

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** May 13, 2026

TOPIC/TITLE: Creation of Positions, Job Titles, Job Description Changes, and Inactive positions

PRESENTER: Josh Rayburn

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING: (DATE)
- BOARD REVIEW REQUIRED BY

- STATE OR FEDERAL LAW OR REGULATION
- BOARD OF EDUCATION POLICY
- OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

BACKGROUND INFORMATION:

Board approves all job title and description changes and additional staffing positions

SUMMARY OF MAJOR ELEMENTS:

Changing:

District Network Administrator Job Description- Adding flexibility to recruit and retain, Administrative Dean of Alternative Programs Title- Principal of Alternative Education, Migrant Recruiter- Coordinator of Migrant Education Programs, IC/SSTS 2000 District Coordinator Title- Student Information Systems Administrator, WCHS Band Flag Corp Director Title- WCHS Band Color Guard Director, WCHS/WCMS Drama Coach Title- WCHS/WCMS Drama/Musical Coach

Adding:

Southside- Exceptional Child Instructor (LBD) (Funding- General Fund/Special Education/IDEA-B), Orientation and Mobility Instructor (Stipend, Funding- General Fund/Special Education/IDEA-B), Coordinator of Career and Technical Education and Work-Based Learning with 5 extended days (Funding- CTE Fund Supplement), Little Legacy HIVE (Preschool Extended Care) Assistant- up to 4 positions (260 Days/ 8 Hours) (Funding- General Fund/Little Legacy HIVE Funding), Little Legacy HIVE Custodian- up to 2 positions (260 Days/ 8 Hours) (Funding- General Fund/Little Legacy HIVE Funding), WCHS/WCMS CTSO Lead Sponsor (Stipend, Funding- CTE Fund Supplemental), WCHS/WCMS Asst. Musical Director (Stipend, Funding- General Fund), WCHS/WCMS BARR Teacher Leaders (Stipend, Funding- School or Grant Funding), WCHS/WCMS/Elementary- School Discretionary Positons (Stipend, Funding- School or Grant Funding),

Elementary Archery Coach (Stipend, Funding- General Fund), Elementary Cross Country Coach (Stipend, Funding- General Fund), Elementary Drama/Musical Coach (Stipend, Funding- General Fund)

Inactive (Budget Reduction):

Career Readiness Coordinator, Coordinator of Alternative Education, Computer Training Specialist, Project Clerk, Transportation Logistics Coordinator, Sub Caller/Sub Center Assistant, Clerical Assistant- FRC, Vehicle Machanic III, Payroll Supervisor, Accounting Supervisor, Night School Coordinator/Virtual School (Stipend), WCHS Vo-Ag Sponsor (Stipend), WCHS Video Coordinator (Stipend), WCHS Mock Trial Team Coach (Stipend), WCHS Student Incentive Coordinator (Stipend), WCHS Supervisor of Judges (Stipend)

Converting Position (Reorganization):

Staff Support Position to Payroll Clerk for funding purposes (This position was added with the reorganization), Custodian- Transportation to Maintenance Technician III (This position was split custodian/maintenance position, this was on the reorganization chart)

Remaining Active, but no current funding (Budget Reduction), if funding arrives, Superintendent recommend to may hire:

Assistant Superintendent, Director of Staff Services, Chief Information Officer/Director of Technology

IMPACT ON RESOURCES: Funding Sources indicated in the adding section. Average teacher salary \$65,000. Stipends range from \$600-\$10,000, Custodial average pay is \$45,000, Preschool Extended Care average pay is \$ 35,000

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: **Recommended** **Not Recommended**

Joni Jones

Orientation and Mobility Instructor (O and M Instructor) Responsibilities & Duties

- Conduct comprehensive assessments of clients' orientation and mobility needs.
- Develop individualized training plans tailored to each client's specific needs and goals.
- Teach clients how to use mobility aids such as white canes, guide dogs, and electronic travel aids.
- Instruct clients in safe street crossing and traffic navigation techniques.
- Provide training in indoor navigation within various public and private environments.
- Educate clients on sensory awareness and how to use remaining senses for navigation.
- Conduct follow-up sessions to monitor progress and make necessary adjustments to training plans.
- Collaborate with other professionals such as teachers, rehabilitation specialists, and family members to ensure comprehensive support for clients.
- Maintain accurate and confidential client records and documentation.
- Stay updated on the latest advances in orientation and mobility practices and technologies.
- Advocate for the needs and rights of individuals with visual impairments in various settings.

Orientation and Mobility Instructor (O and M Instructor) Qualifications & Skills

- Certified Orientation and Mobility Specialist (COMS) credential.
- Experience working with individuals of diverse age groups with visual impairments.
- Proficiency in the use of orientation and mobility aids and technology.
- Strong understanding of the challenges faced by visually impaired individuals.
- Excellent problem-solving and critical thinking skills.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Sensitivity and empathy towards clients' needs and challenges.
- Background in special education or rehabilitation.
- Bachelor's or Master's degree in Orientation and Mobility or a related field.
- Certification from a recognized professional body such as ACVREP.
- Proven experience in orientation and mobility training.
- Strong understanding of various visual impairments and their impact on mobility.
- Effective teaching and instructional skills.
- Physical ability to perform the duties required, including walking long distances and navigating various environments.
- Valid driver's license and ability to travel to various locations as required.
- CPR and First Aid certification is an advantage.
- Strong organizational and time-management skills.

**WOODFORD COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: ~~Principal~~ of Alternative Education

Deleted: Administrative Dean

IMMEDIATE SUPERVISOR: ~~Superintendent~~ or Superintendent Designee

Deleted: Director of Student Services

JOB SUMMARY:

The ~~Principal~~ of Alternative Programs provides leadership and administration that facilitates and enhances a positive learning environment for students assigned to the alternative education program. This includes overseeing the daily operation, curriculum, student support services, staff supervision, and compliance with all District, State, and Federal regulations pertaining to the alternative program.

Deleted: Administrative Dean

QUALIFICATIONS:

- Must hold valid Kentucky principal certification
- Pass health examination
- Have no immoral or criminal history
- Have ability to work with other staff members, the community, parents and children

DUTIES:

- Assess the effectiveness of instructional efforts and results using appropriate sources of feedback
- Establish specific curriculum and instructional goals for the alternative program
- Responsible for designing and implementing specific strategies to accomplish the designated goals
- Supervision and direction of the staff and the students assigned to his/her responsibility and with the care of the school facility and its equipment
- Enforce the rules and regulations of the District, the directives of its officers, and the guidelines for the instructional program; and establish and enforce such rules as deemed advisable for the efficient operation of the alternative program within the framework of the policies of the Board and the general rules and regulations set by the Superintendent
- Supervise and incorporate the state assessment system

DUTIES (CONT.) :

- Participate in the screening, interviewing, placement, and evaluation of personnel
- Support and guide the staff and students to promote a safe and orderly environment conducive to high levels of learning
- Serve as a contact between the middle and high school in the transition of students to and from the alternative program
- Responsible for the day to day operations of the facility and academic programs
- Will keep and maintain student records and facilitate their transfer between schools and the alternative program
- Participate in staff development training programs as appropriate including Safe Crisis Management and/or other approved crisis trainings
- Consult with school and district staff to resolve specific student issues and collaborate with community agencies on those issues as needed
- Chair ARC and 504 meetings
- Ensure student plans pertaining to IDEA and Section 504 are followed
- Develop and monitor budgets for the alternative program
- Attend all state agency required trainings
- Adhere to the Professional Code of Ethics
- Performs other related tasks as assigned by the Superintendent or designee.

WOODFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: District Network Administrator

IMMEDIATE SUPERVISOR: Chief Information Officer/Director of Technology

JOB SUMMARY:

The District Network Administrator is responsible for the planning, implementation, and maintenance of the district and school system's technology infrastructure and hardware. This includes network systems, servers, computers, peripherals, and other related equipment. The network administrator will ensure the reliable and efficient operation of these systems to support the educational mission of the district.

QUALIFICATIONS:

- Bachelor's degree, or associate's degree, in Computer Science, Information Technology, or a related field.
- Minimum of 5 years of experience in network and hardware management.
- Strong knowledge of network protocols, operating systems, and hardware components.
- Experience with network security and data backup systems.
- Excellent troubleshooting and problem-solving skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Relevant certifications (e.g., CompTIA Network+, CCNA) are a plus.

DUTIES:

- Maintain district technology infrastructure as outlined by KETs Master Plans, Kentucky Department of Education, and the Office of Educational Technology.
- Manage and maintain the district's network infrastructure, including LAN, WAN, and wireless networks.
- Oversee the installation, configuration, and maintenance of servers, workstations, and other hardware devices.

DUTIES (CONT.):

- Develop and implement hardware and software standards and procedures.
- Troubleshoot and resolve hardware and network issues in a timely manner.
- Coordinate with vendors for hardware procurement, maintenance, and support.
- Maintain an accurate inventory of hardware and software assets.
- Ensure data security and system integrity through regular backups, updates, and security measures.
- Provide technical support and training to technology staff on hardware and network usage.
- Develop and maintain documentation for network configurations, hardware setups, and troubleshooting procedures.
- Collaborate with other technology staff to support district-wide technology initiatives.
- Work with the Chief Information Officer to oversee District Computer Technicians and similar roles.
- Work with the Chief Information Officer on district and school hardware and software purchasing as it relates to the District Technology Plan and School Technology Plans.
- Maintain required records.
- Maintains regular attendance
- Performs other duties as assigned.

**WOODFORD COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Student Information System Administrator

Deleted: IC/SSTS2000 District Coordinator

IMMEDIATE SUPERVISOR: Chief Information Officer/Director of Technology or Superintendent Designee

Deleted: Assistant Superintendent of Student Support Services/Director of Pupil Personnel...

QUALIFICATIONS:

- 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
- Pass health examination
- Have no immoral or criminal history
- Have specialized skills in typing, filing, computer and word processing, telephone and general office procedures
- Demonstrate competency in correspondence and respect for confidentiality
- Have prior experience or education to indicate the ability to be accurate and dependable under pressure
- Ability to operate a variety of office equipment including a computer
- Ability to establish and maintain cooperative and effective working relationship with others
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to make arithmetic calculations with speed and accuracy
- Ability to meet schedules and time lines
- Ability to work confidentially with discretion in compliance with FERPA
- Knowledge of IC DISTRICT, IC Office, SSTS 2000

DUTIES:

- Serve as IC technical support person for the district; the one contact to call IC with IC/SSTS issues
- Provide telephone support for and guidance in the use of IC/SSTS for district users
- Serve as the contact person for IC to interface with technical support issues
- Coordinate the data collection and verify accuracy for the district in relation to any/all report required by the state or Board of Education (e.g. suspension report, discipline data, attendance report, etc.)
- Coordinate and conduct user group meetings, record and distribute minutes to all involved
- Oversee the maintenance of attendance records for all students in the computer database, including proper coding on entries and withdrawals, ensuring proper procedures are being followed in entering attendance data, maintaining the proper documentation on attendance, producing attendance reports and referrals, etc.
- Coordinate the maintenance of a current list of withdrawals, keeping ongoing files of information each year

- Receive, process and coordinate student suspension/discipline forms with the data input into IC
- Coordinate the maintenance and updating of all IC records of all district students including census report, homeroom lists, withdrawal list, homebound students, transfer students, out of district students, early leavers, shortened day students, vocational school students, etc.
- Coordinate the PA2 and PA3 report process and run, maintain and submit all state-required reports such as the Growth Factor Report, SAAR, Safe Schools, LEAD, SAAR, KEES, etc. or any other report requested by the position's supervisor
- Provide assistance in adding user accounts in ICOffice, assign rights to users and assist in maintaining password security for authorized users in the program as directed by supervisor
- Coordinate the downloading of software updates and patches from the web to IC District as requested by the District Technology Director and inform school personnel of update changes and any new requirements for data input
- Update IC District data by checking daily upload from the school and manually updating schools not current and by running daily error reports on IC District and correcting the errors in a timely manner to keep the system functioning at its optimal ability
- Produce training material and procedures for IC users and provide training, individual and group, for new and veteran teachers and staff in support of their use of the IC/SSTS program
- Provide the Coordinator of Student Services the student records and files necessary for court documentation
- Other duties as assigned by the supervisor

Deleted: Assistant Superintendent of Student Support Services/Director of Pupil Personnel...

APPROVED BY THE WOODFORD COUNTY BOARD OF EDUCATION AUGUST 18, 2003

**WOODFORD COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Coordinator of Migrant Program Education

Deleted: Migrant Recruiter

IMMEDIATE SUPERVISOR: Chief Academic Officer or Superintendent Designee

EDUCATION AND EXPERIENCE:

Coordinator must have a college degree and/or be bilingual and should have prior experience working with families and children. Preference will be given to bilingual applicants.

Deleted: Recruiter

KNOWLEDGE AND ABILITIES:

The candidate needs to demonstrate proficiency in the following areas:

- Organizational skills needed to plan and implement programs.
- Organizational skills necessary for office efficiency and compliance with regulations.
- Oral and written communication skills.
- Long range planning techniques.
- Interpersonal skills including diplomacy, courtesy, and patience. Prioritization of duties and activities.
- Current technologies used by migrant and school staff. Meet all deadlines and budget time accordingly.

DUTIES:

- Make plans to implement the migrant program to the fullest extent possible given program resources.
- Review achievement data and maintain contact with migrant child's teachers to determine level of academic need for migrant students.
- Monitor student progress throughout the school year including grades, attendance, academic achievement and behavior referrals.
- Meet with child as necessary to determine level of success and possible needs.
- Assist in the resolution of issues that may hinder student success in the school and community.
- Make routine home visits as necessary to meet family.
- Assess home environment for barriers to success Encourage family involvement in the educational process
- Provide educational materials for the home as needed.
- Provide families with modeling, coaching or training as needed.

- Maintain partnerships with outside agencies to supplement program resources and provide optimal services for children/families.
- Maintain a log of collaborative efforts with outside agencies. Maintain a log documenting services provided to families
- Maintain logs documenting activities with students and families.
- Maintain log of contacts and collaborative efforts with instructional personnel.
- Compile and maintain data for needs assessment.
- Submit all required information and reports to regional office, records clerk and district supervisor
- Develop, plan and implement summer programming.
- Recruit student/family participation in summer programming.
- Maintain and support academic foci as established by state, region and district offices.
- Maintain resource focus on the priority for service children in the migrant program.
- Participate on district committees as requested by supervisor.
- Identify and recruit families for program membership
- Maintain accurate records of recruitment efforts.
- Maintain required enrollment records and forms submitting to region and district as requested.
- Prepare required reports.
- Actively search for improved methods of serving the migrant population.
- Provide tutoring or other academic assistance to migrant students as needed.
- Provide leadership, guidance, and monitoring for tutors working with migrant students.
- Collaborate with tutors regarding the design of the academic interventions for migrant students receiving assistance.
- Attend all meetings as required of the state, regional, and district office.
- Seek and attend professional development sessions that will promote professional growth and strengthen the migrant program.
- Manage migrant budget within accordance to federal regulations. Abide by school district policies in all activities.
- Use a variety of methods to communicate with migrant families, schools and the public regarding the activities, purposes and goals of the migrant program.
- Maintain confidentiality as in accordance with FERPA.
- Be familiar with board policies as they relate to the migrant program.
- Oversee and monitor the work of volunteers, committees, task forces and personnel working for the migrant program.
- All other duties as assigned by supervisor .

**WOODFORD COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Coordinator of Career and Technical Education and Work-Based Learning

IMMEDIATE SUPERVISOR: WCHS Principal

TERMS OF EMPLOYMENT: Certified Salary Schedule; 193 days per year

GENERAL QUALIFICATIONS:

- A minimum of three years of teaching experience is preferred. Knowledge and experience in the area of school to work programs, career and technical education teaching experience and work supervision experience preferred. Experience seeking out and applying for grants preferred.
- Current certification issued by the Education Professional Standards Board
- Pass health examination
- Have no immoral or criminal history
- Have ability to work with other staff members, the community, parents and children

DUTIES:

- Promote high expectations for students
- Demonstrate positive interpersonal relationships with students
- Demonstrate positive interpersonal relationships with educational staff
- Demonstrate positive interpersonal relationships with parents/guardians
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation
- Work cooperatively with colleagues, support staff, and administration
- Participate in professional activities and professional organizations
- Follow the policies and procedures of the school district

PERFORMANCE RESPONSIBILITIES:

- Coordinate Career and Technical Education programming including, but not limited to, Career and Technical Education (CTE) scheduling and tracking, CTE Dual Credit, and CTE Postsecondary Articulated Credit.
- Administer End of Program (EOP) assessments.
- Supervise the district-wide implementation of Work-Based learning.
- Serve as the CTE Community Liaison, coordinating and supervising the network of community sites used for work-based learning placements for Internship Students.
- Actively pursue CTE relevant grant opportunities and complete grant applications.
- Actively build connections with local businesses to provide potential employment opportunities for students and former students.
- Teach CTE courses as needed and as appropriate.
- Performs other job-related duties as assigned by the Principal.

**WOODFORD COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Little Legacy HIVE (Preschool Extended Care) Assistant

~~Deleted: Program~~

IMMEDIATE SUPERVISOR: Little Legacy HIVE Supervisor or Superintendent Designee

~~Deleted: (PEP)~~

~~Deleted: PEP~~

QUALIFICATIONS:

~~Deleted: Preschool Coordinator
Director of Curriculum & Instruction, PS-5~~

- High School Diploma, G.E.D. Certificate
- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to develop and maintain positive relationships with children and families
- Ability to work confidentially with discretion
- Pass health examination
- Have no immoral or criminal history

DUTIES:

- Work productively and consistently with immediate supervisors, children, families, and school community
- Assist with daily operations of LLH, including care, cleaning, and maintenance of equipment and facility
- Assist in coordinating and distributing snacks/lunch and with toileting needs of children
- Assist with development of developmentally appropriate activities and necessary structure during all class activities
- Communicate any student or family concerns to LLH supervisor
- Participate in required scheduled professional development training and staff meetings as requested
- Other duties assigned by Immediate Supervisors

~~Deleted: PEP~~

~~Deleted: PEP~~

~~Deleted: (12 hours annually)~~

**Approved by the Woodford County Board of Education October 23, 2006, Updated
May 2026**