

## JOB DESCRIPTION

### BOARD MEMBER

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<b>Title:</b>	Board Member
<b>Department:</b>	Central Office
<b>Reports To:</b>	Not Applicable
<b>Job Function:</b>	To work in coordination with the other Board members for the continued betterment and progress of the school system; to strive for high quality public education that supports the full development of all children, and the present and future welfare of the local community, the state, and the country.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

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- Reads and considers the prepared agenda prior to each Board meeting.
- Keeps abreast of current educational issues within the school district, throughout the state, and across the nation.
- Makes every effort to attend all Board meetings.
- Becomes well versed in parliamentary procedure.
- Learns how to get and present facts, not merely interpretations of them.
- Devotes sufficient time, thought, and study to proposed actions.
- Considers alternative solutions to problems.
- Encourages ideas and opinions from students, staff, and citizens of the district, and endeavors to incorporate their views in Board deliberations and decisions.
- Works with the rest of the Board to establish effective Board policies by which the Superintendent can administer the schools.
- Establishes fair and equitable terms for evaluation of school employees.
- Selects sound instructional strategies and materials, and submits them to regular impartial evaluations.
- Bases decisions on the available facts and upon sound judgment and refuses to cater to individuals or special interest groups.
- Takes no private action that will compromise the school system, the Board, or the administration, and avoids being placed in a position of conflict of interest.
- Supports and protects the civil and human rights of all members of the school community.
- Respects the confidentiality of information that is privileged.
- Keeps an open mind that allows for accepting and/or evaluating new concepts. Shares the responsibility for all Board decisions, regardless of the individual vote.

## **BOARD MEMBER**

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):**

- Supports the authority of the Superintendent and respects the spheres of responsibility that properly belong to the school administration.
- Strives for teamwork within the Board as much as possible.
- Keeps the “**Code of Ethics**” for Board members constantly in mind in making judgments and decisions.
- Evaluates the Superintendent based upon performance in accomplishing short range and long range district goals and administrative objectives.

### **QUALIFICATION REQUIREMENTS:**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **QUALIFICATIONS:**

- Must have High School diploma or equivalent.
- Must be at least 24 years of age.
- Must have been a citizen of Kentucky for at least three years preceding the election, and must be a voter of the District in which he/she is a candidate.
- Must meet annual in service training as required by law.
- Such additional qualifications as the Kentucky General Assembly or the Kentucky Board of Education may find appropriate and acceptable.

### **TERM OF SERVICE:**

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Four-year term. Elected by the voters of the district in which he/she resides.

### **PHYSICAL DEMANDS:**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds, such as files or computer reports. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**BOARD MEMBER**

**WORK ENVIRONMENT:**

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The work environment characteristics described here are representative of those encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate to loud.

Approved by the Lee County Board of Education On: August 12, 2014.

Received by the board member \_\_\_\_\_ On \_\_\_\_\_.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

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**Board Member Signature**

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**Date**

## JOB DESCRIPTION

### SUPERINTENDENT OF SCHOOLS

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<b>TITLE:</b>	Superintendent of Schools
<b>REPORTS TO:</b>	Board of Education
<b>SUPERVISES:</b>	All Administrative and Supervisory Personnel of the District, and Central Office Administrative Assistants
<b>JOB FUNCTION:</b>	The Superintendent shall serve as the professional executive of the Board.

### DUTIES AND RESPONSIBILITIES:

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- Performs such duties as are set forth in the Kentucky Revised Statutes and in the regulations of the State Board of Education.
- Assists in the development of and is responsible for the implementation and execution of policies adopted by the Board of Education.
- Keeps the Board informed on issues, needs, and operation of the school system.
- Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.
- Works with the staff in presenting and interpreting school problems to the Board.
- Assists the Board in its efforts to interpret public opinion concerning the schools.
- Solicits, gives attention to, and makes response to problems and opinions of community groups and individuals.
- Encourages collaborative relationships with businesses and industries in the community.
- Develops a cooperative relationship with all news media.
- Undertakes long-term analysis and projection of staffing needs and availability.
- Develops and executes sound personnel procedures and practices for initial employment, promotions, assignments and transfers and termination actions.
- Develops a comprehensive plan for performance evaluation of all employees.
- Implements the Board-adopted Affirmative Action Plan and Equal Employment Opportunity goals of the district.
- Establishes appropriate staff development programs.
- Develops a plan of long range goals and objectives for the school system and provides opportunities for staff and community to engage in long-range planning activities.
- Implements a system of internal communication in the schools.
- Takes steps, through a continuous self-improvement program, to keep abreast of trends and practices in education.

## SUPERINTENDENT OF SCHOOLS

### DUTIES AND RESPONSIBILITIES (CONTINUED):

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- Evaluates the school program, advises the Board of school needs, and makes recommendations to the Board for meeting those needs.
- Recommends to the Board an annual budget that is realistic in terms of the district's resources and reflects priorities of the Board.
- Establishes sound financial procedures and practices which ensure accountability for all revenues, expenditures, and allocations.
- Leads the Board, the staff, and the community in a cooperative and continuous effort to improve the total school program.
- Participates actively in community affairs and projects a positive image for the district.
- Maintains regular attendance.
- Performs other duties as assigned.

### PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

### EDUCATION AND EXPERIENCE:

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- BA in education or related field
- MA in education or related field
- Leadership experience

### LICENSES AND OTHER REQUIREMENTS:

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- Superintendent certification

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

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Employee Signature

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Date

## JOB DESCRIPTION

### DIRECTOR OF SPECIAL EDUCATION

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<b>TITLE:</b>	Director of Special Education
<b>REPORTS TO:</b>	Superintendent
<b>SUPERVISES:</b>	Special Education Resource Specialists, related service personnel and other staff as assigned
<b>JOB FUNCTION:</b>	To facilitate, coordinate, and monitor the implementation, operation, and evaluation of special education programs.

### DUTIES AND RESPONSIBILITIES:

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- Assist in implementing departmental objectives, standards, and policies; measure performance against objectives to update plans.
- Assist in developing and monitoring the special education staffing plan to assure attainment of objectives; make or recommend changes as appropriate.
- Assist in developing and monitoring the special education budget to assure attainment objectives; make or recommend changes as appropriate.
- Coordinate activities with other district departments and staff.
- Meet with staff to resolve issues, to communicate new developments, and to assure operating objectives are understood and accomplished.
- Develop and maintain a strong knowledge base in special education law, due process, programs, services, best practices, and other related areas.
- Assist in the design, implementation, and monitoring of special education programs to ensure compliance with federal and state regulations and local policies and procedures.
- Develop, coordinate, and provide on-going professional development activities for special education and general education staff.
- Assist the Director with preparing federal and state reports.
- Develop, implement, and/or obtain resources, services, and/or special programs for students with disabilities as identified in the Individual Education Program (IEP).
- Supervise and evaluate assigned staff.
- Provide leadership and assistance to schools with programming for students, curriculum implementation, material section, and compliance with all mandated requirements.
- Assist the Human Resources Department with special education staff by assuring equal opportunity in the hiring.
- Maintains regular attendance.
- Perform other duties as assigned.

**DIRECTOR OF SPECIAL EDUCATION**

**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

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- BA in special education
- Five (5) years of successful special education teaching experience

**LICENSES AND OTHER REQUIREMENTS:**

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- Kentucky Teaching Certificate in an area of Special Education
- Master’s degree in special education (preferred)
- Director of Special Education (preferred)
- Minimum of five (5) years experience
- Must have extremely strong and effective public relations skills, and the ability to get along and work with people

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

**I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.**

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**Employee Signature**

\_\_\_\_\_

**Date**

## JOB DESCRIPTION

### DIRECTOR FOR PUPIL PERSONNEL AND ATTENDANCE

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<b>TITLE:</b>	Director for Pupil Personnel and Attendance
<b>REPORTS TO:</b>	Superintendent
<b>SUPERVISES:</b>	Attendance Office staff, and attendance staff
<b>JOB FUNCTION:</b>	Provides leadership in the planning, implementation and evaluation of pupil personnel, and attendance services. Administers the registration, attendance system, accounting, and census functions of the district.

#### DUTIES AND RESPONSIBILITIES:

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- Maintains knowledge of current statutes, policies, guidelines, regulations, trends and research that affects school attendance and SEEK funding.
- Works with principals, teachers, pupils, parents, community agencies, attendance workers, and the court to improve school attendance.
- Coordinates and supervises the work of Attendance Office staff.
- Coordinates and supervises the work of secondary/elementary attendance workers.
- Plans and provides leadership for regular meetings of Pupil Personnel staff.
- Prepares, administers, monitors, amends, and keeps an accounting of the budget designated for Pupil Personnel; Attends to all record keeping, correspondence, request, meetings, and special requests related to duties of the Pupil Personnel office.
- Provides information to schools and parents regarding immunization certification requirements.
- Supervises attendance accounting in all schools, guardianship, I-20 Foreign pupils, and attendance incentive programs.
- Processes all out-of-area requests per Board of Education Policy.
- Establishes accounting procedures to the school and teacher level.
- Establishes and maintains a guardianship procedure.
- Establishes school year calendar.
- Establishes truancy referral procedure.
- Establishes a tuition monitoring procedure.
- Establishes a I-20 foreign student enrollment procedure.
- Establishes and coordinates attendance accounting procedures.
- Maintains an integrated census and attendance record for all pupils between the ages of 3-21 in Lee County.
- Maintains all district level cumulative records for the present as well as the past.



## **DIRECTOR FOR PUPIL PERSONNEL AND ATTENDANCE**

### **DUTIES AND RESPONSIBILITIES (CONTINUED):**

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- Coordinates all enrollment, attendance, and reporting procedures internally to Kentucky Department of Education.
- Provides information to the public about all facets of enrollment, attendance, and school calendar.
- Deals with parents, pupils, various agencies, and the media on procedures, policies, and laws relating to Pupil Personnel matters.
- Interacts with pupils and parents on issues relating to enrollment, attendance, truancy, drop-out intentions, and driver license monitoring.
- Coordinates attendance record keeping at the school level and at the teacher level within the school.
- Communicates regularly with principals, registrars, school secretaries, attendance clerks, data processing personnel, and State Department of Education staff.
- Serves as liaison between other local school districts and the State agencies in all activities regarding pupil census and attendance.
- Maintains regular attendance.
- Performs other duties as assigned.

### **PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

### **EDUCATION AND EXPERIENCE:**

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- Master's Degree
- Three (3) years teaching experience, two years administrative experience and extensive accounting, math and computer background related to pupil accounting. (preferred)

**DIRECTOR FOR PUPIL PERSONNEL AND ATTENDANCE**

**LICENSES AND OTHER REQUIREMENTS:**

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- Kentucky Certification for Director of Pupil Personnel

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

**I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.**

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**Employee Signature**

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**Date**

## JOB DESCRIPTION

### TRANSPORTATION DIRECTOR

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<b>TITLE:</b>	Director for Transportation
<b>REPORTS TO:</b>	Superintendent
<b>SUPERVISES:</b>	Transportation Maintenance, Transportation Managers, Transportation Administrative Assistant, and Bus Drivers
<b>JOB FUNCTION:</b>	Provides a safe and efficient system for transportation of eligible public school students

#### PERFORMANCE RESPONSIBILITIES:

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- Prepares annual budget recommendations covering maintenance and operations for school buses and district support vehicles.
- Develops and implements an annual student transportation plan covering bus stops, routes and starting times for all regular and Special Education students, as well as Magnet, extended day, Early Start, Kindergarten, and other district-wide programs.
- Schedules and provides maintenance and preventive maintenance for board owned automotive vehicles and non-motorized trailer equipment, with consideration given to type of use, manufacturers recommended intervals, and legal requirements imposed by the Kentucky Department of Education.
- Considering district and individual school plans and schedules, projects needs for school bus drivers, driver assistants and other support personnel.
- Assesses operational and safety needs and provides initial and remedial training to meet those needs. Includes maintenance of detailed accident and safety related statistics, and the effect of remedial training programs.
- Prepares a reconnaissance plan to assess weather and road conditions based on vehicle traffic ability, effect of ambient temperatures on students, accessibility of school campuses, safety for walking students, and factors affecting the ability of drivers and other support personnel in coming to their work sites.
- Develops and publicizes procedures for obtaining transportation services to support summer school, alternative calendar schools, Extended School Services, Community Based Instruction, after school activity programs, Safety City, Dental, Clothing, and other student programs.
- Meets with media, parents, school staff and Board members regarding issues related to transportation.
- Develops and implements positive procedures for maintaining safety aboard school buses, including use of bus monitors, interior mounted video surveillance systems, student removal procedures, and behavior management training for drivers and monitors.

## **TRANSPORTATION DIRECTOR**

### **PERFORMANCE RESPONSIBILITIES (CONTINUED):**

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- Administers the Federal Drug and Alcohol Testing and Compliance Program for Commercial Drivers and other employees in the district, including pre-employment, post-accident and random, and reasonable suspicion drug and alcohol testing, along with the records and reports required by Federal laws and regulations.
- Coordinates the preparation of payroll, leave accounting, and personnel accountability for transportation employees in compliance with establish Board policies and procedures, and Federal and state wage and hour laws. Includes assignment of work days, work site locations, and hours of employment.
- Supervises the administration of insurance claims resulting from accidents involving school buses and other support equipment. Includes investigation of accidents, follow-up on injuries, estimates of damage, and actions needed to preclude future occurrence.
- Develops and recommends policies and administrative procedures to be approved by the Board of Education covering starting times, walking distances, bus stop locations, use of buses for field trips and outside agencies, and driver qualifications and training.
- Observes loading and unloading of students at schools and makes recommendations to school principals covering release times, sequencing of walkers and riders, location of buses and private vehicles, and control of students while they are loading or unloading.
- Develops internal work rules for the Transportation Division and provides to all employees a handbook/manual covering essential information needed for effective and efficient performance of assigned work. Includes performance counseling, grievance hearings and evaluation of performance.
- Plans and directs pre-service training of bus drivers in cooperation with staff development and safety/security units; provides leadership for development of vehicle safety program.
- Maintains regular attendance.
- Performs other duties as assigned.

### **PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

### **EDUCATION AND EXPERIENCE:**

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- Must have a Bachelor's Degree, Master's preferred
- At least three (3) years of successful administrative/managerial experience.
- Must have at least five (5) years in passenger transportation in a management or supervisory capacity.

**TRANSPORTATION DIRECTOR**

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**LICENSES AND OTHER REQUIREMENTS:**

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- N/a

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

**I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.**

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**Employee Signature**

**Date**

## JOB DESCRIPTION

### DIRECTOR OF FEDERAL PROGRAMS

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**Position Title:** Director of Federal Programs

**Department:** Central Office

**Reports To:** Superintendent

**JOB FUNCTION:** Under direction of superintendent, to assist in the planning, development and implementation of the policies, regulations, guidelines and procedures pertaining to the District special projects; to serve as a resource to District personnel and site councils pertaining to State and Federal special funded programs; to assist in the development, preparation and distribution of the special funded program consolidated applications; to audit, monitor and review the special project budget control procedures and project compliance requirements; and to do other related functions as directed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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- Assist in the planning, organization and coordination of the District's special funded programs.
- Assist in the planning, organization and coordination of staff development workshops and clinics, field trips, assemblies, and a variety of other school improvement and remediation educational functions and activities.
- Confer with, counsel and advise administrative and instructional personnel and site councils concerning school improvement and remediation functions and activities.
- Serve as a resource pertaining to the organization, development and preparation of the special funded project master plans.
- Review, investigate and offer recommendations pertaining to the requisition and purchase of special project instructional materials and equipment.
- Research, review and seek out State and Federal funding sources.
- Plan, organize and develop special funded grant proposals.
- Pursue needs assessments and aid in the development of project goals and objectives.
- Assist in the planning, organization and implementation of project evaluation and assessment processes.
- Review and analyze evaluation and assessment documentation and recommend revisions to the special project master plan.

## **DIRECTOR OF FEDERAL PROGRAMS**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):**

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- Perform a variety of communication and presentation functions to further community understanding of the special project purpose, and how special projects interface with curriculum and instruction.
- Serve as the liaison to State and Federal agencies responsible for special project guideline and procedure compliance.
- Perform a variety of training functions in the area of personnel management, including participation in the recruiting and selection, record management, and collective bargaining process.
- Oversee compliance with special project guidelines and procedures.
- Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

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- This position classification requires subject matter expertise commonly associated with curriculum and instruction knowledge and skills.
- Directly related teaching and instruction experience is required to perform demonstration teaching, in-service training, and problem analysis using prescribed principles, methods and concepts.
- The position classification performs decision analysis and makes decisions of considerable consequence.
- The functional role of this position classification requires the application and interpretation of data, facts, procedures, and policies.
- The incumbent meets frequently with school administrators, teachers, internal staff and members of the community to communicate information, data, and alternative problem solutions.

### **QUALIFICATION REQUIREMENTS:**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## DIRECTOR OF FEDERAL PROGRAMS

### EDUCATION and/or EXPERIENCES:

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- Possession of an earned Baccalaureate or higher degree from an accredited college or university.
- Five years of experience as a classroom teacher.
- Three years of experience as an administrator.

### CERTIFICATES, LICENSES, REGISTRATIONS:

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- Possession of administrative certification as required by Kentucky law.

### LANGUAGE SKILLS:

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- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to administrators, public groups/community, and board of education.

### MATHEMATICAL SKILLS:

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- Ability to work with mathematical concepts.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### TECHNOLOGY SKILLS:

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- Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems.
- Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

### REASONING ABILITY:

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- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.



## **DIRECTOR OF FEDERAL PROGRAMS**

### **OTHER SKILLS and ABILITIES:**

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- Principles, goals and objectives of public education; Methods, techniques, procedures and strategies pertaining to the assessment and evaluation of the District special projects;
- Legal mandates, policies, regulations, and operational guidelines pertaining to the special funded programs and public school administrative processes; County, State and Federal special funding sources and the trends pertaining to grant proposal development; Research techniques, strategies and procedures.
- Provide specialized resource support, and the coordination of creative and innovative special funded school improvement and remedial curriculum and instructional programs.
- Analyze, evaluate and assess school improvement and remediation programs; Plan, organize and develop research and survey techniques.
- Plan, organize and participate in the evaluation and assessment of the special funded project programs and activities; effectively serve as a resource to administrative and instructional personnel and community members concerning school improvement and remedial programs.
- Establish and maintain a budget planning and expenditure control procedure.
- Establish and maintain effective organization, community and public relationships. Communicate effectively in oral and written form; Understand and carry out oral and written directions with minimal accountability controls.

### **PHYSICAL DEMANDS:**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person.
- While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts.
- The employee is directly responsible for safety, well-being, or work output of other people.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.
- The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**DIRECTOR OF FEDERAL PROGRAMS**

**WORK ENVIRONMENT:**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderate to loud

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

**I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.**

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**Employee Signature**

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**Date**

## JOB DESCRIPTION

### INSTRUCTIONAL SUPERVISOR

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<b>Position Title:</b>	Instructional Supervisor
<b>Department:</b>	Central Office
<b>Reports To:</b>	Superintendent
<b>JOB FUNCTION:</b>	Develops, oversees, and manages the day to day operations in the areas of middle and secondary education. Works with superintendent to assist teachers in coordination of curriculum and instructional practices within and among the schools in the district.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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- Provide leadership in all district programs relating to curriculum and instruction.
- Assist principals and teachers in articulating instructional practices within and among schools.
- Supervise and coordinate staff in providing support for learning among students and staff.
- Coordinate and facilitate the selection and purchase of instructional materials in the district.
- Facilitate planning processes within schools and across the district.
- Manage committees that influence decisions in curriculum and instruction.
- Carry out projects that are assigned by the superintendent to enhance the over-all operation of the district.
- Demonstrates effective administrative skills, communication skills, organizational skills, problem-solving and decision-making skills
- Demonstrates a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities.
- Demonstrates positive, professional relationships with district personnel, parents and community.
- Work with directors of transportation, vehicle maintenance, food services, buildings and grounds, technology maintenance, employee wages and benefits, accounts payable, and student support to insure effective and efficient operation of services.
- Performs other duties as assigned.

- **SUPERVISORY RESPONSIBILITIES:**

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Responsible for appraising performance; addressing complaints and resolving problems in areas related to curriculum and instruction.

- Must carry out all supervisory complaints in accordance with district and state policies and applicable law.

## **INSTRUCTIONAL SUPERVISOR**

### **QUALIFICATION REQUIREMENTS:**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCES:**

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- Rank I plus five (5) years classroom experience and previous administrative experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

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- Appropriate Kentucky Department of Education Administrative certification and a valid teaching certificate.

### **LANGUAGE SKILLS:**

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- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to administrators, public groups/community, and board of education.

### **MATHEMATICAL SKILLS:**

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- Ability to work with mathematical concepts.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **TECHNOLOGY SKILLS:**

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- Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems.
- Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

## INSTRUCTIONAL SUPERVISOR

### REASONING ABILITY:

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- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### OTHER SKILLS and ABILITIES:

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- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

### PHYSICAL DEMANDS:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- While performing the duties of this job, the employee is frequently required to sit, walk, stand and talk or hear.
- Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job.
- Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers.
- Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, and well-being or work output of other people and meet multiple demands from several people.

### WORK ENVIRONMENT:

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually very quiet
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**INSTRUCTIONAL SUPERVISOR**

**Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.**

**Received by the employee \_\_\_\_\_ On \_\_\_\_\_.**

**I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.**

\_\_\_\_\_

\_\_\_\_\_

**Employee Signature**

**Date**

## JOB DESCRIPTION

### ATHLETIC DIRECTOR

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**Position Title:** Athletic Director

**Department:** District Wide

**Reports To:** Superintendent or Designee

**JOB FUNCTION:** To provide each enrolled student an opportunity to participate in an extra-curricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play. Ability to organize and manage program/activities as an integral part of a total educational program of the district. Ability to work with principals, game officials, community organizations and booster clubs.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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- Helps supervise the athletic programs for the middle and high schools consistent with the Marion County Board of Education Policies, Regulations, Administrative Directives, and the KHSAA.
- Ensures that coaches do athletic weekly grade checks.
- Is responsible for reporting all KHSAA Title IX compliance reports, surveys, participation lists, eligibility lists, Title IX reports and coordination of athletic drug testing policies.
- Assists the principal/designee in the planning of orientation of new athletic personnel.
- Assists the head coach in the preparation of all game contracts specifying dates, time, and location, and keeps all signed contracts on file and current for all sports.
- Co-coordinates: Securing of all referees by implementing proper procedure for acquiring purchase orders and checks.
- Under the direction of the principal, performs assigned duties and acts as supervisor for all home athletic events. For each away activity, ensure a person is designation as the “person in charge” in the event the Athletic Director is not present.
- Assists the head coach in making the proper request through the Transportation Department for all game transportation requirements (tentative) at least three weeks prior to the first game of the season.
- Supervises all ticket sales, concessions, and fund-raising events of the athletic program.
- Coordinate with police, security and EMT’s for all athletic events.
- Maintains master schedules of all athletic events which have been approved by the principal, and submits a copy of the master schedules to the Superintendent/Designee.
- Assists the head coach in purchasing and monitoring inventory of all equipment and supplies.

## **ATHLETIC DIRECTOR**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):**

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- Assists the head coach in ascertaining that all equipment, facilities, and conditions ensure health and safety of team members in practice sessions and games.
- Assists the head coach, and in consultation with the Athletic Trainer, to assure that all first aid supplies and equipment for all athletic teams are available.
- Assists the school administrators and coaches in issuing and collecting the required physical examination and parent permissions forms.
- Advises and consults with principals/coaches on all athletic fund raising activities; will also oversee and coordinate all financial matters that pertain to the athletic program at their school in accordance to the Accounting Procedures for Kentucky School Activity Funds (“Redbook”).
- Serves as the designate liaison to the Director of Transportation and Maintenance to ensure safe, playable conditions for all athletic facilities.
- Works directly with the middle school and high school principals relative to the county-wide coordination of athletic matters.
- Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

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- Staff as assigned by Superintendent.

### **LANGUAGE SKILLS:**

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- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS:**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.



## **ATHLETIC DIRECTOR**

### **TECHNOLOGY SKILLS:**

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- Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems.

## **ATHLETIC DIRECTOR**

### **TECHNOLOGY SKILLS (CONTINUED):**

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- Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

### **REASONING ABILITY:**

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- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **OTHER SKILLS and ABILITIES:**

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- Be clean, neat and professional dressed of assigned duties.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
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### **QUALIFICATION REQUIREMENTS:**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCES: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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- Associates Degree required. Bachelor of Arts or Science, teacher certification, and/or three years of experience in the intramurals, human relations and athletics preferred.

**ATHLETIC DIRECTOR**

**CERTIFICATES, LICENSES, REGISTRATIONS: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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- A criminal records check and current certification in first aid and CPR. Valid Kentucky Driver’s license.

**PHYSICAL DEMANDS:**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations *may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to sit, walk, stand and talk or hear.
- Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job.
- Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers.
- Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, wellbeing or work output of other people and meet multiple demands from several people.
- The employee must be able to lift up to 50 pounds.

**WORK ENVIRONMENT:**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is quiet to loud depending on the activity in the particular part of the day.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties
- Be consistently responsible-maintaining regular punctual attendance and timely completion performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Approved by the Lee County Board of Education: \_\_\_\_\_,20\_\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

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**Employee Signature**

**Date**

## JOB DESCRIPTION

### READING RECOVERY TEACHER

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<b>TITLE:</b>	Reading Recovery Teacher Leader
<b>REPORTS TO:</b>	Principal
<b>SUPERVISES:</b>	N/A
<b>JOB FUNCTION:</b>	Provide strong and effective leadership to Lee County Public Schools in the areas of instruction, assessment and standards & guidelines related to the Reading Recovery Council of North America

#### DUTIES AND RESPONSIBILITIES:

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- Provide Reading Recovery services to a minimum of four students per day.
- Guide local implementation of Reading Recovery programs in participating schools to ensure adherence to standards and guidelines as outlined by the Reading Recovery Council of North America.
- Guide testing and selection of children for Reading Recovery. Work with the district assessment coordinator to coordinate testing with district requirements and procedures.
- Assist teachers in collecting and maintaining data on children in accordance with guidelines for evaluation.
- Organize, plan, and conduct professional development sessions for Reading Recovery teachers, and primary reading teachers as needed.
- Serve as ambassador of the district's Reading Recovery program as needed, by conducting professional development information sessions to a wide variety of audiences.
- Communicate with administrators and teachers involved in the Reading Recovery program.
- Participate fully in Reading Recovery Teacher professional development sessions.
- Performs other duties as assigned
- Maintains regular attendance
- Performs other duties as assigned.

#### PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

## **READING RECOVERY TEACHER**

### **EDUCATION AND EXPERIENCE:**

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- Master's Degree -preferably with a strong emphasis in literacy
- Minimum of (5) years of successful elementary teaching experience with no fewer than (3) years of experience at the primary classroom level (grade K-3) or in primary reading
- Minimum of (5) successful years of Reading Recovery experience

### **LICENSES AND OTHER REQUIREMENTS:**

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- Kentucky Teaching Certificate
- Reading Recovery Certification
- Strong leadership ability- works well with others and motivates others to perform at high levels
- Excellent written and oral communication skills
- Can work and cooperate with diverse individuals and groups including university leadership, district leadership, principals, teachers, parents and students
- Excellent organization skills with the ability to plan and complete tasks on a timely manner without supervision
- Demonstrates ability to provide effective literacy instruction to individual students, small groups, and whole group primary classrooms

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**Received by the employee** \_\_\_\_\_ **On** \_\_\_\_\_.

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---

**Employee Signature**

---

**Date**

## JOB DESCRIPTION

### INTERVENTION INSTRUCTOR

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<b>TITLE:</b>	Intervention Instructor
<b>REPORTS TO:</b>	Principal
<b>SUPERVISES:</b>	N/A
<b>JOB FUNCTION:</b>	Provide direct intervention services to students performing below grade level to ensure accelerated student growth. Provide intervention support to school staff.

### PERFORMANCE RESPONSIBILITIES:

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- Implement with fidelity research based intervention strategies and intervention programs designed to improve the achievement of targeted students.
- Provide intervention in small group and/or one-on-one instructional settings.
- Provide strong leadership to the school in curriculum, instruction, assessment, and standards.
- Serve on appropriate school level team(s)/committees(s) and provide support to other teachers when planning/implementing interventions.
- Administer and analyze data from diagnostic assessments as well as assist school with administration of universal screeners and other assessments as required by the school.
- Maintain and analyze progress-monitoring data collection on students.
- Report and provide progress-monitoring data, as well as, beginning, middle and end of year documentation of student progress to appropriate school, district and state stakeholders.
- Coordinate intensive assistance plans and resources for students receiving services.
- Participate in professional learning activities related to the adopted research based intervention as well as other professional learning opportunities to further develop knowledge/skills.
- Collaborates with teacher cadre/committee to develop and update the components of the Comprehensive School Improvement Plan (CSIP).
- Maintain regular attendance
- Develop and maintain a positive rapport with families and staff
- Perform other duties as specified by the supervisor

### PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**INTERVENTION INSTRUCTOR**

**EDUCATION AND EXPERIENCE:**

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- Bachelor's degree required
- Preferred Master's degree or National Board Certification
- Three (3) years of successful classroom teaching

**LICENSES AND OTHER REQUIREMENTS:**

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- Must hold a valid Kentucky Teaching Certificate

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

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---

**Employee Signature**

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**Date**

## JOB DESCRIPTION

### CURRICULUM & INSTRUCTIONAL COACH

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<b>TITLE:</b>	Curriculum & Instructional Coach
<b>REPORTS TO:</b>	Principal
<b>SUPERVISES:</b>	N/A
<b>JOB FUNCTION:</b>	To provide guidance in the development and implementation of a strong instructional program designed to move all students from Novice/Apprentice levels to Proficient/Distinguished levels.

#### DUTIES & RESPONSIBILITIES:

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- Assists with curriculum alignment and mapping.
- Works with teachers, in all subject areas, on skills needed to be successful on assessments. (Ex: Constructed Response).
- Assists staff with use of core content and the Common Core Standards.
- Provides professional development to teachers during team planning and after school.
- Engages staff in intensive data analysis and results planning and develops specific strategies designed to move students from Novice/Apprentice levels to Proficient/Distinguished levels.
- Works collaboratively with other educators to integrate educational initiatives and resources.
- Models a variety of instructional strategies designed to be rigorous and mirror assessment.
- Coaches and models research based instructional strategies.
- Ensures district timelines are met.
- Develops tools for monitoring the effectiveness of instructional programs. Organize and present data to Fayette County Board of Education.
- Maintains regular attendance.
- Performs other duties as assigned.

#### PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

#### EDUCATION AND EXPERIENCE:

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- Minimum of five (5) years of professional teaching experience
- Master's Degree in Education

## CURRICULUM & INSTRUCTIONAL COACH

### EDUCATION AND EXPERIENCE (CONTINUED):

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- Minimum of two (2) years experience as a successful leader in instruction, curriculum and assessment (Department Chair, District Committee work, KTIP resource teacher, SBDM member, etc.)
- Basic technological/computer skills

### LICENSES AND OTHER REQUIREMENTS:

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- Valid Kentucky Teaching Certificate
- Supervisor of Instruction or Consultant Certificate

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_\_.

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---

Employee Signature

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Date



## JOB DESCRIPTION

### SCHOOL PRINCIPAL

---

<b>TITLE:</b>	School Principal
<b>REPORTS TO:</b>	Superintendent
<b>SUPERVISES:</b>	Personnel assigned to the building
<b>JOB FUNCTION:</b>	Serves as educational leader, supervisor, appraiser, and interpreter of the educational program in the school assigned; is responsible for delegating responsibilities as needed to personnel and is responsible for the safety and welfare of those assigned to the school.

#### DUTIES AND RESPONSIBILITIES:

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- Plans, administers, and supervises the educational program.
- Communicates openly and frequently with associate principals and all other staff members.
- After consultation with the SBDM Council, selects staff; assumes a leadership role with the Council in addressing all other areas within the realm of Council responsibilities.
- Supervises all certified and classified personnel assigned to the school; assumes the responsibility for completion of all staff evaluations within the building.
- Assumes responsibility for school correspondence, general correspondence, and notices for general distribution to the school community, etc.
- Participates in curriculum study and revision as defined by the SBDM Council.
- Directs and assists in preparing all reports as required by the school district.
- Assumes responsibility for maintaining student/teacher performance data required to evaluate the success of the school with specific emphasis on student achievement.
- Supervises completion and filing of all student records.
- Assumes the responsibility for administration of overall student discipline in the school
- Enforces the observation of all applicable board policies, school policies, rules, and safety regulations.
- Supervises student-teacher and internship program.
- Promotes the care of the buildings and grounds and assigns staff accordingly.
- Serves as the link between school and home.
- Participates in establishing and maintaining community relations, including the use of the school facility.
- Directs and assists in the classification and promotion of pupils.
- Cooperates with student groups in defining and achieving the overall objectives and effectiveness of the total school program.

## SCHOOL PRINCIPAL

### DUTIES AND RESPONSIBILITIES (CONTINUED):

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- Coordinates and supervises extracurricular, co-curricular programs/activities, and all other parent support groups to include athletic boosters.
- Assumes responsibility for administering all federal and state programs.
- Assumes responsibility for the interpretation and execution of directives from the central administration staff, and acts as a consultant to Central Office staff.
- Assumes responsibility for maintaining a complete inventory of all equipment and supplies in the building.
- Maintains regular attendance.
- Performs other duties as assigned.

### PHYSICAL DEMANDS:

---

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

### EDUCATION AND EXPERIENCE:

---

- Master's Degree
- Kentucky Certification as a School Principal at a level appropriate for the school assigned.
- Five (5) years of successful teaching experience.
- Three (3) years of successful administrative and/or supervisory experience.
- Must exhibit a knowledge of Kentucky assessments and SBDM management and leadership ability.
- Must provide evidence of ability to motivate and work cooperatively with diverse populations; ability to budget and use time efficiently; prior experience of effective management of human, physical, and fiscal resources; ability to plan effectively.
- Ability to budget
- Use time efficiently
- Prior experience of effective management of human, physical and fiscal resources
- Ability to plan effectively

**SCHOOL PRINCIPAL**

**LICENSES AND OTHER REQUIREMENTS:**

---

- Valid Kentucky Teaching Certification
- Valid Kentucky Certification as Principal

**Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_\_.**

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**I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.**

---

**Employee Signature**

---

**Date**

## JOB DESCRIPTION

### CAREER AND TECHNICAL SCHOOL PRINCIPAL

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- TITLE:** Career and Technical School Principal
- REPORTS TO:** Director of High Schools
- SUPERVISES:** Personnel assigned to the building
- JOB FUNCTION:** Serves as educational leader, supervisor, appraiser, and interpreter of the educational program in the technical school assigned; is responsible for delegating responsibilities as needed to personnel and is responsible for the safety and welfare of those assigned to the school.

#### DUTIES AND RESPONSIBILITIES:

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- Plans, administers, and supervises the educational program.
- Work with and communicate openly and frequently with technical school staff members to insure compliance with policies and procedures.
- Works with the Director of High Schools and the Coordinator of Career and Technical programs.
- Supervises all certified and classified personnel assigned to the technical school. Assumes the responsibility for completion of all staff evaluations within the building and supervises the student-teacher and internship programs.
- Assumes responsibility for school correspondence, general correspondence, notices for general distribution to the school community, etc.
- Participates in curriculum study and revision that meet state skill standards and local board approval.
- Directs and assists in preparing all reports as required by the school district.
- Assumes responsibility for maintaining student/teacher performance data required to evaluate the success of the technical school.
- Supervises completion and filing of all student records.
- Assumes responsibility for administration of all student discipline in the technical support.
- Enforces the observation of all applicable board policies, school policies, rules and safety regulations.
- Promotes the care of the buildings and grounds and assigns staff accordingly.
- Serves as the link between school and home.
- Participates in establishing and maintaining community relations, including the use of the technical school facility and soliciting technical advisory committee's recommendations to integrate trade skill levels needed for success.
- Directs and assists in the classification and promotion of pupils.

## **CAREER AND TECHNICAL SCHOOL PRINCIPAL**

### **DUTIES AND RESPONSIBILITIES (CONTINUED):**

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- Cooperates with student groups in defining and achieving the overall objectives and effectiveness of the total technical school program.
- Coordinates and supervises co-curricular programs/activities.
- Cooperates as a consultant, advisor, and is responsible for the execution of directives from the central administrative staff and supervisory personnel.
- Established a procedure for maintaining a complete inventory of all equipment and supplies in the building.
- Level III Career and Technical programs are held accountable to the Department of Education and the Workforce Development Cabinet for student completion rates, placement rates, and level of achievement.
- Federal funding through Carl Perkins legislation requires the integration of academics into the technical programs.
- The Career and Technical school principal is the key facilitator who insures Level III programs meet the needs for state and federal funding.
- Performs other duties as assigned
- Maintains regular attendance.
- Performs other duties as assigned.

### **PHYSICAL DEMANDS:**

---

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights.

### **EDUCATION AND EXPERIENCE:**

---

- Master's Degree
- Kentucky Certification as a Secondary Technical School Principal
- Hold a Technical Administration and Supervision Certificate
- Four (4) years of successful teaching experience at the middle, high, and/or post-secondary school level
- Four (4) years work experience in a Technical field

**CAREER AND TECHNICAL SCHOOL PRINCIPAL**

**LICENSES AND OTHER REQUIREMENTS:**

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- Kentucky Teaching Certificate
- Kentucky Certification as a Secondary School Principal

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

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**Employee Signature**

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**Date**

## **JOB DESCRIPTION**

### **ASSISTANT PRINCIPAL**

---

<b>POSITION TITLE:</b>	Principal, Assistant
<b>DEPARTMENT:</b>	Building
<b>REPORTS TO:</b>	Principal
<b>JOB FUNCTION:</b>	Assist the principal in all areas to provide instructional leadership to staff including: Curriculum planning, review and implementation; and professional development. Responsible for building administration and the safety and welfare of both students and staff.

### **DUTIES AND RESPONSIBILITIES:**

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#### **INSTRUCTIONAL LEADERSHIP –**

- As delegated, manages the instructional program in a manner that exhibits competencies which result in teaching and learning being priorities and school improvement constantly occurring.
- The assistant principal develops a decision-making and communication structure that assures effective planning, communication, and problem solving with areas of responsibility.
- The assistant principal provides opportunities for each faculty and staff member to grow, develop, and experience success.

#### **FACULTY AND STAFF PERSONNEL MANAGEMENT –**

- Assists in managing faculty and staff in a manner which utilizes talent effectively; creating a healthy school climate.
- The assistant principal, when asked to assist, utilizes the faculty selection process to identify the most competent candidates to be recommended for employment.
- The assistant principal, when delegated the responsibility, observes the performance-formative evaluation-of certified employees under the principal's direction. If necessary, writes prescription for improvement of performance.
- The assistant principal, when delegated the responsibility, conducts Summative Evaluation within state and local Board Policies.
- The assistant principal uses the TPGES Model when observing, evaluating, and conferencing with certified employees.

## ASSISTANT PRINCIPAL

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### **FACULTY AND STAFF PERSONNEL MANAGEMENT (Continued) –**

- The assistant principal, when asked, helps develop appropriate faculty and staff personnel job expectations, job descriptions, and regulations.
- The assistant principal helps to develop a positive school climate by exhibiting positive administration by involving, in areas he/she is responsible for, faculty and staff personnel in decision making and problem solving, and by building trust, respect, cohesiveness, and high morale.
- The assistant principal, when asked to do so, completes accurate personnel records, and forwards them to appropriate persons on a timely basis as requested.

### **STUDENT PERSONNEL MANAGEMENT –**

- Insures that student conduct/attendance/personal problems are handled effectively, reasonably and positively.
- The assistant principal provides an effective support system for students with learning and/or behavior problems which leads to the development of a systematic program to reduce absenteeism.
- The assistant principal promotes optimum attendance of all students by development of a systematic program to reduce absenteeism.
- The assistant principal manages student data through an accountable, confidential (as appropriate) and efficient record-keeping system; i.e., grants, attendance, test data, health reports, census files, etc.
- The assistant principal utilizes the services of the Director of Pupil
- Personnel in providing resources and assistance in planning in-school student services and in dealing with special student needs.

### **SCHOOL BUSINESS AND RESOURCES MANAGEMENT –**

- Assists in operating the school in an efficient and cost-effective manner by planning and managing, as directed, financial and material resources.
- The assistant principal adheres to proper accounting procedures as regards purchase orders and bookkeeping.
- The assistant principal, **if directed to do so by the principal**, manages the textbook program as required by law. He/she plans effectively for the selection, ordering inventory, and student accountability, and carries out plans in a manner that shows optimum use of textbooks.

### **LEADERSHIP IN PUBLIC RELATIONS –**

- Assists, as directed, in conducting a public relations program which builds positive support from all the publics comprising the school community.
- The assistant principal sends out communications which are written so intended audiences can understand the contents and which are written in a format demonstrating competent writing skills, editing skills, etc.



## **ASSISTANT PRINCIPAL**

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### **LEADERSHIP IN PUBLIC RELATIONS (CONTINUED) –**

- The assistant principal receives information, formally and informally, about the needs and concerns of the various publics and responds in a reasonable and fair manner.

### **MANAGEMENT OF SUPPORT SERVICES, CO-CURRICULAR ACTIVITIES AND ATHLETIC PROGRAMS –**

- As directed, supervises support services, co-curricular activities, and athletic programs to assure each ones optimum contribution to the total program of the school.
- The assistant principal, under the principal's direction, supervises maintenance of the school plant and grounds to keep them in good repair, safe, clean, and attractive. He/she attends to in-school vandalism in an appropriate way. Included is supervision of custodians.
- The assistant principal assists the principal in supervising food services/cafeteria and transportation to ensure proper student behavior and safety on buses.
- The assistant principal, under the principal's direction, coordinates the development and conduct of co-curricular and athletic programs to assure that students are provided a program that meets their developmental needs.
- Performs other duties as assigned.

### **PERSONAL COMPETENCIES –**

- Demonstrates, in each of the following areas, personal competency.
- The assistant principal desires and models positive personal relationships with others and shows evidence of strategies to build positive relationships with staff, students, parents, and central office personnel.
- The assistant principal demonstrates the ability to assess and be sensitive to the thoughts, feelings, proposed actions, and actions from the viewpoint of staff, students, parents, and central office personnel.
- The assistant principal looks for strengths of individual staff members, holds a positive perspective towards them, and plans ways to maintain a supportive group climate.
- The assistant principal demonstrates communication skills that effectively convey information both orally and in writing. He/she is perceived as an effective listener.
- The assistant principal reacts to stress situations in a clam and positive manner and has the necessary skills to bring parties together rather than polarize relationships.
- The assistant principal demonstrates time management skills which accomplish required volume of work on time.
- The assistant principal conducts self and administrative offices in an organized and business-like manner.
- The assistant principal meets deadlines, tasks, and scheduled events on time and without frequent reminders.
- The assistant principal exhibits assertiveness, as appropriate, in dealing with administrative responsibilities.
- The assistant principal participates as part of the Marion County Administrative Team in a positive, helpful and resourceful way.

## **ASSISTANT PRINCIPAL**

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### **COMPLIANCE WITH THE LEGAL STRUCTURE -**

- The assistant principal will comply with all legal expectations communicated through federal and state laws, administrative procedures and regulations; and Marion County Board of Education policies.

### **SUPERVISORY RESPONSIBILITIES:**

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- Manages all employees in the school assigned to him/her by the principal.
- Is responsible to work with the principal for the overall direction, coordination, and evaluation of the school and staff.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting the principal in interviewing, hiring (after consultation with the Site Based Council), training employees, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATION REQUIREMENTS:**

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- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCES:**

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- M. A. and five (5) years experience in teaching and administration.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

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- Valid Teaching Certificate with M. S. Endorsement or special course work related to the appropriate school level.

### **LANGUAGE SKILLS:**

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- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **ASSISTANT PRINCIPAL**

### **MATHEMATICAL SKILLS:**

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- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

### **TECHNOLOGY SKILLS:**

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- Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

### **REASONING ABILITY:**

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- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **OTHER SKILLS and ABILITIES:**

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- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff and the community.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

### **PHYSICAL DEMANDS:**

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- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision.

**ASSISTANT PRINCIPAL**

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**PHYSICAL DEMANDS (CONTINUED):**

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- The demands of extended work days (coverage of building activities and extra-curricular activities, etc.) requires a high level of physical endurance.
- This job requires the ability to handle and balance multiple demands at the same time.

**WORK ENVIRONMENT:**

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- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.
- The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

**I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.**

---

**Employee Signature**

---

**Date**

## JOB DESCRIPTION

### MEDIA LIBRARIAN

---

**TITLE:** Media Librarian

**REPORTS TO:** Principal

**SUPERVISES:** N/A

**JOB FUNCTION:** Develops and facilitates a school based library media program which meets and exceeds goals established by federal, state and local school authorities in order to provide information needs of students and teachers in the instructional process.

#### **DUTIES AND RESPONSIBILITIES:**

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- Conducts and facilitates activities and projects to provide quality school library media services to students and teachers which support the curriculum parameters and instruction.
- Manages and supervises the organization and operation of the school library/media center.
- Provides leadership and direction to assigned school as they implement instructional technology plans, particularly as they relate to library and information services.
- Provides for school professional development for staff to encourage leadership, competence, and creativity in developing programs.
- Advocates the principles of intellectual freedom that govern the universal right to read and to access information and ideas.
- Prepares, administers, monitors, amends, and keeps an accounting of budget designated for library/media center; attend to all recordkeeping, correspondence, requests, meetings, related to library/media center.
- Maintains knowledge of current statutes, policies, guidelines, regulations, trends and research that affect the instructional program and assist assigned school in remaining current on such information related to school library media services.
- Assists school staff with curriculum, instruction, and assessment projects. Serve on various district and school committees upon request.
- Brings to the attention of the Coordinator, Media Services matters related to instructional improvement which require consideration or action in the area of library media services.
- Maintains regular attendance
- Performs other duties as assigned

#### **PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**MEDIA LIBRARIAN**

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**EDUCATION AND EXPERIENCE:**

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- Major in Library and Information Science
- Master's degree
- Five years of successful teaching experience
- Strong management and leadership ability
- Ability to plan, organize, and implement numerous projects simultaneously

**LICENSES AND OTHER REQUIREMENTS:**

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- Kentucky certification for Library/Media Science (K-12);

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

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**Employee Signature**

---

**Date**

## JOB DESCRIPTION

### MIDDLE/HIGH SCHOOL COUNSELOR

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<b>TITLE:</b>	Middle/High School Counselor
<b>REPORTS TO:</b>	Building Principal
<b>SUPERVISES:</b>	N/A
<b>JOB FUNCTION:</b>	To provide the best functional guidance program possible under the direction of the principal, the Assistant Principal, Guidance Services, and other administrative personnel.

#### DUTIES AND RESPONSIBILITIES:

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Provides counseling services using his/her competencies and professional knowledge in an effort to assist the student to:

- understand and accept himself as an individual, thus leading to development of self-awareness
- develop personal decision-making competencies that are important to the decision-making process
- to develop the ability to resolve problems
- counsels parents to assume responsibility for their decisions and the consequences resulting from them.

Assists in providing student appraisal procedures by:

- organizing, developing, collecting, studying, and using pertinent appraisal data as bases for stimulating the intellectual, career, and personality development of each student;
- interpreting the implications of appraisal data to teachers and administrators;
- helping teachers develop competencies in student appraisal procedures;
- working with school administrators to develop conditions conducive to the operation of an effective program of student appraisal procedures.

Assists in providing informational procedures by:

- organizing, collecting, disseminating, and interpreting pertinent educational and occupational information for use by students, parents, and school staff.
- developing suitable plans and procedures for effective group guidance activities;
- planning with teachers for the development and use of units of instruction that relate to the goals of guidance;
- developing student competencies in using information more effectively to attain their personal goals.

## MIDDLE/HIGH SCHOOL COUNSELOR

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### DUTIES AND RESPONSIBILITIES (CONTINUED):

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Assists in procedures concerning realistic placement of students considering his interests, stage of development, and program offerings by:

- participating with the school staff in providing accurate and proper grouping procedures for all students;
- helping students in making informed choices of subjects that relate to his future goals;
- identifying school related and community related activities in keeping with student interests and encouraging student participation in those activities.

Assists in providing referral services for students by:

- utilizing special services available through the Department of Pupil Personnel and Guidance Services and the Department of Instructional Improvement Services that relate to all special needs of students;
- utilizing special services available through the various community agencies;
- assuring accuracy and completeness of data that accompanies the request for referral services;
- making parents aware of the available referral services and encourage utilization of these services whenever it seems appropriate;
- encouraging the development and/or extension of community agencies for meeting special student needs that are not already adequately met.

Assists in providing evaluation and research data by:

- developing suitable plans and procedures for continuous evaluation of the effectiveness of the work of the counselor;
- developing suitable plans and procedures for continuous evaluations of the effectiveness of the total guidance program;
- cooperating with local, state, federal, and university-sponsored guidance research studies when appropriately related and properly coordinated.

Performs certain other tasks that are supportive and complementary to the total guidance program in the school by:

- participating in programs of orientation for students, being especially concerned with articulation;
- providing and receiving consultative assistance concerning student growth and development;
- participating in curricular planning and revision with special focus on the student-centered point of view;
- developing plans for continuing on-the-job professional improvement.
- Maintains regular attendance
- Performs other duties as assigned



**MIDDLE/HIGH SCHOOL COUNSELOR**

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**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

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- Master's Degree
- Three years successful teaching experience is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

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- Valid Kentucky Teaching Certificate.
- Certification as a Middle/High School Guidance Counselor as required for school assigned.

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

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---

Employee Signature

---

Date

## JOB DESCRIPTION

### ELEMENTARY/MIDDLE SCHOOL COUNSELOR

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<b>TITLE:</b>	Guidance Counselor- Elementary
<b>REPORTS TO:</b>	Principal, or if so directed by the principal, to the assistant principal.
<b>SUPERVISES:</b>	N/A
<b>JOB FUNCTION:</b>	To make guidance and counseling services available to all students, providing for each student's individual needs depending on his/her abilities and interests.

#### DUTIES & RESPONSIBILITIES:

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- Coordinates the guidance program under the direction of the principal.
- Takes an active role in interpreting the school's objectives to students, parents, and the community.
- Promotes and interprets the elementary guidance program to the staff and community.
- Works with teachers and other staff members to familiarize them with the general range of guidance services offered to improve the educational prospects of individual students.
- Assists students in their adjustment to school and provides orientation services.
- Works to discover and develop special abilities of all students ranging from low to high achievers.
- Works toward early identification and intervention of potential at-risk students.
- Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
- Coordinate the school's state mandated testing program.
- Counsels with individual students and parents to help modify those personal, social or emotional maladjustments related to their education and social progress.
- Works with students on an individual basis in the resolution of personal problem related to home and family relations, health and emotional adjustments.
- Confers with staff members, parents and community agencies about individual student problems and, with administrative approval, makes necessary referrals for services from outside agencies.
- Works with parents to help them understand their child's aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent information.
- Works with parents in parent education to increase their constructive participation in resolving the child's problem and their knowledge and uses of appropriate resources available.
- Works with parents and students to resolve problems of attendance, discipline, and other related areas.
- Serves as a liaison between home and school when considerable follow-up is necessary.
- Consults and collaborates with staff in establishing and planning for respective roles in the modification of students' behavior and/or instructional practices to meet student needs.

## **ELEMENTARY/MIDDLE SCHOOL COUNSELOR**

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### **DUTIES & RESPONSIBILITIES (CONTINUED):**

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- Consults with administration and counselors with student transition from elementary to middle school.
- Displays visibility throughout the building to students, teachers, and parents and helps to develop a positive school climate.
- Develops annual school guidance plan with assistance of guidance committee.
- Works closely with administration in providing needed guidance services.
- Performs other duties as assigned.

### **PHYSICAL DEMANDS:**

---

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

### **EDUCATION AND EXPERIENCE:**

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- Master's Degree
- Three years successful teaching experience is preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

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- Valid Kentucky Teaching Certificate.
- Certification as a Middle/High School Guidance Counselor as required for school assigned.
- Holds a valid Kentucky certificate as an elementary or middle school guidance counselor.
- Holds a Master's or higher degree in guidance counseling.
- Has demonstrated ability to work and communicate effectively with students, parents, staff and community.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**ELEMENTARY/MIDDLE SCHOOL COUNSELOR**

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Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

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**Employee Signature**

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**Date**

## JOB DESCRIPTION

### SPEECH THERAPIST

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<b>TITLE:</b>	Speech Therapist
<b>REPORTS TO:</b>	Director of Special Education, School Principal
<b>SUPERVISES:</b>	N/A
<b>JOB FUNCTION:</b>	To help reduce or eliminate speech and hearing impediments that interferes with the individual student's ability to derive full benefit from the district's educational program.

#### DUTIES AND RESPONSIBILITIES:

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- Consults with effective delivery of speech-language services for students enrolled in the communication disorders program.
- Coordinates ordering, disseminating, and maintaining appropriate assessment and therapy materials and equipment.
- Develops, implements, and monitors innovative programs for speech-language service delivery.
- Develops and maintain resources and staff development programs for speech-language pathologists.
- Provides assessment and programming consultation upon request to school personnel regarding specific students and their communication needs, including augmentative and alternative communication systems.
- Attends ARC meetings as requested.
- Coordinated continued development and implementation of a communication disorders plan for each student.
- Serves as a resource for teachers of students with hearing and visual impairments.
- Monitors contractual audiology services for evaluations and equipment needs, including inventory and repairs.
- Maintains regular attendance.
- Performs other duties as assigned.

#### PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights.

**SPEECH THERAPIST**

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**EDUCATION AND EXPERIENCE:**

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- Master's Degree in Communication Disorders

**LICENSES AND OTHER REQUIREMENTS:**

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- Kentucky Department of Education Certificate for Teachers of Exceptional Children—  
Speech and Communication Disorders, Grades K-12
- Certificate for Clinical Competence from the American Speech-Language-Hearing  
Association

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

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---

**Employee Signature**

---

**Date**

## JOB DESCRIPTION

### SPECIAL EDUCATION CLASSROOM INSTRUCTOR

---

**TITLE:** Special Education Classroom Instructor

**REPORTS TO:** Building Principal

**SUPERVISES:** Student Teachers and Practicum Students (if applicable)

**JOB FUNCTION:** To help special needs students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

#### **DUTIES AND RESPONSIBILITIES:**

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- Meets and instructs assigned classes in the locations and at the times designated.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
- Encourages students to set and maintain standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

**SPECIAL EDUCATION CLASSROOM INSTRUCTOR**

**DUTIES AND RESPONSIBILITIES (CONTINUED):**

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- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Plans and supervises purposeful assignments for instructional teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
- Strives to maintain and improve professional competence.
- Attends staff meetings and serves on staff committees as required.
- Maintains regular attendance.
- Performs other duties as assigned.

**PHYSICAL DEMANDS:**

---

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weight

**EDUCATION AND EXPERIENCE:**

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- Bachelor's Degree in field of assignment (minimum requirement)

**LICENSES AND OTHER REQUIREMENTS:**

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- Valid Kentucky Teaching Certification for Special Education

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

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Employee Signature

---

Date



## JOB DESCRIPTION

### TEACHER, ESS

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**POSITION TITLE:** Teacher, ESS

**DEPARTMENT:** Instruction

**REPORTS TO:** Principal

**JOB FUNCTION:** To provide opportunities for children's growth, focusing on assigned students who are deficient in learning skills and lack a positive self-esteem.

#### **DUTIES AND RESPONSIBILITIES:**

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- Instruct identified ESS students
- Maintain accurate and complete records of the progress log, attendance log, transportation log (not at all schools), exit form, and student data form (bubble sheet.)
- Attend ESS staff meetings and serve on ESS staff committees as required
- Perform other duties and assume other responsibilities as assigned by the Building Coordinator and/or Principal
- Performs other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES:**

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- Supervises classroom and students.

#### **QUALIFICATION REQUIREMENTS:**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCES:**

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Bachelor of Arts or Bachelor of Science degree.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

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Valid Teaching or Rank IV substitute Certificate.

## **TEACHER, ESS**

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### **LANGUAGE SKILLS:**

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- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS:**

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- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **TECHNOLOGY SKILLS:**

---

- Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

### **REASONING ABILITY:**

---

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **OTHER SKILLS and ABILITIES:**

---

- Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned.
- Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

**TEACHER, ESS**

---

**PHYSICAL DEMANDS:**

---

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit.
- Occasionally the employee will bend or twist at the neck more than the average person.
- While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts.
- The employee is directly responsible for safety, well-being, or work output of other people.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.
- The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

---

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.
- The information contained in this job description is not an exhaustive list of the duties performed for this position.
- Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

**I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.**

---

**Employee Signature**

---

**Date**

## JOB DESCRIPTION

### GIFTED TALENTED INSTRUCTOR

---

- TITLE:** Gifted and Talented Instructor
- REPORTS TO:** Building Principal
- SUPERVISES:** Student Teachers and/or Practicum Students (if applicable)
- JOB FUNCTION:** To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

#### DUTIES AND RESPONSIBILITIES:

---

- Meets and instructs assigned classes in the locations and at the times designated.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
- Encourages students to set and maintain standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

**GIFTED TALENTED INSTRUCTOR**

---

**DUTIES AND RESPONSIBILITIES:**

---

- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Plans and supervises purposeful assignments for instructional teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
- Strives to maintain and improve professional competence.
- Attends staff meetings and serves on staff committees as required.
- Maintains regular attendance.
- Performs other duties as assigned

**PHYSICAL DEMANDS:**

---

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

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- Minimum requirements: Bachelor's Degree in field of assignment.

**LICENSES AND OTHER REQUIREMENTS:**

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- Valid Kentucky Teaching Certification for area and grade level of assignment.
- Endorsement or Certification in Gifted and Talented Education

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

**I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.**

---

**Employee Signature**

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**Date**

## JOB DESCRIPTION

### CLASSROOM TEACHER

---

<b>TITLE:</b>	Classroom Teacher
<b>REPORTS TO:</b>	Building Principal
<b>SUPERVISES:</b>	Student Teachers and/or Practicum Students (if applicable)
<b>JOB FUNCTION:</b>	To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

#### **DUTIES AND RESPONSIBILITIES:**

---

- Meets and instructs assigned classes in the locations and at the times designated .
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor.
- Encourages students to set and maintain standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.

**CLASSROOM TEACHER**

---

**DUTIES AND RESPONSIBILITIES (CONTINUED):**

---

- Plans and supervises purposeful assignments for instructional teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates job performance.
- Strives to maintain and improve professional competence.
- Attends staff meetings and serves on staff committees as required.
- Maintains regular attendance.
- Performs other duties as assigned.

**PHYSICAL DEMANDS:**

---

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

---

- Bachelor's Degree in field of assignment (minimum requirement)

**LICENSES AND OTHER REQUIREMENTS:**

---

- Valid Kentucky Teaching Certification for area and grade level of assignment

Approved by the Lee County Board of Education On: \_\_\_\_\_, 20\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

**I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.**

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Employee Signature

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Date