<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001.01-AR</td>
<td>Administrative Assistant to the Superintendent</td>
</tr>
<tr>
<td>1001.02-AR</td>
<td>Central Office Receptionist</td>
</tr>
<tr>
<td>1001.03-AR</td>
<td>Central Office Clerical Aide <em>(Position currently not filled)</em></td>
</tr>
<tr>
<td>1001.04-AR</td>
<td>Central Office Courier/Custodial Assistant</td>
</tr>
<tr>
<td>1005-AR</td>
<td>General Counsel/Director of Administrative &amp; Legal Services</td>
</tr>
<tr>
<td>1007-AR</td>
<td>Director of Communications</td>
</tr>
<tr>
<td>1007.01-AR</td>
<td>Development Coordinator / Communications Assistant</td>
</tr>
<tr>
<td>1008-AR</td>
<td>Director of Academic Support</td>
</tr>
<tr>
<td>1008.001-AR</td>
<td>Academic Support Specialist</td>
</tr>
<tr>
<td>1008.01-AR</td>
<td>Preschool Partnership Grant Coordinator</td>
</tr>
<tr>
<td>1008.02-AR</td>
<td>District Intervention/504 Coordinator</td>
</tr>
<tr>
<td>1009-AR</td>
<td>Chief Academic Officer</td>
</tr>
<tr>
<td>1009.001-AR</td>
<td>Director of Curriculum &amp; Staff Development</td>
</tr>
<tr>
<td>1009.01-AR</td>
<td>Secondary Supervisor of Instruction/Level Director</td>
</tr>
<tr>
<td>1009.02-AR</td>
<td>Elementary Supervisor of Instruction/Level Director</td>
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<tr>
<td>1009.03-AR</td>
<td>Accounting Specialist, Department Of Instruction</td>
</tr>
<tr>
<td>1009.04-AR</td>
<td>Administrative Assistant to Chief Academic Office, Department of Instruction</td>
</tr>
<tr>
<td>1009.05-AR</td>
<td>Executive Secretary to the Department of Instruction</td>
</tr>
<tr>
<td>1010-AR</td>
<td>Chief Operations Officer</td>
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<tr>
<td>1010.02-AR</td>
<td>Administrative Assistant to Chief Operations Officer</td>
</tr>
<tr>
<td>1010.03-AR</td>
<td>Employee Safety Director <em>(Position currently not filled)</em></td>
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<tr>
<td>1010.04-AR</td>
<td>Personnel Records Clerk/Receptionist</td>
</tr>
<tr>
<td>1011-AR</td>
<td>Benefits Coordinator</td>
</tr>
<tr>
<td>1011.01-AR</td>
<td>Benefits Program Consultant</td>
</tr>
<tr>
<td>1012-AR</td>
<td>Director of Personnel</td>
</tr>
<tr>
<td>1012.01-AR</td>
<td>Substitute Teacher Coordinator</td>
</tr>
<tr>
<td>1014-AR</td>
<td>Director of Transportation</td>
</tr>
<tr>
<td>1014.01-AR</td>
<td>Assistant Director of Transportation</td>
</tr>
<tr>
<td>1014.001-AR</td>
<td>Transportation Department Administrative Assistant</td>
</tr>
<tr>
<td>1014.02-AR</td>
<td>Transportation Department Service Manager</td>
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<tr>
<td>1014.031-AR</td>
<td>Transportation Department Lead Inspector/Mechanic</td>
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<tr>
<td>1014.032-AR</td>
<td>Transportation Department Vehicle Maintenance Technician/Mechanic</td>
</tr>
<tr>
<td>1014.033-AR</td>
<td>Transportation Department Parts Manager</td>
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<tr>
<td>1014.039-AR</td>
<td>Transportation Department Open Route Driver/Trainer</td>
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<tr>
<td>1014.040-AR</td>
<td>Transportation Department Open Route Bus Driver</td>
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<tr>
<td>1014.041-AR</td>
<td>Transportation Department Bus Driver</td>
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<tr>
<td>1014.042-AR</td>
<td>Transportation Department Bus Monitor</td>
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<tr>
<td>1014.043-AR</td>
<td>Transportation Department Custodian, Maintenance And Delivery Person</td>
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<tr>
<td>1014.051-AR</td>
<td>Transportation Department Office Manager</td>
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<tr>
<td>1014.052-AR</td>
<td>Transportation Department Dispatcher</td>
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<tr>
<td>1014.053-AR</td>
<td>Transportation Department Secretary</td>
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<tr>
<td>1015-AR</td>
<td>Director of Facilities Management</td>
</tr>
<tr>
<td>1015.01-AR</td>
<td>Administrative Assistant – Department of Facilities Management</td>
</tr>
<tr>
<td>1015.02-AR</td>
<td>Assistant Director of Facilities Management</td>
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<tr>
<td>1015.03-AR</td>
<td>Facilities Project Manager</td>
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<tr>
<td>1015.04-AR</td>
<td>Construction Field Inspector</td>
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<tr>
<td>1015.05-AR</td>
<td>Facilities Management Secretary/Bookkeeper</td>
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<tr>
<td>1016-AR</td>
<td>Director of Maintenance</td>
</tr>
<tr>
<td>1016.01-AR</td>
<td>Executive Secretary to Maintenance Department</td>
</tr>
<tr>
<td>1016.02-AR</td>
<td>Locksmith, Job Category III</td>
</tr>
<tr>
<td>1016.03-AR</td>
<td>Waste Water Treatment Plant Operator, Job Category III</td>
</tr>
<tr>
<td>1016.04-AR</td>
<td>Journeyman Plumber, Job Category I</td>
</tr>
<tr>
<td>1016.05-AR</td>
<td>General Maintenance Technician, Job Category III</td>
</tr>
<tr>
<td>Code</td>
<td>Job Title</td>
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<tr>
<td>1016.06-AR</td>
<td>Painter, Job Category II</td>
</tr>
<tr>
<td>1016.07-AR</td>
<td>Energy Management Specialist</td>
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<tr>
<td>1016.08-AR</td>
<td>HVAC Technician, Job Category I</td>
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<tr>
<td>1016.09-AR</td>
<td>Kitchen Equipment Technician, Job Category II</td>
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<td>1016.010-AR</td>
<td>Electronics Technician, Job Category I</td>
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<td>1016.011-AR</td>
<td>Electrician, Job Category I</td>
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<tr>
<td>1016.012-AR</td>
<td>Carpenter – Job Category II</td>
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<tr>
<td>1016.13-AR</td>
<td>Refrigeration Technician – Job Category I</td>
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<tr>
<td>1016.14-AR</td>
<td>Warehouse Operator</td>
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<tr>
<td>1017-AR</td>
<td>School Plant Operator</td>
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<tr>
<td>1017.02-AR</td>
<td>School Custodian</td>
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<tr>
<td>1017.04-AR</td>
<td>Grounds Director</td>
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<tr>
<td>1017.041-AR</td>
<td>Grounds Worker</td>
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<tr>
<td>1018-AR</td>
<td>Director of School Nutrition</td>
</tr>
<tr>
<td>1018.001-AR</td>
<td>Assistant Director of School Nutrition</td>
</tr>
<tr>
<td>1018.01-AR</td>
<td>School Nutrition Site I Manager</td>
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<tr>
<td>1018.02-AR</td>
<td>School Nutrition Site II Manager</td>
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<tr>
<td>1018.03-AR</td>
<td>School Nutrition Site III Manager</td>
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<tr>
<td>1018.04-AR</td>
<td>Cafeteria Assistant Manager</td>
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<td>1018.05-AR</td>
<td>School Nutrition Services Bookkeeper</td>
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<td>1018.06-AR</td>
<td>School Nutrition Program Coordinator</td>
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<td>School Nutrition Program Coordinator II</td>
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<tr>
<td>1019.01-AR</td>
<td>Cook</td>
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<td>1019.02-AR</td>
<td>Substitute Cook</td>
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<tr>
<td>1020.03-AR</td>
<td>Literacy Coach (Elementary, Middle and High School)</td>
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<tr>
<td>1020.04-AR</td>
<td>Gifted/Talented Education Resource Teacher (Elementary, Middle and High School)</td>
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<tr>
<td>1020.05-AR</td>
<td>Intervention Coach</td>
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<tr>
<td>1020.06-AR</td>
<td>Reading Recovery Teacher Leader</td>
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<tr>
<td>1020.07-AR</td>
<td>Reading Recovery Teacher</td>
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<tr>
<td>1020.08-AR</td>
<td>Intervention Specialist</td>
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<tr>
<td>1021-AR</td>
<td>Executive Director, Oldham County Schools Art Center</td>
</tr>
<tr>
<td>1021.01-AR</td>
<td>OCS Arts Center Registrar</td>
</tr>
<tr>
<td>1022-AR</td>
<td>Director of Exceptional Children Education</td>
</tr>
<tr>
<td>1022.01-AR</td>
<td>Administrative Assistant to Director of Exceptional Children Education</td>
</tr>
<tr>
<td>1022.02-AR</td>
<td>Assistant Director of Exceptional Children Education</td>
</tr>
<tr>
<td>1022.03-AR</td>
<td>Central Secretary I, Exceptional Children Education</td>
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<tr>
<td>1022.04-AR</td>
<td>ECS Instructional Coach – Elementary</td>
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<tr>
<td>1022.05-AR</td>
<td>ECS Instructional Coach – Secondary (Middle/High)</td>
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<tr>
<td>1022.06-AR</td>
<td>High School ECS Coordinator</td>
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<td>1022.08-AR</td>
<td>School Psychologist</td>
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<td>1022.09-AR</td>
<td>Mental Health Consultant</td>
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<tr>
<td>1022.10-AR</td>
<td>Speech/Language Pathologist</td>
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<tr>
<td>1022.11-AR</td>
<td>Educational Interpreter I (Sign Language Interpreter)</td>
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<tr>
<td>1022.12-AR</td>
<td>Educational Interpreter II (Sign Language Interpreter)</td>
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<tr>
<td>1022.13-AR</td>
<td>Educational Interpreter III (Sign Language Interpreter)</td>
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<tr>
<td>1022.14-AR</td>
<td>Resource Teacher, ECS</td>
</tr>
<tr>
<td>1022.15-AR</td>
<td>ECS Compliance Coordinator</td>
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<tr>
<td>1022.16-AR</td>
<td>YATP: Transition Coordinator</td>
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<tr>
<td>1022.17-AR</td>
<td>Occupational Therapist</td>
</tr>
<tr>
<td>1022.18-AR</td>
<td>ECS Instructional Consultant</td>
</tr>
</tbody>
</table>
1022.19-AR ECS Instructional Coordinator
1022.20-AR ECS Instructional Coach – Low Incidence
1022.21-AR ECS Instructional Coach – Behavior
1022.22-AR Student Services Coordinator
1023-AR Director of Community Education
1023.01-AR Adult Education Coordinator
1023.02-AR Adult Basic Education Teacher
1026-AR District Technology Coordinator
1026.01-AR Assistant Director of Information Services
1026.02-AR District Technology Specialist
1026.03-AR District Technology Assistant
1026.04-AR District Lead Technician – Level One
1026.05-AR Information Services Secretary
1026.06-AR Interactive Classroom Specialist
1026.07-AR District Webmaster
1026.08-AR Data Management Coordinator
1026.09-AR Digital Video and LAN Technician
1029-AR Resource Center Coordinator
1030-AR Assistant Superintendent for Student Support Services
1030.01-AR Director of Pupil Personnel
1030.02-AR Director of Pupil Personnel Administrative Assistant
1035-AR Director of School Health Services
1035.01-AR School Nurse, District Wide (Position not currently filled)
1035.02-AR School Nurse, Campus Wide
1035.03-AR School Nurse
1035.04-AR School Nurse, Exceptional Children Services
1037-AR School Resource Officer (SRO)
1040-AR Financial Officer/Board Treasurer
1040.01-AR Assistant Financial Director
1040.02-AR Assistant to District Finance Officer
1040.03-AR Administrative Assistant to the Business Office
1041.01-AR Senior Accountant
1041.02-AR Payroll Officer
1041.03-AR Purchasing Officer and Budgetary Control
1041.04-AR Staff Accounting Clerk
1041.05-AR Payroll Clerk
1100.01-AR High School Principal
1100.02-AR Associate Principal High School
1100.002-AR Assistant Principal High School
1100.03AR Athletic Director, High School/Associate Principal
1100.04-AR Athletic Director, High School
1100.05-AR Assistant Athletic Director, High School
1100.06-AR Teacher Consultant
1101-AR Guidance Counselor High School
1101.001-AR College and Industry Liaison
1101.01-AR Guidance Secretary, High School
1102-AR Office Manager
1102.02-AR Attendance Secretary
1102.03-AR Arvin Center Office Coordinator
1103-AR Bookkeeper, Middle/High School
1104-AR Receptionist, School Based
1105-AR Library Media Specialist
1105.01-AR Library Media Clerk
1106-AR PE Aide, High School
1107-AR In-School Day Care Aide
1108-AR Lunchroom Monitor/Aide
1109-AR  Teacher Classroom Aide
1110-AR  Middle and Elementary School Principals
1110.01-AR  Assistant Principal Middle School
1110.02-AR  Associate Principal Middle School
1110.03-AR  Student Services Specialist
1110.04-AR  Assistant Principal II
1110.05-AR  Associate Principal/BAHS
1111-AR  Guidance Counselor, Middle School
1111.01-AR  Guidance Counselor, Elementary
1111.02-AR  Guidance Secretary, Middle School
1113-AR  Bookkeeper, Elementary
1116.01-AR  P.E. Aide, Middle School
1116.02-AR  P.E. Aide, Elementary School
1117-AR  Computer Lab Aide
1119-AR  Special Education Classroom Aide
1120-AR  Educational Interpreter I (Sign Language Interpreter)
1126-AR  School Computer/Technology Assistant
1126.01-AR  School Computer/Technology Aide
1131-AR  Gifted and Talented Teacher/Coordinator
1132-AR  School Based Instructional Coordinator
1141.01-AR  Direct Service Aide
1141.02-AR  Preschool Secretary
1141.03-AR  Preschool Intake/Data Entry Clerk
1141.04-AR  Preschool Parent Involvement Coordinator
1142-AR  Director of English Learners Language Program
1142.01-AR  English Language Learner Program Bilingual Instructional Aide
1142.02-AR  Liaison for Hispanic Families
1150-AR  Youth Enrichment Program Director
1150.01-AR  Youth Enrichment Program Assistant Director
1150.02-AR  Youth Enrichment Program Aide
JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

MINIMUM QUALIFICATIONS:
1. High school graduate with some college or business college background preferable.
2. Previous administrative secretarial experience.
3. Advanced level of technology experience.
4. Excellent communication skills.

REPORTS TO: Superintendent

SUPERVISES: Central Office Receptionist, Central Office Courier/Custodial Assistant

JOB GOAL: Provide administrative assistance to the Superintendent, the school board and general counsel.

PERFORMANCE RESPONSIBILITIES:
1. Oversees the daily operation of the Central Office.
2. Supports Superintendent, school board members and General Counsel.
3. Attends all school board meetings taking minutes and videotaping the meeting.
4. Prepares and assists with any correspondence the Board may need.
5. Liaison between NSBA, KSBA and KASS for the school board and the Superintendent.
6. Documents on-going educational hours for school board members and advises KSBA.
7. Handles all telephone calls and schedules appointments for the Superintendent.
8. Responds to inquiries made to the Superintendent's office. Directs calls to appropriate party.
9. Receive and review mail for the Superintendent and route to appropriate Central Office personnel.
10. Prepares all documents, agendas and other reports as directed by the Superintendent.
11. Arranges meeting set-up for school board meetings, administrative staff meetings and any other meetings as directed by the Superintendent. Also, responsible for all food/refreshments required at these meetings.
12. Schedules all travel to and from conferences for superintendent, school board members and administrative staff.
13. Prepares departmental requisitions for payment through the MUNIS system.
15. Maintains the backup of Board agendas, minutes and all policies on Sentry File.
16. Notifies press of any and all meetings that pertain to the school board.
17. Oversees the purchasing of office supplies and maintains vending equipment supplies.
18. Maintains the maintenance/service on all copiers located at the Central Office.
19. Other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: October 24, 1990
Revised: August 20, 1996
Revised: June 16, 1998
Revised: October 7, 2008
Revised: December 9, 2010
Revised: June 7, 2011
Revised: March 5, 2012
Revised: October 30, 2014
JOB DESCRIPTION: CENTRAL OFFICE RECEPTIONIST

MINIMUM QUALIFICATIONS:
1. High school graduate with general clerical training.
2. Friendly personality and proficient in proper phone etiquette.
3. Experience operating a multiple-line phone system.
4. Experience with all types of Microsoft Office programs.
5. Flexible, able to work with a variety of people on varied projects.
6. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: Personnel Director

JOB GOAL: To receive visitors and incoming calls to the Central Office in a friendly, helpful, and efficient manner.

PERFORMANCE RESPONSIBILITIES:
1. Receives all calls and directs to appropriate party.
2. Greets all visitors and directs them to appropriate party.
3. Maintains a log of packages delivered to Central Office and notifies specific department.
4. Maintains a building schedule of meeting rooms for the Central Office.
5. Manages the Central Office supply closet and orders office supplies as needed.
6. Assists Substitute Coordinator in maintaining substitute pay records.
7. Assists other Departments as needed with various assignments/projects.
8. Processes all Extra-Curricular components, including contracts, invoices, and reasonable assurance letters for paraprofessionals.
9. Manages Seamless Data Portal and provides portal assistance to Athletic Directors.
10. Other duties as assigned by Personnel Director.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: August 20, 1996
Revised: July 19, 1998
Revised: March 8, 2007
Revised: January 11, 2011
Revised: June 8, 2011
Revised: September 17, 2012
Revised: October 30, 2014
Revised: July 2, 2015
JOB DESCRIPTION: CENTRAL OFFICE CLERICAL AIDE

MINIMUM QUALIFICATIONS:
1. High School Graduate
2. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: Administrative Assistant to the Superintendent.

JOB GOAL: To be the backup receptionist during peak periods or absences; mailroom clerk and assist other departments on an as needed basis.

PERFORMANCE RESPONSIBILITIES:
1. To serve as the mailroom clerk responsible for distributing U.S. postal mail daily, metering outgoing mail and taking mail to post office at the end of the day.
2. To serve as an additional receptionist when not performing mail duties and also serves as primary receptionist when the central office receptionist is not at work.
3. To perform other duties as directed by the Administrative Assistant in the Superintendent's office.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: September 20, 1991
Revised: August 20, 1996
Revised: July 19, 1998
Revised: June 8, 1999
Revised: March 8, 2007
Revised: January 7, 2011
Revised: October 30, 2014
JOB DESCRIPTION: CENTRAL OFFICE COURIER/CUSTODIAL ASSISTANT

QUALIFICATIONS:
1. High school graduate or G.E.D.
2. Must have and maintain a valid driver's license.
3. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above head.

REPORTS TO: Administrative Assistant to the Superintendent

JOB GOALS: To assist communication between the schools and central office, and assist in keeping the Central Office replenished with supplies.

PERFORMANCE RESPONSIBILITIES:
1. Picks up mail from post office, delivers to the Central Office and sorts mail for distribution.
2. Serves as Mail Room Clerk and is responsible for metering all out-going US postal mail and taking mail to the post office at the end of the day.
3. Runs the district courier service from Central Office to district schools.
4. Collects, sorts and places inter-office mail into department mailboxes.
5. Maintains clerical staff with any supply needs (paper for copiers located throughout the building).
6. Stocks soda machine on a weekly basis and counts money from soda machine, rolls the money and turns into the Bookkeeping Department.
7. Stocks the snack box and counts money from snack box, rolls money and turns into the Bookkeeping Department.
8. Stocks bathrooms with paper towels, toilet paper, Kleenex and replenishes soap dispensers.
9. Delivers any other correspondence to school board members.
10. Other duties as assigned by the Administrative Assistant to the Superintendent.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: September 24, 2007
Revised: January 11, 2011
Revised: June 8, 2011
Revised: October 30, 2014
JOB DESCRIPTION: GENERAL COUNSEL/DIRECTOR OF ADMINISTRATIVE & LEGAL SERVICES

MINIMUM QUALIFICATIONS:
1. Bachelor’s Degree.
2. Law degree from an accredited law school.
3. Admission to and good standing in the Kentucky Bar.
4. Three (3) years successful legal experience in general practice or educational practice, or with a governmental agency, or other in-house counsel experience.
5. Desirable to have previous experience in educational law.

REPORT TO: Superintendent

JOB GOAL: This position is the primary legal advisor to the board of education, superintendent and staff on legal matters affecting the school system. The General Counsel shall provide legal services to the clients he/she serves that are legally sound and responsive to the district’s mission and vision.

PERFORMANCE RESPONSIBILITIES:
1. Serves as legal advisor to the school system, including the school board.
2. Serves as a member of the Superintendent’s Cabinet and as legal advisor to the Superintendent, other Cabinet members including assistants and deputy superintendents, district and central office staff, and school board.
3. Prepares, reviews and approves legal documents, such as contracts and deeds for school district and individual schools.
4. Provides guidance regarding or handles deliberations concerning contracts, agreements and professional negotiations.
5. Interprets federal, state and local statutes affecting the school district and advises staff on same.
6. Attends meetings of the board of education to provide reports and make recommendations.
7. Manages all outside counsel providing services to the school district.
8. Manage or, when appropriate, prosecute and defend, potential and active litigation against or by the school board.
9. Provides training to staff related to any regulatory, statutory or other legal compliance issues in order to reduce liability for the school district.
10. Keeps abreast of legislative issues and provides guidance and direction regarding legal implications for the school district.
11. Responsible for review, draft revision and preparation for approval of all Board policy, district administrative regulations and forms used in the school district, including all district operational plans.
12. Serves as superintendent’s assigned liaison with county agencies, such as the Planning and Zoning Commission.
13. Develops and coordinates activities to reduce and manage risk, and oversees district general liability, errors and omissions, property, fleet and workers compensation insurance.
14. Reviews and prepares some of the district’s bids for various items or services.
15. Investigate and respond to complaints lodged in the Superintendent’s office from the community or any local, state or federal agency.
16. Investigate and manage the disposition of major personnel matters.
17. Performs other duties as assigned by the board of education and superintendent.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: February 10, 1997
Revised: July 19, 1998
Revised: June 8, 1999
Revised: July 14, 2000
Revised: March 3, 2004
Revised: October 30, 2014
JOB DESCRIPTION: DIRECTOR OF COMMUNICATIONS

QUALIFICATIONS:
1. A 4-year degree in Communications.
2. At least three years successful experience in communications/public relations, or government relations.
3. Excellent oral and written communications skills.
4. Demonstrated ability to communicate effectively with community, business, and governmental officials at the local, state, and federal levels.
5. Demonstrated experience with communications and public/community relations and associated tools and products (i.e., photography, writing, newsletters, reports, video production, web pages).
6. Proficiency with database management, spread sheets, word processing, web editing tools, donor records management, and other applicable technology.
7. Other qualifications, education, and experience as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To coordinate communications for the Oldham County Public Schools in order to foster positive public relations and to communicate the needs and essential messages of the Superintendent and Board of Education to the school community, local, regional, and national media, individuals, civic groups, the business community, elected officials, and the community-at-large.

MAJOR JOB RESPONSIBILITIES:
1. Coordinates communications for the superintendent and the district.
2. Coordinates and manages district-wide communications, public relations protocols/activities and other special projects.
3. Supports communications between the schools and parents.
4. Directs the marketing activities of the district.
5. Serves as a liaison to the business community.

PERFORMANCE RESPONSIBILITIES:
1. Acts as community relations liaison among central office, schools, teachers, parents, and the community-at-large.
2. Attends board meetings and prepares such reports for the board as the Superintendent may request.
3. Coordinates and directs the development of district publications – press releases, brochures, articles, newsletters, hardcopy for web pages, and other written communication that promotes the vision and mission of the Oldham County Public Schools.
4. Develop and coordinate the implementation of a comprehensive public information plan including campaigns and other methods of acquiring constructive publicity through the media.
5. Develop and produce innovative written and electronic communication (brochures, print and email newsletters, video productions, seek out beneficial website links, web content and related components) for internal and external audiences.
6. Supports and serves as a resource to principals to assist in effective communications.
7. Researches and gathers information on the district’s instructional program and instructional strategies and promotes those activities in the community.
8. Plans and formulates recommendations to the Superintendent and the Board related to the communications with the community.
9. Establishes and maintains liaison relationships with district personnel as well as appropriate media entities, local, state, and national organizations, elected officials, governmental agencies, other school districts, school-community groups, and outside district organizations.
10. Participates in strategic planning and Comprehensive Improvement Planning of the district as needed.
11. Coordinates approved community engagements activities.
12. Coordinates recognition and other special events as assigned.
13. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 2006  Revised: December 5, 2012  Revised: October 30, 2014
Revised: March 27, 2008  Revised: June 11, 2014  Revised: May 19, 2016
JOB DESCRIPTION: DEVELOPMENT COORDINATOR/COMMUNICATIONS ASSISTANT

QUALIFICATIONS:
1. Excellent oral and written communications skills.
2. Demonstrated ability to communicate effectively with school, community, business, and governmental officials at the local, state, and federal levels.
3. Experience preparing grant proposals and securing grant funds.
4. Demonstrated experience with communications and public/community relations and associated tools and products (i.e., photography, writing, newsletters, reports, social media, video production, web pages).
5. Proficiency with database management, spreadsheets, word processing, web editing tools, donor records management, and other applicable technology.
6. Demonstrated organizational, clerical, and research skills needed to coordinate and prepare grant proposals.
7. Other qualifications, education, and experience as the Superintendent may find appropriate and acceptable.

REPORTS TO: Director of Communications

JOB GOAL: To seek, develop, and administer grants, sponsorships, and other external revenue sources to provide funding for identified priorities of the Oldham County Schools. To aid in communications for Oldham County Schools, to foster positive public relations, and to communicate the needs and essential messages of the Superintendent and Board of Education to the school community, local, regional, and national media, individuals, civic groups, the business community, elected officials, and the community-at-large.

MAJOR JOB RESPONSIBILITIES:
1. Coordinates the development of grants and business partnerships with individuals, organizations, foundations, and government agencies.
2. Assists in producing and distributing messages for the superintendent and the district.
3. Assists in achieving district communication goals.
4. Assists in coordinating with schools to promote and cover events and achievements of students and staff.
5. Serve as a liaison for community organizations and businesses as needed.

PERFORMANCE RESPONSIBILITIES:
1. Oversees district efforts to secure outside funding, including through grants and sponsorships.
2. Provides direction and assistance to the Oldham County Educational Foundation.
3. Assists in coordinating with schools to promote their events and achievements.
4. Assists in keeping social media and websites up to date and accurate.
5. Assists in developing district publications – press releases, articles, newsletters, copy for web pages, e-newsletters, and other written communication that promotes the vision and mission of Oldham County Schools.
6. Assists in the development of speeches, talking points, presentations and other materials for use by the Superintendent and other district personnel.
7. Establishes and maintains liaison relationships with district personnel as well as appropriate media entities, local, state, and national organizations, elected officials, governmental agencies, other school districts, school community groups, and outside district organizations.
8. Coordinates approved district-wide fundraising activities.
9. Coordinates meetings and agendas as assigned.
10. Performs such other tasks and assumes such other responsibilities as the Director of Communications or Superintendent may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.
JOB DESCRIPTION: DIRECTOR OF ACADEMIC SUPPORT

QUALIFICATIONS
1. At least ten (10) years successful experience in teaching and school administration.
2. A master’s degree or higher.
3. At least five (5) years successful experience in the areas of data analysis, assessment, curriculum and school improvement planning.

REPORTS TO: Chief Academic Officer

JOB GOAL: Facilitates and coordinates the services essential to the implementation of state and local student assessments. Works with principals and members of the Department of Instruction to make optional use of financial resources allocated from local, state and federal sources.

MAJOR JOB RESPONSIBILITIES:
1. Assist school staffs in implementing assessment and provide technical assistance and modeling of best practice assessments to schools.
2. Meet the requirements identified by the Legislature and Board in reaching the district’s learning outcomes and assessment goals.
3. Sees that all state requirements and regulations are met regarding assessment including: data reviews, allegations, discrepancies, medical exemptions and records - guidance.

PERFORMANCE RESPONSIBILITIES
1. Coordinates and facilitates the district student assessment program. Knowledge of the Kentucky State Assessment Program.
2. Trains appropriate professional staff on assessment component of Senate Bill 1.
3. Serves as a consultant in discussing statistical studies and analyses made in the district related to national, state and district assessments.
4. Provides student assessment data as requested and assists teachers in integrating instruction and assessment.
5. Serves as the primary contact for assessment between the local school district and Kentucky Department of Education (KDE).
6. Oversees all responsibilities related to state mandated report cards.
7. Provide technical assistance to district and school staff in the areas of assessment.
8. Research past and current practices in areas of standards and assessment.
9. Supports and serves as a resource to principals to assist in the effective utilization, implementation and funding sources for all categorical programs and federal programs, i.e., ESS, Title I, Head, Start, etc.
10. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: November 7, 2011
Revised: May 21, 2012
Revised: October 30, 2014
OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION – 1008.001-AR

JOB DESCRIPTION:  ACADEMIC SUPPORT SPECIALIST

QUALIFICATIONS:
1. Valid Kentucky Teaching and Administrator Certificate; Minimum five (5) years successful teaching experience plus three (3) years of administrative experience
2. Possess the ability to: work collaboratively with parents and staff, communicate effectively in writing and orally with staff.
3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:  Chief Academic Officer

JOB GOAL:  Works with the school leadership team and staff to provide support and guidance with regard to student achievement initiatives.

PERFORMANCE RESPONSIBILITIES:
1. Serves as a liaison between school administrators and the Department of Instruction advising Chief Academic Officer and directors regarding all matters pertaining to student achievement which require consideration and/or action.
2. Works collaboratively with level director and school leadership at assigned schools to facilitate school improvement and GAP reduction initiatives, including academic intervention, student enrichment and staff development to ensure the learning of all students.
3. Responsible to attend meetings and training programs as related to the position held.
4. Provides leadership, guidance and assistance for the monitoring of targeted action plans for each assigned school.
5. Assists the school leadership team in identifying the most pressing educational needs, establishing priorities for planning, and implementing programs and services to address the identified needs.
6. Assists in administration and analysis of districtwide P-5 assessments.
7. Other duties as assigned by the Chief Academic Officer.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:  April 7, 2014
Revised:  October 30, 2014
JOB DESCRIPTION:  Preschool Partnership Grant Coordinator

QUALIFICATIONS:
1. A bachelor’s degree or higher; a valid Kentucky Teaching Certificate
2. Possess the ability to: work collaboratively with stakeholders, communicate effectively in writing and orally, and ensure accurate recording of funds and paperwork associated with the grant.
3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Elementary Level Director

JOB GOAL: To provide support for the Preschool Partnership Grant

PERFORMANCE RESPONSIBILITIES:
1. Develop strong partnerships between and serve as a liaison between private child-care providers and other community stakeholders and the Oldham County Schools.
2. Develop a comprehensive collaboration plan to increase the availability of full-day, high-quality preschool services in the community.
3. Collaborate to provide outreach to identify and recruit children that are eligible for preschool in Oldham County communities.
4. Be knowledgeable about State Preschool regulations and licensing, the Child Care Assistance Program (CCAP), and Kentucky All STARS, the quality rating and improvement system for early care and education programs.
5. Survey stakeholders and evaluate and report grant outcomes.
6. Compile materials and create files for documentation of compliance with the Preschool Partnership Grant.
7. Be knowledgeable of allowable costs/expenditures associated with the Preschool Partnership Grant.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: January 23, 2017
JOB DESCRIPTION: District Intervention/504 Coordinator

QUALIFICATIONS:
1. At least five years of administrative experience.
2. A master’s degree or higher; a valid Kentucky Teaching Certificate; a valid Kentucky Administrator Certificate.
3. Demonstrated knowledge and teaching skills with a focus on the use of behavioral intervention strategies.
4. Demonstrated knowledge of 504 legal requirements and processes.
5. Demonstrated knowledge of RTI and Special Education.
6. Demonstrated knowledge and skills in working with adult learners.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Director of Specialized Academic Programming

JOB GOAL: Help school staff improve services for students who demonstrate learning difficulties and support success of those students in reaching learning goals; help school staff develop and implement Tier I-III intervention in area of behavior; reduce the need for referrals for Special Education services; refine 504 referral, development, and monitoring processes.

PERFORMANCE RESPONSIBILITIES:
1. Develop, conduct and analyze needs assessment data.
2. Assist school staff in developing and refining data collection and analysis strategies.
3. Train and provide technical assistance to staff in all schools in developing Tier I through III intervention plans (appropriately identifying concerns, designing interventions, progress monitoring) with targeted focus on behavior.
4. Work with school and district leaders to develop a proactive approach to systematically teach students expectations on a classroom and school-wide level thus reducing the amount of behavioral issues that result in referrals for special education services.
5. Oversee the revision and implementation of 504 policies and procedures; provide training and technical assistance to staff in all schools.
6. Prepare regular progress reports for school, district and KDE staff to assess program impact on student success; meet regularly with Level Directors and other identified district staff to discuss progress in reaching goals.
7. Other duties as assigned by the Director of Specialized Academic Programming or the Chief Academic Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 24, 2014
Revised: September 10, 2014
Revised: October 30, 2014
JOB DESCRIPTION: CHIEF ACADEMIC OFFICER

QUALIFICATIONS:
1. At least ten years successful experience in teaching and school administration including building level experience as principal.
2. A master’s degree or higher.
3. A valid superintendent’s certificate.
4. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Elementary and Secondary Level Directors/Supervisors of Instruction, Director of Special Education, District Intervention Coach, Director of Academic Support, Community/Adult Education Director, Gifted/Talented Resource Teachers, and Art Center Director

JOB GOAL: To coordinate instructional services by providing assistance to the administrators and teachers at each school, so that every child is involved in an educational program which meets that child’s learning needs and supports mastery of the skills required to demonstrate the educational goals of the Oldham County Schools.

MAJOR JOB RESPONSIBILITIES:
• Coordinates professional development opportunities for district instructional staff and principals in the areas of leadership and instructional leadership
• Assists the superintendent in the supervision and evaluations of Elementary and Secondary Level Directors/Supervisors of Instruction, Director of Special Education, District Intervention Coach, Director of Academic Support, Community/Adult Education Director, Gifted/Talented Resource Teachers, and Art Center Director
• Coordinates and directs curriculum planning, development, and implementation in all educational areas in order to continually improve the instructional results for all schools in reaching the district’s learning goals, and meeting the requirements identified by the Legislature and Board

PERFORMANCE RESPONSIBILITIES:
1. Serves, as necessary, in the absence of the superintendent and Chief Operating Officer as Chief Administrative Officer in the school district.
2. Attends board meetings and prepares such reports for the board as the superintendent may request.
3. Prepares drafts of needed Board policies and administrative rules in areas of responsibility for the superintendent’s review and action.
4. Builds and supports a high performance educational team – inspiring, integrating, and aligning the academic work of the district.
5. Develops and maintains clear and inclusive decision making processes to ensure integration of academic supports and services, as well as effective ongoing technical management of the schools.
6. Identifies and implements effective curriculum, instruction, and assessment policies and practices that maximize educational options and lead to improved achievement for all students K-12.
7. Balances educational consistency with appropriate autonomy at schools, fosters best practice sharing and opportunities for collaboration at all levels.
8. Provides the required supports and fosters a culture that motivates teachers and administrators to perform at the level of excellence necessary to improve student achievement and narrow identified achievement gaps.
9. Leads district and school leaders in designing and implementing district and school improvement plans.
10. Develops and oversees a world class professional development program for principals and teachers.
11. Leads and directs the focus of the District Instructional Team.
12. Works with Literacy Coaches to assist in effective utilization and implementation of all learning goals.
13. Coordinates the district’s new teacher induction program.
14. Oversees and coordinates the district plan for textbook acquisition.
15. Performs such other tasks and assumes such other responsibilities as the superintendent may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 7, 2012
Revised: October 30, 2014
JOB DESCRIPTION: DIRECTOR OF CURRICULUM AND STAFF DEVELOPMENT

QUALIFICATIONS:
1. Valid Kentucky Teaching and Administrator Certificate; Minimum five (5) years successful teaching experience plus three (3) years of administrative or supervisory experience.
2. Have broad general knowledge of curriculum, curriculum development and best instructional practices; strong academic preparation; leadership ability; the ability to work effectively with others; ability to make critical evaluations or suggestions for improving the curriculum; knowledge and experience pertaining to curriculum research.
3. Possess the ability to design, implement, and evaluate highly effective staff development aligned to District and building goals and mindful of adult learning theory.
4. Possess the ability to work collaboratively with parents and staff, communicate effectively in writing and orally with staff.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Chief Academic Officer

JOB GOAL: Improve student achievement through implementation of an articulated and rigorous curriculum aligned to state standards and District goals and through implementation of staff development focused on best practice, research, and District goals

PERFORMANCE RESPONSIBILITIES:
1. Serves as a liaison between school staff and the Department of Instruction advising the Chief Academic Officer and directors regarding all matters pertaining to student achievement which require consideration and/or action.
2. Lead and collaborate with district and school staff in developing and implementing curriculum aligned with state standards and District goals.
3. Lead and collaborate with district and school staff in developing and maintaining a program of continuous staff training/retraining in support of student achievement and other District and approved school goals.
4. Assist the Chief Academic Officer in development and oversight of policies and regulations pertaining to curriculum.
5. Responsible to attend meetings and training programs as related to the position held and disseminate relevant information to Chief Academic Officer and other appropriate staff.
6. Other duties as assigned by the Chief Academic Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: April 7, 2014
Revised: October 30, 2014
JOB DESCRIPTION:  SECONDARY SUPERVISOR OF INSTRUCTION/LEVEL DIRECTOR

QUALIFICATIONS:
1. At least five years successful experience in teaching and school administration.
2. A master’s degree or higher.
3. A valid superintendent’s certificate or Supervisor of Instruction Certificate.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:  Chief Academic Officer

SUPERVISES:  Middle and High School Principals

JOB GOAL:  To coordinate instructional services by providing assistance to the administrators and teachers at each middle and high school, so that every child is involved in an educational program that meets his or her’s learning and supports mastery of the skills required to demonstrate the educational outcomes of the Oldham County Schools.

MAJOR JOB RESPONSIBILITIES:
- Coordinates individual professional development opportunities for middle and high school principals in the areas of leadership and instructional leadership.
- Assists the Superintendent and Chief Academic Officer in the supervision and evaluation of the middle and high school principals.
- Coordinates and directs curriculum planning, development, and implementation in all educational areas in order to continually improve the instructional results for the middle and high schools, the Arvin Educational Center, and Buckner Alternative High School, to reach the district’s learning outcomes, and to meet the requirements identified by the Legislature and Board.

PERFORMANCE RESPONSIBILITIES:
1. Serves, as necessary, in the absence of the Superintendent and Chief Operating Officer and Chief Academic Officer, as the chief administrative officer of the school district.
2. Attends board meetings and prepares such reports for the Board as the Superintendent may request.
3. Prepares drafts of needed Board policies and administrative rules in areas of responsibility for the Superintendent’s review and action.
4. Supports and serves as a resource to middle and high school principals to assist in the effective utilization and implementation of all categorical programs and funding sources, i.e., ESS, Title I, Professional Development, Gifted/Talented, Textbooks, etc.
5. Researches and gathers information on a variety of results-based programs and instructional strategies that would enhance the educational programs available to middle and high school students, alerts principals and teachers to these programs for their potential value to students, and supports implementation of same.
6. Responds to and provides support to middle and high school principals in the development and implementation of instructional programs.
7. Works with middle and high schools in developing and implementing Comprehensive School Improvement Plans and formulating recommendations to the Superintendent and the Board related to the improvement of the instructional program.
8. Participates in strategic planning and Comprehensive Improvement Planning for the district.
10. Coordinates and facilitates the induction of middle and high school faculty and staff new to the district.
11. Provides oversight for the Arvin Center and Buckner Alternative High School.
12. Performs such other tasks and assumes such other responsibilities as the Superintendent or Chief Academic Officer may assign.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:  May 16, 2012
Revised:  May 30, 2013
Revised:  October 30, 2014
JOB DESCRIPTION: ELEMENTARY SUPERVISOR OF INSTRUCTION/LEVEL DIRECTOR

QUALIFICATIONS:
1. At least five years successful experience in teaching and school administration including building level experience as principal.
2. A master’s degree or higher.
3. A valid superintendent’s certificate or Supervisor of Instruction Certificate.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Chief Academic Officer

SUPERVISES: Elementary School Principals and Preschool Principal

JOB GOAL: To coordinate instructional services by providing assistance to the administrators and teachers at each elementary school, so that every child is involved in an educational program that meets his or her’s learning and supports mastery of the skills required to demonstrate the educational outcomes of the Oldham County Schools.

MAJOR JOB RESPONSIBILITIES:
- Coordinates individual professional development opportunities for elementary and preschool principals in the areas of leadership and instructional leadership.
- Assists the Superintendent and Chief Academic Officer in the supervision and evaluation of the elementary and preschool principals.
- Coordinates and directs curriculum planning, development, and implementation in all educational areas in order to continually improve the instructional results for the elementary schools and preschool, to reach the district’s learning outcomes, and to meet the requirements identified by the Legislature and Board.

PERFORMANCE RESPONSIBILITIES:
1. Serves, as necessary, in the absence of the Superintendent, Chief Operating Officer, Chief Academic Officer and Secondary Supervisor of Instruction, as the chief administrative officer of the school district.
2. Attends board meetings and prepares such reports for the Board as the Superintendent may request.
3. Prepares drafts of needed Board policies and administrative rules in areas of responsibility for the Superintendent’s review and action.
4. Supports and serves as a resource to elementary school principals and preschool principal to assist in the effective utilization and implementation of all categorical programs and funding sources, i.e., ESS, Title I, Professional Development, Gifted/Talented, Textbooks, etc.
5. Researches and gathers information on a variety of results-based programs and instructional strategies that would enhance the educational programs available to elementary school and preschool students, alerts principals and teachers to these programs for their potential value to students, and supports implementation of same.
6. Responds to and provides support to elementary school principals and preschool principal in the development and implementation of instructional programs.
7. Works with elementary schools and preschool in developing and implementing Comprehensive School Improvement Plans and formulating recommendations to the Superintendent and the Board related to the improvement of the instructional program.
8. Participates in strategic planning and Comprehensive Improvement Planning for the district.
10. Coordinates and facilitates the induction of elementary school and preschool faculty and staff new to the district.
11. Performs such other tasks and assumes such other responsibilities as the Superintendent or Chief Academic Officer may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: May 16, 2012
Revised: October 30, 2014
JOB DESCRIPTION: ACCOUNTING SPECIALIST, DEPARTMENT OF INSTRUCTION

QUALIFICATIONS:
1. High School.
2. High level of organizational skills.
3. Previous secretarial/bookkeeping experience.
4. Extensive experience and skill in word processing and use of spreadsheet software.
5. Flexible, able to work with a variety of people, on varied projects.
6. Excellent phone etiquette.
7. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: Chief Academic Officer, Department of Instruction

JOB GOAL: To provide an efficient accounting system for the Federal and State grants and categorical funds managed by the Department of Instruction; to provide clerical support as required.

PERFORMANCE RESPONSIBILITIES:
Working under the direction of the Chief Academic Officer the duties associated with this job will consist of, but not be limited to, the following:

1. Provide for smooth operation of the services to schools which are the responsibility of the Department of Instruction.
2. Perform those clerical tasks which are required to support the work of the Department of Instruction.
3. Work directly with and perform various tasks for the Director of Academic Support concerning:
   a) Federal & State grants
   b) Head Start & KY Preschool grants
   c) Adult Education/Correction grants
   d) Categorical funds
   e) Assessment
4. Monitor Expenditures, help develop budgets, and cover accounts payable for the above named grant accounts.
5. Perform other tasks as specified by the Chief Academic Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: July 1, 1989
Revised: January 29, 1992
Revised: March, 1994
Revised: June 16, 1998
Revised: August 14, 1998
Revised: July 15, 2002
Revised: May 3, 2007
Revised: July 26, 2012
Revised: October 30, 2014
Revised: August 4, 2015
JOB DESCRIPTION:  ADMINISTRATIVE ASSISTANT TO CHIEF ACADEMIC OFFICER, DEPARTMENT OF INSTRUCTION

QUALIFICATIONS:
1. High school graduate.
2. High level of organizational skills.
3. Previous secretarial experience.
4. Extensive experience and skill in word processing and use of spreadsheet software.
5. Phone etiquette.
6. Flexible, able to work with a variety of people, on varied projects.
7. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO:  Chief Academic Officer, Department of Instruction

JOB GOAL:  To provide clerical support to meet the responsibilities of the Chief Academic Officer.

PERFORMANCE RESPONSIBILITIES:
Working under the direction of the Chief Academic Officer the duties associated with this job will consist of, but not be limited to, the following:

1. Perform clerical tasks which are required to support the work of the Chief Academic Officer.
2. Responsible for organizing and maintaining all files for the Chief Academic Officer.
3. Assign appropriate work to the Accounting Specialist and Executive Secretary to the Department of Instruction in collaboration with the Chief Academic Officer.
4. Provide for smooth operation of the services to schools which are the responsibility of the Instruction Department.
5. Tracks yearly reports as instructed by the Chief Academic Officer. Primary reports are:
   a) EILA (Instructional Leadership Hours) for building and district leaders;
   b) Professional Development for certified staff; and,
   c) GATES Assurances.
6. Assists in coordinating meetings and trainings of departmental programs.
7. Receives telephone calls and visitors to the Department of Instruction, directs calls/persons to the appropriate party.
8. Responsible for receiving and distributing mail to appropriate Department of Instruction Personnel.
9. Arranges meeting set-up for all departmental meetings. Also responsible for coordinating all food/refreshments required at these meetings.
10. Prepare documents, technology and supplies for any upcoming departmental meetings/trainings.
11. Arranges all travel to and from conferences out-of-district for Department of Instruction Personnel, as well as others as directed by Chief Academic Officer.
12. Inventory and ordering of supplies for the Department of Instruction.
13. Perform other tasks as specified by the Chief Academic Officer of Department of Instruction.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:  June 1, 2012
Revised:  October 30, 2014
Revised:  August 4, 2015
JOB DESCRIPTION: EXECUTIVE SECRETARY TO THE DEPARTMENT OF INSTRUCTION

QUALIFICATIONS:
1. High school graduate.
2. High level of organizational skills.
3. Extensive experience and skill in word processing and use of spreadsheet software.
4. Flexible, able to work with a variety of people, on varied projects.
5. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: Chief Academic Officer, Department of Instruction

JOB GOAL: Provide clerical support to the Department of Instruction.

PERFORMANCE RESPONSIBILITIES:
Working under the direction of the Chief Academic Officer, the duties associated with this job will consist of, but not be limited to, the following:

1. Supports the Supervisors of Instruction/Level Directors, Director of Academic Support, Director of Curriculum and Staff Development, and Director of English Language Learners as directed by the Chief Academic Officer and Administrative Assistant to the Chief Academic Officer.
2. Perform those clerical tasks which are required to support the work of the Instruction Department.
3. Provide for smooth operation of the services to schools which are the responsibility of the Instruction Department.
4. Tracks yearly reports as directed by the Chief Academic Officer, Supervisors of Instruction/Level Directors, Director of Academic Support, and/or the Director of Curriculum and Staff Development.
5. Receives telephone calls and visitors to the Department of Instruction, directs calls/persons to the appropriate party.
6. Assists with set up for departmental meetings. Also assists with coordinating food/refreshments required at these meetings.
7. Prepares documents, technology and supplies for any upcoming departmental meetings.
8. Perform other tasks as specified by the Chief Academic Officer and the Administrative Assistant to the Chief Academic Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 1, 2012
Revised: October 30, 2014
Revised: August 4, 2015
JOB DESCRIPTION: CHIEF OPERATIONS OFFICER

QUALIFICATIONS:
1. At least ten years successful experience in school administration.
2. A master’s degree or higher.
3. A valid superintendent’s license.
4. Such alternative to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Directors of Foodservice, Transportation, Personnel and Technology

JOB GOAL: To provide leadership and assistance to the Transportation, Foodservice, Personnel and Technology Departments in successfully meeting their mission of high quality support services to students with the efficient use of district resources.

PERFORMANCE RESPONSIBILITIES:
1. Serves, as necessary, in the absence of the Superintendent, as the chief administrative officer of the school district.
2. Attends board meetings and prepares such reports for the Board as the Superintendent may request.
3. Prepares drafts of needed Board policies and administrative regulations in areas of responsibility for the Superintendent’s review and action.
4. Foodservice
   A. Coordinates and directs the District’s Foodservice Department through the day-to-day supervision of the Foodservice Director.
   B. Annually prepares a draft budget with the input and assistance of the Foodservice Director.
   C. Confers and reviews with the Foodservice Director the major program components to include management and assignment of personnel, procurement of food, equipment and supplies.
5. Transportation
   A. Coordinates and monitors the District’s transportation program through the day-to-day supervision of the Transportation Director.
   B. Does an annual review and evaluation of the condition of the bus fleet with the Director and makes recommendations to the Superintendent on the disposal of individual bus units and the purchase of new buses.
   C. Confers and reviews with the Transportation Director the major program components to include bus schedules, fleet maintenance, assignment, training and management of personnel and budget development and implementation.
   D. Maintains such personnel, insurance and other records for transportation as are necessary.
   E. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances and grade levels.
   F. Acts as liaison with parents for complaints and special requests.
   G. Conforms to all state laws and regulations regarding school transportation.
   H. Advises Superintendent on road hazards for decision on school closing during inclement weather.
   I. Prepares drafts of needed Board policies and administrative rules in areas of responsibility for the Superintendent’s review and action.
6. Personnel
   A. Coordinates and supervises all facets of the district human resources program through the day-to-day supervision of the Personnel Director.
   B. Plans and directs a program for the recruitment, selection and assignment of the best qualified staff in all job classifications to include job announcements, application procedures and interviews.
   C. Administers and monitors the Board’s policy on all matters of recruitment, hiring, training, assignment, transfers, promotion, compensation and certification in compliance with EEOC regulations.
   D. Researches, develops, implements and monitors a comprehensive program of employee benefits and coordinates same with the assistance of the Benefits Coordinator and consultants provided by the company designated as the district’s third party administrator.
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E. Coordinates the district response to required state and federal reports and questionnaires, surveys, and other requests for information related to the district’s Personnel program.

F. Coordinates and monitors all components of the district programs addressing job related injuries (Worker’s Compensation) and Unemployment Insurance.

7. Technology
   A. Coordinates and supervises all areas of the district’s Technology Program through the day-to-day supervision of the District Technology Coordinator (DTC).
   B. Provides ongoing vision and feedback to the Superintendent through continuous dialogue with principals and other department heads relative to the effectiveness of current Technology services and the need to adjust same or the need for new additional services.
   C. Develops and monitors an annual Technology budget with the assistance of the Technology Coordinator.
   D. Coordinates and supervises all areas of the district’s web services and on-line resources.
   E. Coordinates and manages the district’s Emergency Notification System services.

8. Research
   A. Provides the superintendent with requested research pertaining to all areas of responsibility.
   B. Provides the Superintendent with needed information to assist in salary development and varies compensation plans.

9. Coordinates the District’s certified and classified performance evaluation program.

10. Works with General Counsel and the Superintendent to furnish administrators and supervisors with information and advice related to correct and recommended practices in employee due process procedures.

11. Responsible for securing proposals and bids for the district health services of employee physicals, initial and random drug screenings.

12. Prepare and annually review the District Minority Recruitment Plan for approval by the Superintendent.

13. Serve as the Superintendent’s designee to review and approve employee’s requests for non-sick leave.

14. Serve as the District School Based Decision Making (SBDM) coordinator to provide support and training to school councils.

15. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 6, 2004
Revised: June 8, 2011
Revised: July 1, 2012
Revised: October 30, 2014
JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT TO CHIEF OPERATIONS OFFICER

QUALIFICATIONS:
1. High School Graduate
2. Friendly personality
3. Computer experience, including word processing and use of spreadsheet programs

REPORTS TO: Chief Operations Officer for Administrative Support Services

JOB GOAL: Provide secretarial services to the Chief Operations Officer for Administrative Support Services; to maintain records and files in the Personnel Department.

PERFORMANCE RESPONSIBILITIES:
1. Perform those clerical tasks which are required to support the work of the Chief Operations Officers.
2. Responsible for organizing and maintaining all files for the Chief Operations Officer.
3. Update the budget and reports for personnel services.
4. Provide for smooth operation of personnel services to schools.
5. Assist potential transportation employees with pre-employment physical and drug screening requirements.
6. Completes all correspondence and forms required by the local and state board relative to pupil transportation.
7. Maintains all Transportation Employee Files/Records
   a. Provides assistance to all new transportation employees in completing contract; applications for retirement, health insurance, state sponsored life insurance, and board sponsored life insurance; W-4; I-9; criminal records check and cafeteria plan contract. Submits all applications and forms to proper office/location.
   b. Prepares letters of reasonable assurance and contracts for all staff.
   c. Maintains personnel file on each staff member.
   d. Keeps accurate account of special records required by bus drivers’ annual physical.
   e. Sends separation/leave forms to transportation staff members as needed.
   f. Prepares classified personnel action list for submission to the Superintendent.
8. Maintains Worker's Compensation File:
   a. Process all worker's compensation forms.
   b. Monitor and inform insurance trust of job related absences.
   c. Maintain a file of and check quarterly reports.
   d. Annually chart the locations and nature of job related injuries.
9. Maintains unemployment records
   a. Keep file of separated/terminated employees who file an unemployment claim and notify the insurance trust of the claim.
   b. File a protest of the granting of separated employees benefits as directed by the Chief Operations Officer.
   c. Notify insurance trust of scheduled dates for referee's hearing.
10. Other duties as assigned by the Chief Operations Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: September 1, 1986
Revised: July 11, 1988
Revised: July 27, 1992
Revised: July 19, 1998
Revised: June 8, 1999
Revised: May 3, 2007
Revised: June 8, 2011
Revised: September 5, 2012
Revised: October 30, 2014
Position currently not filled

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION - 1010.03-AR

JOB DESCRIPTION: EMPLOYEE SAFETY DIRECTOR

QUALIFICATIONS:
1. Provides evidence of demonstrated leadership.
2. Is able to relate effectively with his supervisor, principals, and all employees.
3. Can lead in visionary policy making and implementation of a workplace safety plan.
4. Has first-hand knowledge of good safety practices.
5. Experience in working with large groups of employees in an educational setting is desirable.
6. Familiarity with OSHA regulations is desirable.

REPORTS TO: Chief Operations Officer

JOB GOAL: To provide a safe workplace for employees.

PERFORMANCE RESPONSIBILITIES:
1. Works with division directors to provide safety training for their employees.
2. Inspects for hazards in each district facility during the first month of school.
3. Monitors monthly safety inspections by building supervisors.
4. Reviews all accident reports and to conduct an investigation of each incident.
5. Coordinates the activities of a committee to review all accidents and reports the committee's findings to each employee's supervisor.
6. Coordinates the activities of a district safety committee and conducts meetings.
7. Provides monthly and annual safety reports to the Superintendent.
8. Completes and submits the required annual OSHA report.
9. Provides timely safety reminders to all employees.
10. Provides safety orientations to all new employees.
11. Increases personal knowledge of safety issues by reading, attending seminars, and working with insurance personnel.
12. Analyzes district accident reports for trend data.
13. Conducts, scores, and documents quarterly housekeeping inspections of school buildings and advises principals and plant operators regarding maintaining a clean, clutter-free, presentable environment.
14. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 1, 2007
Revised: June 8, 2011
Revised: September 5, 2012
Revised: October 30, 2014
JOB DESCRIPTION: PERSONNEL RECORDS CLERK/RECEPTIONIST

QUALIFICATIONS:
1. High School Graduate
2. Friendly personality
3. Experience operating a computer

REPORTS TO: Director of Personnel

JOB GOAL: To maintain records and files in the Personnel Department.

PERFORMANCE RESPONSIBILITIES:
1. Receives all incoming calls to the personnel office and routes to appropriate party.
2. Provides assistance to all new certified employees in applications for retirement, health insurance, state sponsored life insurance, and board sponsored life insurance; W-4; I-9; criminal records check and cafeteria plan contract. Check previous teaching experience as needed. Submits all applications and forms to proper office/location.
3. Handles Pre-Employment Activities (Certified and Classified)
   a. Revise and mail applications as needed.
   b. Maintain a database of applicants.
   c. Maintain applicant files for certified and classified files by categories of each.
   d. Keep current information needed for recruitment purposes.
   e. Prepares correspondence to unsuccessful candidates.
   f. Sends separation/leave forms to certified staff members as needed.
   g. Prepares certified personnel action list as directed by the Personnel Director for submission to the Superintendent.
4. Completes and files all non-sick leave forms and distributes copies as necessary.
5. Serves as a back-up to the central office receptionist.
6. Other duties as assigned by the Chief Operations Officer and Director of Personnel.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: September 1, 1986
Revised: July 1, 1992
Revised: July 19, 1998
Revised: June 8, 1999
Revised: June 8, 2011
Revised: September 5, 2012
Revised: October 30, 2014
JOB DESCRIPTION: BENEFITS COORDINATOR

QUALIFICATIONS:
1. High School graduate with college and/or business college background.
2. Previous experience desired in employee fringe benefits program.
3. Experience with computer database and spreadsheet programs.
4. High degree of competency in oral and written communication.

REPORTS TO: Chief Operations Officer

JOB GOAL: Organize and administer a high quality fringe benefits program for the employees of the school district.

PERFORMANCE RESPONSIBILITIES:

I. Life Insurance
   A. Provide information and enrollment opportunities for all board sponsored, state sponsored, and optional life insurance available to all employees.
   B. Maintain information on all insurance coverage specific to each employee.
      1. Beneficiary Cards
      2. Roster and coverage level sufficient to generate required billings.
   C. Assist family with the processing of death claims when a loss occurs.
   D. Prepare and send out continuation notices on the retirement or termination of all employees.

II. Employee Assistance
   A. Shall be the district contact responsible for communicating available services to all district employees, and shall serve as the employee advocate with provider when necessary.
   B. Shall plan, organize, and execute a comprehensive employee publicity program to ensure that each employee maintains a high degree of awareness of the services available to each employee and his/her family.

III. State Health Insurance
   Serve as the district “Health Insurance Coordinator”
   A. Shall be responsible for securing, maintaining, and disseminating all state health insurance materials.
   B. Shall be responsible for the enrollment of all employees in the state health insurance program both at initial hiring and during open enrollment.
   C. Shall be responsible for maintaining the record of enrollment for all employees to include both individual enrollment forms and cumulative rosters sufficient to generate a monthly and/or a per pay period billing for all companies which provide state health insurance coverage.
   D. Shall be the district contact for all employee inquiries relative to health insurance coverage or billing problems.
   E. Shall prepare and send out COBRA notices on the retirement or termination of all employees.

IV. Section 125 Cafeteria Plan
   A. Shall have a working knowledge of Section 125 of the Internal Revenue Code.
   B. Shall be the district contact person with the third party administrator.
   C. Shall be responsible for working with the third party administrator to inform staff of their options under Section 125 and to conduct the staff enrollment in same at initial employment and during the annual open enrollment.
   D. Shall maintain the record of enrollment for all employees to include both individual enrollment forms and cumulative rosters sufficient to generate a monthly and/or per pay period billing for the third party administrator.
   E. Shall be the district contact person for all employee inquiries or billing problems relative to the flexible spending programs (out of pocket medical and child care) of Section 125.
JOB DESCRIPTION: BENEFITS COORDINATOR

Retirement Systems
A. Shall be the district contact for both the Kentucky Teacher Retirement System (KTRS) and the Kentucky Retirement Systems (KRS).
B. Shall have a working knowledge of both retirement systems.
C. Shall provide for an orientation and enrollment for the appropriate retirement system for all new employees.
D. Will assist employees with questions or concerns regarding their retirement account at any time during their employment.
E. Will provide assistance with retirement information to employees at retirement or termination.

VI. Optional Benefits
A. Shall be the district contact with all vendors approved to provide optional health insurance (cancer, dental, disability) or tax shelter annuities for employee consideration.
B. Shall prepare an annual “Approved Vendor List” as approved by the Chief Operations Officer.
C. Shall maintain the record of enrollment for all employees to include both individual enrollment forms and cumulative rosters by each vendor sufficient to generate monthly and/or per pay period billings.

VII. Employee Benefit Promotion
A. Shall plan and conduct an “Employee Benefit Fair” during the annual open enrollment period.
B. Shall develop initiatives throughout the year to create a positive employee attitude toward the district fringe benefit program.

VIII. Fringe Benefit Legislation and Policy
A. Shall keep the Superintendent and Chief Operations Officer informed of any proposed legislation that will affect the fringe benefits of school employees.
B. Shall advise the Superintendent and Chief Operations Officer on the need for policy developments or revision relative to fringe benefits.

IX. Performs other duties as assigned by the Chief Operations Officer or Superintendent.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: February 10, 1997
Revised: July 19, 1998
Revised: June 8, 2011
Revised: September 5, 2012
Revised: October 30, 2014
JOB DESCRIPTION: BENEFITS PROGRAM CONSULTANT

QUALIFICATIONS:
1. Provides evidence of demonstrated leadership.
2. Holds Kentucky Health & Life Insurance License.
3. Work experience in or demonstrated knowledge of a wide variety of insurance products in the areas of health, life, dental, cancer, disability and long term care.
4. Work experience in or demonstrated knowledge of Section 125 of the Internal Revenue Code to include reimbursable medical and child care programs.
5. Excellent oral and written communication skills.
6. Strong organizational skills.
7. Ability to work independently to accomplish goals and mission with a minimum of supervision.
8. Four-year college degree

REPORTS TO: Superintendent

JOB GOAL: To manage and support a comprehensive, well-planned employee benefits program and to provide assistance to employees as necessary. Assist the superintendent in other areas as required.

PERFORMANCE RESPONSIBILITIES:
1. Meets with employees to determine needs and appropriate products in the area of supplemental health insurance programs (dental, cancer, life, disability, and long term care.)
2. Analyzes current Section 125 programs for the OCBE and recommends improvements and/or adjustments to the plan annually.
3. Coordinates implementation for employees who wish to participate in the Section 125 program offered by the district.
4. Provides district employees with primary health insurance information including product evaluation, enrollment assistance, and claims resolution.
5. Serves as the OCBE liaison with the State-selected Third Party Administrator
6. Evaluates the district’s employee benefits program and recommends program/service improvements.
7. Assists with specific district employee Section 125 enrollments as assigned.
8. Advises the OCBE with regards to compliance with the following Sections of the Internal Revenue Code:
   403(b)
   457
   401(k)
   125
9. Represents the OCBE at informational meetings concerning any facet of the district’s employee benefit program.
10. Performs other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 1, 2007
Revised: September 20, 2012
Revised: October 30, 2014
JOB DESCRIPTION:  DIRECTOR OF PERSONNEL

QUALIFICATIONS:
1. Masters degree or higher
2. Previous experience in Human Resources and/or School Administration desired
3. At least 3 years successful experience in leadership

REPORTS TO: Chief Operations Officer

JOB GOAL: To provide support in the area of personnel in order to enable principals to focus on the instructional areas

PERFORMANCE RESPONSIBILITIES:
1. Reviews and recommends programs and procedures for the handling of personnel records.
2. Plans and directs a process for the recruitment and selection for Certified and Classified Employees.
3. Administers, monitors and updates OCBE policies on all matters of recruitment, hiring, training, transferring, promotion, compensation and other benefits in compliance with EEOC regulations.
4. Possesses extensive knowledge/experience in areas of personnel discipline, SBDM, PGES, and KTIP in order to assist principals in the day-to-day operations of the school.
5. Oversees the maintenance of all Certified and Classified Employee Files/Records including benefits and certifications.
6. Ensures that the hiring process for Certified Employees accurately matches the applicant’s certifications/permissions to the course requirements.
7. Ensures that the hiring process for Classified Employees accurately matches the qualifications of the job description.
8. Maintains Extra-Curricular Files including hiring, documentation, contracts and invoices.
9. Maintains Substitute Files including recruitment, hiring, training, and HQ selections.
10. Oversees LEAD reports (fall, spring) for all schools and submits reports to Education Professional Standards Board.
11. Completes the following:
   - Highly Qualified (HQ) report
   - Minority Educator Recruitment & Retention (MERR)
   - KTIP process (EPSB reports, resource teacher/principal trainings)
   - Affordable Care Act (ACA) monitoring and reporting
   - Personnel file for summative evaluations for certified and classified employees
   - Personnel Action report for the Board of Education
   - Leaves (medical, family, professional and educational)
   - Orientation Process for certified employees
   - Orientation Process for classified employees
   - Recruitment Fairs
   - Student Teacher and Field Placements
12. Obtains annual recertification for SBDM Coordinator and trains SBDM Councils as needed.
13. Other duties as assigned by the Chief Operations Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: July 1, 1988
Revised: July 1, 1992
Revised: July 19, 1998
Revised: January 5, 2011
Revised: September 5, 2012
Revised: October 30, 2014
Revised: December 22, 2015
JOB DESCRIPTION: SUBSTITUTE TEACHER COORDINATOR

QUALIFICATIONS:
1. High School Graduate.
2. High level of organizational skills.
3. Experience and skill in word processing and basic spreadsheets.
4. Strong oral communication skills with ability to work with a variety of people.
5. Willingness and ability to work flexible hours or a split shift.

REPORTS TO: Personnel Director

JOB GOAL: To support school’s instructional program by providing the highest quality program possible for securing and placing substitute teachers.

PERFORMANCE POSSIBILITIES:
1. Secure substitute teachers on a daily basis for all schools.
2. Maintain accurate and up to date records on acceptance and refusal of work assignments by substitute teachers.
3. Secure and assign substitute teachers according to order preference communicated by each principal.
4. Work with each school to secure substitutes as far in advance as possible for those absences which are known or planned ahead of time.
5. Notify all schools in advance of starting time of teacher absences for the day and assigned substitutes.
6. Maintain any other substitute teacher records, files, or listings as may be assigned.
7. Maintain records of potential substitute applicants. This includes FBI fingerprinting of all new applicants and holding several Substitute Orientation sessions throughout the school year.
8. Work closely with all office managers to reconcile any issues/errors with placement of substitute teachers in positions. This includes training all office managers on how to use and navigate the computerized substitute placement system.
9. Other duties as assigned by the Personnel Director.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.
JOB DESCRIPTION: TRANSPORTATION DIRECTOR

QUALIFICATIONS:
1. Must hold a four year undergraduate degree or a valid Kentucky Teaching Certificate.
2. Successful prior experience desired in the management, operation and the supervision of a transportation system.

REPORTS TO: Chief Operations Officer

SUPERVISES: Assistant Director, Bus Drivers, and Garage Staff

JOB GOAL: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extra-curricular activities offered by the district's schools.

PERFORMANCE RESPONSIBILITIES:
1. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extra-curricular activities.
2. Supervises the preparation of bus routes for all schools in the district.
3. Prepares and updates bus schedules for all schools in the district.
4. Recruits, trains and supervises all transportation personnel and makes recommendations on their employment, transfer, promotion and release.
5. Supervises the garage staff in carrying out a program of repair and preventive maintenance of all district owned vehicles.
6. Authorizes purchases in accordance within the budgetary limitations of the district transportation budget and district and state procurement rules.
7. Maintains safety standards in conformance with local board and state rules and insurance regulations and develops a program of preventive safety.
8. Cooperates with school principals and others responsible for planning transportation needs for the regular school program and special school trips.
9. Develops recommendations for future vehicle and equipment needs.
10. Acts as a liaison with parents for complaints and special requests.
11. Conforms with all state laws and regulations regarding school transportation.
12. Completes and dispatches such insurance reports that are required.
13. Prepares and submits all reports required by state authorities.
15. Attends appropriate committee and staff meetings.
16. Develops a system to insure that substitute drivers will take the routes and duties of regular drivers when the regular drivers are unavailable for their routes.
17. Other duties as may be assigned by the Chief Operations Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: September, 1991
Revised: July, 1993
Revised: June 30, 1998
Revised: September 5, 2012
Revised: October 30, 2014
JOB DESCRIPTION:  ASSISTANT TRANSPORTATION DIRECTOR

QUALIFICATIONS:
1. High school graduate.
2. General supervisory skills.
3. Computer Skills: Word, Excel
4. Commercial Drivers License – Class B with Passenger Endorsement (May acquire after obtaining position)
5. State Certified Driver Trainer – (May acquire after obtaining position)
6. Experience in vehicle maintenance desired.

REPORTS TO:  Transportation Director

JOB GOAL:  To support the Transportation Director in organizing and implementing a safe and efficient transportation system for all Oldham County students. To supervise the maintenance of the fleet of vehicles owned and operated by the Oldham County Board of Education.

PERFORMANCE RESPONSIBILITIES:
1. Coordinate the development of safe bus routes consistent with district policies and state requirements for district schools.
2. Responsible for bus route surveys.
3. Establishes an efficient and effective preventive maintenance program to include the bus fleet and all other district vehicles.
4. Assist Director and Chief Operations Officer in recruiting, screening, training and evaluation of all transportation staff.
5. Acts as a liaison with parents for complaints and special request.
6. Respond to bus collisions and completes necessary reports.
7. Promotes high standards of safety and good housekeeping methods in all work-connected areas.
8. Verifies time cards of transportation staff.
9. Check county roadways in the event of inclement weather.
10. Performs such other reasonable duties within the scope of the transportation department as may be assigned by the Director or the Chief Operations Officer.
11. Acts as Transportation Director in his/her absence.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:  September, 1991
Revised:  June 30, 1998
Revised:  November 19, 2003
Revised:  July 1, 2006
Revised:  September 5, 2012
Revised:  October 30, 2014
JOB DESCRIPTION:  TRANSPORTATION DEPARTMENT ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:
1. High school diploma/equivalent
2. General supervisory skills
3. Computer Skills: Word, Excel, Outlook
4. Commercial Drivers License – Class B with Passenger & School Bus (S) Endorsement (May acquire after obtaining position)
5. State Certified Driver Trainer – (May acquire after obtaining position)

REPORTS TO: Transportation Director/Assistant Transportation Director

JOB GOAL: To support the Transportation Director in organizing and implementing a safe and efficient transportation system for all Oldham County students.

PERFORMANCE RESPONSIBILITIES:
1. Coordinate the development of safe bus routes consistent with district policies and state requirements for district schools as assigned.
2. Responsible for bus route surveys as assigned.
3. Assist Director in interviewing new applicants.
4. Assist Director in recruiting, screening, training and evaluation of transportation staff.
5. Acts as a liaison with parents for concerns and special requests.
6. Respond to bus collisions and completes necessary reports in the absence of Assistant Director.
7. Promotes high standards of safety and good housekeeping methods in all work-connected areas.
8. Verifies time cards of transportation staff.
9. Check county roadways in the event of inclement weather.
10. Performs such other reasonable duties within the scope of the transportation department as may be assigned by the Director or the Chief Operations Officer.
11. Acts as Transportation Director in the absence of director and assistant director.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 1, 2006
Revised: June 7, 2011
Revised: September 5, 2012
Revised: October 30, 2014
JOB DESCRIPTION: TRANSPORTATION DEPARTMENT SERVICE MANAGER

QUALIFICATIONS:
1. High school graduate.
2. General supervisory skills.
3. Computer Skills: Word, Excel
4. Experience in auto and bus mechanics.
5. Comprehensive, ASE certification desired.
6. Commercial Drivers License – Class B with Passenger Endorsement (May acquire after obtaining position)

REPORTS TO: Assistant Transportation Director

JOB GOAL: To supervise the maintenance of the fleet of vehicles owned and operated by the Oldham County Board of Education. To ensure the safest schools bus transportation possible.

PERFORMANCE RESPONSIBILITIES:
1. Assigns, supervises, and works with vehicle maintenance technicians in the diagnosing and repair of the bus fleet and all other district vehicles.
2. Assumes responsibility for verifying all vehicles maintained or inspected by transportation staff are in safe operating condition.
3. Assumes responsibility for verifying all vehicle maintenance technicians follow manufactures diagnostic and repair procedures.
4. Maintains a current inventory of parts, supplies and equipment.
5. Establishes an efficient and effective preventive maintenance program to include the bus fleet and all other district vehicles.
6. Assists Director and Chief Operations Officer in recruiting, screening, training and the evaluation of vehicle maintenance staff.
7. Promotes high standards of safety and good housekeeping methods in all work-connected areas.
8. Verifies time cards of vehicle maintenance staff.
9. Discuss with the bus drivers repairs and mechanical problems.
10. Assume responsibility for all vehicle maintenance records and assure records are kept in compliance with state law and district polices.
11. Order parts and be aware of all purchases.
12. Coordinate & schedule bus services and inspections with office staff.
13. Know the procedure involving:
   a. Accidents
   b. Break Downs
   c. Emergency Sickness
   d. Job Injury
   e. Wrecker Service
   f. Vendors
   g. Bids
   h. State and County Laws and Regulations
   i. Route book
   j. Office procedures
   k. Vehicle Maintenance Standard Operating Procedure
14. Performs such other reasonable duties within the scope of the Transportation Department as may be assigned by the Director and/or Assistant Transportation Director.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980          Revised: July 7, 2003          Revised: October 30, 2014
Revised: September 1, 1984      Revised: July 1, 2006
Revised: September, 1991        Revised: May 24, 2011
Revised: June 30, 1998          Revised: September 5, 2012
JOB DESCRIPTION: TRANSPORTATION DEPARTMENT LEAD INSPECTOR/MECHANIC

QUALIFICATIONS:
1. High school graduate.
2. General supervisory skills.
3. Experience in auto and bus mechanics.
5. Master ASE School Bus Certification.
6. Commercial Drivers License – Class B with Passenger Endorsement (May acquire after obtaining position)
7. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: Service Manager

JOB GOAL: To ensure the safest schools bus transportation possible and quality control. Set example of professionalism and leadership for other technicians to follow.

PERFORMANCE RESPONSIBILITIES:
1. Perform preventive maintenance safety inspections and re-inspections on district owned and contracted vehicles as assigned. Assist Service Manager in the following procedures:
   a) Contact drivers whose buses are due for their scheduled monthly safety inspection.
   b) Initiate work order on inspection buses as they are turned in for monthly inspections.
   c) Place red out-of-service tags on steering wheels of buses that are turned in for inspection.
   d) The assignment of spare buses, including accurately entering the assigned buses in the Sub-Bus Assignment spreadsheet.
2. Assist Service Manager with supervising and working with vehicle maintenance technicians in the diagnosing and repair of the bus fleet and all other district vehicles.
3. Assist Service Manager in verifying all vehicles maintained or inspected by transportation staff are in safe operating condition.
4. Assist Service Manager in verifying all vehicle maintenance technicians follow manufactures diagnostic and repair procedures.
5. Support Service Manager in establishing an efficient and effective preventive maintenance program to include the bus fleet and all other district vehicles.
6. Promotes high standards of safety and good housekeeping methods in all work-connected areas.
7. Discuss with the bus drivers repairs and mechanical problems.
8. Assist Service Manager in assuring all vehicle maintenance records are kept in compliance with state law and district polices.
9. Promptly reports to the Service Manager and Office Manager any job related injuries.
10. Promptly reports to the Service Manager any unsafe conditions encountered in the garage working environment which would potentially endanger any of the transportation staff.
11. Know the procedure involving:
   a. Accidents
   b. Break Downs
   c. Emergency Sickness
   d. Job Injury
   e. Wrecker Service
   f. Vendors
   g. Bids
   h. State and County Laws and Regulations
   i. Route book
   j. Office procedures
12. Other duties as assigned by the Service Manager.
13. Act as Service Manager in his/her absence.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1984
Revised: July 1, 2006
Revised: September, 1991
Revised: January 13, 2014
Revised: June 30, 1998
Revised: October 30, 2014
JOB DESCRIPTION: TRANSPORTATION DEPARTMENT VEHICLE MAINTENANCE TECHNICIAN/MECHANIC

QUALIFICATIONS:
1. High school graduate.
2. Experience in auto and bus mechanics.
4. ASE certification desired.
5. Commercial Drivers License – Class B with Passenger and School Bus Endorsements (May acquire after obtaining position)
6. Able to push, pull and lift 45 lbs. and bend at the waist, kneel and lift hands over head

REPORTS TO: Service Manager/Lead Inspector

JOB GOAL: To help maintain all school buses and Board owned vehicles and perform regular preventive maintenance.

PERFORMANCE RESPONSIBILITIES:
1. Carries out day to day assignments related to the repair and preventive maintenance of the bus fleet and all other district owned vehicles.
2. Assumes responsibility for knowing and following manufactures diagnostic and repair procedures.
3. Assist Service Manager in assuring all vehicle maintenance records are kept in compliance with state law and district polices.
4. Assumes responsibility for verifying all vehicles maintained or inspected are in safe operating condition.
5. Keeps garage supervisor informed at all times of problems encountered in completing assigned repair and preventive maintenance work.
6. Promotes high standards of safety and good housekeeping methods in all work-connected areas.
7. Discuss with the bus drivers repairs and mechanical problems.
8. Promptly reports to the Service Manager and Office Manager any job related injuries.
9. Promptly reports to the Service Manager any unsafe conditions encountered in the garage working environment which would potentially endanger any of the transportation staff.
10. Performs all other reasonable duties within the scope of the school transportation department that may be assigned by the Service Manager or Lead Inspector.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1984
Revised: September, 1991
Revised: June 30, 1998
Revised: July 1, 2006
Revised: July 21, 2011
Revised: September 20, 2012
Revised: October 30, 2014
JOB DESCRIPTION: TRANSPORTATION DEPARTMENT PARTS MANAGER

QUALIFICATIONS:
1. High school graduate
2. Experience in auto and heavy truck or bus parts
3. ASE certification desired
4. Commercial Driver’s License – Class B with passenger endorsement (may acquire after obtaining position)
5. Basic knowledge of and be able to operate computer with windows based programming
6. Able to push, pull and lift 45 lbs. and bend at the waist, kneel and lift hands over head

REPORTS TO: Service Manager

JOB GOAL: Procure and maintain adequate parts inventory for school buses and Board-owned vehicles.

PERFORMANCE RESPONSIBILITIES
1. Carries out day-to-day assignments related to parts needed to repair bus fleet and all District-owned vehicles.
2. Assumes responsibility for knowing and following manufacturer’s guidelines regarding replacement parts, including the use of remanufactured parts and/or equivalent.
3. Assures all school bus parts meet state minimum specifications for vehicle model year and applications.
4. Assists Service Manager in assuring the parts section of all vehicle records are kept in compliance with state law and district policies.
5. Assist Service Manager in assuring all vehicle records are kept in compliance with state law and district policies.
6. Assumes responsibility for ordering and receiving parts in a timely manner.
7. Keeps an ongoing check of inventory levels and makes adjustments as required.
8. Reports to Service Manager status of parts on order so repairs can be scheduled accordingly.
9. Purchases parts on a least cost basis when equivalent parts are available and checks pricing regularly. Shrinks inventory wherever possible.
10. Promotes high standard of safety and good housekeeping methods in all work related areas.
11. Promptly reports to Service Manager and Office Manager all work related injuries.
12. Promptly reports to Service Manager any unsafe conditions in the garage working environment which would potentially endanger any of the Transportation staff.
13. Performs all other reasonable duties within the scope of the school Transportation Department that may be assigned by the Service Manager or Lead Inspector.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: January 5, 2011
Revised: October 30, 2014
JOB DESCRIPTION: TRANSPORTATION DEPARTMENT OPEN ROUTE DRIVER/TRAINER

QUALIFICATIONS:
1. High School Diploma/Equivalent
2. Twenty-one years of age
3. Current driver’s license, valid in Kentucky
4. Physical examination – Board-appointed physician
5. Pre-employment drug and alcohol screening
6. Criminal record check.
7. Driving history check.
8. No chargeable accidents within the last three years.
9. No drug or alcohol convictions within the last five years.
10. Exemplary attendance.
11. Commercial Driver’s License (CDL); Class B; Endorsements: Passenger (P) & School Bus (S).
12. Kentucky Certified School Bus Driver Trainer Instructor (may acquire after appointment).
13. Minimum 2 years school bus driver experience.
14. Able to push, pull and lift 45 lbs. and bend at the waist, kneel and lift hands over head

REPORTS TO: Transportation Director

JOB GOAL: Prepare new driver candidates for placement on open routes to ensure they can perform all safety procedures with proficiency and are prepared to safely transport students when released to drive solo.

PERFORMANCE RESPONSIBILITIES:
1. Observes all mandatory safety regulations for school buses and obeys all traffic laws.
2. Drive open bus routes and train replacement drivers for open routes.
3. Drive routes that are listed on daily board as assigned by dispatcher.
4. Checks bus before each operation for mechanical defects and completes post-trip check at end of each route to ensure no students or belongings remain on the bus.
5. Maintains discipline when students are on bus and reports undisciplined students to the proper authority.
6. Conduct driver training instruction for new bus driver trainees in accordance with the curriculum developed by the Division of Pupil Transportation approved by the Kentucky Department of Education.
7. Assist in the preparation and development of training components that will make up the annual eight hour bus driver recertification modules in accordance to applicable Kentucky Administration Regulations.
8. Evaluate bus driving performance of bus driver/s who have been involved in a preventable incident and provide remedial training as directed.
9. Train and assist new drivers concerning student behavior management problems and situations.
10. Assist route managers with bus stop evaluations and update bus route data in VersaTrans.
11. 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.
12. Establish and maintain cooperative and effective working relationships with others.
13. Understand and follow oral and written directions.
14. Performs such other reasonable duties within the scope of the transportation department as may be assigned by the Director or the Assistant Superintendent.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

EVALUATION: Performance will be evaluated in accordance with the provisions of the Board’s Policy on Evaluation of Support Services Personnel.

Adopted: February 23, 2015
OLDHAM COUNTY BOARD OF EDUCATION  
ADMINISTRATIVE REGULATION 1014.040 – AR

JOB DESCRIPTION: TRANSPORTATION DEPARTMENT OPEN ROUTE BUS DRIVER

QUALIFICATIONS:
1. High School Diploma/Equivalent
2. Twenty-one years of age
3. Current driver’s license, valid in Kentucky
4. Physical examination – Board-appointed physician
5. Pre-employment drug and alcohol screening
6. Criminal record check.
7. Driving history check.
8. No chargeable accidents within the last three years.
9. No drug or alcohol convictions within the last five years.
10. Exemplary attendance.
11. Commercial Driver’s License (CDL); Class B; Endorsements: Passenger (P) & School Bus (S).
12. Minimum 2 years school bus driver experience.
13. Able to push, pull and lift 45 lbs. and bend at the waist, kneel and lift hands over head

REPORTS TO: Transportation Director

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular programs.

PERFORMANCE RESPONSIBILITIES:
1. Observes all mandatory safety regulations for school buses and obeys all traffic laws.
2. Drive open bus routes.
3. Drive routes that are listed on daily board as assigned by dispatcher.
4. Checks bus before each operation for mechanical defects and completes post-trip check at end of each route to ensure no students or belongings remain on the bus.
5. Maintains discipline when students are on bus and reports undisciplined students to the proper authority.
6. Clean substitute buses and maintain substitute bus log books.
7. When all open routes are covered, assist office staff with various office duties.
8. Assist service department on service runs and/or the pickup and delivery of buses.
10. Assist open route driver trainers in the development of training components that will make up the annual eight hour bus driver recertification modules.
11. Establish and maintain cooperative and effective working relationships with others.
12. Understand and follow oral and written directions.
13. Performs such other reasonable duties within the scope of the transportation department as may be assigned by the Director or the Assistant Superintendent.
14. Attends work regularly and on time.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

EVALUATION: Performance will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Support Services Personnel.

Adopted: February 23, 2015
JOB DESCRIPTION: TRANSPORTATION DEPARTMENT BUS DRIVER

QUALIFICATIONS:
1. High School Diploma/Equivalent
2. Twenty-one years of age
3. Current driver's license, valid in Kentucky
4. Physical examination – Board-appointed physician
5. Pre-employment drug and alcohol screening
6. Criminal record check
7. Driving history check
8. No drug or alcohol convictions within the last five years.
9. Commercial Driver’s License (CDL); Class B; Endorsements: Passenger (P) & School Bus (S)
10. Able to push, pull and lift 45 lbs. and bend at the waist, kneel and lift hands over head

REPORTS TO: Transportation Director

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular programs.

PERFORMANCE RESPONSIBILITIES:
Incorporated by reference: 702 KAR 5:080
1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus.
4. Reports undisciplined students to the proper authority.
5. Keeps assigned bus clean.
6. Follows bus route schedules as designed by route manager.
7. Checks bus before each operation for mechanical defects and completes post-trip check at end of each route to insure no students or belongings remain on the bus.
8. Notifies the proper authority in case of mechanical failure or lateness.
9. Stops bus to load or unload students at designated bus stop only.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students.
12. Reports all accidents and completes required reports.
13. Enforces regulations against eating and using tobacco products on the bus.
14. Attends work regularly and on time. Notifies transportation office well in advance of official on-duty time before being absent.
15. Follows all board policies and administrative regulations.
16. Uses bus radio in accordance to FCC regulations.
17. Completes all other task as assigned by supervisor.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: February 6, 1988
Revised: September, 1991
Revised: June 30, 1998
Revised: June 8, 1999
Revised: July 7, 2003
Revised: July 11, 2006
Revised: September 20, 2012
Revised: October 30, 2014
Revised: February 23, 2015
Revised: June 30, 2015
JOB DESCRIPTION: TRANSPORTATION DEPARTMENT BUS MONITOR

QUALIFICATIONS:
2. Experience working with young children.
3. Understanding of and ability to relate to children with special needs.
4. Physical ability to properly operate safety equipment and assist students (push, pull and lift 45 pounds and bend at the waist, kneel and lift hands over head).

REPORTS TO: Assigned Supervisor

JOB GOAL: Assist school bus driver in maintaining discipline and safety while bus is in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required.

PERFORMANCE RESPONSIBILITIES:
1. Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation.
2. Consult with and assist bus driver with documentation of student information; record keeping and completing route surveys.
3. Assist driver in securing seat belts, harnesses and wheel chair clamps as required.
4. Assist parents and school personnel with safe loading and unloading of students; coordinate seating of preschool students as required by state transportation guidelines.
5. Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems, and behavior as appropriate.
6. Perform necessary medically-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibility and proper training by the District Nurse or her designee.
7. Maintain current knowledge of Emergency Evacuation procedures.
8. Assist children with disabilities on and off the bus and escort children across street upon return home; lift children as required; assure responsible adult meets student leaving the bus when required.
9. Perform post-trip check of the bus at the end of the route to insure no students or belongings remain on the bus.
10. Operate equipment, including wheelchairs, tie-downs, seat belts, harnesses, mechanical lifts and other adaptive equipment as necessary.
11. Attend in-service meeting and training courses as assigned.
12. Regularly attend work and be punctual.
13. Perform related duties as assigned.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: January 29, 1992
Revised: June 30, 1998
Revised: June 8, 1999
Revised: July 7, 2003
Revised: December 22, 2009
Revised: January 11, 2011
Revised: October 30, 2014
JOB DESCRIPTION: TRANSPORTATION DEPARTMENT CUSTODIAN, MAINTENANCE AND DELIVERY PERSON

QUALIFICATIONS:
1. High School graduate or G.E.D. Certificate.
2. Previous custodial/maintenance experience preferred.
3. Have a current Commercial Drivers License (CDL) with endorsements to transport passengers.
4. Public relations skills.
5. Able to push, pull and lift 45 lbs. and bend at the waist, kneel and lift hands over head

REPORTS TO: Assistant Transportation Director or designee

JOB GOAL: To Promote a clean, safe work area in and around the transportation building and grounds. To assist in the delivery of board owned vehicles, that will enhance the continuity of the garage operation. To serve as a substitute school bus driver as deemed necessary.

PERFORMANCE RESPONSIBILITIES:
1. Promote high standards of safety and good housekeeping methods in all areas in and around the transportation building and grounds.
2. To make minor maintenance repairs to the building, grounds area.
3. Maintain adequate records as required for safety regulations/etc.
4. Attend required training exercises, updates, etc. to maintain safe and economical work practices.
5. When available, assist in the delivery of board owned vehicles to various locations.
6. Provide assistance as a substitute school bus driver when deemed necessary.
7. Provide assistance in snow/ice removal during winter months as needed.
8. Maintain an inventory of all cleaning supplies and related equipment.
9. Perform such other reasonable duties within the scope of the Transportation Department as may be assigned by the Assistant Director or designee.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 18, 2003
Revised: September 20, 2012
Revised: October 30, 2014
JOB DESCRIPTION: TRANSPORTATION DEPARTMENT OFFICE MANAGER

QUALIFICATIONS:
1. High School graduate with some college or business college background.
2. Previous secretarial experience.
3. Word processing experience necessary.
4. Understanding the responsibilities of all transportation staff.
5. Public relations skills.
6. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: Transportation Director

JOB GOAL: To provide assistance and support to the Transportation Director in interfacing with the public and in operation of the transportation office.

PERFORMANCE RESPONSIBILITIES:
1. Maintain office files regarding absentees, injury, disciplinary reports, driver CDL testing, drug screenings and other personnel matters.
2. Complete required forms and make reports concerning injury, absentees and payroll matters.
3. Assume responsibility for ensuring all field trip requests are processed in accordance to district and department policies.
4. Process all time cards, make office copies and send to payroll as scheduled.
5. Ensure bus log books are updated manually.
6. Maintain a sufficient inventory of office supplies and order/reorder as required.
7. Receive and record all incoming mail and pony items.
8. Keep a supply of new driver packets on hand.
9. Receive all incoming calls and visitors to the transportation office in a friendly, helpful and efficient manner.
10. Assume responsibility for knowing current bus route data and assist in delivering information to parents and school staff.
11. Assume responsibility in ensuring transportation secretaries / dispatcher and or receptionist perform their assigned duties.
12. Assume responsibility in ensuring transportation office operates in an organized and efficient manner.
13. Assist transportation staff with benefits, payroll and personnel matters.
14. Process all communications for the Director of Transportation.
15. Other duties as may be assigned by the Director of Transportation.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: September, 1991
Revised: June 30, 1998
Revised: August 6, 1998
Revised: July 1, 2006
Revised: January 13, 2014
Revised: October 30, 2014
JOB DESCRIPTION: TRANSPORTATION DEPARTMENT DISPATCHER

QUALIFICATIONS:
1. High School graduate.
2. Commercial Drivers License (CDL) Class B with Passenger (P) and School Bus (S) endorsements.
3. State Certified Driver Training Instructor.
5. General supervisory skills.
6. An understanding of the responsibilities of all transportation staff.
7. Public relations skills.
8. Physical ability to properly operate safety equipment and assist students (push, pull and lift 45 pounds and bend at the waist, kneel and lift hands over head).

REPORTS TO: Office Manager

JOB GOAL: To coordinate a uniform two-way communication and information delivery system that distributes consistent and reliable information designed to communicate the needs and essential messages of the school’s transportation community.

PERFORMANCE RESPONSIBILITIES:
1. Ensure all bus driver and monitor positions are covered daily by coordinating, recording, and assigning all substitute drivers and monitors.
2. Assist Office Manager with absentee reports for all drivers and monitors and their necessary required leave forms.
3. Receive and deliver all two-way radio communications during assigned work schedule.
4. Serve as a ready resource with a working knowledge of Transportation laws, regulations, policies and procedures.
5. Provide routing directions and maps to drivers and assist them with navigation of bus routes, local streets, roads and highways as needed.
6. Promote professional communication of all transmissions over the two-way radio.
7. Keep office route books up to date with current route sheets and maps provided by the routing directors.
8. Assume responsibility for knowing current bus route data and assist in delivering information to parents and school staff.
9. Communicate in a friendly, helpful and efficient manner.
10. Teach training classes and develop training materials as needed.
11. Prepare and manage messages for transportation staff with the “One Call Now” system.
12. Serve as Safety leader for the Transportation Department.
13. Perform other duties as may be assigned by immediate supervisor or the Director of Transportation.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 1, 2006
Revised: October 12, 2010
Revised: August 6, 2012
Revised: October 30, 2014
JOB DESCRIPTION: TRANSPORTATION DEPARTMENT SECRETARY

QUALIFICATIONS:
1. High School graduate.
2. Previous secretarial experience.
4. Understanding the responsibilities of all transportation staff.
5. Public relations skills.
6. Commercial Drivers License – Class B with Passenger Endorsement (May acquire after obtaining position)

REPORTS TO: Transportation Office Manager

JOB GOAL: To provide assistance and support to the Transportation Office Manager and Director of Transportation in the operation of the transportation department.

PERFORMANCE RESPONSIBILITIES:
1. General clerical and filing duties consistent with transportation operations.
2. Assist dispatcher with daily assignments for absentee board and assigning sub-drivers and sub-attendants.
3. Order and track fuel cost as needed. Confirm that the price matches the current vendor contract.
5. Call, fax and email all schools on a daily basis with substitute driver information.
6. Fill and process field trip tickets for drivers on a daily basis. Setup and maintain round robin and team assignments for all schools.
7. Assist Service Manager in maintaining sufficient supply of vehicle maintenance forms. (Inspection, work order, new vehicle inspection, vehicle file folder, driver inspection, etc.)
8. Assist Service Manager in ensuring all district owned vehicles have correct insurance card and insurance carrier is aware of new or deleted vehicles.
9. Work in Versa Trans assisting parents and schools with questions regarding routes and student pick up information.
10. Fills in as dispatcher in his/her absences.
11. Receive all incoming phone/radio calls and visitors to the transportation office in a friendly, helpful and efficient manner.
12. Assume responsibility for knowing current bus route data and assist in delivering information to parents and school staff.
13. Schedule and reserve multiuse board vehicles and bill departments accordingly.
15. Other duties as may be assigned by the Transportation Office Manager.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 1, 2006
Revised: November 19, 2013
Revised: October 30, 2014
JOB DESCRIPTION: DIRECTOR OF FACILITIES MANAGEMENT

QUALIFICATIONS:
1. Architectural or engineering degree.
2. A minimum of two years successful experience in architecture, engineering, facility management, or related field.
3. Demonstrated knowledge of construction law, building codes, project administration and applicable regulations set forth by the Kentucky Department of Education.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Able to push, pull and lift 45 lbs. and bend at the waist, kneel and lift hands over head

REPORTS TO: Superintendent

SUPERVISES: Director of Operations and Maintenance, Grounds Director, and Central Office Plant Operator.

JOB GOAL: Directs the planning and construction of capital improvement projects for the district; insures an efficient system of maintenance and plant operation.

PERFORMANCE RESPONSIBILITIES:
1. Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
2. Examines school buildings on a regular basis for needed repairs and maintenance.
3. Directly supervises the maintenance director in establishing and recommending priorities on repair projects.
4. Develops a system for dealing with emergency repair problems with efficiency.
5. Inspects each building quarterly, and more often if necessary, and confers with principals regarding custodial and maintenance work.
6. Maintains such records as are required for all areas of assigned responsibility.
7. Assumes responsibility for comprehensive overall planning and scheduling of maintenance and repair requirements of the district.
8. Ensures that standards consistent with all applicable laws are maintained at a minimum.
9. Conducts a comprehensive and detailed cost analysis program of departmental expenditures as a basis governing annual forecast of expenditure requirements.
10. Conducts a continuing analysis of systems and procedures.
11. Oversees a continuing program of staff training and personnel development.
12. Keeps informed of the latest trends, developments, and products in the areas of responsibility and encourages innovation and experimentation as appropriate.
13. Maintains such personnel, insurance, and other records for area of concern as are necessary.
14. Oversees maintenance of all district-owned equipment and develops plans for preventive maintenance.
15. Authorizes purchases in accordance with budgetary limitations and district rules.
16. Maintains safety standards in conforming with State and insurance regulations and develops a program of preventive safety.
17. Develops recommendations for future equipment, facility and personnel needs.
18. Submits all reports required by State authorities in areas of responsibility.
19. Coordinates and supervises the grounds maintenance of the district’s schools and related facilities.
20. Provides leadership and decisions in development of plans for all capital improvements.
21. Directs the design of all capital improvements, reviews all capital improvements designs and reviews and approves all bid specifications.
22. Develops and maintains appropriate program and design standards.
23. Administers construction projects for the district, preparation of contracts, review of change orders and litigation in connection with the projects.
24. Establishes and maintains liaison with architect and engineer.
25. Establishes and maintains relationships with State Department of Education and regulatory agencies.
26. Performs on-site field inspection of contract work under special school programs including inspections involving general contracting, mechanical engineering and architectural engineering.
27. Inspects construction work for compliance with applicable building codes, drawings and specifications.
28. Submits written reports on projects inspected stating progress, work status and contractors’ compliance to contract documents.
29. Advises contractors of unsatisfactory job situations and conditions.
30. Coordinates inspection findings with corresponding inspectors of consulting architects.
31. Advises superiors on validity of contractor pay requests.
32. Reviews validity of change order requests for work and payment amounts submitted by contractors.
33. Consults and advises corresponding inspectors of consulting architects and engineers and contractors regarding specific field problems.
34. Maintains complete and comprehensive job files on each field project assigned.
35. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.
JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT – FACILITIES MANAGEMENT DEPARTMENT

QUALIFICATIONS:
1. High school graduate or equivalent with clerical and accounting background.
2. Construction background helpful
3. Ability to maintain financial records.
4. Organizational skills
5. Work independently and meet deadlines
6. Knowledge of a wide variety of office equipment
7. Proficient in operating computer software and hardware, including, at a minimum, Microsoft Excel, Word and basic electronic mail programs.
8. Flexible and able to work with various types of people
9. Ability to handle stressful situations.
10. Able to push, pull and lift 45 lbs. and bend at the waist, kneel and lift hands over head

REPORTS TO: Director of Facilities Management

JOB GOAL: Provide administrative assistance in all areas in the Facilities Department to maintain efficiency in supporting ongoing construction projects, accounting functions and maintaining an orderly work flow.

PERFORMANCE RESPONSIBILITIES:
1. Receive all telephone calls and visitors to the Facilities Management Department and manage whenever possible.
2. Receive all Facilities Department mail and packages, stamp date of receipt and distribute accordingly.
3. Prepare all documents, correspondence, contracts, state forms and other reports as directed.
4. Prepare legal advertisements for bid projects.
5. Prepare and distribute plans and specifications for in-house projects.
7. Maintain/update project information database for all construction projects in district.
8. Responsible for setup and maintaining all files for Facilities Management Department.
9. Maintain, update, assign and review requests of all district building keys and access cards.
   ▶ Knowledge of the accounting portion of MUNIS financial management software. Responsible for inputting all purchasing activities into the MUNIS program and keeping abreast of any program changes and updates.
11. Tracking and reporting accurately the finances for the Facilities Management Department.
13. Provide administrative assistance to Assistant Director of Facilities/Director of Grounds, District Architect, Director of Maintenance and Construction Inspector as needed.
14. Ordering of all Facility Department supplies and equipment.
15. Performing other duties as assigned by the Director of Facilities Management or the Superintendent.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 6, 2003
Revised: March 9, 2007
Revised: September 20, 2012
Revised: October 30, 2014
OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION – 1015.02 AR

JOB DESCRIPTION: ASSISTANT DIRECTOR OF FACILITIES MANAGEMENT

QUALIFICATIONS:
1. Minimum: Architectural or mechanical engineering degree working towards registration. Desirable: Registered Architect or Engineer.
2. A minimum of five (5) years successful practice in project management.
3. Demonstrated knowledge of construction law, building codes, project administration and applicable regulations set forth by the Kentucky Department of Education.
4. Detail oriented and capable of achieving job goals/assignments with a minimum of supervision.
5. Able to push, pull and lift 45 lbs. and bend at the waist, kneel and lift hands over head and climb.

REPORTS TO: Director of Facilities Management

JOB GOAL: Directs the planning and construction of capital improvement projects for the district

PERFORMANCE RESPONSIBILITIES:
1. Directs the design of capital improvements, reviews and approves capital improvements, plans, and specifications.
2. Develops and maintains appropriate program and design standards.
3. Administers construction projects for the district, preparation of contracts, review of change orders and litigation in connection with the projects.
4. Establishes and maintains liaison with the Board’s consulting architects and engineers.
5. Establishes and maintains relationships with Kentucky Department of Education and regulatory agencies.
6. Performs on-site field inspection of contract work under construction including inspections involving general contracting, mechanical and electrical engineering.
7. Inspects construction work for compliance with applicable building codes, drawings and specifications.
8. Submits written reports on projects inspected stating progress, work status and contractors’ compliance to contract documents.
9. Advises contractors of unsatisfactory job situations and conditions.
10. Coordinates inspection findings with corresponding inspectors of consulting architects and engineers.
11. Advises Director on validity of contractor pay requests.
12. Reviews validity of change order requests for work and payment amounts submitted by contractors.
13. Consults and advises corresponding inspectors of consulting architects and engineers and contractors regarding specific field problems.
14. Maintains complete and comprehensive job files on each project assigned.
15. Performs such other tasks and assumes such other responsibilities as the Director of Facilities Management may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: October 13, 2005
Revised: September 20, 2012
Revised: October 30, 2014
Revised: March 12, 2015
JOB DESCRIPTION: FACILITIES PROJECT MANAGER

QUALIFICATIONS:
6. Registered architect or mechanical engineering degree.
7. A minimum of three (3) years successful practice as a registered professional.
8. Demonstrated knowledge of construction law, building codes, project administration and applicable regulations set forth by the Kentucky Department of Education.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
10. Able to push, pull and lift 45 lbs. and bend at the waist, kneel and lift hands over head

REPORTS TO: Director of Facilities Management

JOB GOAL: Directs the planning and construction of capital improvement projects for the district

PERFORMANCE RESPONSIBILITIES:
1. Directs the design of capital improvements, reviews capital improvements designs and reviews and approves bid specifications.
2. Develops and maintains appropriate program and design standards.
3. Administers construction projects for the district, preparation of contracts, review of change orders and litigation in connection with the projects.
4. Establishes and maintains liaison with the Boards consulting architects and engineers.
5. Establishes and maintains relationships with State Department of Education and regulatory agencies.
6. Performs on-site field inspection of contract work under construction including inspections involving general contracting, mechanical and electrical engineering.
7. Inspects construction work for compliance with applicable building codes, drawings and specifications.
8. Submits written reports on projects inspected stating progress, work status and contractors’ compliance to contract documents.
9. Advises contractors of unsatisfactory job situations and conditions.
10. Coordinates inspection findings with corresponding inspectors of consulting architects and engineers.
11. Advises superiors on validity of contractor pay requests.
12. Reviews validity of change order requests for work and payment amounts submitted by contractors.
13. Consults and advises corresponding inspectors of consulting architects and engineers and contractors regarding specific field problems.
14. Maintains complete and comprehensive job files on each project assigned.
15. Performs such other tasks and assumes such other responsibilities as the Director of Facilities Management may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: October 13, 2005
Revised: September 20, 2012
Revised: October 30, 2014
JOB DESCRIPTION: CONSTRUCTION FIELD INSPECTOR

QUALIFICATIONS:
1. High School graduate or G.E.D. minimum; Bachelor’s degree or higher in field related to assignment desired.
2. Five (5) years of successful construction experience in field related to assignment.
3. Capability to read and understand contract documents, i.e., drawings, specifications, contracts.
4. Basic understanding of construction law and project administration processes (construction management).
5. Background knowledge and interpretation of applicable building codes and Department of Education regulations.
6. Valid driver’s license.
7. Demonstrated ability to prepare easily understood verbal or written correspondence.
8. Drafting experience desired.
9. Able to push, pull and lift 45 lbs. and bend at the waist, kneel and lift hands over head

REPORTS TO: Director of Facility Management

JOB GOAL: To perform on-site field inspection of contract work under construction. The areas of assignment are general contracting, architectural and site work, mechanical and electrical engineering.

PERFORMANCE RESPONSIBILITIES:
1. Inspects construction work for compliance with applicable building codes, contract drawings, and specifications.
2. Submits written reports on projects inspected stating progress, work status, and contractors’ compliance to contract documents.
3. Advises contractors and consultants of unsatisfactory job situations and/or conditions; consults and advises corresponding inspectors of consulting architects/engineers and contractors regarding specific field problems.
4. Coordinates inspection findings with corresponding inspectors of consulting architects/engineers of record.
5. Advises supervisor on validity of contractor pay requests.
6. Reviews validity of change order requests for work and payment amount(s) submitted by contractors.
7. Maintains complete and comprehensive job files on each field project assigned.
8. Performs other duties as assigned by the Director of Facility Management.

PHYSICAL DEMANDS:
The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping, pushing, and pulling of arm controls and fine motor manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, along with the ability to lift, carry, push, or pull heavy weights. The work requires activities involving unprotected heights, being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 23, 2004
Revised: September 20, 2012
Revised: October 30, 2014
JOB DESCRIPTION: FACILITIES MANAGEMENT SECRETARY/BOOKKEEPER

QUALIFICATIONS:
1. High school graduate with secretarial and bookkeeping experience
2. Good organizational skills
3. Must be proficient in word processing and spreadsheet programs
4. Detail oriented and capable of achieving job goals/assignments with minimal supervision
5. Able to push, pull and lift 45 lbs. and bend at the waist, kneel, and lift hands over head.

REPORTS TO: Director of Facilities Management

JOB GOAL: To provide assistance and support to the Director of Facilities Management and to the employees of the department.

PERFORMANCE RESPONSIBILITIES:
1. Perform clerical and bookkeeping tasks required to support the Director of Facilities and department staff.
2. Prepare correspondence and forms for the department and maintain all files.
3. Receive calls coming into the department. Schedule appointments as needed.
4. Maintain complete and comprehensive job files on each project.
5. Maintain project cost reports and the facilities financial recap document.
6. Prepare requisitions and purchase orders for all Facilities and Grounds Departments’ invoices.
7. Maintain personnel records regarding vacation, sick leave and travel for department staff.
8. Act as liaison for Central Office personnel, school administrators, office managers and plant operators regarding facility issues.
9. Act as liaison with the Board’s consulting architects, engineers, and contractors.
10. Order supplies needed for the department.
11. Act as the point of contact for facility issues that affect the Central Office and report them to the Maintenance Department.
12. Performs such other tasks and assumes such other responsibilities as the Director of Facilities Management may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 14, 2015
GENERAL INFORMATION:

QUALIFICATIONS:
1. Minimum BA/BS college degree. Specialized HVAC and electrical maintenance experience.
2. Successful prior experience desired in management and the supervision of employees.
3. Push, pull or lift 40 pounds, bend at waist, kneel and reach above your head.

REPORTS TO: Director of Facilities Management

SUPERVISES: Maintenance Staff

JOB GOAL: To maintain all buildings and equipment through regular preventive maintenance. Assure that a comfortable and safe learning environment is provided in all facilities during all seasons.

PERFORMANCE RESPONSIBILITIES:
1. Supervises all maintenance workers in the maintenance department and assigns jobs to the maintenance staff based on the needs that arise in the district.
2. Evaluates maintenance personnel and maintains personnel and other records as are required.
3. Examines school buildings on a regular basis for needed repairs and maintenance. Establishes and implements regular and preventative maintenance programs.
4. Estimates costs of repair projects in terms of labor, material and overhead.
5. Prioritizes assigns and tracks the status of work orders through completion.
6. Inspects and evaluates the work that has been completed by the maintenance staff.
7. Prepares regular reports on costs of work done, materials used and labor expended.
8. Orders materials as needed and makes recommendations of supplies and equipment purchase.
9. Develops a system for dealing with emergency repair(s).
10. Recruits, screens and recommends for hiring; all craftspeople necessary to the maintenance program and warehouse operations.
11. Advises on the hiring of contractors to perform certain maintenance or repair services.
12. Regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.
13. Oversight of integrated pest management program as required by the Kentucky Department of Agriculture.
14. Review of mechanical, plumbing, fire sprinkler and electrical plans and specifications for renovations and new construction.
16. Maintains listing of Board approved SDS, formerly MSDS, materials. Reviews and recommends for Board Approval new SDS materials.
17. Assigns training courses offered through SafeSchools on-line training program to maintenance and warehouse staff. Recommends SafeSchools training programs for Plant Operators and custodial staff.
18. Provides yearly training to Plant Operators on subjects related to their processes and/or needs. Instructs Plant Operators on proper procedures as defined by Board Policy during this yearly training that involves interaction with maintenance staff and/or requests for maintenance services.
19. Provides training for Plant Operators, and/or Office and Kitchen personnel on the proper use of the district CMMS. This involves our MicroMain work order request system and Quickbase which is our material request and HVAC scheduling system.
20. Responds to emergency after hours calls from schools and/or district contracted alarm monitoring companies.
21. Ensures that mandatory inspections such as fire alarm systems, fire extinguishers, kitchen exhaust hood fire suppression systems, boilers and associated kitchen pressure vessel equipment, maintenance department lift equipment, building fire sprinklers, etc. are performed by qualified/certified contractors on a minimum of once per year. Some systems require more than a yearly inspection.
JOB DESCRIPTION: DIRECTOR OF MAINTENANCE

PERFORMANCE RESPONSIBILITIES CONTINUED:
22. Maintains and bids out district trash/garbage/refuse contract services. Coordinates repair and service of district owned trash compactor equipment.
23. Contracts and coordinates refinishing of all gym hardwood floors throughout all schools.
24. Maintains and bids out Janitorial Services contract for Central Office and Administrative Annex. Coordinates required cleaning procedures, supplies, and tasks to be performed with contractor. Addresses complaints received from staff with contractor to correct deficiencies in cleaning processes.
25. Arrange for the management of district-owned waste water treatment plants.
26. Other duties as may be assigned by the Director of Facilities Management.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Revised: September 1, 1984  Revised: December 17, 2002  Revised: October 30, 2014
Revised: September, 1991  Revised: June 8, 2011  Revised: January 22, 2015
JOB DESCRIPTION: EXECUTIVE SECRETARY TO MAINTENANCE DEPARTMENT

QUALIFICATIONS:
1. High school or GED graduate with general clerical training.
2. Organizational skills.
3. Ability to work independently and meet deadlines.
4. Experience in operating a multiple phone and paging system.
5. Friendly personality.
6. Basic computer skills with demonstrated proficiency in office applications.
7. Some knowledge of maintenance terminology desired.

REPORTS TO: Maintenance Director

JOB GOAL: To assist in the coordination of the daily operation of the maintenance department; establish and maintain a friendly, efficient and professional atmosphere in the maintenance office.

PERFORMANCE RESPONSIBILITIES:
1. Receive all incoming calls and inquiries directed to the Maintenance Director, Energy Management Specialist and maintenance staff.
2. Receive, classify, dispatch and describe all requests for maintenance services.
3. Prepare correspondence for Maintenance Director, Energy Management Specialist and maintenance staff.
4. Prepare monthly computerized work order reports for all district operations.
5. Prepare monthly computerized energy use reports.
6. Prepare daily time sheets for maintenance and grounds staff.
7. Assist in the preparation of monthly departmental financial reports.
8. Process parts requests; prepare purchase orders; assist in inventory control as directed by the Maintenance Director.
9. Organize and maintain all departmental files, documents, supplier lists and supplies.
10. Complete and route time cards and time off sheets for all maintenance staff.
11. Assist in the implementation of a system for dealing with emergency repairs.
12. Assure that the maintenance office and reception area are maintained in an attractive manner.
15. Perform other duties as assigned by the Maintenance Director.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: September, 1991
Revised: June 8, 1999
Revised: July 7, 2003
Revised: July 21, 2011
Revised: October 30, 2014
JOB DESCRIPTION: LOCKSMITH – JOB CATEGORY II

QUALIFICATIONS:
1. High school graduate or G.E.D.
2. Specialized experience in lock systems, keying and forced entry prevention.
3. Broad-based experience in general carpentry, plumbing, electricity and metal work.
4. Must have and maintain a valid driver's license.

REPORTS TO: Maintenance Director

JOB GOAL: To provide keys, locks and allied material on an as needed basis to maintain safe access and to deter unauthorized entry and/or usage of buildings and equipment throughout the school system.

PERFORMANCE RESPONSIBILITIES:
1. Repair locks, reinstalls or makes primary installation of school system compatible lock sets.
2. Cuts new keys as required.
3. Recommends keying and lock systems to Maintenance Director/independent service provider.
4. Advises and assists in recommended stockage levels of key blanks, lock sets and special equipment.
5. Maintains key cutting station.
6. Assists school personnel in emergency egress, when required.
7. Serves on general maintenance crew as assigned by the Maintenance Director.
8. Other duties as assigned by the Maintenance Director.

PHYSICAL REQUIREMENTS
1. Must be able to perform basic operations of climbing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, feeling and repetitive motion.
2. Must be capable of lifting 50 pounds, exert force to push/pull up to 100 pounds occasionally and up to 50 pounds frequently.
3. Must possess the visual required to prepare and use figures and drawings, operate a terminal, operate equipment, use measurement devices, do visual inspections and operate a motor vehicle.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: September, 1991
Revised: March, 1994
Revised: July 27, 1998
Revised: July 21, 2011
Revised: October 30, 2014
JOB DESCRIPTION: WASTE WATER TREATMENT PLANT OPERATOR - JOB CATEGORY II

QUALIFICATIONS:
1. High school graduate or G.E.D.
2. Kentucky Class I Licensed Waste Water Treatment Plant Operator.
3. Broad-based background in general maintenance.
4. Knowledge of piping, electrical, and electric control systems.
5. Must have and maintain a valid driver's license.

REPORTS TO: Maintenance Director

JOB GOAL: To maintain the waste water treatment plants so as to insure proper operation throughout the school system on a year-round basis.

PERFORMANCE RESPONSIBILITIES:
1. Attend necessary courses of instruction required annually for continuation of operator's permit.
2. Insure waste water treatment plants are operated within constraints and limitations as imposed by appropriate State and Federal and local agencies.
3. Assists Maintenance Director to ensure proper documentation and compliance with Kentucky Division of Water Discharge Permit requirements.
4. Makes visual inspection of and blows down all operational compressed air tanks in the school system on Monday-Wednesday-Friday basis.
5. Ensures proper mowing and weed control in and around treatment plant facilities.
6. Advises and assists with recommended stockage level of spare parts for treatment plant mechanisms.
7. Serves on general maintenance crew.
8. Other duties as assigned by the Maintenance Director.

PHYSICAL REQUIREMENTS
1. Must be able to perform basic operations of climbing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, feeling and repetitive motion.
2. Must be capable of lifting 50 pounds, exert force to push/pull up to 100 pounds occasionally and up to 50 pounds frequently.
3. Must possess the visual required to prepare and use figures and drawings, operate a terminal, operate equipment, use measurement devices, do visual inspections and operate a motor vehicle.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: September, 1991
Revised: March, 1994
Revised: July 27, 1998
Revised: July 21, 2011
Revised: October 30, 2014
JOB DESCRIPTION: JOURNEYMAN PLUMBER – JOB CATEGORY I

QUALIFICATIONS:
1. High school graduate or G.E.D.
2. Minimum 2 years Journeyman level. Experienced in plumbing and allied skills, (soldering, cutting, threading, layout, etc.)
3. General maintenance background.
4. Must have and maintain a valid driver's license.

REPORTS TO: Maintenance Director

JOB GOAL: To assist the total maintenance effort within the school system to ensure a safe and sanitary learning environment.

PERFORMANCE RESPONSIBILITIES:
1. Installs new, repair, and emergency plumbing.
2. Forms and replaces all new concrete as required.
3. Maintains restroom, kitchen, and mechanical allied plumbing throughout the school system.
4. Serves on general maintenance crew.
5. Ensures all plumbing systems, installations and repairs comply with state and local regulations.
6. Other duties as assigned by the Maintenance Director.

PHYSICAL REQUIREMENTS
1. Must be able to perform basic operations of climbing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, feeling and repetitive motion.
2. Must be capable of lifting 50 pounds, exert force to push/pull up to 100 pounds occasionally and up to 50 pounds frequently.
3. Must possess the visual required to prepare and use figures and drawings, operate a terminal, operate equipment, use measurement devices, do visual inspections and operate a motor vehicle.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: September, 1991
Revised: March, 1994
Revised: July 27, 1998
Revised: July 21, 2011
Revised: October 30, 2014
JOB DESCRIPTION: GENERAL MAINTENANCE TECHNICIAN – JOB CATEGORY III

QUALIFICATIONS:
1. High school graduate or G.E.D.
2. Experience in both rough and finish carpentry.
3. Broad-based experience in plumbing, electricity, and metal work.
4. Must have and maintain a valid driver's license.

REPORTS TO: Maintenance Director

JOB GOAL: To provide the school system with necessary repairs and/or new construction, primarily in the carpentry field.

PERFORMANCE RESPONSIBILITIES:
1. Assists in installment, replacement, and maintenance of doors, frames, walls and other allied needs as required.
2. Assists in plumbing repairs including unstoping drains, repairing faucets, repairing flush valves, etc.
3. Performs minor repairs on electrical and lighting systems including ballasts and lamp replacement and replacement of electrical devices, and assists in the repair and replacement of electrical equipment.
4. Performs preventative maintenance and minor repairs of HVAC equipment.
5. Advises and assists in recommended stockage level for spare parts, tools, and construction materials.
6. Attends all required safety meetings and trainings; adheres to safe work practices and maintains a safe environment.
7. Other duties as assigned by the Maintenance Director/independent service provider.

PHYSICAL REQUIREMENTS
1. Must be able to perform basic operations of climbing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, feeling and repetitive motion.
2. Must be capable of lifting 50 pounds, exert force to push/pull up to 100 pounds occasionally and up to 50 pounds frequently.
3. Must possess the visual required to prepare and use figures and drawings, operate a terminal, operate equipment, use measurement devices, do visual inspections and operate a motor vehicle.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: September, 1991
Revised: March, 1994
Revised: July 27, 1998
Revised: July 21, 2011
Revised: October 30, 2014
JOB DESCRIPTION: PAINTER – JOB CATEGORY II

QUALIFICATIONS:
1. High school graduate or G.E.D.
2. Experience in painting preparation and priming of wood, plaster, masonry, and steel surfaces.
3. Experience in finish painting of wood, plaster, masonry and steel surfaces.
4. General knowledge and experience in drywall finishing.
5. Broad-based experience with a variety of paints and varnishes.
6. Experience in window frame repair and glazing.
7. Must have and maintain a valid driver’s license.

REPORTS TO: Maintenance Director

JOB GOAL: To provide the school system with painting support for existing and new construction; installed and mobile equipment.

PERFORMANCE RESPONSIBILITIES:
1. Prepares, primes, and finish paints rooms, doors, frames, and equipment as required.
2. Prepares, stains, and varnishes wood surfaces as required.
3. Sands, and applies primer to drywall surfaces as required.
4. Supervises all painting operations.
5. Advises and assists in recommended stockage level for paints, stains, varnishes and other expendable/non-expendable items relative to painting materials.
6. Assists school staff in painting procedures; use of proper painting and coating materials.
7. Repair window and door frames and replace glazing as needed.
8. Attends all required safety and training; adheres to safe work practices and maintains a safe environment.
9. Other duties as assigned by the Maintenance Director.

PHYSICAL REQUIREMENTS
1. Must be able to perform basic operations of climbing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, feeling and repetitive motion.
2. Must be capable of lifting 50 pounds, exert force to push/pull up to 100 pounds occasionally and up to 50 pounds frequently.
3. Must possess the visual required to prepare and use figures and drawings, operate a terminal, operate equipment, use measurement devices, do visual inspections and operate a motor vehicle.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted July 17, 1986
Revised September, 1991
Revised March, 1994
Revised: July 21, 2011
Revised: October 30, 2014
JOB DESCRIPTION: ENERGY MANAGEMENT SPECIALIST

QUALIFICATIONS:
1. High school graduate with technical training in energy management desire; must have Kentucky HVAC Journeyman license.
2. Experience in maintaining hot water boilers.
3. Experience in maintaining central and unit air conditioning systems.
4. Experience in maintaining air handlers and HVAC control circuitry.
5. Knowledge and experience in operating direct digital control systems.
6. Must have and maintain a valid driver’s license.

REPORTS TO: Maintenance Director

SUPERVISES: Personnel as may be assigned by the Maintenance Director.

JOB GOAL: Provide oversight over all HVAC controls in order to provide a comfortable learning environment and to maintain efficiency in operation of HVAC systems.

PERFORMANCE RESPONSIBILITIES:
1. Assists in the maintenance of all HVAC equipment, as required.
2. Assures adequate inventory of spare parts, special tools, test equipment, and other items related to energy management and control systems.
3. Has full responsibility for management and operation of all Direct Digital Control.
4. Responds to off/hour HVAC emergencies as required.
5. Assures that temporary HVAC schedule changes are efficiently processed.
6. Stays current regarding research and development in energy management and conservation.
7. Assists and supports HVAC technicians in the performance of their duties.
8. Coordinates with the district energy manager all schedules and activities that pertain to energy management.
9. Supervises all activities in the absence of the Maintenance Director.
10. Attends all safety meetings and trainings; adheres to safe work practices and maintains a safe environment.
11. Performs other duties as assigned by the Maintenance Director.
12. Familiarity with JCI Metasys, Andover 256, 256+, Continuum, and Infinity Controllers. Utilizes board-provided computer equipment for remote access to monitor, adjust, schedule, and reset HVAC and Refrigeration building equipment while off-site, including nights and weekends.

PHYSICAL REQUIREMENTS
1. Must be able to perform basic operations of climbing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, feeling and repetitive motion.
2. Must be capable of lifting 50 pounds, exert force to push/pull up to 100 pounds occasionally and up to 50 pounds frequently.
3. Must possess the visual ability required to prepare and use figures and drawings, operate a computer, operate equipment, use measurement devices, perform visual inspections and operate a board-provided motor vehicle.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: September, 1991
Revised: September, 1993
Revised: March, 1994
Revised: July 27, 1998
Revised: July 9, 2003
Revised: July 21, 2011
Revised: October 30, 2014
Revised: October 18, 2016
Revised: October 24, 2016
JOB DESCRIPTION: HVAC TECHNICIAN - JOB CATEGORY I

QUALIFICATIONS:
1. High school graduate or G.E.D.
2. Experience in maintaining hot water boilers, pumps and piping systems.
3. Experience in maintaining multiple types of HVAC systems.
4. Experience in maintaining multiple types of HVAC control circuitry.
5. Must have universal EPA refrigerant certification.
6. Minimum 4 years experience in Journeyman level commercial HVAC systems.
7. Must have and maintain a valid driver's license.

REPORTS TO: Maintenance Director

SUPERVISES: Personnel as may be assigned by the Maintenance Director.

JOB GOAL: To maintain all school system HVAC systems, to provide a comfortable learning environment for faculty and students.

PERFORMANCE RESPONSIBILITIES:
1. Maintains all HVAC equipment.
2. Plans and implements all preventive maintenance and periodic services on HVAC equipment.
3. Implements control testing shop area and maintains test equipment of the shop.
4. Advises and assists in recommended stock level of spare parts, special tools, test equipment and dedicated end items.
5. Ensures all space temperatures are within range as defined by district policy.
6. Supervises activities of all assistants that are assigned.
7. Ensures proper markings, instructions and safety equipment are present in all Mechanical Rooms.
8. Attends safety meetings and trainings as required and implements safe work practices as instructed.
9. Other duties as assigned by the Maintenance Director.

PHYSICAL REQUIREMENTS
1. Must be able to perform basic operations of climbing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, feeling and repetitive motion.
2. Must be capable of lifting 50 pounds, exert force to push/pull up to 100 pounds occasionally and up to 50 pounds frequently.
3. Must possess the visual required to prepare and use figures and drawings, operate a terminal, operate equipment, use measurement devices, do visual inspections and operate a motor vehicle.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.
JOB DESCRIPTION:  KITCHEN EQUIPMENT TECHNICIAN -- JOB CATEGORY II

QUALIFICATIONS:
1. High school graduate or G.E.D.
2. Knowledge and experience in maintaining and repairing kitchen equipment (i.e., pressure vessels, ovens, stoves, etc., - both electrical and gas service).
3. Knowledge and experience in maintaining and repairing small appliances.
4. Knowledge and experience in maintaining and repairing commercial cleaning equipment.
5. Knowledge and experience reading blueprints, schematics, and equipment documentation.
7. Must have and maintain a valid driver's license.

REPORTS TO:  Maintenance Director

JOB GOAL:  To maintain all school system kitchen related equipment so as to support the school lunch program, custodial program and allied activities.

PERFORMANCE RESPONSIBILITIES:
1. Ensures usability, safety and proper functioning of all cooking and cleaning equipment of kitchens.
2. Trouble shoot, repair and maintain all commercial custodial cleaning equipment.
3. Maintains adequate test and analysis equipment to support activities.
4. Advises and assists in recommended stock level of spare parts, special tools, test equipment and dedicated end items.
5. Coordinates all kitchen equipment repairs with kitchen staff and/or food service director.
6. Attends all safety meetings and trainings; adheres to safe work practices and maintains a safe environment.
7. Other duties as assigned by the Maintenance Director.

PHYSICAL REQUIREMENTS
1. Must be able to perform basic operations of climbing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, feeling and repetitive motion.
2. Must be capable of lifting 50 pounds, exert force to push/pull up to 100 pounds occasionally and up to 50 pounds frequently.
3. Must possess the visual required to prepare and use figures and drawings, operate a terminal, operate equipment, use measurement devices, do visual inspections and operate a motor vehicle.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:  August 1, 1980
Revised:  September 1, 1984
Revised:  September, 1991
Revised:  March, 1994
Revised:  July 27, 1998
Revised:  July 21, 2011
Revised:  October 30, 2014
JOB DESCRIPTION: ELECTRONICS TECHNICIAN -- JOB CATEGORY I

QUALIFICATIONS:
1. High school graduate or G.E.D.
2. Experience in primary, secondary and low voltage electrical wiring.
3. Experience in maintenance and repair of telephone, intercom, fire and vandal alarm systems, TV, audiovisual and electronic equipment.
4. Basic knowledge of electronics and electrical circuits.
5. Experience in computer skills required to connect, program, and monitor electronic and digital systems.
6. Basic telephone, alarm, and intercom system programming experience.
7. Must have and maintain a valid driver’s license.

REPORTS TO: Maintenance Director

JOB GOAL: To maintain electronic and digital equipment and systems, that support the administrative and educational effort.

PERFORMANCE RESPONSIBILITIES:
1. Installs and maintains all telephone and public address systems.
2. Maintains electronic and electrical equipment and systems.
3. Supervises electronic shop and maintains test equipment and an adequate supply of necessary parts.
4. Maintains all burglar, vandal and fire alarm systems.
5. Attends all required safety meetings and trainings; adheres to safe work practices and maintains a safe environment.
6. Maintains all analog TV systems.
7. Other duties as assigned by the Maintenance Director.

PHYSICAL REQUIREMENTS
1. Must be able to perform basic operations of climbing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, feeling and repetitive motion.
2. Must be capable of lifting 50 pounds, exert force to push/pull up to 100 pounds occasionally and up to 50 pounds frequently.
3. Must possess the visual required to prepare and use figures and drawings, operate a terminal, operate equipment, use measurement devices, do visual inspections and operate a motor vehicle.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: July 27, 1998
Revised: July 25, 2000
Revised: July 21, 2011
Revised: October 30, 2014
JOB DESCRIPTION: ELECTRICIAN -- JOB CATEGORY I

QUALIFICATIONS:
1. High school graduate or G.E.D.
2. Advanced training in electrical theory and systems.
3. Journeymen level experience in maintenance and repair of electrical distribution, systems, and equipment.
4. Experience in reading blueprints, schematics, and other pertinent system and equipment documentation.
5. Experience in installing raceway systems.
6. Knowledge and experience in implementing standard industry work practices.
7. Demonstrated knowledge of the National Electrical Code.
8. Must have and maintain a valid driver’s license.

REPORTS TO: Maintenance Director

JOB GOAL: To maintain electrical equipment and systems in an excellent and safe condition in the support of the administrative and educational effort.

PERFORMANCE RESPONSIBILITIES:
1. Installs, maintains, and repairs all lighting fixtures including ballasts.
2. Maintains electrical equipment to original specifications.
3. Maintains clean and safe shop area and maintains adequate supply of necessary parts.
4. Maintains all emergency lighting systems including emergency transfer equipment.
5. Troubleshoot, maintain, and repair all electrical equipment and system malfunctions and expedite return to normal operating conditions.
6. Assists other trades in analyzing, troubleshooting and working with electrical and control issues.
7. Maintain, troubleshoot, and repair all site and athletic field lighting systems.
8. Attends all required safety meetings and trainings; adheres to safe work practices and maintains a safe environment.
9. Other duties as assigned by the Maintenance Director.

PHYSICAL REQUIREMENTS
1. Must be able to perform basic operations of climbing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, feeling and repetitive motion.
2. Must be capable of lifting 50 pounds, exert force to push/pull up to 100 pounds occasionally and up to 50 pounds frequently.
3. Must possess the visual required to prepare and use figures and drawings, operate a terminal, operate equipment, use measurement devices, do visual inspections and operate a motor vehicle.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: July 27, 1998
Revised: July 21, 2011
Revised: October 30, 2014
JOB DESCRIPTION: CARPENTER – JOB CATEGORY II

QUALIFICATIONS
1. High school graduate or GED.
2. Journeyman level experience in carpentry trade.
3. Experience in masonry and concrete finishing preferred.
4. Knowledge and experience in construction and maintenance standard industry practices.
5. General welding experience.
6. Must have and maintain a valid driver’s license.

REPORT TO: Maintenance Director

JOB GOAL: To maintain structure, building envelope and finishes of all buildings, conforming to condition and performance as originally designed, to preserve and enhance the learning and working environment.

PERFORMANCE RESPONSIBILITIES
1. Installs, replaces, repairs and maintains doors, frames, walls and other building components and structures.
2. Maintains, repairs and replaces various finishes within buildings.
3. Maintains, cleans and repairs all tools used.
4. Maintains, repairs and installs suspended ceiling systems.
5. Repairs and installs drywall systems.
6. Maintains and repairs all types of roofing systems and flashings.
7. Fabricates and welds various structures.
8. Performs welding repairs on equipment and structures using arc, inert gas and torch systems.
9. Other duties as assigned by Maintenance Director.

PhysicaL REQUIREMENTS
1. Must be able to perform basic operations of climbing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, feeling and repetitive motion.
2. Must be capable of lifting 50 pounds, exert force to push/pull up to 100 pounds occasionally and up to 50 pounds frequently.
3. Must possess the visual required to prepare and use figures and drawings, operate a terminal, operate equipment, use measurement devices, do visual inspections and operate a motor vehicle.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 21, 2011
Revised: October 30, 2014
JOB DESCRIPTION: REFRIGERATION TECHNICIAN – JOB CATEGORY I

QUALIFICATIONS
1. High school graduate or GED.
2. Journeyman level experience in commercial refrigeration service.
3. Knowledge and experience to work with limited supervision.
4. Universal EPA refrigerant certificate.
5. Basic computer skills.
6. Knowledge and experience in electrical and control circuits.
7. Knowledge and experience in reading blueprints, schematics and related equipment/system documentation.
8. Must have and maintain a valid driver’s license.

REPORT TO: Maintenance Director

JOB GOAL: To service and maintain the refrigerated equipment within the district and be a resource to the Maintenance Department in providing a safe and comfortable environment to teach and learn.

PERFORMANCE RESPONSIBILITIES
1. Maintain, clean and calibrate all tools, gauges and diagnostic equipment used.
2. Maintain and repair all walk-in coolers and freezers.
3. Maintain and repair all reach-in coolers and freezers.
4. Assist other trades in troubleshooting, repair and maintenance of HVAC equipment including refrigerant piping systems, compressors, condensers, evaporators, chillers and all related components.
5. Assist in troubleshooting and repair of other kitchen equipment.
6. Attends all required safety meetings and training; adheres to safe work practices and maintains a safe environment.
7. Other duties assigned by Maintenance Director.

PHYSICAL REQUIREMENTS
1. Must be able to perform basic operations of climbing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, feeling and repetitive motion.
2. Must be capable of lifting 50 pounds, exert force to push/pull up to 100 pounds occasionally and up to 50 pounds frequently.
3. Must possess the visual required to prepare and use figures and drawings, operate a terminal, operate equipment, use measurement devices, do visual inspections and operate a motor vehicle.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 21, 2011
Revised: October 30, 2014
JOB DESCRIPTION:  WAREHOUSE OPERATOR

QUALIFICATIONS:
1. High school graduate or equivalent.
2. Experience in plant operations, maintenance, custodial duties, and warehouse operations
3. Ability to drive a box van, extended length van, and forklift.
4. Must have and maintain a valid driver's license.
5. Push, pull or lift 70 pounds; kneel and reach above your head.

REPORTS TO:  Director of Maintenance

JOB GOALS:  Maintain district warehouse facilities in a clean, safe, and organized manner. Receive, deliver and move all warehouse supplies and other items necessary throughout the district.

PERFORMANCE RESPONSIBILITIES:
1. Receive, inspect and verify delivered items according to the receiving ticket. Note deficiencies and/or indicate damaged product(s) on receiving ticket. Deliver receiving ticket to proper personnel.
2. Deliver products, equipment, supplies, and other items as needed throughout the district.
3. Maintain a written inventory of items stocked in the warehouse.
4. Check and maintain levels of custodial supplies in the warehouse (i.e. paper towel rolls, restroom hand soap, trash liners, toilet tissue, etc.)
5. Maintain and coordinate supply of copy paper, paper towels, and toilet tissue.
6. Maintain certification to operate forklift properly. Maintain operation manuals, maintenance records, and ensure proper service for forklift.
7. Safely use various manual lifting, hauling, and moving equipment.
8. Schedule warehouse equipment/vehicles for proper maintenance and inspections.
9. Load, deliver and unload requested material and/or equipment using box van, extended length van, or other vehicle/trailer (i.e. ice melt, toilet tissue, paper towels, lamps, ceiling tile, copy paper, etc.)
10. Deliver district cleaning equipment to schools for use. Instruct school plant operators/custodians on the proper use of the equipment and necessary cleaning agents needed. Insure equipment is properly cleaned after school use (i.e. Kivac, floor fans, etc.)
11. Deliver, setup and breakdown all equipment needed for Board meetings.
12. Pick up computers, printers, copiers and other electronic equipment for recycling, and coordinate pick up with recycling contractor.
13. Receive, deliver and return testing materials. Sort testing materials for proper delivery.
14. Assist Food Service department in moving products when freezers or coolers fail or need to be emptied to prevent loss of products.
15. Assist ECS department in receiving and delivering equipment. Assemble equipment as needed. Pick up files at schools and store in ECS storage areas.
16. Assist schools in moving/storing items during renovations. Store boxes at warehouse for these occasions.
17. Pick up and deliver equipment between schools (i.e. golf equipment for P.E. classes).
18. Assist all departments with their moving and storage needs.
19. Assist maintenance department on an “as needed” basis.
20. Other duties as assigned by the Director of Maintenance.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: April 23, 2013
Revised: October 30, 2014
JOB DESCRIPTION: SCHOOL PLANT OPERATOR

QUALIFICATIONS:
1. High school graduate.
2. Experience in plant operations, facility maintenance and custodial duties.
3. Must have and maintain a valid driver's license.
4. Push, pull or lift 40 pounds; kneel and reach above your head.

REPORTS TO: Building Principal

JOB GOALS: Maintain assigned school facility to provide regular cleaning of the assigned school facility and assure that all areas of the building are cleaned immediately following their use. Monitors school facility for safe environment and reports concerns to appropriate district-level administrator.

SUPERVISORS: Custodians

PERFORMANCE RESPONSIBILITIES:
1. Assists in the selection, assignment, scheduling, evaluation and training of members of the custodial staff.
2. To the extent permitted by maintenance services, regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.
3. Makes requests to maintenance department and keeps Maintenance Request Form Log for repair work beyond Plant Operator capability so as to maintain a high standard of safety, cleanliness and efficiency.
4. Monitors the time records of all custodial employees in the school and certifies them for salary payments.
5. Monitor’s custodial inventories and makes request for supplies, tools and equipment as required by district regulations.
6. Strives constantly to promote the safety, health and comfort of the students and employees. Complies with local laws and procedures for the storage and disposal of rubbish and waste, including hazardous materials governed by the Federal Hazard Communication Regulation.
7. Develops a staff work schedule to insure that the building is cleaned to a high degree of excellence. Evaluates the performance of the custodial staff on a regular basis.
9. Provides normal installation and minor repair of classroom/office equipment. (Includes, but is not limited to, pencil sharpeners, brackets, pictures, screens and instructional equipment).
10. Accomplishes normal repainting, spot painting and paint supply requests to Maintenance Department.
11. Monitors condition of storage areas to preclude accumulation of trash and prohibit infestation of vermin and insect pests.
12. Maintains mechanical rooms in a state of cleanliness to insure safety of operation.
13. Maintains a neat and clean building at all times and shovels, plows and/or sands walks and steps.
14. Provides safety and equipment training with assistance from Director of Maintenance for custodial employees.
15. Other plant operation duties as may be reasonably assigned by the building principal to assure building functioning and cleanliness.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980            Revised: July 27, 1998
Revised: September 1, 1984        Revised: August 18, 1998
Revised: September, 1991          Revised: June 8, 2011
Revised: March, 1994              Revised: April 4, 2014
Revised: October 30, 2014
JOB DESCRIPTION: SCHOOL CUSTODIAN

QUALIFICATIONS:
1. High school graduate.
2. Experience in plant maintenance.
3. Must have and maintain a valid driver's license.
4. Push, pull or lift 40 pounds; kneel and reach above your head.

REPORTS TO: School Plant Operator

JOB GOALS: To maintain a clean and neat appearance of the assigned facility.

PERFORMANCE RESPONSIBILITIES:
1. Keeps building and premises, including sidewalks, driveways and play areas neat and clean at all times according to work assignment schedule prepared by the School Plant Operator.
2. Shovels, plow and/or sands walks and steps as directed by the School Plant Operator.
3. Sweeps classrooms, dusts furniture, and cleans all chalkboards according to work assignment schedule prepared by the School Plant Operator.
4. Cleans corridors after school each day and during the day according to work assignment schedule prepared by the School Plant Operator.
5. Scrubs, hoses down and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains according to work assignment schedule prepared by the School Plant Operator.
6. Washes all windows on both the inside and outside at least twice each year and more frequently if necessary according to work assignment schedule prepared by the School Plant Operator.
7. Keeps all floors in a clean and attractive condition and in a good state of preservation according to work assignment schedule prepared by the School Plant Operator.
9. Other duties as assigned by the School Plant Operator.
10. Removes garbage.
11. Performs reasonable requests made by school personnel.
12. Opens and secures building and notifies supervisor immediately of lost or misplaced keys of district.
13. Cleans, stores and handles OCBE equipment properly.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.
JOB DESCRIPTION: GROUNDS DIRECTOR

QUALIFICATIONS:
1. Four Year College Degree.
2. Strong skills in oral and written communication.
3. Experience in operating "outdoor power equipment."
4. Must have and maintain a valid driver's license.
5. Push, pull or lift 40 pounds; kneel and reach above your head.

REPORTS TO: Director of Facilities Management or his/her designee

JOB GOAL: To maintain all school grounds throughout the year to include regular mowing and maintenance to all plants and shrubs, snow removal and assisting other departments.

PERFORMANCE RESPONSIBILITIES:
1. Reports to the Director of Facilities Management/designee any unsafe or hazardous conditions encountered on the school grounds and makes recommendations regarding improvements or safety hazards that need attention.
2. April 1 to October 1 - Develops a timely mowing schedule to insure that all board property and school sites are maintained in a neat, orderly, attractive manner.
3. Supervises grounds workers and reviews time cards on a regular basis to ensure compliance with wage and labor laws.
4. Responsible for snow removal from school sites during inclement winter weather. Coordinates contracted snow removal services, if required, from district roads and parking lots.
5. Assists with checking county roadways in the event of inclement weather.
6. Coordinates contracted grounds services for Central Office, Administrative Annex, and other district facilities as required.
7. Assists schools regarding the condition and maintenance of all athletic fields in the district.
8. Inspects the condition and coordinates the maintenance of all playgrounds in the district.
10. Performs other duties as assigned by the Director of Facilities Management/designee.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.
JOB DESCRIPTION: GROUNDS WORKER

QUALIFICATIONS:
1. High school graduate or G.E.D.
2. Experience in operating mowing equipment.
3. Must have and maintain a valid driver's license.
4. Push, pull or lift 40 pounds; kneel and reach above your head.

REPORTS TO: Grounds Supervisor

JOB GOAL: To maintain all school grounds through regular mowing and maintenance to all plants and shrubs throughout the year.

PERFORMANCE RESPONSIBILITIES:
1. Performs day to day grounds tasks as assigned by the supervisor.
2. Keeps supervisor informed at all times of problems encountered in completing their assignments.
3. Apprise supervisor of any equipment needs or breakdowns regarding grounds equipment.
4. Promptly reports to the supervisor any job related injuries.
5. Promptly reports to the supervisor any unsafe condition encountered on the school grounds that would potentially endanger employees or students.
6. Performs all other reasonable duties within the scope of the grounds maintenance area as may be assigned by the supervisor.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: September, 1991
Revised: March, 1994
Revised: July 27, 1998
Revised: September 20, 2012
Revised: October 30, 2014
OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION – 1018-AR

JOB DESCRIPTION: DIRECTOR OF SCHOOL NUTRITION

QUALIFICATIONS:
1. Two successful years of operating and supervising all phases of an institutional feeding department.
2. High school diploma with additional undergraduate or vocational training in school nutrition management desired.
3. Push, pull or lift 40 pounds; kneel and reach above your head.

REPORTS TO: Chief Operations Officer

JOB GOAL: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness and personal caring.

PERFORMANCE RESPONSIBILITIES:
1. Supervises and oversees the district’s participation in the Federal commodity program to include ordering, distribution, transfers and all record keeping.
2. Reviews and makes recommendations in regard to all phases of each individual lunchroom’s operations to include menu planning, food preparation, merchandising, record keeping, staffing levels, staff utilization and purchasing.
3. Advises building principals, the Chief Operations Officer, and individual lunchroom managers of the need for adjustments in areas cited in number two (2) above.
4. Advises the Chief Operations Officer of the need for county-wide policy or procedural changes.
5. Makes recommendations to the Chief Operations Officer for staff development of the lunchroom staff.
6. Reviews, evaluates and makes recommendations for purchase of new replacement equipment in the school nutrition operation.
7. Supervises the planning and preparation of any special meals required for district sponsored events.
8. Plans and conducts monthly manager meetings to discuss current needs.
9. Active OVEC school nutrition committee member, making recommendations on items for bid.
10. Orders all food, supplies and equipment for all schools according to bid specifications or price quote.
11. Interviews and recommends substitute workers for the lunchrooms.
12. Organizes and conducts school nutrition training workshops yearly.
13. Certified trainer of school nutrition employees according to the state certification guidelines. Trains and tests employees for certification.
15. Assures the preparation and maintenance of required Federal, State and local records and reports.
16. Prepares notice of allocation of donated food and submits to managers for comparison of items received.
17. Assists in the evaluation and design of kitchen layouts, plans for new and remodeled school nutrition areas.
18. Oversees the claim for reimbursement and back-up documentation.
19. Submit the school nutrition policy statement yearly for approval.
20. Submit the school nutrition agreement yearly for approval.
21. Complete monitor reviews at each school once a year.
22. Prepare precost of meals served at least twice a year.
23. Review each free and/or reduced application. Maintain an up-to-date master list of all free, reduced and temporary students.
24. Verify applications after random selection is made and submit the findings to Frankfort.
25. Other duties as assigned by the Chief Operations Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1984
Revised: February 14, 1990
Revised: September 12, 1991
Revised: June 29, 1992
Revised: August 11, 1998
Revised: January 5, 2010
Revised: September 5, 2012
Revised: September 20, 2012
Revised: October 30, 2014
JOB DESCRIPTION: ASSISTANT DIRECTOR OF SCHOOL NUTRITION

QUALIFICATIONS:
1. High school diploma or GED with additional undergraduate or vocational training in school nutrition management desired.
2. Previous supervisor experience desired.
3. Previous experience in School Nutrition Operations or in another aspect of Nutrition and Health Services desired.
4. Demonstrated aptitude, competence or training for the assigned responsibilities.
5. Push, pull or lift 40 pounds; kneel and reach above your head.

REPORTS TO: Director of School Nutrition

JOB GOAL: To provide the School Nutrition program with creative ideas for increasing meal participation and maintain a high quality in nutritional standards. Continued education with School Nutrition.

PERFORMANCE RESPONSIBILITIES:
1. To assist the Director of School Nutrition (DSN) in all phases of School Nutrition for the district.
2. Supervise and oversee the School Nutrition operation, in the DSN’s absence.
3. Assist with the submission of the School Nutrition agreement/applications annual approval.
4. Assist with the submission of the School Nutrition policy statement annually for approval.
5. Complete monthly claim for reimbursement and submit to the Department of Education, Division of School Nutrition and Health Services. Maintain back-up documentation.
6. Maintain records, compile and verify data and prepare reports.
7. Understanding of USDA Commodity program and allocation process and all program requirements.
8. Train new school nutrition managers.
9. Have knowledge of current Point-of-Service (POS) program.
10. Have the ability to place orders as needed by having a clear understanding of the OVEC bid process.
11. Attend meetings as related to School Nutrition operations and activities.
12. Have sufficient knowledge of the free and reduced application guidelines to assist with the eligibility and all components of the program.
13. Meet required schedules and time lines for state claims, commodity processing and for all reports.
14. Do annual reviews which include Kentucky State, USDA and internal. Submit written reports to DSN on recommendations.
15. Will be responsible for certain schools; assure that they maintain Oldham County School Nutrition Standards.
16. Research and develop inventive ways to increase meal participation, especially at the high school level. This is an on-going challenge and needs creative thinking to meet the needs within the budget.
17. Other duties as may be assigned by the Director to assure a high quality school nutrition program.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: January 5, 2010
Revised: September 20, 2012
Revised: October 30, 2014
JOB DESCRIPTION:  SCHOOL NUTRITION SITE I MANAGER

QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Preferred background in institution food service.
3. Demonstrated aptitude, competence or training for the assigned responsibilities.
4. Previous managerial experience desired.
5. Must successfully complete the state training curriculum before becoming permanently employed.
6. Must successfully complete the SNA Level I Certification training curriculum within the second year of employment.

REPORTS TO:  Director of School Nutrition; School Principal

JOB GOAL:  Manage and coordinate the day-to-day school nutrition operations of an assigned school site; assure compliance with District, State and Federal requirements.

PERFORMANCE RESPONSIBILITIES:
1. Assigns, directs, plans and supervises the work of the cafeteria employees. Instructs and trains new cafeteria workers in the performance of their duties.
2. Schedule and evaluate staff.
3. Read, interpret, apply and explain rules, regulations, policies and procedures.
4. Analyze situations accurately and adopt an effective course of action.
5. Have knowledge of current Point-of-Service (POS) program
6. Maintain records, prepare reports, meet schedules and time lines and plan and organize workload.
7. Use and care of institutional equipment and utensils.
8. Knowledge of ordering, receiving, storing and inventorying food and supplies.
9. Knowledge of Health and Safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
10. Interpersonal skills using tact, patience and courtesy.
11. To attend and participate in all workshops, in-service and manager meetings.
12. Other duties as assigned to assure a high quality lunch program.

PHYSICAL REQUIREMENTS:
1. Employee must be able to push, pull, carry and lift large and/or heavy items up to 40 pounds.
2. Employee must have the ability to bend, twist, reach, stoop and climb.
3. Employee must be able to perform physical labor.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:  May, 1994
Revised:  August 4, 1998
Revised:  January 5, 2010
Revised:  May 24, 2011
Revised:  October 30, 2014
JOB DESCRIPTION: SCHOOL NUTRITION SITE II MANAGER

QUALIFICATIONS:
1. High school diploma or equivalent.
2. Preferred background in institution food service.
3. Demonstrated aptitude, competence or training for the assigned responsibilities.
4. Previous managerial experience desired
5. Must successfully complete the state training curriculum before becoming permanently employed.
6. Must successfully complete the SNA Level I Certification training curriculum within the second year of employment.

REPORTS TO: Director of School Nutrition; School Principal

JOB GOAL: Manage and coordinate the day-to-day food service operations of multiple school sites; assure compliance with District, State and Federal requirements.

PERFORMANCE RESPONSIBILITIES:
1. Plan and organize food service transporting activities.
2. Supervise in food preparation, distribution and serving to students and staff; instructs and trains new cafeteria workers in the performance of their duties.
3. Schedule, supervise and evaluate staff.
4. Read, interpret, apply and explain rules, regulations, policies and procedures.
5. Analyze situations accurately and adopt an effective course of action.
6. Have knowledge of current Point-of-Service (POS) program
7. Maintain records, prepare reports, meet schedules and time lines and plan and organize workload.
8. Use and care of institutional equipment and utensils.
10. Knowledge of Health and Safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
11. Interpersonal skills using tact, patience and courtesy.
12. To attend and participate in all workshops, in-service and manager meetings.
13. Other duties as assigned to assure a high quality lunch program.

PHYSICAL REQUIREMENTS:
1. Employee must be able to push, pull, carry and lift large and/or heavy items up to 40 pounds.
2. Employee must have the ability to bend, twist, reach, stoop and climb.
3. Employee must be able to perform physical labor.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: May, 1994
Revised: August 4, 1998
Revised: January 5, 2010
Revised: May 24, 2011
Revised: October 30, 2014
JOB DESCRIPTION: SCHOOL NUTRITION SITE III MANAGER

QUALIFICATIONS:
1. Two successful years of operating and supervising all phases of an institutional feeding department.
2. High school diploma.
3. Push, pull or lift 40 pounds; kneel and reach above your head.

REPORTS TO: Director of School Nutrition and School Principal

JOB GOAL: To insure the smooth and efficient operation of more than one lunchroom site for the ultimate nutritional health, comfort and benefit of the students.

PERFORMANCE RESPONSIBILITIES:
1. Plan and organize transporting activities of centralized preparation of food.
2. Assure compliance with District, State, and Federal requirements and laws regarding nutrition, sanitation, safety and record-keeping.
3. Select school nutrition employees; direct, schedule and evaluate school nutrition personnel.
4. Plan work schedules and coordinate daily work for efficient use of labor; receive calls from employees and call in substitutes as needed.
5. Train employees in proper handling of foods, correct use and care of equipment maintaining high standards of sanitation and safety.
6. Prepare menus in compliance with regulations and requirements; estimate and order amount of food and supplies needed; monitor and control expenditures.
7. Maintain all production records and inventories.
8. Supervise in food preparation, distribution and serving to students and staff; plan for catered events; plan and coordinate school nutrition operations with school activities to improve school and community relations and increase student participation.
9. Communicate with students, staff, faculty and outside organizations to exchange information, receive suggestions and resolve any issues related to School Nutrition.
10. Participate in and attend in-service and manager meetings and workshops, if possible.
11. Perform duties as may be reasonably assigned by the Director of School Nutrition.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: May, 1994
Revised: August 4, 1998
Revised: January 5, 2010
Revised: September 20, 2012
Revised: October 30, 2014
JOB DESCRIPTION: CAFETERIA ASSISTANT MANAGER

QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Preferred background in institution food service.
3. Demonstrated aptitude, competence or training for the assigned responsibilities.
4. Must successfully complete the state training curriculum before becoming permanently employed.
5. Must successfully complete the SNA Level I Certification training curriculum within the second year of employment.

REPORTS TO: Site Manager; Director of School Nutrition; School Principal

JOB GOAL: To assist in the implementation of the day-to-day food service operations, assure compliance with District, State and Federal requirements.

PERFORMANCE RESPONSIBILITIES:
1. Assure proper quality and quantity of food prepared.
2. Prepare food for transport across campus or to other District locations.
3. Perform food preparation duties, and ensure the safe preparation and handling of food, including cleaning and sanitizing of equipment and facilities.
4. Maintain records, meet schedules and time lines and organize workload.
5. Knowledge of receiving, storing and inventorying food and supplies.
6. Assist manager in the training of new cafeteria workers in the performance of their duties.
7. Knowledge of Health and Safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
8. Interpersonal skills using tact, patience and courtesy.
9. Have knowledge of current Point-of-Service (POS) program.
10. Other duties as assigned to assure a high quality lunch program.

PHYSICAL REQUIREMENTS:
1. Employee must be able to push, pull, carry and lift large and/or heavy items up to 40 pounds.
2. Employee must have the ability to bend, twist, reach, stoop and climb.
3. Employee must be able to perform physical labor.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: February 14, 1990
Revised: May, 1994
Revised: August 11, 1998
Revised: January 5, 2010
Revised: May 26, 2011
Revised: October 30, 2014
JOB DESCRIPTION:  SCHOOL NUTRITION SERVICES BOOKKEEPER

QUALIFICATIONS:
1. High school diploma or GED.
2. Previous experience in bookkeeping desired.
3. Demonstrated aptitude, competence or training for the assigned responsibilities.

REPORTS TO:  Director of School Nutrition

JOB GOAL:  Be responsible for detailed documentation and financial accountability within the School Nutrition Department.

PERFORMANCE RESPONSIBILITIES:
1. Payroll, verify accurate information on time clock, exception forms, non-sick leave forms and sick cards. Complete paperwork and turn into the Payroll Department.
2. Reconcile bank statements and e-Funds (internet deposits).
3. Have current knowledge of program rules, regulations and requirements.
4. Ability to process and place orders as needed by having a clear understanding of the OVEC bid process.
5. Knowledge of the free and reduced application guidelines and operation. Assist with eligibility and all components of the program.
6. Meet required scheduled and time lines for submission of payroll and all required reports.
7. Certified trainer of new employees according to state certification guidelines.
8. Maintain, verify and meet deadlines for the D3/D4/D5 and other necessary records to be compiled for the monthly claim that is submitted to the School Nutrition and Health Services.
9. Accounts receivable, payment of all invoices.
10. Issue Purchase Orders and process as needed, maintenance, vendors, etc.
11. Have knowledge of current Point-of-Sale (POS) program and ability to problem solve with managers and kitchen staff concerning POS system.
12. Handle collections of Insufficient Funds.
13. Other duties as may be assigned by the Director or Assistant Director to assure a high quality school nutrition program.

PHYSICAL REQUIREMENTS:
1. Employee must be able to push, pull, carry and lift large and/or heavy items up to 40 pounds.
2. Employee must have the ability to bend, twist, reach, stoop and climb.
3. Employee must be able to perform physical labor.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: September, 1991
Revised: June 29, 1992
Revised: August 11, 1998
Revised: January 5, 2010
Revised: October 16, 2013
Revised: October 30, 2014
JOB DESCRIPTION: SCHOOL NUTRITION PROGRAM COORDINATOR

QUALIFICATIONS:
1. High school diploma or GED.
2. Previous experience as supervisor in food service operations
3. Demonstrated aptitude, competence or training for the assigned responsibilities.

REPORTS TO: Director of School Nutrition

JOB GOAL: Support the School Nutrition operation by assisting with the operational programs, bookkeeping and record keeping.

PERFORMANCE RESPONSIBILITIES:
1. Have current knowledge of program rules, regulations and requirements.
2. Evaluate School Nutrition operational programs as assigned by Director of School Nutrition (DSN) and recommend appropriate changes as needed to assure compliance with federal and state requirements.
3. Advise school nutrition personnel on approved procedures for program operation.
4. Assist school nutrition site managers in preparing work schedules and assigned duties for cafeteria personnel.
5. Assist in training of new school nutrition managers.
6. Serve as interim cafeteria manager, as assigned by DSN.
7. Attend meetings as related to school nutrition operations and activities.
8. Check invoices and complete appropriate documentation.
9. Complete clerical and program management duties as assigned by the DSN.
10. Be a certified trainer for new employees, according to state school nutrition certification guidelines.
11. Do annual reviews - Kentucky State, USDA and internal. Submit written reports to DSN on recommendations.
12. Will be responsible for certain schools, to assure that they maintain Oldham County School Nutrition Standards.
13. Have knowledge of the current Point-of-Sale (POS) program.
14. Check all school nutrition time clocks, exception forms and sick cards for accurate information. Serve as back-up for submission of paperwork for Payroll Department.
15. Other duties as may be assigned by the Director of School Nutrition to assure a high quality school nutrition program.

PHYSICAL REQUIREMENTS:
1. Employee must be able to push, pull, carry and lift large and/or heavy items up to 40 pounds.
2. Employee must have the ability to bend, twist, reach, stoop and climb.
3. Employee must be able to perform physical labor.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.
JOB DESCRIPTION: SCHOOL NUTRITION PROGRAM COORDINATOR II

QUALIFICATIONS:
1. High school diploma or GED.
2. Previous experience, as supervisor in food service operations, preferred
3. Demonstrated aptitude, competence or training for the assigned responsibilities.

REPORTS TO: Director of School Nutrition

JOB GOAL: Support the School Nutrition operation by assisting with the operational programs, bookkeeping and record keeping.

PERFORMANCE RESPONSIBILITIES:
16. Have current knowledge of program rules, regulations and requirements.
17. Have current knowledge of Federal and State Regulations concerning new menu requirements. Be able to process menus through state software program.
18. Work with managers to develop recipes to stay in compliance with Federal and State Regulations.
19. Develop Student Advisory councils in the selected schools, as assigned by DSN
20. Advise school nutrition personnel on approved procedures for program operation.
21. Assist school nutrition site managers in preparing work schedules and assigned duties for cafeteria personnel.
22. Assist in training of new school nutrition managers.
23. Attend meetings as related to school nutrition operations and activities.
24. Complete clerical and program management duties as assigned by the DSN.
25. Interview and recommend substitute workers for the lunchrooms. Will be responsible for posting, submitting requisitions and sending schools applications for their open position in TalentEd software.
26. Assist with processing Free and Reduce applications.
27. Be a certified trainer for new employees, according to state school nutrition certification guidelines.
28. Complete monitor reviews for each school - Kentucky State, USDA and internal. Submit written reports to DSN on recommendations.
29. Will be responsible for schools to assure that they maintain Oldham County School Nutrition Standards.
30. Have knowledge of the current Point-of-Sale (POS) program or the ability to learn.
31. Other duties as may be assigned by the Director of School Nutrition to assure a high quality school nutrition program.

PHYSICAL REQUIREMENTS:
1. Employee must be able to push, pull, carry and lift large and/or heavy items up to 40 pounds.
2. Employee must have the ability to bend, twist, reach, stoop and climb.
3. Employee must be able to perform physical labor.

TERMS OF EMPLOYMENT:
Number of days per year and hours per day to be determined in the annual budget.

Adopted: October 13, 2015
JOB DESCRIPTION: COOK

QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Preferred background in institution food service.
3. Demonstrated aptitude, competence or training for the assigned responsibilities.
4. Must successfully complete the state training curriculum before becoming permanently employed.

REPORTS TO: Cafeteria Manager

JOB GOAL: To assist in the implementation of assigned school meal program.

PERFORMANCE RESPONSIBILITIES:
1. Performing duties for food preparation as required by Cafeteria Manager.
2. Maintaining Sanitation standard for Food Service Area.
3. Maintains required forms and records as assigned by manager.
4. Maintaining positive work habits.
5. Performs duties involved in the safe preparation and handling of food, cleaning and sanitizing of equipment and facilities.
6. Willingness to work in any situation and maintain a positive attitude with co-workers, school staff and most importantly with students/parents.
7. Maintaining and/or upgrading all skills; use of equipment, multi-tasking and safety procurers.
8. Other duties as assigned by the Cafeteria Manager.

PHYSICAL REQUIREMENTS:
1. Push, pull, carry and lift large and heavy items up to 40 pounds.
2. Ability to bend, twist, reach, stoop and climb.
3. Stand for long periods of time and perform physical labor.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.
JOB DESCRIPTION: SUBSTITUTE COOK

QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Preferred background in institution food service.
3. Demonstrated aptitude, competence or training for the assigned responsibilities.
4. Must successfully complete the state training curriculum before becoming permanently employed.
5. Must be available to work at any school site.

REPORTS TO: Cafeteria Manager; Assistant School Nutrition Director; School Nutrition Director

JOB GOAL: To assist in the implementation of assigned school meal program.

PERFORMANCE RESPONSIBILITIES:
1. Performing duties for food preparation as required by Cafeteria Manager.
2. Maintaining Sanitation standard for Food Service Area.
3. Maintains required forms and records as assigned by manager.
4. Maintaining positive work habits.
5. Performs duties involved in the safe preparation and handling of food, cleaning and sanitizing of equipment and facilities.
6. Willingness to work in any situation and maintain a positive attitude with co-workers, school staff and most importantly with students/parents.
7. Maintaining and/or upgrading all skills; use of equipment, multi-tasking and safety procurers.
8. Other duties as assigned by the Cafeteria Manager.

PHYSICAL REQUIREMENTS:
1. Push, pull, carry and lift large and heavy items up to 40 pounds.
2. Ability to bend, twist, reach, stoop and climb.
3. Stand for long periods of time and perform physical labor.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: January 23, 2013
Revised: October 30, 2014
JOB DESCRIPTION: LITERACY COACH (ELEMENTARY, MIDDLE AND HIGH SCHOOL)

QUALIFICATIONS:
1. At least five years successful experience in teaching
2. A master’s degree or higher; a valid Kentucky Teaching Certificate
3. Thorough knowledge of Kentucky’s Educational reform and its implementation.
4. Demonstrated knowledge and teaching skills in all areas of literacy (reading, writing, speaking, listening and critical thinking)
5. Demonstrated knowledge and skills in working with adult learners
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Principal and Level Director

JOB GOAL: To support teachers in the assigned school in expanding their knowledge, skills and understanding related to effective instruction and how students learn with a focus on the areas of reading, writing, speaking, listening and critical thinking resulting in improved demonstration of student learning.

PERFORMANCE RESPONSIBILITIES:
1. Coach building level staff members to enhance their ability in supporting students as they demonstrate a high level of accomplishment in the areas of literacy/language arts.
2. Serve as the school Writing Cluster Leader.
3. Work with the building Principal and Level Director to develop and implement activities supporting the enhancement of individual teaching skills.
4. Engage in professional development to enhance personal professional knowledge and skills.
5. Assist the principal in development of and implementation of: Writing Plan, Thinking Strategies, Reading Initiatives.
6. Assumes all other duties as may be assigned by the Superintendent or Level Director.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: February 22, 2006
Revised: July 21, 2011
Revised: October 30, 2014
JOB DESCRIPTION: GIFTED AND TALENTED EDUCATION RESOURCE TEACHER (ELEMENTARY, MIDDLE AND HIGH SCHOOL)

QUALIFICATIONS:
1. At least five years successful experience in teaching.
2. A master’s degree or higher; a valid Kentucky Teaching Certificate.
3. Thorough knowledge of Kentucky’s Educational reform and its implementation.
4. Demonstrated knowledge and teaching skills in all areas of gifted and talented education (identification, curriculum, service delivery options, differentiation, social and emotional dynamics).
5. Demonstrated knowledge and skills in working with adult learners.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Chief Academic Officer

JOB GOAL: To support teachers in the assigned school in expanding their knowledge, skills and understanding related to gifted and talented education resulting in improved demonstration of student learning. To develop and assist in the implementation of multiple service options for gifted and talented students.

PERFORMANCE RESPONSIBILITIES:
1. Coach building level staff members to enhance their ability in providing appropriate and challenging differentiated learning experiences for identified gifted and talented students.
2. Coordinate and/or provide challenging and engaging learning opportunities as well as special counseling seminars for identified students.
3. Serve on the District Gifted and Talented Education Committee assisting with the identification of students and service option design for students K-12.
4. Work with the building Principal and Chief Academic Officer to develop and implement activities to educate staff on the identification process, Gifted Student Service Plan implementation, service options and other facets of gifted and talented education.
5. Engage in professional development to enhance personal professional knowledge and skills.
6. Assumes all other duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: March 24, 2008
Revised: June 8, 2011
Revised: September 5, 2012
Revised: October 30, 2014
JOB DESCRIPTION: INTERVENTION COACH

QUALIFICATIONS:
1. At least five years successful experience in teaching.
2. A master’s degree or higher; a valid Kentucky Teaching Certificate; a valid Kentucky Consultant Certificate.
3. Demonstrated knowledge and teaching skills with a focus on the use of intervention strategies.
4. Demonstrated knowledge and skills in working with adult learners.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Chief Academic Officer

JOB GOAL: Help school staff improve services for students who demonstrate learning difficulties and support success of those students in reaching learning goals; reduce the need for referrals for Special Education services.

PERFORMANCE RESPONSIBILITIES:
8. Develop, conduct and analyze needs assessment data.
9. Assist school staff to develop and refine data collection and analysis strategies.
10. Train and provide technical assistance to staff in all schools in developing Tier II and Tier III intervention plans (appropriately identifying concerns, designing interventions, progress monitoring).
11. Train and provided technical assistance to staff in all schools in developing research based Tier II and Tier III interventions.
12. Consult with and direct services of CEIS staff assigned to targeted schools.
13. Prepare regular progress reports for school, district and KDE staff to assess program impact on student success; meet regularly with Level Directors and other identified district staff to discuss progress in reaching goals.
14. Manage CEIS budget to achieve targeted goals.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 26, 2010
Revised: August 24, 2012
Revised: October 30, 2014
JOB DESCRIPTION: READING RECOVERY TEACHER LEADER FOR THE OLDHAM COUNTY SCHOOL DISTRICT

QUALIFICATIONS:
1. Have at least 5 years teaching experience with primary-(K-3) age children.
2. Demonstrated knowledge and teaching skills in all areas of literacy (reading, writing, speaking, listening, and critical thinking).
3. Demonstrated knowledge and skills in working with adult learners.
4. Be selected by the university training center, based upon application and interview.
5. Complete 18 course hours at the University of Kentucky including academic course work and teaching children in the field.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
7. KDE teacher consultant endorsement.

REPORTS TO: Elementary Level Director/Principal

JOB GOAL: The goal of the Reading Recovery Teacher Leader is to dramatically reduce the number of learners who have extreme difficulty with literacy learning within the Oldham County School District.

PERFORMANCE RESPONSIBILITIES:
1. Demonstrate evidence of leadership and show competence in working with colleagues and administrators.
2. Commit to a minimum of 3 years service to Oldham County Schools as the Reading Recovery Teacher Leader.
3. Be willing to learn, acquire, and apply new skills and knowledge.
4. Demonstrate effective teaching of Reading Recovery.
5. Teach a minimum of two Reading Recovery children per day for 30-minute daily sessions and one Comprehensive Intervention Model group in a school setting throughout the school year.
6. Teach a training class of 8-12 Reading Recovery teachers during the field year, and in subsequent years as needs dictate within the district.
7. Provide Comprehensive Intervention Model training as needs dictate within the district.
8. Conduct assessment training (including practice with children) for a minimum of 24 hours.
9. Ensure that teachers teach behind the glass at least three times during the year.
10. Visit the teachers-in-training at least four to six times during the year to provide guidance and instructional assistance with Reading Recovery, Literacy Lessons, and the Comprehensive Intervention Model.
11. Provide trained teachers with at least six continuing contact sessions each year, including a minimum of four behind-the-glass sessions with two lessons per session with Reading Recovery lessons.
12. Visit trained Reading Recovery teachers at least once each year to ensure quality control of the program, with additional visits based on need and/or request.
13. Keep complete records on each child as a basis for instruction, predictions of progress, lesson records, running records, record of writing vocabulary, and record of book level.
14. Submit data to the university trainer as required.
15. Contribute to the development and operation of a district team to monitor program progress.
16. Prepare an annual Reading Recovery report for the district.
17. Provide consultant/collaborative services to teachers, model “best” instructional practices in the area of reading intervention, and support individuals or groups of teachers in learning to transfer or in transferring effective intervention strategies.
18. Strive to maintain and improve professional competence through professional development activities.
19. Coordinate with the District Intervention Coach in planning and implementing professional development activities to address district improvement in the teaching reading and reading interventions.
20. All other duties assigned by supervisors.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.
JOB DESCRIPTION: READING RECOVERY TEACHER FOR THE OLDHAM COUNTY SCHOOL DISTRICT

QUALIFICATIONS:
1. Have at least 3 years teaching experience with elementary age children.
2. Demonstrated knowledge and teaching skills in all areas of literacy (reading, writing, speaking, listening, and critical thinking).
3. Demonstrated knowledge and skills in working with adult learners.
4. Successfully complete a yearlong course in Reading Recovery for which university credit is received.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Elementary Level Director/Principal

JOB GOAL: The goal of the Reading Recovery Teacher is to dramatically reduce the number of learners who have extreme difficulty with literacy learning within their school.

PERFORMANCE RESPONSIBILITIES:
1. Demonstrate evidence of adaptability and problem solving.
2. Be willing to learn, acquire, and apply new skills and knowledge.
3. Show evidence of good interpersonal skills with colleagues.
4. Commit to a minimum of 3 years service to Oldham County Schools as a Reading Recovery Teacher.
5. Apply and be screened through an interview and selection process.
6. Attend assessment training sessions.
7. Teach a child behind the glass at least three times during the training year.
8. Participate in training class discussions in the language of lessons taught behind the glass.
9. Receive at least four school visits from the teacher leader over the course of the training year.
10. Teach at least four first grade children per day individually for 30-minute daily sessions in a school setting throughout the school year.
11. Demonstrate effective teaching of Reading Recovery.
12. Keep complete records on each child as a basis for instruction (Observation Study and summary, predictions of progress, lesson records, running records, record of reading vocabulary, record of writing vocabulary, and record of book level.)
13. Serve a minimum of eight children per year.
14. Submit data to the Teacher Leader as required.
15. Contribute to the development and operation of a school team to monitor program progress.
16. Monitor progress of children whose lessons have been discontinued.
17. Prepare an annual Reading Recovery report for the school.
18. Provide consultant/collaborative services to classroom teachers, model “best” instructional practices in the area of reading intervention, and support individuals or groups of teachers in learning to transfer or in transferring effective intervention strategies.
19. Strive to maintain and improve professional competence through professional development activities.
20. Coordinate with the leadership team in planning and implementing professional development activities to address school improvement in teaching reading and reading interventions.
21. Participate regularly in discussions and/or activities focused on using research and data to improve student achievement.
22. All other duties as assigned by supervisor.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: March 23, 2011
Revised: March 25, 2011
Revised: October 30, 2014
JOB DESCRIPTION: INTERVENTION SPECIALIST

QUALIFICATIONS:
1. A bachelor’s degree or higher; a valid Kentucky Teaching Certificate
2. Demonstrated knowledge and teaching skills with a focus on the use of intervention strategies (preferred).
3. Possess the ability to gather, compile and disaggregate data; and to link that data to student learning and instruction for individual and small groups of students.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Building Principal and Assistant Principal

JOB GOAL: Help students who demonstrate learning difficulties.

PERFORMANCE RESPONSIBILITIES:
1. Assess students at various grade levels in helping to identify students at risk.
2. Design and implement academic and behavioral interventions using research-based methodology.
3. Communicate with school personnel regarding students’ current levels of performance and rate of progress.
4. Differentiate instruction based on assessment data.
5. Document interventions and academic progress of each student.
6. Work with school leadership teams and/or building principal to guide and monitor the progress of each student.
7. Participate in school leadership team reviews, when requested concerning the academic progress for students who are struggling or in need of service.
8. Create schedules and action plans for student services and goals.
10. Other duties as assigned.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 14, 2012
Revised: October 30, 2014
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JOB DESCRIPTION: EXECUTIVE DIRECTOR, OLDHAM COUNTY SCHOOLS ART CENTER

QUALIFICATIONS:
1. At least five years successful experience in teaching and/or instructional supervision.
2. A master’s degree or higher.
3. Thorough knowledge of Kentucky’s Educational Reform and its implementation.
4. A valid Kentucky Instructional Supervisor’s Certificate (K-12).
5. Skilled in the use of computer applications.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Chief Academic Officer

JOB GOAL: To assist the Chief Academic Officer in working with building principals, teachers and other individuals in the successful accomplishment of each school’s instructional goal — the demonstration of increased student learning.

PERFORMANCE RESPONSIBILITIES:
1. Researches and gathers information on a variety of results-based programs and instructional strategies which would enhance the educational program available to students; alerts principals and teachers to these programs for their potential value to students.
2. Supervises the Arts Center staff; coordinates scheduling and programming with and serves as a liaison for the Director of Community and Adult Education and staff of the Resource Center to Central Office personnel.
3. Provides professional development for teachers and administrators in assigned areas, and models best practices in classroom settings.
4. Serves as coordinator for district wide arts and humanities initiatives and others as assigned.
5. Completes all plans, correspondence, reports and budgets for assigned areas.
6. Communicates the needs and other essential messages of the Oldham County Schools to local, regional and national individuals, groups and businesses.
7. Communicates the purposes of the Oldham County Education Foundation to community members and funding sources, and provides staff support for the Foundation.
8. Locates and secures funds for the Oldham County Education Foundation and in assigned areas for the Oldham County Schools.
9. Coordinates the publication of internal and external communications products as assigned.

GENERAL RESPONSIBILITIES:
1. Attends meetings and conferences at the state and national level to stay informed about effective programs, innovations and trends.
2. Develops new personal knowledge and skills through professional development activities and study of professional research literature and disseminates this information to district staff.

OTHER:
1. Assumes all other duties as may be assigned by the Superintendent and/or the Chief Academic Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: May 7, 2007
Revised: April 4, 2012
Revised: September 5, 2012
Revised: October 30, 2014
JOB DESCRIPTION: OCS ARTS CENTER REGISTRAR

QUALIFICATIONS:
1. College graduate.
2. Proven record of successful experience in a people-oriented environment.
3. Advanced office skills with experience in Microsoft Office programs suite and QuickBooks Pro or similar accounting software.
4. Strong interpersonal, oral and written communication skills.
5. Ability to work with a variety of people.
6. A positive attitude and ability to plan and adapt to change.

REPORTS TO: Executive Director of OCS Arts Center

JOB GOAL: To provide leadership in organizing and managing all the activities related to registration services and student record keeping.

PERFORMANCE RESPONSIBILITIES:
1. Provides organization for Arts Center staff in the completion of all registration procedures for both community and school district classes and events offered at the Arts Center and at satellite locations.
2. Supervise the receptionist(s) duties: primarily to ensure proper communication between the public and staff/faculty, that initial stages of registering are conducted, and that students have received proper communication related to school activities.
3. Responsible for collecting, recording, maintaining, and reporting of student records and of class, private lesson, and event enrollment.
4. Prepares all invoices and collects tuition for classes, private lessons, events, and summer camps.
5. Maintains registration information and bill payment, and is available to answer prospective students/families’ questions.
6. Works directly with the Office Manager to maintain district accounting documentation associated with all Arts Center income and expense reports.
7. Maintains and disseminates class rosters, student contact reports, email distribution lists, and data base.
8. Assists faculty in preparing communications with students.
9. Appropriately recommends to customers placement of students in classes and private lesson teaching studios.
10. Assists in problem solving by research, analysis, and resolution of customer concerns as they relate to registration.
11. Collaborate with the Executive Director and Office Manager to facilitate and improve student offerings and services.
12. Assists in communicating promotional materials to the public about classes, workshops, and performances
13. Provide back-up for registering students, answering phones, and working special events.
14. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Executive Director.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: April 4, 2012
Revised: October 30, 2014
JOB DESCRIPTION: DIRECTOR OF EXCEPTIONAL CHILD EDUCATION

QUALIFICATIONS:
1. Certificate for Supervision of Special Education.
2. Teaching and administrative experience.
3. Knowledge of special education laws, regulations and requirements related to their implementation.
4. Minimum of five (5) years experience in special education.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Chief Academic Officer

SUPERVISES: IDEA-B/special education teachers, para-professionals and central office support staff, WHAS Crusade Grant, Community Based Work Transition Program

JOB GOAL:
(1) To administer federal/state and special education programs in such manner as to complement the fulfillment of the educational philosophy of the district and comply with all statutes and regulations.
(2) To utilize federal funding opportunities to the greatest advantage as possible to support and elevate the educational excellence of the district’s programs, facilities and personnel as related to the special needs population.
(3) To provide the educational programs and services required of each individual student for special education.

PERFORMANCE RESPONSIBILITIES:
1. Directs the entire special education program in the school district.
2. Directs the implementation of services for special education students to provide an effective program of instruction that meets the needs of students.
   a. Regularly reviews implementation of instructional best practices and district initiatives to assure program continuity for all Special Education programs/students.
   b. Monitors instructional materials and technology and recommends techniques for utilization with students in Special Education programs.
   c. Allocates resources in a manner to effectively support instructional programs.
3. Determines the types of special education programs needed by the students and makes appropriate recommendations.
   a. Oversees implementation of all programs for special education students.
   b. Allocates resources in a manner to effectively support programs.
   c. Conducts performance evaluations of district ECE staff.
   d. Reports on the status of district special education programs and services at the request of the Superintendent.
   e. Prepares an annual report summarizing the evaluations of IDEA-B and other programs as assigned.
4. Prepares and administers budgets for IDEA-B, WHAS, and other funding programs associated with special education.
   a. Evaluates requests from school personnel for projects and programs requiring IDEA-B funds.
   b. Establishes standard practices and procedures for receiving and processing such requests.
5. Prepares such applications and/or reports as may be required by the Kentucky Department of Education or the United States Department of Education to assure that the school district receives all possible financial support for special education programs.
   a. Assumes final responsibility for the writing of all proposals and the filing of all applications for IDEA-B, WHAS Crusade grants, and other grant opportunities.
   b. Obtains information, data, and application forms necessary to fulfill the requirements of each application.
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JOB DESCRIPTION:  DIRECTOR OF EXCEPTIONAL CHILD EDUCATION
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6. Assures that the school district is in compliance with federal and state law.
   a. Assumes final responsibility for fulfilling reporting requirements as outlined by the Kentucky
      Department of Education.
   b. Compiles and maintains written records and reports on results of the federal projects and disseminates
      this information, as appropriate, to other educational institutions, lay groups, the State Department of
      Education and the U.S. Department of Education in areas of responsibility.

7. Accumulates and disseminates information about new developments in education in areas of responsibility.
   a. Serves as liaison between the school and other agencies on all projects of a joint community nature
      within areas of responsibility.
   b. Serves on such committees as the Superintendent or Chief Academic Officer may direct.
   c. Attends meetings as assigned by the Superintendent or Chief Academic Officer.
   d. Prepares and reviews reports as assigned by the Superintendent or Chief Academic Officer.

OTHER:
1. Shall perform such other duties as may be assigned by the Superintendent or Chief Academic Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of
contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980    Revised: July 1, 1986    Revised: January 11, 2011
Revised: July 1, 1980      Revised: August, 1992   Revised: September 5, 2012
Revised: June 4, 1982      Revised: November, 1995 Revised: October 30, 2014
Revised: June 1, 1983      Revised: August 13, 1998
Revised: June 25, 1985     Revised: July 16, 2002
JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT TO DIRECTOR OF EXCEPTIONAL CHILDREN EDUCATION

QUALIFICATIONS:
1. High School Graduate, college level courses in accounting preferred.
2. Good organizational skills required.
3. Experience and skill in spreadsheet software and word processing required.
4. High level of skill in accounting procedures, especially project/grant accounting.
5. Appropriate language and telephone usage.
6. Ability to work with a variety of people.

REPORTS TO: Director of Special Education

JOB GOAL: To provide administrative assistance to the Director of Exceptional Children; to efficiently maintain accurate accounting records in compliance with state and federal guidelines.

PERFORMANCE RESPONSIBILITIES:
1. Answers Director’s phone calls and responds appropriately.
2. Schedules Director’s school visits, appointments, out of town travel, as directed. Maintains Come-Up file and Tickler file.
3. Prepares correspondence for Director’s signature.
4. Purchases and sets up refreshments and/or materials for meetings.
6. Maintains office supplies and requests copier service as needed.
7. Special Education Project Applications
   a. Assists in preparation of all special education project applications and public notices.
   b. Responsible for preparation of amendments to project applications as needed throughout the year.
   c. Assists in preparation of evaluation reports for projects, as required.
8. Prepares budgets/spreadsheets for those projects/programs that are the responsibility of the Exceptional Children’s department.
9. Responsible for preparation of letters, contracts, budgets, contract files, and payment of invoices for Related Service professional service contracts.
10. Maintains Exceptional Children’s office personnel files.
11. Responsible for payroll for special education grant employees: checking time cards, sick cards, non-sick leave forms, in-service records; preparing payroll exceptions in timely manner; checking payroll printouts by project and balancing; preparing payroll summary sheets for Treasurer; checking posting of payrolls to ledgers.
12. Responsible for preparation of purchase orders for the special education department. Responsible for checking orders when received.
13. Responsible for: preparation/coding/processing of invoices for the special education department.
14. Responsible for preparation of any journal entries necessary to balance projects in the MUNIS accounting system and submit to Treasurer in timely manner.
15. Responsible for balancing project reports monthly; prints subsidiary ledgers and budget ledger reports and balance for all projects.
16. Responsible for preparation of all financial reports to be submitted for IDEA-B Basic, IDEA-B Preschool, Cooperative Project, and WHAS Crusade - monthly and quarterly.
17. Responsible for preparation of reimbursement requests for WHAS Crusade and Cooperative Project.
18. Responsible for: preparation of monthly Federal Cash Requests for IDEA-B BASIC, IDEA-B Preschool; checking posting of revenue to appropriate project ledgers; maintaining record of available project balances on an ongoing basis.
19. Responsible for preparation of lists of accounts receivable/accounts payable for special education grants for treasurer on June 30th.
20. Responsible for preparation of special education grant accounting files for annual audit.
JOB DESCRIPTION:  ADMINISTRATIVE ASSISTANT TO DIRECTOR OF EXCEPTIONAL CHILDREN EDUCATION

21. Attends IDEA-B financial training workshops, as required.
22. Attends MUNIS statewide district accounting training, as required.
23. Maintains computer expertise through attendance of workshops as needed.
24. Sends out memos to schools, as needed, to gather information for Visually Impaired student reports to Kentucky School for the Blind; compiles information and prepares reports/orders to submit to KSB Materials Resource Center; checks in and distributes books/materials for visually impaired students to appropriate schools.
25. Assists Director in smooth operation of the Exceptional Children’s office.
26. Other duties as assigned by the Director of Exceptional Children.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:  
Revised:  May 21, 1987  
Revised:  September 12, 1996  
Revised:  August 24, 1998  
Revised:  October 30, 2014
JOB DESCRIPTION: ASSISTANT DIRECTOR OF EXCEPTIONAL CHILDREN EDUCATION

QUALIFICATIONS:
1. Certificate in Supervision in Special Education.
2. Education and Administrative Skills.
3. Five years experience in Special Education.

REPORTS TO: Director of Exceptional Children Education

JOB GOAL: To assist in the administration of special programs in such manner as to complement the fulfillment of the educational philosophy of the district.

PERFORMANCE RESPONSIBILITIES:
1. Assists in the direction of all Exceptional Children Programs in the school district.
2. Serves as Preschool Disabilities Coordinator for the district including Head Start and Kentucky Preschool programs.
3. Prepares applications and/or reports as may be required by the Kentucky Department of Education or the United States Department of Education to assure that the school district receives all possible financial support for special programs.
4. Assists in the development and reviews the revision of policies and procedures so that the school district is in compliance with all assurances in regard to federal or state law.
5. Ensures compliance with ADA/504 by remaining up-to-date on laws and regulations, providing training, attending meetings, and developing policies and procedures related to student services.
6. Conducts preschool Administrative Admissions and Release Committee (AARC) and School Based Admissions and Release Committee (SBARC) meetings.
7. Remains up-to-date on the changing laws and requirements regarding programs and federal funds available to the district in areas of responsibility.
8. Accumulates and disseminates information about new developments in education in areas of responsibility.
9. Serves on such committees as the Director of Exceptional Children Programs may direct.
10. Provides training to school staff on topics relevant to areas of responsibility which will improve services to students in Oldham County.
11. Attends meetings/conferences as assigned by the Director of Exceptional Children Programs.
12. Provides supervision and consultation for all students with behavioral and emotional concerns.
13. Assists in the coordination and supervision of student services (i.e., psychological services) related to the identification, evaluation and placement of Oldham County students.

OTHER RESPONSIBILITIES:
Shall perform such other duties as may be assigned by the Director of Exceptional Children Education.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: February 28, 1995
Revised: January 17, 1996
Revised: July 19, 1998
Revised: September 20, 2012
Revised: October 30, 2014
JOB DESCRIPTION: CENTRAL SECRETARY I/ EXCEPTIONAL CHILDREN EDUCATION

QUALIFICATIONS:
1. High school graduate.
2. General office skills.
3. Experience and skill in word processing and use of computer software.
4. Appropriate language and telephone usage.
5. Ability to work with a variety of people.

REPORTS TO: Director of Exceptional Children Education

JOB GOAL: To provide secretarial services and complete programmatic tasks in an accurate and professional manner.

PERFORMANCE RESPONSIBILITIES:
1. Provides support to special education staff and assessment staff in preparation of all due process forms and documents.
2. Schedules appointments with parents for the assessment staff; schedules appointments for Director, as requested.
3. Transcribes/types student evaluation reports for new referrals, re-tests, and addendums.
4. Maintains district document tracking forms and lists for compliance with federal mandated timelines for referral/revaluation process.
5. Updates, copies, and distributes lists weekly to the Assessment Staff, and monthly to SBARC chairpersons.
6. Maintains student tracking system and sends out list to schools monthly.
7. Sends out appropriate documents to the parents of students being tested.
8. Updates, duplicates and types forms required for due process procedures as indicated through changes from federal and state departments of education.
9. Receives calls to schedule tests, re-tests and pre-referrals for assessment staff.
10. Schedules rooms for meetings at the Central Office and schools.
11. Purchases and sets up refreshments and/or materials needed for meetings, as directed.
12. Receives, date stamps, and distributes mail daily.
13. Maintains computer files for special education program and generates reports.
14. Maintains computer expertise, as well as operates a variety of office equipment such as, transcription machine, typewriter, FAX machine, and calculator.
15. Types sign-in sheets, agendas, minutes, etc. for special education meetings, as well as for any other meetings.
16. Prepars correspondence for Director and other departmental personnel.
17. Sends and receives E-MAIL messages for departmental personnel.
18. Receives telephone calls and handles appropriately.
19. Makes copies, file folders, binders, etc. as requested by Director, and other departmental personnel.
20. Distributes related services survey quarterly and compiles results.
21. Types Speech/Language reports.
22. Prepares Quarterly Suspension/Expulsion report.
23. Prepares December 1 count of special education students for submission to KDE Exceptional Children Education.
24. Maintains due process files - active and inactive student files for Assessment Staff.
25. Provides back up support for other secretarial staff as needed.
27. Maintains Medicaid files.
28. Generates all educational reports including the Compuscore.
29. Maintains catalog file for purchases of supplies/materials.
30. Other duties as assigned by the Director of Special Education.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: Revised: June 16, 1997
Revised: May 21, 1987 Revised: August 24, 1998
Revised: September 12, 1996 Revised: October 30, 2014
Revised: November 15, 1996
JOB DESCRIPTION:  ECS INSTRUCTIONAL COACH – ELEMENTARY

QUALIFICATIONS:
1. At least five years of successful teaching experiences for students with disabilities.
2. A master’s degree or higher in special education or a related field.
3. Knowledge of federal and state special education regulations and compliance issues.
4. Demonstrated knowledge and teaching skills in all areas of special education instruction (reading, writing, math, vocational skills and social/behavioral skills).
5. Demonstrated knowledge and skills in working with adult learners.
6. Such alternatives to the above qualifications as the Chief Academic Officer and Superintendent may find appropriate and acceptable.

REPORTS TO: Director of Specialized Academic Programming.

JOB GOAL: To support teachers in the acquisition, implementation and refinement of research based instructional practices for students with identified disabilities.

PERFORMANCE RESPONSIBILITIES:
1. Coach building level staff members to enhance their ability in supporting students with disabilities as they demonstrate a high level of accomplishment in all areas of the curriculum.
2. Design and implement professional development and other activities based on identified school and student needs. (Areas include research based instructional practices in reading, writing, math, vocational skills and social skills, direct instruction and collaborative practices.)
3. Support development and implementation of Individual Education Programs (IEP’s), Behavior Intervention Plans, transition planning, and progress monitoring.
4. Engage in professional development to enhance personal professional knowledge and skills.
5. Assumes all other duties as may be assigned by the Superintendent, Chief Academic Officer, or Director of Specialized Academic Programming.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 27, 2014
Revised: October 30, 2014
JOB DESCRIPTION: ECS INSTRUCTIONAL COACH – SECONDARY (MIDDLE/HIGH)

QUALIFICATIONS:
7. At least five years of successful teaching experiences for students with disabilities.
8. A master’s degree or higher in special education or a related field.
10. Demonstrated knowledge and teaching skills in all areas of special education instruction (reading, writing, math, vocational skills and social/behavioral skills).
11. Demonstrated knowledge and skills in working with adult learners.
12. Such alternatives to the above qualifications as the Chief Academic Officer and Superintendent may find appropriate and acceptable.

REPORTS TO: Director of Specialized Academic Programming.

JOB GOAL: To support teachers in the acquisition, implementation and refinement of research based instructional practices for students with identified disabilities.

PERFORMANCE RESPONSIBILITIES:
1. Coach building level staff members to enhance their ability in supporting students with disabilities as they demonstrate a high level of accomplishment in all areas of the curriculum.
2. Design and implement professional development and other activities based on identified school and student needs. (Areas include research based instructional practices in reading, writing, math, vocational skills and social skills, direct instruction and collaborative practices.)
3. Support development and implementation of Individual Education Plans (IEP’s), Behavior Intervention Plans, transition planning, and progress monitoring.
4. Engage in professional development to enhance personal professional knowledge and skills.
5. Assume all other duties as may be assigned by the Superintendent, Chief Academic Officer, or Director of Specialized Academic Programming.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: April, 2008
Revised: September 20, 2012
Revised: August 27, 2014
Revised: October 30, 2014
JOB DESCRIPTION: HIGH SCHOOL ECS COORDINATOR

QUALIFICATIONS:
1. A master’s degree or higher in the area of special education.
2. Minimum of five (5) years experience in teaching special needs students.
3. Experience in training/staff development.
4. Knowledge of special education laws, regulations, and requirements related to their implementation.
5. Demonstrated skills in educational program design and implementation.
6. Such alternatives to the above qualifications as the Director, Chief Academic Officer, and Superintendent may find appropriate and acceptable.

REPORT TO: Building Principal/Level Director

JOB GOALS: Assist the Principal in program design and implementation and coordination of Exceptional Children Services.

PERFORMANCE RESPONSIBILITIES:
1. Facilitate compliance and implementation of special education regulations, policies, procedures, and accompanying forms.
2. Serve as Admission and Release Committee Chairperson Designee, chairing all ARC meetings.
3. Coordinate student and teacher schedules including the assignment of students to teacher caseloads.
4. Assist the Principal in developing and planning appropriate professional development activities for all school staff including regular ECS and PLC meetings.
5. Coach classroom staff in planning and implementing research based practices (academic and behavior) for students (modeling, strategy/program training, and materials acquisition).
6. Coordinate and manage all initial evaluation and reevaluations activities: conduct achievement testing and behavioral observations, assist teachers and parents in the completion of rating scales, and coordinate testing activities with the school psychologist and therapists.
7. Assist the Principal in the coordination of Community Based Programming including calendar, budget, and transportation.
8. Coordinate completion of KDE reporting (e.g., December 1, KCMP, KIST, Exit Report, Summary of Progress, and Extended School Year Report).
9. Perform other duties as assigned by Principal/Level Director.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: April, 2008
Revised: September 20, 2012
Revised: October 30, 2014
JOB DESCRIPTION: SCHOOL PSYCHOLOGIST

QUALIFICATIONS:
1. Valid teaching certificate with an endorsement as a school psychologist.

REPORTS TO: Director of Exceptional Children Education

JOB GOAL: To provide assessment, consultation and counseling services; assist with specially identified program development, implementation and evaluation; and attend appropriate meetings.

PERFORMANCE RESPONSIBILITIES:
1. Evaluate students who may need specially designed instruction within mandated timelines.
2. Complete re-evaluation of all identified disabled students within mandated timelines.
3. Attendance at SBARC meetings following the completion of evaluations.
4. Assist with Child Find activities.
5. Assist the Director of Exceptional Children Education in development and implementation of special education policies, procedures, and programs.
6. Administration of appropriate battery of tests to include individual intelligence tests.
7. Completion of behavior observations when required.
8. Provide written reports and maintenance of appropriate records.
9. Provide consultation and assistance to the special and regular education teachers in carrying out behavior/academic modification programs.
10. Provide consultation and training for relevant topics to district staff.
11. Provide individual group counseling to students as needed.
12. Provide consultation and counseling services to parents as needed.
13. Other duties as assigned by the Director of Exceptional Children Education.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June, 1997
Revised: August 10, 1998
Revised: October 30, 2014
JOB DESCRIPTION:  MENTAL HEALTH CONSULTANT

QUALIFICATIONS:
1. Valid license in a mental health area.
2. Minimum of 5 years experience.
3. Experience in areas of training and staff development.

REPORTS TO:  Director of Exceptional Children Education

JOB GOAL:  To assist district staff in the development and implementation of a continuum of services for students with behavior and emotional concerns and to provide direct services to these students and their families.

PERFORMANCE RESPONSIBILITIES:
1. Training, Technical Assistance And Consultation
   a) Administrators/teachers
      1. Legal issue
      2. Crisis intervention
      3. Liaison between alternative sites and home schools
      4. Interventions, referrals, and screening
      5. Alternatives to suspension and expulsion
      6. Placement options
      7. Clinical consultations/evaluation
      8. Attend appropriate staff meetings
      9. Classroom organization and management
      10. Development of behavior plans
      11. Data collection/documentation
      12. Use of paraprofessionals in the classrooms
   b) Students
      1. Provide direct services to students including counseling and therapy in individual and/or group settings
      2. Provide training to students on identified topics or needs such as appropriate interaction with authority figures.
      3. Assist with transition to and from alternative sites
      4. Crisis intervention
      5. Clinical consultation/evaluation
   c) Parents
      1. Provide training and support services to parents in individual or group settings
      2. Assist parents in developing strategies and skills to interface with the school system and outside agencies
      3. Crisis intervention
      4. Clinical consultation
2. Professional Development
   a) Attend workshops, trainings, and other relevant meetings to stay abreast of issues, regulations, etc.
3. Other
   b) Shall perform such duties as may be assigned by the Director of Special Education.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:  January 30, 1996
Revised:  July 19, 1998
Revised:  March 25, 2004
Revised:  October 30, 2014
JOB DESCRIPTION: SPEECH/LANGUAGE PATHOLOGIST

QUALIFICATIONS:
1. Valid Kentucky teaching certificate in the area of Speech and Language Pathology.

REPORTS TO: Director of Exceptional Children Education

JOB GOALS: To identify and evaluate children who may need Special Education, to meet with appropriate committees, and to assist in making appropriate educational recommendations. The Pathologist will serve with the Psychologists, the Educational Evaluator and other staff as support personnel to the Special Education teachers. In addition, the Pathologist will assist in placements and evaluations, and provide assistance to regular teachers who have Special Education students in the regular program. The Pathologist will provide the necessary services to identified students.

PERFORMANCE RESPONSIBILITIES:
1. Administers appropriate battery of speech/language assessments within mandated timelines.
2. Writes and distributes reports for the tests administered to appropriate staff and parents within mandated timelines.
3. Attends ARC meetings, when appropriate, for which evaluations have been completed and discusses test results, and participates in committee decisions.
4. Assists regular and special education teachers in identifying appropriate materials and techniques for specific students.
5. Other duties as assigned by the Director of Special Education.

Classified and Certified Speech/Language Pathologists will be evaluated using the OPGES system.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:
Revised: August 24, 1998
Revised: November 23, 1998
Revised: October 30, 2014
Revised: August 3, 2015
JOB DESCRIPTION: EDUCATIONAL INTERPRETER I (Sign Language Interpreter)
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QUALIFICATIONS:
1. High school diploma or equivalent required.
2. Must hold a minimum of a Temporary License issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing per KRS 309.300-319 under 201 KAR 39:070 and obtain Continuing Education Requirements per 201 KAR 39:090.
3. Has obtained assessment level of Intermediate Plus or higher on the Sign Communication Proficiency Interview (SCPI); OR scored at least 2.75 on the Educational Interpreter Performance Assessment (EIPA) or other assessment as recognized by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing for those individuals working in K-12 settings.
4. Minimum of one year’s experience interpreting in an education setting or working in K-12 settings.
5. Minimum of one year’s experience interpreting in an education setting or working in the Deaf community with supporting documentation or
6. Graduation from an Interpreter Training Program may be accepted in lieu of experience.

REPORTS TO: Supervising Teacher(s); Principal, Director of Exceptional Children Services

JOB GOALS: Interpreting and/or transliterating of English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include, but are not limited to American Sign Language, English-based sign language, cued speech and/or oral transliterating.

Serve as an integral member of the educational team serving students who are Deaf or Hard of Hearing in the educational environment according to the specifications of the student’s Individualized Educational Program (IEP). This environment includes the classroom, laboratory, field trip, assembly and other educational sites that are deemed appropriate for student learning.

KNOWLEDGE AND ABILITIES:
Knowledge of:
1. American Sign Language, Signed English, Signed Exact English and/or other recognized modes of communication used within the deaf and hard-of-hearing community.
2. Correct English usage, grammar, spelling, punctuation and vocabulary.
4. Values, behavior and language of the American Deaf culture.
5. Legal rights of the deaf and hard-of-hearing.
6. Interpreter Code of Ethics as outlined in KRS 309.300-319 under 201 KAR 39:120.

Ability to:
7. Facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors.
8. Interpret into spoken English the questions and verbal presentations of deaf and hard-of-hearing student, faculty, staff or visitors.
9. Work independently with some direction.
10. Establish and maintain cooperative and effective working relationships with deaf and hard-of-hearing students and others.

PERFORMANCE RESPONSIBILITIES:
1. Use recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors.
2. Attend classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities.
3. Interpret at meetings, conferences, appointments, field trips, assemblies and other educational activities.
JOB DESCRIPTION: EDUCATIONAL INTERPRETER I (Sign Language Interpreter)

4. Utilize planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors.
5. Prepare for demanding course material as necessary for successful interpreting and/or transliterating.
6. Serve as a professional member of the education team in the appropriate Admissions and Release Committee (ARC) process.
7. Participate in professional development as relevant to the interpreting experience.
8. Perform other duties assigned as related to communication accessibility of assigned student but only if duties do not interfere with the communication accessibility of assigned student(s).

Classified and Certified Interpreters will be evaluated using the OPGES system.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 18, 2004
Revised: October 30, 2014
Revised: August 3, 2015
JOB DESCRIPTION: EDUCATIONAL INTERPRETER II (Sign Language Interpreter)

QUALIFICATIONS:
1. High school diploma or equivalent required.
2. Must hold a minimum of a Temporary License issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing per KRS 309.300-319 under 201 KAR 39:070 and obtain Continuing Education Requirements per 201 KAR 39:090.
3. Hold National Association for the Deaf (NAD) certification (NAD III – Intermediate, NAD IV – Advanced, NAD V – Master) or hold Registry of Interpreters for the Deaf (RID) certification or other certification as recognized by KRS 309.300-319 under 201 KAR 39:030 or 201 KAR 39:070 and meet continuing educational requirements as outlined in 201 KAR 39:090.
4. Minimum of two year’s experience interpreting in an education setting or related field with supporting documentation, or
5. Graduation from an Interpreter Training Program may be accepted in lieu of experience.

REPORTS TO: Supervising Teacher(s); Principal, Director of Exceptional Children Services

JOB GOALS: Interpreting and/or transliterating of English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include, but are not limited to American Sign Language, English-based sign language, cued speech and/or oral transliterating.

Serve as an integral member of the educational team serving students who are Deaf or Hard of Hearing in the educational environment according to the specifications of the student’s Individualized Educational Program (IEP). This environment includes the classroom, laboratory, field trip, assembly and other educational sites that are deemed appropriate for student learning.

KNOWLEDGE AND ABILITIES:
Knowledge of:
1. American Sign Language, Signed English, Signed Exact English and/or other recognized modes of communication used within the deaf and hard-of-hearing community.
2. Correct English usage, grammar, spelling, punctuation and vocabulary.
4. Values, behavior and language of the American Deaf culture.
5. Legal rights of the deaf and hard-of-hearing.
6. Interpreter Code of Ethics as outlined in KRS 309.300-319 under 201 KAR 39:120.

Ability to:
7. Facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors.
8. Interpret into spoken English the questions and verbal presentations of deaf and hard-of-hearing student, faculty, staff or visitors.
9. Work independently with some direction.
10. Establish and maintain cooperative and effective working relationships with deaf and hard-of-hearing students and others.
11. Serve as mentor when appropriate as per KRS 309.300-319 under 201 KAR 39:070.

PERFORMANCE RESPONSIBILITIES:
1. Use recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors.
2. Attend classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities.
3. Interpret at meetings, conferences, appointments, field trips, assemblies and other educational activities.
4. Utilize planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors.
5. Prepare for demanding course material as necessary for successful interpreting and/or transliterating.
6. Serve as a professional member of the education team in the appropriate Admissions and Release Committee (ARC) process.
7. Participate in professional development as relevant to the interpreting experience.
8. Perform other duties assigned as related to communication accessibility of assigned student but only if duties do not interfere with the communication accessibility of assigned student(s).

Classified and Certified Interpreters will be evaluated using the OPGES system.

**TERMS OF EMPLOYMENT:** Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 18, 2004
Revised: October 30, 2014
Revised: August 3, 2015
JOB DESCRIPTION: EDUCATIONAL INTERPRETER III (Sign Language Interpreter)

QUALIFICATIONS:
1. Hold minimum of Bachelor of Science or Bachelor of Arts in interpreting, education or related field.
2. Must hold full license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing per KRS 309.300-319 under 201 KAR 39:070 and meet Continuing Educational Requirements as outlined in 201 KAR 39:090.
3. Hold National Association for the Deaf (NAD) certification (NAD IV – Advanced, NAD V – Master) or hold Registry of Interpreters for the Deaf (RID) certification or other certification as recognized by KRS 309.300-319 under 201 KAR 39:030 under 201 KAR 39:070.
4. Minimum of two year’s experience interpreting in an educational setting or related field with supporting documentation.
5. Consideration for additional compensation may be given for additional college credit acquired, deaf/blind interpreting and work done outside of school hours.

REPORTS TO: Principal, Director of Exceptional Children Services

JOB GOALS: Interpreting and/or transliterating of English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors. Necessary specialized vocabularies may include, but are not limited to American Sign Language, English-based sign language, cued speech and/or oral transliterating.

Serve as an integral member of the educational team serving students who are Deaf or Hard of Hearing in the educational environment according to the specifications of the student’s Individualized Educational Program (IEP). This environment includes the classroom, laboratory, field trip, assembly and other educational sites that are deemed appropriate for student learning.

KNOWLEDGE AND ABILITIES:
Knowledge of:
1. American Sign Language, Signed English, Signed Exact English and/or other recognized modes of communication used within the deaf and hard-of-hearing community.
2. Correct English usage, grammar, spelling, punctuation and vocabulary.
4. Values, behavior and language of the American Deaf culture.
5. Legal rights of the deaf and hard-of-hearing.
6. Interpreter Code of Ethics as outlined in KRS 309.300-319 under 201 KAR 39:120.

Ability to:
7. Facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, students and visitors.
8. Interpret into spoken English the questions and verbal presentations of deaf and hard-of-hearing student, faculty, staff or visitors.
9. Work independently with little or no direction.
10. Establish and maintain cooperative and effective working relationships with others.
11. Serve as mentor when appropriate as per KRS 309.300-319 under 201 KAR 39:070.

PERFORMANCE RESPONSIBILITIES:
1. Use recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, students and visitors.
2. Attend classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities.
3. Interpret at meetings, conferences, appointments, field trips, assemblies and other educational activities.
4. Utilize planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors.
JOB DESCRIPTION: EDUCATIONAL INTERPRETER III (Sign Language Interpreter)

5. Prepare for demanding course material as necessary for successful interpreting and/or transliterating.
6. Serve as a professional member of the education team in the appropriate Admissions and Release Committee (ARC) process.
7. Participate in professional development as relevant to the interpreting experience.
8. Perform other duties assigned as related to communication accessibility of assigned student but only if duties do not interfere with the communication accessibility of assigned student(s).

Classified and Certified Interpreters will be evaluated using the OPGES system.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 18, 2004
Revised: October 30, 2014
Revised: August 3, 2015
JOB DESCRIPTION: RESOURCE TEACHER, SPECIAL EDUCATION SUPPORT SERVICES

QUALIFICATIONS:
1. At least five years successful experience in teaching special needs students and/or instructional supervision.
2. A master’s degree or higher in the area of special education.
3. Thorough knowledge of special education laws, regulations, and requirements related to their implementation.
4. Thorough knowledge of Kentucky’s Educational reform and its implementation as it relates to special education.
5. Skilled in the use of computer.
6. Experience in the area of training and staff development.
7. Such alternatives to the above qualifications as the Director, Chief Academic Officer, and Superintendent may find appropriate and acceptable.

REPORTS TO: Director of Special Education

JOB GOAL: To assist the Director in working with special education teachers, principals and other individuals in the successful implementation of regulations, programs, and services to students with special needs.

PERFORMANCE RESPONSIBILITIES:
1. Serve as district liaison with schools for implementation of special education regulations, services, and programs.
2. Serve as a member of the Department of Instruction team sustaining schools in the development, implementation and evaluation of Consolidated Plans as they relate to special education issues.
4. Serve as ARC chairperson as appropriate.

GENERAL RESPONSIBILITIES:
1. Facilitate compliance and implementation of special education regulations, policies, procedures, and accompanying forms, by working directly with school personnel.
2. Provide training and consultation to district staff regarding compliance with the regulations governing special education.
3. Assist in monitoring the tracking system.
4. Assist in the coordination of related services personnel.
5. Facilitate and monitor regulations related to students’ individual education programs including the development, data collection, and implementation.
6. Provide training and technical assistance to teachers on such topics as curriculum, data collection, collaboration, development of Individual Education Plans and use of paraprofessionals in the classroom.
7. Attend meetings and conferences at the state and national level to stay informed about regulations, effective programs, innovations and trends related to all areas of instruction and disseminates this information to the appropriate staff.
8. Read and study professional literature and current research to keep abreast of effective programs and trends related to instruction for special needs students and widely disseminates this information to the staff.

OTHER:
1. Assumes all other duties as may be assigned by the Director of Special Education or the Chief Academic Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 24, 1998
Revised: September 5, 2012
Revised: October 30, 2014
JOB DESCRIPTION:  ECS COMPLIANCE COORDINATOR

QUALIFICATIONS:
1. A master’s degree or higher in the area of special education.
2. Minimum of five (5) years' experience in teaching students with special needs or a related field.
3. Knowledge of special education laws, regulations, and requirements related to their implementation.
4. Demonstrated skills in educational program design and implementation.
5. Such alternatives to the above qualifications as the Chief Academic Officer and Superintendent may find appropriate and acceptable.

REPORT TO:  Director of Specialized Academic Programming

JOB GOALS:  To insure the district’s compliance with IDEA – Part B, state regulations, and district ECS policies and assist the Director of Specialized Academic Programming with reports and communication with appropriate agencies.

PERFORMANCE RESPONSIBILITIES:
1. Facilitate compliance and implementation of special education regulations and corresponding district policies, and completion of special education forms.
2. Support district ECS staff regarding compliance and regulatory issues in special education.
3. Develop and implement professional development activities for district staff regarding compliance and regulatory issues in special education.
4. Assist the Director of Specialized Academic Programming in completion of KDE reports and communication with appropriate agencies.
5. Engage in professional development to enhance personal professional knowledge and skills.
6. Perform other duties as assigned by the Director of Specialized Academic Programming.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:  April 10, 2008
Revised:  September 5, 2012
Revised:  August 27, 2014
Revised:  October 30, 2014
JOB DESCRIPTION: YATP: TRANSITION COORDINATOR

QUALIFICATIONS:
1. High school graduate with general clerical training.
2. One year’s experience with special populations.
4. Ability to communicate with a variety of people.

REPORTS TO: Director of Specialized Academic Programming and On-Site Principal

JOB GOAL: To provide extended community-based vocational assessments, job evaluations, training and placement for special education students in preparation for post-graduate employment.

PERFORMANCE RESPONSIBILITIES:
1. Conducts job development - contacts employers in the community to secure evaluation, training, and placement sites for students participating in the Young Adults Transitional Program.
2. Conducts Community Based Vocational Interview and Observations to assess student work strengths, needs, interests.
3. Provides hands-on vocational training and works with students on an individual or small group basis to teach essential vocational skills at job sites within the community, and collects progress data on each student.
4. Provides career exploration and job readiness - Works with students individually or in small groups to explore various job possibilities available in the community.
5. Provides Follow-up - Coordinates and/or provides as necessary follow-up to insure the successful placement of students within the community.
6. Maintains records required by employers and as required by YATP staff.
7. Shares student data with appropriate district staff and community agencies.
8. Works collaboratively with the classroom teacher to plan appropriate activities based on student goals, scheduling needs, job progress and futures planning.
9. Transports students to work and return from work during the work day.
10. Prepares monthly reports as required by YATP.
11. Helps develop vocational goals for Individual Education Program of students.
12. Works with families regarding transition to post-secondary opportunities.
13. Trains assistants and job coach to provide direct support to students in a variety of environments within the community.
15. Attends ARC meetings on prospective YATP students.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:
Revised: June 16, 1997
Revised: August 24, 1998
Revised: September 24, 2004
Revised: June 12, 2012
Revised: October 30, 2014
Revised: May 4, 2016
JOB DESCRIPTION: OCCUPATIONAL THERAPIST

QUALIFICATIONS:
1. Licensed/registered occupational therapist in State of Kentucky.

REPORTS TO: Director of Exceptional Children Education

JOB GOAL: To identify and evaluate children who may need special education, to meet with appropriate committees, and to assist in making appropriate educational recommendations. The Occupational Therapist will serve with the Psychologists, the Educational Evaluator and other support staff as support personnel to the special education teachers. In addition, the Occupational Therapist will assist in determining placements and completing evaluations, and provide assistance to regular teachers who have special education students in the regular program. The Occupational Therapist will provide the necessary services to identified students.

PERFORMANCE RESPONSIBILITIES:
1. Assist with the screening, and referral process for students who are experiencing difficulty in the classroom.
2. Completes appropriate battery of tests within mandated timelines.
3. Complete re-evaluations of all identified students within mandated timelines.
4. Attends ARC meetings following the completion of evaluations, discusses results and participates in committee decisions.
5. Provide written reports and maintenance of appropriate records.
6. Provide consultation and training to school personnel and families.
7. Provide therapy services as outlined in students’ Individual Education Plans.
8. Other duties as may be assigned by the Director of Exceptional Children Education.

Classified and Certified Occupational Therapists will be evaluated using the OPGES system.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 24, 1998
Revised: October 30, 2014
Revised: August 3, 2015
JOB DESCRIPTION: INSTRUCTIONAL CONSULTANT FOR EXCEPTIONAL CHILDREN EDUCATION

QUALIFICATIONS:
1. Master’s degree or higher in special education or a related field
2. Minimum of five (5) years experience in teaching special needs students
3. Knowledge of special education laws, regulations, and requirements related to their implementation
4. Demonstrated skills in educational program design and implementation
5. Such alternatives to the above qualifications as the Director of Exceptional Children Education may find appropriate and acceptable

REPORTS TO: Director of Exceptional Children Education

JOB GOAL: To support teachers and administrators in the provision of services for special education students

PERFORMANCE RESPONSIBILITIES:
1. Provides support for the implementation of all special education programs in the school district.
2. Facilitates the implementation of services for special education students to enhance the provision of effective instruction to meet student needs
   a) Facilitates the teaching/learning process through the regular review and implementation of instructional best practices and district initiatives to assure program continuity specifically for all special education programs/students.
   b) Monitors instructional materials and technology and recommends techniques for utilization with students in special education programs.
   c) Provides consultation for all staff to assist with program design and implementation for targeted groups and individual students.
   d) Provides direct support to staff to assist in program design and implementation.
3. Provides appropriate professional development, training and technical assistance activities based on district/school/teacher needs assessments
   a) Facilitates training to school staff on topics relevant to areas of responsibility which will improve services to students in Oldham County
   b) Assists school staff in planning research based instructional activities in reading, writing, math, vocational skills and social skills, direct instruction and collaborative practices.
   c) Provides direct support to special education PLC groups as needed
4. Provides coaching/consultation support for classroom staff in planning and implementing research based practices (academic and behavior) for students (modeling, strategy/program training, and materials acquisition).
5. Remains up-to-date on the changing laws and requirements regarding regulations and their implementation.
   a) Provides consultative support to school staff in the implementation of federal/state regulations
   b) Assists with training of staff in the areas of implementation of regulation
6. Accumulates and disseminates information about new developments in education in areas of responsibility.
7. Serves on such committees as the Director of Exceptional Children Education may direct.

OTHER RESPONSIBILITIES:
Shall perform such other duties as may be assigned by the Superintendent or Director of Exceptional Children Education

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: March 2, 2010
Revised: October 30, 2014
JOB DESCRIPTION: INSTRUCTIONAL COORDINATOR FOR EXCEPTIONAL CHILDREN EDUCATION

QUALIFICATIONS:
1. Master’s degree or higher in special education or a related field.
2. Minimum of five (5) years experience in teaching special needs students.
3. Experience in training/staff development.
4. Knowledge of special education laws, regulations, and requirements related to their implementation.
5. Demonstrated skills in educational program design and implementation.
6. Such alternatives to the above qualifications as the Director of Exceptional Children Education may find appropriate and acceptable.

REPORTS TO: Director of Exceptional Children Education

JOB GOAL: To support teachers and administrators in the provision of services for special education students.

PERFORMANCE RESPONSIBILITIES:
1. Provides support for the implementation of all special education programs in the school district.
2. Directs the implementation of services for special education students to enhance the provision of effective instruction to meet student needs.
   a) Facilitates the teaching/learning process through the regular review and implementation of instructional best practices and district initiatives to assure program continuity specifically for all special education programs/students.
   b) Monitors instructional materials and technology and recommends techniques for utilization with students in special education programs.
   c) Provides consultation for all staff to assist with program design and implementation for targeted groups and individual students.
   d) Provides direct support to staff to assist in program design and implementation.
3. Designs and implements appropriate professional development, training and technical assistance activities based on district/school/teacher needs assessments.
   a) Facilitates training to school staff on topics relevant to areas of responsibility which will improve services to students in Oldham County.
   b) Assists school staff in planning research based instructional activities in reading, writing, math, vocational skills and social skills, direct instruction and collaborative practices.
   c) Provides direct support to special education PLC groups as needed.
4. Provides coaching/consultation support for classroom staff in planning and implementing research based practices (academic and behavior) for students (modeling, strategy/program training, and materials acquisition).
5. Remains up-to-date on the changing laws and requirements regarding regulations and their implementation.
   a) Provides consultative support to school staff in the implementation of federal/state regulations.
   b) Assists with training of staff in the areas of implementation of regulation.
6. Accumulates and disseminates information about new developments in education in areas of responsibility.
7. Serves on such committees as the Director of Exceptional Children Education may direct.

OTHER RESPONSIBILITIES:
Shall perform such other duties as may be assigned by the Superintendent or Director of Exceptional Children Education

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: March 2, 2010
Revised: October 30, 2014
OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION – 1022.20-AR

JOB DESCRIPTION: ECS INSTRUCTIONAL COACH - LOW INCIDENCE

QUALIFICATIONS:
1. Master’s degree or higher in special education or a related field
2. Minimum of five (5) years’ experience working with students having special needs
3. Knowledge of special education laws, regulations, and requirements related to their implementation
4. Demonstrated skills in educational program design and implementation.
5. Such alternatives to the above qualifications as the Chief Academic Officer and Superintendent may find appropriate and acceptable.

REPORTS TO: Director of Specialized Academic Programming

JOB GOAL: To support teachers in the acquisition, implementation and refinement of research based instructional practices for students with identified disabilities

PERFORMANCE RESPONSIBILITIES:
1. Provides technical assistance to enhance program design and implementation for students who demonstrate significant challenges including autism, suspected/confirmed cognitive deficits, or other complex needs, related to programming, behavior, communication and socialization in the educational setting
2. Assists in evaluation of students who demonstrate significant challenges including suspected or confirmed autism spectrum disorders, cognitive deficits, or other complex needs
3. Provides coaching/consultation support for classroom staff in planning and implementing individual student programs
4. Provides appropriate professional development, training and technical assistance activities based on district/school/teacher needs assessments
   a) Facilitates training to school staff on topics relevant to areas of responsibility that will improve services to students in Oldham County
   b) Assists school staff in planning research-based programming strategies to address student functioning in an educational setting
   c) Provides direct support to special education PLC groups as needed
5. Provides educational opportunities for the families of students with significant disabilities including educational seminars, futures planning, service coordination and individual family support to assist in program planning
6. Accumulates and disseminates information about new developments in education in areas of responsibility
7. Assumes all other duties as may be assigned by the Superintendent, Chief Academic Officer, or Director of Specialized Academic Programming.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: March 2, 2010
Revised: August 27, 2014
Revised: October 30, 2014
JOB DESCRIPTION: ECS INSTRUCTIONAL COACH – BEHAVIOR

QUALIFICATIONS:
1. Master’s degree or higher in special education or a related field
2. Minimum of five (5) years’ experience working with students with special needs
3. Knowledge of special education laws, regulations, and requirements related to their implementation
4. Demonstrated skills in educational program design and implementation
5. Such alternatives to the above qualifications as the Director of Specialized Academic Programming may find appropriate and acceptable.
6. Such alternatives to the above qualifications as the Chief Academic Officer and Superintendent may find appropriate and acceptable.

REPORTS TO: Director of Specialized Academic Programming

JOB GOAL: To support teachers in the acquisition, implementation and refinement of research based instructional practices for students with identified disabilities

PERFORMANCE RESPONSIBILITIES:
1. Coach building level staff members to enhance program design and implementation for students who demonstrate significant behavioral challenges related to programming, communication and socialization in the educational setting.
2. Provide appropriate professional development, training and technical assistance activities based on district/school/teacher needs assessments.
3. Accumulate and disseminate information about new developments in education in areas of responsibility.
4. Engage in professional development to enhance personal professional knowledge and skills.
5. Assume all other duties as may be assigned by the Superintendent, Chief Academic Officer, or Director of Specialized Academic Programming.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 27, 2014
Revised: October 30, 2014
JOB DESCRIPTION: STUDENT SERVICES COORDINATOR

QUALIFICATIONS:
1. Certification in special education or administrative leadership.
2. Minimum of three (3) years’ experience in teaching special needs students.
3. Experience serving as an ARC Chairperson.
4. Knowledge of special education laws, regulations, and requirements related to their implementation.
5. Demonstrated skills in educational program supervision.
6. Such alternatives to the above qualifications as the Director of Exceptional Children Services may find appropriate and acceptable.

REPORT TO: Director of Exceptional Children Services

JOB GOALS: Coordinate services to students related to Child Find and related services, and assist the ECS Director with reports and communication with appropriate agencies.

PERFORMANCE RESPONSIBILITIES:
1. Facilitate the services provided by ARC Chairpersons, specifically compliance and implementation of special education regulations and corresponding district policies, and completion of special education forms.
2. Support administrators and ARC Chairpersons in the application of disciplinary policies for students with disabilities.
3. Coordinate and supervise the provision of services to students (related to Child Find, related services, private school).
4. Assist the ECS Director in completion of KDE reports and communication with appropriate agencies.
5. Engage in professional development to enhance personal professional knowledge and skills.
6. Assists in the development and reviews the revision of policies and procedures so that the school district is in compliance with all assurances in regard to federal or state law.
7. Assist in the personnel evaluation of staff as assigned by the Director of Exceptional Children Services.
8. Ensures compliance with ADA/504 by remaining up-to-date on laws and regulations, providing training, attending meetings, and developing policies and procedures related to student services.
9. Conducts Administrative Admissions and Release Committee (AARC) and School Based Admissions and Release Committee (SBARC) meetings.
10. Remains up-to-date on the changing laws and requirements regarding programs and federal funds available to the district in areas of responsibility.
11. Serves on such committees as the Director of Exceptional Children Services may direct.
12. Attends meetings/conferences as assigned by the Director of Exceptional Children Services
13. Performs other duties as assigned by the Director of Exceptional Children Services.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: April 5, 2012
Revised: October 30, 2014
JOB DESCRIPTION:  DIRECTOR OF COMMUNITY EDUCATION

QUALIFICATIONS:
1. Bachelor's Degree.
2. Experience in public education at local and state levels.
3. Strong communications skills including demonstrated writing ability.
4. Such alternatives to the above as the Board may find appropriate.

REPORTS TO:  Chief Academic Officer

SUPERVISES:  Community Education Program and Staff.

JOB GOALS:  To oversee the development, organization, operation, and evaluation of the broadly defined community education program.

PERFORMANCE RESPONSIBILITIES:
1. Develops and oversees a balanced year-round community education program which includes appropriate activities for all residents.
2. Retains primary responsibility for the recruiting, selection, training, supervision, and evaluation of all community education staff.
3. Facilitates the activities of a community education advisory council and remains attentive and responsive to the advice of same.
4. Assures that an authorized person is present on the premises when community education activities are in progress.
5. Encourages the development of cooperative interagency efforts within the community.
6. Stays familiar with the social and economic structure of the community and applies that knowledge to community education program development.
7. Assists and advises the instructional staff in the development and implementation of community education programs which have potential to enrich the K-12 curriculum.
8. Conducts, with the assistance of the advisory council, periodic assessments of community needs and interests. Plans and evaluates the community education program consistent with these needs and interests.
9. Maintains accurate records of the community education program. Develops and implements the annual budget of the program.
10. Stays current with trends in community education through research, study and attendance at professional conferences.
11. Interprets, implements and assures compliance with Board policies governing community education.
12. Other duties assigned by the Chief Academic Officer.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.
JOB DESCRIPTION: ADULT EDUCATION COORDINATOR

QUALIFICATIONS:
1. At least five years successful experience in teaching adults and/or coordination of adult education programs.
2. College degree in education or other appropriate area.
3. Thorough knowledge of Kentucky’s educational reform and its implementation.
4. Skilled in the use of a variety of computer applications.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Chief Academic Officer

JOB GOAL: To assist the Chief Academic Officer in meeting the learning needs of adults in Oldham County through the establishment and operation of a quality program of adult education designed to assist individuals in completing the work necessary to obtain a GED to meet the requirements of employees.

PERFORMANCE RESPONSIBILITIES:
1. The adult education coordinator shall be responsible for the general supervision of all the adult education related activities.
2. The adult education coordinator shall develop a program plan and a budget to submit for state approval and make sure that the program is operated within requirements of the governing state agency.
3. The adult education coordinator shall have the primary responsibility for the recruitment of adult students in the adult education program.
4. The adult education coordinator shall secure a staff to the adult education program.
5. The adult education coordinator shall be responsible for filing required reports on the adult education program to the appropriate state agency.
6. The adult education coordinator shall have the responsibility of procuring community personnel to serve on the Adult Education Advisory Board and shall serve as liaison for the Oldham County Board of Education.
7. The adult education coordinator shall be responsible for public relations of the adult education program.
8. The adult education coordinator shall communicate with all teachers in the program and be responsible for arranging necessary training.
9. The adult education coordinator shall be responsible for the purchasing of all materials for the program and shall ensure that there is ample material for all functioning levels.
10. The adult education coordinator shall be responsible for the processing of G.E.D. applications and diplomas.
11. The adult education coordinator shall coordinate a recognition ceremony for the adult education program.
12. Assumes all other duties as may be assigned by the Chief Academic Officer.

GENERAL RESPONSIBILITIES:
1. (A) As assigned, attends meetings and conferences at the state and national level to stay informed about effective programs, innovations and trends related to all areas of instruction and disseminates this information to the school level staff.
   (B) Reads and studies professional literature and current research to keep abreast of effective programs and trends related to instruction and disseminates this information to the school level staff.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1989
Revised: July 15, 1998
Revised: August 17, 1998
Revised: June 8, 2011
Revised: September 6, 2012
Revised: October 30, 2014
JOB DESCRIPTION: ADULT BASIC EDUCATION TEACHER

QUALIFICATIONS:
1. As of July 1, 1998, all new instructors shall possess a minimum of a bachelor’s degree. A degree in education or a content-related field is preferred.
2. Experience with adult education, vocational education, literacy training and/or special work.
3. As of August 1, 2009, all new instructors working in the Corrections Program shall have a teaching certificate.

REPORTS TO: Director of Adult Education

JOB GOAL: Increase adult learning by providing an instructional program that supports individuals in obtaining their GED.

PERFORMANCE RESPONSIBILITIES:

Instruction
1. Provides instruction in literacy, ABE/GED. Applies research-based instructional practices that incorporate the use of computers and other technologies.
2. Is knowledgeable of reading, writing and/or math instructional strategies.
3. 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.
4. Uses lesson plans that integrate instruction across content areas.
5. Provides continuous feedback and adjusts instruction to maximize student learning.
6. Administers and interprets appropriate placement and diagnostic tests.
7. Applies adult education principles and methods in the workforce classroom.
8. Facilitates the transfer of learned skills from the classroom to the job.
9. Plans learning experiences that are interactive and relevant to the specific workplace environment.
10. Customizes and develops workplace education curriculum and lesson plans that facilitate transference from the classroom to the job based on the workforce goals and expected training outcomes.
11. Prepares lessons and plans instructional support activities carried out by instructor’s aides.
12. Evaluates the achievement of students with whom instructor’s aides are working.

Assesses and Monitors Learning
13. Uses formal and informal assessment data to monitor and document student progress.
14. Collects and manages accurate data for program improvement and accountability.
15. Participates in the retention and follow-up of students.

Classroom Management
16. Maintains knowledge of program regulations, policy and procedures and maintains a purposeful, focused learning environment.
17. Maintains student records accurately and in a timely fashion.
18. Supervises and monitors instructor’s aides.

Professional Development
19. Participates in required professional development activities.
20. Uses technology resources to engage in ongoing professional development and lifelong learning.
21. Assesses personal strengths and weaknesses as a basis for developing a professional development plan.

Professional Responsibilities
22. Maintains confidentiality of program participants’ names and addresses unless necessitated by the Adult Education Program guidelines.
23. Implements all rules and regulations, policies and administrative guidelines as adopted by Adult Education Program guidelines, local and state administrative regulations, state and federal statutes.
24. Maintains records and reports as are required by the Kentucky Department of Adult and Technical Education JOBS Program, the Oldham County Board of Education, Kentucky Administrative Regulations and Kentucky Revised Statutes.
OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION – 1023.02-AR

JOB DESCRIPTION: ADULT BASIC EDUCATION TEACHER

25. Observes Oldham County Board of Education policies and procedures as set forth in teacher and employee handbooks.

26. Coordinates recruiting and public relations efforts for the Oldham County Adult Education Program.

27. Performs any other task related to the operations of the Adult Education Program as assigned by the program supervisor.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: September, 1993
Revised: July 15, 1998
Revised: August 17, 1998
Revised: November 30, 2010
Revised: January 11, 2011
Revised: October 30, 2014
JOB DESCRIPTION: DISTRICT TECHNOLOGY COORDINATOR

QUALIFICATIONS:
1. Bachelor or Associate Degree in a Computer/Technical field.
2. Knowledge and demonstrated experience in technical support service of networks and stand-alone computers.
3. Demonstrated ability to communicate effectively with a variety of groups.
4. Demonstrated ability to lead and direct a team of district and school technology staff.
5. At least three (3) years experience in providing direct service to computer network users.
6. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Chief Operations Officer

JOB GOAL: Manage and coordinate technology services and provide extensive technical support and training for network users across the district thus creating optimum utilization of network systems while maintaining full compatibility of services.

PERFORMANCE RESPONSIBILITIES:
1. Responsible to implement the KETS initiative with regard to computer technology in administrative and instructional areas.
2. Responsible to manage and coordinate maintenance and repair of all computer systems in the district including all network systems.
3. Responsible to troubleshoot, repair and upgrade existing software; to investigate new or superior software to enhance the productivity of users.
4. Assist in providing training to school level technical staff for optimum use of all network software.
5. Responsible for direct management and supervision of all District Technology staff.
6. Perform such other duties as may be assigned by the Superintendent or Chief Operations Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: December 11, 1989
Revised: July 29, 1992
Revised: January, 1997
Revised: July 19, 1998
Revised: March 5, 2004
Revised: June 8, 2011
Revised: November 10, 2011
Revised: September 6, 2012
Revised: October 30, 2014
JOB DESCRIPTION: ASSISTANT DIRECTOR OF INFORMATION SERVICES

QUALIFICATIONS:
1. High School diploma or GED.
2. A+/MCP Certification.
3. Knowledge of hardware and software in a variety of platforms.
4. Demonstrated ability to assist support staff on network issues.
5. Demonstrated ability to communicate effectively with a variety of groups.
6. Demonstrated record keeping skills.
7. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: Director of Information Services

JOB GOAL: Assist in coordinating and implementing all district technology services.

PERFORMANCE RESPONSIBILITIES:
1. Assist with management of District Technology office and training staff.
2. Assist with coordinating district-wide technology vision, plans, direction and growth.
3. Assist with interviewing and hiring support staff.
4. Assist with coaching and training support staff in the implementation of district administrative software programs, database, and network.
5. Assist with set up, complete installation, management, updating and troubleshooting of district software, hardware and network.
6. Attend district and state technology meetings as needed.
7. Oversee district technology inventory.
8. Maintain and manage work order tracking system and assignment of work.
9. Oversee, set up and maintain district home page on the Internet.
10. Assist in developing an instructional plan for the training of all staff in the district to include training on both administrative and instructional software.
11. Other duties as assigned by the Director of Information Services.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 19, 2000
Revised: January 11, 2011
Revised: November 10, 2011
Revised: October 30, 2014
JOB DESCRIPTION: DISTRICT TECHNOLOGY SPECIALIST

QUALIFICATIONS:
1. High School diploma or GED.
2. Forty hours of training in technology (i.e. Microsoft Windows 2000 or later, Databases, Access, Excel, Power Point, HTML, others).
3. Training in Database and/or Network Administration.
4. Have knowledge of hardware and software on both Intel and Macintosh platforms.
5. Demonstrated ability to communicate effectively with a variety of groups.
6. Demonstrated ability to provide service to network, computers and printers.
7. A+ Certification.
8. Certification in area of specialty.
9. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: District Technology Coordinator

JOB GOAL: Provide Technology support within the district.

PERFORMANCE RESPONSIBILITIES:
1. Complete installation, management, updating and troubleshooting of software and hardware (including servers, computers, printers, installation of software, etc.) within the district as assigned.
2. Provide database and network maintenance and upgrades (including but not limited to Windows, SQL, Oracle and STI).
3. Coordinate parts purchasing through Tech secretary.
4. Organize and maintain network cabling.
5. Maintain and update servers, switches, hubs, routers, CSU/DSU and related software.
6. Provide troubleshooting support for schools.
7. Implement district-wide technology vision, plans, direction and growth in compliance with guidelines.
8. Other duties assigned by the District Technology Coordinator.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 19, 2000
Revised: March 5, 2004
Revised: November 10, 2011
Revised: October 30, 2014
JOB DESCRIPTION: DISTRICT TECHNOLOGY ASSISTANT

QUALIFICATIONS:
1. High School diploma or GED.
2. Forty hours of training in technology (i.e. DOS, Microsoft Windows, Databases, Access, Excel, Power Point, HTML, others).
3. Have knowledge of hardware and software on both Intel and Macintosh platforms.
4. Demonstrated ability to communicate effectively with a variety of groups.
5. Demonstrated ability to provide service to computers, printers and other peripherals.
6. Record keeping skills.
7. A+ Certification.
8. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: District Technology Coordinator

JOB GOAL: Provide technology support services to District and Schools

PERFORMANCE RESPONSIBILITIES:
1. Provide support for set up, complete installation, management, updating and troubleshooting of software and hardware (including computers, printers, Hubs; installation of software, etc.) within the district.
2. Assist in maintaining various district databases and other software programs.
3. Assist in maintaining various district hardware.
4. Implement district-wide technology vision, plans, direction and growth in compliance with guidelines.
5. Other duties assigned by the District Technology Coordinator.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 19, 2000
Revised: March 5, 2004
Revised: November 10, 2011
Revised: October 30, 2014
JOB DESCRIPTION: DISTRICT LEAD TECHNICIAN – LEVEL ONE

QUALIFICATIONS:
1. Bachelor or Associate Degree in a Computer/Technical field.
2. Knowledge and demonstrated experience in technical support service of networks and stand-alone computers. MSCE preferred.
3. Demonstrated ability to communicate effectively with a variety of groups.
4. At least three (3) years experience in providing direct service to computer network users.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
6. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: District Technology Coordinator

JOB GOAL: Assist the DTC in coordinating computer services and providing extensive technical support and training for network users across the district thus creating optimum utilization of the computer systems while maintaining full compatibility of services.

PERFORMANCE RESPONSIBILITIES:
1. Assist the District Technology Coordinator (DTC), to implement the KETS initiative with regard to computer technology in administrative and instructional areas.
2. Assist DTC in management and coordination of maintenance and repair of all computer systems in the district including all network systems and the Wide Area Network.
3. Assist DTC in troubleshooting, repair and upgrade of existing software and to investigate new or superior software to enhance the productivity of users.
4. Assist in providing training to school level technical staff for optimum use of all network software.
5. Perform such other duties as may be assigned by the Superintendent or Chief Academic Officer or DTC.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: March 5, 2004
Revised: November 10, 2011
Revised: September 6, 2012
Revised: October 30, 2014
JOB DESCRIPTION: INFORMATION SERVICES SECRETARY

QUALIFICATIONS:
1. High school or GED graduate with general clerical training.
2. Organizational skills.
3. Ability to work independently and meet deadlines.
4. Experience in operating a multiple phone and paging system.
5. Friendly personality and ability to handle potentially stressful situations.
6. Ability to deal with various types of people.
7. Computer skills and proficiency with Microsoft Office programs.
8. Knowledge of technological terminology.
9. Ability to maintain financial records, order materials and prepare documents for payment of invoices.
10. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: District Technology Coordinator

JOB GOAL: To provide assistance and support to the District Technology Coordinator and maintain accurate records for technology within the department and schools.

PERFORMANCE RESPONSIBILITIES:
1. Receive all incoming calls and inquiries directed to the District Technology Coordinator (DTC) and technology staff.
2. Receive, classify and describe all telephone and database requests for service.
3. Prepare correspondence for DTC, Network technicians, and Chief Operations Officer.
4. Prepare monthly work order reports for the DTC.
5. Prepare monthly KETS budget reports for the DTC and School Technology Coordinators.
6. Prepare monthly Technology budget reports for the DTC and track expenditures to other internal departments.
7. Prepare KETS or Technology purchase orders for approval, order, and payment.
8. Process parts requests and maintain parts/supply inventories.
9. Manage shipping and receiving of parts and equipment.
10. Organize and maintain all departmental files, documents, and supplier lists.
11. Complete and route time cards and time off sheets for all technical staff.
12. Assist in the database system for dealing with service requests.
13. Receive requests for all warranty work; schedule and track progress.
14. Perform other duties as assigned by the DTC or the Chief Operations Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: March 5, 2004
Revised: January 11, 2011
Revised: September 6, 2012
Revised: October 30, 2014
JOB DESCRIPTION: INTERACTIVE CLASSROOM SPECIALIST

QUALIFICATIONS:
1. High School diploma or GED.
2. Audio/Video Equipment background.
3. Project Management experience.
4. Effective communication skills.
5. Experience with Microsoft Sharepoint Services a plus.
6. Have knowledge of computer hardware and software on Intel platforms.
7. Have knowledge of computer network architecture and design.
8. Demonstrated troubleshooting skills.
9. Demonstrated ability to work independently.
10. Strong technology skills.

REPORTS TO: District Technology Coordinator

JOB GOAL: Maintain interactive classroom equipment and assist staff with classroom technology integration.

PERFORMANCE RESPONSIBILITIES:
1. Provide project management activities from inception to completion.
2. Provide support for setup, installation, management, updating and troubleshooting of software and hardware (including computers, and peripherals) within the district.
3. Implement district-wide technology vision, plans, direction and growth in compliance with guidelines.
4. Other duties assigned by the District Technology Coordinator.

PHYSICAL REQUIREMENTS:
1. Push, pull, carry and lift large and heavy items up to 40 pounds.
2. Ability to bend, twist, reach, stoop and climb.
3. Stand for long periods of time and perform physical labor.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: October 9, 2008
Revised: November 10, 2011
Revised: January 23, 2013
Revised: October 30, 2014
JOB DESCRIPTION: DISTRICT WEBMASTER

QUALIFICATIONS:
1. High School diploma or GED.
2. Effective documentation skills.
3. Experience with web authoring and content management software.
4. Effective communication skills.
5. Demonstrated experience with web site design/maintenance.
6. Have knowledge of computer network architecture and design.
7. Demonstrated troubleshooting skills.
8. Demonstrated ability to work independently.
9. Strong technology skills.
10. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: District Technology Coordinator

JOB GOAL: Maintain school district Internet presence

PERFORMANCE RESPONSIBILITIES:
1. Provide project management activities from inception to completion.
2. Maintain district web site.
3. Development of web site content.
4. Provide support, training, and assistance for school web sites as needed.
5. Implement district-wide technology vision, plans, direction and growth in compliance with guidelines.
6. Other duties assigned by the District Technology Coordinator.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: October 9, 2008
Revised: June 2, 2010
Revised: November 10, 2011
Revised: October 30, 2014
JOB DESCRIPTION: DATA MANAGEMENT COORDINATOR

QUALIFICATIONS:
1. Bachelor or Associate Degree in a Computer/Technical field.
2. Knowledge of hardware and software in a variety of platforms; word processing; spread sheet applications.
3. Analytical skills; ability to multi task; demonstrated ability to communicate effectively with a variety of groups.
4. Experience with relational databases; SQL server and/or SQL query.
5. Project management; and additional technological knowledge as the Superintendent may find appropriate and acceptable.
6. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: District Technology Coordinator

JOB GOAL: To assure the smooth and efficient process of data gathering, analysis and dissemination of all computerized and printed student record keeping information, both inside the school district and to the Kentucky Department of Education.

PERFORMANCE RESPONSIBILITIES:
1. Oversees the daily district-wide operation of ALL electronic student management data systems.
2. Working with principals and staffs to ensure the efficient, accurate and ongoing collection of data related to student achievement, student discipline, demographics, health records, and exceptional children databases.
3. Ensuring the ongoing daily compilation of school level information, district-wide analysis of same, and timely and accurate dissemination to the state.
4. Works with District staff to ensure the accurate completion, audit and annual storage of relevant school and district printed reports related to KDE data standards requirements.
5. Provides district-wide and individual training to employees for any issues related to student record keeping.
6. Coordinates database backup and maintenance procedures related to the electronic student management system.
7. Works with the Director of Technology and other staff to ensure that all related software and associated school procedures are updated throughout the district in an ongoing and timely way to include software patches and updates.
8. Performs other relevant duties as assigned by the District Technology Coordinator.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: November 10, 2011
Revised: October 30, 2014
JOB DESCRIPTION: DIGITAL VIDEO AND LAN TECHNICIAN

QUALIFICATIONS:
1. High School diploma or GED.
3. Project Management experience.
4. Effective communication skills.
5. Experience with Genetec Security Center a plus.
6. Have knowledge of computer hardware and software on Intel platforms.
7. Have knowledge of computer network architecture and design.
8. Demonstrated troubleshooting skills.
9. Demonstrated ability to work independently.

REPORTS TO: District Technology Coordinator

JOB GOAL: Maintain Digital Video and LAN Products District-wide.

PERFORMANCE RESPONSIBILITIES:
1. Provide project management activities from inception to completion.
2. Provide support for the setup, installation and management of district-wide digital media and security products and services.
3. Implement district-wide technology vision, plans, direction and growth in compliance with guidelines.
4. Other duties assigned by the District Technology Coordinator or Assistant Director of Technology.

PHYSICAL REQUIREMENTS:
1. Push, pull, carry and lift large and heavy items up to 50 pounds.
2. Ability to bend, twist, reach, stoop and climb.
3. Stand for long periods of time and perform physical labor.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: April 27, 2016
JOB DESCRIPTION: RESOURCE CENTER COORDINATOR

QUALIFICATIONS:
1. Demonstrated ability to work with a wide variety of people.
2. Highly developed organizational skills.
4. Knowledge of a wide variety of instructional equipment.
5. Skilled in the use of computer applications with experience in Microsoft Office Suite: Word, Powerpoint, Excel, and Publisher basic graphics software.
6. Knowledge of educational programs, continued learner.
7. Ability to work a flexible schedule.
8. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above head.

REPORTS TO: Executive Director of the Oldham County Schools Arts Center (OCSAC)

JOB GOAL: To lead the Resource Center in working with teachers and other individuals in the successful creation of educational materials that benefit the classroom and community projects. To manage the OCSAC website and accomplish other marketing and publicity tasks as assigned by the Executive Director.

PERFORMANCE RESPONSIBILITIES:
1. Leads teachers and community members in the production of educational materials and makes recommendations on the best use of resources within a given budget.
2. Completes all plans, correspondence, reports and budgets for Resource Center.
3. Process all payables and receivables including, but not limited to, invoicing monthly charge accounts and teacher accounts for goods and services rendered.
4. Stock and inventory all supplies and equipment. Make sure all equipment is in optimum operating condition. Provide (minimal) on-site repair for equipment not under service contract.
5. Locates and secures funds for the Resource Center and secures local vendors to make donations of goods for the Center and to assigned areas for the Oldham County Schools Arts Center.
6. Researches, writes, and disseminates internal and external communications for the Resource Center.
7. Prepare and forward monthly reports on usage and productivity to OCSAC office manager.
8. Set-up and plan bi-annual Resource Center Advisory Committee Meeting.
9. Researches and gathers information on a variety of publicity/marketing streams and strategies which would build greater awareness of the arts education programs available to students and community members.
10. Coordinate with Executive Director and OCSAC office manager on website updating to include new articles and newsletters, pictures and video streams, and posting of classes, programming and performances.
11. Serves as coordinator for annual district wide Fund for the Arts employee campaign.

GENERAL RESPONSIBILITIES:
1. Develops new personal knowledge and skills through professional development activities and disseminates this information to district teachers.
2. Assumes all other duties as may be assigned by the Executive Director and/or the Chief Academic Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 30, 1991
Revised: May 27, 1995
Revised: July 22, 1998
Revised: July 29, 2008
Revised: July 30, 2008
Revised: December 9, 2010
Revised: September 6, 2012
Revised: October 30, 2014
JOB DESCRIPTION: DIRECTOR OF STUDENT SUPPORT SERVICES

QUALIFICATIONS:
1. At least ten years successful experience in school administration.
2. A master’s degree or higher.
3. Valid Kentucky Administrator certification; DPP certification desired.
4. Such alternative to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Chief Operations Officer

SUPERVISES: Alternative School Services, Director(s) of Pupil Personnel, District Health Nurse, Homebound Teacher(s), Administrative Assistant, and Mental Health Consultants.

JOB GOAL: To provide comprehensive and efficient student operation services that support student and removes barriers to learning.

PERFORMANCE RESPONSIBILITIES:
1. Pupil Personnel Services
   A. Coordinates and supervises all areas of pupil personnel services to include compulsory attendance and court referrals through the day-to-day supervision of the Pupil Personnel Director(s).
   B. Provides ongoing information on pupil personnel program effectiveness and program needs as determined by continuous feedback from building principals.
   C. Coordinates and recommends student insurance programs as may be needed in the schools.
2. School/Program Supervision
   A. Coordinates and provides direction to Buckner Alternative High School.
   B. Coordinates and provides direction to all Family Resource Centers/Youth Service Centers through the building principal.
3. Serves as the District Disaster Coordinator.
4. Coordinates and provides direction for program activities of the School Resource Officers (SROs).
5. Coordinates the drawing of attendance boundaries and the production of enrollment projections for the district.
6. Coordinates and monitors all phases of the district health program by the day-to-day supervision of the district health nurse(s).
7. Coordinates and monitors the delivery of educational services to students certified as unable to attend school by the day-to-day supervision of the homebound instructor(s).
8. Provides requested research pertaining to all areas of responsibility.
10. Coordinates the district response to required state and federal reports, questionnaires, surveys, and other requests for information related to the district’s student operations program.
11. Coordinates all aspects of the district Safe Schools Program to include liaison with judicial offices, County Attorney, and all police agencies.
12. Work with the Chief Academic Officer and principals to coordinate district-level activities for Guidance Counselors and Mental Health professionals in professional development and local, state, and federal policy compliance.
13. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.
14. Serves as central office liaison between transportation office and schools during home-to-school/school-to-home and field trip transportation of students.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board approved salary schedule.

Adopted: June 21, 2004
Revised: October 30, 2014
Revised: January 14, 2015
JOB DESCRIPTION: DIRECTOR OF PUPIL PERSONNEL

QUALIFICATIONS:
1. Valid Kentucky Certificate as Director of Pupil Personnel.
2. At least five years successful experience in teaching and/or school administration.
3. A Master's Degree or higher.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent of Student Support Services

JOB GOAL: To provide comprehensive pupil personnel services.

PERFORMANCE RESPONSIBILITIES:
1. Enforce the compulsory attendance and census laws.
2. Acquaint the school with the home conditions of the child and the home with the work and advantages of the school.
3. Ascertain the causes of irregular attendance and truancy and prepare periodic reports for the Superintendent including recommendations to seek elimination of irregular attendance and truancy.
4. Make home visits or parent conferences for students as may be deemed necessary.
5. Refer students to court designated worker or parents for a court appearance as may be deemed necessary.
6. Keep accurate records and make reports that are required by law of the State Board, Oldham County Board of Education and the Superintendent and meet deadlines for filing district reports with the Kentucky Department of Education.
7. Coordinate and recommend student insurance programs as may be needed in the schools.
8. Establish and maintain liaison with local referral agencies.
9. Serve as the contact for OSHA.
10. Coordinate computer attendance services.
11. Establish and maintain liaison with local referral agencies.
12. Coordinate disbursement of Cundiff/Tyson Funds.
13. Develop and monitor school calendar.
14. Serve as official custodian of all student records.
15. Supervise Student Services Specialist.
16. Coordinate Family Resource Centers/Youth Service Centers.
17. Coordinate the drawing of attendance boundaries within the district.
18. Serve as District Disaster Coordinator.
19. Coordinate the production of enrollment projections for the district.
21. Perform other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: August 1, 1984
Revised: June, 18, 1992
Revised: July 7, 1994
Revised: July 19, 1998
Revised: August 7, 1998
Revised: June 21, 2004
Revised: January 11, 2011
Revised: October 30, 2014
JOB DESCRIPTION: DIRECTOR OF PUPIL PERSONNEL ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:
1. High School Graduate.
2. High level of organizational skills.
3. Experience and skill in word processing and use of computer software.
4. Ability to work with a variety of people.

REPORTS TO: Assistant Superintendent of Student Support Services

JOB GOAL: To provide secretarial services and coordinate operation of the Pupil Personnel Office.

PERFORMANCE RESPONSIBILITIES:
1. Perform secretarial duties for the Pupil Personnel Directors.
2. Compile reports as request by Superintendent.
3. Provide overall coordination of compiling reports from schools that must be submitted to the Kentucky Department of Education.
4. Provide for smooth operation of services to schools which are the responsibility of the Pupil Personnel Department.
5. Provide guidance and information to schools and parents on student insurance.
6. Compile attendance and census records for Homebound program.
7. Other duties as assigned by Director of Pupil Personnel Services.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: July 1, 1992
Revised: July 19, 1998
Revised: June 21, 2004
Revised: October 30, 2014
JOB DESCRIPTION: DIRECTOR OF SCHOOL HEALTH SERVICES

QUALIFICATIONS:
1. Licensed by the state of Kentucky, in good standing as a Registered Nurse.
2. A minimum of three years of clinical nursing experience and a minimum of five years of school health nursing experience or equivalent.
3. Holds a current Basic Life Support CPR/AED Certification for the Medical Professional. Holds a current CPR and First Aid Instructor certification by the American Red Cross or the American Heart Association.
4. Considerable knowledge of the developmental health needs of students, age 3 to 21 years, according to current nursing trends and practices.
5. Exceptional oral/written communication and problem-solving skills.
6. Works well independently or in team environment.
7. Alternative to the above qualifications as the Superintendent may find necessary and appropriate.
8. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above head.

REPORTS TO: Assistant Superintendent of Student Support Services

JOB GOALS: To plan, organize, evaluate and supervise the practice of Coordinated School Health that assists students in obtaining optimum health to lessen barriers to learning.

PERFORMANCE RESPONSIBILITIES (Not in any Order)
1. Acts as a liaison between Oldham County Board of Education school health services and other agency and community partners in the coordination of health services for students and staff.
2. Provides supervisory methods of program planning with campus nurses and/or school nurses in conjunction with principals and school staff.
3. Develops and evaluates district health policy and practices in accordance with Kentucky Board of Nursing and Kentucky Department of Education. Designs and monitors school health related documents with the approval of General Counsel and the OCBE.
4. Provides training to nursing staff in district policy and practices relating to health standards, health screenings and health records maintenance as required by the State of Kentucky.
5. Communicates and presents health care and safety needs information to certified staff, classified staff, substitutes, and community organizations.
6. Collaborates with ARC chairs, school staff and parents to interpret student health status in planning and providing plans of care for students with special needs, diabetes, life-threatening allergies, seizures and other disease processes, as needed.
7. Attends ARC meetings and 504 planning meetings as requested.
8. Serves as medical liaison on homebound services approval committee.
9. Serves on Safe Schools Committee.
10. Implements employee health programs to include but not limited to: Blood Borne Pathogens, Hepatitis B and Influenza vaccination program.
11. Coordinates/manages Automated External Defibrillator Program and seeks funding from community sources to expand program as needed.
12. Evaluates goals and performance of nursing staff in collaboration with campus principals.
13. Works with educational institutions to act as preceptor in clinical field experience for professional students when applicable.
14. Other health related duties as deemed necessary by the Superintendent.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 1, 1992
Revised: July 19, 1998
Revised: August 14, 1998
Revised: January 19, 2005
Revised: January 13, 2014
Revised: October 30, 2014
JOB DESCRIPTION: SCHOOL NURSE, DISTRICT-WIDE

QUALIFICATIONS:
1. Licensed by the state of Kentucky, in good standing as a Registered Nurse.
2. A minimum of three years of clinical nursing/school nursing experience.
3. Holds a current Basic Life Support CPR/AED Certification for the Medical Professional.
4. Good oral and written communication and problem-solving skills.
5. Works well independently or in team environment.
6. Alternatives to the above qualifications as the Superintendent may find necessary and appropriate.
7. Must be able to lift, push, pull 40 pounds and also be able to bend at waist, kneel and reach above head.

REPORTS TO: Director of School Health Services/Assistant Superintendent of Student Support Services

JOB GOAL: Practice Coordinated School Health to assist students in obtaining optimum health to lessen barriers to learning. Create and reinforce positive health-related behaviors in the school setting for students and school staff.

PERFORMANCE RESPONSIBILITIES:
1. Works cooperatively with and under the direction of the Director of School Health Services to coordinate and support school staff in the delivery of health services in accordance with the Kentucky Board of Nursing and the Kentucky Department of Education.
2. Be knowledgeable of district health policy and practices.
3. Delegate, monitor and supervise unlicensed school staff in the administration of medications in accordance with a physician’s directive and according to OCBE district policy.
4. Communicate with parents and staff regarding student absences related to illness or chronic disease management.
5. Provide parent and teacher training in health related issues, as needed.
6. Assist school staff with maintaining health related records including immunization records, preventative physicals, vision exams, and dental exams as required by the State of Kentucky.
7. Coordinate with the Oldham County Health Department and area health care providers in the provision of comprehensive health care services available to school children.
8. Communicate health care and safety needs of students to teachers, substitutes and auxiliary staff.
9. With approval by the Director of School Health Services, develop and implement plans of care for students with special needs, Diabetes, life threatening allergies, seizures and other disease processes.
10. Supervise hearing, vision, and scoliosis screening program including evaluation of results and initiation of referrals to parents.
11. Other health related duties as deemed necessary by Director of School Health Services.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June, 2004
Revised: January 19, 2005
Revised: January 11, 2011
Revised: October 30, 2014
JOB DESCRIPTION: SCHOOL NURSE, CAMPUS-WIDE

QUALIFICATIONS:
1. Licensed by the state of Kentucky, in good standing as a Registered Nurse.
2. A minimum of three years of clinical nursing experience.
3. Holds a current Basic Life Support CPR/AED Certification for the Medical Professional.
4. Good oral and written communication and problem-solving skills.
5. Works well independently or in team environment.
6. Alternatives to the above qualifications as the Superintendent may find necessary and appropriate.
7. Must be able to lift, push, pull 40 pounds and also be able to bend at the waist and reach above head.

REPORTS TO: Director of School Health Services/Campus Principal

JOB GOAL: Practice Coordinated School Health to assist students in obtaining optimum health to lessen barriers to learning. Create and reinforce positive health-related behaviors in the school setting for students and school staff.

PERFORMANCE RESPONSIBILITIES:
1. Works cooperatively with the Director of School Health Services to coordinate and support school staff in the delivery of health services in accordance with the Kentucky Board of Nursing and the Kentucky Department of Education.
2. Assist the campus principals in coordination of health education and support services for the schools on the campus.
3. Be knowledgeable of district health policy and practices.
4. Delegate, monitor and supervise unlicensed school staff in the administration of medications in accordance with a physician’s directive and according to OCBE district policy.
5. Communicate with parents and staff regarding student absences when related to illness or chronic disease management.
6. Provide parent and teacher training in health related issues, as needed.
7. Assist school staff with maintaining health related records including immunization records, preventative physicals, vision exams, and dental exams as required by the State of Kentucky and Oldham County enrollment cards (medical alerts communication) and Infinite Campus reports.
8. Arrange or provide CPR/AED, First Aid and Emergency response training for appropriate school staff.
9. Coordinate with the Oldham County Health Department and area health care providers in the provision of comprehensive health care services available to school children.
10. Communicate health care and safety needs of students to teachers, substitutes and auxiliary staff.
11. With approval by the Director of School Health Services, develop and implement plans of care for students with special needs, diabetes, life threatening allergies, seizures and other disease processes, as needed.
12. Supervise and organize hearing, vision and scoliosis screening programs to include evaluation of results, initiation of referrals to parents, follow-up regarding screening results requiring medical evaluation.
13. Other health related duties as deemed necessary by Director of School Health Services and/or Campus Principals.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: January 19, 2005
Revised: January 11, 2011
Revised: October 30, 2014
JOB DESCRIPTION: SCHOOL NURSE

QUALIFICATIONS:
1. Licensed by the state of Kentucky, in good standing as a Registered Nurse.
2. A minimum of three years of clinical nursing/school nursing experience.
3. Holds a current Basic Life Support CPR/AED Certification for the Medical Professional.
4. Good oral and written communication and problem-solving skills.
5. Works well independently or in team environment.
6. Alternatives to the above qualifications as the Superintendent may find necessary and appropriate.
7. Must be able to lift, push, pull 40 pounds and also be able to bend at waist, kneel and reach above head.

REPORTS TO: Principal and Director of School Health Services

JOB GOAL: Practice Coordinated School Health to assist students in obtaining optimum health to lessen barriers to learning. Create and reinforce positive health-related behaviors in the school setting for students and school staff.

PERFORMANCE RESPONSIBILITIES:
1. Works cooperatively with and under the direction of the Director of School Health Services to coordinate and support school staff in the delivery of health services in accordance with the Kentucky Board of Nursing and the Kentucky Department of Education.
2. Be knowledgeable of district health policy and practices.
3. Delegate, monitor and supervise unlicensed school staff in the administration of medications in accordance with a physician’s directive and according to OCBE district policy.
4. Communicate with parents and staff regarding student absences related to illness or chronic disease management.
5. Provide parent and teacher training in health related issues, as needed.
6. Maintain health related records including immunization records, preventative physicals, vision exams, and dental exams as required by the State of Kentucky.
7. Coordinate with the Oldham County Health Department and area health care providers in the provision of comprehensive health care services available to school children.
8. Communicate health care and safety needs of students to teachers, substitutes and auxiliary staff.
9. With approval by the Director of School Health Services, develop and implement plans of care for students with special needs, Diabetes, life threatening allergies, seizures and other disease processes.
10. Supervise hearing, vision, and scoliosis screening program including evaluation of results and initiation of referrals to parents.
11. Other health related duties as deemed necessary by building Principal and Director of School Health Services.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: September 25, 2013
Revised: October 30, 2014
JOB DESCRIPTION: SCHOOL NURSE, EXCEPTIONAL CHILDREN SERVICES

QUALIFICATIONS:
1. Licensed by the state of Kentucky, in good standing as a Registered Nurse.
2. A minimum of three years of clinical nursing experience.
3. Holds a current Basic Life Support CPR/AED Certification for the Medical Professional.
4. Good oral and written communication and problem-solving skills.
5. Works well independently or in team environment.
6. Alternatives to the above qualifications as the Superintendent may find necessary and appropriate.
7. Must be able to lift, push, pull 40 pounds and also be able to bend at the waist and reach above head.

REPORTS TO: Building Principal/Director of School Health Services/Director of Exceptional Children Services

JOB GOAL: Practice Coordinated School Health to assist students in obtaining optimum health to lessen barriers to learning. Create and reinforce positive health-related behaviors in the school setting for students and school staff.

PERFORMANCE RESPONSIBILITIES:
1. Works cooperatively with the Director of School Health Services to coordinate and support school staff in the delivery of health services in accordance with the Kentucky Board of Nursing and the Kentucky Department of Education.
2. Be knowledgeable of district health policy and practices.
3. Delegate, monitor and supervise unlicensed school staff in the administration of medications in accordance with a physician’s directive and according to OCBE district policy.
4. Communicate with parents and staff regarding student absences when related to illness or chronic disease management.
5. Provide parent and teacher training in health related issues, as needed.
6. Communicate health care and safety needs of students to teachers, substitutes and auxiliary staff.
7. With approval by the Director of School Health Services, develop and implement plans of care for students with special needs, diabetes, life threatening allergies, seizures and other disease processes, as needed.
8. Other health related duties as deemed necessary by building Principal, Director of School Health Services and/or Director of Exceptional Children Services.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: September 25, 2013
Revised: October 30, 2014
JOB DESCRIPTION: SCHOOL RESOURCE OFFICER (SRO)

MINIMUM QUALIFICATIONS:
1. Meets statutory KRS 158.441 requirements to be a School Resource Officer.
2. Past experiences document ability to work with youth.

REPORTS TO: Oldham County Police Chief and Assistant Superintendent of Student Support Services

JOB GOAL: Present on school property as a law enforcement officer, law-related advisor and law-related instructor.

PERFORMANCE RESPONSIBILITIES: (Not in any order)
1. Develops a positive supportive relationship with the students.
2. Works with the faculty in delivering presentations on law-related education, drug and alcohol prevention and life skills programs.
3. Encourages individual and small group discussions with students, based upon the material presented in class to further establish rapport with students.
5. Using district criteria contained in the Safe Schools Manual, makes referrals to the counselors when the SRO detects signs of extreme stress in students that might lead to more severe problems.
6. Works with the staff in locating outside professional community resources for students.
7. Supervises the school parking lots, as needed.
8. Reports suspected child abuse dependency and neglect to proper authorities and investigates as directed by the Chief.
9. Deters trespassers from entering or remaining in school buildings without proper authorization, according to established guidelines and procedures.
10. In order to assure the peaceful operation of school-related programs, participates in or attends school functions, such as dances, sports events, whenever possible.
11. Works with principals on the development and implementation of the Safe School Plan.
12. Monitors student activities in the hallways, cafeterias, and all areas of the school grounds. Communicates with students while monitoring these areas.
13. Reports persons exhibiting undesirable behavior to appropriate school officials.
14. Although the SRO will not serve as a disciplinarian and disciplining students is a school responsibility, assists the disciplinarian when the potential exists that a student has or may be about to commit a crime. (This will not prevent the SRO from taking action as a responsible adult or law enforcement officer.)
15. Provides consultation to administrators on school incidents that occur.
16. Makes himself/herself available for conference with students, parents, and staff in order to assist them with problems of a law enforcement or substance abuse nature.
17. When requested by the principal, attends parent/staff/council/administrative meetings to solicit support and understanding of the SRO program.
18. Confers with the principal to develop strategies to prevent and/or minimize dangerous situations on or near the school campus or involving students in school-related activities.
19. Conducts any necessary formal law enforcement interviews with students or staff on property or at school functions under the jurisdiction of the school board, pursuant to and in full compliance with school board policies, policies of the Oldham County Police office, and all applicable laws concerning interviews.
20. Attends training activities for school resource officers, as directed by the Assistant Superintendent of Student Support Services or Chief.
21. Affirms his/her role as a law enforcement officer by wearing their uniform, unless doing so would be inappropriate for scheduled school activities.
22. Other duties as assigned by Chief or Assistant Superintendent of Student Support Services.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: May 17, 1999
Revised: January 11, 2011
Revised: October 30, 2014
JOB DESCRIPTION: FINANCIAL OFFICER/BOARD TREASURER

QUALIFICATIONS:
1. Four year degree in accounting, finance, or a related area, required.
2. Four to six years experience in a managerial accounting position.
3. Experience required in non-profit or fund accounting including accounts payable, accounts receivable, payroll and benefits administration.
4. Strong knowledge of accounting systems and internal control.
5. Familiar with budgeting procedures.
6. Experience with accounting software required.
7. Ability to communicate both in writing and verbally to the Board, the Superintendent and the directors of programs on the financial status of programs.

REPORTS TO: Superintendent

JOB GOAL: Responsible for day to day administration of the Bookkeeping Department of the Central Office.

SUPERVISES: All staff in the bookkeeping department.

PERFORMANCE RESPONSIBILITIES:
1. Responsible for all phases of the accounting and banking of Board funds.
2. Prepares monthly Treasurer's Reports, Orders of the Treasurer and all additional financial reports as required by the local Board and the State Department of Education.
3. Prepares the Annual Financial Report for the local Board, State Department and publishes same in the local paper.
4. Calculate certified salaries for PSD forms, file reports that need to be sent with PSD forms to State Department.
5. Supervise the payroll clerks to calculate salaries from Budget for computer and input all pertinent information.
6. Preparation for W-2's for all employees and distribute same prior to January 31.
7. Deposit all federal and state withholding taxes within time line as specified by said agencies.
8. Reconcile all bank statements except General Fund, Payroll, and Health Insurance.
10. Manage the financial records of the district including all records and data related to local, state and federal programs, as well as foundation funds.
11. Maintain the computerized accounting system and generate accurate financial reports on a timely basis.
12. Regularly inform the Superintendent and Board as to the budget status of programs and grants by providing monthly financial reports and detailed transaction reports.
13. Maintain high standards of accounting practices and monitor accounting staff as well as other employees' compliance with those procedures.
14. Designates back-up for all accounting staff.
15. Responsible for transfer of all direct deposit of pay.
16. Produce a draft school budget with per pupil costs for each school by January 1 of every year.
17. Produce a draft school district tentative working budget with per pupil costs for each school including line items required by the Kentucky Department of Education with additional line items as requested by May 15th of every year.
18. Produce a general budget on Kentucky Department of Education forms and analysis of local revenue options upon receipt of a certified assessment and permissible tax rates from the Kentucky Department of Education.
19. Produce a final annual school district budget with per pupil costs for each school containing all line items in the draft budget and a cash flow analysis.
20. Assist with development of school annual needs assessment procedures.
21. In cooperation with the Department of Pupil Personnel, produce an annual enrollment projection by October 30th of every year.
22. Prepare annual state and local revenue projections by January 1 of every year.
JOB DESCRIPTION: FINANCIAL OFFICER/BOARD TREASURER

23. Produce a draft school district budget with per pupil costs for each school by January 1 of every year.
24. Provide staffing and salary analysis as requested by the Superintendent.
25. Provide recommendations and analysis on the board's allocation plans for schools.
26. Provide technical support on development of school level budgets for each school as requested.
27. Produce annual budget amendments as requested by the Superintendent.
28. Other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: June 6, 1990
Revised: June 20, 1994
Revised: July 19, 1998
Revised: October 30, 2014
JOB DESCRIPTION: ASSISTANT FINANCIAL DIRECTOR

QUALIFICATIONS:
1. Four year degree in accounting, finance, or a related area, required.
2. Four years experience in a managerial accounting position.
3. Experience required in non-profit or fund accounting including accounts payable, accounts receivable, payroll and benefits administration.
4. Strong knowledge of accounting systems and internal control.
5. Familiar with budgeting procedures.
6. Experience with accounting software required.
7. Ability to communicate both in writing and verbally to the Board, the Superintendent and the directors of programs on the financial status of programs.

REPORTS TO: Financial Officer

JOB GOAL: Assist with day to day administration of the Bookkeeping Department of the Central Office.

PERFORMANCE RESPONSIBILITIES:
1. Responsible for all phases of the accounting and banking of Board funds.
2. Assists in preparing monthly Treasurer's Reports, Orders of the Treasurer and all additional financial reports as required by the local Board and the State Department of Education.
3. Prepares the Annual Financial Report for the local Board, State Department and publishes same in the local paper.
4. Calculate certified salaries for PSD forms, file reports that need to be sent with PSD forms to State Department.
5. Preparation for W-2's for all employees and distribute same prior to January 31.
6. Deposit all federal and state withholding taxes within time line as specified by said agencies.
7. Assists with reconciling all bank statements except General Fund, Payroll, and Health Insurance.
8. Assists with administering Construction Funds, Special Voted Building and Capital Outlay Fund Budgets; processes payments due on bond issues.
9. Assists with managing financial records of the district including all records and data related to local, state and federal programs, as well as foundation funds.
10. Assists with maintaining the computerized accounting system and generate accurate financial reports on a timely basis.
11. Maintain high standards of accounting practices and monitor accounting staff as well as other employees' compliance with those procedures.
12. Assists with producing a draft school budget with per pupil costs for each school by January 1 of every year.
13. Assists with producing a draft school district tentative working budget with per pupil costs for each school including line items required by the Kentucky Department of Education with additional line items as requested by May 15th of every year.
14. Assists with producing a general budget on Kentucky Department of Education forms and analysis of local revenue options upon receipt of a certified assessment and permissible tax rates from the Kentucky Department of Education.
15. Assists with producing a final annual school district budget with per pupil costs for each school containing all line items in the draft budget and a cash flow analysis.
16. Assist with development of school annual needs assessment procedures.
17. In cooperation with the Department of Pupil Personnel, assists with producing an annual enrollment projection by October 30th of every year.
18. Assists with preparing annual state and local revenue projections by January 1 of every year.
19. Assists with producing a draft school district budget with per pupil costs for each school by January 1 of every year.

20. Provide staffing and salary analysis as requested by the Superintendent.

21. Provide recommendations and analysis on the board's allocation plans for schools.

22. Provide technical support on development of school level budgets for each school as requested.

23. Assists with producing annual budget amendments as requested by the Superintendent.

24. Other duties as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 25, 2011
Revised: October 30, 2014
JOB DESCRIPTION: ASSISTANT TO DISTRICT FINANCE OFFICER

QUALIFICATIONS:
1. High School graduate, with some college or business college background preferred.
2. Computer expertise to include basic competency in word processing, spreadsheets, and other office applications.
3. MUNIS software experience in accounts payable, payroll, general ledger and budgeting.
4. Previous school-level experience as bookkeeper and/or office manager with a demonstrated understanding of the job responsibilities and office procedures of school-based and central office clerical, finance, and administrative support staff.
5. Strong public relations and interpersonal skills.

REPORTS TO: District Financial Officer

JOB GOAL: Assist District Financial Officer with designated financial management tasks.

PERFORMANCE RESPONSIBILITIES:
1. Assist District Finance Officer in monthly and annual financial close and report preparation.
2. Assist District Finance Officer in budget preparation.
3. Assist school-level bookkeepers in preparation of School Activity Fund budgets.
4. Train/Assist school-level staff in Redbook regulations and monitor Redbook revisions.
5. Train/Assist school-level bookkeepers in establishment of accounting policies/practices for Funds 22 and 52.
6. Monitor activity in Funds 22 / 52 and assist District Finance Officer in reconciliation of related account balances.
7. Prepare monthly bank reconciliations for all District bank accounts.
8. Assist in the preparation of monthly/quarterly/annual payroll tax returns and related payment of payroll taxes.
9. Serve as District Fixed Assets Coordinator with schools and departments.
10. Perform internal audit duties as assigned by District Finance Officer.
11. Maintain banking contact for credit cards / point of sale / remote deposits / other services.
12. Serve as District liaison/trainer for school-level bookkeepers and office managers.
13. Serve as District liaison/trainer for automated time keeping system.
15. Assist District Finance Officer with annual update of salary schedules.
16. Assist District Finance Officer with purchasing bids.
17. Assist with new/updated software integration.
18. Assist accounts payable department with school integration projects.
19. Performs other duties as assigned by District Finance Officer.
20. Serve in interim assignments at schools as needed.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 1, 2014
Revised: October 30, 2014
JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT TO THE BUSINESS OFFICE

QUALIFICATIONS:
1. High School graduate, with some college or business college background preferred.
2. Previous secretarial/bookkeeping experience.
3. Computer expertise to include basic competency in word processing, spreadsheets, and other office applications.
4. Understanding of the job responsibilities and office procedures of school-based and central office clerical, finance, and administrative support staff.
5. Strong public relations and interpersonal skills.

REPORTS TO: Board Treasurer/Financial Officer

JOB GOAL: To provide assistance and support to the Board Treasurer and other central office administrators with the business and financial functions of the school district.

PERFORMANCE RESPONSIBILITIES:
1. Assist the Finance Officer in monthly and annual financial report closing and preparation.
2. Assist the Finance Officer in budget preparation and adjustments.
3. Prepare monthly bank reconciliations for all accounts.
4. Prepare monthly/quarterly/annual payroll tax returns.
5. Serve as the district Fixed Assets Coordinator with schools and departments.
6. Perform internal audit duties as assigned by the Finance Officer.
7. Serve as liaison/trainer for school bookkeepers.
8. Serve as liaison/trainer for school office managers.
9. Serve as liaison/trainer for district automated time keeping system.
10. Assist the Finance Officer with district purchasing bids.
11. Assist the Finance Officer with new/existing software integration in the district.
12. Assist accounting department Purchasing Officer with school integration projects.
13. Performs other duties as assigned by the Board Treasurer/Finance Officer.
14. Serve in interim assignments at schools as needed.
15. Perform other duties as assigned.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 2, 2005
Revised: July 8, 2011
Revised: October 30, 2014
JOB DESCRIPTION: SENIOR ACCOUNTANT

QUALIFICATIONS:
1. Four year degree in accounting or a related area preferred.
2. Two years experience in an accounting position needed.
3. Experience needed in non-profit accounting including general ledger, accounts payable, accounts receivable, payroll and benefits administration.
4. Strong knowledge of accounting systems and internal control.
5. Familiar with budgeting procedures.
6. Ability to communicate both in writing and verbally on the financial status of programs.

REPORTS TO: Director of Finance

JOB GOAL: To implement an efficient accounting system, provide back-up for payroll and Director of Finance when needed and administer health insurance and life insurance records.

PERFORMANCE RESPONSIBILITIES:
1. Serve as Health Insurance and Life Insurance Coordinator
   a. Process enrollment forms
   b. Deduction calculations
   c. Process billing statements
2. Process Bus Drivers and Substitute Teacher Payrolls
   a. Input salary/leave information
   b. Exception preparation
   c. Payroll processing
   d. Deduction calculation/processing
   e. Prepare payroll dates
3. Prepare Substitute Teacher and Overtime Reimbursements
   a. Process non-sick leave requests
   b. Oversee substitute budgetary codes
   c. Prepare reimbursement requests
4. Perform internal audit functions as required
5. Process and input use of employee leave on the computer
6. Assist input of working budget information on computer for monthly financial and annual reports.
7. Assist Director of Finance with monthly receipts and detail summary.
8. Assist with month and year end close-out as needed.
9. Provide back-up and assistance for the Payroll Officer as required.
10. Provide technical support and training for development of school level budgets and accounting issues for each school as requested.
11. Provide assistance on district budget matters as required.
12. Other duties as assigned by the Director of Finance.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 23, 1996
Revised: July 10, 1997
Revised: July 19, 1998
Revised: October 30, 2014
JOB DESCRIPTION: PAYROLL OFFICER

QUALIFICATIONS:
1. High School Graduate with basic accounting training.
2. Experience operating a computer.
3. Understanding of the Board's accounting system.

REPORTS TO: Board Treasurer

JOB GOAL: To operate the payroll functions of the school district under the supervision of the Board Treasurer.

PERFORMANCE RESPONSIBILITIES:
1. Calculates and checks certified and classified salaries from budget for computer. Input all pertinent payroll data into the computer.
2. Review all employee files for exceptions due to dock pay, sick leave, overtime, extracurricular, except drivers and substitute teachers.
3. Reviews classified time records (time cards) to assure that amounts paid are consistent with budgeted amounts. Enter all approved exceptions prior to generating payroll.
4. Input all deductions and redistribute to correct billing locations. Complete each payroll by distributing payroll according to the payroll schedule approved by the Board and file reports to appropriate agencies (IRS, Retirement, etc.) within specified time lines.
5. Process billing and payment of all unemployment insurance and teacher retirement.
6. Assure that all computer calculations are correct and consistent with the budget prior to payroll.
7. Run payrolls and distribute stubs to proper cost centers.
8. Complete annual teacher retirement report.
9. Works with the Board Treasurer in preparation of annual W-2's.
10. Complete any requests for salary verification.
11. Provides back-up for the Staff Accounting Clerk.
12. Other duties as assigned by the Board Treasurer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: June 8, 1990
Revised: July 19, 1998
Revised: October 30, 2014
JOB DESCRIPTION: PURCHASING OFFICER AND BUDGETARY CONTROL

QUALIFICATIONS:
1. High School Graduate with basic accounting training.
2. Experience operating a computer.

REPORTS TO: Board Treasurer

JOB GOAL: To implement an efficient accounting system to assure timely payment of all claims at the bid price. Preparation of monthly and annual financial reports.

PERFORMANCE RESPONSIBILITIES:
1. Issue purchase orders paid from the General Funds, except Maintenance.
2. Orders Central Office supplies.
3. Input purchasing information on computer for encumbering and paying bills, except Maintenance.
4. Complete and total F-40 - Order of Treasurer for Board approval. Complete with check number, etc. after approval and claim is paid. Posts to General Ledger file.
5. Input working budget information on computer for monthly financial and annual reports.
6. Input receipt information for budgetary control.
7. Input all necessary information for corrections and updating of budget (February Budget Amendment).
8. Provide back-up for the Board Treasurer.
9. Other duties as assigned by the Board Treasurer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: June 8, 1990
Revised: July 19, 1998
Revised: October 30, 2014
JOB DESCRIPTION: STAFF ACCOUNTING CLERK

QUALIFICATIONS:
1. High School Graduate with basic accounting training.
2. Experience operating a computer.

REPORTS TO: Board Treasurer

JOB GOAL: To implement an efficient accounting system to assure timely payment of maintenance claims at the bid price. Provide back-up payroll and administer health insurance records.

PERFORMANCE RESPONSIBILITIES:
1. Process bus driver and substitute teacher payrolls.
2. Handles handwritten checks and enters purchase orders and receipts into the computer.
3. Assist input of working budget information on computer for monthly financial and annual reports.
4. Input use of all employee leave on the Board's accounting system.
5. Provide back-up for the Payroll Officer.
7. Other duties as assigned by the Board Treasurer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: September 12, 1991
Revised: July 19, 1998
Revised: June 5, 2007
Revised: October 30, 2014
JOB DESCRIPTION: PAYROLL CLERK

QUALIFICATIONS:
1. High School Graduate required – some college preferred
2. 3-5 years payroll department experience
3. Ability to handle high volume / frequent deadlines
4. Experience with automated payroll systems – MUNIS software experience preferred
5. Detail / Accuracy / Deadline oriented

REPORTS TO: Chief Finance Officer

JOB GOAL: To provide assistance to the payroll officer in implementing an efficient payroll system to assure that all payroll functions are completed accurately and on a timely basis.

PERFORMANCE RESPONSIBILITIES:
1. Provide back-up for Payroll Officer.
2. Prepare semi-monthly (15th / 30th) payroll for multiple District locations / daycares via MUNIS software.
3. Prepare monthly/annual County Employee Retirement System (CERS) reports and submit online via Kentucky Retirement System website.
4. Perform payroll calculations for partial/full contracts on a 4-tier system based on number of contract days.
5. Update payroll calculations for paid/unpaid leave, school transfers, and retirement.
6. Perform blended overtime calculations for multiple hourly positions.
7. Review accuracy of weekly substitute reports / adjust payroll codes as necessary.
8. Reconcile Compensated Absences accruals to approved Leave.
10. Prepare School Invoices for applicable payroll charges.
11. Track employee hours in accordance with Affordable Care Act (ACA) regulations.
12. Complete various employees’ payroll requests (verification of employment, deductions, payroll estimates, etc.).
13. Provide assistance to Central Office receptionist (approx.. 1-2 hrs. per month).
14. Other duties as assigned by the Chief Finance Officer.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: September 12, 1991
Revised: July 19, 1998
Revised: June 5, 2007
Revised: October 30, 2014
Revised: November 9, 2015
JOB DESCRIPTION: HIGH SCHOOL PRINCIPAL

QUALIFICATIONS:
1. Valid Secondary Kentucky Certificate in High School Administration.
2. Minimum of three years teaching experience, M/S or H/S preferred.
3. A Master's Degree or higher.
4. Such alternatives to the above as the Board may find appropriate.

REPORTS TO: Superintendent

SUPERVISES: All staff within the school

JOB GOAL:
The Principal, under the supervision of the Superintendent, has immediate charge and direction of the school. The Principal will regularly observe the work of teachers, advise, and inform teachers fully concerning the student learning level expected. The Principal will spend at least 50 percent of his/her time in supervision of the instructional program in his/her respective school. The Principal may delegate duty and authority to his/her various assistants, but retains responsibility to the Superintendent for results produced.

PERFORMANCE RESPONSIBILITIES:
1. Develop and implement the School Improvement Plan, resulting in measurable improvement in student performance results.
2. Prepare for and conduct regular faculty meetings on pertinent school problems and improvement of instruction. Direct completion of and certify Kentucky Department of Education Professional Staff Data Forms and associated instructional reports.
3. Direct and supervise all instructional personnel assigned to the school building, certified and classified.
4. Responsible for close coordination and communication with the school parent-teacher association and other parent or volunteer groups.
5. Administer reasonable punishment for student disorder or other violation of rules, including suspension of students subject to applicable Board policies.
6. Supervise and direct the lunchroom manager and the operation of the lunchroom, including all financial accounting and reporting requirements.
7. Gives final approval of the scheduling of extra-curricular events.
8. Supervise the keeping of all internal accounts, school enterprises and activities, promote school exhibits, and annually direct preparation of a comprehensive annual school budget for the Superintendent's consideration.
9. Confer with the Superintendent and/or designee for personnel concerning recommendation of employees for employment or re-employment each school year.
10. Assign curricular, extra-curricular, and other duties to all employees within his/her supervision.
11. Responsible to formally evaluate all certified staff and review all classified staff evaluations pursuant to Board Policy.
12. Develop an annual program of public relations in order that the community may understand and support the educational program; develop and publicize rules and regulations for the conduct of and restrictions on visitors to the building.
13. Provide oversight supervision of the athletic program to ensure that it operates within the rules and regulations of the Board and the Kentucky High School Athletic Association.
14. Notify parents as soon as possible in the event of illness, accident or injury to a student; summoning emergency medical service and/or local or state police.
15. Coordinate teacher Professional Development and assure that staff development is conducted pursuant to Board policy.
16. Provide oversight supervision to Southern Association Accreditation process.
17. Prepare an annual needs assessment for submission to the Superintendent based on Board and school goals.
18. Direct annual review of the teacher handbook and coordinate review of the school curricular guide in conjunction with the Superintendent’s designee.
JOB DESCRIPTION: HIGH SCHOOL PRINCIPAL

19. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.

20. Shall perform such other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: September 24, 1986
Revised: January 25, 1989
Revised: July 19, 1998
Revised: August 14, 1998
Revised: July 9, 2003
Revised: February 2, 2005
Revised: July 21, 2011
Revised: September 6, 2012
Revised: September 20, 2012
Revised: October 30, 2014
JOB DESCRIPTION: ASSOCIATE PRINCIPAL/HIGH SCHOOL

QUALIFICATIONS:
1. Valid Kentucky Teaching and Secondary Principal Certificate.
2. Three years successful teaching experience.
3. Experience as department chairman or other administrative experience desired.

REPORTS TO: High School Principal

SUPERVISES: Certified and Classified Staff Designated by the Principal

JOB GOAL: To relieve the principal of such impediments thus providing optimum time for the principal's foremost responsibility of direct supervision of the instructional program of the school.

PERFORMANCE RESPONSIBILITIES:
1. Assist Principal in developing and implementing School Improvement Plan, resulting in measurable improvement in student performance results.
2. Assist the principal in daily administration of the school.
3. Maintain an up-to-date inventory of all equipment, including athletics. Assume responsibility to submit such periodic updates and a full annual inventory report pursuant to district policy to the Director of Facilities.
4. Assumes primary responsibility for enforcing the uniform code of conduct from Board policy and school rules for student conduct.
5. Supervises the reporting and monitoring of student attendance and works with the district Director of Pupil Personnel on investigative follow-up actions.
6. In conjunction with the district safety and disaster coordinators, conducts safety inspections and fire and disaster drills. Maintains school records and files all reports as may be required pursuant to safety inspections, fire and disaster drills.
7. Assist the principal in evaluating the job performance of specified certified/classified staff, including conducting teacher goal conferences, classroom visits and post observation conferences as assigned by the principal and in accordance with Board policy.
8. Meets and serves with parent, faculty, and student groups as needed to advance school and district goals.
9. Performs such record keeping functions as the principal may direct.
10. Responsible for overall direction of daily cafeteria supervision.
11. Responsible to direct school textbook/student fee procedures pursuant to Board policy and file district reports.
12. Responsible for overall direction of Saturday School/Detention.
13. Coordinates and assures compliance with Board Policy procurement of furniture/equipment pursuant to approved budget appropriations.
14. Serves as the Principal's designee (SBARC Chair) and provides school level direction for Special Education.
15. Assumes responsibility as chief administrator for the school in the absence of the Principal.
16. Supervises the maintenance and operation of the school plant, equipment and supplies.
17. Coordinates all academic competition.
18. Coordinates Southern Association accreditation.
19. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
20. Performs other tasks and assumes other responsibilities as the principal may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: September 24, 1986
Revised: January 25, 1989
Revised: July 19, 1998
Revised: July 9, 2003
Revised: February 2, 2005
Revised: June 8, 2011
Revised: October 30, 2014
JOB DESCRIPTION: ASSISTANT PRINCIPAL/HIGH SCHOOL

QUALIFICATIONS:
1. Valid Kentucky Teaching and Secondary Principal Certificate.
2. Three years successful teaching experience.
3. Experience as department chairman or other administrative experience desired.

REPORTS TO: High School Principal

SUPERVISES: Certified and Classified Staff Designated by the Principal

JOB GOAL: To relieve the principal of such impediments thus providing optimum time for the principal's foremost responsibility of direct supervision of the instructional program of the school.

PERFORMANCE RESPONSIBILITIES:
1. Assist Principal in developing and implementing School Improvement Plan, resulting in measurable improvement in student performance results.
2. Assist the principal in daily administration of the school.
3. Supervise athletic and academic events.
4. Assumes primary responsibility for enforcing the uniform code of conduct from Board policy and school rules for student conduct.
5. Supervises the reporting and monitoring of student attendance and works with the district Director of Pupil Personnel on investigative follow-up actions.
6. In conjunction with the district safety and disaster coordinators, conducts safety inspections and fire and disaster drills. Maintains school records and files all reports as may be required pursuant to safety inspections, fire and disaster drills.
7. Assist the principal in evaluating the job performance of specified certified/classified staff, including conducting teacher goal conferences, classroom visits and post observation conferences as assigned by the principal and in accordance with Board policy.
8. Meets and serves with parent, faculty, and student groups as needed to advance school and district goals.
9. Performs such record keeping functions as the principal may direct.
10. Responsible for overall direction of daily cafeteria supervision.
11. Responsible to direct school textbook/student fee procedures pursuant to Board policy and file district reports.
12. Responsible for overall direction of Saturday School/Detention.
13. Coordinates and assures compliance with Board Policy procurement of furniture/equipment pursuant to approved budget appropriations.
14. Serves as the Principal's designee (SBARC Chair) and provides school level direction for Special Education.
15. Assumes responsibility as chief administrator for the school in the absence of the Principal.
16. Supervises the maintenance and operation of the school plant, equipment and supplies.
17. Coordinates all academic competition.
18. Coordinates Southern Association accreditation.
19. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
20. Performs other tasks and assumes other responsibilities as the principal may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 1, 2013
Revised: October 30, 2014
JOB DESCRIPTION: ATHLETIC DIRECTOR, HIGH SCHOOL/ASSOCIATE PRINCIPAL

QUALIFICATIONS:
2. Three years successful teaching experience.
3. Experience as department chairman or other administrative experience desired.
4. Three years H/S athletic involvement.

REPORTS TO: High School Principal

SUPERVISES: Staff Members Designated by the High School Principal and all head coaches

JOB GOAL: To provide each high school student an opportunity to participate in extra-curricular athletic activities that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of the sport, and the principles of fair play. To relieve the principal of such impediments thus providing optimum time for the principal’s foremost responsibility of direct supervision of the instructional program of the school.

PERFORMANCE RESPONSIBILITIES:
1. Organizes and administers the overall program of interscholastic/intramural athletics for the high school pursuant to Board and KHSAA policies. Serves as liaison to the feeder middle school athletic program.
2. Recommends employment and assignment of athletic coaches to the principal.
3. Fosters good school/community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all interscholastic/intramural events. Coaches may recommend and assist in scheduling, but the assistant principal for athletics retains responsibility.
5. Coordinates the securing of game officials. Coaches may secure officials for their own sport, but the assistant principal for athletics coordinates home events.
6. Coordinates, with coaches, transportation for athletic participants; Responsible to file with district central staff all transportation requests pursuant to Board policy.
7. Develops, with approval of the principal, appropriate rules and regulations governing the conduct of teams and coaches pursuant to Oldham County Board of Education policies.
8. Responsible to enforce physical and academic requirements of eligibility for participation in each sport and verifies each athlete's eligibility, consistent with Board and KHSAA rules.
9. Supervises coaches in preparation of an activity budget to be approved by the principal and recommended to the Superintendent in the overall school budget. Administers the approved athletic budget throughout the year. Shall confer monthly with the principal as to the status of all athletic accounts as reported in the monthly school activity financial report.
10. Shall follow Board procurement policy in securing supplies and equipment for athletic teams. With the principal, shall co-sign purchase requests related to athletic programs.
11. Responsible to work with visiting teams to insure needed services.
12. Coordinates and approves field and gym practice schedules for all athletic teams. Coordinates/schedules non-school use of playing fields and athletic facilities.
13. Coordinates record keeping and results of all high school athletic contests and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
14. Works closely with athletic booster groups to interpret and promote school policy and philosophy as it applies to the functions of the booster groups through attendance at all booster club meetings.
15. Shall be responsible for evaluating the coaching performance of all head coaches. The process of evaluation shall be consistent with the process used in the evaluation of teaching performance. Formal evaluation reports shall be submitted to the principal upon completion of coaching duties each year.
16. Directly supervises assistant athletic director(s), if such positions are funded.
17. Contacts law enforcement officers/team physician for all athletic contests and activities.
18. Responsible for supervision at after hours extra-curricular activities as designated by principal.
19. Supervises all ticket and concession sales at athletic events; all school vending sales; and assumes responsibility for proper handling of money pursuant to Board and Kentucky Department of Education regulations.
JOB DESCRIPTION:  ATHLETIC DIRECTOR, HIGH SCHOOL/ASSOCIATE PRINCIPAL

20. Serves as school Health Coordinator and Drug and Alcohol Coordinator.
22. Responsible for maintenance of school grounds in conjunction with the district grounds department.
23. Assists the principal in evaluating the job performance of designated certified/classified staff and conduct teacher goal conferences, classroom visits, and post observation conferences as assigned by the principal.
24. Responsible for teacher homeroom and extra duty assignments.
25. Develops/coordinates administrative/guidance/teacher extra-curricular supervision assignments.
26. Assumes responsibility as chief administrator for the school in the absence of the principal and all associate principals.
27. Assist with the responsibility for enforcing the uniform code of conduct from Board Policy and school rules for student conduct.
28. Performs such other tasks and assumes such other responsibilities the principal may assign from time to time.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:  September 24, 1986
Revised:  January 25, 1989
Revised:  July 19, 1998
Revised:  March 6, 2002
Revised:  July 17, 2002
Revised:  February 2, 2005
Revised:  March 23, 2011
Revised:  October 30, 2014
JOB DESCRIPTION: ATHLETIC DIRECTOR, HIGH SCHOOL

QUALIFICATIONS:
1. Valid Kentucky Teaching Certificate.
2. Three years successful teaching experience.
3. Experience as department chairman or other administrative experience desired.
4. Three years H/S athletic involvement, head coaching experience desired.
5. Certified Athletic Administration Certification (CAA) desired

REPORTS TO: High School Principal

SUPERVISES: Staff Members Designated by the High School Principal and all head coaches

JOB GOAL: To provide each high school student an opportunity to participate in extra-curricular athletic activities that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of the sport, and the principles of fair play. To relieve the principal of such impediments thus providing optimum time for the principal's foremost responsibility of direct supervision of the instructional program of the school.

PERFORMANCE RESPONSIBILITIES:
1. Organizes and administers the overall program of interscholastic/intramural athletics for the high school pursuant to Board and KHSAA policies. Serves as liaison to the feeder middle school athletic program.
2. Recommends employment and assignment of athletic coaches to the principal.
3. Fosters good school/community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all interscholastic/intramural events. Coaches may recommend and assist in scheduling, but the Athletic Director retains responsibility.
5. Coordinates the securing of game officials. Coaches may secure officials for their own sport, but the assistant principal for athletics coordinates home events.
6. Coordinates, with coaches, transportation for athletic participants; Responsible to file with district central staff all transportation requests pursuant to Board policy.
7. Develops, with approval of the principal, appropriate rules and regulations governing the conduct of teams and coaches pursuant to Oldham County Board of Education policies.
8. Responsible to enforce physical and academic requirements of eligibility for participation in each sport and verifies each athlete's eligibility, consistent with Board and KHSAA rules.
9. Supervises coaches in preparation of an activity budget to be approved by the principal and recommended to the Superintendent in the overall school budget. Administers the approved athletic budget throughout the year. Shall confer monthly with the principal as to the status of all athletic accounts as reported in the monthly school activity financial report.
10. Shall follow Board procurement policy in securing supplies and equipment for athletic teams. With the principal, shall co-sign purchase requests related to athletic programs.
11. Responsible to work with visiting teams to insure needed services.
12. Coordinates and approves field and gym practice schedules for all athletic teams. Coordinates/schedules non-school use of playing fields and athletic facilities.
13. Coordinates record keeping and results of all high school athletic contests and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
14. Works closely with athletic booster groups to interpret and promote school policy and philosophy as it applies to the functions of the booster groups through attendance at all booster club meetings.
15. Shall be responsible for evaluating the coaching performance of all head coaches. The process of evaluation shall be consistent with the process used in the evaluation of teaching performance. Formal evaluation reports shall be submitted to the principal upon completion of coaching duties each year.
16. Directly supervises assistant athletic director(s), if such positions are funded.
17. Contacts law enforcement officers/team physician for all athletic contests and activities.
18. Responsible for supervision at after hours extra-curricular activities as designated by principal.
19. Supervises all ticket and concession sales at athletic events; all school vending sales; and assumes responsibility for proper handling of money pursuant to Board and Kentucky Department of Education regulations.
JOB DESCRIPTION: ATHLETIC DIRECTOR, HIGH SCHOOL

20. Serves as school drug screening coordinator.
22. Assumes responsibility as chief administrator for the school in the absence of the principal and all associate principals.
23. Assist with the responsibility for enforcing the uniform code of conduct from Board Policy and school rules for student conduct.
24. Performs such other tasks and assumes such other responsibilities the principal may assign from time to time.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: March 23, 2011
Revised: October 30, 2014
JOB DESCRIPTION: ASSISTANT ATHLETIC DIRECTOR, HIGH SCHOOL

QUALIFICATIONS:
1. Valid Kentucky Teaching and Secondary Principal Certificate.
2. Three years of successful teaching experience.
3. Three years of involvement in high school athletics as a head coach or assistant.

REPORTS TO: Assistant Principal for Athletics

JOB GOAL:
1. To provide each enrolled student an opportunity to participate in extra-curricular athletic activities that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of the sport, and the principles of fair play.
2. To relieve the assistant principal of such impediments as prevent him/her from fulfilling his/her chief responsibility of promoting the educational well-being of each student in the school.

PERFORMANCE RESPONSIBILITIES:
1. Assists in organizing and administering specific aspects of the overall program of interscholastic athletics.
2. Assists in fostering good school/community relations by keeping the community aware of and responsive to the athletic program.
3. Assists in organizing and scheduling interscholastic athletic events.
4. Works with the assistant principal for athletics or athletic director to verify each athlete's physical and academic eligibility to participate in interscholastic sports.
5. Assists visiting teams when they arrive for contests.
6. Assists the athletic director and coaches in game and facility readiness.
7. Serves as administrator in charge at a share of extra-curricular night-time commitments.
8. Serves as the director of concessions for athletic events.
9. Serves as the director and coordinator for vending pop, including ordering and receiving products, filling machines, and accounting for receipts. Responsibilities will include maintaining an accurate accounting procedure for monthly status reports to the principal.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: January 25, 1989
Revised: July 19, 1998
Revised: February 2, 2005
Revised: March 23, 2011
Revised: June 8, 2011
Revised: October 30, 2014
JOB DESCRIPTION: TEACHER CONSULTANT

QUALIFICATIONS:
1. Master’s Degree or Non-degree Fifth-Year program.
2. Certification in the appropriate subject field or service.
3. Three (3) years of teaching experience in the appropriate subject field or service area.
4. KDE Teacher Consultant Endorsement.

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:
1. Provide technical assistance and support to teachers in designated content area.
2. Supports instructional initiatives with targeted students/teams.
3. Consults with parents on educational program issues (assessment/curriculum/ instruction/evaluation).
4. Assists in supporting acceptable conduct throughout the school.
5. Meets and serves with parent, faculty, Council and student groups as requested in advancing educational and related activities.
6. Provides support in advancing student achievement within identified content and on a school/Campus-wide basis.
7. Performs record-keeping responsibilities as directed.
8. Performs other appropriate tasks as assigned.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 14, 2005
Revised: March 23, 2011
Revised: October 30, 2014
JOB DESCRIPTION: GUIDANCE COUNSELOR, HIGH SCHOOL

QUALIFICATIONS:
1. Master's degree or higher with major in guidance and counseling.
2. Certification in guidance and counseling by Kentucky Department of Education.
3. At least one year of successful teaching experience (high school level desired).

REPORTS TO: Principal and Director of Special Education

PERFORMANCE RESPONSIBILITIES:
1. Conducts an assessment of the guidance needs of the local school. Plans, develops and evaluates the guidance program of the school.
2. Provides individual and group counseling services pertaining to vocational, educational, personal and social development.
3. Directs maintenance of local school permanent record system and assists parents and teachers by interpreting permanent record data and providing other available related information.
4. Provides appropriate materials to students and parents to assist in proper course selection and placement. Assists students in planning their total academic programs and the development of individual learning plans.
5. Provides consultation and referral services to assist parents and students in securing needed services from community agencies.
6. Disseminates accumulated test results and available data to persons initiating referrals for testing and evaluation for exceptional children.
7. Assists classroom teachers by consulting on the special abilities and needs of students, helping to address problems, and helping to plan instructional programs as they relate to student needs.
8. Supervises local school participation in district-wide testing program and assists in the maintenance of College Entrance Testing Program (SAT, PSAT, ACT, etc.).
9. Provides recommendations and student assessments to colleges, post-secondary schools and employers.
10. Provides scholarships and financial aid information to students.
11. Provides central office research department with post-secondary plans of graduates.
12. Communicates the purposes of the guidance program to students, parents, staff and community.
13. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
14. Performs other guidance-related activities necessary to the school-related needs of the student.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: March 4, 1985
Revised: July 19, 1998
Revised: August 14, 1998
Revised: July 9, 2003
Revised: July 21, 2011
Revised: October 30, 2014
JOB DESCRIPTION: COLLEGE AND INDUSTRY LIAISON

QUALIFICATIONS:
1. Experience in High School setting (Counseling, Teaching, Administrative Offices preferred).
2. Experience in industry hiring settings preferred (e.g. personnel or human resources).
3. Strong communication skills, both written and verbal.
4. Demonstrated mastery of relevant technological capacities (Infinite Campus, Office).
5. High school diploma or GED equivalent.
6. Must have valid driver’s license and ability to operate a motor vehicle safely.

REPORTS TO: Principal and Secondary Level Director

PERFORMANCE RESPONSIBILITIES:
1. Coordinates Advanced Placement and Project Lead the Way.
2. Participates with Industry partners in advisory committees.
3. Conducts Camps in summer and over breaks related to CTE programming.
5. Conducts Open House and Parent/Student Information sessions.
6. Researches and provides Scholarships and financial aid information to students.
7. Provides appropriate materials to students and parents to assist in proper course selection and placement.
   Assists students in planning their total academic programs and the development of Individual Learning Plans.
8. Provides guidance and student assessments to colleges, post-secondary schools and employers.
9. Takes active role in communication, assisting and representation at local civic clubs and organizations.
10. Develops and implements guidelines, standards and criteria related to student eligibility for enrollment in different types of college courses and industry experiences.
11. Communicates and assists in implementing orientation programs for student, parents, industry partners, advisory committees, and post-secondary contacts.
12. Coordinates students’ needs between the college/industry partner and the high school staff academic and social support systems.
13. Increases awareness and creates new early college and industry partnerships in order to garner support and recruit opportunities for students.
14. Develops industry partnerships for students that include mentorships, internships, early college, job shadowing experiences, etc. as well as coordinates industry collaboration.
15. Seeks additional funding opportunities by identifying new revenue sources, including the writing and submission of development grants.
16. Completes the following:
   a. Awards Night(s)
   b. Graduation Honors
   c. School Report Card
   d. Testing coordination and administration
   e. Creation and maintenance of student files
17. Other duties assigned.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: April 27, 2016
JOB DESCRIPTION: GUIDANCE SECRETARY - HIGH SCHOOL

QUALIFICATIONS:
1. High school graduate with stenographic training.
2. Friendly personality.
3. Some experience operating a word processor.

REPORTS TO: Office Manager

JOB GOAL: To receive visitors and incoming calls to the Guidance Office in a friendly, helpful and efficient manner and type correspondence and other documents for the Guidance Counselors.

PERFORMANCE RESPONSIBILITIES:
1. Receives and routes all incoming calls to the Guidance Office.
2. Assists counselors in scheduling student, teacher, parent appointments and keeps daily calendar of the appointments.
3. Does all correspondence for counseling office.
4. Assists counselors in maintaining up-to-date student records.
5. Assists counselors in the registration and orientation of the students.
6. Assists other office personnel in rendering first-aid and operating the Health Room.
7. Responsible for requesting student records of new students and sending records of withdrawn students to new schools.
8. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
9. Performs all other guidance or school office related tasks as assigned by the Director of Guidance.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1984
Revised: August 17, 1998
Revised: July 9, 2003
Revised: October 30, 2014
JOB DESCRIPTION: OFFICE MANAGER

QUALIFICATIONS:
1. High school graduate, with some college or business college background.
2. Previous secretarial or administrative assistant experience.
3. Word processing and computer skills experience are necessary.
4. Understanding of the responsibilities assigned to all school staff.
5. Public relations skills.

REPORTS TO: Building Principal

SUPERVISES: Receptionist/Secretary, Bookkeeper, Guidance Secretary and Attendance Clerk

JOB GOAL: To manage the school office on a day-to-day basis; establish and maintain a friendly, business-like atmosphere; coordinate all school activities involving staff, parents, students, visitors; and carry out special assignments as designated by the Principal, Associate Principal and Assistant Principals. Supervises office clerical staff.

PERFORMANCE RESPONSIBILITIES:
1. Assures the efficient running of the office through:
   - greeting visitors courteously by determining their needs and direct or escort to the proper person
   - respond to routine telephone inquiries and request for information and call are routed to appropriate staff
   - assures the general office and reception area are maintained in an attractive manner
2. Provides administrative assistant services and maintains files for the Principal, Assistant Principal and Athletic Director as needed
3. Gather and distribute information/data to and from Central Office personnel, school administrators, faculty and staff, parents and students including but not limited to:
   - Transportation forms/field trips, athletic events/updated student information
   - Sick cards/non-sick leave forms
   - First report of injury
   - Substitute teacher reports
   - Background checks for volunteers
   - SBDM
   - Time clock
   - Coordinate orientation/registration of new students and parents
   - Coordinate new student/parent orientation and registration/changes to Infinite Campus/enrollment cards
   - Master activity schedule
   - Coordinate building use for PTA groups, rental groups, scouts, staff and communicate that information to Plant Operator
   - Attendance-work with Director of Pupil Personnel, administrative staff, and teacher to see that attendance records are complete and accurate, census is current and parent contact is made when students are absent.
   - Coordinate preparation of Parent/Student Handbook and Teacher Handbook
   - Maintain school calendar of events
4. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
5. Perform other such duties as may be assigned by the Principal.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.
JOB DESCRIPTION: ATTENDANCE SECRETARY

QUALIFICATIONS:
1. High school graduate with general clerical training.

REPORTS TO: Building Principal and Office Manager

JOB GOAL: Improve student attendance.

PERFORMANCE RESPONSIBILITIES:
1. Liaison between home and school as it pertains to attendance.
2. Drafting/revising and mailing written communication to parents.
3. Making daily phone calls to parents of students who are absent.
4. Maintains records using student attendance software.
5. Providing feedback to Office Manager regarding student attendance.
6. Communicating (written and oral communications made to parents) to parent advocate.
7. Communicating truancy information to DPP and Office Manager.
8. Issues truancy notices to parents for both absences and tardiness.
9. Other attendance issues addressed by the Office Manager/Principal.
10. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
11. Provide a list of students to parent advocate that require a home visit for absences and tardiness.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: October 20, 1999
Revised: July 9, 2003
Revised: June 8, 2011
Revised: October 30, 2014
JOB DESCRIPTION: ARVIN CENTER OFFICE COORDINATOR

QUALIFICATIONS:
1. High school graduate; some college or business college preferable.
2. Previous secretarial experience.
3. Public relations skills.
4. Word processing experience necessary.

REPORTS TO: Building Principal

JOB GOAL: Effectively manage office procedures and provide assistance to the Building Principal.

PERFORMANCE RESPONSIBILITIES:
1. Maintain an organized and efficient office area by greeting and attending to visitors, answering phone calls and attending to routine office procedures.
2. Perform duties in compliance with the uniform accounting for school activity funds (Red Book) as mandated by 702 KAR 3:130(3) and KRS 156.070.
3. Responsible for maintaining records on substitute lists, sick cards, time cards and field trips.
4. Responsible for input and maintenance of TEDS records for students. This includes coordinating with four feeder schools regarding export from Infinite Campus.
5. Works with Building Principal on preparation of school budget.
6. Responsible for correspondence, distributing mail, ordering office supplies, preparing staff handbook and maintaining school calendar.
7. Perform necessary medical-related services for students who have been designated by the District Nurse.
8. Communicate with four feeder schools regarding student attendance, transportation shuttles and field trips.
9. Performs other duties as assigned by Building Principal.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 5, 2012
Revised: October 30, 2014
JOB DESCRIPTION: BOOKKEEPER; MIDDLE/HIGH SCHOOL

QUALIFICATIONS:
1. High school graduate with accounting preparation.
2. General clerical skills.
3. Some experience operating a computer.

REPORTS TO: Building Principal

JOB GOAL: To maintain the school activity accounts and perform general clerical duties.

PERFORMANCE RESPONSIBILITIES:
1. Serve as personal secretary to the Principal (middle schools).
2. Type daily morning report and school correspondence.
3. Responsible for maintaining records on substitute list, sick card and time cards.
4. Order teacher purchase request from approved purchase orders. Payment of all bills approved by the Principal for payment.
5. Responsible for all bank deposits and reconciliation of bank statement with monthly financial reports.
6. Post receipts and disbursements to activity accounts; generate monthly/annual reports (computer).
7. Order supplies for computer and copy machines and serve as Key Operator for copy machine. Maintain a record of copy charges made by teachers.
8. Account for money from vending machines at least weekly. Make up change boxes for all sports events.
10. Maintain a list of correspondence sent through the Pony.
11. Works with Principal on the preparation of the School Budget (computer).
12. Perform duties in compliance with the uniform accounting for school activity funds (Red Book) as mandated by 702 KAR 3:130(3) and KRS 156.070.
13. Other duties as assigned by the Building Principal.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1984
Revised: July 22, 1998
Revised: July 9, 2003
Revised: September 20, 2012
Revised: October 30, 2014
JOB DESCRIPTION: RECEPTIONIST, SCHOOL-BASED

QUALIFICATIONS:
1. High school graduate with general clerical training.
2. Friendly personality.
3. Some experience operating a multiple phone system.

REPORTS TO: Building Principal and Office Manager

JOB GOAL: To receive visitors and incoming calls to the school in a friendly, helpful, and efficient manner.

PERFORMANCE RESPONSIBILITIES:
1. Receives all calls and directs to appropriate party.
2. Greets all visitors and directs them to appropriate party.
3. Assists with correspondence on request.
4. Coordinates dispatch information for the pony system.
5. Opens and distributes all mail.
6. Assists with student attendance records as directed by the Office Manager.
7. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
8. Other duties as assigned by the Office Manager.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 14, 1989
Revised: July 24, 1998
Revised: July 9, 2003
Revised: October 30, 2014
JOB DESCRIPTION: LIBRARY MEDIA SPECIALIST

QUALIFICATIONS:
1. KDE Certification in School Librarianship (for appropriate level).
2. Demonstrated understanding of the instructional changes required to implement the Kentucky Educational Reform.
3. Demonstrated ability to work with students, staff, parents and community members.
4. Demonstrated ability to work with the Wide Area Network and to assist students and staff with using it as an instructional tool.
5. Demonstrated recognition that the Library Media Center is at the heart of the instructional program in the school.

REPORTS TO: Building Principal

SUPERVISES: Library Media Clerk; Technology Aide (if assigned)

JOB GOAL: Enhance the instructional program at the school in support of student learning. As such, the role of the Media Center staff is to work collaboratively with teachers, administrators and the SBDM Council to promote information literacy as they help students to access, synthesize, produce and communicate information.

PERFORMANCE RESPONSIBILITIES:

I. Administration
1. Develops short and long-range goals that guide the development of the LMC.
2. Develops and implements policies and procedures for the operation of the LMC.
3. Maintains a technologically advanced facility and program.
4. Coordinates the school's implementation of KETS (if assigned).
5. In August 2001 the Kentucky Department of Education published Beyond Proficiency: Achieving a Distinguished Library Media Program as a set of guidelines for high-quality library media programs in the Commonwealth of Kentucky. This document (including future revisions) is to be used by Oldham County Library Media Specialists to improve the library programs they administer.

II. Management and Organization
6. Trains and supervises clerks, student assistants, and adult volunteers to perform duties efficiently.
7. Selects materials and technology that support the school's curriculum and educational philosophy.
8. Withdraws obsolete materials.
9. Classifies, catalogs, processes, and organizes for circulation the educational media and technology.
10. Establishes and follows procedures for maintenance and repair of all media.
11. Maintains a current inventory of holdings.
12. Prepares and submits reports to administrators as needed to promote short and long-term goals.
13. Prepares and administers budgets according to needs of the LMC.
14. Evaluates LMC programs, services, facilities, and materials to ensure optimum use.
15. Maintains the LMC to be functional, attractive, and orderly environment that encourages maximum use.
16. Manages student behavior in constructive manner.

III. Instructional Leadership
17. Serves as an instructional resource consultant and media specialist to teachers and students.
18. Establishes methods for flexible scheduling of classes and students to promote use by individuals, small groups, and whole classes.
19. Serves on committees involved with designing learning activities for students, curriculum revision, and/or textbook adoption.
20. Plans and/or participates in special projects or proposals.
21. Plans cooperatively with teachers to incorporate research, information retrieval skills, and literature appreciation.
22. Plans units with teachers that stress whole language and interdisciplinary strategies.
JOB DESCRIPTION: LIBRARY MEDIA SPECIALIST

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IV. Professional
23. Provides orientation and staff training related to the LMC.
24. Provides access to professional materials and information for school staff.
25. Adheres to established laws, policies, rules, and regulations.
26. Submits accurate reports promptly.
27. Participates in various professional organizations that relate to library media and technology.
28. Utilizes current research and methods in areas of technology, teaching, learning, and library and information science.

V. Communication
29. Promotes a positive relationship with students, staff, parents, and community.
30. Publicizes the LMC programs, services, and materials through newsletters, announcements, and in other innovative ways.
31. Networks with other libraries and shares resources.
32. Submits to administrators/SBDM and faculty statistical reports that support LMC goals and program.
33. Works with the building administrator to promote and align the LMC goals to those of the school.
34. Principal may assign other duties.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: June 7, 1993
Revised: June 9, 1999
Revised: July 17, 2002
Revised: July 10, 2003
Revised: July 21, 2011
Revised: October 30, 2014
JOB DESCRIPTION:  
LIBRARY MEDIA CLERK

QUALIFICATIONS:
1. High School Graduate
2. Proficiency in secretarial skills and library media tasks.
3. Push, pull or lift 40 pounds; kneel and reach above your head.

REPORTS TO:  
Library Media Specialist and Principal

JOB GOAL:  
Assists in the organization and operation of the library media program as directed and works collaboratively with teachers, administrators and the SBDM Council to promote information literacy as they help students to access, synthesize, produce and communicate information.

PERFORMANCE RESPONSIBILITIES:
1. Processes new materials: prepares books, periodicals, and non-print materials for shelves.
2. Assists in the management and circulation of library media materials; uses library management program to help students and teachers locate and check out materials; checks in and shelves materials; records circulation statistics; prepares overdue notices; works with annual inventory and withdrawal of materials; mends books and periodicals; implements schedule of KET and video recording and playback.
3. Prepares materials: uses word processor for correspondence, requisitions, bibliographies, newsletters, statistical reports, and any other materials requested by the LMS; assists in preparing instructional materials, exhibits, and bulletin boards.
4. Assist students: Help students find materials; read stories.
5. Serves as a substitute for the LMS during short term absences.
6. Supervisor may assign other tasks as.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: September 1, 1984
Revised: June 7, 1993
Revised: July 10, 2003
Revised: June 8, 2011
Revised: December 4, 2012
Revised: October 30, 2014
JOB DESCRIPTION:  HIGH SCHOOL PHYSICAL EDUCATION AIDE

QUALIFICATIONS:
1. High School Graduate.
2. Certified in First-Aid and CPR.
3. Enjoy working with children.
4. Push, pull or lift 40 pounds; kneel and reach above your head.

REPORTS TO:  Physical Education Teacher

JOB GOAL:  To provide support for the physical education program under the direction of the physical education teacher.

PERFORMANCE RESPONSIBILITIES:
1. Serves as locker room and gymnasium supervisor.
2. Conducts large and small group activities and sports.
3. Helps individuals in the adaptive physical education class.
4. Assists in keeping all equipment and facilities in good working condition and secured.
5. Takes roll and keeps attendance.
6. Helps with paper work and runs errands for the teacher.
7. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
8. Performs other duties in the physical education program as assigned by the physical education teacher and principal.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:  October, 1992
Revised:  July 22, 1998
Revised:  July 9, 2003
Revised:  June 8, 2011
Revised:  October 30, 2014
JOB DESCRIPTION: IN-SCHOOL DAY CARE AIDE

QUALIFICATIONS:
1. High school diploma.
2. Two years experience in child care desired.
3. Push, pull or lift 40 pounds; kneel and reach above your head.

REPORTS TO: Director/Operator of In-School Day Care

JOB GOAL: To provide support for the in-school day care program.

PERFORMANCE RESPONSIBILITIES:
1. Assist in supervising student care of infants/children.
2. Participate in child care.
   a. Which requires lifting, changing diapers
   b. Will assist children with daily routines and helping with their personal needs such as clothing, lunch, snack and cleanup routines.
3. Assist in cleaning and straightening of the day care room, to maintain the appearance of the room, including furniture and equipment.
4. Implement instructional procedures and other instructions from Director/Operator.
5. Abide by all Oldham County Board of Education policies.
6. Other duties as assigned by Director of In-School Day Care or Principal.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: 
Revised: August 4, 1998
Revised: June 8, 2011
Revised: October 30, 2014
JOB DESCRIPTION: LUNCHROOM MONITOR/AIDE

QUALIFICATIONS:
1. High school diploma.
2. Two years experience in childcare desired.
3. The ability to direct and interact with students while maintaining a positive atmosphere.

REPORTS TO: Building Principal or his/her designee

JOB GOAL: To promote the same standards of student conduct that are expected throughout the school.

PERFORMANCE RESPONSIBILITIES:
1. Monitor and supervise student behavior while students are in the school cafeteria.
2. When actively involved in managing student behavior, utilize the philosophy and approach communicated and directed by the building principal or his/her designee.
3. Accurately report to the building principal or his/her designee instances of student behavior which do not comply with the school student conduct expectations.
4. Other duties as assigned within the time frames of the daily work schedule.

PHYSICAL REQUIREMENTS:
1. Push, pull, carry and lift large and heavy items up to 25 pounds.
2. Ability to bend, twist, reach, stoop and climb.
3. Stand for long periods of time and perform physical labor.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 7, 2007
Revised: January 23, 2013
Revised: October 30, 2014
JOB DESCRIPTION: TEACHER CLASSROOM AIDE

QUALIFICATIONS:
1. High school graduate
2. General clerical and technology experience including word processing
3. Passing Paraeducator exam or equivalent college hours required

REPORTS TO: Classroom teacher and Principal

JOB GOAL: To provide high quality support for the classroom teacher(s)

PERFORMANCE RESPONSIBILITIES:
1. Provide instruction to individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; help maintain records of student progress.
2. Participate as member of an instructional team including remediation teams.
3. Prepare and organize for lessons as directed by the teacher; administer and score a variety of tests according to established guidelines.
4. Assist in administering diagnostic and other tests; score and record test information.
5. Monitor and report behavior of students according to approved procedures; report progress to the teacher regarding student performance and behavior; check and assist students with classwork as necessary.
6. Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records, etc.
7. Provide support to the teacher by setting up work areas, displays and exhibits, operating technology equipment, and distributing and collecting paper and supplies.
8. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
9. Confer, as needed, with teachers concerning programs and materials to meet student needs.
10. Make home visits according to individual school’s expectations.
11. Assure the health and safety of students by following health and safety practices and regulations.
12. 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.
13. Participate in meetings and in-service training programs as assigned.
14. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
15. Perform related duties as assigned.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: March 31, 1986
Revised: July 24, 1998
Revised: June 15, 1999
Revised: July 9, 2003
Revised: December 10, 2013
Revised: October 30, 2014
JOB DESCRIPTION: MIDDLE & ELEMENTARY SCHOOL PRINCIPALS

QUALIFICATIONS:
1. Valid Kentucky Certificate for Grades 6-8 M/S or Grades K-5 Elem.
2. Minimum of three years teaching experience.
3. A Master’s Degree or higher.
4. Such alternatives to the above as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: All staff within the school

JOB GOAL: To use leadership, supervisory and administrative skills so as to promote the educational development of each child. The Principal, under the supervision of the Superintendent, has immediate charge and direction of the school. The Principal is responsible for the faithful and efficient performance of the duties of his staff. The Principal will observe the work of employees, advise as to discipline and instruction and instruct employees, advises to discipline expected and required. The Principal will be responsible for constant evaluation and supervision of employees and of the instructional program of his respective school.

PERFORMANCE RESPONSIBILITIES:
1. Develops and implements School Improvement Plan, resulting in measurable improvement in student performance results.
2. Conducts regular faculty meetings which are devoted to pertinent school problems and improvement of instruction.
3. Is responsible to communicate in writing, needs for operating the school plant and grounds; prepares contracts for public use of the facilities in compliance with the Oldham County Board of Education policies; shall submit requests for equipment and supplies as directed by the superintendent’s designee.
4. Directs and supervises all personnel assigned to the building, certified and classified.
5. Responsible for close coordination and communication with the school parent-teacher association and other parent or volunteer groups.
6. Administers reasonable punishment for student disorder or other violation of rules, including suspension of students subject to applicable rules and regulations of the Oldham County Board of Education.
7. Maintains a current inventory of all Board equipment and textbooks within the school and shall report any loss in writing promptly to the superintendent’s designee.
8. Supervises and directs the lunchroom manager and the operation of the lunchroom, including all financial accounting and report requirements.
9. Provides for and arranges the scheduling of extra-curricular events.
10. Supervises the keeping of all internal accounts, school enterprises and activities and prepares a comprehensive budget for the Superintendent's consideration annually.
11. Confers with the Superintendent and superintendent’s designee concerning recommendation of employees for employment or reemployment in the school.
12. Promotes school exhibits, assigns curricular, extra-curricular and other duties to all employees within the school.
13. Formally evaluate all certified staff pursuant to Board Policy.
14. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
15. Assures that all classified staff are evaluated at least once annually pursuant to Board Policy.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: July 19, 1998
Revised: August 14, 1998
Revised: July 9, 2003
Revised: September 20, 2012
Revised: October 30, 2014
JOB DESCRIPTION: ASSISTANT PRINCIPAL MIDDLE SCHOOL

QUALIFICATIONS:
1. Valid Kentucky Teaching and Secondary Principal Certificate.
2. Three years successful teaching experience.
3. Experience as department chairman or other administrative experience desired.

REPORTS TO: Middle School Principal

SUPERVISES: Certified and classified staff designated by the principal

JOB GOAL: To relieve the principal of such impediments as to prevent him/her from fulfilling his/her chief responsibility of promoting the educational well-being of each student in the school.

PERFORMANCE RESPONSIBILITIES:
1. Assists principal in developing and implementing school consolidated plan, resulting in measurable improvement in student performance results.
2. Assists the principal in the administration of the school.
3. Maintains an up-to-date yearly inventory of textbooks and directs textbook selection activities for the middle school.
4. Assists in maintaining discipline throughout the student body and deals with special cases as necessary.
5. Supervises the reporting and monitoring of student attendance and works with DPP on investigative follow-up actions.
6. Assist the principal in evaluating the job performance of all certified and classified staff.
7. Meets and serves with parent, faculty and student groups as requested in advancing educational and related activities and objectives.
8. Performs such record keeping functions as the principal may direct.
9. Shares responsibility for daily cafeteria supervision.
10. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
11. Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.
   e.g. Supervision at after hours extra-curricular activities.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1980
Revised: July 1, 1981
Revised: July 19, 1998
Revised: August 15, 1998
Revised: July 9, 2003
Revised: October 30, 2014
JOB DESCRIPTION: ASSOCIATE PRINCIPAL MIDDLE SCHOOL

QUALIFICATIONS:
1. Valid Kentucky Teaching and Secondary Principal Certificate.
2. Three years successful teaching experience.
3. Experience as department chairman or other administrative experience desired.

REPORTS TO: Middle School Principal

SUPERVISES: Certified and classified staff designated by the principal

JOB GOAL: To relieve the principal of such impediments as to prevent him/her from fulfilling his/her chief responsibility of promoting the educational well-being of each student in the school.

PERFORMANCE RESPONSIBILITIES:
1. Assist the principal in daily administration of the school.
2. Maintain an up-to-date inventory of all equipment, including athletics. Assume responsibility to submit such periodic updates and a full annual inventory report pursuant to district policy to the Director of Facilities.
3. Assumes primary responsibility for enforcing the Student Code of Acceptable Behavior and Discipline from Board policy and school rules for student conduct.
4. Supervises the reporting and monitoring of student attendance and works with the district Director of Pupil Personnel on investigative follow-up actions.
5. In conjunction with the district safety and disaster coordinators, conducts safety inspections and fire and disaster drills. Maintains school records and files all reports as may be required pursuant to safety inspections, fire and disaster drills.
6. Assist the principal in evaluating the job performance of specified certified/classified staff, including conducting teacher goal conferences, classroom visits and post observation conferences as assigned by the principal.
7. Assist in developing and implementing school consolidated plan.
8. Meets and serves with parent, faculty and student groups as needed to advance school and district goals.
9. Performs such record keeping functions as the principal may direct.
10. Responsible for overall direction of daily cafeteria supervision.
11. Responsible to direct school textbook/student fee procedures pursuant to Board policy and file district reports.
12. Coordinates and assures compliance with Board Policy procurement of furniture/equipment pursuant to approved budget appropriates.
13. Serves as a Principal’s designee (SBARC Chair) and provides school level direction for Special Education.
14. Supervises the maintenance and operation of the school physical plant, equipment and supplies.
15. Assists with State Department/Southern Association accreditation.
16. Oversees athletic and intramural program for school.
17. Directly supervises middle school athletic director.
18. Responsible for supervision at after hours extra-curricular activities as designated by principal including Saturday school and after school detention.
19. Supervises all school vending sales.
20. Responsible for assignment and minor maintenance of lockers.
21. Responsible for teacher extra duty assignments.
22. Coordinates annual revision of student handbook.
23. Assumes responsibility as chief administrator for the school in absence of the Principal.
24. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
25. Performs other tasks and assumes other responsibilities as the principal may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:
Revised: June 8, 1999
Revised: July 9, 2003
Revised: October 30, 2014
OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION – 1110.03AR

JOB DESCRIPTION: STUDENT SERVICES SPECIALIST

QUALIFICATIONS:
1. Valid Kentucky teaching certificate.
2. Certification in guidance or administration.
3. At least three years successful teaching experience.

REPORTS TO: Middle School Principal

PERFORMANCE RESPONSIBILITIES:
1. Assists in developing a school philosophy of guidance and in defining objectives based on needs. Provides leadership for local school guidance committee.
2. Conducts an assessment of the school guidance program and communicates the purposes of the guidance program to the students, parents, staff and community.
3. Organizes individual counseling and group guidance services pertaining to academic, personal and social development.
4. Assists students in developing an understanding of themselves in relationship to their abilities, interests, achievements and needs.
5. Directs the maintenance of the permanent record system and helps provide information for the placement and scheduling of students in classes appropriate to their needs.
6. Participates in the planning, organization, and implementation of the school’s educational improvement plan and testing program. Provides and interprets test results to students, parents, and appropriate members of the school and central office staff.
7. Serves as chair of the School Based Admissions and Release Committee for assigned grade level.
8. Consults with parents on school student related concerns (attendance, grades, behavior, etc.).
9. Assists the principal in meeting the individual student needs in their assigned grade level (6,7,8) for their total school experience.
10. Maintain an up-to-date yearly inventory of textbooks and directs textbook selection activities for their grade level.
11. Assists in supporting acceptable conduct throughout the student body and deals with special cases as necessary.
12. Supervises the reporting and monitoring of student attendance and works with DPP on investigative follow-up actions.
13. Meets and serves with parent, faculty and student groups as requested in advancing educational and related activities and objectives.
14. Performs such record keeping functions as the principal may direct, i.e., grade/school reports on ESS, Gifted and Talented, textbooks.
15. Attend extra-curricular activities as scheduled by principal.
16. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
17. Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign, e.g., supervision at after hours extra-curricular activities.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: April 21, 1995          Revised: July 17, 2002          Revised: October 30, 2014
Revised: June 8, 1999           Revised: July 9, 2003
JOB DESCRIPTION: ASSISTANT PRINCIPAL II

QUALIFICATIONS:
1. Valid Kentucky Elementary Teaching and Principal Certificate.
2. Three years successful teaching experience.
3. Experience as department chairman or other administrative experience desired.

REPORTS TO: Building Principal

SUPERVISES: Certified and classified staff designated by the principal

JOB GOAL: To assist the principal in promoting the educational well-being of each student in the school.

PERFORMANCE RESPONSIBILITIES:
1. Assist the principal in daily administration of the school.
2. Assume responsibility as chief administrator for the school in absence of the principal.
3. Provide supervision of school events and extra-curricular activities.
4. Assist the principal with the general supervision of Youth Enrichment Program.
5. Assist the principal and faculty in developing and implementing the school improvement plan and the state required program reviews.
6. Serve as coordinator for the following areas: GATES/PTP program, Response to Intervention program, Extended School Services, and other support services as assigned.
7. Perform all duties of SBARC designee for the school; unless, the Principal has designated another SBARC representative within the school, and is responsible for being familiar with law and board policy and procedure pertaining to special education students.
8. Serve as the Building Assessment Coordinator for state and district level assessments (including MAP, DRA, Brigance and CogAT administration).
10. Meet with parents, faculty and student groups as requested in advancing education and related activities and objectives.
11. Assist principal in developing and supervising the implementation of school-wide professional development plan and subsequent activities.
12. Serve as a coach to teachers with the improvement of instructional practice.
13. Assist principal with performance evaluation responsibilities, including data collection of staff.
14. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
15. Perform other tasks and assume other responsibilities as the principal may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: March 28, 2000
Revised: July 9, 2003
Revised: February 3, 2014
Revised: October 30, 2014
JOB DESCRIPTION: ASSOCIATE PRINCIPAL/BUCKNER ALTERNATIVE HIGH SCHOOL (BAHS)

QUALIFICATIONS:
2. Three (3) years successful teaching experience.
3. Other experience in school administrative roles desired.

REPORTS TO: BAHS Principal

SUPERVISES: Certified and classified staff as designated by BAHS Principal

JOB GOAL: To be actively involved in district initiatives that are designed to promote the educational well-being of every student in Oldham County Schools.

PERFORMANCE RESPONSIBILITIES:
1. Assist the principal in daily operation/disciplinary of BAHS.
2. Maintain an up-to-date inventory of all equipment. Assume responsibility to submit such periodic updates and a full annual inventory report pursuant to district policy to the Director of Facilities.
3. Assumes primary responsibility for enforcing the Student Code of Acceptable Behavior and Discipline from Board policy and school rules for student conduct.
4. Supervises the reporting and monitoring of student attendance, works with the district Director of Pupil Personnel on investigative follow-up actions, and works with external service providers to address individual student needs at BAHS. Also assumes direct responsibility for the daily operation of the Oldham County Alternative To Suspension (OCATS) program.
5. In conjunction with the district safety and disaster coordinators, conducts safety inspections and fire and disaster drills. Maintains school records and files all reports as may be required pursuant to safety inspections, fire and disaster drills.
6. Assist in developing and implementing school improvement plan.
7. Meets and serves with parent, faculty and student groups as needed to advance school and district goals.
8. Performs such record keeping functions as the principal may direct.
9. Responsible for overall direction of daily cafeteria supervision.
10. Responsible to direct school textbook/student fee procedures pursuant to Board policy and file district reports.
11. Coordinates and assures compliance with Board Policy procurement of furniture/equipment pursuant to approved budget appropriates.
12. Serves as a Principal’s designee (SBARC Chair) and provides school level direction for Special Education.
13. Supervises the maintenance and operation of the school physical plant, equipment and supplies.
15. Oversees athletic and intramural program for school.
16. Responsible for supervision at after hours extra-curricular activities as designated by principal including Saturday school and after school detention.
17. Supervises all school vending sales.
18. Responsible for assignment and minor maintenance of lockers.
19. Responsible for teacher extra duty assignments.
20. Coordinates annual revision of student handbook.
21. Assumes responsibility as chief administrator for the school in absence of the Principal.
22. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
23. Participates in safe school committee meetings and activities.
24. Meets with BAHS therapeutic staff on a regular basis to discuss individual student needs.
25. Works directly and evaluates instructional staff to design individually designed instructional practices, especially when addressing achievement deficiencies.
26. Designs and presents periodic school progress reports, status reports and demographic data to the superintendent/designee and board of education.
27. Performs other tasks and assumes other responsibilities as the principal may assign.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.
OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION - 1111-AR

JOB DESCRIPTION:  COUNSELOR – MIDDLE SCHOOL

QUALIFICATIONS:
1. Master's degree or higher with major in guidance and counseling.
2. Certification in guidance and counseling by Kentucky Department of Education.
3. At least one year of successful teaching experience (middle school level desired).

REPORTS TO:  Principal and Director of Special Education

PERFORMANCE RESPONSIBILITIES:
1. Assists in developing a school philosophy of guidance and in defining objectives based on needs. Provides leadership for the local school guidance committee.
2. Conducts an assessment of the school guidance program and communicates the purposes of the guidance program to the students, parents, staff and community.
3. Provides individual counseling and group guidance services pertaining to academic, personal and social development.
4. Assists students in developing an understanding of themselves in relationship to their abilities, interests, achievements and needs.
5. Directs the maintenance of the permanent record system and helps provide information for the placement and scheduling of students in classes appropriate to their needs.
6. Participates in the planning, organization, and implementation of the district’s consolidated plan and testing program. Provides and interprets test results to students, parents, and appropriate members of the school and central office staff.
7. Participate in process concerning the placement and referral of students with special educational needs.
8. Consults with parents on school-student related concerns (attendance, grades, behavior, etc.).
9. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:  March 4, 1985
Revised:  July 19, 1998
Revised:  August 15, 1998
Revised:  July 9, 2003
Revised:  October 30, 2014
JOB DESCRIPTION: ELEMENTARY SCHOOL COUNSELOR

QUALIFICATIONS:
1. Master's degree or higher with major in guidance and counseling.
2. Certification in guidance and Counseling by Kentucky Department of Education.
3. At least one year of successful classroom teaching experience at (elementary school level desired).

REPORTS TO: Principal and Director of Special Education

PERFORMANCE RESPONSIBILITIES:
1. Assists in developing a school philosophy of guidance and in defining objectives based on need. Provides leadership for the local school guidance committee.
2. Conducts an assessment of the school guidance program and communicates the purposes of the guidance program to pupils, parents, staff and community.
3. Provides individual counseling and group guidance services pertaining to academic, personal and social development.
4. Assists with the maintenance of the permanent record system and helps provide information for the placement and scheduling of students in classes appropriate to their needs. Interprets permanent record data to parents or legal guardians upon request.
5. Provides and interprets test results to students, parents and staff.
6. Participates in process concerning the placement and referral of students with special educational needs. Assists, through the School Based Admission and Release Committee process, in the placement of students identified with special education needs, which may include serving as the SBARC chairperson.
7. Consults with parents on school-student related concerns.
8. Acts as health coordinator for the school and is the liaison with the district nurse to insure needed services.
9. Will function as the individual in charge in the principal's or assistant principal’s absence, within the framework established by the principal.
10. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
11. Performs other guidance duties assigned by the principal.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: March 4, 1985
Revised: July 19, 1998
Revised: August 15, 1998
Revised: July 9, 2003
Revised: December 10, 2013
Revised: October 30, 2014
JOB DESCRIPTION: GUIDANCE SECRETARY, MIDDLE SCHOOL

QUALIFICATIONS:
1. High school graduate with stenographic training.
2. Friendly personality.
3. Some experience operating a word processor.

REPORTS TO: Office Manager

JOB GOAL: To receive visitors and incoming calls to the Guidance Office in a friendly, helpful and efficient manner and type correspondence and other documents for the Guidance Counselors.

PERFORMANCE RESPONSIBILITIES:
1. Receives and routes all incoming calls to the Guidance Office.
2. Assists counselors in scheduling student, teacher, parent appointments and keeps daily calendar of the appointments.
3. Does all correspondence for counseling office.
4. Assists counselors in maintaining up-to-date student records.
5. Assists counselors in the registration and orientation of the students.
6. Assists other office personnel in rendering first-aid and operating the Health Room.
7. Responsible for requesting student records of new students and sending records of withdrawn students to new schools.
8. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
9. Performs all other guidance or school office related tasks as assigned by the Director of Guidance.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1984
Revised: August 17, 1998
Revised: July 9, 2003
Revised: October 30, 2014
JOB DESCRIPTION: BOOKKEEPER - ELEMENTARY SCHOOL BASED

QUALIFICATIONS:
1. High school graduate with accounting preparation.
2. General clerical skills.
3. Some experience operating a computer.

REPORTS TO: Building Principal and Office Manager

JOB GOAL: To maintain the school activity accounts, school lunch accounts, and perform general clerical duties.

PERFORMANCE RESPONSIBILITIES:
1. Order teacher purchase request from approved purchase orders. Payment of all bills approved by the Principal for payment.
2. Responsible for all bank deposits and reconciliation of bank statement with monthly financial reports.
3. Post receipts and disbursement to activity and lunchroom accounts; generate monthly/annual reports.
4. Order supplies for computer and copy machine and serve as Key Operator for copy machine. Maintain a record of copy charges made by teachers.
5. Account for money from vending machines at least weekly.
7. Works with Principal on the preparation of the school budget.
8. Perform duties in compliance with the uniform accounting for school activity funds (Red Book) as mandated by 702 KAR 3:130(3) and KRS 156.070.
9. Other duties as assigned by the Principal and/or Office Manager.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1984
Revised: August 17, 1998
Revised: July 9, 2003
Revised: September 20, 2012
Revised: October 30, 2014
JOB DESCRIPTION: MIDDLE SCHOOL PHYSICAL EDUCATION AIDE

QUALIFICATIONS:
1. High school graduate.
2. Certified in first-aid and CPR.
3. Enjoy working with children.

REPORTS TO: Physical Education Teacher

JOB GOAL: To provide support for the physical education program under the direction of the Physical Education teacher.

PERFORMANCE RESPONSIBILITIES:
1. Serves as locker room and gymnasium supervisor.
2. Conducts large and small group activities and sports.
3. Performs physical fitness testing.
4. Assists in keeping all equipment and facilities in good working condition and secured.
5. Responsible for instruction of the family life curriculum to sixth, seventh, and eighth grade female students.
6. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
7. Performs other duties in the physical education program as assigned by the Physical Education teacher and Principal.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 16, 1992
Revised: July 24, 1998
Revised: July 9, 2003
Revised: October 30, 2014
JOB DESCRIPTION: ELEMENTARY PHYSICAL EDUCATION AIDE

QUALIFICATIONS:
1. High School Graduate
2. Certified in CPR and first aid
3. Passing Paraeducator exam or equivalent college hours required

REPORTS TO: Physical Education Teacher

JOB GOAL: To provide support for the elementary physical education program under the direction of the Physical Education Teacher.

PERFORMANCE RESPONSIBILITIES:
1. Provide instruction to individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher.
2. Assist with the management of game equipment and supplies for the physical education program.
3. Supervises small-group activities in the gymnasium directed by the teacher in charge.
4. Accompanies any student hurt or feeling ill during gymnasium or physical education classes to the office or as directed by the teacher in charge.
5. Checks attendance in each class.
6. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
7. Performs other duties in the physical education program as assigned by the physical education teacher.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 1, 1984
Revised: June 16, 1992
Revised: July 24, 1998
Revised: July 9, 2003
Revised: December 10, 2013
Revised: October 30, 2014
JOB DESCRIPTION: COMPUTER LAB AIDE

QUALIFICATIONS:
1. High school graduate.
2. General clerical ability including word processing.

REPORTS TO: Library Media Specialist (LMS)

JOB GOAL: To operate the instructional computing lab.

PERFORMANCE RESPONSIBILITIES:
1. Coordinate scheduling of activities on the computers with teachers.
2. Work with LMS on the purchasing of materials for the computer lab.
3. Insure proper maintenance of equipment. Coordinate maintenance and repairs with the LMS.
4. Coordinate the daily running of the computer lab.
5. Perform other duties as assigned by the LMS.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 20, 1987
Revised: June 8, 2011
Revised: October 30, 2014
JOB DESCRIPTION: SPECIAL EDUCATION CLASSROOM AIDE

QUALIFICATIONS:
1. Ability to work with children.
2. High school diploma.
3. Some group experience with children.
4. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: Building Principal/Special Education Classroom Teacher/Director of Special Education

JOB GOAL: To implement the educational programs developed by the Special Education teacher.

PERFORMANCE RESPONSIBILITIES:
1. Provides assistance for the special education classroom teacher of exceptional students.
2. Assists the teacher in carrying out specifically designed instructional programs for individual students.
3. Complies with all Federal and State IDEA guidelines.
4. Assists in classroom assessments, IEP data collection, grading and filing activities.
5. Attendance at all in-service and other meetings directly assigned to this position.
6. Maintains classroom management and academics in the absence of the teacher.
7. Assists students with computer skills.
8. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
9. Other duties assigned by school administrators and/or supervising teacher.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:
Revised: January 22, 1991
Revised: August 24, 1998
Revised: July 9, 2003
Revised: October 30, 2014
Revised: June 3, 2016
JOB DESCRIPTION: EDUCATIONAL INTERPRETER I (SIGN LANGUAGE INTERPRETER)

QUALIFICATIONS:
2. Ability to demonstrate professionalism in all interactions with administrators, teachers, staff, parents, students and visitors or individuals unfamiliar with the educational setting. Facilitate communication between deaf and hard of hearing students and faculty, staff, and other students. Interpret in both sign to voice and voice to sign. Relate well to deaf and hard of hearing individuals. Attend classes with deaf and hard of hearing students and interpret classroom lectures, discussions and activities. Work independently with little direction. Establish and maintain cooperative and effective working relationships with others.
3. Education and Experience should include a high school diploma or G.E.D. Certificate. A minimum of 2 years experience interpreting in an educational setting or working in the deaf community with supporting documentation. Graduation from the ITP Program may be accepted in lieu of experience. If not certified, actively working toward RID/NAD certification which must be achieved by school year 2003.
4. Licenses and other requirements include passing the ABLE or TABE test. Completion of basic Interpreter Training Program.
5. Such additional qualifications as the Superintendent or Board may find appropriate and acceptable.

REPORTS TO: Supervising teacher(s), Principal, Exceptional Children Education Director

JOB GOALS: Apply interpreting and/or transliterating skills in the educational environment to facilitate communication between deaf and hard of hearing students and faculty, staff and other students to equalize the target language with the source language in maximizing the learning situation of all involved.

PERFORMANCE RESPONSIBILITIES:
1. Uses recognized interpreting and/or translating skills to facilitate communication between deaf and hard of hearing students and others.
2. Attends classes with deaf and hard of hearing students to interpret lectures, discussions and other audible classroom activities.
3. Interprets into spoken English the questions and verbal presentations of deaf and hard of hearing students.
4. Assists deaf and hard of hearing students in communicating with faculty, staff, administrators, and other others.
5. Interprets at meetings, conferences, appointments and during other educational activities.
6. Performs such other professional tasks (within reason) as may be assigned by the supervising teacher, the principal, Special Education Director or the Superintendent.

Classified and Certified Interpreters will be evaluated using the OPGES system.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 10, 2003
Revised: October 30, 2014
Revised: August 3, 2015
JOB DESCRIPTION: SCHOOL COMPUTER/TECHNOLOGY ASSISTANT

QUALIFICATIONS:
1. High school diploma or GED.
2. Minimum of eighteen hours training (or proven experience) in technology (i.e., Windows Operating Systems, Word, Access, Excel, Power Point, Office 2007, others).
3. Demonstrated ability to meet the Education Professional Standards Board’s Technology Standards (adopted June 1999 by the Kentucky School Board).
4. A+, and other certification (i.e. Microsoft).
5. Demonstrated knowledge of hardware and software on both Windows and Macintosh platforms.
6. Demonstrated ability to provide basic service to computers, printers and other peripherals.
7. Demonstrated ability to differentiate between software and hardware problems.
8. Record keeping and organizational skills.
9. Must be able to lift, push or pull 40 pounds and be able to bend at the waist, kneel and reach above head.

REPORTS TO: STC or Principal

JOB GOAL: Increase student learning by providing student and staff training/technical support and by maintaining accurate records for technology within the building.

PERFORMANCE RESPONSIBILITIES:
1. Support and implement district technology policies and district initiatives to maintain network connectivity.
2. Coordinate necessary technology purchases through the Central Office.
3. Coordinate training classes and training faculty and staff in the implementation of school software programs.
4. Directly assist students in learning activities.
5. Receive and inventory all equipment; maintain school technology inventory.
6. Installation, maintenance, management and trouble shooting of workstation software and hardware within the school (computers, printers, school software, software licensing) including network interface cards.
7. Enter and update technology requests; implement solutions as provided through the tracking software program.
8. Attend to Proxy site monitoring and blocking.
9. Develop or assist in the development of the school WEB site; maintain WEB site including regular updates.
10. Complete regular secondary backups using MSBackup; change backup tapes on network backup system.
11. Set up and maintain schedules for virus updates on workstations.
12. Maintain closed departmental networks if in the school (independent networks from OCBE network).
13. Work closely with SBDM technology committee to implement school-wide technology vision, plans, direction and growth coordinated with District guidelines and stated in School's Consolidated Plan.
14. Maintain a file of school records/licenses.
15. Assist in coordinating professional development for technology.
17. Attend school level and other meetings as directed by the principal.
18. Other duties as assigned by the principal.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: July 14, 2000
Revised: November 30, 2010
Revised: January 11, 2011
Revised: October 30, 2014
JOB DESCRIPTION: SCHOOL COMPUTER/TECHNOLOGY AIDE

QUALIFICATIONS:
1. High School diploma or GED.
3. Demonstrated ability to meet the Education Professional Standards Board’s Technology Standards (adopted June 1999 by the Kentucky School Board).
4. Demonstrated basic knowledge of hardware and software on both Windows and Macintosh platforms.
5. Demonstrated ability to assist staff and students on instructional software.
6. Demonstrated ability to communicate effectively with a variety of groups.
7. Demonstrated ability to provide basic service to computers, printers and other peripherals.
8. Demonstrated ability to differentiate between software and hardware problems.
9. Basic record keeping and organizational skills.
10. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above head.

REPORTS TO: STC or principal

JOB GOAL: Increase student learning by providing student and staff training/technical support and by maintaining accurate records for technology within the building.

PERFORMANCE RESPONSIBILITIES:
1. Support and implement district technology policies and district initiatives to maintain network connectivity.
2. Coordinate necessary technology purchases through the Central Office.
3. Coordinate training classes and training faculty and staff in the implementation of school software programs.
4. Directly assist students in learning activities.
5. Receive and inventory all equipment; maintain school technology inventory.
6. Installation, maintenance, management and trouble shooting of workstation software and hardware within the school (computers, printers, school software, software licensing) including network interface cards.
7. Enter and update technology requests; implement solutions as provided through the tracking software program.
8. Attend to Proxy site monitoring and blocking.
9. Develop or assist in the development of the school WEB site; maintain WEB site including regular updates.
10. Complete regular secondary backups using MS Backup; change backup tapes on network backup system.
11. Set up and maintain schedules for virus updates on workstations.
12. Maintain closed departmental networks if in the school (independent networks from OCBE network).
13. Work closely with SBDM technology committee to implement school-wide technology vision, plans, direction and growth coordinated with District guidelines and stated in School’s Consolidated Plan.
14. Maintain a file of school records/licenses.
15. Assist in coordinating professional development for technology.
17. Attend school level and other meetings as directed by the principal.
18. Other duties as assigned by the principal.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: November 11, 1996
Revised: August 7, 1998
Revised: June 10, 1999
Revised: July 14, 2000
Revised: November 30, 2010
Revised: January 11, 2011
Revised: October 30, 2014
JOB DESCRIPTION: SCHOOL BASED GIFTED AND TALENTED TEACHER/COORDINATOR

QUALIFICATIONS:
1. Valid Kentucky Teacher Certificate with appropriate professional development to address the individual needs, interest and abilities of the students required. Approval/endorsement for teaching gifted students in addition to the regularly assigned teacher, or working for at least one-half of the regular school day in a classroom made up of only properly identified gifted students.
2. Superior interpersonal skills.
3. Successful teaching experience.
4. Leadership experience.
5. Experience in curriculum development, implementation, and assessment.
6. Knowledge/experience in meeting the needs of gifted students.
7. Knowledge of Kentucky and federal regulations specifically related to gifted/talented students.
8. Knowledge of technology.

REPORTS TO: Principal

JOB GOAL: To support students identified as gifted/talented in reaching their individual learning goals. To use leadership skills to assist the faculty in meeting the educational needs of identified students.

PERFORMANCE RESPONSIBILITIES:
1. Coordinates additional experiences for gifted students both during and after the school day.
2. Provides leadership to the faculty in identifying and meeting the needs of gifted students including development to implementation of Gifted Student Service Plans (GSSPs).
3. Assists teachers and parents in completing the required forms and gathering the needed information for the District identification process. Submits all needed information to the district gifted/talented coordinator.
4. Assures implementation of state and federal regulations on gifted/talented education.
5. Keeps informed of grant opportunities, utilizing staff professional development funds, and shares this information in appropriate forms with the staff.
6. Coordinates curriculum/gifted activities/information for parents and community.
7. Attend District Identification Committee meetings for the purpose of selection and placement of students.
8. Facilitates the selection and services of the Primary Talented Pool (elementary only).
9. Performs other tasks and assumes other responsibilities as the Principal may assign directly related to gifted instruction and curriculum.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: June 4, 1997
Revised: July 22, 1998
Revised: July 14, 2000
Revised: January 13, 2014
Revised: October 30, 2014
JOB DESCRIPTION: SCHOOL BASED INSTRUCTIONAL COORDINATOR

QUALIFICATIONS:
1. Valid Kentucky Teacher Certificate required.
2. Superior interpersonal skills.
3. Successful elementary teaching experience.
4. Leadership experience.
5. Experience in curriculum development, implementation and assessment.
6. Knowledge/experience in meeting the needs of gifted students required.
7. Knowledge of Kentucky’s Educational Reform and Assessment program.
8. Knowledge of technology.
9. Knowledge of creation and implementation of School Improvement Plan required.
10. Approval/endorsement for teaching gifted desired.

REPORTS TO: Principal

JOB GOAL: The School Based Instructional Coordinator, under the supervision of the Principal, shall use leadership skills to assist the faculty in meeting the educational needs of each student. This Specialist shall also assist faculty members in their professional growth.

PERFORMANCE RESPONSIBILITIES:
1. Provides leadership to staff in developing, implementing, coordinating, and assessing curriculum; including coordinating the State Assessment Program.
2. Provides leadership to the faculty in identifying and meeting the needs of gifted students.
3. Keeps informed of effective curriculum and instructional programs, trends and grant opportunities, utilizing staff professional development monies, and shares this information in appropriate forms with the staff.
4. Chairs School Improvement Plan Committee and a member of the District curriculum/assessment committee.
5. Coordinates curriculum/gifted activities/information for parents and community.
6. Provides input to the Principal regarding curriculum, instructional and assessment issues.
7. Performs other tasks and assumes other responsibilities as the Principal may assign that are directly related to curriculum and gifted instruction.
8. Is responsible in the absence of both principal and counselor.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: May 15, 1995
Revised: July 22, 1998
Revised: February 8, 2011
Revised: October 30, 2014
JOB DESCRIPTION:  DIRECT SERVICE AIDE (FEDERAL PROGRAMS)

QUALIFICATIONS:
1. High school diploma.
2. Ability to work with children.
3. Some group experience with children.

REPORTS TO:  Principal

PERFORMANCE RESPONSIBILITIES:
1. Works directly with the classroom teachers and follows the instructional plan outlined through consultation with those teachers.
2. Updates the individual student plans at least weekly based on consultation with the student’s teachers.
3. Documents regular consultation/planning with student’s teachers.
4. Assures compliance with all Federal and State program guidelines.
5. Directs resource classroom remediation activities.
6. Attends all training and other meetings directly assigned to this position.
7. Maintains accurate records of student progress and test scores.
9. Reviews and evaluates computer software and recommends purchases for the program.
10. Holds conferences with parents during Parent Conference Days and open house nights.
11. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
12. Complete and return all year end reports to the Principal.

TERMS OF EMPLOYMENT:  Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:
Revised:  August 11, 1998
Revised:  July 9, 2003
Revised:  October 30, 2014
JOB DESCRIPTION: PRESCHOOL SECRETARY

QUALIFICATIONS:
1. High school graduate.
2. Knowledge of general secretarial/bookkeeping skills.

REPORTS TO: Preschool Office Manager

JOB GOAL: To provide support for the Preschool program.

PERFORMANCE RESPONSIBILITIES:
1. Prepare and maintain correspondence and files.
2. Answer telephone and communicate messages.
3. Copy educational materials for classrooms.
4. Maintain bookkeeping records.
5. Provide support to classroom staff.
6. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
7. Perform other duties as assigned by the Preschool Office Manager or Preschool Director.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: May 22, 1987
Revised: August 18, 1998
Revised: July 9, 2003
Revised: October 30, 2014
JOB DESCRIPTION: PRESCHOOL INTAKE/DATA ENTRY CLERK

QUALIFICATIONS:
1. High school graduate.
2. Knowledge of general data entry/clerical skills.
3. Good interpersonal communication skills relating with children and adults.

REPORTS TO: Preschool Principal

JOB GOAL: To provide support for the Preschool program.

PERFORMANCE RESPONSIBILITIES:
1. Maintaining child/family data.
2. Run monthly data reports utilizing common software programs as well as district, state and internet based programs.
3. Prepare and maintain correspondence and files.
4. Phone duty as needed
5. Overseeing arrival and dismissal of children to ensure safety of children and program policies are followed.
7. Schedule community screenings for prospective children.
8. Coordinate Child Find activities: send posters to all area childcare, publications etc.
9. Create, copy and distribute program wide materials such as the program newsletter.
10. Maintain bookkeeping records including but not limited to in kind-donations and duplicate receipt forms.
11. Provide support to classroom staff: inputting data, running child/family reports.
12. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
13. Perform other duties as assigned by the Preschool Office Manager, Preschool Principal, or Preschool Director.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: Revised: May 22, 1987
Revised: August 18, 1998
Revised: July 9, 2003
Revised: July 5, 2012
Revised: October 30, 2014
JOB DESCRIPTION:  PRESchool PARENT INVOLVEMENT COORDINATOR

QUALIFICATIONS:
1. High school graduate.
2. Strong clerical and interpersonal skills.

REPORTS TO: Director of Preschool

JOB GOALS: To provide support services to the Oldham County Preschool program pursuant to local and federal guidelines.

PERFORMANCE RESPONSIBILITIES:
1. Assist and support the Preschool staff.
2. Involve parents in educational activities to enhance their role as the primary influence in their child’s education and development.
3. Coordinate preschool registration and maintain student files and records.
4. Prepare and maintain preschool correspondence and reports related to parent activities.
5. Generate parent information documents which contain items of interest and benefit to preschool families.
6. Schedule and coordinate Parent Council meetings and produce support documents and correspondence.
7. Provide clerical support/answer phone and distribute messages.
8. Plan, organize and implement a program of family activities for the Preschool.
9. Other duties as assigned.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:
Revised: June 8, 1992
Revised: August 4, 1998
Revised: July 5, 2012 (Assigned different AR number)
Revised: October 30, 2014
OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE POLICY – 1142-AR

JOB DESCRIPTION: DIRECTOR OF ENGLISH LANGUAGE LEARNERS PROGRAM
(Page One of Two)

QUALIFICATIONS:
1. Valid Kentucky Certificate in K-12 Administration
2. Masters Degree in Education or related field and ESL Certification
3. Five years experience in ESL Education
4. Demonstrate fluency and proficiency speaking and writing in one or more secondary languages

REPORTS TO: Assistant Superintendent of Student Support Services

SUPERVISES: All certified English Language Learner teachers and Bilingual Instructional Assistants

JOB GOAL: To administer the English Language Learner Program in such a manner as to support the fulfillment of the District's vision and mission and comply with all state and federal regulations; to provide the educational programs and services required of each individual student in the ELL Program; to utilize federal funding to the greatest possible advantage in supporting and elevating the educational excellence of the program, facilities and personnel as related to the individual needs of students.

PERFORMANCE RESPONSIBILITIES:
1. Responsible for directing the English Language Learners Program.
2. Preparers such applications and/or reports as may be required by the Kentucky Department of Education or the United States Department of Education to assure that the school district receives all possible financial support for ELL programs.
3. Responsible for implementation of the ELL program to ensure that the District remains in compliance with all federal or state regulations.
4. Directs the determination and implementation of ELL programs needed by the students; makes requests for needed support as appropriate.
5. Reports on the status of district ELL programs and services as requested by the Superintendent or Assistant Superintendent of Student Support Services.
6. Oversees implementation of placement of ELL students

GENERAL RESPONSIBILITIES:
1. Accumulate and disseminate information about developments in education in areas of responsibility.
2. Serve on such committees as the Superintendent or Assistant Superintendent of Student Support Services may direct.
3. Attend meetings as assigned by the Superintendent or Assistant Superintendent of Student Support Services.
4. Facilitate the teaching/learning process through the regular review and implementation of State and Federal guidelines to assure program continuity specifically for all ELL programs/students.
5. Evaluate instructional materials and technology and recommend techniques for utilization with students in ELL programs.
6. Prepare and review reports as assigned by the Superintendent or Assistant Superintendent for Student Support Services.
7. Coordinate ELL staff Professional Development and assure that staff development is conducted pursuant to Board policy.
8. Evaluate all certified and classified staff pursuant to Board policy.
9. Prepare for and conduct regular staff meetings.
10. Develop, coordinate and monitor schedules for certified and classified staff.
11. Confer with the Superintendent and/or Assistant Superintendent for Personnel concerning recommendations for employment or re-employment each school year.
12. Supervise the administration, scoring and recording of all ELL assessments.
13. Supervise the maintenance of all ELL student records and Infinite Campus data.
14. Supervise the maintenance of an up-to-date inventory of all ELL materials and equipment.
15. Oversee the maintenance of the ELL portion of the district webpage.
4. **OTHER:** Shall perform such other duties as may be assigned by the Superintendent or Assistant Superintendent for Student Support Services

**TERMS OF EMPLOYMENT:** Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: January 11, 2011
Revised: October 30, 2014
JOB DESCRIPTION: ENGLISH LANGUAGE LEARNER PROGRAM BILINGUAL INSTRUCTIONAL ASSISTANT

QUALIFICATIONS:
1. High school diploma.
2. Ability to work with children.
3. Some group experience with children.
4. Demonstrated fluency and proficiency speaking and writing in one or more secondary languages.

REPORTS TO: ELL Program Director

PERFORMANCE RESPONSIBILITIES:
1. Works directly with the ELL program teachers and follows the instructional plan outlined through consultation with those teachers.
2. Translates correspondence and documents to support ELL program students and families.
3. Serves as interpreter/translator for PSP and other meetings as assigned by the ELL director.
4. Collaborates with ELL and classroom teachers concerning programs and materials to meet student needs.
5. Complies with all Federal and State program guidelines.
6. Prepares, organizes and provides resource classroom remediation activities to individual or small groups of students, reinforcing and implementing instruction as directed by the ELL teacher.
7. Maintains accurate records of student progress and test scores.
9. Performs necessary medically-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
10. Assists in the administration, scoring and recording of ELL assessments.
11. Performs routine clerical duties, such as: prepare instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
12. Contacts parents of students who are absent; makes home visits as necessary.
13. Assists students by providing proper examples, emotional support, a friendly attitude and general guidance.
14. Performs other duties as assigned by the ELL Program Director.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.
JOB DESCRIPTION: LIAISON FOR HISPANIC FAMILIES

QUALIFICATIONS:
5. High school diploma.
6. Ability to work with children.
7. Some group experience with children.
8. Demonstrated fluency and proficiency speaking and writing in Spanish.

REPORTS TO: Family Resource and Youth Service Center (FRYSC) Coordinator and Building Principal

PERFORMANCE RESPONSIBILITIES:
1. Works directly with the Family Resource and Youth Service Center program.
2. Translates correspondence and documents to support the school’s students and families.
3. Serves as interpreter/translator for PSP and other meetings as assigned by the FRYSC coordinator.
4. Collaborates with FRYSC and classroom teachers concerning programs and materials to meet student needs.
5. Complies with all Federal and State program guidelines.
6. Performs necessary medically-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
7. Performs routine clerical duties, such as: prepare instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
8. Assists students by providing proper examples, emotional support, a friendly attitude and general guidance.
9. Contacts parents of students who are absent; makes home visits as necessary.
10. Performs other duties as assigned by the FRYSC coordinator and/or building principal.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: February 3, 2014
Revised: October 30, 2014
JOB DESCRIPTION: YOUTH ENRICHMENT PROGRAM DIRECTOR

QUALIFICATIONS:
1. 21 years of Age
2. High school diploma.
3. Demonstrate management skills in record keeping and staff organization.
4. CPR & First Aide Certified
5. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

REPORTS TO: Principal

JOB GOAL: To provide a Youth Enrichment Program that is effective in meeting students developmental, educational and social needs.

PERFORMANCE RESPONSIBILITIES:
1. Organize and implement after school child care activities to include, but not limited to: arts and crafts, organized games, sports/recreational activities, study time/academic support, music, science, tactile activities, multi-cultural activities, group topical discussions, allow for quiet time, and modify any and all activities as needed.
2. Responsible for record keeping to include, but not limited to: billing, collection of fees receipts for payment, multiple receipt forms to bookkeeper, and expenditures. Ability to create and implement a balanced budget. Knowledge of Pro-Care software a plus.
3. To maintain an individual folder for each staff member that contains a current TB test; criminal records check cleared; Central Abuse and Neglect check cleared; professional development training certificates totaling 15 hours annually; individual professional development plan; CPR/First Aide certification; annual evaluations.
4. Create folder for each enrolled student that contains a current signed copy of the contract, copy of up-to-date immunizations, medical release form, enrollment card, signed permission forms including but not limited to field trip and waiver and release forms, and any parent communications.
5. Communicate effectively with students, parents, staff, school personnel, and OCBE personnel. Communication to include newsletters, handbooks, staff meetings, and conferences as needed.
6. Provide for the health, welfare, safety, and comfort of each child in the program. Implement and follow the six hour Kentucky child care orientation on a daily basis. Adhere to all medication and emergency procedures as stated by Kentucky Licensing and Oldham County Board of Education.
7. Follow all Policies and procedures of Kentucky Child Care Licensing and Oldham County Board of Education. Per Kentucky state licensing regulations, create and keep updated a policies and procedures manual, personnel policies manual, and parent handbook.
8. Responsible for daily coordination of the program with assistance from school administration. Encourage positive interaction between students, staff, and school personnel so the program operates smoothly at all times.
9. All other duties as assigned by Principal.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:
Revised: August 17, 1998
Revised: July 14, 2000
Revised: July 9, 2003
Revised: March 11, 2013
Revised: October 30, 2014
JOB DESCRIPTION: YOUTH ENRICHMENT PROGRAM ASSISTANT DIRECTOR

QUALIFICATIONS:
1. One year verifiable experience in child related services.
2. High school diploma.
3. College courses or other appropriate training in student care and development.
4. Demonstrated management skills in record keeping and staff organization.
5. CPR and first-aid certification required.
6. Push, pull and lift 40 pounds; kneel and reach above your head.

REPORTS TO: Youth Enrichment Program Director

JOB GOAL: To provide an after school care program that is effective in helping to meet the students’ developmental, educational and social needs.

PERFORMANCE RESPONSIBILITIES:
1. Organize and implement after school child care activities to include, but not limited to: arts and crafts, organized games, sports/recreational activities, study time/academic support, group discussions, snacks and free play.
2. Perform various record keeping functions to include the collection and recording of fees.
3. Supervise the elementary students and the adult or student assistants within the program.
4. To communicate effectively with students, parents and co-workers.
5. To encourage positive behavior and self-esteem within the students.
6. To be responsible for coordination of the program with the principal, counselor, advisory committee and office manager.
7. To perform first aid procedures as needed.
8. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
9. Attend all staff meetings and recommended training programs.
10. To become familiarized with the policies and procedures of the Oldham County Board of Education and abide by them.
11. Other duties as assigned by Youth Enrichment Program Director or Principal.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted:
Revised: August 17, 1998
Revised: July 14, 2000
Revised: July 9, 2003
Revised: December 15, 2013
Revised: October 30, 2014
JOB DESCRIPTION: YOUTH ENRICHMENT PROGRAM AIDE

QUALIFICATIONS:
1. High school diploma.
2. Must meet the requirements of the licensing agency.
3. Must be able to relate well to both children and adults.
4. Push, pull and lift 40 pounds; kneel and reach above your head.

REPORTS TO: Youth Enrichment Program Director

JOB GOAL: To provide leadership and stability for the after-school care program.

PERFORMANCE RESPONSIBILITIES:
1. Planning, supervising and implementing the program for children in your care, in accordance with the policies and philosophy of the SAC Program.
2. Gearing the program to the needs of individual children with concern for their interests, handicaps, special talents and individual style and pace of learning.
3. Considering individual children in relationship to their cultural and socioeconomic background.
4. Treating children with dignity and respect.
5. Helping children become aware of their roles as integral members of a group.
6. Being responsible for the ordered arrangement, appearance, décor and learning environment of the program.
7. Attending parent conferences on children’s adjustment and behavior, as needed.
8. Ensuring the smooth coordination of all activities and staff/child inter-relationships within your group of children.
9. Assisting the Director in the ongoing evaluation procedures needed to assess the SAC Program.
10. Assisting in positive parent/staff relationships.
11. Attending all staff meetings and recommended training programs.
12. Follow all policies and procedures of the Oldham County Board of Education.
13. Perform necessary medical-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibilities and proper training by the District Nurse.
14. Other duties as assigned by the Principal/Assistant Principal/Director.

TERMS OF EMPLOYMENT: Compensation will be determined by the Superintendent based on the number of contract days and appropriate board-approved salary schedule.

Adopted: August 17, 1998
Revised: March 1, 2000
Revised: July 14, 2000
Revised: July 9, 2003
Revised: December 15, 2013
Revised: October 30, 2014