

ENCLOSURE
April 27, 2026

OLDHAM COUNTY BOARD OF EDUCATION

CONCERN

Oldham County job descriptions were located in several different places and were often difficult for potential candidates to find when they wanted to apply for a job.

DISCUSSION

The personnel department worked with Mrs. Smallwood and with directors across the county to locate and update job descriptions in each department. For departments with many job descriptions, there is a rotating plan to ensure each job description will be updated every 3-5 years.

RECOMMENDATION

Approve the updated job descriptions document, which will then be posted to the Oldham County website, increasing transparency and clarity for our employees and potential employees. The updates are not financial in nature, the changes and updates are in the performance responsibilities. If there are ever updates that are financial in nature, they will have their own enclosure.

Carly Clem, Board Chair

Claudette Herald, Superintendent