintendent for Student Learning (Continued)

10. Assists in the formulation of a philosophy and objectives for the instructional program.
11. Guides development, implementation, and evaluation of pre-service and in-service training programs for professional personnel.
12. Helps plan and carry out staff and parent curriculum meetings.
13. Develops, supervises, coordinates and evaluates assigned state and federal grants.
14. Initiates the identification of needs and appropriate program development including special programs.
15. Provides leadership in the development of long and short range plans for district and school improvement.
16. Works with SBDM Councils as a district liaison as needed.
17. Performs other duties as designated by the Superintendent.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION	December 10, 1984
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REVIEWED AND RE-ADOPTED:	February 5, 1990
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REVISED AND APPROVED:	November 8, 1993
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REVIEWED, REVISED AND RE-ADOPTED:	May 17, 2010
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ELIZABETHTOWN INDEPENDENT SCHOOLS	Page 2 of 2
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JOB DESCRIPTION FOR: Instructional Supervisor K-12

REPORTS TO: Superintendent

QUALIFICATIONS:

As established by Kentucky Revised Statutes, the Kentucky State Board of Education and the Board of Education.

GENERAL RESPONSIBILITIES:

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

DUTIES:

1. Directs curriculum development, evaluation, textbooks and supplementary book adoptions, instructional procedures and instructional material selection.
2. Directs staff development programs.
3. 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.
4. Initiates and coordinates all formal efforts of the professional staff in projects of curriculum improvement.
5. Initiates the organization, coordination and development of district-wide curricular and instructional practices.
6. Initiates, studies and evaluates and, as appropriate, recommends adoption of new instructional materials, methods and programs.
7. Supervises the instructional program for all Elizabethtown Independent Schools.
8. Provides support and assistance as appropriate for the improvement of instruction and classroom management.

JOB DESCRIPTION FOR: Instructional Supervisor K-12 continued

9. Interprets the present curriculum and proposed curriculum changes to the Board, the administration, the staff and the general public.
10. Assists in the formulation of a philosophy and objectives for the instructional program.
11. Guides development, implementation, and evaluation of pre-service and inservice training programs for professional personnel.
12. Helps plan and carry out staff and parent curriculum meetings.
13. Develops, supervises, coordinates and evaluates special state and federal grants.
14. Initiates the identification of needs and appropriate program development including special programs.
15. Works with the SBDM Councils as a district liaison as needed.
16. Performs other instructional duties as designated by the Superintendent.

Instructional Coordinator

REPORTS TO: Superintendent

QUALIFICATIONS: As established by Kentucky Revised Statutes, the Kentucky State Board of Education, and the Board of Education.

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

DUTIES:

1. Directs curriculum development, evaluation, textbooks and supplementary book adoptions, instructional procedures, and instructional material selection.
2. Directs staff development programs.
3. 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.
4. Initiates and coordinates all formal efforts of the professional staff in projects of curriculum improvement.
5. Initiates the organization, coordination, and development of district-wide curricular and instructional practices.
6. Initiates, studies, and evaluates and, as appropriate, recommends adoption of new instructional materials, methods, and programs.
7. Supervises instructional programs for the Elizabethtown Independent Schools in collaboration with other district administrators and principals.
8. Provides support and assistance as appropriate for the improvement of instruction and classroom management.

Instructional Coordinator (continued)

9. Interprets the present curriculum and proposed curriculum changes to the Board, the administration, the staff, and the general public.
10. Assists in the formulation of philosophy and objectives for the instructional program.
11. Guides development, implementation, and evaluation of pre-service and in-service training programs for professional personnel.
12. Helps plan and carry out staff and parent curriculum meetings.
13. Develops, supervises, coordinates, and evaluates assigned state and federal grants.
14. Initiates the identification of needs and appropriate program development including special programs.
15. Provides leadership in the development of long and short-range plans for the district and school improvement.
16. Performs other instructional duties as designated by the Superintendent.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

May 12, 2008

REVIEWED, REVISED AND RE-ADOPTED:

May 17, 2010

REVIEWED AND RE-ADOPTED:

May 17, 2021

ELIZABETHTOWN INDEPENDENT SCHOOLS

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Substitute Teacher

REPORTS TO: Building Principal

QUALIFICATIONS: Minimum of 64 college credit hours with at least a 2.5 GPA

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

DUTIES:

1. Reports to the building principal, or school secretary, upon arrival at the school building.
2. Reviews with the principal, department head, or designated teacher all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
4. Teaches the lesson outlined and described as prepared by the absent teacher.
5. Consults with the building principal (department head, designated teacher) before initiating any teaching or other procedures not specified in the Substitute Teacher's Handbook.
6. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
7. Reports in writing, on the form provided by the school secretary, on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
9. Other duties as assigned by the principal.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

December 10, 1984

REVIEWED AND RE-ADOPTED:

February 5, 1990

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