

Butler County Board of Education

Job Descriptions

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SECTION 1

School Administration/Teachers/Paraeducators

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TITLE: PRINCIPAL

QUALIFICATIONS:

Kentucky certificate, license, or other legal credentials required.
Minimum of three years of successful teaching experience.

REPORTS TO:

Superintendent

SUPERVISES:

All certified and classified employees assigned to the school, full or part-time.

JOB GOAL:

To direct and coordinate the educational/instructional, administrative, and counseling services to promote the development of students and staff, as well as to ensure the fiscal, academic, and total effectiveness of the school.

ADMINISTRATIVE REQUIREMENTS:

1. See “Interstate School Leaders Licensure Consortium (ISLLC) Standards” located in the district certified evaluation plan.
2. Maintains Good Attendance
3. Is Punctual
4. Performs Additional Duties
5. Meets Deadlines
6. Dresses Professionally/Appropriately

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent will evaluate performance of the job in accordance with Board Policy.

TITLE: DIRECTOR OF NON-TRADITIONAL PROGRAMS

QUALIFICATIONS:

Kentucky principal's certificate, licensure, or other legal credentials required.
Minimum of three years of successful teaching experience.

REPORTS TO:

Superintendent

SUPERVISES:

All certified and classified employees assigned to the program, full or part-time.

JOB GOAL:

To direct and coordinate the educational/instructional, administrative, and counseling services to promote the development of students and staff, as well as to ensure the fiscal, academic, and total effectiveness of the program.

ADMINISTRATIVE REQUIREMENTS:

1. See "Interstate School Leaders Licensure Consortium (ISLLC) Standards" located in the district certified evaluation plan.
2. Maintains Good Attendance
3. Is Punctual
4. Performs Additional Duties
5. Meets Deadlines
6. Dresses Professionally/Appropriately

DUTIES:

- Perform the duties of a principal.
- Work with staff to develop and implement the learning center's program guidelines and curriculum.
- Expand program curricular opportunities as needed.
- Supervise the learning center's student transition to and from the home school, ensuring regular individual student contact with the home school while in the program.
- Facilitate intake and exit meetings.

- Schedule programs/student services as needed.
- Be responsible for federal, state, and local records and reports as required.
- Supervise students and coordinate discipline with the court system.
- Supervise learning center personnel.
- Ensure a safe learning/work environment.
- Perform teaching duties as needed.
- Supervises other non-traditional programs as assigned.
- Other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent will evaluate performance of the job in accordance with Board Policy.

TITLE: ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. Kentucky certificate, license, or other legal credentials required.
2. Minimum of three years of successful teaching experience.

REPORTS TO:

Principal

SUPERVISES:

All certified and classified employees assigned to the school, full or part-time.

JOB GOAL:

To direct and coordinate the educational/instructional, administrative, and counseling services to promote the development of students and staff, as well as to ensure the fiscal, academic, and total effectiveness of the school.

ADMINISTRATIVE REQUIREMENTS:

1. See “Interstate School Leaders Licensure Consortium (ISLLC) Standards” located in the district certified evaluation plan.
2. Maintains Good Attendance
3. Is Punctual
4. Performs Additional Duties
5. Meets Deadlines
6. Dresses Professionally/Appropriately

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: COUNSELOR

QUALIFICATIONS:

1. Kentucky certificate, license, or other legal credentials required.
2. Experience and other qualifications as specified by the Superintendent.
3. Ability to work effectively with students.
4. Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Principal

SUPERVISES:

Students and assigned Secretarial/Clerical assistants

JOB GOAL:

To direct and coordinate pupil services. To assist all students in overcoming problems that are barriers to learning. Assist students in the development of skills of personal/social growth, educational planning, and career and vocational planning.

ADMINISTRATOR STANDARDS:

1. See “Interstate School Leaders Licensure Consortium (ISLLC) Standards” located in the district certified evaluation plan.
2. See “Education Professional Standards Board: Guidance Counselor Standards” located in the district certified evaluation plan.
3. Maintains Good Attendance
4. Is Punctual
5. Performs Additional Duties as assigned by Principal
6. Meets Deadlines
7. Dresses Professionally/Appropriately

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: LIBRARY/MEDIA SPECIALIST

QUALIFICATIONS:

1. Kentucky certificate, license, or other legal credentials required.
2. Experience and other qualifications as specified by the Superintendent.
3. Ability to work effectively with students.
4. Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Principal

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB GOAL:

To provide all students with an enriched library/media environment containing a wide variety and range of materials and equipment that invites intellectual growth, and aids all students in acquiring the skills needed to take full advantage of media center resources.

REQUIRMENTS:

1. See "Education Professional Standards Board, Kentucky Performance Standards for Teachers" located in the district certified evaluation plan.
2. See "Education Professional Standards Board, Kentucky Performance Standards for Library/Media Specialist" located in the district certified evaluation plan.
3. Maintains Good Attendance
4. Is Punctual
5. Performs Additional Duties as assigned by the Principal
6. Meets Deadlines
7. Dresses Professionally/Appropriately

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: PRESCHOOL TEACHER

QUALIFICATIONS:

1. Kentucky certificate, license, or other legal credentials required.
2. Experience and other qualifications as specified by the Superintendent.
3. Ability to work effectively with students.
4. Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Principal

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB GOAL:

To plan, organize and deliver programs of instruction that support the premise that all students can learn and implements activities that promote the learning goals and “academic expectations” of school improvement in Kentucky.

TEACHER REQUIRMENTS:

1. See “Education Professional Standards Board: Teacher Standards” located in the district certified evaluation plan.
2. Maintains Good Attendance.
3. Is Punctual.
4. Performs Additional Duties as assigned by the Principal.
5. Meets Deadlines.
6. Dresses Professionally/Appropriately.
7. Has a valid Kentucky drivers license and transportation available

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: TEACHERS - ELEMENTARY/MIDDLE/HIGH SCHOOLS

QUALIFICATIONS:

1. Kentucky certificate, license, or other legal credentials required.
2. Experience and other qualifications as specified by the Superintendent.
3. Ability to work effectively with students.
4. Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Principal

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB GOAL:

To plan, organize and deliver programs of instruction that support the premise that all students can learn and implements activities that promote the learning goals and “academic expectations” of school improvement in Kentucky.

TEACHER REQUIRMENTS:

1. See “Education Professional Standards Board: Teacher Standards” located in the district certified evaluation plan.
2. Maintains Good Attendance.
3. Is Punctual.
4. Performs Additional Duties as assigned by the Principal.
5. Meets Deadlines.
6. Dresses Professionally/Appropriately.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: TEACHERS - HIGH SCHOOL, JROTC

QUALIFICATIONS:

1. Kentucky certificate, license, or other legal credentials required.
2. Experience and other qualifications as specified by the Superintendent.
3. Ability to work effectively with students.
4. Ability to communicate effectively with students, parents, and colleagues.
5. Retired Navy, Marine Corps, Coast Guard officers, or enlisted personnel as described in Title 10, U.S. Code, Chapter 102.

REPORTS TO:

Principal

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB GOAL:

To plan, organize and deliver programs of instruction that support the premise that all students can learn and implements activities that promote the learning goals and “academic expectations” of school improvement in Kentucky. To promote good citizenship, leadership, and patriotism in high school students.

REQUIRMENTS:

1. See “Education Professional Standards Board: Kentucky Performance Standards for Teachers” located in the district certified evaluation plan.
2. Maintains Good Attendance.
3. Is Punctual.
4. Performs Additional Duties as assigned by the Principal.
5. Meets Deadlines.
6. Dresses Professionally/Appropriately.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: CURRICULUM RESOURCE TEACHER

QUALIFICATIONS:

1. Kentucky certificate, license, or other legal credentials required.
2. Experience and other qualifications as specified by the Superintendent
3. Ability to work effectively with students.
4. Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Principal

SUPERVISES:

N/A

JOB GOAL:

Provide direct training to teachers based on instructional needs and School Comprehensive Plan. Assist with curriculum and instructional alignment, implementing new teaching strategies and analysis of assessment results. Work with parents to increase awareness of and involvement in the education of the child.

RESOURCE TEACHER REQUIRMENTS:

1. See “Education Professional Standards Board: Teacher Standards” located in the district certified evaluation plan.
2. Maintains Good Attendance
3. Is Punctual
4. Performs Additional Duties as assigned by the Principal
5. Meets Deadlines
6. Dresses Professionally/Appropriately

TERMS OF EMPLOYMENT

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: SPEECH LANGUAGE PATHOLOGIST

QUALIFICATIONS:

Kentucky certificate, license, or other legal credentials required.
Experience and other qualifications as specified by the Superintendent.
Ability to work effectively with students.
Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Building Principal

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB GOAL:

To plan, organize and deliver programs of instruction that support the premise that all students can learn and implements activities that promote the learning goals and “academic expectations” of school improvement in Kentucky.

REQUIRMENTS:

1. See “Education Professional Standards Board: Teacher Standards” located in the district certified evaluation plan.
2. Maintains Good Attendance.
3. Is Punctual.
4. Performs Additional Duties as assigned by the Principal.
5. Meets Deadlines.
6. Dresses Professionally/Appropriately.
7. Has a valid Kentucky drivers license and transportation available

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

CLASS TITLE: SPEECH LANGUAGE PATHOLOGY ASSISTANT

QUALIFICATIONS:

- Kentucky certificate, license, or other legal credentials required.
- Experience and other qualifications as specified by the Superintendent.
- Ability to work effectively with students.
- Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Building Principal

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB GOAL:

Assists in the practice of speech-language pathology and provides certain specific components of a speech language program under the supervision and direction of an appropriately qualified speech-language pathologist.

REPRESENTATION DUTIES:

- Conduct speech-language and hearing screenings without interpretation following specified screening protocols developed by a speech-language pathologist and audiologist respectively.
- Follow documented treatment plans or protocols as prescribed by the supervisor.
- Document student progress toward meeting established objectives as stated in the treatment plan.
- Provide direct treatment assistance to identified students under the supervision of the supervisor.
- Assist with clerical and other related duties as directed by the supervisor.
- Report to the supervisor about the treatment plan based on a student's performance.
- Schedule activities, prepare, charts, records, graphs, or otherwise display data. This shall not include report generation.
- Perform simple checks and maintenance of equipment.
- Participate with the supervisor in research projects, in-service training, and public relations programs.
- Assist in implementing collaborative activities with other professional.
- Assist in administering tests for diagnostic evaluations and progress monitoring.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.

Complete other duties and tasks as assigned by the Principal.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: HOMEBOUND TEACHER

QUALIFICATIONS:

1. Kentucky certificate, license, or other legal credentials required.
2. Experience and other qualifications as specified by the Superintendent.
3. Ability to work effectively with students.
4. Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Director of Pupil Personnel

SUPERVISES:

Students

JOB GOAL:

To plan, organize and deliver programs of instruction to homebound students that support the premise that all students can learn and implements activities that promote the learning goals and “academic expectations” of school improvement in Kentucky.

REQUIRMENTS:

1. See “Education Professional Standards Board: Kentucky Performance Teacher Standards” located in the district certified evaluation plan.
2. Maintains Good Attendance
3. Is Punctual
4. Performs Additional Duties as assigned by the Director of Pupil Personnel
5. Meets Deadlines
6. Dresses Professionally/Appropriately
7. Has a valid Kentucky drivers license and transportation available

TERMS OF EMPLOYMENT:

Basic contract is for an hourly contractual position based on student enrollment with the salary determined by the district board-approved salary schedule. The contractual position will require a minimum of two contact hours per week per student and of one planning hour per week per student. Additional duties may be assigned with increments as determined by the district board-approved Extra Service Schedule. The Superintendent may add extended employment.

EVALUATION:

The Director of Pupil Personnel will evaluate performance of the job in accordance with Board Policy.

TITLE: SUBSTITUTE TEACHER

QUALIFICATIONS:

1. Kentucky certificate, license, or other legal credentials required.
2. Experience and other qualifications as specified by the Superintendent
3. Ability to work effectively with students.
4. Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Principal

SUPERVISES:

Students

JOB GOAL:

To plan, organize and deliver programs of instruction to students that support the premise that all students can learn and implements activities that promote the learning goals and “academic expectations” of school improvement in Kentucky.

REQUIRMENTS:

1. See “Education Professional Standards Board: Kentucky Performance Teacher Standards”
located in the district certified evaluation plan.
2. Maintains Good Attendance
3. Is Punctual
4. Performs Additional Duties as assigned by the Principal
5. Meets Deadlines
6. Dresses Professionally/Appropriately

TERMS OF EMPLOYMENT:

Contract is for specific days on an as-needed basis with the salary determined by the district board-approved salary schedule.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: ITINERANT FULLTIME CIRCULATING TEACHER

QUALIFICATIONS:

Kentucky certificate, license, or other legal credentials required.
Experience and other qualifications as specified by the Superintendent.
Ability to work effectively with students.
Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

The principal first; also under the supervision of the superintendent of schools or designee.

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB GOAL:

To plan, organize and deliver programs of instruction that support the premise that all students can learn and implements activities that promote the learning goals and “academic expectations” of school improvement in Kentucky.

REQUIRMENTS:

1. See “Education Professional Standards Board: Kentucky Performance Teacher Standards” located in the district certified evaluation plan.
2. Maintains Good Attendance.
3. Is Punctual.
4. Performs Additional Duties as assigned by the Principal and/or Superintendent.
5. Meets Deadlines.
6. Dresses Professionally/Appropriately.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principals will evaluate performance of the job in accordance with Board Policy.
Note: Salary shall be based upon rank (Rank I, II, III, IV, or V) and experience.

TITLE: GIFTED AND TALENTED TEACHER

QUALIFICATIONS:

Kentucky certificate, license, or other legal credentials required.
Experience and other qualifications as specified by the Superintendent.
Ability to work effectively with students.
Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Principal(s)

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB GOAL:

To plan, organize and deliver programs of instruction that support the premise that all students can learn and implements activities that promote the learning goals and “academic expectations” of school improvement in Kentucky. To promote and encourage students with special abilities to achieve to the highest level of their potentials.

REQUIRMENTS:

See “Education Professional Standards Board: Teacher Standards” located in the district certified evaluation plan.
Maintains Good Attendance.
Is Punctual.
Performs Additional Duties as assigned by the Principal.
Meets Deadlines.
Dresses Professionally/Appropriately.
Has a valid Kentucky drivers license and transportation available

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: BAND DIRECTOR

QUALIFICATIONS:

Kentucky certificate, license, or other legal credentials required.
Experience and other qualifications as specified by the Superintendent.
Ability to work effectively with students.
Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Building Principal

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB DUTIES AND RESPONSIBILITIES;

1. Organize and instruct at all rehearsals during and after school
2. Organize and direct at all after school performances
3. Prepare students for large ensemble and small ensemble festival performances
4. Provide performances for civic programs and functions
5. Be an administrative officer for parent and community groups that support the arts

REQUIRMENTS:

See “Education Professional Standards Board, Kentucky Performance Standards for Teachers” located in the district certified evaluation plan.
Maintains Good Attendance.
Is Punctual.
Performs Additional Duties as assigned by the Principal.
Meets Deadlines.
Dresses Professionally/Appropriately.
Has a valid Kentucky drivers license and transportation available

TERMS OF EMPLOYMENT:

Extra service compensation to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: CHORUS DIRECTOR

QUALIFICATIONS:

- Kentucky certificate, license, or other legal credentials required.
- Experience and other qualifications as specified by the Superintendent.
- Ability to work effectively with students.
- Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Building Principal

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB DUTIES AND RESPONSIBILITIES:

1. Organize and instruct at all rehearsal during and after school
2. Organize and direct at all after school performances
3. Prepare students for large ensemble and small ensemble festival performances
4. Provide performances for civic programs and functions
5. Be an administrative officer for parent and community groups that support the arts

REQUIRMENTS:

1. See “Education Professional Standards Board, Kentucky Performance Standards for Teachers” located in the district certified evaluation plan.
2. Maintains Good Attendance.
3. Is Punctual.
4. Performs Additional Duties as assigned by the Principal.
5. Meets Deadlines.
6. Dresses Professionally/Appropriately.
7. Has a valid Kentucky drivers license and transportation available

TERMS OF EMPLOYMENT:

Extra service compensation to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: ARTS AND HUMANITIES COORDINATOR

QUALIFICATIONS:

1. Kentucky certificate, license, or other legal credentials required.
2. Experience and other qualifications as specified by the Superintendent.
3. Ability to work effectively with students.
4. Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Building Principal(s)

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB DUTIES AND RESPONSIBILITIES;

Core content resource for all teachers
Development of material for specialists and classroom teachers
Aid for NEFA grants or KAC programs
Enrichment programs for tested grade levels. Concerts, class instruction, etc..
MAT administration at 5th or 6th grade level
Scoring of MAT
State level involvement in elementary teacher training for teachers that received their degree before the Arts and Humanities methods were required.
Test prep programs for all tested students in the arts.
Curriculum advisor for instrumental and vocal education K-12
Public relations for community involvement in school arts program

REQUIREMENTS:

1. See "Education Professional Standards Board, Kentucky Performance Standards for Teachers" located in the district certified evaluation plan.
2. Maintains Good Attendance.
3. Is Punctual.
4. Performs Additional Duties as assigned by the Principal.
5. Meets Deadlines.
6. Dresses Professionally/Appropriately.
7. Has a valid Kentucky drivers license and transportation available

TERMS OF EMPLOYMENT:

Extra service compensation to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: SCHOOL TECHNOLOGY COORDINATOR

QUALIFICATIONS:

1. Experience repairing and servicing microcomputers.
2. Computer troubleshooting experience on local area network.
3. Experience installing software on local machines and though a local area network.
4. As set by the Local Board of Education.

REPORTS TO:

Building Principal and District Technology Coordinator

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB DUTIES & RESPONSIBILITIES:

1. Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of computers, printers and other peripheral equipment; train personnel in use of computers and related software operations.
2. Shall have knowledge of:
 - Computerized and electronic equipment including microcomputers and peripherals.
 - Methods, equipment, and tools used in the skilled repair and servicing of computer equipment.
 - Safety practices and precautions used in working with computer equipment.
 - Basic DOS commands and computer operations.
 - Technical aspects of the computer field.
 - Diagnostic techniques and procedures used in computer repair.
 - Basic record-keeping techniques.
 - Interpersonal skills using tact, patience, and courtesy.
 - Health and safety regulations.
3. Shall have the ability to:
 - Perform a variety of skilled and technical duties related to the installation, repair, alteration, and maintenance on computers, printers, and other peripherals.
 - Install computers and related equipment at school sites.
 - Plan and lay out installation and repair work including estimating labor and materials costs.
 - Maintain records related to work performed.
 - Establish and maintain cooperative and effective working relationships with others.
 - Lift heavy objects.

School Technology Coordinator - Continued

4. Shall actively:
 - Coordinate information and materials to properly develop the school consolidated plan.
 - Configure computers for e-mail and the Internet.
 - Assist users who are experiencing technical problems sending electronic mail or reaching resources outside of the local area network such as remote printer or file server.
 - Resolve level I network level communication problems by ensuring that users can access all of the other networks they need to reach in order to accomplish their work.
 - Assist in the supervision of the network to ensure its smooth and efficient operation.
 - Provide level I technical assistance on computer applications.
 - Maintain a current inventory of all hardware, software, and peripherals in their school.
 - Provide leadership to the School Technology Committees.
5. See “Education Professional Standards Board, Kentucky Performance Standards for Teachers” located in the district certified evaluation plan.

TERMS OF EMPLOYMENT:

Extra service compensation to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: DEPARTMENT HEAD/TEAM LEADER

QUALIFICATIONS:

1. Kentucky certificate, license, or other legal credentials required.
2. Experience and other qualifications as specified by the Superintendent.

REPORTS TO:

Building Principal

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB DUTIES & RESPONSIBILITIES:

1. Shall act as a coordinator and chair department/team meetings.
2. Shall act as an instructional leader.
3. Shall perform duties as assigned by the principal.

REQUIREMENTS:

1. See “Education Professional Standards Board: Kentucky Performance Standards for Teachers” located in the district certified evaluation plan.
2. Maintains Good Attendance.
3. Is Punctual.
4. Performs Additional Duties as assigned by the Principal.
5. Meets Deadlines.
6. Dresses Professionally/Appropriately.

TERMS OF EMPLOYMENT:

Extra service compensation to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: EXTENDED SCHOOL SERVICES (ESS) TEACHER

QUALIFICATIONS:

1. Kentucky certificate, license, or other legal credentials required.
2. Experience and other qualifications as specified by the Superintendent.
3. Ability to work effectively with students.
4. Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Principal

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB GOAL:

To plan, organize and deliver programs of instruction that support the premise that all students can learn and implements activities that promote the learning goals and “academic expectations” of school improvement in Kentucky.

DUTIES:

After school duties as assigned by Principal

TEACHER REQUIRMENTS:

1. See “Education Professional Standards Board: Teacher Standards” located in the district certified evaluation plan.
2. Maintains Good Attendance.
3. Is Punctual.
4. Performs Additional Duties as assigned by the Principal.
5. Meets Deadlines.
6. Dresses Professionally/Appropriately.

TERMS OF EMPLOYMENT:

Contract is for a specific number of hours/days on an as-needed basis with the salary determined by the board-approved hourly rate.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

CLASS TITLE: PARAEDUCATOR/INSTRUCTIONAL ASSISTANT

QUALIFICATIONS:

Have a secondary school diploma or its equivalent and have completed two years of study at an institution of higher education; or obtain an associate's degree; or demonstrate on a formal assessment knowledge of and ability to instruct in reading, writing, and mathematics in accordance with State regulations.

Experience and other qualifications as specified by the Superintendent.

Ability to work effectively with students.

Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Principal

SUPERVISES:

Students and assigned paraeducators and/or volunteers

JOB GOAL:

Assist a certificated teacher in providing instruction to individual or small groups; 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.

Paraeducator- Continued

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.

Provide student health services as approved by the school nurse.

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.

Knowledge of and ability to:

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy. Work cooperatively with others.

Basic record-keeping techniques.

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.

Communicate effectively both orally and in writing.

Monitor, observe and report students' behavior according to approved policies and procedures.

Other Duties

Attend professional meetings related to responsibilities.

Maintain good attendance.

Be punctual.

Meet deadlines.

Dress professionally/appropriately.

Complete other duties and tasks as assigned by the Principal.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

ESS Paraeducator - Contract is for a specific number of hours/days on an as-needed basis with the salary determined by the board-approved hourly rate.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: INSTRUCTIONAL MONITOR II

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.

REPORTS TO:

Principal

SUPERVISES:

Students

JOB GOAL:

Serve as the lead instructional monitor in charge of providing a safe and quality environment for students.

REPRESENTATIVE DUTIES:

- 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.
- Plan, organize and implement various activities for students.
- Recommend materials needed to carry out activities planned.
- Confer with teachers, when needed, concerning student behavior and instruction.
- Promote positive school, parent and child interactions.
- Participate in training activities when required.

Knowledge of and ability to:

- Safe practices in classroom and other school settings.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.
- Health and safety regulations.
- Confidentiality requirements.
- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, and staff, both orally and in writing.
- Understand and follow oral and written instructions.
- Learn procedures, functions and limitations of assigned duties.
- Use technology as required.
- Write legibly.
- Monitor, observe and report student's behavior according to approved policies and procedures.
- Learn and apply safety procedures and regulations.

Instructional Monitor II – Continued

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Principal.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

SECTION 2

Secretarial/Clerical

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CLASS TITLE: SCHOOL SECRETARY I - HIGH SCHOOL

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 three years of increasingly responsible office or secretarial experience involving public contact and record-keeping experience.

REPORTS TO:

Principal

SUPERVISES:

Not applicable

JOB GOAL:

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 high 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.

School Secretary I - High School – Continued

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.

Provide student health services as approved by the school nurse.

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 of and ability to:

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.

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.

School Secretary I - High School – Continued

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.

Meet schedules and time lines.

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.

Other Duties

Attend professional meetings related to responsibilities.

Maintain good attendance.

Be punctual.

Meet deadlines.

Dress professionally/appropriately.

Complete other duties and tasks as assigned by the Principal.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

CLASS TITLE: SCHOOL SECRETARY II - ELEMENTARY

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 two years of increasingly responsible clerical and secretarial experience involving frequent contact with the public.

REPORTS TO:

Principal

SUPERVISES:

Not applicable

JOB GOAL:

Perform a wide variety of clerical and secretarial duties to organize, coordinate and schedule school office activities; assist the Principal of a large elementary school in routine administrative tasks; perform public relations and coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel as assigned.

DISTINGUISHING CHARACTERISTICS:

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. School Secretary I - Elementary incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school.

REPRESENTATIVE DUTIES:

Organize, coordinate and schedule a variety of office activities to assist the Principal of a large elementary school 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.

School Secretary II - Elementary - Continued

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.

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.

Provide student health services as approved by the school nurse.

Knowledge of and ability to:

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.

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 time lines.

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.

Other Duties

Attend professional meetings related to responsibilities.

Maintain good attendance.

School Secretary II - Elementary - Continued

Be punctual.

Meet deadlines.

Dress professionally/appropriately.

Complete other duties and tasks as assigned by the Principal.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

CLASS TITLE: SCHOOL SECRETARY II - HIGH SCHOOL

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 three years of increasingly responsible office or secretarial experience involving public contact and record-keeping experience.

REPORTS TO:

Principal

SUPERVISES:

Not applicable

JOB GOAL:

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

REPRESENTATIVE DUTIES:

Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a large 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; take and transcribe dictation as required.

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.

Assist the Principal in the preparation and maintenance of financial, statistical and narrative reports; research, compile and organize information.

School Secretary II - High School - Continued

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 print-out 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.

Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort, review and route mail.

Provide student health services as approved by the school nurse.

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.

Knowledge of and ability to:

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.

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.

School Secretary II - High School - Continued

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.
Meet schedules and time lines.
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.

Other Duties

Attend professional meetings related to responsibilities.
Maintain good attendance.
Be punctual.
Meet deadlines.
Dress professionally/appropriately.
Complete other duties and tasks as assigned by the Principal.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

CLASS TITLE: SCHOOL SECRETARY II - MIDDLE

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 three years of varied and increasingly responsible clerical or secretarial experience.

REPORTS TO:

Principal

SUPERVISES:

Not applicable

JOB GOAL:

Organize, coordinate, schedule and perform office functions at a large middle 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 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. School Secretary I - Middle School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school.

REPRESENTATIVE DUTIES:

Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a large middle 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; independently compose letters, memoranda and bulletins as directed; take and transcribe dictation as required.

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.

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.

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.

School Secretary II - Middle – Continued

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.

Provide student health services as approved by the school nurse.

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 of and ability to:

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.

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.

School Secretary II - Middle – Continued

Plan and organize work.

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.

Other Duties

Attend professional meetings related to responsibilities.

Maintain good attendance.

Be punctual.

Meet deadlines.

Dress professionally/appropriately.

Complete other duties and tasks as assigned by the Principal.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

CLASS TITLE: CLERICAL ASSISTANT III

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 two years of increasingly responsible clerical experience involving the use of automated office equipment and software.

REPORTS TO:

Principal

SUPERVISES:

Not applicable

JOB GOAL:

Perform a variety of responsible and technical clerical work in support of an assigned school or District program or function, including instructional programs, personnel, insurance, taxes, benefits, financial services or other specialized area; apply and explain procedures and policies of assigned program or department; provide work direction and guidance to student assistants and other clerical personnel as assigned.

DISTINGUISHING CHARACTERISTICS:

Clerical Assistant III incumbents perform specialized clerical duties or provide sole clerical support for an assigned function. Incumbents are required to exercise independent judgment and may be assigned lead duties. Incumbents in the Clerical Assistant II class perform a variety of responsible clerical support duties including typing, filing, recording and processing information, answering telephones and providing information to parents, students, faculty and others. Clerical Assistant I incumbents are assigned routine and repetitive general clerical duties requiring no previous experience.

REPRESENTATIVE DUTIES:

Perform technical clerical duties related to assigned function such as compiling information from a variety of sources and preparing complex reports as required by District, County, State or federal regulations; communicate with other agencies or departments to provide or obtain a wide variety of information.

Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide technical information concerning policies and procedures of assigned program or office according to established guidelines.

Compose correspondence independently or from oral instructions; prepare letters, memos and forms, requesting, providing or verifying information; receive, screen and route mail.

Prepare, format, type, proofread and duplicate a variety of items including proposals, contracts, reports, agendas, minutes and student records.

Clerical Assistant III – Continued

Coordinate schedules and communicate with others regarding meetings, appointments, activities or announcements; schedule appointments, meetings, conferences and arrange interviews for supervisor and others.

Operate computers and peripheral equipment to enter, revise and update information; generate records, reports, lists and summaries as needed; utilize various software as required by the position.

Collect and account for fees and other monies received as assigned; monitor and maintain office or program budget according to established guidelines; type requisitions and process invoices according to established procedures.

Provide student health services as approved by the school nurse.

Prepare and maintain detailed and complex logs, files and records; maintain inventory; order supplies and materials as assigned; maintain confidentiality of materials and information.

Assure timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy.

Train and provide work direction and guidance to student assistants and other clerical personnel as assigned.

Operate a variety of office machines such as typewriter, computer terminal, calculator, copiers and other equipment as required.

Receive and verify applications for services; recommend status of eligibility for prospective program participants as assigned; maintain records such as enrollment, attendance and absence verification.

Perform related duties as assigned.

Knowledge of and ability to:

Laws, regulations, policies and procedures of assigned program or department.

Modern office practices, procedures and equipment.

Basic financial and statistical accounting and record keeping.

Record-keeping techniques, filing systems and information management.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of office machines, including a microcomputer and computer terminal.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Perform a variety of responsible and technical clerical work in support of an assigned District or school function or program.

Provide work direction and guidance to student assistants and other clerical personnel as assigned.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Add, subtract, multiply and divide quickly and accurately.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Perform duties effectively with many demands on time and constant interruptions.

Plan and organize work.

Maintain records and prepare reports.

Type at 45 words net per minute from clear copy.

Understand and follow oral and written directions.

Operate a variety of office equipment such as typewriter, computer terminal, copiers and others as required by the position.

Other Duties

Attend professional meetings related to responsibilities.

Maintain good attendance.

Be punctual.

Meet deadlines.

Dress professionally/appropriately.

Complete other duties and tasks as assigned by the Principal.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

CLASS TITLE: CLERICAL ASSISTANT II

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 one year of clerical experience including some experience with automated office equipment.

REPORTS TO:

Principal

SUPERVISES:

Not applicable

JOB GOAL:

Perform a variety of responsible clerical duties involving typing, filing and maintaining records or reports in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services; apply and explain procedures and policies of assigned program or department.

DISTINGUISHING CHARACTERISTICS:

Clerical Assistant II incumbents perform a variety of responsible clerical support duties including typing, filing, recording and processing information, answering telephones and providing information to parents, students, faculty and others. Clerical Assistant I incumbents are assigned routine and repetitive general clerical duties requiring no previous experience. Clerical Assistant III incumbents perform specialized clerical duties or provide sole clerical support for an assigned function. Incumbents are required to exercise independent judgment and may be assigned lead duties.

REPRESENTATIVE DUTIES:

Perform a variety of clerical duties including typing, filing, record keeping, proofreading and processing information.

Type letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft on a typewriter or computer terminal.

Maintain a variety of logs, records and files related to assigned office; compile information from a variety of sources and prepare summaries and reports including attendance and enrollment data.

Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer questions and provide information and directions or explain policies and procedures; schedule meetings and appointments.

Assist the public and District employees in completing forms, applications and other District, State and federal forms and documents.

Clerical Assistant II - Continued

Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents and equipment; compile and verify information; produce periodic reports, lists and records as assigned.

Maintain attendance, academic and health records; update computer information databases.

Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct research duties as assigned.

Maintain supply and material inventory of assigned area as required; assist with ordering, receiving and distributing materials, equipment and supplies according to established procedures; coordinate purchasing efforts with the Purchasing department.

Receive shipments of materials; inspect and verify for accuracy of quality, quantity and type of materials; notify vendors or supervisor of discrepancies or damage.

Operate a variety of office equipment, such as typewriter, calculator, copiers, computer terminal and other machines as required; enter data in a computer terminal or microcomputer as assigned.

Provide first aid to ill and injured students as assigned; contact parents, guardians, nurse or public service agencies in accordance with established guidelines.

Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.

Schedule appointments, conferences and meetings; maintain various schedules and calendars.

Perform clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources.

Sort and distribute incoming U.S. and intra-District mail.

Perform related duties as assigned.

Knowledge of and ability to:

Rules, regulations, policies and laws related to assigned function or department.

Modern office practices, procedures and equipment.

Operation of standard office machines, including computer terminals.

Record storage, retrieval and management systems.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Basic first aid techniques and procedures.

Basic math.

Basic record-keeping techniques.

Perform a variety of responsible clerical duties involving typing, filing and maintaining records or reports in support of a school or District function.

Learn and apply laws, rules, regulations involved in assigned clerical activities.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Type at 40 words net per minute from clear copy.

Operate a variety of office equipment including computer terminal as required by the assignment.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Complete work with many interruptions.

Clerical Assistant II - Continued

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Principal.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

CLASS TITLE: CLERICAL ASSISTANT I

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.

REPORTS TO:

Principal

SUPERVISES:

Not applicable

JOB GOAL:

Perform routine typing and general clerical activities in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services; apply procedures and policies within clearly specified procedures.

DISTINGUISHING CHARACTERISTICS:

Clerical Assistant I incumbents are assigned routine and repetitive general clerical duties requiring no previous experience. Incumbents in the Clerical Assistant II class perform a variety of responsible clerical support duties including typing, filing, recording and processing information, answering telephones and providing information to parents, students, faculty and others. Clerical Assistant III incumbents perform specialized clerical duties or provide sole clerical support for an assigned function. Incumbents are required to exercise independent judgment and may be assigned lead duties.

REPRESENTATIVE DUTIES:

Perform routine typing and general clerical activities in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services.

Type written materials such as letters, memoranda, bulletins or reports from straight copy or rough draft on a typewriter or computer terminal.

Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer routine questions according to established guidelines; schedule meetings and appointments.

Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents and equipment.

Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct general research duties as assigned.

Receive, sort and distribute incoming and outgoing mail.

Duplicate items; package and distribute completed correspondence and other materials.

Assure the timely distribution and receipt of records, reports and bulletins as directed.

Clerical Assistant I – Continued

Receive shipments of materials; inspect and verify for accuracy of quality, quantity and type of materials; notify supervisor of discrepancies or damage.

Perform routine typing of reports from detailed copy; post records; proof completed typing assignments.

Make telephone calls as directed; take and relay messages.

Operate a variety of office equipment including typewriter, calculator, copier and other machines pertinent to the assignment.

Provide work direction to student aides as assigned.

Collect monies and maintain related financial records as required by the assignment.

Perform related duties as assigned.

Knowledge of and ability to:

Modern office practices, procedures and equipment.

Alphabetical, numerical and subject matter filing systems.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Basic math.

Basic operation of standard office machines, including computer terminals.

Basic record-keeping techniques.

Perform clerical duties such as filing, duplications, typing and maintaining routine records.

Operate a copier, typewriter and adding machine.

Learn to operate a computer terminal and peripheral equipment.

Learn policies and procedures of assigned program.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Meet schedules and time lines.

Type at 35 words net per minute from clear copy.

Work cooperatively with others.

Communicate effectively both orally and in writing.

Other Duties

Attend professional meetings related to responsibilities.

Maintain good attendance.

Be punctual.

Meet deadlines.

Dress professionally/appropriately.

Complete other duties and tasks as assigned by the Principal.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

SECTION 3

Coaches

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TITLE: HEAD COACH, ACADEMIC

QUALIFICATIONS:

Kentucky certificate, license, or other legal credentials required.
Experience and other qualifications as specified by the Superintendent.
Ability to work effectively with students.
Ability to communicate effectively with students, parents, and colleagues.
Employment as a teacher in the Butler County School System.

REPORTS TO:

Principal

SUPERVISES:

Students, assistants, and volunteers

JOB GOAL:

To promote academics in the school system by encouraging participation in academic activities/competitions.

DUTIES AND RESPONSIBILITIES:

1. Recruit and coach students for academic team.
2. Schedule and coordinate academic team practice and competitions.
3. Performs other such duties as may be assigned by the Principal.
4. Sets a good sportsmanship example for participants.
5. Shows respect for decisions of contest officials.
6. Provides disciplinary action for team members who display inappropriate sportsmanship behavior.
7. Be responsible for the room used during practice or during matches.
8. Supervise students until they are picked up after practice or after a match.
9. Abides by rules of the competition.
10. See "Education Professional Standards Board, Kentucky Performance Standard for Teachers" located in the district certified evaluation plan.
11. Be responsible for finances outside of the budgets.

OTHER REQUIREMENTS:

1. Maintains Good Attendance.
2. Is Punctual.
3. Performs Additional Duties as assigned by the Principal.

Head Coach - Continued

4. Meets Deadlines.
5. Dresses Professionally/Appropriately

TERMS OF EMPLOYMENT:

Basic contract is for the duration of the activity or sport with the salary determined by the district board-approved salary schedule.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: HEAD COACH, ATHLETIC

QUALIFICATIONS:

1. Kentucky certificate, license, or other legal and KHSAA credentials required.
2. Experience and other qualifications as specified by the Superintendent.
3. Ability to work effectively with students.
4. Ability to communicate effectively with students, parents, and colleagues.
5. Has the ability to organize and supervise a total sports program.
6. Previous coaching experience in assigned sport is preferred.
7. Must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.
8. Must understand budget and fiscal management.

REPORTS TO:

The Athletic Director who provides overall objectives and final evaluation in conjunction with the principal.

SUPERVISES:

The Head Coach must advise, coordinate, and support a staff of Assistant Coaches and volunteers in conjunction with the Athletic Director and the Principal.

JOB GOAL:

To instruct athletes in the fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

GENERAL KNOWLEDGE AND RESPONSIBILITIES:

1. The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for a winning performance is taxing, but must not override the objective of good sportsmanship and good mental health.
2. The position includes other unusual aspects such as extended time, risk injury factor, and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.
4. Has a thorough knowledge of the Administrative Guidelines as developed under the Butler County High School Athletic Policies.
5. Has knowledge of existing system and state regulations; implements same consistently and interprets them for staff.

Head Coach - Continued

6. Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public, staff, and departmental meetings that require attendance.
7. See “Education Professional Standards Board, Kentucky Performance Standard for Teachers” located in the district certified evaluation plan.

STAFF RESPONSIBILITIES:

1. Establishes the fundamental philosophy, skills, and techniques to be taught by staff. Design conferences, clinics, and staff meetings to insure staff awareness of overall program.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance according to local clinic policy.
3. Delegates specific duties, supervises implementation, and at season’s end, analyzes staff effectiveness and assists the Athletic Director and Principal in evaluating all Assistant Coaches.
4. Maintains discipline, adjusts grievances, and works to increase morale and cooperation.
5. Performs other such duties as may be assigned by the Athletic Director or Principal.

ADMINISTRATIVE DUTIES:

1. Assists the Athletic Director in scheduling, providing transportation and requirements for tournament and special sports events.
2. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility times.
3. Provides to the principal or designee all documentation required by state law, district policy, or school policy.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.
5. Be responsible for the care and maintenance of the practice and game fields.

STUDENT RESPONSIBILITIES:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives constant attention to a student athlete’s grades and conduct.
3. By his/her presence at all practices, games and while traveling, provides assistance, guidance, and safeguards for each participant.
4. Initiates programs and policies concerning injuries, medical attention, and emergencies.
5. Completes paperwork on all disabling athletic injuries on proper forms and keeps accurate records.
6. Directs student managers, assistants, and statisticians.
7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is dropped or becomes ineligible.
8. Assists athletes in their college or advanced educational selection.
9. Supervise students until they are picked up after practice or after a match.

Head Coach - Continued

FINANCE AND EQUIPMENT:

1. Participates in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color, or technical specifications. Is responsible for operating within budget appropriation.
2. Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing, and reconditioning of equipment and submits annual inventory and current records concerning same.
3. Properly marks and identifies all equipment before issuing or storing.
4. Monitors equipment rooms and coaches' offices, authorizes who may enter, issue or requisition equipment.
5. Permits the athletes to only be in authorized areas of the building at the appropriate times.
6. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
7. Secures all doors, lights, windows, and locks before leaving building if custodians are not on duty.
8. Instills in each player a respect for equipment and school property, its care and proper use.

PUBLIC RELATIONS:

1. Organizes parents, coaches, players, and guests for pre-season meetings.
2. Promotes the sport within the schools through recruiting athletes that are not in another sport's program and promotes the sport outside the schools through news media, little league programs, or in any other feasible manner.
3. Responsible for the quality, effectiveness, and validity of any oral or written release to local media.
4. Responsible for maintaining good public relations with news media, Booster Club, parents, officials, volunteers, and fans.
5. Presents information to news media concerning schedules, tournaments, and results.

PLANNING FOR INSTRUCTION:

1. Practice sessions show evidence of careful preparation in terms of selected objectives, activities, and procedures.
2. Selects appropriate teaching aids/drills and has them ready to use.
3. Practice and game plans reveal that sequence and continuity of activities are regarded as important factors in learning.
4. Begins and ends practice sessions according to announced schedule.
5. Includes appropriate safety instruction in all lesson plans and practices.

Head Coach – Continued

SPORTSMANSHIP:

1. Sets a good sportsmanship example for participants and fans.
2. Instructs students in proper sportsmanship responsibilities both general and specific to the sport.
3. Shows respect for decisions of contest officials.
4. Abides by rules of the sport and event.
5. Displays no behavior that could indicate an athlete or fan to behave in an unsportsmanship-like manner.
6. Treats opposing coaches, athletes, and fans with respect.
7. Provides disciplinary action for team members who display inappropriate sportsmanship behavior.

OTHER REQUIREMENTS:

1. Maintains Good Attendance.
2. Is Punctual.
3. Performs Additional Duties as assigned by the Principal.
4. Meets Deadlines.
5. Dresses Professionally/Appropriately

TERMS OF EMPLOYMENT:

Basic contract is for the duration of the activity or sport with the salary determined by the district board-approved salary schedule.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: JR. PRO COORDINATOR

QUALIFICATIONS:

Experience and other qualifications as specified by the Superintendent.
Ability to work effectively with students.
Ability to communicate effectively with students, parents, and colleagues.
Knowledge of fiscal accounting and management practices.

REPORTS TO:

Principal and Head Coach of the Sport

SUPERVISES:

Students and volunteers

JOB GOAL:

Teach fundamentals and protective skills of respective sport. Provide a safe coaching and playing environment.

COACHING AREAS OF CONCERN:

Failure to teach: Coaches can be sued for failure to teach fundamentals of their particular sports and protective skills. Teach proper fundamentals. Teach the athlete to protect himself. If an athlete is praised or encouraged for doing something improperly, this may be detrimental to the coach and the sports program.

Negligent entrustment: Do not entrust authority/activity to someone who is not qualified to carry out that particular authority/activity (assistant and volunteer coaches).

Failure to properly supervise: If you are not there, you will be liable.

You must be immediately accessible to all aspects of practice or activity. Oversight of the practice or activity requires: 1) systematic and direct supervision, 2) written itinerary, 3) emergency policies, 4) posted locker rooms rules/regulations.

Coaches must know school policies for every situation. If no school policy exists, follow the chain of command.

Equipment injury: Once an injury does take place, keep the equipment and label it. Get evidence of purchase and sequester it. If the injury is on film, study it, and keep the tape. Get witnesses of the injury immediately.

Jr. Pro Coordinator – Continued

COACHING AND ADMINISTRATOR LIABILITY:

Failing to supervise activity.
Negligently entrusting a duty to an under qualified or unqualified individual.
Failing to teach proper skills.
Failing to teach protective skills.
Failing to provide and maintain a safe coaching and playing environment.
Failing to inspect, repair, recondition equipment properly.
Failing to teach athletes to inspect their own equipment.
Failing to provide proper and effective equipment.
Failing to properly play an activity.
Failing to create and set policies and/or procedures for an activity.
Failing to adopt safety standards of pertinent superior administrative organization.
Failing to match or equate athletes.
Failing to administer first aid.
Failure to warn of inherent dangers of the activity.
Failing to assess an injury or incapacity of an athlete.
Failing to keep adequate and accurate records.

COACHING DUTIES:

Provide safe environments.
Properly plan an activity.
Evaluate the athlete's or student's injury.
Match or equate athletes.
Provide or maintain proper equipment.
Warn of inherent risks of a sport.
Supervise closely.
Know and use emergency procedures and first aid.
Keep adequate records.
Know, document, post and operationalize school policies.

OTHER REQUIREMENTS:

1. Maintains Good Attendance.
2. Is Punctual.
3. Performs Additional Duties as assigned by the Principal.
4. Meets Deadlines.
5. Dresses Professionally/Appropriately

TERMS OF EMPLOYMENT:

All BCHS, BCMS and Jr. Pro Coordinators are rehired on a yearly basis. Individual contracts are subject to renewal based on building principal recommendation and final approval by the superintendent.

EVALUATION:

The Principal or Superintendent Designee will evaluate performance of the job in accordance with Board Policy.

TITLE: ASSISTANT COACH, ACADEMIC

QUALIFICATIONS:

Kentucky certificate, license, or other legal credentials required.
Experience and other qualifications as specified by the Superintendent.
Ability to work effectively with students.
Ability to communicate effectively with students, parents, and colleagues.
Employment as a teacher in the Butler County School System.

REPORTS TO:

Academic Team Coach and Principal

SUPERVISES:

Students

JOB GOAL:

To promote academics in the school system by encouraging participation in academic activities/competitions.

DUTIES AND RESPONSIBILITIES:

Assist Head Coach in recruiting and coaching students for academic team.
Performs other such duties as may be assigned by the Head Coach.
Sets a good sportsmanship example for participants.
Shows respect for decisions of contest officials.
Provides disciplinary action for team members who display inappropriate sportsmanship behavior.
Abides by rules of the competition.
See "Education Professional Standards Board, Kentucky Performance Standard for Teachers" located in the district certified evaluation plan.

OTHER REQUIREMENTS:

1. Maintains Good Attendances.
2. Is Punctual.
3. Performs Additional Duties as assigned by the Principal.
4. Meets Deadlines.
5. Dresses Professionally/Appropriately

Assistant Coach – Continued

TERMS OF EMPLOYMENT:

Basic contract is for the duration of the activity or sport with the salary determined by the district board-approved salary schedule.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: ASSISTANT COACH, ATHLETIC

QUALIFICATIONS:

Valid Kentucky Teacher Certification.
Is employed as a teacher or paraprofessional in the Butler County School System.
Previous coaching experience in assigned sport is desirable.
Has knowledge and background in the assigned sport.

REPORTS TO:

The Head Coach in conjunction with the Athletic Director and the Principal.

SUPERVISES:

Athletes and team assigned to him/her and assumes supervising control over all athletes in program when such control is needed.

JOB GOAL:

To carry out the aims and objectives of the sport program as outlined by the Head Coach.
To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of the Administrative Guidelines developed under the Butler County High School SBDM Council Athletics Policies and the Butler County Board of Education.
2. Has knowledge of existing system and state regulations and implements these regulations consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels.
4. Is aware of all public, staff, and departmental meetings that require attendance.
5. Maintains discipline and works to increase morale and cooperation within the school sports program.
6. See "Education Professional Standards Board, Kentucky Performance Standard for Teachers" located in the district certified evaluation plan.

ADMINISTRATIVE DUTIES:

Assists the Head Coach in scheduling, providing transportation to tournaments and special sports events.
Assists in necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility times.
Provides documentation to the Athletic Director to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
Provides proper safeguards for maintenance and protection of assigned equipment sites.

Assistant Coach – Continued

STUDENT RESPONSIBILITIES:

Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.

By his/her presence at all practices, games and while traveling, provides assistance, guidance, and safeguards for each participant.

Directs student managers and statisticians on respective teams.

Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. Contacts parents when a student is dropped or becomes ineligible.

EQUIPMENT AND FACILITIES:

Is accountable to the Head Coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing and storing of equipment and submits to the Head Coach an annual inventory and current records concerning equipment.

Recommends to the Head Coach budgetary items for next year in his/her area of the program.

Monitors equipment rooms and coaches' offices and authorized who may enter.

Permits the athletes to only be in authorized areas of the building at the appropriate times.

Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.

Secures all doors, lights, windows, and locks before leaving building when custodians are not on duty.

Instills in each player a respect for equipment and school property, its care and proper use.

PROGRAM RESPONSIBILITIES:

Assists the Head Coach in carrying out his/her responsibilities.

Makes press releases and school announcements.

Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.

Maintains a record of team statistics and requirements for lettering. (For both Head Coach and Athletic Director)

Works within the basic framework and philosophy of the Head Coach of that sport.

Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.

Arrives early enough before practice, contests, and meetings to adequately prepare and remains long enough afterwards to help players with problems or to become involved with staff discussions.

Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.

Never criticizes, admonishes, or argues with Head Coach or any other staff member within the ears and eyes of players or parents.

Strives to improve skills by attending clinics and using resources made available by the Head Coach.

Assistant Coach – Continued

Program Responsibilities – Continued

Attends most of the contests, when possible, of other teams in the program.
Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

PLANNING FOR INSTRUCTION:

Practice sessions show evidence of careful preparation in terms of selected objectives, activities, and procedures.
Selects appropriate teaching aids/drills and has them ready to use.
Practice and game plans reveal that sequence and continuity activities are regarded as important factors in learning.
Begins and ends practice sessions according to announced schedules.
Includes appropriate safety instruction in all lesson plans and practices.

SPORTSMANSHIP:

Sets good sportsmanship example.
Instructs athletes in good sportsmanship.
Shows respect for contest officials.
Abides by rules of the sport.
Displays no behavior that could incite athlete or fan misbehavior.
Treats all participants with respect.
Disciplines team members failing to demonstrate proper sportsmanship.

OTHER REQUIREMENTS:

1. Maintains Good Attendance.
2. Is Punctual.
3. Performs Additional Duties as assigned by the Principal.
4. Meets Deadlines.
5. Dresses Professionally/Appropriately

TERMS OF EMPLOYMENT:

Basic contract is for the duration of the activity or sport with the salary determined by the district board-approved salary schedule. Additional duties may be assigned with increments as determined by the district board-approved Extra Service Schedule. The Superintendent may add extended employment.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

TITLE: ATHLETIC DIRECTOR

QUALIFICATIONS:

- Kentucky certificate, license, or other legal or KHSAA credentials required.
- Experience and other qualifications as specified by the Superintendent.
- Ability to work effectively with students and coaches.
- Ability to communicate effectively with students, parents, and colleagues.

REPORTS TO:

Building Principal and Superintendent

SUPERVISES:

Support Staff, Coaches, and Volunteers

JOB GOAL:

To provide leadership to the school in coordinating all athletic events and to promote a positive self-concept and sportsman-like attitude among students.

REPRESENTATIVE DUTIES:

Program Management/Leadership

- Cooperates and consults with administrative and instructional staff when developing, improving and/or implementing new athletic program.
- Coordinates the purchase of athletic equipment and supplies and assists with the preparation of a budget for the athletic program.
- Prepares and files contracts for athletic events scheduled.
- Schedules support staff and officials for athletic events.
- Maintains charge of storage and equipment and reports facility problems as needed.
- Assumes responsibilities of other duties relating to special athletic events.

Interpersonal Relationships

- Demonstrates positive collaborative relationships with students.
- Demonstrates positive collaborative relationships with staff.
- Demonstrates positive collaborative relationships with administrators.
- Demonstrates positive collaborative relationships with parents/community.

Professional Duties and Responsibilities

- Punctual in the performance of duties.
- Participates in professional development activities to continually upgrade skills.
- Makes studies of new practices and techniques for improving the keeping of records.
- Attends meetings and other school related programs as necessary and appropriate in the school district.
- The Athletic Director shall perform other duties as assigned by the immediate superior.
- See "Education Professional Standards Board, Kentucky Performance Standard for Teachers" located in the district certified evaluation plan.

Athletic Director – Continued

OTHER REQUIREMENTS:

1. Maintains Good Attendance.
2. Is Punctual.
3. Performs Additional Duties as assigned by the Principal.
4. Meets Deadlines.
5. Dresses Professionally/Appropriately

TERMS OF EMPLOYMENT:

Basic contract is full time (July 1 through June 30) with the salary determined by the district board-approved salary schedule.

EVALUATION:

The Principal will evaluate performance of the job in accordance with Board Policy.

SECTION 4

District Administrators/Finance/Instruction

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TITLE: SUPERINTENDENT

QUALIFICATIONS:

Kentucky certificate, license, or other legal credentials required.

REPORTS TO:

Butler County Board of Education

SUPERVISES:

All employees of the Butler County Board of Education

JOB GOAL:

To direct and coordinate the educational/instructional, administrative, and counseling services; to promote the development of students and staff; as well as to ensure the fiscal, academic, and total effectiveness of the school.

DUTIES AND RESPONSIBILITIES:

As outlined in KRS 160.370 and KRS 160.390.
See also "ISLLC Evaluation Standards and Performance Criteria for Education Administrators" located in the district certified evaluation plan. (All performance criteria may not apply to all administrative positions.)
Should continuously evaluate the schools and make recommendations to the schools.
Should formulate and administer means of evaluating the work of each staff member.
Should serve as public representative of the schools.

TERMS OF EMPLOYMENT:

Full time with the salary determined by district board-approved contract.

EVALUATION:

The Board of Education will evaluate job performance in accordance with Board Policy.

TITLE: DIRECTOR OF FINANCE AND BUSINESS

QUALIFICATIONS:

A Certified Public Accountant certification, Masters in Business Administration or Masters in Public Administration degree and five years professional experience in a business office setting with at least three years experience in a supervisory capacity.

Other Requirements: twenty-one (21) hours of continuing education classes annually that have been approved by the Kentucky Department of Education or continuing education hours as required for CPA license.

REPORTS TO:

Superintendent

JOB GOAL:

Plan, organize, coordinate and control a large group of functional units with management and professional level subordinates involving highly complex financial activities.

Supervise complex and responsible payroll duties requiring knowledge of both classified and certificated payrolls; provide training and work direction to Payroll Clerk and other personnel.

REPRESENTATIVE DUTIES

Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities with substantial direct financial impact.

Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.

Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished. Coordinate staff training as needed.

Assure internal controls are established, maintained and documented in compliance with organizational directives.

Participate in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.

Oversee the maintenance of District-wide financial records and programs

Oversee the preparation of various financial statements, reports, or invoices and their dissemination or submission.

Prepare financial analysis of revenues and expenditures and compare to other school districts as assigned.

Coordinate the on-going budget operations including planning, compiling, analyzing, preparing and monitoring the General and Federal Fund budget process.

Review, analyze and evaluate budgetary process, assuring compliance with generally accepted budgeting principles, standards and procedures.

Director of Finance and Business – Continued

Review the cost effectiveness of existing programs and the costing of new programs prior to Board approval.

Oversee the maintenance of District-wide financial records and programs.

Oversee the preparation of various financial statements and their dissemination.

Coordinate and direct the District's Human Resources programs and activities, including employee benefits policies, procedures and assistance

Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities.

Calculate and prepare annual salary and budget projections for categorical programs as assigned.

Maintain confidentiality and privacy of all school records.

Demonstrate positive behavior and be consistently responsible-maintaining timely completion of assigned duties.

Perform related duties as assigned.

Knowledge of:

Practices, policies and procedures relating to sound financial management, including, but not limited to: budget preparation and control, generally accepted budgeting, accounting and auditing, principles, standards and procedures.

Oral and written communication skills.

Research methods and report writing techniques

Laws, rules and regulations related to financial management.

Computer applications and MUNIS

Principles and techniques involved in both classified and certificated payroll preparation, monitoring and control.

Financial record-keeping principles and procedures.

District organization, operations, policies and objectives.

Applicable state requirements and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Personnel requirements of the District.

Financial reports, statutory and regulatory requirements, and all Board financial policies.

Professional and technical budgetary, statistical and accounting functions.

Use financial computers programs efficiently.

Prioritization of work schedule.

Meet schedules and time lines.

Perform complex and responsible payroll duties with a high degree of skill and accuracy.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Process payroll and related records for classified and certificated payrolls.

Train and provide work direction to others.

Deal tactfully and effectively with irate employees.

Establish and maintain cooperative and effective working relationships with others.

Director of Finance and Business – Continued

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent will evaluate job performance in accordance with Board Policy.

**TITLE: DIRECTOR OF PUPIL PERSONNEL
DIRECTOR OF EXCEPTIONAL CHILDREN**

QUALIFICATIONS:

Shall hold proper certification for DPP as issued by Kentucky Education Professional Standards Board.

Shall hold proper certification for Director of Exceptional Children as issued by Kentucky Education Professional Standards Board.

Additional qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Superintendent

SUPERVISES:

Staff as assigned by the Superintendent.

JOB GOAL:

To enable all students to benefit from their educational opportunities to the fullest by eliminating, as far as possible, those problems preventing or interfering with the student's learning.

To facilitate, coordinate and monitor the implementation, operation and evaluation of special education programs.

REPRESENTATIVE DUTIES:

Director of Pupil Personnel

Chair the district school calendar committee.

Enforce the compulsory attendance and census laws.

Acquaint the school with the home conditions of the child, and the home with the work and advantages of the school.

Ascertain the causes of irregular attendance and truancy, and seek the elimination of these causes.

Secure the enrollment in school of all children who should be enrolled and keep all enrolled children in reasonably regular attendance.

Visit the homes of children who are absent from school or who are reported to be in need of books, clothing, or parental care.

Ascertain and report to the superintendent the number and cost of books and school supplies needed by any child whose parent, guardian, or custodian does not have sufficient income to furnish the child with the necessary books and school supplies.

Director of Pupil Personnel/Exceptional Children – Continued

Keep the records and make the reports that are required by law, by regulation of the state board of education, by the superintendent, and by the board of education.

Director of Special Education

Provide assistance to teachers in implementing project activities.

Prepare and submit all exceptional programs applications and budgets.

Prepare and submit budget revisions, amendments, and quarterly financial reports.

Obtain fiscal audit and maintain audit on file.

Participate in planning meetings for 0-3 handicapped population.

Provide consultation to teachers and principals.

Monitor provisions of services for handicapped in accordance with federal and state regulations.

Monitor all files of student progress.

Coordinate VI-B and Early Childhood testing program.

Assist Director of Transportation with special transportation needs.

Coordinate Section 504 activities.

Attend professional meetings

Building/classroom visitation and observation.

Other Administrative Duties

Assist with the development/revision of district publications.

Facilitate district meetings.

Building/classroom visitation and observation.

Attend professional meetings related to responsibilities.

See “Interstate School Leaders Licensure Consortium (ISLLC) Standards” located in the district certified evaluation plan.

Maintain good attendance.

Be punctual.

Meet deadlines.

Dress professionally/appropriately.

Complete other administrative duties and tasks as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent will evaluate job performance in accordance with Board Policy.

Code Class: 0090, 0120, 5230, 5240

**TITLE: DIRECTOR OF TRANSPORTATION/MAINTENANCE/
SAFETY PROGRAMS**

QUALIFICATIONS:

School administrative experience preferred.
Additional qualifications as the Superintendent or Board find appropriate.
Shall meet all employment requirements.
Shall hold a valid Kentucky driver's license.

REPORTS TO:

Superintendent

SUPERVISES:

Staff as assigned by the Superintendent.

JOB GOAL:

Organize, plan, direct and implement operations and activities involved in student transportation; communicate with parents, community representatives, local officials and the general public.

To provide leadership in developing, achieving, and maintaining the best possible services in the area of building and grounds, and to assure the district adheres to the Kentucky Department of Education rules and regulations.

To provide leadership in maintaining a safe school environment.

REPRESENTATIVE DUTIES:

Plan and direct pre-service and in-service training of bus drivers in cooperation with staff development and safety/security units; provide leadership for development of vehicle safety program.

Interview driver applicants; recommend drivers for employment and dismissal.

Train, assign, direct, review and evaluate work of assigned employees.

Communicate with parents, community representatives, local officials and the general public; coordinate communications and information and promote positive relationships.

Receive and resolve issues, concerns and complaints concerning student transportation services; direct to appropriate personnel and monitor resolution.

Assist with budget preparation as required; monitor and control budget according to established guidelines.

Prepare required reports and assure the preparation and maintenance of department records; prepare and deliver oral reports as required.

Plan, organize, coordinate and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of District buildings and facilities.

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.

Director of transportation, Maintenance & Safety Programs – Continued

Conduct inspections of buildings and facilities.
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.
Coordinate the District's safe school initiatives, programs and/or plans.
Hear parental requests and complaints.
Assist Superintendent with purchase of buses.
Assist Superintendent with district surplus property sale.
Facilitate Local Planning Committee.
Development and supervision of hazardous chemical program.
Property and fleet insurance.
Assist with new construction projects.
Update Student Code of Conduct.
American Disabilities Act Coordinator.
Bidding of all maintenance/transportation products.

Other Administrative Duties

Facilitate district meetings.
Attend professional meetings related to responsibilities.
See "Interstate School Leaders Licensure Consortium (ISLLC) Standards" located in the district certified evaluation plan.
Maintain good attendance.
Be punctual.
Meet deadlines.
Dress professionally/appropriately.
Complete other administrative duties and tasks as assigned by the Superintendent.

Knowledge and abilities:

Laws, rules, regulations and guidelines; district organization, policies and procedures.
Plan and approve transportation routes and bus stops.
Principles and practices of supervision and training; plan training programs.
Basic methods involving budget monitoring and control.
Appropriate safety precautions and procedures.
Health and safety regulations.
Communicate effectively both orally and in writing.
Supervise and evaluate personnel.
Prioritize and schedule work.
Work independently with little direction.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent will evaluate job performance in accordance with Board Policy.

TITLE: DIRECTOR OF SPECIAL PROGRAMS

QUALIFICATIONS:

Kentucky principal's certificate, other school administration certification, or other legal credentials required.

Minimum of three years of successful teaching experience.

Additional qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Superintendent

SUPERVISES:

All employees assigned to the programs designated by the Superintendent.

JOB GOAL:

To direct and coordinate the educational/instructional, administrative, and counseling services to promote the development of students and staff, as well as to ensure the fiscal, academic, and total effectiveness of the programs.

REPRESENTATIVE DUTIES:

Perform the duties of a program director with supervisory responsibilities.

Work with staff to develop and implement program guidelines and curriculum.

Expand program opportunities as needed.

Be responsible for federal, state, and local records and reports as required.

Supervise program personnel.

Ensure a safe work environment.

Supervise assigned programs: Adult Education; Community Education and 21st Century; Title III/ESL; FRYSC; Health Services, including District School Nurse and Drug Testing; Migrant; and other programs assigned by the superintendent.

Be responsible for seeking out and writing grants to meet school and district needs as well as those assigned by the superintendent.

Other Administrative Duties

Assist with the development/revision of district publications.

Facilitate district meetings.

Building/classroom visitation and observation.

Attend professional meetings related to responsibilities.

See "Interstate School Leaders Licensure Consortium (ISLLC) Standards" located in the district certified evaluation plan.

Maintain good attendance.

Be punctual.

Meet deadlines.

Director of Special Programs – Continued

Dress professionally/appropriately.

Complete other administrative duties and tasks as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent will evaluate job performance in accordance with Board Policy.

TITLE: INSTRUCTIONAL COORDINATOR

QUALIFICATIONS:

Kentucky school administration certification as set by the Educational Professional Standards Board.

Minimum of three years of successful teaching experience.

Additional qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Superintendent

SUPERVISES:

Employees designated by the Superintendent.

JOB GOAL:

To direct, coordinate, and/or assist in all matters having to do with curriculum, instruction and other areas of education.

To promote the development of students and staff, as well as to ensure the fiscal, academic, and total effectiveness of the programs.

REPRESENTATIVE DUTIES:

Instructional contact for grades P-5.

District Assessment Coordinator.

Assist with the development of the district improvement plan and other district documents/reports.

Coordinate federal and state programs as designated by the Superintendent (Title I; ESS; Gifted and Talented; Textbook, K-8).

Assist with high school textbook orders.

SBDM Coordinator.

Conference with individual teachers and/or groups of teachers.

Coordinate district-wide curriculum development and implementation.

Approve purchase orders for P-5 instruction.

Assist with grant writing.

Instructional Coordinator – Continued

Other Administrative Duties

Assist with the development/revision of district publications.

Facilitate district meetings.

Building/classroom visitation and observation.

Attend professional meetings related to responsibilities.

See “Interstate School Leaders Licensure Consortium (ISLLC) Standards” located in the district certified evaluation plan.

Maintain good attendance.

Be punctual.

Meet deadlines.

Dress professionally/appropriately.

Complete other administrative duties and tasks as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent will evaluate job performance in accordance with Board Policy.

TITLE: EXCEPTIONAL CHILD COORDINATOR

QUALIFICATIONS:

Shall hold proper certification for Special Education Director or Coordinator as issued by Kentucky Education Professional Standards Board.
Additional qualifications as the Superintendent or Board find appropriate.
Shall meet all employment requirements.

REPORTS TO:

Superintendent/Designee

SUPERVISES:

Not Applicable

JOB GOAL:

To provide continual support and assistance to Special Education teachers and administrators in all areas pertaining to the district's Special Education programs.

PERFORMANCE RESPONSIBILITIES:

Informs and updates the district of any new regulations, appropriate assessment instruments, IEP (Individual Education Plan) techniques, new curricular methods and materials, or program changes and/or expansions relative to exceptional children programs. Provides assistance and training in implementing and maintaining appropriate policies and procedures for intervention, identification, evaluation, appropriate IEP development, and placement of children with disabilities.

Advocates, nurtures, and sustains a school culture, climate and instructional program conducive to student learning, and staff professional growth. and effective learning environment.

Collaborates with staff and community, responds to diverse interests and needs and mobilizes community resources.

Acts with integrity, fairness and in an ethical manner.

Influences the school environment on behalf of students and their needs.

Remains abreast of and enforces district policy and procedures, State and Federal laws and regulations.

Prepares a variety of reports/documents; makes presentations; maintains a variety of records as required by the Superintendent or Director of Exceptional Children.

Participates in required training and professional growth activities relative to job

Acts as a Chairperson or member of the ARC (Admission and Release Committee).

Collects and prepares evaluation data as determined by Board policy and procedures.

Reviews and recommends to district administration the appropriate testing materials necessary to meet the needs of the district's student population.

Exceptional Child Coordinator – Continued

Coordinates and assists in the provision of a program of assessment for special education students in an efficient and economical manner to insure that appropriate referral and assessment procedures are followed.

Coordinates psychological evaluations of all special education students, both newly referred and reevaluated with contracted or staff Psychologist.

Provides and coordinates training of staff in needed areas related to Special Education and attends meetings/training in needed areas.

Uses technology to enhance productivity and professional growth; accesses and manipulates data; communicates and collaborates with colleagues, staff, and community; conducts research/solves problems.

Works with teachers, principals, and central office administration in problem prevention and resolution.

Other Administrative Duties

Assist with the development/revision of district publications.

Facilitate district meetings.

Building/classroom visitation and observation.

Attend professional meetings related to responsibilities.

See “Interstate School Leaders Licensure Consortium (ISLLC) Standards” located in the district certified evaluation plan.

Maintain good attendance.

Be punctual.

Meet deadlines.

Dress professionally/appropriately.

Complete other administrative duties and tasks as assigned by the Director of Exceptional Children or the Superintendent/Designee.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent/designee will evaluate job performance in accordance with Board Policy.

TITLE: DISTRICT TECHNOLOGY COORDINATOR

QUALIFICATIONS:

Experience repairing and servicing microcomputers, application servers, and data communications equipment.

Planning experience with the capability to determine the appropriate technological needs for a school district and to incorporate that knowledge into a district-wide technology plan.

Network troubleshooting experience on LAN's and WAN's utilizing Novell, Unix, Windows XP, and Server 2008.

Additional qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Superintendent

SUPERVISES:

Employees designated by the Superintendent.

JOB GOAL:

Perform a variety of skilled and technical duties related to the installation, repair, alteration, and maintenance of computers, printers, and other peripheral equipment; train personnel in use of computers and related software operations.

Ensure district's heating and cooling is working efficiently.

PERFORMANCE RESPONSIBILITIES:

Shall have knowledge of:

Computerized and electronic equipment including microcomputers, peripherals, and other data communication equipment.

Methods, equipment, and tools used in the skilled repair and servicing of computer equipment.

Electronic and electrical theory and practices.

Analog and digital communications equipment and maintenance techniques.

Operation of a variety of testing equipment, hand and power tools, and measuring instruments.

Basic computer operations.

Technical aspects of the computer field.

Diagnostic techniques and procedures used in computer and electronics repair.

Basic record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

District Technology Coordinator – Continued

Shall have the ability to:

Read and interpret schematics and blueprints.

Perform a variety of skilled and technical duties related to the installation, repair, alteration, and maintenance on microcomputers, computers, printers, modems, routers, and other data communications equipment.

Facilitate the installation of computers and related equipment at district sites.

Operate electronic measuring instruments, testing equipment and tools in a safe and proper manner.

Read, interpret, and implement technical service manuals and schematic diagrams to repair assigned computer and peripheral equipment.

Plan and lay out installation and repair work including estimating labor and materials costs.

Support intelligent classrooms

Maintain records related to work performed.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Lift heavy objects.

Representative Duties

Coordinate information and materials to properly develop the district technology plan.

Monitor the health of the networks by collecting statistics and monitoring traffic levels and congestion reports.

Configure and maintain the active elements in the network such as routers, hubs, and firewalls.

Work with vendors and suppliers, Internet access providers, the local telephone company, and others to resolve problems and order new equipment and service enhancements.

Assist users who are experiencing technical problems sending electronic mail or reaching resources outside of the local area network such as a remote printer or file server.

Resolve level II network level communication problems by ensuring that users can access all of the other networks they need to reach in order to accomplish their work.

Provide reports to the Board of Education as requested.

Assist in the supervision of the network to ensure its smooth and efficient operation.

Provide technical assistance on computer applications.

Recommend supplies and equipment for support or maintenance projects and maintain an inventory of district-owned tools and equipment.

Maintain a current inventory of all hardware, software, and peripherals in the district.

Provide leadership to the District Technology Committee and School Technology Committees.

Assist the Supervisor of Instruction in developing and implementing a professional development program for integrating technology into instruction and management.

Chair the District Technology Committee.

Work with the District Consolidated Planning committee to develop a long-range plan for implementing technology into instruction and management functions to meet the needs of all students and staff.

District Technology Coordinator – Continued

Create a system for evaluating technological resources and disseminating the information throughout the district.

Assist with the evaluation and purchase of technological equipment and resources.

Maintain and monitor automated HVAC systems.

Schedule HVAC systems. Point of contact for TRANE.

Other Administrative Duties

Assist with the development/revision of district publications.

Facilitate district meetings.

Building/classroom visitation and observation.

Attend professional meetings related to responsibilities.

See “Interstate School Leaders Licensure Consortium (ISLLC) Standards” located in the district certified evaluation plan.

Maintain good attendance.

Be punctual.

Meet deadlines.

Dress professionally/appropriately.

Complete other administrative duties and tasks as assigned by the Superintendent/Designee.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent will evaluate job performance in accordance with Board Policy.

TITLE: SCHOOL PSYCHOLOGIST

QUALIFICATIONS:

Kentucky certification for School Psychologist
Additional qualifications as the Superintendent or Board find appropriate.
Shall meet all employment requirements.

REPORTS TO:

Director of Exceptional Children or Superintendent

SUPERVISES:

Not applicable

JOB GOAL:

To provide psychological and psychoeducational services to students.

REPRESENTATIVE DUTIES:

Plans and manages goals, services, schedules, records, and resources in order to facilitate a comprehensive program of psychological services.

Works with others to accomplish educational goals and objectives, provides information to assist in the development and implementation of educational programs, and utilizes available resources to facilitate the delivery of services to students.

Maintains professional standards by delivering services consistent with guidelines for professional practice and codes of ethics; adheres to relevant laws, policies, and lines of authority; and maintains and updates knowledge and skills in school psychology and education.

Sets up specific program procedures to accomplish goals, integrating current knowledge in psychology and education into daily practice and promoting the use of school and community resources.

Utilizes psychological and psychoeducational assessment techniques to identify the learning and/or behavioral needs of students.

Makes recommendations, which integrate all data available; communicates recommendations to facilitate decision-making; and provides consultation to parents, school staff, and others as needed.

Contributes to the development, implementation and evaluation of instructional programs and intervention procedures (including student behavior management plans) at the individual, group, and system levels.

Assists in planning and implementing in-service training and educational programs, and assists in the development of research grants and proposals.

Supervises paraprofessionals, clerical staff, and psychologist interns, as assigned.

Building/classroom visitation and observation.

School Psychologist – Continued

Other Administrative Duties

Assist with the development/revision of district publications.

Attend professional meetings related to responsibilities.

See “Interstate School Leaders Licensure Consortium (ISLLC) Standards” located in the district certified evaluation plan.

Maintain good attendance.

Be punctual.

Meet deadlines.

Dress professionally/appropriately.

Complete other administrative duties and tasks as assigned by the Superintendent/Designee.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Director of Exceptional Children or Superintendent will evaluate job performance in accordance with Board Policy.

TITLE: SUPERVISOR OF INSTRUCTION/PERSONNEL DIRECTOR

QUALIFICATIONS:

Kentucky instructional supervisor certification.
Minimum of three years of successful teaching experience.
Additional qualifications as the Superintendent or Board find appropriate.
Shall meet all employment requirements.

REPORTS TO:

Superintendent

SUPERVISES:

Employees designated by the Superintendent.

JOB GOAL:

To direct, coordinate, and/or assist in all matters having to do with curriculum, instruction and other areas of education.
To promote the development of students and staff, as well as to ensure the fiscal, academic, and total effectiveness of the programs.

REPRESENTATIVE DUTIES:

Instructional contact for grades 6-12.
District improvement plan contact.
District Report Card contact.
KTIP/KPIP contact.
Professional Development Contact.
Assist with curriculum development and implementation.
State and Federal Programs Coordinator (Professional Development, Title II-A, Title IV-A, Title VI/Rural & Low Income, Perkins/Career & Technical Education).
Assist with Fund 2 budget reporting requirements.
Certified evaluation contact.
Update the District's Code of Acceptable Behavior and Discipline annually.
Safe Schools end-of-year program summary and budget.
Conference(s) with individual teachers and/or groups of teachers.
Approve purchase orders related to instruction and programs.
Schedule/organize district training.
Assist with grant writing.
Assist with personnel issues.
Keep record of and report administrators' EILA hours.
Keep record of teachers' 24 hours of required professional development.
Keep record of employee extended days.
Assign and keep records of interns and student teachers.

Supervisor of Instruction/Personnel Director (Continued)

Complete reports and provide training for Emergency Non-certified School Personnel.
Complete year-end report for emergency substitute teachers.
Attend recruitment fair(s).
Use EPSB web applications for internship, role reports, and certification reports.
Maintain current district job descriptions.
Coordinate the update of the personnel handbook annually (KSBA).
Assist with the Minority Education Recruitment and Retention (MERR) report.
Title IX Coordinator.
As needed, update the Athletic Handbook.
Assist with the development/revision of district publications and media releases.
Coordinate the update/revision of district policies and procedures (KSBA).
Attend professional meetings related to responsibilities.

Other Administrative Duties

Assist with the development/revision of district publications.
Facilitate district meetings.
Building/classroom visitation and observation.
Attend professional meetings related to responsibilities.
See “Interstate School Leaders Licensure Consortium (ISLLC) Standards” located in the district certified evaluation plan.
Maintain good attendance.
Be punctual.
Meet deadlines.
Dress professionally/appropriately.
Complete other administrative duties and tasks as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent will evaluate job performance in accordance with Board Policy.

CLASS TITLE: COMPUTER MAINTENANCE TECHNICIAN

QUALIFICATIONS:

Any combination equivalent to: two years college-level course work in electronics and two years increasingly responsible experience repairing and servicing computer terminals, microcomputers and data communications equipment.

Additional qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

District Technology Coordinator or Superintendent

SUPERVISES:

Not applicable

JOB GOAL:

Ensure that district technology is functioning properly and that new equipment is installed properly.

REPRESENTATIVE DUTIES:

Shall have knowledge of:

Computerized and electronic equipment including microcomputers, computer terminals, peripherals and other data communication equipment.

Methods, equipment and tools used in the skilled repair and servicing of computer equipment.

Safety practices and precautions used in working with computer equipment.

Operation of a variety of testing equipment, hand and power tools and measuring instruments.

Basic computer operations.

Technical aspects of the computer field.

Diagnostic techniques and procedures used in computer and electronics repair.

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Shall have the ability to:

Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers, modems, multiplexers, span equipment and other data communications equipment.

Install computers and related equipment at District sites.

Read and interpret schematics and blueprints.

Plan and lay out installation and repair work including estimating labor and material costs.

Support intelligent classrooms.

Maintain records related to work performed.

Establish and maintain cooperative and effective working relationships with others.

Computer Maintenance Technician – Continued

Work independently with little direction.

Lift heavy objects.

Representative duties:

Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment; schedule repairs or installations.

Develop and conduct one-on-one and group training of District personnel in use of microcomputers and related software.

Inspect, isolate and diagnose system malfunctions and determine appropriate repair procedures; replace defective parts and restore to proper operation of equipment; analyze and resolve general software malfunctions.

Develop and maintain cable location diagrams for local area networks, device sharing and computer terminals.

Install microcomputer hardware systems and software, including upgrades and enhancements.

Perform preventive maintenance on printers including cleaning, lubricating, adjusting mechanical parts and checking cables and connectors as necessary; dust circuit boards and disk drives.

Move equipment to new locations as requested; reroute and install communication cables for new location; test system to assure proper operation.

Perform component level equipment repair; remove defective components and replace and initiate test procedures according to established procedures; locate and request replacement components.

Provide assistance, information and technical expertise to faculty, administrators and students regarding the safe and proper operation, care and maintenance of computerized equipment.

Maintain records of computer and network repairs, materials used, moving and installation activities and work orders; maintain records of maintenance supplies used; maintain an adequate spare parts inventory.

Perform related duties as assigned.

Other duties:

Contact District Assessment Coordinator/Chief Information Officer (personally, by voice or by text) to identify daily work requests.

Maintain good attendance.

Be punctual.

Meet deadlines.

Dress professionally/appropriately.

Complete other duties and tasks as assigned by the District Technology Coordinator or Superintendent.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The District Technology Coordinator will evaluate job performance in accordance with Board Policy.

CLASS TITLE: ACCOUNTING MANAGER

QUALIFICATIONS:

Any combination equivalent to: college level course work in accounting, finance, or business administration and three years increasingly responsible professional accounting experience including one year experience in a lead or supervisory capacity.
Additional qualifications as the Superintendent or Board find appropriate.
Shall meet all employment requirements.

REPORTS TO:

Superintendent

SUPERVISES:

Not applicable

JOB GOAL:

Plan, coordinate and supervise the daily operations of two or more accounting units such as accounts payable, accounts receivable, grants and others to accurately fulfill District accounting functions in a timely and professional manner in compliance with state and federal rules and regulations.

REPRESENTATIVE DUTIES:

Supervise two or more accounting units including financial reporting, accounts payable, general ledger, accounts receivable and other accounting functions.
Prepare a variety of accounting and other reports, and maintain a variety of complex records.
Assist with activities for annual audit for the District to assure consistency with Generally Accepted Accounting Principles.
Receive monies to which the Board is entitled by statute; deposit funds in designated depository; withdraw funds upon Board approval.
Coordinate and direct the receipting of funds collected by the Board.
Maintain full and complete account of funds and make reports as required by the Board of Education or the State Board of Education.
Communicate with other governmental agencies, taxing authorities, administrators and District personnel.
Prepare purchase orders.
Perform related duties as assigned.

Other Duties

Attend professional meetings related to responsibilities.
Maintain good attendance.
Be punctual.
Meet deadlines.
Dress professionally/appropriately.

Accounting Manager - Continued

Complete other duties and tasks as assigned by the Superintendent.

Knowledge of:

Principles and practices of accounting including auditing, budgeting and computerized accounting reports.

Generally Accepted Accounting Principles applicable to educational accounting.

Record-keeping techniques.

Oral and written communication skills.

Principles and procedures of State requirements and other applicable regulations.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Cost and revenue analysis.

Data processing equipment, systems and applications to accounting.

State and federal tax regulations.

Methods, techniques and practices of maintaining complex interrelated financial records.

Ability to:

Maintain records, prepare reports and prepare clear and concise financial and accounting analysis reports.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and time lines.

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent will evaluate job performance in accordance with Board Policy.

CLASS TITLE: PAYROLL CLERK I

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 one year experience in payroll financial and statistical record-keeping. Preference given to individuals holding an accounting degree.

Additional qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Director of Finance and Superintendent

JOB GOAL:

Perform responsible payroll clerical duties related to the preparation of payrolls for the District; process payroll and related records for classified, certificated or hourly employees as assigned.

REPRESENTATIVE DUTIES

Process payroll and related records for assigned major payrolls; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.

Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities.

Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.

Maintain employee attendance records; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed.

Respond to questions or complaints from employees regarding pay, deductions, sick leave, vacation and other payroll information; answer phones.

Receive, sort and distribute paychecks and warrants according to established procedures and guidelines.

Prepare and maintain files of records and documents relating to work performed; prepare special reports as assigned.

Type and file employee payroll data including the name, pay rate and related data; prepare and process a variety of documentation information and files for new employees.

Calculate and prepare annual salary and budget projections for categorical programs as assigned.

Process the payroll-related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures.

Prepare payroll-related reports.

Operate standard office equipment including a computer terminal as required.

Payroll Clerk I – Continued

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Superintendent.

Knowledge of:

- Principles and techniques involved in payroll preparation, monitoring and control.
- Practices and procedures of payroll record-keeping and filing.
- Modern office practices, procedures and equipment.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer terminal and other office equipment.
- Tax withholding, voluntary deductions, garnishments and fringe benefits.

Ability to:

- Perform responsible payroll record-keeping duties with a high degree of skill and accuracy.
- Learn to interpret, apply and explain rules, regulations, policies and procedures.
- Process payroll and related records for an assigned major payroll.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.
- Operate standard office equipment including a computer terminal as required.

TERMS OF EMPLOYMENT:

- Salary and number of workdays to be established by the Board.

EVALUATION:

- The Superintendent will evaluate job performance in accordance with Board Policy.

**TITLE: SECRETARY TO THE SUPERINTENDENT/
PERSONNEL ASSISTANT**

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 five years of responsible and varied secretarial experience including two years of experience performing secretarial work for an administrative official.

Additional qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Superintendent

SUPERVISES:

Not applicable

JOB GOAL:

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.

Perform a wide variety of responsible personnel clerical duties in the areas of recruitment, substitute employees, orientation and worker's compensation; prepare and maintain personnel records, files and related reports; provide information and assistance in person and on the telephone to District personnel, staff and the public regarding personnel matters.

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.

Secretary to the Superintendent/Personnel Assistant - continued:

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.

Remain current concerning issues, situations and conditions of special interest to the Superintendent and Board members.

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 a wide variety responsible personnel and clerical duties related to recruitment, placement of substitute employees, orientation and worker's compensation.

Provide information and assistance in person or on the telephone to District personnel, staff and the public regarding a variety of personnel matters such as position vacancies, fringe benefits, and personnel regulations, policies and procedures.

Distribute, receive, record and maintain files on job applications, transcripts, fingerprints, examinations, credentials and other information; review for completeness and compliance; schedule necessary interviews and appointments.

Recruit and place advertisements for substitute and certificated personnel; place ads in appropriate media; obtain background information and review for compliance.

Orient new employees and provide necessary information; assist in the enrollment in fringe benefits programs and in the completion of necessary documentation; process salary placement forms making changes as required.

Process worker's compensation claims; assure compliance and completion of required documentation; provide information and explain regulations to District personnel.

Prepare, type, update, maintain and process a variety of forms, reports, bulletins, records, schedules, lists and files according to established policies, procedures, regulations; verify and post information as necessary to assure completeness and accuracy.

Compose and type letters, memoranda, lists and other materials according to established procedures.

Order and maintain office supply inventories.

Other Duties

Attend professional meetings related to responsibilities.

Maintain good attendance.

Be punctual.

Meet deadlines.

Secretary to the Superintendent/Personnel Assistant - continued:

Dress professionally/appropriately.

Complete other duties and tasks as assigned by the Superintendent.

Knowledge of or ability to:

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.

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.

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.

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.

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 time lines.

Work confidentially with discretion.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent will evaluate job performance in accordance with Board Policy.

**CLASS TITLE: SECRETARY I
(TRANSPORTATION, FOOD SERVICE)**

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 five years of responsible and varied secretarial experience including two years of experience performing secretarial work for an administrative official.

Additional qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Directors of Transportation and Food Service; Superintendent

SUPERVISES:

Not applicable

JOB GOAL:

Perform secretarial duties related to transportation, payroll, and instructional programs.

REPRESENTATIVE DUTIES:

Serve as secretary to Transportation and Food Service Directors; plan, organize and coordinate activities to relieve the administrators of routine clerical details.

Call substitute bus drivers under supervision of transportation director.

Assure timely communications between office and District employees; make phone calls to receive and transmit information; type memos, bulletins, letters and notices; compose correspondence or prepare from rough draft.

Train and provide work direction to other clerical personnel as assigned.

Type a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents and other materials; establish, modify and maintain project and confidential filing systems.

Schedule meetings, conferences and appointments for supervisors; arrange for conference rooms and refreshments; arrange and schedule travel accommodations as necessary.

Assist in the maintenance of department budgets; enter data into computer to charge appropriate accounts; review invoices, requisitions and purchase orders for accuracy, completeness and compliance with department and District policies; inspect and verify accuracy of District financial reports with office records; research and resolve discrepancies as needed.

Review or prepare a variety of materials and documents, including financial documents, invoices, inventory records and statistics; order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations.

Prepare purchase orders.

Secretary I (Transportation, Food Service) - continued:

Maintain a variety of complex personnel records, time sheets, lists, files and records, including confidential materials.

Operate a variety of office equipment such as typewriter, computer terminal, FAX machine, copier and calculator as assigned.

Maintain files on job applicants.

Prepare and maintain all forms for new employees: Employment Eligibility Verification, Criminal Records Check, Valid Certificate, Transcript, Experience Verification, KTRS Membership Application, Contract, Medical Records, Health Insurance Applications, and Withholding Forms (W-4).

Other Duties

Attend professional meetings related to responsibilities.

Maintain good attendance.

Be punctual.

Meet deadlines.

Dress professionally/appropriately.

Complete other duties and tasks as assigned by the Superintendent.

Knowledge of or ability to:

Modern office practices, procedures and equipment.

Applicable sections of Kentucky Administrative Regulations and other applicable laws.

District organization, operations, policies and objectives.

Organization, rules, regulations and programs related to an assigned office or function.

Software applications used by the District, including word processing and spreadsheets.

Financial and statistical record-keeping techniques.

Basic budget monitoring and control.

Telephone techniques and etiquette.

Communicate effectively both orally and in writing.

Interpersonal skills using tact, patience and courtesy.

Perform advanced-level secretarial duties requiring independent judgment and analysis.

Work independently with little direction.

Type at an acceptable rate of speed.

Analyze situations accurately and adopt an effective course of action.

Compose independently or from oral instructions letters, memos, bulletins or other material.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain records and prepare reports.

Meet schedules and time lines.

Add, subtract, multiply and divide quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent will evaluate job performance in accordance with Board Policy.

SECTION 5

Food Services

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CLASS TITLE: DIRECTOR OF FOOD SERVICE & NUTRITION

QUALIFICATIONS:

Graduate of a college or university with an associate degree in Food Service Management, Food Service Administration, Nutrition Care Management, Culinary Arts, Family and Consumer Science, Business Administration or Business Management, including at least 12 semester hours of course work in nutrition, quantity food preparation, facilities management, computer literacy and institutional management or an associate degree in one of the above-mentioned areas and three years experience as a school cafeteria manager or manager of a commercial, military or residential food service establishment.

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

REPORTS TO:

Superintendent

SUPERVISES:

Employees designated by the Superintendent.

JOB GOAL:

Oversee the functioning of a small district-wide food service program, ensuring cost effectiveness and compliance with district, state and federal requirements regarding nutrition, sanitation, safety and record-keeping; select, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

- Oversee a district-wide food service program; analyze effectiveness, assure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
- Plans the master menu(s), assuring compliance with regulations and requirements; assure nutrition and dietary balance.
- Select food service employees; assign, schedule and evaluate food service personnel; determine reassignments, discipline or termination as appropriate.
- Oversee the preparation of the food service program operating budget; control and limit expenditures; analyze financial and operating statements.
- Conduct training of cafeteria managers to develop work schedules and production standards, prepare quality meals and understand and use record-keeping and ordering systems in accordance with district policy; instruct, 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.
- Prepare specifications for the purchase of food supplies and equipment; review bids, make purchases and recommendations as appropriate.

Director of Food Service and Nutrition – Continued

- Consult with school principals, other administrators, parents and cafeteria managers to establish or revise operational policies; resolve problems involving food standards, labor costs and proper use of equipment and serving schedule; confer with fiscal services, purchasing, warehouse, maintenance and operations and personnel department representatives to coordinate functions with food service operations.
- Supervise and participate in food preparation and distribution to 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.
- Prepare a variety of food service records and reports; review time sheets, financial statements, operating reports, inventory and cost control records.
- Conduct employee meetings to discuss and explain operating policies; plan and direct in-service workshops and training programs for food service personnel.

Knowledge of or ability to:

- Meal production planning and scheduling.
- Applicable district, state and federal laws, rules and regulations related to food service.
- Quantity food merchandising.
- Nutrition, sanitation and operation regulations and requirements.
- Practices and procedures used in ordering, receiving, storing and inventorying food and supplies.
- Budget preparation and control.
- District organization, operations, policies and objectives.
- Record-keeping techniques.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.
- Plan, coordinate and manage a district food service program.
- Assure compliance with district, state and federal requirements relating to food service.
- Plan and supervise master menu planning. Plan and organize work.
- 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 schedule and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer as required.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.

Director of Food Service and Nutrition – Continued

- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent will evaluate job performance in accordance with Board Policy.

CLASS TITLE: FOOD SERVICE ACCOUNT CLERK

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 two years of increasingly responsible financial record-keeping experience including experience with automated record-keeping systems.

REPORTS TO:

Food Service Director

JOB GOAL:

To provide support for the central accounting system by accurately and on a timely basis, completing and reporting the daily school cafeteria account data.

REPRESENTATIVE DUTIES:

- Learn and apply District procedures and policies.
- Reconcile final count of cash from breakfast and lunch receipts.
- Maintain various records, reports, documents and files as directed; distribute reports as assigned.
- Prepare deposits and ready cash for shipment to authorized depository.
- Prepare Form (D-12) (cash and count reconciliation sheet) for proper authorization and submission of it to the central office food service department.
- Perform related duties as assigned.

Ability to:

- Perform complex and advanced level accounting duties in the maintenance of assigned accounts.
- Prepare, verify, process and control an assigned major payroll.
- Perform responsible record-keeping duties with a high degree of skill and accuracy.
- Verify, balance and adjust accounts.
- Process and record accounting transactions accurately.
- Prepare financial statements, profit and loss statements and other technical financial reporting documents.
- Learn, interpret, apply and explain rules, regulations, policies and procedures related to school district payroll, utility payments and food service accounting.
- Operate office machines including computer equipment, personal computer, accounting software and peripherals.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

Food Service Account Clerk – Continued

- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.
- Train and provide work direction to others.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the School Food Service Director.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Food Service Director will evaluate job performance in accordance with Board Policy.

CLASS TITLE: FOOD SERVICE SUPERVISOR II (MANAGER>500)

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 five years food service experience.

REPORTS TO:

Food Service Director

JOB GOAL:

Plan, organize and supervise the complex service operations and activities at a central kitchen or large school district involving food service to on-site students and staff; schedule food service transporting activities to District schools; train, supervise and evaluate assigned staff.

DISTINGUISHING CHARACTERISTICS:

Food Service Supervisor II incumbents supervise 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. Food Service Supervisor I incumbents supervise food services operations at an assigned school site.

REPRESENTATIVE DUTIES:

- Plan, organize and supervise the complex service operations and activities at a central kitchen or large school district involving food service to on-site students and staff; schedule food service transporting activities to District schools as required.
- Plan and supervise the preparation of meals according to District menu guides; determine amount to be served; maintain standards of efficiency and sanitation related to large quantity food preparation, heating, serving and storage.
- Monitor and control activities involved in food transport to serving kitchens to assure standards of quality and sanitation, health regulations and time lines are met.
- Prepare work schedules and assign duties for subordinate personnel; train, supervise, discipline and evaluate assigned staff; screen and recommend hiring of new employees.
- Assist in the inspection of the central kitchen or assigned District kitchens to assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations.
- Prepare and maintain a variety of reports and records including inventory, sales, requisitions, transportation records, daily reports of meals served and production sheets.
- Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and accept delivery of food and supplies; oversee and assist with proper storage and efficient use of food and supplies.
- Assist in coordinating food service operations with school activities to improve school and community public relations and increase student participation.

Food Service Supervisor II – Continued

- Prepare food for transport to serving kitchens as required; assure guidelines for maintaining appropriate food temperatures and sanitation requirements are met.
- Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits and deposit monies into appropriate account.
- Confer with the supervisor regarding cafeteria needs, conditions and menu changes.
- Operate a variety of equipment and machines used in a kitchen, including slicer, chopper, mixer, oven and others.
- Attend in-service meetings and workshops related to food service operations and activities.
- Perform related duties as assigned.

Knowledge of or ability to:

- Planning, organization and operation of a large food service program.
- Methods of calculating and estimating needed food and supplies.
- Methods of preparing, cooking and serving food in large quantities.
- Sanitation and safety practices related to cooking, serving and transporting food.
- Standard kitchen equipment, utensils and measurements.
- Storage and rotation of perishable food.
- Principles and practices of supervision and training.
- Inventory methods and practices.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Plan, organize and supervise the complex service operations and activities at a central kitchen or large school district involving food service to on-site students and staff.
- Calculate, estimate and requisition food and supplies.
- Train, supervise and evaluate personnel.
- Maintain records and prepare reports.
- Assure food preparation, service, transport and storage are in accordance with health, sanitation and safety regulations.
- Participate in and assure proper maintenance of food service equipment and serving areas are in a clean and sanitary condition.
- Operate standard kitchen equipment safely and efficiently.
- Lift heavy objects.
- Meet schedules and time lines.
- Work independently with little direction.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the School Food Service Director.

Food Service Supervisor II – Continued

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Food Service Director will evaluate job performance in accordance with Board Policy.

CLASS TITLE: FOOD SERVICE SUPERVISOR I (MANAGER<500)

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 four years food service experience.

Must be a member of the School Nutrition Association (SNA) with a minimum of Level I certification. Must be a member of the Butler County Food Service Association.

REPORTS TO:

Food Service Director

JOB GOAL:

Plan, organize and supervise food service operation at an assigned school site; train, supervise and evaluate performance of assigned staff.

DISTINGUISHING CHARACTERISTICS:

Food Service Supervisor I incumbents supervise food services operations at an assigned school site. Food Service Supervisor II incumbents supervise 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 supervise food service operations at an assigned school site; supervise the serving and storage of food 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 subordinate personnel; train, direct, discipline and evaluate assigned staff; participate in the selection of new employees.
- Assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations.
- Prepare and maintain a variety of reports and records including inventory, requisitions, daily reports and production sheets.
- Prepare tickets for sale and free lunch students; sort tickets according to established procedures.
- Estimate and requisition food quantities, 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 a school cafeteria, including cash register, slicer, chopper, mixer, oven and others.
- Attend meetings related to food service operations and activities.

Food Service Supervisor I – Continued

- Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals served.
- Perform related duties as assigned.

Knowledge of or ability to:

- 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 and practices of training and providing work direction.
- Interpersonal skills using tact, patience and courtesy.
- Plan, organize and supervise 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 standard cafeteria equipment and appliances.
- Maintain records and prepare reports.
- Add, subtract, multiply and divide quickly and 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 time lines.
- Train, supervise and evaluate personnel.
- Communicate effectively both orally and in writing.
- Lift heavy objects.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the School Food Service Director.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Food Service Director will evaluate job performance in accordance with Board Policy.

CLASS TITLE: FOOD SERVICE ASSISTANT II

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 one year food service experience. Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

REPORTS TO:

Food Service Director

JOB GOAL:

Assist in the preparation of food; prepare assigned food serving area and perform cashiering duties in the sale of food items to students and staff; maintain cleanliness of food service facilities.

DISTINGUISHING CHARACTERISTICS:

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. Food Service Assistant I incumbents perform basic and routine food service and cashiering activities related to the serving of food.

REPRESENTATIVE DUTIES:

- Prepare and serve appropriate quantities of food in a timely manner, assuring proper quality and quantity of food prepared; prepare, cook and/or assemble sandwiches, burgers, fries, salads, meats, fruit, vegetables and cookies.
- Assemble items to be served and sold at designated food service area locations; prepare food for transport across campus or to other District locations, maintaining appropriate records as assigned.
- Prepare food service facilities for the serving of food; assure that serving lines are properly stocked with adequate food, beverages and supplies; count and set out an appropriate number of food trays; prepare the steam table for serving hot meals.
- Heat, portion and serve food to students and staff according to established procedures.
- Count money and prepare money boxes or cash registers with appropriate amount and denominations of change.
- Collect tickets and money for meals and beverages sold and make appropriate change; complete and maintain daily and weekly records of meals and beverages served and money collected; total receipted monies, prepare bank deposit slips and deliver to school office for deposit.
- Count and maintain inventory records and notify supervisor of needed supplies.
- Maintain work areas and serving areas in a clean, sanitary and safe condition; wash and clean counters and steam tables; wash and store equipment, pots, pans, trays and other food service items.

Food Service Assistant II – Continued

- Assist other Food Services personnel with cooking and baking activities.
- Assist in storing unused food and supplies to assure compliance with health and sanitation standards; dispose of unusable leftovers and trash.
- Operate a variety of standard kitchen equipment such as a cash register, slicer, grater, mixer, frying machine, steamer, wrapping/sealing machine, dishwasher, steam cart and ovens as required.
- Train new food service employees and student workers as assigned.
- Perform related duties as assigned.

Knowledge of or ability to:

- Basic math and cashiering skills.
- Basic record-keeping techniques.
- Standard kitchen equipment, utensils and measurements.
- Sanitation practices related to handling and serving food.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Prepare and 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.
- Add, subtract, multiply and divide quickly and accurately.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Learn, apply and explain policies, procedures, rules and regulations.
- Meet schedules and time lines.
- Operate standard kitchen equipment safely and efficiently.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift heavy objects.
- Lift, bend, push, walk and stand for extended periods of time.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the School Food Service Director.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Food Service Director will evaluate job performance in accordance with Board Policy.

CLASS TITLE: COOK/BAKER

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 one year experience in cooking and baking food in large quantities.

Must complete training course for certification of beginning school food personnel as prescribed in 702 KAR 6:045.

Must become a member of the Butler County Food Service Association.

REPORTS TO:

Food Service Director

JOB GOAL:

Prepare, cook, bake and serve a variety of foods in quantity at an assigned school site; assist in other food preparation duties as directed; maintain facilities in a clean and sanitary condition; train and provide work direction to others.

REPRESENTATIVE DUTIES:

- Prepare and bake rolls, biscuits, breads, cakes, cookies and other baked goods; prepare and combine necessary ingredients.
- Prepare and cook meat dishes, vegetables and other main dishes; prepare salads, sandwiches, fruit, soups, sauces and other foods.
- Assist in determining appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional requirements.
- Monitor temperatures of food to assure safety and quality standards are met; monitor water temperatures to assure proper temperature for sanitizing.
- Serve food according to established guidelines and replenish serving containers as needed; serve and sell lunch items to faculty.
- Clean cafeteria equipment, utensils and appliances and store food supplies; assure compliance with kitchen sanitation and safety procedures and regulations; clean refrigerators and storerooms as required.
- Assist in storing unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling foods to be stored.
- Operate a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, steamer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, cash register, dishwasher and other cafeteria equipment as required.
- Train and provide work direction to others.
- Record amounts of food sold and monies collected as assigned; assist with inventory and maintain routine records as directed; prepare records of foods cooked and foods left over.
- Prepare and bake food for special events as needed; assist at banquets or special events as required.

Cook/Baker - Continued

- Assist in other food service areas as needed; collect money and make correct change.
- Perform related duties as assigned.

Knowledge of or ability to:

- Principles and methods of quantity food service preparation, serving and storage.
- Sanitation and safety practices related to handling, cooking, baking and serving food.
- Methods of preparing and serving food in large quantities.
- Methods of adjusting and extending recipes and proper substitutions.
- Proper methods of storing equipment, materials and supplies.
- Standard kitchen equipment, utensils and measurements.
- Health and safety regulations.
- Basic record-keeping techniques.
- Basic math and cashiering skills.
- Prepare, cook, bake and serve a variety of foods in quantity at an assigned food service facility.
- Prepare and serve food in accordance with health and sanitation regulations.
- Operate and maintain standard machines and equipment found in school cafeterias and kitchens.
- Prepare attractive, appetizing and nutritious meals for students and staff.
- Lift, bend, reach and stand.
- Follow, adjust and extend recipes.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Lift heavy objects.
- Maintain routine records.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Observe health and safety regulations.
- Train and provide work direction to others.
- Make change accurately.
- Read and write at a level required for successful job performance.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the School Food Service Director.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Food Service Director will evaluate job performance in accordance with Board Policy

SECTION 6

Transportation/Maintenance/Custodian

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**TITLE: DIRECTOR OF TRANSPORTATION/MAINTENANCE/
SAFETY PROGRAMS**

QUALIFICATIONS:

School administrative experience preferred.
Additional qualifications as the Superintendent or Board find appropriate.
Shall meet all employment requirements.
Shall hold a valid Kentucky driver's license.

REPORTS TO:

Superintendent

SUPERVISES:

Staff as assigned by the Superintendent.

JOB GOAL:

Organize, plan, direct and implement operations and activities involved in student transportation; communicate with parents, community representatives, local officials and the general public.

To provide leadership in developing, achieving, and maintaining the best possible services in the area of building and grounds, and to assure the district adheres to the Kentucky Department of Education rules and regulations.

To provide leadership in maintaining a safe school environment.

REPRESENTATIVE DUTIES:

Plan and direct pre-service and in-service training of bus drivers in cooperation with staff development and safety/security units; provide leadership for development of vehicle safety program.

Interview driver applicants; recommend drivers for employment and dismissal.

Train, assign, direct, review and evaluate work of assigned employees.

Communicate with parents, community representatives, local officials and the general public; coordinate communications and information and promote positive relationships.

Receive and resolve issues, concerns and complaints concerning student transportation services; direct to appropriate personnel and monitor resolution.

Assist with budget preparation as required; monitor and control budget according to established guidelines.

Prepare required reports and assure the preparation and maintenance of department records; prepare and deliver oral reports as required.

Plan, organize, coordinate and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of District buildings and facilities.

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.

Director of transportation, Maintenance & Safety Programs – Continued

Conduct inspections of buildings and facilities.

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.

Coordinate the District's safe school initiatives, programs and/or plans.

Hear parental requests and complaints.

Assist Superintendent with purchase of buses.

Assist Superintendent with district surplus property sale.

Facilitate Local Planning Committee.

Development and supervision of hazardous chemical program.

Property and fleet insurance.

Assist with new construction projects.

Update Student Code of Conduct.

American Disabilities Act Coordinator.

Bidding of all maintenance/transportation products.

Other Administrative Duties

Facilitate district meetings.

Attend professional meetings related to responsibilities.

See "Interstate School Leaders Licensure Consortium (ISLLC) Standards" located in the district certified evaluation plan.

Maintain good attendance.

Be punctual.

Meet deadlines.

Dress professionally/appropriately.

Complete other administrative duties and tasks as assigned by the Superintendent.

Knowledge and abilities:

Laws, rules, regulations and guidelines; district organization, policies and procedures.

Plan and approve transportation routes and bus stops.

Principles and practices of supervision and training; plan training programs.

Basic methods involving budget monitoring and control.

Appropriate safety precautions and procedures.

Health and safety regulations.

Communicate effectively both orally and in writing.

Supervise and evaluate personnel.

Prioritize and schedule work.

Work independently with little direction.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Superintendent will evaluate job performance in accordance with Board Policy.

CLASS TITLE: MAINTENANCE TECHNICIAN III

QUALIFICATIONS:

Qualifications as the Superintendent or Board find appropriate.
Shall meet all employment requirements.

REPORTS TO:

Director of Maintenance

SUPERVISES:

Not applicable

JOB GOAL:

Perform skilled maintenance, repair and construction of District buildings and equipment in one or more craft or trade; lead other Maintenance Technicians as necessary; work independently in advanced trades such as electrical, plumbing, steam fitter, electrical motor repair, welding and engine rebuilding.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Technician III class performs advanced skilled crafts work in one or more specialties such as electrical, plumbing, steam fitter, electrical motor repair, welding, engine rebuilding and may lead other Maintenance Workers and Technicians.

REPRESENTATIVE DUTIES:

- Perform a variety of skilled work in the maintenance and repair of District facilities and equipment; prioritize, schedule, assign and coordinate the work of assigned staff to accomplish a wide variety of duties related to the building trades.
- Perform various refrigeration, plumbing and heating-related duties; cut, thread, assemble and lay pipe; assist in the purchase, installation, repair and maintenance of various plumbing, heating and air conditioning fixtures; perform welding and metal fabrication; diagnose and repair electronic ignition systems for heaters, furnaces and hot water heaters.
- Assist in the purchase, installation, maintenance and repair of electrical wiring and fixtures; perform trouble-shooting to repair or replace fans and motors; perform repairs to motors, bells, clocks and lighting circuits and to communication and audio-visual equipment.
- Estimate cost of labor and materials for work orders; obtain competitive prices for equipment and supplies needed by the District.
- Perform skilled maintenance and repair on mechanical and electrical equipment; test and replace circuits; coordinate emergency repairs and large complex projects; troubleshoot and correct defective switches, receptacles, ballasts and other wiring; perform routine mechanical and electrical maintenance.

Maintenance Technician III - Continued

- Operate a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work; maintain tools and equipment in a safe, clean and proper working condition.
- Assure compliance with appropriate safety practices and procedures and with applicable federal, State and local codes, regulations and requirements.
- Maintain various records related to labor, materials and work orders.
- Purchase tools, equipment and materials; operate light trucks to pick up and deliver equipment and supplies.
- Perform related duties as assigned.

Knowledge of and abilities to:

- Trade tools, equipment, materials, methods and techniques used in skilled and general maintenance and repair involving at least one of the following: electrical, heating and air conditioning, locksmithing, plumbing, carpentry, painting, welding or automotive mechanic.
- Appropriate health and safety precautions and procedures.
- Technical aspects of field of specialty.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Federal, State and local building codes and regulations.
- Perform a wide variety of skilled journey-level work in the maintenance and repair of District facilities and equipment.
- Prioritize, schedule, assign and review work.
- Train and provide work direction to assigned personnel in the performance of a wide variety of duties related to the building trades.
- Interpret, explain and apply codes, rules and regulations involved in assigned maintenance activities. Understand and follow oral and written directions.
- Effectively and safely operate a variety of assigned tools and equipment.
- Interpret blueprints, shop drawings, sketches and work orders to others.
- Communicate effectively both orally and in writing.
- Estimate labor and materials costs.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Meet schedules and time lines.
- Operate a District vehicle; observe legal and defensive driving practices.
- Lift heavy objects. Perform heavy physical labor.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Maintenance.

Maintenance Technician III - Continued

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Director of Maintenance will evaluate job performance in accordance with Board Policy.

CLASS TITLE: MAINTENANCE WORKER II

QUALIFICATIONS:

Qualifications as the Superintendent or Board find appropriate.
Shall meet all employment requirements.

REPORTS TO:

Director of Maintenance

SUPERVISES:

Not applicable

JOB GOAL:

Perform semi-skilled to skilled maintenance, repair and construction of District buildings and equipment; perform semi-skilled to skilled work in one or more of the building maintenance trades; assist journey-level trades personnel as needed; work independently in one of the less complex building trades.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker II incumbents perform a majority of duties at the semi-skilled to skilled level in one or more of the building maintenance trades, use independent judgment in making decisions based on training, knowledge and experience and assist Maintenance Technicians with complex and major work projects.

REPRESENTATIVE DUTIES:

- Perform semi-skilled to skilled maintenance, repair and construction of District buildings and equipment in one or more of the building maintenance trades including locksmithing, carpentry, electrical, painting, plumbing, heating and air conditioning.
- Assist journey-level trades workers and maintenance personnel with a variety of maintenance, repair and construction; perform independently on less difficult projects and assignments as assigned.
- Assist locksmith to install, adjust, repair and replace locks and door hardware; inspect locks for proper operation and implement a preventive maintenance program for locking mechanisms, panic bars, door closures and other hardware; re-key and re-pin locks as needed and maintain related charts and records.
- Assist in the construction, installation and maintenance of roofs, furniture, fences, bookshelves, cabinets, shelving, chalkboards and bulletin boards.
- Assist in the installation, repair and maintenance of gas and water lines, heating and cooling equipment, electrical fixtures and outlets; replace broken toilet seats, flush valve diaphragms, seals and gaskets; clean plugged drains, stop leaks, adjust water pressure and clean work area upon completion of work.

Maintenance Worker II – Continued

- Assist in the installation, repair and replacement of carpet, floor and ceiling tiles, repair blinds and shades; install dispensers and repair or install bathroom stalls.
- Assist in making minor electrical and mechanical repairs on such equipment as vacuum cleaners, buffers, electric clocks, washing machines, dryers, refrigerators and other small appliances.
- Prepare surfaces for painting, mix paints, finishes and other coatings and apply to equipment, buildings, furniture and District facility structures.
- Assist in the construction of forms and metal work, pour concrete and perform finish work; perform masonry, repair and construction with brick and block.
- Strip, wax and buff floors; wash windows; clean carpeted areas; sweep and wash sidewalks and classrooms; dust rooms and furniture and perform a variety of related custodial duties.
- Maintain records of time, costs and materials needed in the maintenance and repair of District equipment and facilities; prepare work orders for more difficult and complex repairs or larger work projects.
- Operate a wide variety of tools and equipment including motor vehicles, fork lift, key-cutting machine, electric cart, steam cleaner, grinder, stripper, waxer, buffer, carpet cleaner, power hand tools, saws and hand tools used in the building maintenance trades.
- Perform related duties as assigned.

Knowledge of and ability to:

- Tools, equipment, methods and materials used in semi-skilled to skilled maintenance in at least one of the building maintenance and construction trades.
- Operation and use of hand and power tools and equipment.
- Requirements of maintaining buildings and facilities in good repair.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Cleaning equipment, tools, materials and supplies used in custodial work.
- Basic record-keeping techniques.
- Health and safety regulations and procedures.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques. Lift heavy objects.
- Assist skilled personnel in the maintenance and repair of buildings and facilities.
- Move and arrange furniture and equipment for meetings and special events.
- Observe and report safety hazards and need for maintenance and repair.
- Maintain routine records related to work performed.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Observe legal and defensive driving practices.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Maintenance.

Maintenance Worker II – Continued

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Director of Maintenance will evaluate job performance in accordance with Board Policy.

CLASS TITLE: MAINTENANCE WORKER I

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 one year building and mechanical maintenance or operations experience.

Qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

Some positions in this class are required to possess a valid Kentucky driver's license

REPORTS TO:

Director of Maintenance

SUPERVISES:

Not applicable

JOB GOAL:

Perform unskilled to semi-skilled maintenance, repair and construction of District buildings and equipment; perform semi-skilled to skilled work in one or more of the building maintenance trades; assist journey-level trades personnel as needed.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker I incumbents perform routine and unskilled to semi-skilled maintenance and repair to buildings and equipment, assist maintenance personnel with maintenance projects and work alone on less difficult projects or assignments.

REPRESENTATIVE DUTIES:

- Assist in performing unskilled to semi-skilled maintenance, repair and construction of District buildings and equipment in one or more of the building maintenance trades including locksmithing, carpentry, electrical, painting, plumbing, heating and air conditioning.
- Assist journey-level trades workers and maintenance personnel with a variety of maintenance, repair and construction; perform independently on less difficult projects and assignments as assigned.
- Assist locksmith to install, adjust, repair and replace locks and door hardware; inspect locks for proper operation and implement a preventive maintenance program for locking mechanisms, panic bars, door closures and other hardware; re-key and re-pin locks as needed and maintain related charts and records.
- Assist in the construction, installation and maintenance of roofs, furniture, fences, bookshelves, cabinets, shelving, chalkboards and bulletin boards.

Maintenance Worker I - Continued

- Assist in the installation, repair and maintenance of gas and water lines, heating and cooling equipment, electrical fixtures and outlets; replace broken toilet seats, flush valve diaphragms, seals and gaskets; clean plugged drains, stop leaks, adjust water pressure and clean work area upon completion of work.
- Assist in the installation, repair and replacement of carpet, floor and ceiling tiles, repair blinds and shades; install dispensers and repair or install bathroom stalls.
- Assist in making minor electrical and mechanical repairs on such equipment as vacuum cleaners, buffers, electric clocks, washing machines, dryers, refrigerators and other small appliances.
- Prepare surfaces for painting, mix paints, finishes and other coatings and apply to equipment, buildings, furniture and District facility structures.
- Assist in the construction of forms and metal work, pour concrete and perform finish work; perform masonry, repair and construction with brick and block.
- Strip, wax and buff floors; wash windows; clean carpeted areas; sweep and wash sidewalks and classrooms; dust rooms and furniture and perform a variety of related custodial duties.
- Maintain records of time, costs and materials needed in the maintenance and repair of District equipment and facilities; prepare work orders for more difficult and complex repairs or larger work projects.
- Operate a wide variety of tools and equipment including motor vehicles, forklift, key-cutting machine, electric cart, steam cleaner, grinder, stripper, waxer, buffer, carpet cleaner, power hand tools, saws and hand tools used in the building maintenance trades.
- Assist with other duties such as tree removal, assembling and moving furniture and setting up chairs for events on and off campus.
- Perform related duties as assigned.

Knowledge of and ability to:

- Tools, equipment, methods and materials used in semi-skilled to skilled maintenance in at least one of the building maintenance and construction trades.
- Operation and use of hand and power tools and equipment.
- Requirements of maintaining buildings and facilities in good repair.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Cleaning equipment, tools, materials and supplies used in custodial work.
- Basic record-keeping techniques.
- Health and safety regulations and procedures.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.
- Perform semi-skilled to skilled work in the construction, renovation, maintenance and repair of building, facilities and furniture.
- Operate basic maintenance tools and equipment.
- Assist skilled personnel in the maintenance and repair of buildings and facilities.
- Use common cleaning equipment and supplies safely and efficiently.
- Move and arrange furniture and equipment for meetings and special events.
- Observe and report safety hazards and need for maintenance and repair.
- Maintain routine records related to work performed.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.

Maintenance Worker I - Continued

- Work cooperatively with others.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Lift heavy objects.
- Observe legal and defensive driving practices.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Maintenance.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Director of Maintenance will evaluate job performance in accordance with Board Policy.

CLASS TITLE: LEAD VEHICLE MECHANIC

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 three years journey-level mechanical maintenance experience.

Valid Kentucky Commercial Class B driver's licenses.

Qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Director of Transportation

SUPERVISES:

Not applicable

JOB GOAL:

Perform repair, maintenance and overhaul of gasoline and diesel engines, transmissions, brakes and clutches in District vehicles including buses, passenger vehicles, trucks and grounds and maintenance equipment; train, prioritize, plan, assign and review the work of assigned mechanics and maintenance personnel; prepare and maintain related records.

REPRESENTATIVE DUTIES:

- Train, prioritize, plan, assign and review the work of assigned mechanics and maintenance personnel; prepare and maintain related records.
- Perform journey-level diagnosis, repair, maintenance and overhaul of gasoline and diesel engines, transmissions, rear ends, starters, generators, brakes, clutches, carburetors, electrical assemblies and other mechanical assemblies.
- Determine priority of mechanical work to be performed; organize, lay out, assign and review work to be performed by mechanics; assign and review work of community service workers, summer helpers and other maintenance personnel as assigned.
- Coordinate with other maintenance personnel for scheduling service and repair of District maintenance vehicles.
- Initiate with vendors and interview sales people concerning sources and cost of materials, supplies and equipment.
- Prepare and maintain a variety of records and reports including equipment, vehicle, tool and supply inventories, vehicle inspection reports, bus status reports, and preventive maintenance reports
- Inspect buses and other automotive vehicles to assure compliance with health and safety standards and regulations; use diagnostic equipment to evaluate operation and repair of engines and electrical and automotive systems and equipment.

Lead Vehicle Mechanic - Continued

- Inspect, adjust and reline brakes; balance and align wheels; change oil and rotate tires; fit pistons and rings and calibrate engine parts to meet established specifications.
- Perform road tests to evaluate malfunctions, needed repairs or repairs performed.
- Estimate time and material costs needed to repair and maintain engines, parts and minor body and fender repairs.
- Operate engine and electrical diagnostic equipment, microcomputersoldering gun, air jacks, fork lift, engine hoists, grinders, steam cleaner, high pressure washer, meters, gauges, hydraulic press, drill press, and a variety of power and hand tools.
- Prepare and maintain records of safety inspections conducted on student transportation vehicles as assigned; maintain records of work performed including hours and materials purchased and used.
- Assist other maintenance personnel as assigned.
- Perform related duties as assigned.

Knowledge of and ability to:

- Methods, equipment and materials used in mechanical maintenance and repair.
- Operation and use of hand and power tools and equipment used in gasoline and diesel engine repair and the repair and maintenance related parts and equipment.
- Principles of internal combustion engines.
- Rules and regulations of the State related to pupil transportation.
- Applicable health and safety laws, regulations and procedures.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.
- Proper lifting techniques.
- Record-keeping techniques.
- Shop mathematics.
- Perform maintenance and repair gasoline and diesel engine equipment.
- Read and interpret mechanical and electrical diagrams.
- Plan and organize work.
- Train and provide work direction to others.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Operate tools and equipment used in the skilled diagnosis and repair of internal combustion engines and related equipment.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Observe health and safety regulations.
- Perform arithmetic calculations quickly and accurately.
- Lift heavy objects.
- Observe legal and defensive driving practices.

Lead Vehicle Mechanic - Continued

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Transportation.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Director of Transportation will evaluate job performance in accordance with Board Policy.

CLASS TITLE: VEHICLE MECHANIC I

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 one year experience in general automotive repair.

Valid Kentucky Commercial Class B driver's licenses.

Qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Director of Transportation

SUPERVISES:

Not applicable

JOB GOAL:

Perform mechanical repair work, including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned.

DISTINGUISHING CHARACTERISTICS:

Vehicle Mechanic I incumbents maintain buses and other vehicles in proper operating condition and perform responsible vehicle repairs and maintenance including preventative maintenance.

REPRESENTATIVE DUTIES:

- Perform basic mechanical repair work on school buses and other gas or diesel-powered automotive equipment; assure buses conform with established standards for passenger vehicles; complete related maintenance records.
- Inspect mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts and other mechanical equipment as assigned; drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.
- Disassemble motors and repair, adjust and replace parts; recondition and adjust ignition and carburetor systems; repair, fit and adjust valves, pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
- Repair mechanical defects in a variety of vehicles.
- Repair and replace alternators, generators, starters, voltage regulators, distributors and lighting systems; install a variety of parts including batteries, brakes, glass and door handles.
- Grind valves and perform welding; rebuild equipment as needed.
- Repair and replace heating and ventilation systems on District Vehicles; repair and maintain exhaust and fuel systems.
- Respond to service calls and perform emergency repairs as needed.

Vehicle Mechanic I – Continued

- Operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changers, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches and welding equipment and a variety of power and hand tools.
- Perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
- Assist in starting buses as needed; assist other mechanics as directed; assist in inventory maintenance as required.
- Complete work orders and maintain records of time worked and materials used; recommend purchase of needed parts, supplies and tools.
- Maintain work area, equipment and tools in a safe, clean and orderly condition.
- Perform related duties as assigned.

Knowledge of and ability to:

- Methods, tools, equipment and materials used in basic diagnosis, repair and maintenance of motorized equipment.
- Shop math applicable to vehicle maintenance.
- Proper lifting techniques.
- Health and safety regulations and procedures.
- Use of service manuals.
- Perform mechanical repair work, including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned.
- Diagnose and repair basic mechanical and electrical malfunctions and defects.
- Operate shop equipment and tools including electronic testing equipment, welders and lathes.
- Read and use mechanical diagrams, repair manuals and parts catalogues.
- Maintain routine records.
- Plan and organize work.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift heavy objects.
- Observe legal and defensive driving practices.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Transportation.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Director of Transportation will evaluate job performance in accordance with Board Policy.

TITLE: BUS DRIVER

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 one year experience in the operation of a motor vehicle.

Valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate; must pass driving record check.

Qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Director of Transportation

SUPERVISES:

Not applicable

JOB GOAL:

Operate a school bus over designated routes in accordance with time schedules; pick up and discharge students; provide safe and efficient transportation for district students to and from school, special events, and field trips; perform daily inspections and operator maintenance of vehicle; assist in the loading and unloading of physically and mentally handicapped students as necessary.

REPRESENTATIVE DUTIES:

- Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the state following specified schedules; transport students to and from school, special events, and field trips.
- Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students.
- Maintain bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors, and bus interior; check and maintain fuel, oil, and water levels; check brakes, brake lights, and doors; report mechanical defects and malfunctions to appropriate personnel.
- Maintain order and discipline among students on bus following district policies and procedures regarding disciplining of students and contact with school officials, parents, and the public; interact with parents regarding questions, concerns, and disputes.
- Perform emergency bus evacuation drills as required by Kentucky Administration Regulations.
- Transport physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheelchairs; assist in the loading and unloading of handicapped children as necessary.

Bus Driver – Continued

- Observe applicable local, state, and federal policies, procedures, and guidelines.
- Fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery, and cleaning headlights.
- Maintain records concerning vehicle maintenance, miles driven, number of children transported and other related matters; prepare student conduct, incident, and accident reports.
- Attend safety and preventive emergency meetings when required.
- Utilize two-way radio for bus-to-bus and bus-to-base communication.
- Perform first aid according to established guidelines and procedures.
- Perform related duties as assigned.

Knowledge of and ability to:

- Safe driving practices.
- Provisions of the State Motor Vehicle code and Kentucky Administration Regulations applicable to the operation of vehicles transporting students.
- First aid practices.
- Interpersonal skills using tact, patience, and courtesy.
- Operate a school bus over designated routes in accordance with time schedules.
- Pick up and discharge students.
- Maintain order and discipline among students while driving a school bus.
- Maintain assigned vehicle in a clean and safe operating condition.
- Recognize equipment malfunctions and take appropriate action.
- Learn designated bus routes including stops and traffic hazards.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Learn, apply, and explain rules, regulations, policies, and procedures.
- Observe legal and defensive driving practices.
- Assist in loading and unloading handicapped children as necessary.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Transportation.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Director of Transportation will evaluate job performance in accordance with Board Policy.

TITLE: BUS MONITOR

QUALIFICATIONS:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. or high school diploma.
Qualifications as the Superintendent or Board find appropriate.
Shall meet all employment requirements.

REPORTS TO:

Director of Transportation

SUPERVISES:

Not applicable

JOB GOAL:

Assist the school bus driver in the operation of a school bus over designated routes in accordance with time schedules; assist with picking up and discharging students; provide safe and efficient transportation for district students to and from school, special events, and field trips; assist in the loading and unloading of physically and mentally handicapped students as necessary.

REPRESENTATIVE DUTIES:

- Assist the driver to maintain order and discipline among students on bus following district policies and procedures regarding disciplining of students and contact with school officials, parents, and the public; interact with parents regarding questions, concerns, and disputes.
- Assist the driver in performing emergency bus evacuation drills as required by Kentucky Administration Regulations.
- Assist the driver in the transportation of physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheelchairs; assist in the loading and unloading of handicapped children as necessary.
- Observe applicable local, state, and federal policies, procedures, and guidelines.
- Attend safety and preventive emergency meetings when required.
- Utilize two-way radio for bus-to-bus and bus-to-base communication, as required.
- Perform first aid according to established guidelines and procedures.

Knowledge of and ability to:

- First aid practices.
- Interpersonal skills using tact, patience, and courtesy.
- Maintain order and discipline among students while driving a school bus.
- Recognize equipment malfunctions and take appropriate action.
- Learn designated bus routes including stops and traffic hazards.
- Maintain routine records.

Bus Monitor – Continued

- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Learn, apply, and explain rules, regulations, policies, and procedures.
- Assist in loading and unloading handicapped children as necessary.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Transportation.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Director of Transportation will evaluate job performance in accordance with Board Policy.

CLASS TITLE: BUS DRIVER TRAINER

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 two years experience in the operation of a school bus.

Valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate; must pass driving record check.

Completion and maintenance of certification by State Department of Education School Bus Driver Instructor Course.

Qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Director of Transportation

SUPERVISES:

Not applicable

JOB GOAL:

Conduct on-the-road and class room phases of bus driver training courses; plan, implement and instruct safety programs for District bus drivers; to assure State laws, regulations and local board policies are met.

REPRESENTATIVE DUTIES:

- Conduct driver-training instruction in accordance with the curriculum developed by the Division of Pupil Transportation.
- Conduct the annual eight-hour update as required by Kentucky Administration Regulations.
- Evaluate driving performance of bus drivers who are experiencing traffic safety problems.
- Train and assist new drivers concerning student behavior management problems and situations.
- Drive buses of varying sizes and complexity over designated routes in accordance with time schedules as assigned.
- Prepare and maintain a variety of bus driver records, including driver's license and certificate expiration, medical expiration and training hours required for the renewal of bus driver certificate; operate computer terminal; prepare transportation reports.
- Conduct school bus driver certificate renewal training programs; conduct safe driving and safe working methods and procedures training programs periodically and as specifically required.
- Attend and conduct safety meetings and attend workshops to remain current concerning driving regulations and laws.
- Implement safety program as required by the State Department of Education.
- Perform related duties as assigned.

Bus Driver Trainer – Continued

Knowledge of and ability to:

- Safe driving practices and methods.
- Principles, methods, techniques and strategies for training of school bus drivers.
- Provisions of the Kentucky Motor Vehicle Code and laws applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers.
- Principles methods and procedures related to a large pupil transportation system.
- Technical aspects of field of specialty.
- Conduct bus driver training and safety programs.
- Operate a school bus over designated routes.
- Maintain accurate records.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.
- Attend meetings and remain current concerning rules, regulations, policies and laws.
- Possess certification with the division of Pupil Transportation.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Transportation.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Director of Transportation will evaluate job performance in accordance with Board Policy.

CLASS TITLE: CUSTODIAN

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.
Qualifications as the Superintendent or Board find appropriate.
Shall meet all employment requirements.

REPORTS TO:

Principal or Superintendent/Designee

SUPERVISES:

Not applicable

JOB GOAL:

Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition.

REPRESENTATIVE DUTIES:

- Perform routine custodial activities at assigned District school site; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops and other assigned work areas; spot clean and shampoo carpets; glue and perform carpet stretching and repairs as assigned.
- Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, offices and related facilities as assigned; sweep, mop and clean gymnasium floor as assigned; spot mop spills and remove gum and debris; monitor gym events to assure orderly behavior and to protect the building from damage; clean tables, chairs and floors after lunch periods as assigned.
- Clean and disinfect drinking fountains, sinks, toilets, showers and urinals; clean mirrors, tile and windows.
- Report safety, sanitary and fire hazards to appropriate authority; report and recommend need for maintenance repairs to appropriate authority; maintain security of buildings; report suspicious or unauthorized individuals on campus; report infractions or rules to supervisor.
- Wash windows and walls; clean chalkboards, trays and erasers and empty pencil sharpeners; assemble, move and arrange furniture, supplies and equipment in preparing classrooms and multi-purpose rooms for special events or meetings.
- Clean venetian blinds, dust and polish furniture and woodwork and make minor, non-technical repairs as needed.
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; turn alarm system off in the morning and on in the evenings as directed.
- Order supplies according to established guidelines and procedures.
- Respond to emergency cleanups such as spills; maintain records of observed maintenance, repair needs and safety issues.

Custodian - Continued

- Pick up and rake paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; dispose of trash according to established procedures; wash out trash cans and follow established sanitation procedures and standards.
- Pack, unpack, load, receive and store books, supplies, materials and other items.
- Operate cleaning equipment such as vacuums, floor stripper, cleaning, buffer and polisher, carpet shampooer, scrubbers, high-pressure sprayer, manual and power sweepers and power blower as assigned.
- Shovel, plow and sand walk and steps as directed.
- Participate in major summer cleaning projects as assigned.

Knowledge of and ability to:

- Basic methods, materials, tools and equipment used in custodial work and routine maintenance.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.
- Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition.
- Use cleaning materials, equipment and methods according to pre-determined standards.
- Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.
- Learn appropriate safety precautions and procedures.
- Maintain tools and equipment signed in clean working order and provide proper security.
- Perform minor non-technical repairs.
- Observe and report need for maintenance and repair.
- Perform heavy physical labor.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively with others.
- Inspect and assure the security of facilities during assigned shift.
- Communicate effectively both orally and in writing.
- Walk, bend, lift, push and stand for extended periods of time.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Principal/Superintendent's Designee.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Principal or Superintendent's Designee will evaluate job performance in accordance with Board Policy.

SECTION 7

Programs

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CLASS TITLE: ADULT EDUCATION INSTRUCTOR I

QUALIFICATIONS:

Bachelor's Degree: A degree in education or a content-related field is preferred.
Qualifications as the Superintendent or Board find appropriate.
Shall meet all employment requirements.

REPORTS TO:

Director of Special Programs

SUPERVISES:

Not applicable

JOB GOAL:

Provides instruction to adult education students. Plans, implements, documents and evaluates instructional practices, procedures and materials. Directs and coordinates all aspects of a family literacy program. Provides direct, on-site daily supervision of instructor's aides.

REPRESENTATIVE DUTIES:

- Provides instruction in literacy, ABE/GED, ESL, workplace, family literacy and/or citizenship. Applies research-based instructional practices that incorporate the use of computers and other technologies.
- Is knowledgeable of reading, writing and/or math instructional strategies.
- Uses a variety of instructional strategies and tools appropriate to the needs of the student; for example, Kentucky Virtual Adult Education, PLATO, WIN, WorkKeys, etc.
- Uses lesson plans that integrate instruction across content areas.
- Provides continuous feedback and adjusts instruction to maximize student learning.
- Works with colleagues to develop and evaluate curriculum and materials.
- Integrates work-, family- and community-related activities into instruction.
- Administers and interprets appropriate placement and diagnostic tests.
- Applies adult education principles and methods in the workforce classroom.
- Delivers instruction on workplace essential skills.
- Facilitates the transfer of learned skills from the classroom to the job.
- Uses job/task analysis (JTAs) in planning instruction and developing workforce education curricula.
- Incorporates SCANS skills in the workforce education instructional process.
- Plans learning experiences that are interactive and relevant to the specific workplace environment.
- Prepares lessons and plans instructional support activities carried out by instructor's aides.

Adult Education Instructor I – Continued

- Customizes and develops workforce education curriculum and lesson plans that facilitate transference from the classroom to the job based on the workforce goals and expected training outcomes.
- Provides PACT and parenting activities.
- Evaluates the achievement of students with whom instructor's aides are working.
- Uses formal and informal assessment data to monitor and document student progress.
- Collects and manages accurate data for program improvement and accountability.
- Participates in the retention and follow-up of students.
- Maintains knowledge of program regulations, policy and procedures.
- Maintains student records.
- Supervises and monitors instructor's aides.
- Makes referrals to community agencies or postsecondary institutions as appropriate.
- Advocates literacy at the local and state level and explains the impact of under-education on employment and society.
- Assesses adult education needs and promotes program in community.
- Promotes use of community resources and participates in activities of other community agencies.
- Coordinates family literacy and collaborates with appropriate services and agencies.
- Integrates the four components of family literacy to create a comprehensive family literacy program.
- Recruits families and matches them with instructional staff.
- Participates in required professional development activities.
- Uses technology resources to engage in ongoing professional development and lifelong learning.
- Assesses personal strengths and weaknesses as a basis for developing an Individual Professional Development Plan.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Special Programs.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board and is dependent upon grant funding.

EVALUATION:

The Director of Special Programs will evaluate job performance in accordance with Board Policy.

CLASS TITLE: ADULT EDUCATION INSTRUCTOR'S AIDE

QUALIFICATIONS:

High school diploma or GED. An associate's degree is preferred. As set by the Local Board of Education, shall be at least 21 years of age.

Qualifications as set by the funding agency.

Qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Director of Special Programs

SUPERVISES:

Not applicable

JOB GOAL:

Works under the direct, on-site daily supervision of a qualified instructor. Assists qualified instructors in the delivery of instruction, support and related services.

EXAMPLES OF DUTIES:

- Follows directions of instructor and works as an effective member of the instructional team to ensure the success of all students.
- Carries out instructional support activities prepared and planned by instructor.
- Assists instructor in review and selection of instructional materials.
- Is capable of supporting reading, writing and/or math instructional strategies.
- Implements a variety of instruction methods as directed by instructor.
- Assists instructor in providing feedback to student and in checking for understanding of instructional goals.
- Is familiar with the instructor's teaching methods for individual and group activities and provides instructional support.
- Monitors and observes student behaviors and shares observations with instructor.
- Assists in implementing, recording and monitoring student educational plan.
- Assists in administering, scoring and evaluating diagnostic tests.
- Assists in preparing student folders and maintaining records of student progress.
- Assists in collecting data for reports.
- Organizes, uses and maintains supplies, materials and equipment.
- Assists in providing non-instructional support for students and families.
- Understands community resources and discusses possible referrals with instructor.
- Participates in required professional development activities.
- Uses technology resources to engage in ongoing professional development and lifelong learning.

Adult Education Instructor's Aide – Continued

- Assesses personal strengths and weaknesses as a basis for developing an Individual Professional Development Plan.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Special Programs.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board and is dependent upon grant funding.

EVALUATION:

The Director of Special Programs will evaluate job performance in accordance with Board Policy.

CLASS TITLE: ADULT EDUCATION CLERK

QUALIFICATIONS:

High school diploma or GED. An associate's degree is preferred. As set by the Local Board of Education, shall be at least 21 years of age.

Qualifications as set by the funding agency.

Qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Director of Special Programs

SUPERVISES:

Not applicable

JOB GOAL:

Performs clerical functions and performs other duties as required.

EXAMPLES OF DUTIES:

- Collates, files and/or prepares documents and reports.
- Collects and enters data for reports.
- Maintains documents and reports.
- Audits reports for accuracy.
- Performs receptionist duties.
- Operates office machines such as copier, calculator, video terminal, microfilm or audio-visual equipment.
- Opens, sorts, prepares, sends and distributes mail.
- Assists in the security and maintenance of test materials.
- Performs basic bookkeeping duties such as counting receipts, bank deposits and payment vouchers.
- Follows established methods and procedures.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Special Programs.

Adult Education Clerk – Continued

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board and is dependent upon grant funding.

EVALUATION:

The Director of Special Programs will evaluate job performance in accordance with Board Policy.

CLASS TITLE: COMMUNITY EDUCATION DIRECTOR

QUALIFICATIONS:

Any combination equivalent to: Degree and one year experience in a related field.
As set by the Local Board of Education, shall be at least 21 years of age.
Qualifications as the Superintendent or Board find appropriate.
Shall meet all employment requirements.

REPORTS TO:

Director of Special Programs

SUPERVISES:

Not applicable

JOB GOAL:

The director is responsible for the overall development, organization, operation and coordination of the Community Education Program.

REPRESENTATIVE DUTIES:

- Plan and implement activities, projects and programs designed to improve school and community education.
- Identify, supervise and coordinate the activities of volunteers who assist with community networking.
- Establish and maintain a volunteer resource file and assign volunteers to appropriate activities.
- Receive requests for speakers from within the school District and the community; schedule speakers and provide appropriate follow-up.
- Maintain confidential information appropriately and exercise good judgment when communicating with the public.
- Organize, implement, coordinate, and supervise community education classes.
- Implement a Needs Assessment on a regular scheduled basis.
- Maintain appropriate financial records for all programs and activities.
- Inform the community of school issues and activities.
- Plan and Facilitate Community Education Advisory Council meetings.
- Write grants related to Community Education.
- Perform related duties as assigned.

Knowledge of and ability to:

- Organization and planning skills.
- Projects and programs to enhance community education.
- Publications and brochures related to community education.
- Mass mailing and distribution methods and procedures.
- Basic computer operation.
- Interpersonal skills using tact, patience and courtesy.

Community Education Director – Continued

- Policies and objectives of assigned program and activities.
- Principles and practices of supervision and training.
- Grant writing
- Supervise a variety of activities related to the development and implementation of the District's community education programs.
- Establish and maintain volunteer files.
- Communicate effectively both orally and in writing.
- Assign and review the work of others.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and time lines.
- Write grants related to community education.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Special Programs.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board and is dependent upon grant funding.

EVALUATION:

The Director of Special Programs will evaluate job performance in accordance with Board Policy.

TITLE: DISTRICT SCHOOL NURSE

QUALIFICATIONS:

- Must be a registered nurse.
- Documented experience as a nurse in a hospital, school, public health or other community health related field.
- Must meet the requirements of a criminal record check as specified by Kentucky state law.
- Has met health requirements as specified in district personnel policy.
- Certified trainer in CPR and Red Cross First Aid.
- Trained provider of EPSDT (Early Periodic Screening Diagnosis and Treatment) services or willingness to complete the training.
- Trained provider of the Bloodborne Pathogens.
- Willingness to assist in performing well child physical assessments and measurement techniques for 6th grade entry physicals and other health assessments as needed.
- Qualifications as the Superintendent or Board find appropriate.
- Shall meet all employment requirements.
- Participate in continuing education in the field of nursing.

REPORTS TO:

Director of Special Programs

SUPERVISES:

Not applicable

JOB GOAL:

To provide the fullest possible educational opportunity for each student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

CRITICAL SKILLS AND EXPERTISE REQUIRED:

- First aid, CPR and nursing practices and procedures.
- Various health-screening practices, procedures and techniques.
- Oral and written communication skills.
- Record-keeping techniques.
- Policies and objectives of assigned programs and activities.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Communicable diseases.

ESSENTIAL JOB FUNCTIONS:

- Administer first aid according to Red Cross First Aid established procedures.
- Conduct and coordinate a variety of health screenings.

District School Nurse – Continued

- Prepare and maintain accurate student medical records.
- Make referrals and perform follow-up.
- Train general staff in areas to heighten awareness and information regarding current health issues.
- Train Special Education staff members to work with children having various physical handicaps.
- Assist with mandated vision, hearing, and scoliosis screenings.
- Understand and follow written prescriptions.
- Maintain medical equipment in proper working order.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Determine appropriate action within defined guidelines.
- Observe health and safety regulations.
- Dispense and retain medication and perform medical treatment in accordance with physician's instruction within District guidelines.
- Communicate with various community health agencies and civic organization to exchange information, coordinate activities and obtain student needs such as medication, glasses, hearing aids and clothing as needed.
- Maintain stock of first aid supplies; assure medical equipment is in proper working condition; order supplies and equipment as needed.
- Perform related duties as assigned.

PERFORMANCE RESPONSIBILITIES:

- Conduct school health services, including the supervision and coordination and possible provision of immunizations, and test for hearing and vision.
- Supervises appropriate follow-ups of mass screenings and direct each individual child to the appropriate services.
- Train, supervise, and evaluate Health Services Assistants in each school.
- Interprets to children, parents and teachers the current medical services available.
- Provides follow-through procedures from screenings and interpret pupil health needs to parents.
- Work with all school personnel on the modification of the educational program to meet the health needs of individual students.
- Prepares and submits reports, as requested, to the Superintendent.
- Advises the exclusion or re-admission of students in connection with infectious and contagious diseases.
- Advises teachers on health matters, particularly regarding screening for student health defects.
- Assists all school personnel in establishing sanitary conditions in school.
- Attend committee meetings and conferences regarding health services and health curriculum.
- Participates in in-service training programs.

District School Nurse – Continued

- Establishes and supervises first aid facilities for each school.
- Maintains first aid kits supplies with OSHA regulated material in each school.
- Secure and obtain appropriate consultation for communicable diseases.
- Assists local school officials in meeting the requirements of the school health code pertaining to school employees and student examinations.
- Secures, as a liaison between the home, school and community, information about health needs.
- Works collaboratively with Family Resource/Youth Service Center Program staff in achieving the health services goals and objectives of that program.
- Performs other duties that may not be specifically covered in this job description as assigned by the Superintendent, or the District Health Coordinator.
- Demonstrates loyalty and dedication to the purposes and goals of the Butler County Board of Education.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Special Programs.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Director of Special Programs will evaluate job performance in accordance with Board Policy.

CLASS TITLE: SCHOOL/HOME/COMMUNITY LIAISON

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 two years instructional experience including at least one year in the area of specialty.

Valid Kentucky driver's license.

Qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Director of Special Programs

SUPERVISES:

Not applicable

JOB GOAL:

Provide specialized services for a specific school or district program involving the school or district in relation to parents and/or the community at large.

REPRESENTATIVE DUTIES:

- Provide specialized services for an assigned program involving the school, district and students in relation to the community and parents.
- Establish and maintain working relationships with clientele.
- Recruit and train volunteers as necessary to work in the program.
- Participate as a team member for specific student problems; assist in resolving issues with purposeful interaction with parents and other family members as necessary.
- Develop and distribute program material and literature to inform the community and parents of assigned program.
- Monitor and evaluate program effectiveness; follow-up on specific cases as necessary.
- Coordinate meetings and special gatherings in support of assigned program.
- Serve as a liaison between students, support groups, parents and others to assist in resolving student problems.
- Plan, organize and implement a community program for a school or the District office.
- Maintain records and prepare reports.
- Perform related duties as assigned.

Knowledge of and ability to:

- Provide liaison services between the student and the parents or between the school and the community.
- Specific program to which assigned.
- Record-keeping techniques.
- Operation of a computer terminal and data entry techniques.
- Oral and written communication skills.

School/Home/Community Liaison – Continued

- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Coordinate assigned activities to resolve student issues or develop community programs.
- Travel to student homes and interact with parents.
- Assist with responsible duties for a specific program.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Operate a computer terminal.
- Prioritize and schedule work.
- Learn, apply and explain policies, procedures, rules and regulations.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Meet schedules and time lines.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Special Programs.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board and is dependent upon grant funding.

EVALUATION:

The Director of Special Programs will evaluate job performance in accordance with Board Policy.

**CLASS TITLE: FAMILY RESOURCE/YOUTH SERVICES CENTER
COORDINATOR (DIRECTOR I)**

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 five years experience in a field directly related to assignment including at least one year in a supervisory capacity. Qualifications as the Superintendent or Board find appropriate. Shall meet all employment requirements.

REPORTS TO:

Director of Special Programs

SUPERVISES:

Program employees

JOB GOAL:

Plan, organize, coordinate and control a single functional unit involving a relatively small number of clerical and support personnel involving some financial impact on the District.

REPRESENTATIVE DUTIES:

- Plan, organize, coordinate and control a single functional unit involving a relatively small number of clerical and support personnel involving some financial impact on the District.
- Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.
- Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
- Determine and communicate departmental objectives, standards and policies; measure performance against objectives to update plans.
- Develop an organization and staffing plan to assure attainment of objectives; make or recommend changes as appropriate.
- Assure internal controls are established, maintained and documented in compliance with organization directives.
- Support the organization's Affirmative Action Program by assuring equal employment opportunity in the hiring, placement, promotion or transfer of department personnel in all job categories.
- Administer personnel policies; assure employees are equitably treated as individuals; take corrective personnel action as appropriate; develop personnel requirements forecasts; assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews; recommend specific personnel be hired; recommend salary actions, review performance and set achievement goals for subordinates.

Family Resource/Youth Service Center Coordinator – Continued

- Coordinate the department's operations and activities; coordinate matters affecting other departments with those affected; cooperate with other departments on matters of organization-wide or mutual concern.
- Participate in internal and external organization, boards and committees as requested and authorized by appropriate management directives and specific authorities.

Knowledge of and ability to:

- Practices, policies and procedures involved in the functional areas assigned.
- Modern office practices, procedures and equipment.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Principles and practices of administration, supervision and training.
- Budget preparation and control.
- Plan, organize, coordinate and control a single functional unit involving a relatively small number of clerical and support personnel involving some financial impact on the District.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Work cooperatively with others.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Train, supervise and evaluate personnel.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Understand and work within scope of authority.
- Meet schedules and time lines.
- Plan and organize work.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Director of Special Programs.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board and is dependent upon grant funding.

EVALUATION:

The Director of Special Programs will evaluate job performance in accordance with Board Policy.

CLASS TITLE: PROJECT CLERK

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.
Qualifications as set by the funding agency.
Qualifications as the Superintendent or Board find appropriate.
Shall meet all employment requirements.

REPORTS TO:

Director of Special Programs

SUPERVISES:

Not applicable

JOB GOAL:

Performs clerical functions for the project and other duties as required.

REPRESENTATIVE DUTIES:

- Type correspondence, memorandums, stencils, purchase orders, vouchers and letters.
- Prepare, complete and maintain appropriate records and files.
- Maintain on-going records of program expenditures, budgets, including cost details and line item balances.
- Answer telephones and assist others as needed.
- Operate standard office equipment and machines.
- Lift, push and pull heavy objects as needed.
- Perform related duties as assigned.

Knowledge of and ability to:

- Modern office practices, procedures and equipment.
- Basic record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Perform clerical duties such as filing, typing, duplicating and maintaining routine records.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Program Director.

Project Clerk – Continued

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Director of Special Programs will evaluate job performance in accordance with Board Policy.

CLASS TITLE: MIGRANT RECRUITER

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 one year experience working with multi-cultural clientele.

Qualifications as the Superintendent or Board find appropriate.

Shall meet all employment requirements.

REPORTS TO:

Director of Special Programs

SUPERVISES:

Not applicable

JOB GOAL:

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 of and ability to:

- 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.

Migrant Recruiter – Continued

- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- 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.

Other Duties

- Attend professional meetings related to responsibilities.
- Maintain good attendance.
- Be punctual.
- Meet deadlines.
- Dress professionally/appropriately.
- Complete other duties and tasks as assigned by the Program Director.

TERMS OF EMPLOYMENT:

Salary and number of workdays to be established by the Board.

EVALUATION:

The Director of Special Programs will evaluate job performance in accordance with Board Policy.