

FOR BOARD APPROVAL MAY 11, 2026

CLASSIFIED

Maintenance Supervisor (update duties)

Lead Grounds Worker II (update duties)

Grounds Worker I (update duties)

Migrant and Advocate Recruiter (update duties and rename to match MUNIS)

Migrant and Advocate Recruiter Director I (update duties and rename to match MUNIS)

Lead Food Service Assistant I (rename to match MUNIS)

Food Service Assistant I (rename to match MUNIS)

Food Service Manager I (rename to match MUNIS)

School Secretary I-High (rename to match MUNIS)

School Secretary I-Middle (rename to match MUNIS)

School Secretary I-Elementary (rename to match MUNIS)

Instructional Assistant I-Bilingual (rename to match MUNIS)

Instructional Assistant I-Preschool (rename to match MUNIS)

Instructional Assistant II-Special Education (rename to match MUNIS)

District Finance Account Clerk II (couldn't find one)

Account Clerk I (update)

Account Clerk II (update)

Secretary to the Superintendent (couldn't find one)

Attendance Specialist/Truancy Mediator (update and rename to match MUNIS)

Community Relations Specialist/Community Education Director (update and rename to match MUNIS)

Summary Class Code: 7435

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: MAINTENANCE SUPERVISOR

BASIC FUNCTION:

Plan, organize, schedule, assign and review maintenance work for the Todd County School District ; train, supervise and evaluate the work of assigned employees.

REPRESENTATIVE DUTIES:

- Plan, organize, coordinate and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of District buildings and facilities.
- Train, supervise and evaluate the performance of assigned maintenance and skilled trades staff; assign and review work and participate in the selection of new personnel as assigned.
- Develop and prepare work schedules; review maintenance reports and work orders; prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations; coordinate responses to emergency calls.
- Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned.
- Conduct inspections of buildings and facilities to determine maintenance and repair needs and quality of work performed; recommend the removal of fire, safety or health hazards including asbestos-related issues; instruct staff in safe work practices.
- Participate in the establishment and implementation of a systematic preventive maintenance program; investigate vandalism as necessary.
- Assist in determining needed equipment, materials and supplies for the District maintenance operations; requisition a wide variety of supplies, maintenance tools and equipment.
- Communicate with vendors, contractors and inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, materials, and equipment used in the various building maintenance trades such as carpentry, plumbing, painting, electrical, heating and ventilating and air conditioning as assigned.
- Building construction practices and laws governing the construction and repair of public buildings.
- Appropriate safety precautions and procedures.
- Health and safety regulations.
- Applicable State, County and City laws, codes and regulations related to building and grounds maintenance operations.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Record-keeping techniques.

ABILITY TO:

- Perform a variety of responsible duties related to the supervision of maintenance operations and activities.
- Plan, organize, schedule, assign and review maintenance work.
- Train, supervise and evaluate personnel.
- Prioritize and schedule work.
- Read, interpret and work from construction drawings and blueprints.
- Estimate materials and labor costs.
- Plan, lay out, direct and control a maintenance work program involving diversified activities.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Perform heavy physical labor.
- Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years increasingly responsible skilled maintenance experience related to assigned area of responsibility.

Summary Class Code: 7629

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: LEAD GROUNDS WORKER II

BASIC FUNCTION:

Train, assign, review and coordinate the work of assigned grounds personnel; perform a variety of skilled grounds keeping duties on school grounds, maintain grounds, trees, shrubs and flowers; perform semi-skilled repair and maintenance of grounds keeping tools, supplies and equipment, including rebuilding grounds maintenance equipment and tools.

DISTINGUISHING CHARACTERISTICS:

The Lead Grounds Worker II provides training and direction to a grounds crew and performs more extensive repairs to grounds equipment. The Lead Grounds Worker I provides direction to a crew of grounds workers and performs routine maintenance to grounds equipment and vehicles.

***All district equipment is to remain on district property when not in use for district purposes. District equipment is not to be used by an employee for his/her personal use.

REPRESENTATIVE DUTIES:

- Train, assign, review and coordinate the work of assigned grounds maintenance personnel; develop daily work schedules and assign grounds personnel.
- Review requests for grounds keeping and gardening and recommend best procedures or methods for completing jobs; request needed equipment, tools, supplies and materials
- Oversee and perform skilled grounds maintenance work involved in trimming and pruning trees, shrubs, hedges, and lawns
- Mow and trim (weed eat) grass at all district locations at least once every two (2) weeks and coordinate with supervisor to make sure the grounds at all locations are prepared for school events.
- Assist with snow removal as directed by supervisor or Superintendent.

● **Lead Grounds Worker II - Continued** **Page 2**

- Prepare and maintain a variety of records and reports attendance, work orders and inventory; maintain records and prepare reports of time and materials used
- Operate grounds keeping power equipment as necessary.
- Coordinate and participate in the sweeping, raking and removal of trash and other debris from District grounds.
- Coordinate and participate in the maintenance of District parking lots, walks, driveways, asphalt play areas, fences and tennis courts; operate street sweeper and blow off sidewalks and quad areas with power blowers.
- Inspect and assure maintenance and safe operating conditions of grounds keeping power equipment, and tools; repair and maintain equipment; maintain grounds areas in a safe, clean and orderly condition.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Semi-skilled principles, equipment and methods of maintaining and repairing gas-powered engines and related equipment.
- Herbicides and other chemicals used in ground maintenance.
- Methods, materials, tools and equipment used in grounds keeping, gardening and the maintenance and installation of irrigation systems.
- Methods used in planting, pruning, cultivating, fertilizing and caring for plants, flowers, shrubs, trees and lawns.
- Principles of training and providing work direction.
- Basic shop math.
- Operation and use of power and electrical ground equipment.
- Appropriate safety precautions and procedures.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.

Lead Grounds Worker II - Continued

ABILITY TO:

- Plan, organize and schedule grounds keeping activities and personnel.
- Perform grounds keeping duties in the care and maintenance of District grounds.
- Train and provide work direction to others.
- Inspect and verify proper and safe work practices and procedures.
- Operate hand and power tools and other equipment used in grounds maintenance.
- Operate heavy power equipment used in grounds keeping.
- Schedule and assign grounds keeping activities and personnel.
- Lift heavy objects.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Add, subtract, multiply and divide quickly and accurately.
- Work independently with little direction.
- Meet schedules and timelines.
- Observe legal and defensive driving practices.
- Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years of grounds keeping experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

Summary Class Code: 7628

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: GROUNDS WORKER I

BASIC FUNCTION:

Perform routine grounds maintenance duties.

DISTINGUISHING CHARACTERISTICS:

Grounds Worker I incumbents are assigned routine grounds keeping duties. The Grounds Worker II incumbents perform semi-skilled gardening and grounds maintenance duties on school grounds and landscaped areas and involves specialized duties such as concrete work and installing and maintaining playground equipment. The Grounds Worker III class is the advanced level in the classification. Incumbents operate grounds equipment, perform landscape construction and lead other grounds personnel as assigned.

REPRESENTATIVE DUTIES:

- Perform routine grounds maintenance duties as directed.
- Prune and trim trees, hedges and shrubs; weed and rake grounds; apply fertilizers, pesticides and sod conditioners as needed.
- Operate hedge trimmer, hand and power tools and snow removal equipment; make routine adjustments and minor repairs to equipment.
- Rake leaves and remove trash; sweep walkways.
- Perform general custodial duties incidental to grounds keeping activities.
- Assist in the preparation and lining of athletic fields as assigned.
- Assist in the installation of playground equipment.

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operation of hand and power tools and equipment used in grounds keeping.
- Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- Methods, equipment and materials used in gardening and grounds keeping work.
- Health and safety regulations.

ABILITY TO:

- Perform general grounds maintenance duties including mowing, edging and weeding.
- Perform routine and semi-skilled grounds maintenance duties.
- Lift heavy objects.
- Use a variety of tools and machines utilized in the basic trade.
- Safely operate power equipment.
- Perform heavy physical labor.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flowerbeds, athletic fields and other landscaped areas.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

Summary Class Code: 7886

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: MIGRANT AND ADVOCATE RECRUITER

BASIC FUNCTION:

Identify, recruit and enroll eligible migrant students residing in the assigned District; maintain communication between migrant families and the schools.

REPRESENTATIVE DUTIES:

- Apply and explain federal regulations pertaining to the migrant education program.
- Attend recruiter meetings and other training sessions sponsored by the State Department of Education.
- Abide by standard procedures and practices contained in the State Identification and Recruitment Handbook and other directives issued by the State Department of Education.
- Identify eligible migrant students residing within the boundaries of the assigned school District.
- Complete Certificate of Eligibility and Health Data Entry Forms; obtain a parent signature for documentation of eligibility for eligible students; submit completed and signed Certificates of Eligibility and Health Data Entry forms to the assigned clerk.
- Work under the supervision of an assigned director; assist school principals, teachers, secretaries and nurses in maintaining related records.
- Communicate between home and school, continually striving to maintain positive communication.
- Assist an assigned administrator with the recruitment of parents for membership in the Parent Advisory Council and with related activities.
- Provide or facilitate supportive services to migrant children or to their families as necessary; enable migrant children to receive a sound education.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal regulations pertaining to the migrant education program.
- Correct oral and written usage of English and a designated second language.
- Oral and written communication skills.
- Public speaking techniques.
- Laws, rules and regulations related to assigned activities.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Read, write, translate and interpret English and a designated second language.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain routine records.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience working with multi-cultural clientele.

Summary Class Code: 7465

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: MIGRANT AND ADVOCATE RECRUITER DIRECTOR I

BASIC FUNCTION:

Plan, organize, coordinate, implement, and control the District's migrant services and activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

- Administers, coordinates, and supervises all aspects of migrant education services
- Assesses migrant needs; develops the District's long-range migrant services plan; establishes department goals and objectives; recommends migrant policies for Board action; determines priorities and implements changes to meet goals and objectives to maximize system efficiency and cost-effectiveness.
- Represents the district migrant program with the Kentucky Department of Education and supervises the preparation and filing of all reports required by the state or District.
- Prepares budget requests; formulates purchases specifications; authorizes expenditures for the migrant program; plans for procurement of migrant equipment and supplies.
- Recruits, selects, and assigns migrant employees.
- Provides needed training for migrant employees to ensure services are provided in compliance with federal and state regulations and District policies and procedures.
- Represents the migrant program within the community and school organizations to ensure sensitivity to local attitudes and objectives; represents migrant programs at all levels within the District.
- Performs other duties as assigned by the Superintendent/designee.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal regulations pertaining to the migrant education program.
- Correct oral and written usage of English and a designated second language.
- Oral and written communication skills.
- Public speaking techniques.
- Laws, rules and regulations related to assigned activities.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Read, write, translate and interpret English and a designated second language.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain routine records.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years of experience in a field directly related to assignment including at least one year in supervisory capacity.

Summary Class Code: 7232

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: LEAD FOOD SERVICE ASSISTANT I

BASIC FUNCTION:

Plan, organize and lead food service operation at an assigned school site; train, assign and provide work direction to assigned personnel.

DISTINGUISHING CHARACTERISTICS:

Lead Food Service Assistant I incumbents lead food services operations a single assigned school site. Lead Food Service Assistant II incumbents lead complex operations and activities of a central kitchen and plan food service transportation to district school sites or supervise the activities of a large school district food service operation.

REPRESENTATIVE DUTIES:

- Plan, organize and lead food service operations at an assigned school site; ensure the serving and storage of food is in accordance with established guidelines and procedures.
- Oversee serving of meals to students, teachers and other staff; participate in food serving and preparation as needed; assure compliance with serving size requirements.
- Prepare work schedules and assign duties for assigned personnel; train and provide work direction.
- Operates point of service system to ensure accurate meal counting and claiming of meals.
- Ensure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; ensure compliance with safety and sanitation regulations.
- Prepare and maintain a variety of reports and records including inventory, requisitions, daily reports and production sheets.
- Estimate and requisition needed food, equipment and supplies needed; receive, inspect, verify and accept delivery of food and supplies; utilize proper methods of storing foods.
- Confer with supervisor regarding cafeteria needs, conditions and menu changes.
- Operate a variety of equipment and machines used in school kitchens and cafeterias: cash registers, slicers, choppers, mixers, ovens and others as required.

REPRESENTATIVE DUTIES continued:

- Attend meetings related to food service operations and activities.
- Ensure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals served.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic operations of a school cafeteria.
- Principles and methods of quantity food service preparation, serving and storage.
- Standard kitchen equipment, utensils and measurements.
- Methods of computing food quantities required by weekly or monthly menus.
- Sanitation and safety practices related to transporting and serving food.
- Principles of nutrition.
- Record-keeping techniques.
- Principles of and providing work direction.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Plan, organize and oversee food service operations at an assigned school site.
- Estimate food quantities and requisition proper amounts for economical food service.
- Prepare nutritious and appetizing food in quantity as necessary.
- Operate a computer if necessary.
- Operate standard cafeteria equipment and appliances.
- Maintain records and prepare reports.
- Add, subtract, multiply and divide quickly and accurately.

LEAD FOOD SERVICE ASSISTANT I

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- Operate a cash register and make change accurately
- Understand and follow oral and written directions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
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- Train and provide work direction to others.
- Communicate effectively both orally and in writing.
- Lift heavy objects.
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EDUCATION AND EXPERIENCE:

Any combination equivalent to a high school diploma, G.E.D. diploma or demonstrated progress toward obtaining a G.E.D. diploma as required by Kentucky law and two years' food service experience.

LICENSES AND OTHER REQUIREMENTS:

Pursuant to 7 CFR parts 210, employees must complete mandatory annual training requirements.

Summary Class Code: 7234

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: FOOD SERVICE ASSISTANT I

BASIC FUNCTION:

Perform routine food service activities related to the setting up of serving areas and the serving of food to students and staff; perform cashiering duties in the sale of food items to students and staff; maintain cleanliness of food service facilities.

DISTINGUISHING CHARACTERISTICS:

Food Service Assistant I incumbents perform basic and routine food service and cashiering activities related to the serving of food. Food Service Assistant II incumbents assist in the preparation of food in a production kitchen, food serving and cashiering duties and incumbents may be assigned lead duties.

REPRESENTATIVE DUTIES:

- Prepare food service facilities for serving food; count and set out an appropriate number of food trays; prepare the steam table for serving hot meals.
- Wash and prepare eating and serving areas; set out food, trays and beverages according to established procedures.
- Maintain work areas and serving areas in a clean, sanitary and safe condition; wash and clean counters and steam tables; wash and store pots, pans, trays and kitchen equipment.
- Heat, portion and serve food to students and staff according to established procedures.
- Count money and prepare moneyboxes or cash registers with appropriate amount and denominations of change.
- Sell a variety of foods and beverages and make proper change; operate the point of service system to ensure accurate meal counting and claiming.
- Assist in storing unused food and supplies; dispose of unusable leftovers and garbage.
- Operate a variety of standard kitchen equipment such as a cash register, dishwasher, and ovens; report faulty equipment as necessary.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Standard kitchen equipment, utensils and measurements.

KNOWLEDGE OF continued:

- Basic math and cashiering skills.
- Sanitation practices related to handling and serving food.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.

ABILITY TO:

- Serve food in accordance with health and sanitation regulations.
- Learn and follow health and sanitation requirements.
- Maintain food service equipment and areas in a clean and sanitary condition.
- Operate a cash register and make change accurately.
- Learn, apply and explain policies, procedures, rules and regulations.
- Meet schedules and time lines.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift heavy objects.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a high school diploma, G.E.D. diploma or demonstrated progress toward obtaining a G.E.D. diploma as required by Kentucky law.

LICENSES AND OTHER REQUIREMENTS:

Pursuant to 7 CFR parts 210, employees must complete mandatory annual training requirements.

Summary Class Code: 7212

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: FOOD SERVICE MANAGER I

BASIC FUNCTION:

Manage and coordinate the day-to-day food service operations of an assigned school site; ensure compliance with district, state and federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; select, assign, schedule, supervise, direct and evaluate assigned food service personnel.

DISTINGUISHING CHARACTERISTICS:

Food Service Manager I incumbents manage and coordinate the day-to-day food service operations in an assigned school site. Food Service Manager II incumbents manage and coordinate the food service operations and activities of a central kitchen. Incumbents also plan and organize food service transporting activities to district sites. Food Service Manager III incumbents plan, coordinate, manage, and oversee a complex food service program.

REPRESENTATIVE DUTIES:

- Maintain high standards of control for quality food production and service.
- Manage, coordinate and oversee the day-to-day food service operations at an assigned school site; analyze effectiveness, assure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
- Maintain quality standards for the presentation and service of food in a pleasant environment.
- Prepare menus, ensuring compliance with regulations and requirements; estimate and order the amount of food and supplies needed; monitor and control expenditures; maintain assigned budget.
- Select food service employees; direct, assign, schedule and evaluate food service personnel; conduct training sessions for new employees.
- Inspect the lunchroom and kitchen area daily to ensure compliance with health, safety and sanitation requirements and regulations.
- Plan work schedules and coordinate daily work for efficient use of labor; receive calls from employees and call substitutes as necessary.
- Train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.

- Maintain, prepare and review a variety of menu production records, inventories, logs and reports; accumulate data and input information into a computer as appropriate and file documents as necessary.
- Supervise and participate in food preparation and distribution to District students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
- Operate the point of service system to ensure accurate meal counting and claiming of meals.
- Communicate with students, staff, faculty, and outside organizations to exchange information, receive suggestions, and resolve issues related to food service.
- Participate in, schedule and attend in-service meetings and workshops.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Meal production planning and scheduling.
- Applicable district, federal and state laws, rules and regulations related to food service.
- Quantity food preparation and food merchandising.
- Nutrition, sanitation and operation regulations and requirements.
- Use and care of institutional equipment and utensils.
- Procedures used in ordering, receiving, storing and inventorying food and supplies.
- Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
- Budget preparation and control.
- Record-keeping techniques.
- Principles and practices of supervision and training.
- Oral and written communications skills.

- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

ABILITY TO:

- Manage and coordinate the day-to-day food service operation at an assigned school site.
- Ensure compliance with district, state and federal requirements.
- Plan well-balanced, nutritional and appetizing menus within a fixed budget.
- Train others in the preparation and serving of food in large quantities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Schedule, supervise and evaluate staff.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Operate a computer terminal as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a high school diploma, G.E.D. diploma or demonstrated progress toward obtaining a G.E.D. diploma as required by Kentucky law and four years' food service experience.

LICENSES AND OTHER REQUIREMENTS:

Pursuant to 7 CFR Part 210, employees must complete mandatory annual training requirements. As required by KRS 158.852, managers must complete two hours of training in applied nutrition and health meal planning and preparation every year.

Summary Class Code: 7774

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: SCHOOL SECRETARY I - HIGH

BASIC FUNCTION:

Organize, coordinate, schedule and perform office functions at a comprehensive high school; serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel and others as assigned.

DISTINGUISHING CHARACTERISTICS:

School Secretary I - High School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. School Secretary II - High School incumbents perform a variety of clerical and secretarial duties in a large middle school with a larger number of faculty, student body enrollment and educational programs.

REPRESENTATIVE DUTIES:

- Organize and coordinate a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a small to medium-sized high school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.
- Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences.
- Coordinate and facilitate communications between District and site personnel, parents, students, school and community organizations and the general public.
- Communicate with a variety of site and District personnel and administrators to coordinate school operations and maintenance, resolve conflicts and issues and exchange information as appropriate.
- Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and other materials.
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- Assist the Principal in the preparation and maintenance of financial, statistical and narrative reports; research, compile and organize information.
- Initiate budget preparation; work with Department Chairpersons in preparing individual budgets to meet needs; prepare forms and assist the Principal in preparing and monitoring budget.
- Process purchase orders; assist Department Chairpersons with adjustments and with making transfers; review computer printout and balance accounts to assure accuracy.
- Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, bulletins, memoranda, calendars, requisitions, records, reports and evaluations.
- Maintain daily teacher attendance log and records of substitute teachers.
- Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort, review and route mail.
- Coordinate and assist with special events for the high school; assist in selection of personnel and program; assure adherence to legal requirements and Board policies; maintain budget; work with and assist personnel assigned to the event.
- Train and provide work direction to clerical personnel, student assistants and others as assigned.
- Operate a variety of business and office machines including typewriter, calculator, computer, copiers, and communications equipment.
- Order a wide variety of equipment, materials, supplies and special items requested by faculty; assure receipt and proper distribution.
- Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel; interpret, apply and explain District policies and school procedures and regulations.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.

- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Budget preparation and control.
- Operation of standard office machines.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Letter and report writing skills.

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative matters.
- Perform public relations and communications services for the Principal.
- Maintain accurate financial and statistical records.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Type at an acceptable rate of speed.
- Complete work with many interruptions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines including typewriter, calculator and copiers.
- Maintain good public relations with students, parents, teachers and the public.

ABILITY TO - continued:

- Meet schedules and timelines.
- Plan and organize work.
- Train and provide work direction to others.
- Compile and maintain accurate records, verify data and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of increasingly responsible office or secretarial experience involving public contact and record-keeping experience.

Summary Class Code: 7774

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: SCHOOL SECRETARY I - MIDDLE

BASIC FUNCTION:

Perform a wide variety of secretarial and clerical duties to assist the Principal of a small to medium-sized middle school with routine administrative tasks and coordinate school office activities; perform public relations and communication services for the Principal.

DISTINGUISHING CHARACTERISTICS:

School Secretary I - Middle School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. School Secretary II - Middle School incumbents perform a variety of clerical and secretarial duties in a large middle school with a larger number of faculty, student body enrollment and educational programs.

REPRESENTATIVE DUTIES:

- Coordinate office activities and communications with school activities, events and time lines and assist the Principal with routine administrative matters.
- Organize budget and financial material to maintain accurate fiscal records; record expenditures and transfer funds as appropriate; assist in the preparation of annual budgets and other annual reports.
- Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and bulletins as directed.
- Coordinate the Principal's office, acting as receptionist, and contact and reference source for staff, students, parents and the public; perform public relations and communications services for the Principal.
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- Provide information over the phone or in personal contacts with parents, students or school personnel as appropriate; route calls to appropriate personnel as necessary; coordinate and maintain the school calendar of events.
- Train and provide work direction to clerical personnel, students and others as assigned.
- Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data.
- Collect and account for money collected in conjunction with student body funds, lost or damaged books and other school activities; account for and maintain the cash fund as assigned; prepare student body financial report.
- Process the certificated and classified payroll including the completion and submission of time sheets to the supervisor and District Office; maintain accurate records with respect to personnel; assist substitute teachers and classified personnel by providing them with keys and materials; secure period substitutes and prepare substitute time sheets.
- Initiate office and general school supply purchase orders; receive, store and distribute supplies and office materials; maintain materials and equipment inventory; maintain department purchase orders.
- Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel.
- Operate a variety of office machines such as typewriter, copiers, calculator and computer equipment.
- Utilize a mimeograph machine for forms, certificates, passes, slips and a variety of other items.
- Perform First Aid according to established guidelines and procedures.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Receptionist and telephone techniques and etiquette.
- Letter and report writing skills.
- Health and safety regulations.

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies and objectives.
- First Aid practices.

ABILITY TO:

- Perform office, secretarial and clerical work to assist the Principal with a variety of administrative tasks.
- Learn, interpret, apply and explain school and District policies, rules and objectives.
- Understand and perform duties within scope of authority.
- Establish and implement revised office procedures as needed and according to established guidelines.
- Understand and interpret rules and written direction and apply to specific situations.
- Compose correspondence independently.
- Perform duties effectively with many demands on time and constant interruptions.
- Type at an acceptable rate of speed.
- Establish and maintain effective working relationships with others.
- Operate a variety of office machines including computer equipment.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Add, subtract, multiply and divide quickly and accurately.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.

- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of varied and increasingly responsible clerical or secretarial experience.

Summary Class Code: 7775

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: SCHOOL SECRETARY I - ELEMENTARY

BASIC FUNCTION:

Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in routine administrative tasks and coordinate school office activities; perform public relations and communications services for the Principal.

DISTINGUISHING CHARACTERISTICS:

School Secretary I - Elementary incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. School Secretary II - Elementary incumbents perform a variety of clerical and secretarial duties in a large elementary school with a larger number of faculty, student body enrollment and educational programs.

REPRESENTATIVE DUTIES:

- Coordinate a variety of office activities to assist the Principal with administrative tasks; prepare and accurately maintain a variety of reports, records and files relating to students, staff, budgets, operations and activities.
- Serve as secretary to the Principal; compose routine correspondence independently; prepare, type and distribute communications and minutes of meetings; schedule appointments and meetings as requested; receive, open and route mail.
- Train and provide work direction to clerical personnel and student workers as assigned; monitor workflow and adjust duties to complete assignments in a timely manner as assigned.
- Provide information concerning school policies, procedures, actions, activities and schedules as appropriate; maintain school calendar and serve as a coordinator of events.
- Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities; prepare and maintain related records, files and logs.
- Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures.

- Administer first aid to ill and injured students; contact the nurse, parents or public safety agencies as appropriate.
- Register, release or transfer students; complete enrollment information and database.
- Operate a variety of business equipment including typewriter, calculator, copiers, computer equipment and other school office machines.
- Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory as assigned.
- Provide clerical assistance to faculty and staff as needed.
- Orient new and substitute teachers; provide directions, keys and instructional materials.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Basic first aid techniques.
- Operation of standard office machines including computer equipment.

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.
- Perform public relations and communications services for the Principal.
- Add, subtract, multiply and divide quickly and accurately.

- Understand and follow oral and written directions.
- Compose correspondence independently.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines including typewriter, computer terminal, calculator and copiers.
- Understand and work within scope of authority.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and timelines.
- Plan and organize work.
- Train and provide work direction to others.
- Compile and maintain accurate records and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Administer first aid to ill or-injured students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of increasingly responsible clerical and secretarial experience involving frequent contact with the public.

Summary Class Code: 7316

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: INSTRUCTIONAL ASSISTANT - BILINGUAL

BASIC FUNCTION:

Assist a certificated teacher in providing instruction to individuals or small groups of students in a classroom or other learning environment; translate orally and in writing for teachers, administrators, students and parents; prepare instructional materials and perform a variety of routine clerical duties as assigned.

REPRESENTATIVE DUTIES:

- Assist in the presentation of instructional materials and academic instruction to individuals or small groups of students, reinforcing instruction as directed by the teacher; assist students in their understanding and comprehension of reading, writing, language arts, math and social studies, performing remedial exercises and other basic instruction as required.
- Communicate with students in English and a designated second language to facilitate instructional processes; provide translation in parent-teacher conferences or telephone calls with limited or non-English speaking parents; translate or write notes, letters and other materials.
- Repeat and reinforce instruction to assist students' comprehension and understanding; provide more individual assistance to students experiencing learning difficulty; explain errors and answer questions; use games, skits, puppets and other instructional activities to reinforce the main lesson plan.
- Report progress regarding student performance and behavior as required; provide input and assist instructors with determining student advancement through established learning programs.
- Assist with teaching and developing large and small motor skills, hand-eye coordination and group activity skills and responsibilities; utilize balls, ropes, balance beam and other physical education equipment in developing motor skills.
- Assist in the preparation of materials for classroom use as directed by the teacher; prepare flash cards to assist student learning comprehension.
- Observe and control behavior of students in and out of the classroom, including snack time, play time and movement of students to various locations on the school campus.

- Prepare, administer, correct and record tests, papers, essays and homework assignments as directed; prepare homework packets as assigned; call students and parents to follow up on absences as assigned.
- Perform a variety of clerical duties such as updating cumulative folders, recording grades, assembling materials, preparing charts and bulletin boards, taking roll, maintaining records and files, typing and duplicating classroom materials and distributing and collecting papers and supplies.
- Operate audio-visual equipment, typewriter, copier, laminator and thermofax machine; set up displays as necessary; operate a personal computer or computer terminal as required.
- Assist students by providing a proper role model, emotional support, patience, a friendly attitude and general guidance.
- Confer with teachers concerning programs and materials to meet student needs; arrange for guest speakers and field trips as assigned.
- Assure the health and safety of students by following health and safety practices and procedures; provide immediate basic first aid and comfort to students as needed.
- Direct group activities of students as assigned.
- Participate in meetings, in-service training programs and field trips as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Correct oral and written usage of English and a designated second language.
- Child guidance principles and practices.
- Classroom procedures and conduct.
- Basic instructional techniques.
- School and classroom rules, policies and procedures.
- Safe practices in classroom activities.
- Reading and writing communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.

ABILITY TO:

- Assist in providing patient instruction to individuals or small groups of students in a classroom or other learning environment.
- Communicate effectively with students and adults both orally and in writing.
- Read, write, translate and interpret English and a designated second language.
- Assist with the instructional and related activities of the assigned learning environment.
- Learn methods and procedures to be followed in the assigned instructional environment and limitations.
- Observe and control student behavior according to approved policies and procedures.
- Establish and maintain effective relationships with students, parents, staff, volunteers and the public, including members of the ethnic communities.
- Prepare instructional materials and perform a variety of routine clerical duties.
- Perform clerical duties such as filing, typing, duplicating and maintaining records related to the instructional program.
- Print and write legibly.
- Understand and follow oral and written directions.
- Read, follow, explain and enforce rules, regulations, policies and procedures.
- Work independently with little direction.
- Operate instructional and office equipment, including copiers, audio-visual equipment, typewriter, thermofax, and laminator.
- Maintain a clean, safe and orderly classroom learning environment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, some experience in working with children in an organized setting AND one of the following 48 hours of college coursework OR an associates degrees OR successful completion of KY Paraeducator Exam

LICENSES AND OTHER REQUIREMENTS:

Must pass the ABLE test in accordance with State regulations.

Summary Class Code: 7320

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: INSTRUCTIONAL ASSISTANT I-PRESCHOOL

BASIC FUNCTION:

Assist a certificated teacher in providing instruction to individual or small groups in PRESCHOOL; monitors and report student progress.

DISTINGUISHING CHARACTERISTICS:

Instructional Assistant I incumbents assist a certificated teacher by performing a variety of support functions in a regular classroom setting. Instructional Assistant II incumbents work within a complex program typically requiring additional skills and characterized by increased independence of action.

REPRESENTATIVE DUTIES:

- Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Participate as member of an instructional team including remediation teams.
- Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students.
- Assist in administering diagnostic and other tests; score and record test information.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Assist in overseeing students while in labs; provide for supplies inventory as necessary.
-

- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Confer, as needed, with teachers concerning programs and materials to meet student needs.
- Contact parents of students who are absent; make home visits as necessary.
- Assure the health and safety of students by following health and safety practices and regulations.
- Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips.
- Participate in meetings and in-service training programs as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

ABILITY TO:

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.

● **Instructional Assistant I Preschool – Continued**

- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively with others.
- Monitor, observe and report students behavior according to approved policies and procedures.
- Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, some experience in working with children in an organized setting AND one of the following 48 hours of college coursework OR an associates degrees OR successful completion of KY Paraeducator Exam

Summary Class Code: 7318

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: INSTRUCTIONAL ASSISTANT II SPECIAL EDUCATION

BASIC FUNCTION:

Assist a certificated teacher in providing instruction to individual or small groups typically in programs with exceptional children or equivalent programs; monitor and report student progress.

DISTINGUISHING CHARACTERISTICS:

Instructional Assistant II incumbents work within a complex program typically requiring additional skills and characterized by increased independence of action. Instructional Assistant I incumbents assist a certificated teacher by performing a variety of support functions in a regular classroom setting.

REPRESENTATIVE DUTIES:

- Tutor individuals or small groups of students typically with a disability or handicap, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Participate as member of an instructional team including remediation teams; develop appropriate relationships with parents and team members; serve as a resource person to the student personnel evaluation team.
- Transport students to and from activities and assist in preparation for treatment as required.
- Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students.
- Assist in administering diagnostic and other tests; score and record test information; read, understand and assist in implementing, recording and monitoring student's IEP.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
-

- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Assist in overseeing students while in labs or other activities; provide for supplies inventory as necessary.
- Assist students in such physical tasks as putting on and taking off of outer wear, moving from room to room, using the lavatory and others; assist student in getting on and off the bus.
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Confer, as needed, with teachers concerning programs and materials to meet student needs.
- Contact parents of students who are absent; make home visits as necessary.
- Assure the health and safety of students by following health and safety practices and regulations.
- Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips.
- Participate in meetings and in-service training programs as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

ABILITY TO:

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.

Instructional Assistant II Special Education - Continued

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- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively with others.
- Monitor, observe and report students behavior according to approved policies and procedures.
- Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, some experience in working with children in an organized setting AND one of the following 48 hours of college coursework OR an associates degrees OR successful completion of KY Paraeducator Exam

Summary Class Code: 7164

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: DISTRICT FINANCE ACCOUNT CLERK II

BASIC FUNCTION:

Perform a variety of DISTRICT LEVEL responsible clerical accounting duties; maintain financial, accounting and statistical records and prepare reports; review, prepare and process financial, accounting and purchasing documents, reports and materials.

DISTINGUISHING CHARACTERISTICS:

Account Clerk II incumbents are assigned specialized accounting duties with responsibility for an assigned set of accounts in one or more specific accounting functions. Incumbents in the Account Clerk III classification perform specialized and complex duties in areas requiring more analyses and accountability and may lead other accounting clerical personnel. Account Clerk I incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised.

REPRESENTATIVE DUTIES:

- Maintain a set of financial records related to an area of clerical accounting such as accounts receivable, budget, school accounting, food services or other assigned accounting support area; coordinate assigned area with other accounting functions.
- Verify, balance, adjust and assure the accuracy of assigned accounts; receive, verify and audit invoices and receipts for supplies, equipment and services; contact District personnel to verify orders, receipts and signatures.
- Collect, receipt, record and deposit monies; sort and post to appropriate account; reconcile cash, receipts and statements; resolve or assist in the resolution of discrepancies and errors.
- Compile, sort, code, tabulate, post and compare financial and statistical data; verify availability of funds; extend and balance accounts and post to various records and reports.
- Prepare and generate a variety of financial and statistical reports, lists and summaries; enter, compile and tabulate data for inclusion in departmental reports; prepare, maintain and file lists, records, reports and other documents.
- Interact with vendors and District personnel to research discrepancies, correct errors, resolve problems and assist with preparation and maintenance of records and reports.
- Provide information regarding accounting policies, procedures and practices to District employees, vendors and others; interpret, apply and explain District policies and regulations as needed.
- Input financial and statistical information into an automated accounting system.

- Operate a variety of office equipment including typewriter, calculator, copier and computer terminal.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic accounting practices, procedures and terminology.
- Financial and statistical record-keeping techniques.
- Modern office practices, procedures and equipment.
- Data processing applications to accounting functions.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer terminal.

ABILITY TO:

- Apply bookkeeping and financial record keeping principles to the maintenance of assigned accounting records.
- Maintain financial records, review and verify data and prepare accurate reports.
- Learn to apply and explain rules, regulations, policies and procedures involved in assigned activities.
- Compare numbers and detect errors efficiently.
- Make arithmetic computations with speed and accuracy.
- Operate standard office machines such as typewriter, calculator, copier, computer terminal, personal computer and microcomputers.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Perform statistical typing accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in maintaining automated financial and statistical records.

Summary Class Code: 7165

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: ACCOUNT CLERK I

BASIC FUNCTION:

Perform routine clerical accounting duties in the maintenance of assigned accounting records at a District office or school site.

DISTINGUISHING CHARACTERISTICS:

Account Clerk I incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised. Account Clerk II incumbents are assigned specialized accounting duties with responsibility for an assigned set of accounts in one or more specific accounting functions. Incumbents in the Account Clerk III classification perform specialized and complex duties in areas requiring more analyses and accountability and may lead other accounting clerical personnel.

REPRESENTATIVE DUTIES:

- Assemble, match, sort, tabulate, check and input a variety of financial and statistical data.
- Maintain statistical records and process a variety of documents involved in financial transactions.
- Learn and apply District procedures and policies.
- Post, balance and adjust accounts; review for accuracy and completeness.
- Operate standard office equipment including a computer terminal, calculator and typewriter to enter and manipulate data.
- Assemble financial and statistical data for various reports from clearly indicated sources.
- Maintain various records, reports, documents and files as directed; distribute reports as assigned.
- Assist other accounting clerical personnel in the maintenance of more complex accounts.
- Check arithmetic calculations on financial records and documents; verify extensions, proper coding and account numbers.
- Answer telephone; take and relay messages or transfer calls to appropriate personnel; provide routine information.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic accounting practices and procedures.
- Modern office practices, procedures and equipment. Operation of a computer terminal and other office equipment.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

ABILITY TO:

- Perform routine clerical accounting duties in the maintenance of assigned accounting records.
- Add, subtract, multiply and divide quickly and accurately.
- Maintain accurate financial and statistical records and compile data from clearly indicated sources.
- Operate standard office equipment such as a typewriter, calculator, computer terminal, personal computer and microcomputers to enter and manipulate data.
- Learn and apply office policies, rules and practices.
- Understand and follow oral and written directions.
- Prepare data processing input documents rapidly and accurately.
- Meet schedules and time lines.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Summary Class Code: 7164

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: ACCOUNT CLERK II

BASIC FUNCTION:

Perform a variety of responsible clerical accounting duties; maintain financial, accounting and statistical records and prepare reports; review, prepare and process financial, accounting and purchasing documents, reports and materials.

DISTINGUISHING CHARACTERISTICS:

Account Clerk II incumbents are assigned specialized accounting duties with responsibility for an assigned set of accounts in one or more specific accounting functions. Incumbents in the Account Clerk III classification perform specialized and complex duties in areas requiring more analyses and accountability and may lead other accounting clerical personnel. Account Clerk I incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised.

REPRESENTATIVE DUTIES:

- Maintain a set of financial records related to an area of clerical accounting such as accounts receivable, budget, school accounting, food services or other assigned accounting support area; coordinate assigned area with other accounting functions.
- Verify, balance, adjust and assure the accuracy of assigned accounts; receive, verify and audit invoices and receipts for supplies, equipment and services; contact District personnel to verify orders, receipts and signatures.
- Collect, receipt, record and deposit monies; sort and post to appropriate account; reconcile cash, receipts and statements; resolve or assist in the resolution of discrepancies and errors.
- Compile, sort, code, tabulate, post and compare financial and statistical data; verify availability of funds; extend and balance accounts and post to various records and reports.
- Prepare and generate a variety of financial and statistical reports, lists and summaries; enter, compile and tabulate data for inclusion in departmental reports; prepare, maintain and file lists, records, reports and other documents.
- Interact with vendors and District personnel to research discrepancies, correct errors, resolve problems and assist with preparation and maintenance of records and reports.
- Provide information regarding accounting policies, procedures and practices to District employees, vendors and others; interpret, apply and explain District policies and regulations as needed.
- Input financial and statistical information into an automated accounting system.

- Operate a variety of office equipment including typewriter, calculator, copier and computer terminal.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic accounting practices, procedures and terminology.
- Financial and statistical record-keeping techniques.
- Modern office practices, procedures and equipment.
- Data processing applications to accounting functions.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer terminal.

ABILITY TO:

- Apply bookkeeping and financial record keeping principles to the maintenance of assigned accounting records.
- Maintain financial records, review and verify data and prepare accurate reports.
- Learn to apply and explain rules, regulations, policies and procedures involved in assigned activities.
- Compare numbers and detect errors efficiently.
- Make arithmetic computations with speed and accuracy.
- Operate standard office machines such as typewriter, calculator, copier, computer terminal, personal computer and microcomputers.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Perform statistical typing accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in maintaining automated financial and statistical records.

AREA: SECRETARIAL/CLERICAL

Summary Class Code: 7761

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: SECRETARY TO THE SUPERINTENDENT

BASIC FUNCTION:

Perform highly responsible and complex secretarial and administrative assistance duties; exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures; coordinate and oversee the preparation of the Board agenda; organize and oversee the work of office staff.

REPRESENTATIVE DUTIES:

- Assist the Superintendent with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators.
- Coordinate preparation of the Board of Education agenda; assure proper content, format, order and supporting documentation; confer with submitting departments as needed regarding revisions and corrections; incorporate materials into resolution form for presentation to the Board; attend Board meetings.
- Oversee and coordinate the preparation of official minutes of Board meetings; maintain official record of the minutes.
- Provide assistance to the Board of Education as needed, including research of policy questions and coordination of Board requests and activities; maintain subject indexes of Board actions for historical and reference purposes; maintain other records required by policy, regulations or law.
- Maintain Superintendent's calendar; arrange for meetings of the Superintendent with various groups both within and outside the District.

- Conduct initial interviews on the phone or in person with students, teachers and parents; answer questions, refer to appropriate staff member and schedule appointment with the Superintendent; receive and resolve complaints as appropriate or refer matters to proper personnel.
- Screen and route the Superintendent's incoming correspondence; indicate coverage and action required; follow up to assure prompt response or action, consulting, as necessary, with legal advisors and other administrators.
- Take and transcribe dictation including information regarding confidential matters; attend a variety of meetings and record proceedings in a prescribed manner.
- Organize and coordinate the work of office staff; establish and revise clerical priorities in accordance with schedules and time lines; assure conformance with established procedures and standards of quality.
- Remain current concerning issues, situations and conditions of special interest to the Superintendent and Board members.
- Attend and participate in a variety of administrative meetings.
- Exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Superintendent in personal and telephone contacts and meetings.
- Research records and obtain information from other offices and agencies as necessary to perform assigned duties.
- Compose effective correspondence independently; reference policies, rules and regulations in preparing correspondence; review and edit material prepared by others.
- Conduct research of problems and situations, consulting with involved staff members, investigating policies and procedures and gathering background materials; prepare reports involving research as directed for use by the Superintendent.
- Consult with District personnel and others concerning specific issues and situations.
- Perform a variety of general secretarial duties including sorting and routing mail; receive and refer telephone calls; operate computer, copier, dictation equipment, electronic typewriter and recording machines and equipment as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices and procedures utilized in an administrative office.
- District organization, operations, policies and objectives.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform highly responsible and complex secretarial and administrative assistance duties in support of the Superintendent.
- Exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures.
- Attend Board of Education meetings and take minutes.
- Prepare minutes for meetings of the Board of Education.
- Compile and prepare agendas for management and other meetings.
- Read, interpret, explain and follow rules, regulations, policies and procedures.
- Establish and maintain a variety of complex and confidential files and records.
- Organize and oversee the work of office staff.
- Compose effective correspondence independently.
- Operate a variety of office equipment including computer terminal.
- Establish and maintain cooperative and effective working relationships with others.
- Type at an acceptable rate of speed.

Secretary to the Superintendent - Continued

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- Take and transcribe dictation at an acceptable rate of speed.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic calculations with speed and accuracy.
- Understand and work within scope of authority.
- Meet schedules and timelines.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years of responsible and varied secretarial experience including two years of experience performing secretarial work for an administrative official.

Summary Class Code: 7862

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: ATTENDANCE SPECIALIST/TRUANCY MEDIATOR

BASIC FUNCTION:

Assist in enforcing attendance laws and requirements; process and maintain attendance referrals.

REPRESENTATIVE DUTIES:

- Assist in enforcing attendance laws.
- Work with juvenile court in matters involving school children.
- Process attendance referrals and send final notices as required.
- Visit homes of students to determine cause of non-attendance.
- Assist in investigation of new school employees for crime file check as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.

ABILITY TO:

- Assist in enforcing attendance laws and requirements.
- Process and maintain attendance referrals.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Maintain records and prepare reports.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year general clerical experience.

AREA: INSTRUCTIONAL

Summary Class Code: 7301

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: COMMUNITY RELATIONS SPECIALIST/COMMUNITY
EDUCATION DIRECTOR

BASIC FUNCTION:

Supervise a variety of activities related to the development and implementation of the District's community education and community relations efforts including community networking, social media presence, and collaboration with community agencies.

REPRESENTATIVE DUTIES:

- Facilitate the formation of a CE Council that includes members of the district/schools, community organizations/agencies, parents and students that will be actively involved in the educational and community initiatives
- Plan and implement activities, projects and programs designed to improve school and community relations.
- Identify, supervise and coordinate the activities of volunteers who assist with community networking.
- Organize and oversee the operation of the District's facility rentals and related calendars; serve as the point of contact for facility rentals.
- Continuously monitor and update the District's website and social media accounts.
- Maintain confidential information appropriately and exercise good judgment when communicating with the public.
- Perform human resources/personnel duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organization and planning skills.
- Projects and programs to enhance community relations.
- Publications and brochures related to community relations.
- Mass mailing and distribution methods and procedures.
- Basic computer operation.
- Interpersonal skills using tact, patience and courtesy.
- Policies and objectives of assigned program and activities.
- Principles and practices of supervision and training.
- General working knowledge of human resources and personnel policies and practices.
- Various life styles and community groups.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.