

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** July 9, 2026

TOPIC/TITLE: Job Description Revisions

PRESENTER: Ryan Asher 

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:

Per Board Policy 03.132 - Each employee shall be provided a job description, which shall delineate all essential functions and the general duties and responsibilities of the position held by the employee.

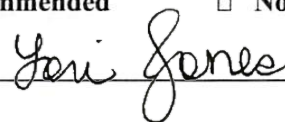
SUMMARY OF MAJOR ELEMENTS:

In alignment with Board Policy 03.132 and following the recent reorganization of district personnel, the district has initiated a comprehensive review of all job descriptions within the Department of Teaching and Learning. This review ensures that each staff position accurately delineates all essential functions, as well as the general duties and responsibilities required to support the district's updated operational structure. The following job descriptions were revised: Chief Academic Officer, Director of Student Achievement, Director of Student Services, Director of Special Education, Coordinator of Curriculum, Instruction, and Assessment, Coordinator of Multi-Tiered Systems of Support, and District Social Worker.

IMPACT ON RESOURCES: No impact

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended



WOODFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Chief Academic Officer (CAO)

IMMEDIATE SUPERVISOR: Superintendent

JOB SUMMARY:

The Chief Academic Officer (CAO) provides strategic leadership and oversight of all academic and student support programs and initiatives. This role is responsible for directing instructional service programs and curriculum delivery systems , coordinating the development and implementation of the Comprehensive District Improvement Plan (CDIP) , and managing educational research, assessment, and audit processes. By overseeing specialized, alternative, and career technical education programming while driving district-wide access, advocacy, and site-based decision-making coordination , the CAO ensures optimal educational opportunities and growth experiences that foster student success and the achievement of District goals.

QUALIFICATIONS:

- **Certification Requirements:**
 - Kentucky certification for School Administration (Superintendent or Supervisor of Instruction).
- **Education & Experience:**
 - Equivalent to the completion of a Master of Arts or higher degree in educational administration, instructional technology, curriculum development and design, or closely related fields.
 - Five years of experience in a responsible administrative position performing instructional support services and related functions.
 - Building principal experience is preferred.
 - Directly related administrative and leadership experience is necessary to manage the District educational programs and services.
 - Any combination of experience and training that would likely provide the required knowledge and skill is qualifying.
- **Required Knowledge:**
 - Principles, practices, trends, goals, and objectives of public education.
 - Philosophical, educational, fiscal, and legal aspects affecting a school district.
 - Organization, management, planning, and evaluation strategies, techniques, and procedures.
 - Curriculum and instruction design and delivery systems, including audit and evaluation processes which determine process effectiveness.
 - Research and development strategies, processes, and techniques.
 - Human relationships, conflict resolution strategies, and procedures, and team management building methods and techniques.

- Instructional support programs, functions, and activities.

DUTIES:

- **Strategic Leadership & Policy Implementation:**
 - Provide high-level strategic leadership and oversight for all district academic and student support initiatives.
 - Lead the development, execution, and continuous monitoring of district-wide strategic improvement plans, educational goals, and board policies.
 - Guide the planning and allocation of human and monetary resources to ensure fiscal accountability and the proper alignment of educational expenditures.
- **Curriculum & Instructional Oversight:**
 - Oversee the design, implementation, and evaluation of PreK-12 core curricula and academic delivery systems
 - Manage specialized, alternative, and post-secondary educational programs to maximize student development, equity, and readiness.
 - Direct systemic evaluation and monitoring processes to track program effectiveness and drive student academic growth.
- **Personnel Administration & Collaboration:**
 - Maintain executive oversight for assigning, reviewing, and evaluating the work performance of administrative, professional, technical, and resource personnel.
 - Facilitate regular leadership meetings and maintain active collaboration with instructional staff to motivate and monitor progress toward educational objectives.
- **Research, Evaluation & Reporting:**
 - Coordinate district research, forecasting, and evaluation processes to assess organizational effectiveness.
 - Supervise the preparation of diverse management reports to maintain complete and thorough information systems
- **Community Engagement & Stakeholder Governance:**
 - Coordinate district-wide site governance structures, decision-making processes, and student advocacy initiatives.
 - Support public relations efforts and collaborate with community advisory groups, committees, and external stakeholders to foster shared educational alignment.
 - Facilitate proactive guidelines to resolve organizational conflicts and support coalition-building processes.
- **Other Functions:**
 - Perform other related functions as directed.

WOODFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Director of Student Achievement

IMMEDIATE SUPERVISOR: Chief Academic Officer

JOB SUMMARY:

The Director of Student Achievement provides strategic leadership and oversight of curriculum, instruction, assessment, and professional development to improve student achievement. This role is responsible for serving as the District Assessment Coordinator (DAC), monitoring, analyzing, and reporting state level data, and managing district assurances in GMAP. By overseeing Title I program implementation, coordinating Summer School Programming, and leading instructional meetings, the Director ensures optimal alignment and reporting of student educational data and growth platforms across the district.

QUALIFICATIONS:

- **Certification Requirements:**
 - Kentucky certification for School Administration or Supervisor of Instruction.
- **Education & Experience:**
 - Administrative experience in curriculum and instruction.
 - Five years of teaching experience.
- **Required Knowledge:**
 - Thorough understanding of all areas relating to standardized testing.
 - Expertise with databases, spreadsheet programs, and report writers utilized by the district.
 - Expertise in the use of the school district's primary information systems.
 - Ability to accurately and completely enter data, extrapolate data, and create reports and summaries.
 - Ability to train and assist other staff in the use of the department's primary information, instructional, and assessment systems.
 - Ability to work independently and adapt to changing priorities, regulations, and deadlines.
 - Ability to manage multiple tasks while meeting critical deadlines and handling confidential matters.

DUTIES:

- **Strategic Leadership & Instructional Oversight:**
 - Provide strategic direction and systemic oversight for core curriculum, instructional delivery models, student assessment programs, and professional development initiatives.

- Facilitate advanced instructional cohorts and continuous improvement networks to foster innovative district-wide learning practices.
- Plan, organize, and lead professional learning frameworks and instructional leadership meetings to align educational standards.
- **Assessment Coordination & Data Systems Management:**
 - Manage the comprehensive administration, execution, and legal compliance of all state student assessment processes.
 - Direct data collection efforts and manage accountability clearance processes for state reporting platforms.
 - Manage assessment protocols for specialized student populations.
- **Program Administration & State/Federal Compliance:**
 - Manage federal and state categorical programs, ensuring absolute compliance with relevant program tracking and statutory requirements.
 - Coordinate fiscal assurances, accountability metrics, and electronic submission workflows within state tracking systems.
- **Personnel Guidance & External Partnerships:**
 - Cultivate relationships with higher education institutions and coordinate specialized professional placement initiatives.
 - Provide professional guidance, leadership support, and administrative oversight for student services and counseling personnel across campuses.
- **Other Functions:**
 - Perform other related functions as directed.

WOODFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Director of Student Services

IMMEDIATE SUPERVISOR: Chief Academic Officer

JOB SUMMARY:

The Director of Student Services provides strategic leadership and operational oversight for district-wide student support systems. This role is responsible for overseeing enrollment and attendance systems , managing attendance accounting and court truancy liaison operations , and directing student discipline policies in accordance with the district Code of Conduct. By coordinating general school safety initiatives, student records management , alternative education placements, and health services compliance, the Director ensures a secure, compliant, and supportive environment for all students across the district.

QUALIFICATIONS:

- **Certification Requirements:**
 - Kentucky certification for Director of Pupil Personnel (DPP)
- **Education & Experience:**
 - Strong background in student attendance, safety, pupil personnel services, and operational logistics.
 - Proven ability to provide strategic leadership and operational oversight for district-wide student support systems
- **Required Knowledge:**
 - Ability to handle complex data, manage multiple regulatory requirements, and meet critical deadlines.

DUTIES:

- **Strategic Leadership & Support Systems:**
 - Provide high-level strategic direction, operational planning, and systemic evaluation for district-wide student support networks.
 - Oversee centralized student intake, navigation workflows, and transitional placement models.
 - Direct student pathways into alternative education environments, coordinate administrative placement teams, and spearhead the program evaluation cycle.
- **Enrollment, Attendance & Pupil Personnel:**
 - Manage district-wide census, boundary enrollment configurations, and truancy enforcement mechanisms.
 - Direct complex attendance accounting workflows and act as the primary district authority for judicial proceedings related to compliance.

- Supervise specialized admission models, non-resident tuition applications, and open-enrollment distribution configurations.
- Direct homebound or hospitalized educational programming, tracking, and medical verification workflows.
- Coordinate the intake, orientation, legal compliance, and transcript evaluation of international exchange students.
- **District Discipline, Investigations & Title IX:**
 - Direct student behavior management policies, restorative expectations, and compliance updates to the official student code of conduct.
 - Support high-level student disciplinary and investigation processes.
 - Oversee student drug testing program.
 - Serve as the district's primary Title IX Coordinator.
 - Manage threat assessment teams and evaluation frameworks from an administrative and disciplinary perspective.
- **Comprehensive School Safety & Emergency Operations:**
 - Direct comprehensive school safety operations and share administrative accountability for emergency protection structures
 - Guide emergency operations planning, safety drills, and serve as the primary administrative contact for law enforcement personnel.
 - Manage specialty screening programs, safety accountability metrics, and student reporting lines.
 - Coordinate administrative and logistical deployment strategies for the district crisis response team.
 - Manage and support School Resource Officers.
- **Health, Medical & Regulatory Operations:**
 - Oversee district health operations and mandatory immunization or health documentation compliance across all locations.
 - Monitor and enforce state-mandated accountability parameters related to student transportation and driving privileges.
- **Other Functions:**
 - Perform other related functions as directed.

WOODFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Director of Special Education

IMMEDIATE SUPERVISOR: Chief Academic Officer

JOB SUMMARY:

The Director of Special Education provides strategic leadership and oversight of district-wide special education programs, ensuring compliance with state and federal regulations under the Individuals with Disabilities Education Act (IDEA). This role is responsible for overseeing all due process mandates and required Kentucky Department of Education (KDE) reporting, managing the special education budget and staffing allocations, and supervising school psychologists, itinerant staff, and Admissions and Release Committees. By directing highly-structured behavioral programs and maintaining a compliant continuum of services, the Director fosters a supportive educational environment that ensures student growth and regulatory alignment.

QUALIFICATIONS:

- **Certification Requirements:**
 - Kentucky certification for Director of Special Education.
- **Education & Experience:**
 - Extensive administrative experience in special education regulations, due process, and compliance tracking.
 - Demonstrated ability to provide strategic leadership and oversight of district-wide special education programs, ensuring compliance with state and federal regulations (IDEA).
- **Required Knowledge:**
 - Thorough understanding of all areas relating to Special Education.
 - Ability to handle highly confidential matters and manage special education data and budgets.

DUTIES:

- **Strategic Leadership & Legal Compliance:**
 - Provide comprehensive strategic leadership and operational oversight for all district exceptional child education programs to guarantee full alignment with state and federal laws.
 - Manage all due process workflows, litigation risks, compliance monitoring, and mandatory state agency reporting.
 - Verify and secure official data tallies for federal child counts and annual statutory compliance reporting.
 - Direct statutory personnel accounting reports and verify alignment with licensing expectations.

- Ensure the availability and legal integrity of a comprehensive continuum of services for all qualifying students.
- Supervise specialized data management configurations, records auditing, and security protocols within the district's information systems.
- Serve as the official administrative lead for civil rights access under Section 504 compliance.
- **Programmatic Operations & Behavior Initiatives:**
 - Direct operational frameworks, classroom structures, and therapeutic interventions for highly-structured behavioral environments.
 - Coordinate alternative calendars, seasonal programming configurations, and extended student instruction operations.
 - Oversee specialized behavioral support networks, crisis intervention models, and physical safety training protocols tailored for special environments.
 - Manage assessment protocols and eligibility evaluation frameworks for specialized student populations.
 - Collaborate with MTSS coordinator for tiered Interventions that supports the referral to services framework.
- **Departmental Leadership & Staff Development:**
 - Act as the structural lead for the department and facilitate regular collaborative professional meetings.
 - Provide systemic administrative direction, continuous feedback, and leadership guidance to school-level special education contacts.
 - Facilitate professional training, support models, and professional development networks.
 - Mitigate and resolve intricate multi-party conflicts and parent or advocate concerns regarding student programmatic plans.
- **Fiscal & Resource Administration:**
 - Formulate, audit, and monitor complex exceptional education funding models, personnel allocations, third-party medical billing, and integrated state grants.
 - Supervise, assign, and evaluate student committee processes, evaluation specialists, school psychologists, and mobile support staff.
- **Other Functions:**
 - Perform other related functions as directed.

WOODFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Coordinator of Curriculum, Instruction, and Assessment

IMMEDIATE SUPERVISOR: Director of Student Achievement

JOB SUMMARY:

The Coordinator of C.I.A. serves as the primary coordinator of curriculum, instruction, and assessment systems under the direction of leadership. This role is responsible for supporting schools in the elements of curriculum, instruction, and assessment as well as the relevant professional learning to enhance teacher and instructional leader growth and efficacy.

QUALIFICATIONS:

- **Certification Requirements:**
 - Kentucky certification for Supervisor of Instruction or equivalent instructional leadership endorsement.
- **Education & Experience:**
 - Strong experience in curriculum and instruction, professional development delivery, and grant coordination.
- **Required Knowledge:**
 - Demonstrated competency in data analysis and utilizing instructional software programs.
 - Ability to work independently and summarize complex educational ideas clearly in speech and writing.

DUTIES:

- **Curriculum Systems & Advanced Academics**
 - Provide centralized operational leadership for the coordination, alignment, and implementation of core academic systems.
 - Lead and guide institutions through systematic curriculum writing, evaluation, and revision models.
 - Coordinate and manage curriculum related grants as applicable.
- **Professional Development & Educator Growth:**
 - Act as the district coordinator for professional learning programs, tracking systems, and related budgetary management approvals.
 - Plan, design, and facilitate comprehensive induction systems, orientation programs, and mentor-matching for incoming instructional staff.
 - Lead or support teacher advancement networks and professional study cohorts.

- **Instructional Coaching & Support**
 - Analyze, interpret, and disseminate instructional performance data to guide classroom instruction.
 - Provide active field support and structural coaching models to teachers, instructional leaders, and school-based professional learning communities (PLCs).
- **Other Functions:**
 - Perform other related functions as directed.

WOODFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Multi-tiered System of Supports (MTSS) Coordinator

IMMEDIATE SUPERVISOR: Director of Student Achievement

JOB SUMMARY:

The MTSS Coordinator directs and coordinates the Multi-Tiered System of Supports (MTSS) framework across all district schools. This role is responsible for providing hands-on school team support, chairing the MTSS District Lead Team, and analyzing school-level data to steer instructional and behavioral interventions. By overseeing universal screening tools, managing progress monitoring data systems, and aligning mental health tiers and intervention programs, the Coordinator ensures data-driven individual growth and tiered support structures for all students.

QUALIFICATIONS:

- **Certification Requirements:**
 - Valid Kentucky credential in instructional leadership, counseling, school psychology, or a related educational specialist field.
- **Education & Experience:**
 - Comprehensive knowledge of MTSS frameworks, Tiered Interventions, and PBIS structures.
- **Required Knowledge:**
 - Expert capability to accurately enter data, extrapolate information, and create diagnostic reports.
 - Proven skills in training school-level teams on aspects of MTSS.

DUTIES:

- **MTSS System Direction & Framework Leadership:**
 - Provide systemic, district-wide direction, design, and coordination for the multi-tiered intervention architecture spanning academic and behavioral models.
 - Lead training initiatives, site-based support models, and direct professional development for school-level leadership teams.
 - Serve as a primary leader and data coordinator for Positive Behavioral Interventions and Supports (PBIS) committees.
- **Data Analytics, Screening & Progress Monitoring:**
 - Synthesize, evaluate, and interpret complex data profiles to steer district-wide academic, cultural, and behavioral intervention programs.

- Oversee the administration, logistics, and data verification pathways of universal diagnostic screening platforms.
 - Direct systemic growth tracking, program support, and continuous progress monitoring models for at-risk student data.
- **Therapeutic, Behavioral & Special Services Alignment:**
 - Coordinate workflows with mental health practitioners to cleanly integrate therapeutic tiers into the overarching student support architecture.
 - Provide technical assistance, intervention product support, and research-validated resource guidance to classroom teachers and interventionists.
 - Provide clinical-to-instructional alignment support, guiding specialized counselors on how to effectively embed therapeutic targets within multi-tiered school settings.
- **Other Functions:**
 - Perform other related functions as directed.

WOODFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: District Social Worker

IMMEDIATE SUPERVISOR: Chief Academic Officer

JOB SUMMARY:

The District Social Worker provides strategic leadership to address non-academic barriers by providing counseling, crisis intervention, and family resource navigation within the educational setting. This role is responsible for acting as the district point of contact and lead for Homeless student support and McKinney-Vento compliance, managing the Handle With Care program, and serving as the Crisis Response Team Lead during trauma or district emergencies. By coordinating mental health structures within the Multi-Tiered System of Supports (MTSS) framework and collaborating with family resource centers and local health agencies, the Social Worker supports overall student wellness and removes barriers to learning.

QUALIFICATIONS:

- **Certification Requirements:**
 - Licensed Certified Social Worker (CSW), Licensed Clinical Social Worker (LCSW), or hold a valid Kentucky School Social Work credential.
- **Education & Experience:**
 - Extensive experience addressing non-academic barriers by providing counseling, crisis intervention, and family resource navigation in an educational setting. .
- **Required Knowledge:**
 - Strong capacity to manage crisis scenarios, handle sensitive information, and work under strict ethical guidelines.

DUTIES:

- **Strategic Leadership & Mental Health Services:**
 - Provide strategic leadership and advanced intervention modeling to systematically remove socioeconomic, emotional, and non-academic barriers to student learning.
 - Design, expand, and embed clinical mental health components within the district's multi-tiered intervention architecture.
 - Serve as a high-level technical specialist and diagnostic resource for mental health concerns district-wide.
 - Participate actively within multi-disciplinary teams to review high-need cases and align therapeutic support.
 - Provide clinical consultation, professional alignment, and peer guidance to school-based counselors regarding therapeutic frameworks.

- **Crisis Management & Emergency Safety Operations:**
 - Coordinate cross-agency communication networks and specialized safety notifications with local emergency and law enforcement agencies.
 - Lead and support comprehensive threat assessment processes from a psychological, social history, and mental health perspective.
 - Act as the operational field lead for the district's crisis response team during acute trauma, bereavement, or system-wide emergencies.
- **Specialized Student & Family Advocacy:**
 - Serve as the administrative lead for highly vulnerable, housing-insecure, or displaced student populations to guarantee federal statutory rights.
 - Facilitate, organize, and provide clinical input for inter-departmental student support and needs-review assemblies.
 - Provide resource coordination, education tracking, and transitional navigation assistance for alternative and homeschool families.
 - Support system-wide dropout prevention initiatives, early indicators analysis, and collaborative student retention plans.
- **Community Integration & Auxiliary Services:**
 - Provide administrative oversight, professional alignment, and strategic coordination for school-based family resource and youth services centers.
 - Represent the district on regional prevention boards and coordinate systemic student wellness initiatives with public health departments.
- **Other Functions:**
 - Perform other related functions as directed.

**WOODFORD COUNTY BOARD OF EDUCATION
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PRESENTER:

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PREVIOUS REVIEW, DISCUSSION OR ACTION:

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-
- ☐ DATE:
 - ☐ ACTION:

BACKGROUND INFORMATION:

Board approves all positions and salary schedules

SUMMARY OF MAJOR ELEMENTS:

Approve Job Descriptions:

Little Legacy HIVE Lead Childcare Monitor
Little Legacy HIVE Assistant Childcare Monitor
Little Legacy HIVE Front Desk Clerk/Office Manager
Little Legacy HIVE Daycare Director
Little Legacy HIVE Instructional Monitor for Childcare

Approve Updated Job Descriptions:

Chief Academic Officer
Director of Student Achievement
Director of Student Services
Director of Special Education
Coordinator of Curriculum, Instruction, and Assessment
Multi-tiered Systems of Supports (MTSS) Coordinator
District Social Worker
Coordinator of District-Wide Programs

Job Title Change

Little Legacy HIVE Assistant Childcare Monitor to Little Legacy HIVE Assistant Childcare Monitor

Creation of Positions:

These positions are available as funding becomes available

Little Legacy HIVE Lead Childcare Monitor (up to 4)

Little Legacy HIVE Assistant Childcare Monitor (up to 4 additional for 8 total) These can be converted to part-time positions as the needs exist

Little Legacy HIVE Front Desk Clerk/Office Manager (1 position)

Little Legacy HIVE Daycare Director (1 position)

Little Legacy HIVE Instructional Monitor for Childcare (up to 4)

Amend FY27 Salary Schedule: Reflect salary schedule changes/updates for Little Legacy HIVE and School Nurse LPN adjustment on Salary Schedule from Grade 1 to Grade 18

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

Yeri Jones

**WOODFORD COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Little Legacy HIVE Assistant Childcare Monitor

IMMEDIATE SUPERVISOR: Little Legacy HIVE Director or Superintendent Designee

JOB SUMMARY:

The position of an assistant childcare monitor is an important role in the early childhood environment as teaching is a team effort. The assistant monitor will work alongside the lead teacher to implement a variety of daily activities which include observing, supervising and educating children, organizational duties, and optimizing the learning and play environment while also meeting the child care health and safety standards.

DUTIES:

Job Responsibilities for the Classroom:

- Assist the lead monitor with curriculum development (lesson plan) that is age appropriate for the children in the classroom
- Assist the lead teacher in implementing activities on the lesson plan and following the daily schedule
- Assist the lead monitor in observing and assessing children's behavior and progress
- Assist and engage with the children throughout the day
- Follow and implement health, safety and sanitation procedures throughout the day
- Maintain regulatory compliance

Job Responsibilities to maintain employment:

- Complete 15 hours of professional development annually and implement what you have learned back into the classroom
- Update TB skin test every two years
- Complete a professional development plan with the director annually
- Complete a staff evaluation with the director annually
- Complete CPR/First Aid certification every two years (if required by director)
- Complete the 1.5 hour Pediatric Abusive Head Trauma Training in the first year of hire
- Complete 6 hours of Orientation in the first 90 days of hire
- Follow and implement all center policies and procedures on a daily basis

QUALIFICATIONS:

- 18 years of age
- Proof of high school diploma/GED/Commonwealth Child Care Credential (CCCC)
- Complete the National Background Check Program for Kentucky and any out of state background checks

**WOODFORD COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Little Legacy HIVE Instructional Monitor for Childcare

IMMEDIATE SUPERVISOR: Little Legacy HIVE Director or Superintendent Designee

JOB SUMMARY:

Assist an on-site director, classroom teacher, or other responsible staff member in providing a safe and quality environment for students.

DUTIES:

- Administer first aid and medications according to established policies and procedures.
- Perform a broad variety of health services for students.
- Assist students with personal hygiene needs: toileting, diapering, feeding, etc.
- Monitor students on a one-to-one basis, in small groups or in large groups to ensure their safety; follow procedures to safeguard the health and safety of students.
- Assist the on-site director, classroom teacher, or other responsible staff members in planning various activities for the students.
- Assist with organizing materials for conducting special training activities.
- Promote positive parent and child interactions and activities.
- Participate in staff activities and in special training programs.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Safe practices in classroom and playground activities.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.
- Health and safety regulations.

ABILITY TO:

- Maintain regular and predictable attendance.
- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, and staff, both orally and in writing.
- Print and write legibly.
- Understand and follow oral and written instructions.
- Learn procedures, functions and limitations of assigned duties.
- Monitor, observe and report student's behavior according to approval policies and procedures.
- Learn and apply safety procedures and regulations.

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) and some experience working with children in an organized setting.

**WOODFORD COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Little Legacy Hive Daycare Director

IMMEDIATE SUPERVISOR: Coordinator of District-Wide Programs or Superintendent Designee

JOB SUMMARY:

The center director should be familiar with and implement the Kentucky Child Care Regulations, ensuring compliance. The director is responsible for ensuring the health, safety, and comfort for all children. Key responsibilities include developing and implementing program policies and assuring each child is protected from abuse and neglect.

DUTIES:

- Maintain staff-to-child ratios in all classrooms.
- Interview/hire staff and manage staff according to each individual job description.
- Maintain program budget including collecting payments/fees, approving expenses, distributing funds, facilitating payroll, tracking expenses and planning fundraising events.
- Maintain all records for five years.
- Manage, conduct, and document staff meetings.
- Perform general office duties daily including reading mail and email, making and receiving phone calls, filing documents, managing database systems, and overseeing all office activities.
- Supervise all daily and weekly tasks including reviewing staff and children's schedules, observing classroom management, and overseeing curriculum implementation.
- Provide support for daily and weekly activities including approving time off requests, leading recruitment efforts and managing program calendars.
- Greet parents and visitors, answer questions, arrange meetings, lead tours, and perform other daily customer service tasks.
- Plan and implement family engagement activities.
- Oversee supply and food ordering to ensure compliance with state licensing regulations.
- Ensure all required paperwork for children, staff, and licensing are obtained and organized in a timely manner in accordance to state licensing regulations (including required emergency plans and drills.)
- Any other duties assigned.

QUALIFICATIONS:

- Required: Associate Degree, CDA, Director's Credential or minimum three years relevant work experience
- Leadership experience and excellent verbal and written communication skills
- Self-motivated with ability to problem solve and make decisions independently
- General computer literacy
- Knowledge in Kentucky Licensing regulations
- Preferred: 5 + years in an Early Childhood Setting

**WOODFORD COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Little Legacy HIVE Lead Childcare Monitor

IMMEDIATE SUPERVISOR: Little Legacy HIVE Director or Superintendent Designee

JOB SUMMARY:

Lead childcare monitors are responsible for providing early childhood education to children up to approximately five years of age. If you have child care skills and know safety and first aid techniques, you would be a valuable addition to our team of dedicated lead teachers. We need someone like you, who enjoys working in an environment where quickly adapting to changing conditions and rapidly assessing the needs of young students are important and necessary skills. Teaching in an early childhood environment is great for people who love being around children and who have a passion for early childhood education. If you want to help children get a great start in life while informing their educational experience from an early age as one of our indispensable and hard-working lead teachers, then apply today.

DUTIES:

- Prepare lessons that meet educational requirements in an age-appropriate manner, and teach in a manner that meets the needs for the ages and abilities of all participating students.
- Manage a busy classroom environment and provide the structure and discipline required for successful learning for everyone in the classroom.
- Help children meet educational milestones through personalized instruction and other supplementary assistance. •
- Collaborate with other teachers, instructors, and staff members to create an optimal learning and care environment.
- Provide helpful feedback to parents and guardians on a regular or as-needed basis.
- Work with diverse populations of children and adults from a wide variety of cultural, linguistic, and religious backgrounds.
- Prepare lesson plans for students according to the age, developmental maturity, and needs of the children being taught, while including fundamental vocabulary, simple shapes, basic colors, letters, and numbers into the curriculum.
- Address basic interpersonal skills, such as sharing, taking turns, and asking permission in the classroom.
- Other duties as assigned

QUALIFICATIONS:

- 18 years of age
- Experience in a child care setting
- Ability to develop lesson plans that meet educational standards
- Familiarity with classroom management skills
- CDA or higher education or 5+ years in an early childhood setting desirable
- First Aid/CPR Certification desirable

WOODFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Little Legacy HIVE Front Desk Clerk

IMMEDIATE SUPERVISOR: Little Legacy HIVE Director or Superintendent Designee

JOB SUMMARY:

We are seeking an organized, energetic, and proactive Front Desk Clerk to support our daycare program. The Front Desk Clerk will play a key role in ensuring smooth operations, maintaining an organized environment, and fostering positive interactions with staff, parents, and children. This role requires exceptional communication skills, attention to detail, and a passion for early childhood education.

DUTIES:

- **Administrative Support:** Manage the day-to-day administrative functions of the daycare, including ordering food stock, answering phones, responding to emails, and overseeing office supplies.
- **Enrollment Management:** Assist with the enrollment process, track application status, and ensure all required documents and records are complete and compliant with licensing regulations through Brightwheel software.
- **Record Keeping:** Maintain up-to-date records for students, including health and emergency contact information, attendance, and billing through Brightwheel, per state childcare licensing requirements.
- **Financial Oversight:** Manage basic accounting tasks such as invoicing, processing payments, deposits, and preparing budget reports for the Director.
- **Parent Communication:** Serve as the main point of contact for parents, providing information about schedules, events, and general inquiries.
- **Scheduling and Coordination:** Assist with coordinating schedules for staff, classroom activities, and daycare events.
- **Staff Support:** Provide administrative support to childcare staff, including preparing materials, assisting with classroom set-ups, and arranging for substitute monitors as needed.
- **Health and Safety Compliance:** Ensure compliance with all local and state regulations, maintain health and safety protocols, and coordinate emergency preparedness in coordination with the Director, per state childcare licensing requirements.
- **Event Planning:** Organize daycare events, including family engagement activities, open houses, and staff meetings in coordination with the Director.

QUALIFICATIONS:

- 18 years of age
- Proof of high school diploma/GED/Commonwealth Child Care Credential (CCCC)
- Complete the National Background Check Program for Kentucky and any out of state background checks

CLASSIFIED SALARY GRADE 2026-2027

GRADE	JOB CLASS / TITLE	CONTRACT DAYS
01	7192 Payroll Clerk	260 / 8
	7221 Food Service Asst. Coordinator	220 / 8
	7443 Maintenance Tech III	260 / 8
	7525 Computer Tech District	260 / 8
	7602 Head Custodian High School	260 / 8
02	7165 Account Clerk I / School Bookkeepers (ES/MS)	210 / 8
	CODE Little Legacy HIVE Front Desk Clerk	260 / 8
	7212 Food Service Manager - Elementary	182 / 7
	7335 Migrant Program Asst. II	210 / 4
	7447 Maintenance Worker, Skilled II	260 / 8
	7607 Custodian - CO/LLH/ Safe Harbor/ Transportation	260 / 8
03	7786 Project Clerk	260 / 8
	7224 Food Service Program Assistant	195 / 7
	7320 Instructional Assistant	180 / 7
	7609 Custodian	260 / 8
	7772 School Secretary - Safe Harbor	180 / 7
	7773 School Secretary - High School	184 / 7
	7774 School Secretary - Middle School	184 / 7
	7775 School Secretary - Elementary	184 / 7
	7773 School Registrar- High School	205 / 7
	7774 School Registrar- Middle School	205 / 7
04	7863 Infinite Campus Clerk	195 / 8
	7904 Transportation Data Assistant	260 / 8
	7213 Lunchroom Monitor	180 / 2.5
	7241 Cook / Baker	180 / 6
05	7362 Library Media Clerk	191 / 7
	7942 Bus Monitor	180 / 4
06	7945 Bus Monitor - Exceptional Child	180 / 4
07	7784	
07	7605 Head Custodial Elementary & Middle	260 / 8
	7211 Food Service Manager - Middle / High	182 / 8

CLASSIFIED SALARY GRADE 2026-2027

	7164 Account Clerk II / School Bookkeeper (HS Only)	260 / 8
	CODE Little Legacy HIVE Lead Childcare Monitor	260 / 8
08	7475 ETC Site Coordinator II	185 / 7
	7665 Employee Benefits Specialist	260 / 8
	7776 Central Office Staff Support Secretary	260 / 8
09	7234 Food Service Assistant Manager	180 / 6-7
	7273 Health Services Assistant	185 / 7
10	7318 Instructional Assistant - Exceptional Child	180 / 3-8
	7872 Job Coach	180 / 7
	7334 Little Legacy HIVE Assistant Childcare Monitor	260 / 8
11	7334 Little Legacy HIVE Assistant Childcare Monitor	210 or 260 / 4-5
	7317 ETC Instructional Monitor	180 / 4.5
12	7767 ETC Community Liaison / Adm. Asst.	240 / 7
13	7941 Bus Driver	184 / 4
14	7943 Bus Driver Exceptional Child	184 / 4
15	7915 Vehicle Mechanic II	260 / 8
16	7221 Asst. Food Service Coordinator	220 / 8
17	7186 Assistant Finance Manager	260 / 8
	7761 Secretary to the Superintendent	260 / 8
	7263 School Nurse LPN	185 / 7
18	7933 Transportation Training Coordinator	260 / 8
	7512 System Analyst	260 / 8
	7862 Student Information Systems Administrator	260 / 8
19	CODE Little Legacy HIVE Daycare Director	260 / 8
	7476 Community Ed Program Manager	260 / 8
20	7492 FRYSC Coordinator II	240 / 8
21		
22	7912 Vehicle Maintenance Supervisor	260 / 8
23	7262 Registered Nurse	185 / 7
24	7424 HVAC Technician	260 / 8
25	7413 Electrician	260 / 8
	7445 Certified Plumber	260 / 8
27	7824 Law Enforcement Officer	185 / 8

CLASSIFIED SALARY GRADE 2026-2027

28	7537 District Network Administrator	260 / 8
29	7336 Educ Interpreter II / ESL Instr.	200 / 7

WOODFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Coordinator of District-Wide Programs

IMMEDIATE SUPERVISOR: Chief Operations Officer

QUALIFICATIONS:

- Kentucky certification for administration and/or supervision
- Ability to work with the community, school personnel, and children
- Have no immoral or criminal history
- Provide leadership in Community Education
- IECE certification or Special Education certification
- Pass health examination

DUTIES:

AFTER SCHOOL CARE AND WRAP AROUND CARE

- Provide strategic leadership, administrative oversight, and direction for all district elementary after-school and wrap-around care programs, ensuring high-quality programming and alignment with district goals.
- Supervise and mentor program directors, site coordinators, and staff, ensuring proper staffing ratios and compliance with safety standards across all programs.
- Evaluate appropriate staff
- Oversee program enrollment, registration, fee structures, and billing processes, working closely with the finance department to manage the program's budget effectively.
- Develop and implement standardized operational policies, procedures, and safety protocols for all care sites, and ensure staff are thoroughly trained on these guidelines.
- Coordinate with the program directors on enrichment activities, snacks, and academic support within the programs to ensure a holistic and engaging environment for students.
- Serve as a liaison between program staff, school principals, parents, and the community, handling elevated parent concerns or behavioral escalations when necessary.
- Monitor program compliance with all local, state, and federal health and safety regulations, including licensing requirements if applicable.

- Assume direct, hands-on operational management and site supervision of care programs on a temporary basis in the event of staff vacancies, emergencies, or critical shortages to ensure continuous, safe program operations.

PRESCHOOL OFFICE

- Have a willingness to cooperate with the superintendent, district administrators, teachers and principals
- Adhere with federal, state and district program guidelines, policies, procedures and laws.
- Direct implementation of preschool programs in the school district.
- Carry out assignments in a timely manner while leading the day-to-day operations of the Preschool program. Serve as district liaison to the Head Start Program.
- Prepare such applications and/or reports as may be required by the Kentucky Department of Education or other federal requirements to assure that the school district receives all possible financial support for assigned programs.
- Comply with federal, state and district program guidelines, policies, procedures and laws.
- Provide oversight for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful.
- Plans developmental screenings, oversees the district's intervention plan and placement of all preschool students.
- Maintain student data through the student tracking system and the Kentucky Early Childhood Data System
- Conducts regular Preschool staff meetings and disseminates materials and trains Preschool staff on new and revised matters.
- Provide training and assist staff with the implementation of regulations concerning overall program operations, federal regulations, state and local requirements as well as confidential information and other topics as needed.
- Work with appropriate school staff on personnel actions
- Develops, monitors and reports on budgets for all programs of responsibility and be prepared to submit required state and federal program budgets and reports

- Supervises preschool office personnel
- Serves as Chairperson of Admissions and Release Committee meetings, as determined by the Superintendent or designee, for preschool
- Consults with other agencies, local central office personnel and building principals in developing and maintaining policies and procedures for compliance with IDEA/504
- Adheres to Professional Code of Ethics
- Participates in Professional Development Training and Administrative Leadership Training
- Coordinates with the Director of Special Education regarding Preschool

COMMUNITY EDUCATION

- Establish and facilitate the activities of a Community Education which reflects representation from the maximum number of community organizations, age levels, and socio-economic groups. The coordinator should be attentive and responsible to the advice of the community Education.
- Complete any state or federal reporting requirements related to community education.
- Serve as the district liaison with Early Childhood Regional Collaborative, First 5 Bluegrass, First 5 Woodford Early Childhood Council, and like organizations.
- Other duties as assigned by supervisor