

BOYD COUNTY PUBLIC SCHOOL DISTRICT

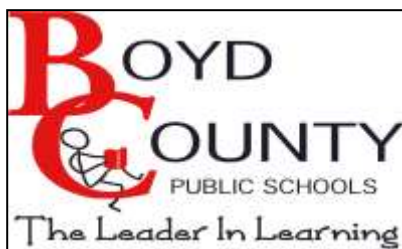
“Developing active, self-motivated life-long learners”

CERTIFIED PERSONNEL JOB DESCRIPTIONS

Adopted: May 2001

6/3/2016

Last Update



Boyd County Public Schools

1104 Bob McCullough Drive

Ashland, Kentucky 41102

Phone: (606) 928-4141

Fax: (606) 928-4771

R. Brock Walter, Superintendent

BOYD COUNTY PUBLIC SCHOOLS
Certified Personnel
Job Descriptions

Assistant Principal	District Resource Instructor - Secondary Curriculum & Inst.
Assistant Superintendent	District Technology Resource Coord.- Chief Information Officer
Assistant Superintendent - Curriculum & Instruction	ESS Building Coordinator
Associate Naval Science Instructor (ANSI)	Guidance Counselor - High School
Athletic Director - Elementary	Guidance Counselor - Middle School & El.
Athletic Director - Secondary	Guidance Counselor - Vocational Education
Band Director	Library Media Specialist
Board Attorney	Naval Science Instructor (NSI)
Career & Technical Education Center - Director	Principal
Consultant for Exceptional Children	School Administrator - Curriculum, Instruction & Assessment
Coordinator of Student Support Services	School Psychologist
Dean of Students	School Reading Coach
Dean of Pupil Personnel	Secretary to the Board of Education
Departmental Chairperson	Special Education Site Manager
District Administrator - Administrative School Support	Student Services - Director
District Administrator - Administrative Services/Operations/& Safe Schools	Superintendent
District Administrator - Administrative Support Services	Teacher
District Administrator - Communications/Public Relations	Teacher - Exceptional Children
District Administrator - Curriculum, Instruction & Assessment	Teacher - ESS
District Administrator - Early Childhood	Teacher - Gifted/Talented
District Administrator - Personnel Assessment & Policy Management	Teacher - Head Teacher
District Administrator - Personnel Services & Administrative School Support	Teacher - Homebound
District Administrator - Pupil Personnel	Teacher - Substitute
District Administrator - Special Education	
District Administrator - Technology	
District - Director of Student Achievement	
District Resource Instructor - Mathematics	
District Resource Instructor - Science	
District Resource Instructor - Science/Social Studies	

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: ASSISTANT PRINCIPAL

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Assistant Principals shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To assist the principal in administering the school in a manner consistent with the district's and principal's beliefs, philosophy, policies, procedures and directives.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall assume duties of Principal when Principal is out of the building.
2. Shall represent the school at various meetings.
3. Shall administer student discipline in a manner consistent with school and district policies.
4. Shall supervise personnel assigned to them in a manner consistent with school and district policies.
5. Shall assist in the development and implementation of curriculum as assigned.
6. Shall assist in the development and implementation of measures designed to insure quality instruction.
7. Shall assist in budget preparation and implementation.

(CONTINUED)

TITLE: ASSISTANT PRINCIPAL

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

8. Shall supervise student activities.
9. Shall assist in setting, achieving and assessing goals related to the various school improvement processes.
10. Shall perform other duties as specified by the Principal.

DAYS OF EMPLOYMENT: 210 days - (middle school)
 210 days - (high school)

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001
revised: 10/6/2003
revised: 1/18/2005

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: ASSISTANT SUPERINTENDENT

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: The Assistant Superintendent shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To act under the general direction of the Superintendent to provide leadership in developing and maintaining the district's finances and facilities; to coordinate, organize, perform duties dealing with instructional support, supervision, budgeting, investments, and professional development.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall assume duties of Superintendent when Superintendent is out of the district.
2. Shall represent the district at various professional meetings.
3. Shall assist in the development and coordination of professional development programs.
4. Shall act as liaison to School-Based Decision Making Councils.
5. Shall provide oversight and be responsible for submitting the LEAD Report to the Department of Education.
6. Shall supervise and evaluate instructional support programs within the district.
7. Shall coordinate and supervise the Teacher Internship Program.

(CONTINUED)

TITLE: ASSISTANT SUPERINTENDENT

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

8. Shall coordinate and supervise the Principal Internship Program.
9. Shall provide oversight on the Comprehensive District Improvement Plan.
10. Shall provide oversight and monitoring to each school's Comprehensive School Improvement Plan.
11. Shall assure through administrators and supervisors that all staff members have been evaluated in accordance with board policy.
12. Shall assist in the coordination of programs with district personnel in order to provide a comprehensive educational program.
13. Shall provide oversight on the Curriculum Management Audit.
14. Shall provide oversight on the Southern Association of Colleges and Schools review.
15. Shall coordinate and implement Best Practices in school curriculums in compliance with unbridled learning (Senate Bill 1), including Professional Learning Communities (PLC) work.
16. Shall reinforce activities and content from Kentucky Leadership Academy and Instructional Leadership Support Network by serving as a collaborating partner and coordinator in the applications of KLA and ISLN Best Practices.
17. Shall serve as the district representative on the Certified Council.
18. Shall serve as the district representative on the Classified Council.
19. Shall assist in recruitment of the best qualified staff members who meet the vision and philosophy of Boyd County School District.
20. Shall recommend staff additions or reductions to the Superintendent.
21. Shall assist in maintaining (or causes to have done) personnel files on all district personnel.
22. Shall assist in interpreting, developing, recommending and causes to be implemented district policies and procedures dealing with personnel or other areas as needed by the Superintendent.
23. Shall keep current on Human Resources/Personnel state and federal laws and policies.
24. Shall assist with personnel problems or concerns when requested or when a need is evident.
25. Shall review and analyze various data to enhance facilitation for continual general improvement in all areas within the district.
26. Shall perform other duties as specified by the Superintendent.

DAYS OF EMPLOYMENT: 240 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

revised: 9/22/2003

revised: 5/21/2012

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: ASSISTANT SUPERINTENDENT - CURRICULUM & INSTRUCTION

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: The Assistant Superintendent shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a master's degree or higher and the required Kentucky certificate for Superintendent.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
4. Shall demonstrate the ability to articulate vision of Best Practice for instructional programs.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To act under the general direction of the Superintendent to provide leadership in planning, developing, maintaining, and evaluating the district's curriculum and instruction; to coordinate, organize, perform duties dealing with instructional support, supervision, budgeting, investments, and professional development; collaborate with instructional program leadership and is responsible for representing the best interests of the K-12 school programs; provide direct supervision of staff responsible for curriculum and instruction development; provide leadership to the District in complying with federal and state laws and regulations.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall assume duties of Superintendent when Superintendent is out of the district.
2. Shall assist in the development and coordination of professional development programs.
3. Shall act as liaison to School-Based Decision Making Councils.
4. Shall supervise and evaluate instructional support programs within the district.
5. Shall coordinate and supervise the Teacher Internship and Mentorship Programs.
6. Shall coordinate and supervise the Teacher Professional Growth & Effectiveness System (TPGES) and Principal Professional Growth & Effectiveness System (PPGES).

(CONTINUED)

TITLE: ASSISTANT SUPERINTENDENT - CURRICULUM & INSTRUCTION

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

7. Shall provide oversight on the Comprehensive District Improvement Plan.
8. Shall provide oversight and monitoring to each school's Comprehensive School Improvement Plan.
9. Shall assure through administrators and supervisors that all staff members have been evaluated in accordance with board policy.
10. Shall assist in the coordination of programs with district personnel in order to provide a comprehensive educational program.
11. Shall provide oversight on the Curriculum Management Audit.
12. Shall provide oversight on the Southern Association of Colleges and Schools review.
13. Shall coordinate and implement Best Practices in school curriculums in compliance with unbridled learning (Senate Bill 1), including Professional Learning Communities (PLC) work.
14. Shall reinforce activities and content from Kentucky Leadership Academy and Instructional Leadership Support Network by serving as a collaborating partner and coordinator in the applications of KLA and ISLN Best Practices.
15. Shall assist in recruitment of the best qualified staff members who meet the vision and philosophy of the Boyd County Public School District.
16. Shall assist in maintaining (or causes to have done) personnel files on all district personnel.
17. Shall keep current on Human Resources/Personnel state and federal laws and policies.
18. Shall assist with personnel problems or concerns when requested or when a need is evident.
19. Shall review and analyze various data to enhance facilitation for continual general improvement in all areas within the district.
20. Shall administer the development, monitoring, and updating of a comprehensive plan for design and delivery of curriculum and assessment for K-12 content.
21. Shall be responsible for the design and development of a written curriculum and pacing guides for all K-12 content, including tools aligned to assist the classroom teacher with the design of lessons to deliver the written curriculum.
22. Shall ensure that textbooks and resources are aligned with the written curriculum.
23. Shall be responsible for the development and implementation of a District Instructional Model, including Characteristics of Highly Effective Teaching and Learning (CHETL) principals.
24. Shall create and maintain instructional evaluation procedures to quantify instructional staff performance.
25. Shall provide direction for measured improvement of instructional practices, student achievement, and certificated teacher leadership.
26. Shall assure compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations and Boyd County Public Schools policies, rules, and procedures relating to instructional programs.
27. Shall perform other duties as specified by the Superintendent.

DAYS OF EMPLOYMENT: 234 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001
revised: 9/22/2003
revised: 5/21/2012
revised: 12/9/2013

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: ASSOCIATE NAVAL SCIENCE INSTRUCTOR (ANSI)

PRIMARY SUPERVISOR: NSI and PRINCIPAL

APPOINTMENT: Associate Naval Science Instructors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall have an enlisted rank between E-6 and E-9 or equivalent within the Navy, Marine Corps, Coast Guard, or National Oceanic and Atmospheric Administration who is retired with a minimum of 20 years service.
2. Shall hold a valid certification by Chief of Naval Education and Training (CNET)
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To develop in NJROTC students, as well as others, the values and skills to become better citizens and leaders.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall carry out policies relative to the administration of the NJROTC unit.
2. Shall advise institution authorities as to the provisions of law and regulations as they relate to the operation of the NJROTC unit maintained at the institution.
3. Shall determine appropriate action within clearly defined guidelines.
4. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
5. Shall work to develop a positive public relationship between the school district and the community.
6. Shall carry out assignments in a timely manner without undue checking.
7. Shall react positively to directives.
8. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
9. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
10. Shall strive to maintain and improve professional competence.
11. Shall take necessary precautions to protect students, equipment, materials and facilities.
12. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall teach a multi-subject 3 or 4 year curriculum.
2. Shall instruct in military drill.
3. Shall counsel students in the NJROTC program.
4. Shall write/update lesson plans for the NJROTC curriculum and other lesson preparation requirements.
5. Shall arrange for cleaning and tailoring of uniforms.

(CONTINUED)

TITLE: ASSOCIATE NAVAL SCIENCE INSTRUCTOR (ANSI)

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

6. Shall requisition all government furnished equipment (includes uniforms, training aids, books, drill rifles, air rifles and organizational equipment).
7. Shall survey old and worn uniforms and other government property.
8. Shall perform simple preventive maintenance of training aids and devices.
9. Shall inventory control of all government furnished equipment/materials (including annual wall-to-wall inventory).
10. Shall ensure proper physical security of all government furnished equipment/materials.
11. Shall prepare periodic reports on program administration and logistics.
12. Shall keep current and abreast of new developments and organizations within the Navy.
13. Shall plan extracurricular activities for the NJROTC unit (including color/honor guard ceremonies, drill team and rifle teams competitive meets, field trips, mini-boot camps, ship cruises, etc.)
14. Shall assess unit processes to assure NJROTC program objectives are met.
15. Shall take courses of instruction to improve teaching abilities.
16. Shall attend Navy sponsored training to keep abreast of current requirements of program management.
17. Shall establish rapport with school counselors and faculty members.
18. Shall make annual presentations of the NJROTC program to students at feeder schools for the purpose of recruiting new cadets into the program.
19. Shall maintain financial accounts of operating budget.
20. Shall prepare financial vouchers to the Navy for reimbursement of expenditures to the school made in support of the NJROTC program.
21. Shall establish contact with civic groups to obtain their recognition and support to the NJROTC program.
22. Shall perform such duties as may be assigned by the NSI or Principal.

DAYS OF EMPLOYMENT: 300 days - (including Saturday, Sunday and holidays)

SALARY: Commensurate with the school district's Certified Salary Schedule.

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: ATHLETIC DIRECTOR - ELEMENTARY

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Athletic Directors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide each enrolled student of elementary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principal of fair play.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall develop, maintain, and foster an athletic program on the elementary level that is conducive to the goals and philosophy of the Boyd County schools.
2. Shall work closely with all of the elementary schools in matters pertaining to scheduling, such as dates, times, and game sites for preseason, regular season, and postseason tournament play.
3. Shall organize and conduct league meetings.
4. Shall represent the elementary league in matters that require contact with other organizations of similar nature.

(CONTINUED)

TITLE: ATHLETIC DIRECTOR - ELEMENTARY

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

5. Shall work with elementary principals in overall development of general rules and regulations governing elementary athletic competition, seeing that said rules and regulations shall be in compliance with the Kentucky High School Athletic Association as applicable, and with the Boyd County Board of Education as directed.
6. Shall handle league problems as necessary as pertains to settling of eligibility, rules interpretation, disputes, and complaints, with discretionary powers of establishing committees, etc., to arbitrate said difficulties/problems within league jurisdiction.
7. Shall assign and supervise personnel necessary to the operation of the league, such as officials, official scorers, official timers, admission workers and the like.
8. Shall provide correspondence to member schools as necessary as to scheduling, standings, game results, and/or other matters pertinent to league operation.
9. Shall assign league treasurer to keep custody of funds, keep record of receipts and expenditures, provide financial reports to member schools, and pay out funds in accordance with league financial expenditure.
10. Shall maintain good public relations and deal with suggestions and /or complaints in a courteous, professional manner.
11. Shall perform other duties related to the position as assigned by the Principal.

DAYS OF EMPLOYMENT: extra service duties

SALARY: Commensurate with the school district's Extra Service Increment Salary Schedule.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: ATHLETIC DIRECTOR - SECONDARY

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Athletic Directors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principal of fair play.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall organize and administer the overall program of extracurricular athletics, both intramural and interscholastic, for the district.
2. Shall provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Shall foster good school-community relations by keeping the community aware of the and responsive to the athletic program.

(CONTINUED)

TITLE: ATHLETIC DIRECTOR - SECONDARY

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

4. Shall assist head coaches in the organization and scheduling of all interscholastic athletic events.
5. Shall arrange transportation for athletic contest participants.
6. Shall hire officials, team physicians, and security as required, and assumes general responsibility for the proper supervision of home games.
7. Shall arrange provision for meals for athletes and coaches when requested to do so by the head coach.
8. Shall develop and place into operation appropriate rules and regulations governing the conduct of athletic activities both elementary and secondary schools.
9. Shall establish the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility.
10. Shall work with the principal, coaches, and boosters in preparing and administering the athletic program budget.
11. Shall requisite, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
12. Shall supervise the cleaning, storage, and care of all athletic equipment.
13. Shall supervise all ticket sales and fund-raising events connected with the athletic program, and assume responsibility for proper handling and accounting of moneys involved.
14. Shall arrange all details of visiting teams' needs, including lodging, meals, towels, gymnasium services, and field assistance as appropriate but only when authorized to do so by the principal.
15. Shall make all necessary arrangements for the use of non-school playing fields and facilities.
16. Shall oversee the fairness of practice schedules as they relate to available time on the fields and in the gymnasiums.
17. Shall provide for the physical examination of all athletes prior to the beginning of each season.
18. Shall administer the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
19. Shall keep records of the results of all junior and senior high school athletic contests, and maintains a record file of all award winners, stating the date and type of the award, including athletic scholarships.
20. Shall plan and supervise an annual recognition program for school athletes.
21. Shall maintain relations with Kentucky High School Athletic Association and follow all rules, procedures and guidelines.
22. Shall perform other duties as related to the position as assigned by the Principal.

DAYS OF EMPLOYMENT: 220 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

revised: 5/28/2013

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: BAND DIRECTOR

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Band Directors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, staff and parents.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To carry out objectives of the Instrumental Band Activity Program while developing the abilities and skills of student participants.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall supervise the Instrumental Band Activity Program.
2. Shall supervise all performances and practice sessions.
3. Shall prepare students for performances and approved regional and state events.
4. Shall coordinate clinics and regional events that are held at assigned building.
5. Shall keep an accurate and up-to-date inventory.
6. Shall assume responsibility for the care of equipment and facilities used for the program.
7. Shall inform students of awards criteria at the beginning of the year and recommend students for awards based on a fair interpretation of that criteria.

(CONTINUED)

TITLE: BAND DIRECTOR

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

8. Shall recommend facility maintenance or improvements.
9. Shall recommend budget items for the activity portion of the Instrumental Band Program to be included in the building instrumental band budget.
10. Shall communicate regularly with supervision regarding the progress and development of the Instrumental Band Activity Program.
11. Shall prepare a detailed annual report highlighting the activity accomplishment, participation levels and recommendations for improvement of the activity.
12. Shall perform other duties or tasks related to the Instrumental Band Activity Program including, but not limited to, offering private lessons at no charge, pep bands, seasonal bands that are not included in the curriculum.
13. Shall assist in supervising students on out-of-town activities which may involve staying overnight.
14. Shall perform other duties consistent with the position assigned as may be requested by the Principal.

DAYS OF EMPLOYMENT: extra service duties

SALARY: Commensurate with the school district's Extra Service Increment Salary Schedule.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: BOARD ATTORNEY

PRIMARY SUPERVISOR: BOARD OF EDUCATION

APPOINTMENT: Board Attorney shall be appointed by the Board of Education on an annual renewal basis.

QUALIFICATIONS:

1. Shall hold a valid law degree.
2. Shall demonstrate the ability to work effectively with others.
3. Shall demonstrate the ability to communicate effectively with others.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To assist the Board of Education and Superintendent in the legal performance of its duties and the fair and just discharge of its obligations to students, staff and school patrons.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall attend meetings of the Board of Education as required.
2. Shall advise the Board of Education in all matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, contracts, etc.
3. Shall review for the Board of Education and the Superintendent such invitations to bid, job specifications and legal contracts as requested.
4. Shall advise the Board of Education and the Superintendent in such matters of personnel action as needed.
5. Shall prepare and conduct litigation on behalf of the Board of Education.

DAYS OF EMPLOYMENT: annual contract

SALARY: Commensurate with the Board approved fees of services.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: CAREER & TECHNICAL EDUCATION CENTER - DIRECTOR/ASSOCIATE PRINCIPAL

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: Career and Technical Education Center Director/Associate Principal shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To direct the career and technical education programs of Boyd County Public Schools for the purpose of preparing students for career exploration, post-secondary technical or collegiate training or work.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall direct curriculum delivery of career and technical education programs to insure alignment with state and national standards.
2. Shall develop relationship with community stakeholders to promote career and technical education.
3. Shall collect and maintain all program and student data for submission to local board of education and Kentucky Department of Education.
4. Shall supervise education of students with developmental issues and needs unique to cultural, ethnic, and gender.

(CONTINUED)

TITLE: CAREER & TECHNICAL EDUCATION CENTER - DIRECTOR/ASSOCIATE PRINCIPAL

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

5. Shall maintain equitable rates of students in nontraditional programs, focusing on a gender-neutral learning environment.
6. Shall participate in professional development and informational activities that are designed for career and technical education and other related topics.
7. Shall pursue resources to maintain and improve technical education programs.
8. Shall manage budget information and resource allocations.
9. Shall supervise facility maintenance according to OSHA and public health standards.
10. Shall supervise planning and recruitment of quality certified instructors for all programs.
11. Shall provide a system of education that insures program direction, short and long range planning, organization, and administration for the school and program operation and management.
12. Shall organize an active Advisory Board comprised of business and industry representatives, education representatives and labor representatives to assist in planning, implementing, and evaluating career and technical education programs.
13. Shall advise the Superintendent as to the operation and status of vocational technical programs.
14. Shall monitor trends and industrial training needs and assess effectiveness of current programs.
15. Shall facilitate the development of tech prep programs and other innovative vocational technical programs.
16. Shall provide oversight to the district Career Education Program.
17. Shall supervise Career and Technical Education Center to insure the health and safety of all students, staff and stakeholders.
18. Shall evaluate certified and classified personnel who work in the Career and Technical Education Center.
19. Shall provide oversight to TEDS Reporting to the Department of Education.
20. Shall perform other duties related to the position as assigned by the Supervisor.

DAYS OF EMPLOYMENT: 225 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001
revised: 10/6/2003
revised: 4/12/2005

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: CONSULTANT FOR EXCEPTIONAL CHILDREN

PRIMARY SUPERVISOR: DIRECTOR OF SPECIAL EDUCATION

APPOINTMENT: Consultant for Exceptional Children (special education) shall be appointed annually, upon the recommendation of the Director of Special Education to the Superintendent.

QUALIFICATIONS:

1. Shall hold a master's degree or non-degree fifth year program and the required Kentucky certificate for the assigned position.
2. Shall have three (3) years of teaching experience in special education.
3. Shall demonstrate the ability to work effectively with students, peers and adults.
4. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide services for students prior to or during the special education referral process including but not limited to parent conferences, permission for testing, individual screenings and assessments, interpretation of the assessments for school staff and parents and initiation of referral for special education as appropriate.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall act under the direct supervision of the Director of Special Education.
2. Shall assess students individually prior to or during the process of referral for special education.
3. Shall maintain appropriate knowledge-base and training to administer appropriate individual assessment instruments.

(CONTINUED)

TITLE: CONSULTANT FOR EXCEPTIONAL CHILDREN

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

4. Shall maintain ethical and responsible practices in administration and interpretation of assessments.
5. Shall identify and use professional resources, such as the school psychologist.
6. Shall document appropriately for the district as to the number of students assessed, results/ recommendations from assessments, number of referrals for special education, logs for parent contacts and meetings and individual files per student as referred.
7. Shall write individual reports with recommendations in regard to completed assessments.
8. Shall provide additional assessments and observations for special education students as assigned by the district office.
9. Shall work in a cooperative manner with principals and Director of Special Education on planning teams and committees in order to achieve "Continuous Monitoring Process" as specified by Kentucky Department of Education and the district.
10. Shall understand and follow BCPS Special Educational Policies and Procedures.
11. Shall respect the dignity of each student as an individual and attempt to gain an adequate understanding of his/her needs, interests, abilities, aptitudes, temperament and environmental influences.
12. Shall communicate concerns and ideas with colleagues, parents, students and community in a positive, solution-oriented manner.
13. Shall seek to establish friendly and cooperative relationships between the home and the school.
14. Shall perform other duties related to the position as assigned by the Supervisor

DAYS OF EMPLOYMENT: 185 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: COORDINATOR OF STUDENT SUPPORT SERVICES

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: Shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To assist the Director of Pupil Personnel in helping students acquire the knowledge, skills and attitudes that society feels will contribute to their development into mature, able and responsible men and women.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall assist all principals and teachers in the matter of attendance.
2. Shall enforce the compulsory attendance law.
3. Shall work with local and state agencies in seeking solutions to the attendance, truancy and other social problems of school children.
4. Shall work with authorities of the Juvenile Court in matters involving students truancy.
5. Shall make home visits when deemed necessary to understand causes of absenteeism or to enforce the compulsory attendance law.
6. Shall work closely with teachers, school nurses, guidance counselors, and principals regarding students who are absent or tardy too frequently and who have not responded to the corrective efforts made by the building principal.
7. Shall coordinate the initiation of petitions to be submitted to the Court Designated Worker for truancy of students and the preparation of cases for formal hearings.

(CONTINUED)

TITLE: COORDINATOR OF STUDENT SUPPORT SERVICES

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

8. Shall work in cooperation with grant writers to implement grant(s) related to student attendance, truancy, and/or dropouts.
9. Shall reinforce activities and content from Kentucky Leadership Academy by serving as a collaborating partner in the application of KLA best practices.
10. Shall coordinate and implement Best Practices in high school curriculum, High Schools That Work (HSTW), and Professional Learning Communities (PLC).
11. Shall oversee, promote, and implement Best Practices in vocational and technical education.
12. Shall perform such other duties assigned by the Supervisor.

DAYS OF EMPLOYMENT: 234 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): ● General Fund

adopted: 9/16/2002
revised: 10/27/2003
revised: 5/16/2005
revised: 5/24/2010

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DEAN OF PUPIL PERSONNEL

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Dean of Pupil Personnel shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To assist the high school in the area of student attendance.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall assist the attendance office staff with processing student absence and tardy notes each morning.
2. Shall, under the direction of the assistant principal responsible for attendance, assist with implementation of the state's "no pass - no drive" program.
3. Shall, under the direction of the assistant principal responsible for attendance, prepare tardy-related student intervention notices (paper copy only) for processing by the assistant principals.
4. Shall, under the direction of the assistant principal responsible for attendance, assist with implementation of the high school MAC Lab program.
5. Shall be in attendance at District Court when requested by the principal or assistant principal.
6. Shall perform other duties as related to the position as assigned by the Assistant Principal or Principal.

DAYS OF EMPLOYMENT: 185 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DEAN OF STUDENTS

PRIMARY SUPERVISOR: PRINCIPAL and/or DIRECTOR

APPOINTMENT: Dean of Students shall be appointed annually, upon the recommendation of the Principal and/or Director to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position. (16 KAR 4:010 sec. 21 - school principal)
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To assist in the creation of a safe and orderly environment conducive to learning, build positive home-school relations; to assist in the areas of student attendance, discipline and learning.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall assist in creating an atmosphere where learning is foremost.
2. Shall administer student discipline in a manner consistent with school and district policies.
3. Shall walk the halls while classes are in session to check for students who are cutting classes and unauthorized persons in the building.
4. Shall walk the hallways between classes and watch for any problem situations.
5. Shall supervise students during lunch periods.
6. Shall communicate with parents, disciplinary infractions involving their son/daughter.
7. Shall assist in empowering teachers to assume responsibility for classroom management and student discipline.
8. Shall assist in the day-to-day operation of the school.
9. Shall oversee the development of the building's master activities schedule.
10. Shall supervise student activities.

(CONTINUED)

TITLE: DEAN OF STUDENTS

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

11. Shall assist with ways to maintain consistent and open communication with all students, parents, staff and community.
12. Shall assist the attendance office staff with processing student absence and tardy notes.
13. Shall prepare absence/tardy-related student intervention notices.
14. Shall assist with monitoring student progress.
15. Shall assist in the development and implementation of curriculum as assigned.
16. Shall assist in the development and implementation of measures designed to insure quality instruction.
17. Shall assist with scheduling and administration of state tests.
18. Shall assist in summer school as needed.
19. Shall assist in accurate record keeping in all phases of school life requiring accurate records. Such records include but not limited to student achievement, attendance, TEDS, and records of safety and maintenance.
20. Shall represent the school on various committees and at various meetings.
21. Shall perform other duties as related to the position as assigned by the Supervisor.

DAYS OF EMPLOYMENT: 185 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 9/15/2003

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DEPARTMENTAL CHAIRPERSON

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Departmental Chairpersons shall be appointed annually, upon the recommendation of the Principal re-appointment shall be subject to a high level of performance.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide leadership, coordination and innovation in assigned curricular area, so that each student may derive the greatest academic and maximum personal benefit from the learning experience.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall work with the principal in the development and implementation of departmental curriculum objectives.
2. Shall assist the principal in developing an ongoing program of curriculum evaluation.
3. Shall review and offer suggestions for improvement of course outlines for all department offerings.
4. Shall counsel the principal in the evaluation of department members.
5. Shall assist teachers in resolving instructional problems and serve as a resource on curriculum questions.

(CONTINUED)

TITLE: DEPARTMENTAL CHAIRPERSON

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

6. Shall assist the principal in checking lesson plans regularly to insure that curriculum requirements are being met and that necessary material are available.
7. Shall make recommendations on curriculum development and program innovation.
8. Shall advise the principal in the preparation of the department budget.
9. Shall assist the principal in preparing the department's supply, textbook, and equipment needs requisitions.
10. Shall participate in the planning of in-service training for department personnel.
11. Shall assist in interpreting the district's instructional program to parents and the community.
12. Shall assist in developing and utilizing community resources for department needs.
13. Shall attend curriculum and other professional conferences as assigned.
14. Shall work with the principal in planning experimental programs designed to improve the curriculum and instructional techniques.
15. Shall lead the staff in keeping an up-to-date resource file of progress and new developments in field of academic specialty.
16. Shall plan, organize and preside over departmental teacher meetings for assigned curricular area as requested by the principal.
17. Shall perform demonstration lessons with students in classroom situations for observation by new teachers when requested to do so by the principal.
18. Shall serve as chairman of the textbook selection committee for assigned curricular area.
19. Shall coordinate the work of student teachers within assigned curricular area.
20. Shall work with the principal in evaluation of achievement and placement of students in assigned curricular area as documented by the State Testing program and other standardized testing program.
21. Shall lead others to participate in those activities most likely to lead to continued professional growth.
22. Shall perform other duties related to the position as assigned by the Principal.

DAYS OF EMPLOYMENT: extra service duties

SALARY: Commensurate with the school district's Extra Service Increment Salary Schedule.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT ADMINISTRATOR - ADMINISTRATIVE SCHOOL SUPPORT

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: District Administrators shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To act under the general direction of the Superintendent to provide leadership in developing and maintaining the district's finances and facilities; to coordinate, organize, perform duties dealing with instructional support, supervision, budgeting, investments, and professional development.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall direct and facilitate the District ILP coordination.
2. Shall provide district over-sight to the Parent Involvement activities.
3. Shall assure district KTIP.
4. Shall reinforce activities and content from Kentucky Leadership Academy by serving as a collaborating partner in the application of KLA best practices.
5. Shall assure SBDM member training.
6. Shall direct and facilitate AdvancED/SACS Reviews.

(CONTINUED)

TITLE: DISTRICT ADMINISTRATOR - ADMINISTRATIVE SCHOOL SUPPORT

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

7. Shall provide oversight to see that our district is maintaining state required programs properly.
8. Shall provide oversight to teacher mentor program.
9. Shall direct and facilitate the district's Alternative Education Program/At-Risk Programs.
10. Shall keep in communication and work cooperatively with the various outside agencies related to the position and job responsibilities/expectations.
11. Shall coordinate with other professionals to work on transitional programming for students entering and exiting school district.
12. Shall aggressively explore creative ways to assist in student transition utilizing existing staff and/or support staff from other agencies.
13. Shall develop and utilize a computer data spreadsheet to track transitional students.
14. Shall maintain contact with transitional students once they leave the district for a period of 1 1/2 years.
15. Shall perform other duties as specified by the Superintendent.

DAYS OF EMPLOYMENT: 234 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 100% General Fund

adopted: 3/21/2005

revised: 5/29/2013

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED/CLASSIFIED JOB DESCRIPTION**

TITLE: DISTRICT ADMIN. - ADMINISTRATIVE SERVICES/OPERATIONS/& SAFE SCHOOLS

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: District Administrators shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certifications required by Kentucky Department of Education.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To coordinate and facilitate the integration of school safety plans, procedures, rules, and regulations into district, school and classroom activities and practices.

To act under the general direction of the Superintendent to provide leadership in developing and maintaining the district's finances and facilities; to coordinate, organize, perform duties dealing with instructional support, supervision, budgeting, investments, and professional development.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall represent the district at various professional meetings.
2. Shall supervise and evaluate the school principals.
3. Shall assist in the development and coordination of professional development programs.
4. Shall provide oversight and be responsible for submitting the LEAD Report to the Department of Education.
5. Shall assist in interpreting, developing, recommending and causes to be implemented district policies and procedures dealing with personnel or other areas as needed by the Superintendent.
6. Shall assist with personnel problems or concerns when requested or when a need is evident.
7. Shall review and analyze various data to enhance facilitation for continual general improvement in all areas within the district.

(CONTINUED)

TITLE: DISTRICT ADMIN. - ADMINISTRATIVE SERVICES/OPERATIONS/& SAFE SCHOOLS

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

8. Shall create a safe school environment through encouraging positive behavior by those within the school - including students, teachers, maintenance workers, bus drivers and staff.
9. Shall provide classroom visits, presentations and school contacts involving school safety.
10. Shall provide selected training for students, staff, parents, and community members in specific school safety areas.
11. Shall provide information/assistance with crisis management.
12. Shall attend meetings involving school safety issues/situations: school board, school administration, building specific staff meetings, parent councils, community and other.
13. Shall gather all necessary data for Superintendent/school board for possible student expulsion hearings.
14. Shall help educate, network with, and assist community organizations in fighting school safety issues as they directly or indirectly affect the school and student population.
15. Shall continually study existing conditions in the schools/district, identifying strengths and weaknesses and use these findings to develop, implement and maintain a viable plan designed to prevent problems, manage crisis and minimize the negative effects of unexpected situations.
16. Shall act as a school liaison with outside community agencies, i.e. fire departments, law enforcement, emergency medical services, the Red Cross, hospitals and the Emergency Management Agency.
17. Shall provide training that develops skills in planning, communication, accountability and team-work which brings together outside agencies and school personnel in a common endeavor to promote greater trust, understanding, respect and collaboration in the event of a crisis.
18. Shall serve as liaison to local law enforcement agencies and EMS (School Resource Officer, Kentucky State Police, FBI, ATF, E-911 and Boyd County Emergency Services).
19. Shall serve as liaison to Judicial System, District Judges, Circuit Judges, County Attorney and Court Designated Worker.
20. Shall coordinate the initiation of petitions to be submitted to the Court Designated Worker for students and the preparation of cases for formal hearings.
21. Shall attend juvenile court as needed.
22. Shall make home visits, when deemed necessary.
23. Shall serve as liaison to elected officials and the management of special events.
24. Shall build a network and relationship with the community and school district.
25. Shall clarify the rules and responsibilities of individuals and proper staff/faculty to take appropriate action in situations involving school safety issues.
26. Shall work with the schools in the placement of secondary students and monitor their progress for the purpose of transition back into the regular school setting.
27. Shall provide on-going evaluations of current school safety programs and assist in the development of new programs as needed.
28. Shall gather information/data for grants available in the area of school safety.
29. Shall complete and submit all reports related to Safe Schools in a timely manner.
30. Shall conduct district-wide threat assessment for students exhibiting dangerous behavior.
31. Shall assist and provide oversight for the Truancy Grant in conjunction with Ramey/Estep High School which will provide a referral system for Boyd County High School students who have attendance problems.
32. Shall provide supervision for the School Resource Officer and related coordination between the school district and the Boyd County Police Department.
33. Shall organize and document evidence of required fire drills, tornado drills, bomb threats, etc.
34. Shall be an available resource to principals regarding all safety issues.

(CONTINUED)

TITLE: DISTRICT ADMIN. - ADMINISTRATIVE SERVICES/OPERATIONS/& SAFE SCHOOLS

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

- 35. Shall serve as advisor and/or provide assistance to the Second Chance Program as needed. (if initiated)
- 36. Shall be responsible for all safety matters/issues involving the district.
- 37. Shall perform other duties related to the position as assigned by the Supervisor.

DAYS OF EMPLOYMENT: 234 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 8/16/2004

revised: 6/3/2016

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT ADMINISTRATOR - ADMINISTRATIVE SUPPORT SERVICES

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: District Administrators shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To act under the general direction of the Superintendent to provide oversight and monitoring of various plans and programs which are designed to provide support to the district and/or school.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall provide oversight and monitoring to the Family Resource Youth Services Center Programs.
2. Shall provide oversight and monitoring to any program associated with the Family Resource Youth Services Center Programs.
3. Shall assist in interpreting, developing, recommending and reviewing district policies and procedures.
4. Shall provide oversight, monitoring and direct assistance to the district's instructional program (i.e. staff growth plans, lesson plans, instructional activities, observations, etc...to assist principals)
5. Shall direct the activities of the district in preparation of the schools' annual report to the board of education.

(CONTINUED)

TITLE: DISTRICT ADMINISTRATOR - ADMINISTRATIVE SUPPORT SERVICES

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

6. Shall assist principals and assistant principals in providing feedback to teachers through classroom observations to maximize student achievement.
7. Shall assist principals and assistant principals in the implementation of staff growth plans in the areas of improving classroom instruction and creating learning centered schools.
8. Shall reinforce activities and content from Kentucky Leadership Academy by serving as a collaborating partner in the application of KLA best practices.
9. Shall perform other duties as specified by the Superintendent.

DAYS OF EMPLOYMENT: 230 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 100% General Funds

adopted: 6/17/2002
revised: 10/27/2003

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT ADMINISTRATOR - COMMUNICATION/PUBLIC RELATIONS

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: District Administrators shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To establish and maintain a positive image of our school district to students, parents and community.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall provide over-sight to the publication and distribution of a district newsletter.
2. Shall assist in planning and preparation for special events within the district.
3. Shall maintain an accurate address list for individuals and organizations in the community who have a special interest in the schools within the district.
4. Shall maintain a supply of district information packets to be distributed upon request to individuals or organizations to promote a positive image for the school district.
5. Shall develop and distribute publications and brochures related to community relations.
6. Shall seek projects and programs to enhance community relations within the district.
7. Shall promote positive public relations with the community and within the school district by using positive verbal and non-verbal communication and interaction skills at all times.

(CONTINUED)

TITLE: DISTRICT ADMINISTRATOR - COMMUNICATION/PUBLIC RELATIONS

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

8. Shall provide support to new district staff members through mentoring and providing resource materials.
9. Shall work on community relations by making presentations to PTA's, parents, service clubs, professional groups, and other community organizations.
10. Shall assist in the implementation of a comprehensive public information plan for this district.
11. Shall be responsible for establishing and maintaining positive media relations.
12. Shall maintain open lines of communication with all community programs.
13. Shall assist in preparing guides, manuals, and other resource materials for district and community use.
14. Shall attend local and state meetings, seminars and workshops to gain knowledge of new programs and ideas for our school district to better serve our students, parents, and community.
15. Shall perform other duties related to the position as assigned by the Superintendent.

DAYS OF EMPLOYMENT: 230 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 20% General Fund - 80% Headstart

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT ADMINISTRATOR - CURRICULUM, INSTRUCTION & ASSESSMENT

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: District Administrators shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall have experience as a classroom teacher.
3. Shall demonstrate the ability to work effectively with students, peers and adults.
4. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide leadership and expertise in the development, implementation, and assessment of high quality, research-based curriculum and assessment program; supply support, guidance and assistance to the district instructional staff as needed.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall serve as the primary contact between the local school district and the state Assessment and Accountability Programs.
2. Shall attend Kentucky Department of Education sponsored assessment and accountability meetings.
3. Shall conduct local district professional development activities in areas of curriculum, instruction and assessment.
4. Shall assist teachers in integrating curriculum, instruction and assessment.

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(CONTINUED)

TITLE: DISTRICT ADMINISTRATOR, CURRICULUM, INSTRUCTION & ASSESSMENT

An Equal Opportunity Employer

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

5. Shall communicate definitions, assessment timelines, procedures for compiling data and other assessment information as necessary to appropriate district staff.
6. Shall assist teachers, principals, counselors and parents with questions, problems and concerns regarding the assessment process.
7. Shall work with district public relations officer or serve as district contact to release assessment information to local news media.
8. Shall represent the district at various professional meetings.
9. Shall provide oversight and monitoring to the district's Comprehensive School Improvement Plan.
10. Shall provide oversight and monitoring to the schools' Comprehensive School Improvement Plans.
11. Shall assist in the coordination of programs with district personnel in order to provide a comprehensive educational program.
12. Shall provide oversight and monitoring of instructional initiatives.
13. Shall provide oversight, monitoring and coordination of alignment of curriculum core content and performance standards.
14. Shall provide oversight and monitoring of the Gifted and Talented education program.
15. Shall perform other duties related to the position as assigned by the Supervisor.

DAYS OF EMPLOYMENT: 234 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 20% Title II
 80% General Fund

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT ADMINISTRATOR - EARLY CHILDHOOD

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: District Administrators shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide leadership and expertise in the development and implementation of high quality, research based curriculum; supply support, guidance, and assistance to the district instructional staff as needed.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall facilitate the development of a comprehensive early childhood curriculum which is designed to meet the student outcomes as established by the district.
2. Shall assist with the planning, preparation and implementation of early childhood staff development activities (including non-certified staff).
3. Shall prepare early childhood reports, manuals, guides and other written documents.
4. Shall prepare district educational plans for the early childhood program.
5. Shall write early childhood grants and grant reports.

(CONTINUED)

TITLE: DISTRICT ADMINISTRATOR - EARLY CHILDHOOD

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

6. Shall assist with the training of early childhood personnel who are involved in district early childhood programs.
7. Shall assist with the screening and interviewing of early childhood personnel who are involved in district early childhood programs.
8. Shall serve on various district, community, county and statewide committees which support early childhood educational goals.
9. Shall perform such other duties as may be assigned by the Superintendent or an Assistant Superintendent.

DAYS OF EMPLOYMENT: 230 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 20% General Fund - 80% Headstart

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT ADMINISTRATOR - PERSONNEL ASSESSMENT & POLICY MANAGEMENT

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: District Administrators shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To act under the general direction of the Superintendent to actively participate in the certified evaluation process, including growth plans to maintain a high level of certified personnel performance; to keep the district's policies and procedures current.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall work with school certified personnel in the development of individual growth plans.
2. Shall assist principals and assistant principals in providing feedback to teachers through classroom observations to maximize student achievement.
3. Shall assist principals and assistant principals in the implementation of certified personnel growth plans in the areas of improving classroom instruction and creating learning centered schools.
4. Shall provide technical assistance to principals to promote proficiency and effectiveness in the use of individual certified growth plans.
5. Shall conference with the principal and certified personnel as they are developing and evaluating individual growth plans.

(CONTINUED)

TITLE: DISTRICT ADMINISTRATOR - PERSONNEL ASSESSMENT & POLICY MANAGEMENT

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

6. Shall be an active participant as well as provide oversight to the district's certified evaluation process.
7. Shall mentor marginal certified personnel.
8. Shall attend conferences/training sessions in order to become more effective in mentoring marginal certified personnel.
9. Shall perform formative evaluations of certified personnel within the schools, in conjunction with principals.
10. Shall perform summative evaluations of certified personnel within the schools, in conjunction with principals.
11. Shall reinforce activities and content from Kentucky Leadership Academy by serving as a collaborating partner in the application of KLA best practices.
12. Shall provide oversight, monitoring and direct assistance to the district's instructional program (i.e. staff growth plans, lesson plans, instructional activities, observations, etc...to assist principals)
13. Shall assist in interpreting, developing, recommending and reviewing district policies and procedures.
14. Shall assist in developing, recommending and reviewing school policies and procedures to assure their alignment with district policies and procedures.
15. Shall serve as the liaison between the district and SBDM Councils as it relates to policies and procedures.
16. Shall assume the responsibility, on a continuing basis, for training in the area of policies and procedures.
17. Shall work with the board attorney and KSBA to assure that board policies and procedures are in compliance with state law.
18. Shall work with the board attorney and KSBA to assure that school policies and procedures are in compliance with state law.
19. Shall provide oversight to the implementation of board approved policies and procedures throughout the district.
20. Shall provide oversight to the implementation of SBDM Council approved policies and procedures at the school level.
21. Shall keep the district clear of old and out-dated hard copies of policies and procedures manuals.
22. Shall work in conjunction with district technology personnel to maintain up-to-date district policies and procedures on the district website.
23. Shall perform other duties as related to the position as assigned by the Supervisor.

DAYS OF EMPLOYMENT: 230 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 100% General Funds

adopted: 3/21/2005

revised: 4/13/2005

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT ADMINISTRATOR - PERSONNEL SERVICES & ADMIN. SCHOOL SUPPORT

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: District Administrators shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To act under the general direction of the Superintendent to provide leadership in developing and maintaining the district's finances and facilities; to coordinate, organize, perform duties dealing with instructional support, supervision, budgeting, investments, and professional development.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall assist in the development and coordination of professional development programs.
2. Shall coordinate and supervise the Teacher Internship Program.
3. Shall coordinate and supervise the Principal Internship Program.
4. Shall assure district compliance with 504 laws.
5. Shall direct and facilitate the district's Alternative Education Program.
6. Shall provide oversight to the district Career Education Program.
7. Shall assure through administrators and supervisors that all staff members have been evaluated in accordance with board policy.

(CONTINUED)

TITLE: DISTRICT ADMINISTRATOR - PERSONNEL SERVICES & ADMIN. SCHOOL SUPPORT

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

8. Shall assist in recruitment of the best qualified staff members who meet the vision and philosophy of Boyd County School District.
9. Shall recommend staff additions or reductions to the Superintendent.
10. Shall assist in maintaining (or causes to have done) personnel files on all district personnel.
11. Shall assist in interpreting, developing, recommending and causes to be implemented district policies and procedures dealing with personnel or other areas as needed by the Superintendent.
12. Shall keep current on Human Resources/Personnel state and federal laws and policies.
13. Shall assist with personnel problems or concerns when requested or when a need is evident.
14. Shall review and analyze various data to enhance facilitation for continual personnel improvement within the district.
15. Shall provide oversight, monitoring and direct assistance to the district's instructional program (i.e. staff growth plans, lesson plans, instructional activities, observations, etc...to assist principals)
16. Shall direct the activities of the district in preparation of the schools' annual report to the board of education.
17. Shall assist principals and assistant principals in providing feedback to teachers through classroom observations to maximize student achievement.
18. Shall assist principals and assistant principals in the implementation of staff growth plans in the areas of improving classroom instruction and creating learning centered schools.
19. Shall reinforce activities and content from Kentucky Leadership Academy by serving as a collaborating partner in the application of KLA best practices.
20. Shall respond to district-level complaints/conflicts/disputes involving students, parents, employees, and members of the community and attempt to resolve issues promptly within the guidelines of board policies and procedures.
21. Shall perform other duties as specified by the Superintendent.

DAYS OF EMPLOYMENT: 230 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 100% General Funds

adopted: 6/17/2002

revised: 4/5/2004

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT ADMINISTRATOR - PUPIL PERSONNEL

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: District Administrators shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To help students acquire the knowledge, skills and attitudes that society feels will contribute to their development into mature, able and responsible men and women; to provide district oversight to the Consent Order concerning student harassment and discrimination.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall maintain an accurate census of all children between the ages of six and seventeen inclusive, living within the school district.
2. Shall assist all principals and teachers in the matter of attendance.
3. Shall enforce the compulsory attendance law.
4. Shall compile all records and reports relating to attendance and pupil accounting.
5. Shall interpret pupil personnel policies and methods to school personnel, parents, children and community.
6. Shall work with local and state agencies in seeking solutions to the attendance, truancy and other social problems of school children.
7. Shall work with authorities of the Juvenile Court in matters involving students.

(CONTINUED)

TITLE: DISTRICT ADMINISTRATOR - PUPIL PERSONNEL

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

8. Shall maintain records on all non-resident students (reciprocal agreements and/or tuition).
9. Shall compile reports from parochial and other private schools.
10. Shall coordinate efforts of principals, teachers, guidance counselors and other groups to reduce the school dropout rate.
11. Shall make home visits when deemed necessary to understand causes of absenteeism or to enforce the compulsory attendance law.
12. Shall prepare required reports relating to students who are unable to participate in the regular school program because of mental, physical, or emotional handicaps so that they are properly exempted and participate in educational programs appropriate to their needs.
13. Shall work closely with teachers, school nurses, guidance counselors, and principals regarding students who are absent or tardy too frequently and who have not responded to the corrective efforts made by the building principal.
14. Shall coordinate the initiation of petitions to be submitted to the Court Designated Worker for truancy of students and the preparation of cases for formal hearings.
15. Shall be available to administrators, teachers, students, and parents on an individual basis, to explain attendance laws and policies, and to encourage regular attendance.
16. Shall work closely with guidance counselors in the identification and counseling of potential dropouts.
17. Shall maintain the district's records of attendance and student accounting, including projection of future enrollments, transfer of students, determination of tuition-paying status, implementation and enforcement of school boundaries.
18. Shall plan and supervise the conducting of the annual school census, and work with private and parochial schools in checking whereabouts of students reported in the census but not present in the schools.
19. Shall prepare an annual report on attendance and related matters in the district for the Superintendent.
20. Shall coordinate and administer the Computer Pupil Accounting and Census reporting.
21. Shall serve as acting chairperson of the District Calendar Committee.
22. Shall assist Home/Hospital Instructors in the identification of students recommended for this service.
23. Shall check teachers' monthly statisticals periodically and inform the principal of any teacher's non-performance.
24. Shall oversee the validation of birth records for social security and retirement purposes.
25. Shall perform such other duties assigned by the Superintendent.

(secondary responsibilities)

1. Shall provide district oversight to ensure that the Policies and Procedures prohibiting harassment and discrimination, and the provisions of such Policies and Procedures, are effectively disseminated and implemented in the school which the Compliance Coordinator serves.
2. Shall provide district oversight in the process of reporting and investigating responsibilities concerning harassment and discrimination complaints for the school; to follow-up to make sure that all documentation is completely filled out and that all requisite follow-up action is taken and documented.
3. Shall provide district oversight for ensuring that investigations are properly completed and documented.
4. Shall provide district oversight to ensure that the school administrative staff follows through with whatever discipline the administrative staff determines to employ, if warranted.
5. Shall provide district oversight to ensure that each incident report is correctly and completely filled out, and retained in a secure location, with respect to each written complaint.
6. Shall provide district oversight to ensure confidentiality of all records and reports concerning harassment and discrimination in the manner consistent with state and federal law and Board Policy.

(CONTINUED)

TITLE: DISTRICT ADMINISTRATOR - PUPIL PERSONNEL

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

7. Shall provide district oversight to ensure data is compiled based on incident reports on a quarterly basis, and to review prepared annual reports, for review and submission to the superintendent or the superintendent's designee, which report shall include, at a minimum, the following information:
 - (1.) All materials contained in any publications to students or parents, specifically including Codes of Conduct and Student Handbooks, concerning the school's Policies and Procedures for preventing, identifying, reporting and responding to harassment and discrimination, including a narrative description of which documents contain these notices and when these notices and materials were distributed during the preceding year.
 - (2.) Statistical information showing the number of incident reports filed during the school year, and a summary of the school's investigation and resolution of each incident.
 - (3.) The Compliance Coordinator shall make specific note of any repeated incidents of harassment or discrimination involving the same alleged perpetrator or the same alleged victim, or both.
8. Shall attend an initial training session, to learn how Compliance Coordinators are to report, investigate, and remedy allegations of harassment and discrimination, and how to track, record, and report such incidents or complaints, and how to advise and work with staff, students, and parents concerning harassment or discrimination.
9. Shall not only be familiar with all Policies and Procedures concerning harassment and discrimination, but shall also maintain a current copy of each such Policy and Procedure prohibiting harassment and discrimination as applicable to the school where the Compliance Coordinators are based.
10. Shall consult with Board counsel as needed for legal guidance.
11. Shall suggest updates, alterations, or amendments to Policies and Procedures concerning harassment and discrimination.
12. Shall attend supplemental training as available and appropriate.

DAYS OF EMPLOYMENT: 100 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 100% General Funds

adopted: 5/21/2001

revised: 3/1/2004

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT ADMINISTRATOR - SPECIAL EDUCATION

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: District Administrators shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a master's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall have three (3) years experience teaching exceptional children.
3. Shall have completed a course in special education and regular education case law.
4. Shall demonstrate the ability to work effectively with students, peers and adults.
5. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide educational leadership and expertise concerning special education programs; provide direction to schools in areas of program effectiveness and planning; monitor compliance of federal, state and district regulations; exhibit an awareness for confidentiality and accuracy in implementing services within the school district.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

Implementation of Procedures for Special Education

1. Shall provide training and assists staff in appropriate due process procedures.
2. Shall conduct random review of due process folders in individual schools for documentation in accordance with federal and state guidelines.
3. Shall assist in Admissions and Release Committee meetings as needed.

(CONTINUED)

TITLE: DISTRICT ADMINISTRATOR - SPECIAL EDUCATION

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

Implementation of Procedures for Special Education (continued)

4. Shall update and ensure implementation of the district's policies and procedures as they relate to students in the Special Education programs.
5. Shall monitor services provided to district students with disabilities who are not directly assigned to a school within our district (e.g. home-based program, students in non-public school settings, and students placed outside our district).
6. Shall receive and assign referrals to the school psychologist and monitor development of psycho-educational reports.
7. Shall compile lists of students to be reevaluated and assign reevaluations to the appropriate staff.
8. Shall provide training and assist staff with the implementation of regulations involving confidential information.
9. Shall receive and assign referrals for related services requiring therapy, such as, but not limited to, occupational and physical therapy, counseling, etc.

Positive School-Community Relations

1. Shall implement and supervise an ongoing Child Find program and activities.
2. Shall utilize auxiliary services, parental involvement, community agencies and all available resources to enhance total services to students with disabilities.
3. Shall notify the public through use of the media about services for students with disabilities in our district.

Record Keeping

1. Shall write, implement and keep documentation of all assigned grants.
2. Shall maintain a central tracking system regarding identification, evaluation and placement of students with disabilities.
3. Shall keep a file of psycho-educational reports for the current four year time span.
4. Shall monitor financial budgets and communicate to the fiscal agent appropriate directions for payment of claims and billings.
5. Shall submit requested reports to the Kentucky Department of Education.
6. Shall communicate with the Department of Education on special education class sizes and submit requests for membership exceptions.
7. Shall maintain current class rolls and student placement information for all students with disabilities.

Instructional Program and Curriculum Development

1. Shall assist in providing professional development training for teachers, administrators and others who work with students with disabilities.
2. Shall assist in interviewing applicants for special education positions in collaboration with school principals.
3. Shall observe new and/or experienced teachers in collaboration with and at the request of principals.
4. Shall order and process supplementary materials for use with students with disabilities.
5. Shall assist support personnel (psychologist, physical therapist, counselors, etc.) with their role in the educational program.
6. Shall observe and provide instructional assistance to teachers of students with disabilities.
7. Shall implement curriculum review and development, including textbooks/materials selection for students with disabilities.
8. Shall serve as an instructional resource to principals.

(CONTINUED)

TITLE: DISTRICT ADMINISTRATOR - SPECIAL EDUCATION

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

Other

1. Shall schedule related service personnel and psychologist at individual schools.
2. Shall make recommendations to the Superintendent as to distribution of special education classes and teachers for the coming year.
3. Shall make recommendations to the Superintendent as to assignments of instructional assistants for classrooms serving students with disabilities.
4. Shall assist the Director of Transportation with special arrangements for transportation of students with disabilities as needed.
5. Shall assist grant writers to obtain additional funding for services for students with disabilities.
6. Shall maintain own level of professional competence by attendance at professional meetings as they relate to areas of responsibility.
7. Shall maintain professional and personal relationships conducive to effective leadership.
8. Shall perform other duties related to the position as assigned by the Superintendent.

DAYS OF EMPLOYMENT: 215 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 100% IDEA for Regular Salary - 100% Extended Days and Extra Services

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT ADMINISTRATOR - TECHNOLOGY

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: District Administrators shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To coordinate and facilitate the integration of technology-based learning into district, school and classroom activities and practices.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall provide a stipend for School Technology Coordinators, specifically to aid the District Technology Coordinator.
2. Shall design, install, maintain, upgrade and implement all networks - both software and hardware, including NT, Novel and AIX (Munis).
3. Shall assist in the development of policies for security, access, deployment, implementation and use.
4. Shall design and maintenance of cable management in wire closets, including documentation of cable and equipment specifications and locations.
5. Shall design, installation, coordination and maintenance of backup strategies for all networks.

(CONTINUED)

TITLE: DISTRICT ADMINISTRATOR - TECHNOLOGY

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

6. Shall monitor usage of system resources and make recommendations for efficient operations.
7. Shall analysis, validation and compilation of data and written reports based on the analysis of the data.
8. Shall conduct problem-solving research to solve technology related problems, such as printed problems, network interface problems, etc.
9. Shall design, maintenance, upgrade and implementation of all Telco Networks.
10. Shall act as liaison between the district/schools and state, federal programs, vendors, local area businesses, community, and the Board of Education.
11. Shall coordinate with School Technology Coordinators and other personnel, the purchase installation, maintenance, upgrades, and implementation of workstations and school level software.
12. Shall coordinate with School Technology Coordinators the development and maintenance of all approved hardware and software inventories.
13. Shall coordinate with school personnel, professional development training with outside agencies when necessary.
14. Shall assist in the troubleshooting of hardware/software problems.
15. Shall coordinate and/or provide the training of School Technology Coordinators.
16. Shall provide technical information and assistance to School technology Coordinators.
17. Shall coordinate with the School Technology coordinator and School Technology Committee the moving and installation of hardware.
18. Shall coordinate and consult with special programs such as Head Start, Title I, Even Start, Family Ties, Youth services and Migrant.
19. Shall coordinate with contractors in design, development, installation and deployment of system for Voice, Data and Video.
20. Shall develop KETS and non-KETS budget.
21. Shall develop budgets for school and district level consolidated plans.
22. Shall work with the District Technology Committee to develop a plan for distribution of funds.
23. Shall track all expenditures within the specified areas of fiscal responsibility.
24. Shall maintain bid specifications for KETS related purchases.
25. Shall assist in the location, quote and/or bid process of non-KETS related purchases.
26. Shall maintain records for hardware and software for an audit of inventories.
27. Shall develop and maintain the tracking of all approved hardware and software inventories.
28. Shall develop and maintain cable and hardware location diagrams.
29. Shall attend KETS conference and coordinate other staff participation.
30. Shall coordinate with School Technology Coordinators the selection of software/hardware, maintenance of curriculum software, installation of software and training in selected software.
31. Shall perform other duties related to the position as assigned by the Superintendent.

TECHNICAL DUTIES:

1. Shall be responsible for all fileserver hardware/software.
2. Shall be responsible for all application software that is maintained on the file servers.
3. Shall be responsible for all management software that is maintained on the file servers.
4. Shall be responsible for all Telco Wire Closets.
5. Shall be responsible for all installation of workstation hardware upgrades.
6. Shall be responsible for all installation of networking software for access to the schools network.

(CONTINUED)

TITLE: DISTRICT ADMINISTRATOR - TECHNOLOGY

TECHNICAL DUTIES (continued):

7. Shall be responsible for all school-level hardware/software, after school personnel have attempted to resolve the problem and the KETS Help Desk or Vendor has been contacted.
8. Shall be responsible for all contracting with technicians to provide school/district sites with assistance in adding workstations to the local and wide area network.

DAYS OF EMPLOYMENT: 234 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S):

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT - DIRECTOR OF STUDENT ACHIEVEMENT

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: The Director of Student Achievement shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall have experience as a classroom teacher.
3. Shall demonstrate the ability to work effectively with students, peers and adults.
4. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To assist principals in supporting teachers in the academic growth of all students.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall establish and maintain a collaborative academic working relationship with all stakeholders, as it relates to student achievement.
2. Shall assist in the supervision, design and implementation for professional development in the area of student achievement.
3. Shall ensure integrity and strength of all academic programs, as they relate to student achievement.
4. Shall promote the success of all students and support the goals of the district/schools to keep the schools focused on learning and achievement according to the district mission and vision.

(CONTINUED)

TITLE: DISTRICT - DIRECTOR OF STUDENT ACHIEVEMENT

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

5. Shall assist in the identification and implementation of materials, tools, resources, and activities to ensure the highest possible success of student achievement.
6. Shall facilitate communication and coordination between the district and schools in the successes and needs in student achievement.
7. Shall assist with the collection and analysis of quantitative and qualitative data, in the area of student achievement.
8. Shall assist in ensuring high student achievement of individual students by utilizing all levels of academic support available and by maintaining a high level of communication with stakeholders to deliver program information and address individual student needs.
9. Shall assist in the development and implementation of activities and programs to acknowledge and honor those students that have displayed high student achievement.
10. Shall monitor and provide on-going oversight to the Federal Programs.
11. Shall perform other duties related to the position as assigned by the Superintendent.

DAYS OF EMPLOYMENT: 234 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 75% General Funds
25% Federal Programs

adopted: 6/31/2007

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT RESOURCE INSTRUCTOR - MATHEMATICS

PRIMARY SUPERVISOR: ASSISTANT SUPERINTENDENT

APPOINTMENT: Mathematics Resource Teachers shall be appointed annually, upon the recommendation of the Assistant Superintendent to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position. (An emphasis in mathematics is preferred.)
2. Shall have experience as a classroom teacher.
3. Shall demonstrate the ability to work effectively with students, peers and adults.
4. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide on-going, in-class professional development through writing and teaching units of study in the area of mathematics.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall focus on math in grades 3 - 6.
2. Shall attend several trainings/workshops specific to research-based strategies in the teaching of mathematics at the elementary and middle school levels.
3. Shall model effective teaching strategies in the areas of mathematics for regular teachers.
4. Shall collaborate with regular teachers during team planning times as dictated by student needs.
5. Shall keep up-dated to Title I requirements and keep proper documentation.

(CONTINUED)

TITLE: DISTRICT RESOURCE INSTRUCTOR - MATHEMATICS

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

6. Shall assist the building principal in compiling monitoring reports and encourage parent involvement.
7. Shall recruit teachers to develop and write units.
8. Shall assist with quality and conformity to the Kentucky Department of Education Standards Based Units of Study Guidelines.
9. Shall provide teachers with assistance in writing open response questions in grades 3 - 6.
10. Shall lead instructional evaluation of student work and follow-up teaching targets.
11. Shall develop district assessment procedures for mastery learning in mathematics core content and program of studies.
12. Shall analyze and disaggregate student achievement data to determine curriculum or instructional priorities for teaching and learning mathematics.
13. Shall perform other duties related to the position as assigned by the Supervisor.

DAYS OF EMPLOYMENT: .5 position

SALARY: Commensurate with the school district's Certified Salary Schedule

FUNDING SOURCE(S): 100% Title I

adopted: 6/17/2002

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT RESOURCE INSTRUCTOR - SCIENCE

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: Science Resource Teachers shall be appointed annually, by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall have experience as a classroom teacher.
3. Shall demonstrate the ability to work effectively with students, peers and adults.
4. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide on-going, in-class professional development through researched based and inquiry based science practices.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall demonstrate and model for teachers/students in a laboratory settings.
2. Shall assist teachers with integration of math and science through the program - Activities Integrating Mathematics and Science (AIMS).
3. Shall work in classrooms (Grades K-12) to help teachers tryout/teach science lessons/units that are inquiry based learning.
4. Shall differentiate to challenge gifted/talented students, address multiple intelligences and also, include accommodations for the learning styles and learning needs of special education students that relate to science content.

(CONTINUED)

TITLE: DISTRICT RESOURCE INSTRUCTOR - SCIENCE

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

5. Shall provide teachers with assistance in developing open-response questions, formative assessment, authentic assessment and scoring guides.
6. Shall assist teachers in evaluating student work.
7. Shall assist teachers in focusing on research-based best practices and utilizing brain research findings, specifically to science instruction to ensure the success and achievement of all students.
8. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
9. Shall conduct local district professional development activities in the area of science assessment/ curriculum/instruction.
10. Shall perform other duties related to the position as assigned by the Superintendent.

DAYS OF EMPLOYMENT: up to 100 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 100% Federal Funds

adopted: 5/21/2001
revised: 6/17/2002
revised: 7/1/2003
revised: 7/2/2007

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT RESOURCE INSTRUCTOR - SCIENCE/SOCIAL STUDIES

PRIMARY SUPERVISOR: ASSISTANT SUPERINTENDENT

APPOINTMENT: Science/Social Studies Resource Teachers shall be appointed annually, upon the recommendation of the Assistant Superintendent to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall have experience as a classroom teacher.
3. Shall demonstrate the ability to work effectively with students, peers and adults.
4. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide on-going, in-class professional development through writing and teaching units of study in the areas of Science and Social Studies.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall recruit teachers to develop and write units (Grades 3-11).
2. Shall assist with unit quality and conformity to Kentucky Department of Education Standards-Based Units of Study guidelines.
3. Shall work in classrooms (Grades 3-11) to help teachers tryout/teach the units prior to final completion of the unit design.
4. Shall differentiate to challenge gifted/talented students, address multiple intelligences and also, include accommodations for the learning styles and learning needs of special education students.

(CONTINUED)

TITLE: DISTRICT RESOURCE INSTRUCTOR - SCIENCE/SOCIAL STUDIES

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

5. Shall include multicultural education initiatives as appropriate.
6. Shall provide teachers with assistance in developing open-response questions in Science and Social Studies.
7. Shall assist teachers in evaluating student work.
8. Shall assist teachers in focusing on research-based best practices and utilizing brain research findings, specifically to science and social studies instruction to ensure the success and achievement of all students.
9. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
10. Shall serve as the primary contact between the local school district and the state Assessment and Accountability Programs.
11. Shall attend Kentucky Department of Education sponsored assessment and accountability meetings.
12. Shall conduct local district professional development activities in areas of instruction and assessment.
13. Shall communicate definitions, assessment timelines, procedures for compiling data and other assessment information as necessary to appropriate district staff.
14. Shall assist teachers, principals, counselors and parents with questions, problems and concerns regarding the assessment process.
15. Shall assist teachers in integrating instruction and assessment.
16. Shall work with district public relations officer or serve as district contact to release assessment information to local news media.
17. Shall perform other duties related to the position as assigned by the Supervisor.

DAYS OF EMPLOYMENT: 225 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 100% Title II

adopted: 5/21/2001
revised: 6/17/2002
revised: 7/1/2003

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT RESOURCE INSTRUCTOR - SECONDARY CURRICULUM & INSTRUCTION

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: Secondary Curriculum and Instruction Resource Teachers shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide leadership and expertise in the development, implementation, and assessment of high quality, research-based curriculum and assessment program; supply support, guidance and assistance to the district instructional staff as needed.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall facilitate the development of a comprehensive secondary curriculum for the respective area which is designed to meet the student outcomes as established by the District.
2. Shall assist in the development, selection, and implementation of secondary instructional resource materials.
3. Shall assist with planning and presenting staff in-service activities.
4. Shall organize and manage the District Student Performance Assessments.
5. Shall prepare reports, manuals, guides, assessments, and other written documents.
6. Shall organize and lead a secondary curriculum committee which provides balanced representation and information on secondary curriculum and assessment issues.

(CONTINUED)

TITLE: DISTRICT RESOURCE INSTRUCTOR - SECONDARY CURRICULUM & INSTRUCTION

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

7. Shall provide over-sight in district-wide programs and activities related to the respective curriculum area.
8. Shall assist the building principals in planning and presenting in-service to staff.
9. Shall promote positive public relations with the community and within the school district by using positive verbal and non-verbal communication and interaction skills at all times.
10. Shall plan, prepare, and conduct in-service activities for certified and non-certified teaching staff.
11. Shall provide support to new district staff members through mentoring and providing resource materials.
12. Shall assist secondary staff involved in assessment and evaluation activities in order to promote consistency in assessment and interpretation of results.
13. Shall provide interpretation of district assessment results to appropriate audiences.
14. Shall analyze and assess data to determine the effectiveness of secondary instructional objectives.
15. Shall assist in the development of programs, with other curriculum facilitators, in order to provide a comprehensive educational program.
16. Shall assist in the alignment of course content and Kentucky Core Content and Performance Standards.
17. Shall attend and participate in meetings as assigned in order to provide input in the decision-making processes and maintain communication.
18. Shall perform other duties related to the position as assigned by the Superintendent.

DAYS OF EMPLOYMENT: 225 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 50% Title I
50% General Fund

adopted: 5/15/2006

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DISTRICT TECHNOLOGY RESOURCE COORDINATOR - CHIEF INFORMATION OFFICER

PRIMARY SUPERVISOR: SUPERINTENDENT

APPOINTMENT: Technology/Assessment Resource Teachers shall be appointed annually, by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall have experience as a classroom teacher. (3 years preferred)
3. Shall demonstrate the ability to work effectively with students, peers and adults.
4. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
5. Shall have a strong knowledgebase in integrating technology into curriculum, instruction and assessment.
6. Shall have a strong knowledge of best practices and research in professional development.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide on-going, in-class professional development in the use of instructional technology/assessment.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the students, parents, and community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall plan with teachers and assist in the integration of technology/assessment for teaching and learning and to meet teacher and student technology standards. (CIITS, MAP, SchoolPointe, Program Reviews)
2. Shall create and maintain a website of teacher resources and other district communication.

(CONTINUED)

TITLE: DISTRICT TECHNOLOGY RESOURCE COORDINATOR - CHIEF INFORMATION OFFICER

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

3. Shall work with committees (e.g., curriculum, comprehensive school improvement planning, textbooks, technology, assessment, professional development, etc.) to develop or procure technology resources to meet instructional and management needs.
4. Shall develop, implement, and monitor a District Technology/Assessment aligned curriculum plan for schools.
5. Shall work collaboratively with the district technology/assessment department and the district curriculum, instruction, and assessment coordinators for the integration and utilization of technology in instruction.
6. Shall attend district, regional, and state meetings for professional growth and for the purpose of assisting in training district personnel.
7. Shall provide professional development that will encourage staff to examine instructional practices and on-going student progress.
8. Shall train teachers to use technology/assessment as a tool for teaching and learning.
9. Shall participate in opportunities for professional growth and provide one-on-one/small group technology/assessment professional development activities for teachers and staff.
10. Shall support district goals and objectives for teaching and learning through technology/assessment.
11. Shall advise, assist, and coordinate the school STLP Coordinators in developing leadership responsibilities in technology/assessment. (Student Technology Leadership Program)
12. Shall coach teachers and staff in educational and assistive technology/assessment.
13. Shall provide strategic and tactical planning, development, evaluation, and coordination of the information and technology/assessment systems for the district.
14. Shall facilitate communication between staff, management, vendors, and other technology/assessment resources within the schools and district.
15. Shall oversee the computer operations of the student information system, including local area networks and wide-area networks.
16. Shall design, implement, and evaluate the systems that support end users in the productive use of computer hardware and software.
17. Shall develop and implement user-training programs.
18. Shall oversee and evaluate system security and back up procedures.
19. Shall research software to determine hardware and configuration requirements to assure system compatibility.
20. Shall study software manuals to learn installation procedures and basic application functions.
21. Shall test applications following installation to assure proper operation.
22. Shall reconfigure and upgrade software as appropriate.
23. Shall perform repairs or refer hardware repairs to the appropriate technical electronics personnel.
24. Shall provide individual and group training in software application operation as needed: including report generation, query use, word processing and desktop publishing.
25. Shall design and write programs of moderate difficulty for the proper interaction between multi-system hardware and software applications.
26. Shall prepare and maintain a variety of logs and records: including software and hardware inventories.
27. Shall provide supervision, direction, guidance, and evaluations for all computer maintenance technicians.
28. Shall provide assistance while working closely with school technology coordinators.
29. Shall provide oversight and training in internet safety and maintain acceptable use policies and documentation.
30. Shall provide oversight and assistance in state and federal reporting requirements for KETS and e-Rate.
31. Shall perform other duties related to the position as assigned by the Supervisor.

(CONTINUED)

TITLE: DISTRICT TECHNOLOGY RESOURCE COORDINATOR - CHIEF INFORMATION OFFICER

DAYS OF EMPLOYMENT: 230 days
(unless otherwise specified by district/school needs)

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): GENERAL FUND/KETS/TITLE

adopted: 5/21/2001
revised: 5/15/2003
revised: 5/31/2007
revised: 6/15/2012
revised: 10/30/2012

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: EXTENDED SCHOOL SERVICES COORDINATOR

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: ESS Coordinators shall be appointed for a one school year period with reappointment by the Principal, subject to a high level of performance.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
4. Shall possess knowledge of intent/parameters for the ESS Program.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To help students acquire the knowledge, skills and attitudes that society feels will contribute to their development into mature, able and responsible men and women.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall keep accurate, up-to-date records.
 - a. keep attendance of students from all teachers
 - b. maintain pre/post tests folders/student work samples
 - c. report payroll
 - d. process student accountability forms
 - e. oversee budget/update budget
 - f. present budget to SBDM

(CONTINUED)

TITLE: EXTENDED SCHOOL SERVICES COORDINATOR

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

- g. prepare parent notification
 - h. maintain documents required by ESS program
 - i. compile reports and send to ESS District Coordinator
 - j. maintain students' data base on computer, if applicable.
2. Shall do all ordering.
- a. supplies
 - b. snacks
 - c. awards/incentives
3. Shall do all scheduling.
- a. students
 - b. teachers
 - c. transportation
4. Shall be responsible for the overall operations.
- a. responsible for accountability/documentation of student, teacher, and program.
 - b. ensure communication and/or conference with students/parents.
 - c. provide/arrange professional development for ESS teachers.
 - d. arrange teacher attendance at District ESS trainings.
 - e. serve as a representative on the Curriculum/Instructional committee (SBDM).
 - f. facilitate student recruitment/referral.
 - g. evaluate/monitor effectiveness of the program.
 - h. confer with SBDM regarding the program criteria/budget.
 - i. recruit and provide information to teachers throughout the program.
 - j. oversee transportation, attendance, snacks, and other details of the daily program.
 - k. coordinate planning of the ESS program through ESS committee meetings and using school transformation plan guidelines.
5. Shall perform other duties consistent with the position as assigned by the Principal.

DAYS OF EMPLOYMENT: Days and hours will be determined by the needs of the ESS Program.

SALARY: Commensurate with the school district's Certified Salary Schedule for Extended School Services.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: GUIDANCE COUNSELOR - HIGH SCHOOL

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Counselors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall register students new to the school and orients them to school procedures and the school's varied opportunities for learning.
2. Shall aid students in course and subject selection.
3. Shall maintain student records and protects their confidentiality and advises the principal on matters relating to computerized student record keeping.
4. Shall work to resolve student's educational handicaps by applying proper diagnostic techniques and planning their educational programs.

(CONTINUED)

TITLE: GUIDANCE COUNSELOR - HIGH SCHOOL

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

5. Shall work to discover and develop special abilities of students.
6. Shall work with teachers and parents to prevent students from dropping out of school.
7. Shall provide student information to colleges and potential employers according to provisions of the Board's policy of student records.
8. Shall assist the principal in planning guidance field trips to schools, colleges, and industry for interested students
9. Shall prepare recommendations to colleges and other agencies for admissions and scholarships.
10. Shall assist in arranging for tutors and summer school work for under achieving students.
11. Shall guide students in their selection of school and community activities in which to participate.
12. Shall obtain and disseminates occupational information to students and to classes studying occupations and advises the principal on matters relating to computerized occupational information systems.
13. Shall help students evaluate career interests and choices.
14. Shall organize and conduct annual "Career Day".
15. Shall work with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
16. Shall assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
17. Shall confer with parents whenever necessary.
18. Shall interpret the guidance program to the community.
19. Shall work with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
20. Shall advise administrators and faculty on the matters of student discipline.
21. Shall assist in the orientation of new faculty members.
22. Shall remain readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
23. Shall take an active role in interpreting the school's objectives to students, parents, and the community at large.
24. Shall make home visits, when necessary, to building a healthy rapport between parents and children, parents and school, and students and school.
25. Shall provide small group counseling when appropriate to deal with similar student concerns.
26. Shall perform other duties related to the position as assigned by the Principal.

DAYS OF EMPLOYMENT: 215 days - high school

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: GUIDANCE COUNSELOR - MIDDLE & ELEMENTARY

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Counselors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall register students new to the school and orients them to school procedures and the school's varied opportunities for learning. (middle school)
2. Shall aid students in course and subject selection. (middle school)
3. Shall maintain student records and protects their confidentiality and advises the principal on matters relating to computerized student record keeping. (middle school)
4. Shall work to resolve student's educational handicaps by applying proper diagnostic techniques and planning their educational programs. (middle school)

(CONTINUED)

TITLE: GUIDANCE COUNSELOR - MIDDLE & ELEMENTARY

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

5. Shall work to discover and develop special abilities of students.
6. Shall work with teachers and parents to prevent students from dropping out of school.
7. Shall assist in arranging for tutors and summer school work for under achieving students.
8. Shall guide students in their selection of school and community activities in which to participate.
9. Shall obtain and disseminates occupational information to students and to classes studying occupations and advises the principal on matters relating to computerized occupational information systems.
10. Shall help students evaluate career interests and choices.
11. Shall organize and conduct annual "Career Day".
12. Shall work with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
13. Shall confer with parents whenever necessary.
14. Shall assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation. (middle school)
15. Shall interpret the guidance program to the community.
16. Shall work with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
17. Shall advise administrators and faculty on the matters of student discipline.
18. Shall assist in the orientation of new faculty members.
19. Shall remain readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
20. Shall take an active role in interpreting the school's objectives to students, parents, and the community at large.
21. Shall make home visits, when necessary, to building a healthy rapport between parents and children, parents and school, and students and school.
22. Shall provide small group counseling when appropriate to deal with similar student concerns.
23. Shall perform other duties related to the position as assigned by the Principal.

DAYS OF EMPLOYMENT: 205 days - middle school 195 days - elementary

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: GUIDANCE COUNSELOR - VOCATIONAL EDUCATION

PRIMARY SUPERVISOR: CAREER & TECHNICAL CENTER - ASSISTANT PRINCIPAL

APPOINTMENT: Vocational Counselor shall be appointed annually, upon the recommendation of the Career and Technical Education Center Assistant Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To coordinate and deliver a comprehensive K – 12 developmentally appropriate career-counseling program.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall direct curriculum delivery of career guidance programs to insure alignment with state and national standards.
2. Shall collect, administer, and maintain all program and student transition and vocational assessment data for submission to local board of education and Kentucky Department of Education.
3. Shall develop a process and procedure for planning, implementation, and evaluation of a comprehensive developmental career guidance and counseling program.
4. Shall maintain student records and protects their confidentiality and advises the principal on matters relating to computerized student record keeping.
5. Shall assess developmental needs of students.
6. Shall address academic expectations and school-to-work initiatives.

(CONTINUED)

TITLE: GUIDANCE COUNSELOR - VOCATIONAL EDUCATION

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

7. Shall assist in preparing students for successful transitions.
8. Shall modify the career guidance curriculum to continually meet the needs of students.
9. Shall guide individuals and groups of students through the development of education and career plans.
10. Shall assist teachers in teaching developmental career guidance and advisory programs.
11. Shall consult with parents, faculty, staff, administrators, and other to enhance work with students.
12. Shall interpret relevant information concerning the developmental needs of students. Interact with school councils, school boards, Family Resource / Youth Services Centers, Advisory Councils, and / or school committees for promoting career guidance program.
13. Shall facilitate successful communications between and among teachers and parents as well as teachers and students.
14. Shall serve as coordinator of community, district, and educational resources to insure students have available all resources for career development.
15. Shall assess, interpret and communicate results to students, faculty, parents, and community with respect to skills standards assessment, technical entrance assessments, and other career-oriented assessments.
16. Shall provide professional leadership within the school, community, and education profession to improve students learning and well being.
17. Shall participate in relevant professional development that enhances overall performance relative to Kentucky's learner goals and occupational skills standards assessment.
18. Shall perform other duties consistent with the position assigned as may be requested by the Principal.
19. Shall perform other duties consistent with the position assigned as may be requested by the Principal.

DAYS OF EMPLOYMENT: 220 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001
revised: 11/17/2003
revised: 6/10/2008

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: LIBRARY MEDIA SPECIALIST

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Library Media Specialists shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To instill in each student a love for reading by providing students with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth and aid all students in acquiring the skills needed to take full advantage of library sources.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

Management

1. Shall develop short and long range goals which guides the development of the Library Media Program.
2. Shall develop and implement policies and procedures for the operation of the Library Media Program. (e.g. selection, circulation, scheduling)
3. Shall plan and implement technologically advanced facilities and programs.
4. Shall coordinate the school's implementation of KETS if assigned (School Technology Coordinator) or actively serves on committees integrating technology.

(CONTINUED)

TITLE: LIBRARY MEDIA SPECIALIST

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

Management (continued)

5. Shall prepare and administer budgets to reflect the needs of the entire school community.
6. Shall evaluate Library Media Center programs, services, facilities and materials to ensure optimum use of the library media center and its resources.
7. Shall meet periodically with administrators to evaluate the Library Media Program.
8. Shall present an annual report to the SBDM Council.

Organization

1. Shall help with selection, training and supervision of Library Media Center assistants, student assistants and adult volunteers to perform duties efficiently.
2. Shall help evaluate the library clerk.
3. Shall select resources and technology which supports the school's curriculum and educational philosophy.
4. Shall withdraw obsolete and worn materials.
5. Shall classify, catalog, process and organize for circulation the educational media and technology for easy access.
6. Shall establish and follow procedures for the maintenance and repair of all media.
7. Shall maintain a current inventory of holdings.
8. Shall manage student behavior in a constructive manner.
9. Shall maintain the Library Media Center to be a functional, attractive and orderly environment which encourages maximum use, focusing on student achievement.

Teacher, Collaborator, and Instructional Partner

1. Shall teach information literacy skills as an integral part of units and lessons.
2. Shall teach how to use the Kentucky Virtual Library (KYVL).
3. Shall assist teachers and students in applying information resources and information literacy skills into classroom curriculum.
4. Shall promote maximum use of the Library Media Center by establishing policies and procedures of flexible access to facilitate and promote students achievement.
5. Shall serve on committees involved with designing learning activities for students, curriculum revision and/or textbook adoption (e.g. curriculum, textbook, technology, instructional practices, SBDM council).
6. Shall plan and/or participate in special projects or proposals.
7. Shall plan cooperatively with teachers to integrate research, information retrieval skills and literature appreciation into the curriculum.
8. Shall help teachers develop instructional activities which stress whole language and interdisciplinary strategies.

Professional

1. Shall provide professional development for staff.
2. Shall pursue an on-going effort to learn.
3. Shall provide access to professional materials and information for school staff.
4. Shall adhere to and inform faculty and staff of established laws, policies, rules and regulations (including copyright laws).
5. Shall submit accurate reports promptly.
6. Shall promote the Library Bill of Rights/Intellectual Freedom.

(CONTINUED)

TITLE: LIBRARY MEDIA SPECIALIST

7. Shall participate in various professional organizations and activities which relate to library media and technology (i.e. visits other Library Media Centers; participates in continuing education courses, workshops and conferences; presents at professional meetings).
8. Shall utilize current research and methods in areas of technology, teaching, learning and library and information science.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

Communication

1. Shall promote a positive relationship with students, staff and community.
2. Shall network with other libraries and share resources.
3. Shall publicize the Library Media Center programs, services and materials through newsletter, announcements and in other creative ways.
4. Shall submit to administrators/SBDM councils and faculty statistical reports which support Library Media Center Programs goals.
5. Shall perform other duties consistent with the position assigned as may be requested by the Principal.

DAYS OF EMPLOYMENT: 190 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

revised: 11/3/2003

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: NAVAL SCIENCE INSTRUCTOR (NSI)

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Naval Science Instructors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall be a commissioned officer or equivalent within the Navy, Marine Corps, Coast Guard or National Oceanic and Atmospheric Administration who is retired with a minimum of 20 years service.
2. Shall hold a valid certification by Chief of Naval Education and Training (CNET)
3. Shall hold a Baccalaureate Degree from an accredited college or university.
4. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To develop in NJROTC students, as well as others, the values and skills to become better citizens and leaders.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall carry out policies relative to the administration of the NJROTC unit.
2. Shall advise institution authorities as to the provisions of law and regulations as they relate to the operation of the NJROTC unit maintained at the institution.
3. Shall determine appropriate action within clearly defined guidelines.
4. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
5. Shall seek to establish friendly and cooperative partnerships between home and school.
6. Shall work to develop a positive public relationship between the school district and the community.
7. Shall carry out assignments in a timely manner without undue checking.
8. Shall react positively to directives.
9. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
10. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
11. Shall strive to maintain and improve professional competence.
12. Shall take necessary precautions to protect students, equipment, materials and facilities.
13. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall teach a multi-subject 3 or 4 year curriculum.
2. Shall instruct in military drill.
3. Shall counsel students in the NJROTC program.

(CONTINUED)

TITLE: NAVAL SCIENCE INSTRUCTOR (NSI)

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

4. Shall write/update lesson plans for the NJROTC curriculum and other lesson preparation requirements.
5. Shall arrange for cleaning and tailoring of uniforms.
6. Shall requisition all government furnished equipment (includes uniforms, training aids, books, drill rifles, air rifles and organizational equipment).
7. Shall survey old and worn uniforms and other government property.
8. Shall perform simple preventive maintenance of training aids and devices.
9. Shall inventory control of all government furnished equipment/materials (including annual wall-to-wall inventory).
10. Shall ensure proper physical security of all government furnished equipment/materials.
11. Shall prepare periodic reports on program administration and logistics.
12. Shall keep current and abreast of new developments and organizations within the Navy.
13. Shall plan extracurricular activities for the NJROTC unit (including color/honor guard ceremonies, drill team and rifle teams competitive meets, field trips, mini-boot camps, ship cruises, etc.)
14. Shall assess unit processes to assure NJROTC program objectives are met.
15. Shall take courses of instruction to improve teaching abilities.
16. Shall attend Navy sponsored training to keep abreast of current requirements of program management.
17. Shall establish rapport with school counselors and faculty members.
18. Shall make annual presentations of the NJROTC program to students at feeder schools for the purpose of recruiting new cadets into the program.
19. Shall maintain financial accounts of operating budget.
20. Shall prepare financial vouchers to the Navy for reimbursement of expenditures to the school made in support of the NJROTC program.
21. Shall establish contact with civic groups to obtain their recognition and support to the NJROTC program.
22. Shall perform such duties as may be assigned by the Principal.

DAYS OF EMPLOYMENT: 300 days - (including Saturday, Sunday and holidays)

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: _____ PRINCIPAL _____

PRIMARY SUPERVISOR: _____ SUPERINTENDENT _____

APPOINTMENT: Principals shall be appointed annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To promote the educational development of each student through the application of leadership, supervisory and management skills.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

Instructional

1. Shall provide leadership in all areas of academic programs to insure that all students receive quality instruction.
2. Shall provide oversight and monitor student progress to help each student attain his/her highest level of achievement.
3. Shall prepare written monthly board reports reflecting the academic progress of the students in his/her school. (Oral presentations shall be made to the board at their request.)
4. Shall develop an optimum learning environment which is protected from encroachments on instructional time.

(CONTINUED)

TITLE: PRINCIPAL

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

Instructional (continued)

5. Shall visit classrooms on a regular basis and record events for follow-up conferences.
6. Shall require instructors to submit lesson plans on a regular basis, review such plans and return them promptly to instructor with appropriate comments.
7. Shall develop programs to motivate instructors to instruct and students to learn.
8. Shall introduce concepts that promote active participation of both instructors and students.
9. Shall encourage the display of materials that promote learning.
10. Shall encourage the use of and instruct teachers in the use of a variety of instructional techniques and instructional media.
11. Shall participate actively with teacher, guidance counselors, social workers and attendance personnel in solving student problems.
12. Shall demonstrate a working knowledge of the Boyd County Board of Education's Consolidated Plan and Strategic Plan through goal-oriented student learning and personnel practices and actively promotes the concept of school effectiveness.

Personnel Management

1. Shall demonstrate an understanding of the overall concepts upon which public education is founded and upon which democratic administration operates.
2. Shall allow personnel to absent themselves from their assigned duties only for emergency or other higher priority school purposes.
3. Shall be aware of and able to defend his/her own leadership style.
4. Shall display knowledge of Board Policy, administers his/her school in accordance with those policies and make appropriate recommendations for development of new policies by the Board.

Student Discipline and Safety

1. Shall establish and enforce appropriate dress and conduct rules and regulations designed to provide for maximum use and least disruption to instructional time.
2. Shall establish a system of notifying the parents as soon as possible in the event of illness, accident or injury to a student; summoning a physician or other medical help and following their professional direction in the event neither parent can be contacted; contacting law enforcement officials; and taking the student to a hospital emergency room in the event a physician or ambulance is not available.
3. Shall familiarize himself/herself with the regulations and procedures governing identification, testing, placement and education of handicapped students and is active in this process.
4. Shall administer reasonable punishment for student disorder or other violation of rules, including suspension of students subject to applicable rules and regulations.

Plant Security and Improvement

1. Shall design and put into action a program of building security which takes into account weekends, vacations and after-school use by in-school and outside groups within existing Board Policy.
2. Shall inspect his/her school building and grounds for cleanliness and beautification.
3. Shall develop such plans as necessary in cooperation with the Supervisor of Maintenance to insure that all fire, health and safety codes applicable to public building are being addressed.
4. Shall move throughout the building and grounds observing, recording and planning for purposes of correcting and upgrading the overall operation of the school.

(CONTINUED)

TITLE: PRINCIPAL

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

Plant Security and Improvement (continued)

5. Shall perform monthly maintenance inspections of his/her school and report the results in writing to the Superintendent.

Finance and Accounting

1. Shall analyze all financial data and maintain a system of strict accounting for school funds that is in accordance with KRS 156.070 (Red Book) and which documents strict accountability for school funds from the source of collection to the final distribution for school purposes.
2. Shall maintain a system that insures that the delivery of services and goods to his/her school is/was supported by quality workmanship and that billing is accurate.
3. Shall maintain an up-to-date inventory of classroom supplies, books, equipment and furniture.

Additional Duties

1. Shall demonstrate a feeling (caring) in matters of human relations for those students, faculty and staff over whom he/she has administrative and evaluative responsibility and encourages self-development and improved human productivity.
2. Shall establishes a network of identifying unusual problems, both actual and potential, recording recording particulars and passing on to the Central Office staff information that documents attempts made to solve the problem at the school level.
3. Shall oversee, along with the school social worker, the development and administration of programs designed to insure the health, safety and welfare of students and school personnel assigned to his/her school including fire drills and an emergency preparedness program.
4. Shall establish a schedule of reporting and dismissal time for students and personnel assigned to his/her school and reports repeated infractions of the schedule to the Superintendent.
5. Shall meet with the Superintendent from time-to-time to discuss future improvements for his/her school and to receive instruction on such other duties as required by the Superintendent.
6. Shall be open and available to students, staff members and parents and the community for counseling and problem solving.
7. Shall actively participates in the management and accounting of the Food Service Program.
8. Shall perform such other duties as may be assigned by the Superintendent or an Assistant Superintendent.

DAYS OF EMPLOYMENT: 234 days - (high school)
 234 days - (middle school)
 234 days - (elementary school)

SALARY: Commensurate with the school district's Certified Salary Schedule.

revised: 5/02

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: SCHOOL ADMINISTRATOR - CURRICULUM, INSTRUCTION & ASSESSMENT

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: School Administrators shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall have experience as a classroom teacher.
3. Shall demonstrate the ability to work effectively with students, peers and adults.
4. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide leadership and expertise in the development, implementation, and assessment of high quality, research-based curriculum and assessment program; supply support, guidance and assistance to the district instructional staff as needed.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall serve as the primary contact between the local school and the district Assessment and Accountability Programs.
2. Shall attend Kentucky Department of Education sponsored assessment and accountability meetings, as directed by the district assessment coordinator.
3. Shall conduct local school professional development activities in areas of curriculum, instruction and assessment.
4. Shall assist teachers in integrating curriculum, instruction and assessment.

(CONTINUED)

TITLE: SCHOOL ADMINISTRATOR - CURRICULUM, INSTRUCTION & ASSESSMENT

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

5. Shall communicate definitions, assessment timelines, procedures for compiling data and other assessment information as necessary to the appropriate staff.
6. Shall assist teachers, principals, counselors and parents with questions, problems and concerns regarding the assessment process.
7. Shall work with the district contact to release assessment information to local news media.
8. Shall represent the school at various professional meetings.
9. Shall provide oversight and monitoring to the school's Comprehensive School Improvement Plan.
10. Shall assist in the coordination of programs with school personnel in order to provide a comprehensive educational program.
11. Shall provide oversight and monitoring of instructional initiatives.
12. Shall provide oversight, monitoring and coordination of alignment of curriculum core content and performance standards.
13. Shall provide oversight and monitoring of the school's Gifted and Talented education program.
14. Shall perform other duties related to the position as assigned by the Supervisor.

DAYS OF EMPLOYMENT: 230 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 100% General Fund

adopted: 5/21/2001
revised: 7/20/2009

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: SCHOOL PSYCHOLOGIST

PRIMARY SUPERVISOR: DIRECTOR OF EXCEPTIONAL CHILDREN

APPOINTMENT: District Administrators shall be appointed annually by the Superintendent

QUALIFICATIONS:

1. Shall hold a master's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall have completed an internship that includes at least 50% of time in the school setting.
3. Shall demonstrate the ability to work effectively with students, peers and adults.
4. Shall demonstrate the ability to communicate effectively with students, parents, teachers and administrative staff.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide psychological and psychoeducational services to students, parents and school staff; tailor their services to the particular needs of each student and each situation; provide leadership, expertise and direction to positively effect the educational outcome of students in need.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall provide consultation to staff on a referral/request basis for all students.
2. Shall make recommendations to school staff concerning behavioral intervention plans for students.
3. Shall provide assistance to school staff concerning various disabilities to teachers and parents as requested.
4. Shall conduct standardized, individual assessment, especially in the areas of cognition and behavior, as requested by ARC and 504 committees.

(CONTINUED)

TITLE: SCHOOL PSYCHOLOGIST

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

5. Shall develop integrated written reports for eligibility determinations for ARC and 504 committees.
6. Shall interpret individualized assessment reports for ARC and 504 committees, administrators, and parents.
7. Shall provide training and assistance to staff in special programs such as day treatment, EBD Autism and FMD.
8. Shall act as a district trainer for special education and related staff concerning Crisis Intervention/Crisis Management or Crisis to Care.
9. Shall provide Mental Health screening and support for Head Start Program.
10. Shall provide additional staff training on a variety of topics on an as needed basis.
11. Shall collaborate with community services to ensure smooth linking of services and referral as needed.
12. Shall provide program evaluation as needed.
13. Shall provide prevention services for families, at-risk students and staff.
14. Shall provide mental health counseling, crisis intervention, assessment and referral as needed to students or staff.
15. Shall maintain professional standards by delivering services consistent with guidelines for professional practice and codes of ethics.
16. Shall adhere to relevant laws, policies and lines of authority and maintains and updates knowledge and skills in school psychology and education.
17. Shall supervise 504 services and maintain appropriate data.
18. Shall arrange for training of and assignment of responsible staff as related to 504 services.
19. Shall provide supportive programmatic and consultation/organizational services to district school counselors.
20. Shall provide direct supervision to Health Services staff - including hiring and evaluation of staff.
21. Shall provide oversight of data reporting to the Kentucky Department of Education and facilitate appropriate maintenance of student records related to health documentation.
22. Shall provide support and consultation in lessons and classroom materials offered through School Health.
23. Shall review and assist in the revision of policies/procedures for the Board of Education and Superintendent approval based on current law and Department of Education best practices related to health issues.
24. Shall perform other duties related to the position as assigned by the Supervisor.

DAYS OF EMPLOYMENT: 195 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 100% IDEA

adopted: 5/21/2001
revised: 8/27/2004
revised: 5/28/2013

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: SCHOOL READING COACH

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: School Reading Coaches shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position. (An emphasis in language arts and/or reading is preferred.)
2. Shall have experience as a classroom teacher.
3. Shall demonstrate the ability to work effectively with students, peers and adults.
4. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To support the Reading Program with on going, modeling and demonstrations through the use of scientifically based reading research to promote the use of best practices in teaching and assessment.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall focus on the reading initiatives in the school wide reading program.
2. Shall attend trainings/workshops specific to research-based strategies in the teaching of reading.
3. Shall model effective teaching strategies in the areas of reading for regular teachers.
4. Shall collaborate with regular teachers during team planning times as dictated by student needs.
5. Shall assist in the development of Pass-on Portfolios in grades K-5 or, 6 or, 8-11.
6. Shall lead instructional evaluation of student work and follow-up teaching targets.

(CONTINUED)

TITLE: SCHOOL READING COACH

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

7. Shall provide on-going support to teachers identified as needing professional growth in the areas of reading and/or writing.
8. Shall collaborate with the Writing Cluster Leader in order to plan appropriate instructional activities and job embedded professional development for staff.
9. Shall assist the building principal and parent involvement coordinator in compiling reports and encourage parent support for the reading/writing program.
10. Shall demonstrate exemplary classroom literacy practice and process a deep understanding of literacy theory.
 - Ongoing teaching of children in a variety of settings and grade levels (K-5).
 - Extend literacy competencies through professional development opportunities and networking with other literacy coaches in Kentucky schools.
11. Shall help improve instruction by engaging teachers in intensive professional development and promote a school-based professional community.
 - Provide demonstrations of literacy components.
 - Observe and coach classroom teachers in effective practices.
 - Provide sustained mentoring to classroom teachers.
 - Plan and conduct professional literacy team meetings.
 - Provide workshops on the literacy framework.
12. Shall manage and evaluate the school's literacy program to ensure the highest level of quality.
 - Collect data, analyze results, and reports findings.
 - Implements a school-wide assessment system for monitoring student achievement.
 - Evaluate student achievement and assist with placing students in appropriate intervention and support services.
 - Evaluate effectiveness of the overall literacy program.
 - Identify needs and make recommendations for appropriate reading materials.
 - Provide records and research data to the Kentucky Department of Education, as requested.
13. Shall provide leadership for literacy across the school community.
 - Meet regularly with the principal to report on progress and plan next steps.
 - Network with other literacy coaches in developing, implementing, and researching the literacy-based program.
 - Communicate the results of the literacy program and spotlight the school as a Literacy Center.
14. Shall perform other duties related to the position as assigned by the Supervisor.

DAYS OF EMPLOYMENT: extra services duties - up to 75 days

SALARY: Commensurate with the school district's Extra Service Increment Salary Schedule.

FUNDING SOURCE(S): 100% Title I

adopted: 3/18/2004

revised: 7/2/2007

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: SECRETARY TO THE BOARD OF EDUCATION

PRIMARY SUPERVISOR: BOARD OF EDUCATION

APPOINTMENT: Secretary to the Board of Education shall be appointed by the Board for a one, two, three or four year contract.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To relieve the Board of paper work and other routine matters and to execute expeditiously the instructions of the Board so the Board may devote maximum attention to the central problems of education and policy matters.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall give public notice and attend all meetings of the Board of Education.
2. Shall keep full and accurate minutes of all meetings of the Board of Education and send a copy of such minutes to each member of the Board at least seventy-two (72) hours prior to the next regular meeting of the Board.
3. Shall prepare, with the advise of the Board, agendas setting forth all known items of business to be considered at board meetings and delivers agendas to Board members at least seventy-two (72) hours prior to meetings.
4. Shall publish all legal notices concerning district business.

DAYS OF EMPLOYMENT: extra duty to Superintendent's position as needed

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: SPECIAL EDUCATION SITE MANAGER

PRIMARY SUPERVISOR: DIRECTOR OF SPECIAL EDUCATION

APPOINTMENT: Special Education Site Managers shall be appointed annually, upon the recommendation of the Director of Special Education to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher.
3. Shall hold a Kentucky certificate in Special Education.
4. Shall demonstrate the ability to work effectively with students, peers and adults.
5. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide oversight for the Special Education Program at an assigned school making sure federal, state and district guidelines are followed.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall maintain the district tracking system to ensure that all IEP's, referrals, re-evaluations and other due process procedures are completed within timelines.
 - a. Shall review all special education student records at least annually to monitor the scheduling of all ARC functions to assure procedural correctness.
 - b. Shall attend a minimum of four (4) hours after-school training on district policies and procedures.
 - c. Shall maintain and update special education student records as needed.
 - d. Shall complete due process forms appropriately.

(CONTINUED)

TITLE: SPECIAL EDUCATION SITE MANAGER
An Equal Opportunity Employer

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

2. Shall maintain the district tracking system to ensure that all due process procedures are completed within timelines for each student referred or re-evaluated.
 - a. Shall ensure that all referral, assessment and other applicable forms are completed, including documentation of intervention strategies prior to referral.
 - b. Shall schedule meetings as requested by the principal (pre-referral and ARC).
 - c. Shall notify participants of meetings.
 - d. Shall schedule ARC meetings for initial referrals and re-evaluations.
 - e. Shall schedule meetings for students whom have been referred for which intervention strategies must be planned (pre-referral).
3. Shall establish and maintain systematic communication with the case manager and Special Education teacher.
 - a. Shall establish regular meeting time, e.g. every month, that will not interfere or interrupt instructional time.
 - b. Shall develop daily schedule including telephone numbers and times at which site manager and case manager (teacher) can contact each other.
 - c. Shall establish methods and locations so that student files are accessible to site and case managers.
4. Shall participate in state, federal and local monitoring and needs assessment activities.
 - a. Shall provide information, as requested, to federal, state or local officials engaged in monitoring special education programs or accreditation.
 - b. Shall provide information, as requested, to federal, state or local officials conducting special education needs assessments.
 - c. Shall provide information regarding folder reviews per the "record review form" (3 most recent ARC meetings per school).

DAYS OF EMPLOYMENT: extra duty responsibilities

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: SPEECH & HEARING THERAPIST

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Teachers shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To help reduce or eliminate handicapping conditions resulting from speech and hearing impediments that result in an individual student's or group of students' ability to gain full benefit from the district's educational program.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall serve as a resource to school staff members in the development of a balanced program for oral communication and speech improvement.
2. Shall provide a therapeutic program to meet individual needs of speech and hearing handicapped children.
3. Shall assist and guide teachers in observing, describing, and referring suspected and identified speech and language impairments.
4. Shall provide a thorough assessment and diagnosis of speech, voice, hearing, and language impairments.

(CONTINUED)

TITLE: SPEECH & HEARING THERAPIST

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

5. Shall provide screening to identify speech handicapped students at regular intervals and at specified levels.
6. Shall assist in proper referrals of students to agencies and specialists in the community as appropriate.
7. Shall provide appropriate individualized programs of therapy to meet individual students' needs and correct existing speech or language handicaps.
8. Shall cooperate with classroom teachers and other school staff members to implement therapy by suggestions for the student's daily activities.
9. Shall provide information, support, and counseling to parents and families when appropriate.
10. Shall provide staff development education when requested and serves as a consultant to teachers and school staff members on topics concerning speech improvement.
11. Shall keep thorough ongoing records for the individual student receiving therapy.
12. Shall maintain lists of referred, screened, and eligible students, as well as a directory of outside agencies, consultants, specialists, and related services.
13. Shall compile case history data on those cases where additional family history, health history, early developmental history, and environmental history are deemed appropriate.
14. Shall assume primary responsibility for informing the Principal of needed equipment and supplies and for overseeing the maintenance of equipment currently on inventory.
15. Shall participate in school based admission and release committee meetings when requested.
16. Shall perform other duties related to the position as assigned by the Principal.

DAYS OF EMPLOYMENT: 185 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: DIRECTOR OF STUDENT SERVICES

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Director of Student Services shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a master's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall have five (5) years or more experience in education.
3. Shall demonstrate the ability to work effectively with students, peers and adults.
4. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
5. Preferably, certification in special education, social work, administration or guidance counseling.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To coordinate programs for students and parents that support the mission of the school and council.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall assist in a comprehensive program for the transition of elementary students to the middle school.
2. Shall collaborate with the principal, guidance counselors, teachers and parents in the preparation of student schedules.
3. Shall coordinate a program for at-risk students who qualify for instructional remediation plans.
4. Shall act as the building "504 Officer."

(CONTINUED)

TITLE: DIRECTOR OF STUDENT SERVICES

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

5. Shall join with other schools in providing the successful operation of interscholastic and intramural athletics and activities.
6. Shall work with team leaders, component leaders and committee chairs in compiling reports and recommending policies and procedures to the principal and council.
7. Shall meet with parents, faculty and student groups as requested in advancing educational and related activities and objectives.
8. Shall serve as a liaison for middle school agencies.
9. Shall assist in the reporting and monitoring of student attendance.
10. Shall establish a network for identifying unusual problems, both actual and potential, recording particulars and passing on to the principal information that documents attempts made to solve the problem at the school level.
11. Shall be open and available to students, staff members, parents and the community for collaboration and problem-solving.
12. Shall assist the principal and staff in carrying out appropriate practices for the state assessment program.
13. Shall participate in professional development at local, state and national levels that will improve the successful educational program for the school.
14. Shall serve as a liaison with the directors of the Youth Services and Family Resource Centers.
15. Shall encourage experimental and innovative programs that will improve instruction.
16. Shall represent the school and district as directed by the principal at non-school related activities.
17. Shall maintain a current knowledge of "best practices" for middle schools and the research that supports these practices.
18. Shall perform other duties related to the position as assigned by the Principal.

DAYS OF EMPLOYMENT: 200 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

(CONTINUED)

TITLE: _____ SUPERINTENDENT

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

General Administration & Management (continued)

3. Shall inform and advise the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
4. Shall prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
5. Shall submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
6. Shall maintain adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records and other papers belonging to the Board.
7. Shall attend, or delegate a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
8. Shall delegate at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the results produced under such delegation.
9. Shall advise the Board on laws relating to schools, the bylaws, rules and regulations of the State Board of Education and sees that such are implemented.
10. Shall prepare such reports as necessary to keep the Board informed about the general condition of the schools.

Financial Management

1. Shall prepare the annual General Budget.
2. Shall prepare the annual Working Budget and implements the Board approved budget.
3. Shall serve as the chief purchasing agent of the board and develop such bidding and central purchasing practices as required for legal, regulatory and efficient financial management.
4. Shall include in the budget monies for publication of public information documents and instructional research.
5. Shall prepare such salary schedules as required with careful attention given to fiscal responsibility and financial efficiency.

Personnel Management

1. Shall secure and nominate for employment the best qualified and most competent supervisory and administrative personnel.
2. Shall oversee the recruitment, screening, training, and assigning of instructional personnel.
3. Shall oversee the recruitment, screening, training, and assigning of support personnel.
4. Shall recommend for employment and transfers employees as the interest of the district may dictate, and reports such action to the Board for its review and appropriate action.
5. Shall report to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
6. Shall recommend the number and types of positions required to provide sufficient personnel for the operation of an efficient and economical educational program.
7. Shall hold such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.

(CONTINUED)

TITLE: _____ SUPERINTENDENT

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

Personnel Management (continued)

8. Shall develop and revise to meet changing job requirements, job descriptions for professional and support personnel. Establishes and supervises the evaluation of professional and support personnel.

Educational Programs and Services

1. Shall keep informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
2. Shall study and revise, together with the staff, all curriculum guides and courses of study, on a continuing basis.
3. Shall recommend to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
4. Shall provide leadership in the improvement of a system wide program of instruction through basic and action research.
5. Shall work with parents, pupils, teachers, principals, and directors of supervision in curriculum development.
 - a. Shall study the community, its needs, desires, and resources
 - b. Shall define the educational goals of the society involved
 - c. Shall develop the general philosophy and goals of the total school curriculum
 - d. Shall analyze pupil needs including social, intellectual, physical, mental, and moral needs
 - e. Shall develop criteria for curriculum proposals
6. Shall participate in the work of state and national curriculum associations and study groups.
7. Shall coordinate efforts of faculty task forces to integrate the various curriculum elements into a comprehensive and sequential whole that accounts for all levels of student talent.
8. Shall assume a leadership role in developing curriculum for any course newly mandated by the legislature or the Board.
9. Shall supervise directly the work of all instructional specialists not on permanent assignment to a school building.
10. Shall work with principals, department heads, and subject matter specialists in developing the general philosophy and goals of the total school curriculum.
11. Shall study and evaluate, and, as appropriate, recommends adoption of new instructional materials, methods, and programs.
12. Shall assume responsibility for reviewing and evaluating results of district wide testing programs, and for other evaluative measures used by the schools.
13. Shall provide leadership in the development of a correlated and integrated program of instruction for kindergarten through 12th grade in all areas of instruction.
14. Shall plan and administer the district's in-service education program for the instructional staff.
15. Shall coordinate the efforts of principals and teachers in improving and updating the methods of student motivation and conduct.
16. Shall observe teachers in their classroom upon request of principals, and offers insights for the enhancement of the teaching-learning situation.
17. Shall lead the district in an ongoing program of improving, developing, and evaluating testing instruments and measures.

(CONTINUED)

TITLE: _____ SUPERINTENDENT

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

Transportation Management

1. Shall make recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
2. Shall supervise the establishment of bus routes and schedule within the Board's pupil attendance districts.
3. Shall insure that the transportation program supports the requirements of the daily instructional program and extra-curricular activities.
4. Shall supervise the maintenance of all district-owned vehicles and develop plans for preventive maintenance procedures.
5. Shall develop recommendations for future equipment and personnel needs based on surveys of resident students, distances and grade levels as revealed by studies of changing age distributions, housing patterns and district attendance boundaries.
6. Shall work with parents in receiving complaints and receiving special requests.
7. Shall collect and analyze decision-making information regarding school closing during inclement weather.

Facilities Management

1. Shall make recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and building; and improvements, alterations, and changes in the buildings and equipment of the district.
2. Shall provide suitable instructions and regulations to govern the use and care of school properties for school purposes.

Board, Parent and Community Relations

1. Shall keep the Board, parents and public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
2. Shall interpret the present curriculum and proposed curriculum changes to the Board, the administration, the staff, the parents and the general public.
3. Shall conduct a continuous study of the development of (and needs as a result of) social trends and interprets findings as they relate to the various school programs.
4. Shall seek to improve school communications both internally and externally.
5. Shall present a futuristic approach to school management in an effort to continually raise the expectation level for education of students in the Boyd County Public schools.

DAYS OF EMPLOYMENT: 240 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

FUNDING SOURCE(S): 100% General Funds

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: _____ TEACHER _____

PRIMARY SUPERVISOR: _____ PRINCIPAL _____

APPOINTMENT: Teachers shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To help students acquire the knowledge, skills and attitudes that society feels will contribute to their development into mature, able and responsible men and women.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

Demonstrates Professional Leadership

1. Shall build positive relationships with and between school and community.
2. Shall promote leadership potential in colleagues.
3. Shall participate in professional organizations and activities.
4. Shall write and speak effectively.
5. Shall contribute to the profession knowledge and expertise about teaching and learning.
6. Shall guide the development of curriculum and instructional materials.

(CONTINUED)

TITLE: _____ TEACHER _____

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

Demonstrates Professional Leadership (continued)

7. Shall participate in policy design and development at the local school, within professional organizations, and/or within community organizations with educationally related activities.
8. Shall initiate and develop educational projects and programs.
9. Shall effective listening, conflict resolution, and group-facilitation skills as a team member.

Demonstrates Knowledge of Content

1. Shall communicate a breadth of content knowledge across the discipline(s) to be taught.
2. Shall communicate a current knowledge of discipline(s) taught.
3. Shall demonstrate a general knowledge that allows for integration of ideas and information across the disciplines.
4. Shall demonstrate an overall knowledge of one's discipline(s) that allows the teacher to teach to the students' ability levels and learning styles.
5. Shall connect content knowledge to real-world applications.
6. Shall plan lessons and develop instructional material that reflect knowledge of current constructs and principals of the discipline(s) being taught.
7. Shall analyze sources of factual information for accuracy.
8. Shall present content in a manner that reflects sensitivity to a multicultural and global perspective.
9. Shall collaborate with teachers in other disciplines to analyze and structure cross-disciplinary approaches to instruction.

Designs/Plan Instruction

1. Shall focus instruction on one or more of Kentucky's learning goals and academic expectations.
2. Shall develop instruction that requires students to apply knowledge, skills, and thinking processes.
3. Shall integrate skills, thinking processes, and content across disciplines.
4. Shall create and utilize learning experiences that challenge, motivate and actively involve the learner.
5. Shall create and use learning experiences that are developmentally appropriate for learners.
6. Shall develop and incorporate strategies that address physical, social, and cultural and that show sensitivity to differences.
7. Shall arrange the physical classroom to support the types of teaching and learning that are to occur.
8. Shall include creative and appropriate use of technologies (e.g., audiovisual equipment, computers, lab equipment etc.) to improve student learning.
9. Shall develop and implement appropriate assessment processes.
10. Shall secure and use a variety of appropriate school and community resources to support learning.
11. Shall develop and incorporate learning experiences that encourage students to be adaptable, flexible, resourceful and creative.
12. Shall use knowledge acquired from past teaching experiences to anticipate instructional challenges.

Creates/Maintains Learning Climate

1. Shall communicate with and challenge students in a supportive manner and provides students with constructive feedback.
2. Shall show consistent sensitivity to individuals and responds to students objectively.
3. Shall maintain positive classroom interaction by establishing appropriate expectations during group activities.

(CONTINUED)

TITLE: _____ TEACHER _____

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

Creates/Maintains Learning Climate (continued)

4. Shall show flexibility and creativity in the development of classroom processes and instructional procedures.
5. Shall locate and organize materials and equipment to create an enriched multimedia environment.
6. Shall encourage and support individual and group inquiry.
7. Shall use a variety of classroom management techniques that foster individual responsibility and cooperation.
8. Shall analyze and change the classroom to accommodate a variety of instructional strategies.
9. Shall work with colleagues to develop an effective learning climate within the school.

Implements/Manages Instruction

1. Shall communicate specific goals and high expectations for learning.
2. Shall connect learning with student's prior knowledge, experiences and backgrounds, and aspirations for future roles.
3. Shall model/demonstrates the skills, concepts, attributes, and/or thinking processes to be learned.
4. Shall use and develop multiple teaching/learning strategies that are appropriate to student developmental levels and actively engages students in individual and cooperative learning experiences.
5. Shall provide opportunities for students to increase their knowledge of cultural similarities and differences.
6. Shall stimulate students to reflect on their own ideas and those of others.
7. Shall use appropriate questioning strategies to help students solve problems and think critically.
8. Shall manage student examination of social issues relative to course content, possible responses and associated consequences.
9. Shall demonstrate interpersonal/team membership skills and supportive behavior with students in facilitating instruction.
10. Shall present differing viewpoints when integrating knowledge and experiences across disciplines.
11. Shall make effective use of media and technologies.
12. Shall make efficient use of physical and human resources and time.
13. Shall provide opportunities for students to use and practice what is learned.
14. Shall identify student misconceptions; provide guidance; and offer students continuous feedback on progress toward expectations.

Assesses and Communicates Learning Results

1. Shall select and use appropriate assessments.
2. Shall make appropriate provisions for assessment processes that address social, cultural, and physical diversity.
3. Shall assess student performance using the established criteria and scoring guides consistent with Kentucky's assessment program.
4. Shall provide opportunities for students to assess and improve their performance based on prior assessment results.
5. Shall collect and analyze assessment data and maintain up-to-date records of student progress, using technologies as appropriate.
6. Shall communicate expectations, criteria for assessment, student progress, and student strengths and weaknesses to parents and students.

(CONTINUED)

TITLE: _____ TEACHER _____

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

Reflects/Evaluates Teaching/Learning

1. Shall assess and analyze the effectiveness of instruction.
2. Shall make appropriate changes to instruction based upon feedback, reflection, and assessment results.
3. Shall assess programs and curricula; proposes appropriate recommendations and needed adjustments.

Collaborates with Colleagues/Parents/Others

1. Shall initiate collaboration with others and create situations where collaboration with others will enhance student learning.
2. Shall discuss with parents, students, and others the purpose and scope of the collaborative effort.
3. Shall articulate expectations for each collaborative event, e.g., time lines and responsibilities.
4. Shall demonstrate productive leadership and team membership skills that facilitate the development of mutually beneficial goals, e.g., issue and conflict resolution.
5. Shall secure and make use of school and community resources that present differing viewpoints.
6. Shall recognize and respond appropriately to differences in abilities, contributions, and social and cultural backgrounds.
7. Shall invite colleagues, parents, community representatives, and others to help design and implement collaborative instructional projects.
8. Shall analyze previous collaborative experiences to improve future experiences.
9. Shall assess students' special needs and collaborates with school services and community agencies to meet those needs.

Engages in Professional Development

1. Shall establishes priorities for professional growth.
2. Shall analyze student performance to help identify professional development needs.
3. Shall solicit input from others in the creation of individual professional development plans.
4. Shall apply to instruction the knowledge, skills, and processes acquired through professional development.
5. Shall modify own professional development plan to improve instructional performance and to promote student learning.

Demonstrates Implementation of Technology

1. Shall operate a multimedia computer and peripherals to install and use a variety of software.
2. Shall use terminology related to computers and technology appropriately in written and verbal communication.
3. Shall demonstrates knowledge of the use of technology in business, industry, and society.
4. Shall demonstrates basic knowledge of computer/peripheral parts and attends to simple connections and installations.
5. Shall create multimedia presentations using scanners, digital cameras and video cameras.
6. Shall use the computer to do word processing, create databases and spreadsheets, access electronic mail and the Internet, make presentations, and use other emerging technologies to enhance professional productivity and support instruction.
7. Shall use computers and other technologies such as interactive instruction, audio/video conferencing, and other distance learning applications to enhance professional productivity and support instruction.
8. Shall request and use appropriate assistive and adaptive devices for students with special needs.

(CONTINUED)

TITLE: TEACHER

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

Demonstrates Implementation of Technology (continued)

9. Shall designs lessons that use technology to address diverse student needs and learning styles.
 10. Shall practice equitable and legal use of computers and technology in professional activities.
 11. Shall facilitate the lifelong learning of self and others through the use of technology.
 12. Shall explore, use, and evaluate technology resources: software, applications and related documentation.
 13. Shall apply research-based instructional practices that use computers and other technology.
 14. Shall use computers and other technology for individual, small group, and large group learning activities.
 15. Shall use technology to support multiple assessments of student learning.
 16. Shall instruct and supervises students in the ethical and legal use of technology.
-
1. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
 2. Shall perform other duties related to the position as assigned by the Principal.

DAYS OF EMPLOYMENT: 185 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: TEACHER - EXCEPTIONAL CHILDREN

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Teachers shall be appointed annually, upon the recommendation of the Director of Special Education and Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide appropriate educational services aligned with Kentucky Core Content and Program of Studies to students with identified disabilities based on each student's individual education plan (IEP) including cas management of assigned students, effective classroom teaching practices and collaboration as needed with other school staff.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall act as a member of the Admissions and Release Committee for each assigned and served student.
2. Shall plan and implement a program of study that meets individual needs, interests and abilities in alignment with the district's curriculum as well as the Individualized Education Plan (IEP) for each student.
3. Shall implement curriculum objectives and goals using effective, differentiated teaching techniques and materials.

(CONTINUED)

TITLE: TEACHER - EXCEPTIONAL CHILDREN

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

4. Shall work in a cooperation manner with the principal and Director of Special Education, on planning teams and committees in order to achieve "Continuous Monitoring Process" as specified by KDE and district.
5. Shall provide units of instruction for special classes which include daily lesson plans describing learning experiences aligned to the general curriculum and IEP objectives for each student.
6. Shall communicate aims/objectives to students in a well-planned, organized manner in clear, concise terms.
7. Shall create a classroom environment conducive to learning and appropriate to the grade placement of the student.
8. Shall follow district policies and procedures as related to Special Education..
9. Shall create educational experiences which enhance opportunities for students to develop potential in personal-social adjustment, decision-making and other life skills including citizenship.
10. Shall respect the dignity of each student as an individual and attempt to gain an adequate understanding of his/her needs, interests, abilities, aptitudes, temperament and environmental influences.
11. Shall communicate concerns and ideas with colleagues, parents, students and community in a positive, solution-oriented manner.
12. Shall seek to establish friendly and cooperative relationships between the home and the school.
13. Shall monitor and assess student progress and provide feedback on a regular basis to students, parents/guardians and other school staff as appropriate.
14. Shall assume individual responsibilities assigned by administration which may relate to committee work, student activities, student supervision or other planning and professional assignments.
15. Shall maintain accurate, complete, legible and correct records as required by law, board policies and procedures and administrative regulations.
16. Shall assume legal responsibilities for the discipline and supervision of students in the classroom, on school property, or in attendance at school-sponsored activities at all times and maintain a high standard of conduct and good rapport with students.
17. Shall assume professional and personal responsibility for the management and progress of classes under his/her authority, direction and supervision.
18. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.

District Special Education Literacy Coordinator Duties - (Extra)

1. Shall provide advise as it relates to literacy.
 2. Shall introduce new strategies and materials related to literacy.
 3. Shall conduct professional development related to literacy.
 4. Shall demonstrate a model classroom setting for students with disabilities.
 5. Shall assist and give recommendations of various assessments to administer and ways to improve test scores.
-
1. Shall perform other duties related to the position as assigned by the Principal.

DAYS OF EMPLOYMENT: 185 days
10 additional days for District Special Education Literacy Coordinator

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: TEACHER - ESS

PRIMARY SUPERVISOR: ESS BUILDING COORDINATOR

APPOINTMENT: ESS teachers shall be appointed for a one school year period with reappointment by the principal, subject to a high level of performance.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To help students acquire the knowledge, skills and attitudes that society feels will contribute to their development into mature, able and responsible men and women.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall provide instruction where needed in the Extended School Services Program.
2. Shall prepare materials and equipment for class.
3. Shall work with students to reinforce basic skills.
4. Shall assist students with computers and/or library needs.
5. Shall attend planning meetings with the After School staff.
6. Shall monitor and assess student progress and provide feedback on a regular basis to students, parents/guardians and other school staff as appropriate.

(CONTINUED)

TITLE: TEACHER - ESS

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

7. Shall maintain accurate, complete, legible and correct records as required by law, board policies and procedures and administrative regulations.
8. Shall assume legal responsibilities for the discipline and supervision of students in the classroom, on school property, or in attendance at school-sponsored activities at all times and maintain a high standard of conduct and good rapport with students.
9. Shall assume professional and personal responsibility for the management and progress of classes under his/her authority, direction and supervision.
10. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
11. Shall perform other duties as related to the position as assigned by the Supervisor.

DAYS OF EMPLOYMENT: Days and hours will be determined by the needs of the ESS Program.

SALARY: Commensurate with the school district's Certified Salary Schedule for Extended School Services.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: TEACHER - GIFTED/TALENTED

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Teachers shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To teach students read, write, problem solve, compute, how to find information, how to think, how to work cooperatively with others, and to meet all district required objectives.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall hold or be actively working toward gifted education certification/endorsement.
2. Shall be provided with ongoing professional development opportunities in the nature and needs of gifted learners and appropriate instructional strategies.
3. Shall provide professional development for his/her faculty in identification, instructional strategies, nature and needs of gifted learners.
4. Shall chair the school gifted education selection and services committee.
5. Shall review all nationally/state normed test data (CTBS, Kentucky Core Content, TCS, RAVEN) in search of gifted/talented students within his/her school.

(CONTINUED)

TITLE: TEACHER - GIFTED/TALENTED (elementary)

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

6. Shall administer/score group and individual achievement and mental ability tests as recommended by the committee.
7. Shall be an advocate for all gifted learners regardless of behavior, socioeconomic background, race, underachievement, etc.
8. Shall assist teachers in writing Gifted Talented Student Service Plans for identified fourth and fifth grade students.
9. Shall monitor classroom implementation of Gifted Talented Student Service Plans.
10. Shall assist the Talent Development Coordinator in writing Talent Development Plans for appropriate grade level students. (All K-3 Primary Talent Pool students.)
11. Shall assist classroom teachers with curriculum differentiation strategies (content, process, product).
12. Shall model lessons for classroom teachers.
13. Shall have regularly scheduled planning time (e.g., release time, extended pay, etc.) in the development of differentiated education and related resources.
14. Shall provide resources when asked for regular classroom teachers of gifted/talented.
15. Shall help organize school-wide enrichment opportunities.
16. Shall prepare transition information for exiting fifth-graders to Boyd County Middle School.
17. Shall ensure that state regulations for gifted learners are respected.
18. Shall organize seminars for parent groups.
19. Shall hold parent conferences twice yearly for input on GSSP's and progress reports.
20. Shall be provided with regularly scheduled time to network with other gifted education teachers and the district gifted education director/coordinator.
21. Shall monitor and assess student progress and provide feedback on a regular basis to students, parents/guardians and other school staff as appropriate.
22. Shall assume individual responsibilities assigned by administration which may relate to committee work, student activities, student supervision or other planning and professional assignments.
23. Shall maintain accurate, complete, legible and correct records as required by law, board policies and procedures and administrative regulations.
24. Shall assume legal responsibilities for the discipline and supervision of students in the classroom, on school property, or in attendance at school-sponsored activities at all times and maintain a high standard of conduct and good rapport with students.
25. Shall assume professional and personal responsibility for the management and progress of classes under his/her authority, direction and supervision.
26. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
27. Shall perform other duties as related to the position as assigned by the Principal.

DAYS OF EMPLOYMENT: 185 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

revised: 6/2/2016

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: HEAD TEACHER

PRIMARY SUPERVISOR: PRINCIPAL and/or DIRECTOR

APPOINTMENT: Head Teacher shall be appointed annually, upon the recommendation of the Principal and/or Director to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position. (16 KAR 4:010 sec. 21 - school principal)
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To assist in the creation of a safe and orderly environment conducive to learning, build positive home-school relations; to assist in the areas of student attendance, discipline and learning.
To lead and manage the school.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall assist in creating an atmosphere where learning is foremost.
2. Shall administer student discipline in a manner consistent with school and district policies, (except for Ramey/Estep High School, who has support staff to manage their discipline).
3. Shall walk the halls while classes are in session to check for students who are cutting classes and unauthorized persons in the building.
4. Shall walk the hallways between classes and watch for any problem situations.
5. Shall supervise students during lunch periods.
6. Shall communicate with parents, disciplinary infractions involving their son/daughter.
7. Shall assist in empowering teachers to assume responsibility for classroom management and student discipline.
8. Shall assist in the day-to-day operation of the school.

(CONTINUED)

TITLE: HEAD TEACHER

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

9. Shall oversee the development of the building's master activities schedule.
10. Shall supervise student activities.
11. Shall assist with ways to maintain consistent and open communication with all students, parents, staff and community.
12. Shall assist the attendance office staff with processing student absence and tardy notes.
13. Shall prepare absence/tardy-related student intervention notices.
14. Shall assist with monitoring student progress.
15. Shall assist in the development and implementation of curriculum as assigned.
16. Shall assist in the development and implementation of measures designed to insure quality instruction.
17. Shall assist with scheduling and administration of state tests.
18. Shall assist in summer school as needed.
19. Shall assist in accurate record keeping in all phases of school life requiring accurate records. Such records include but not limited to student achievement, attendance, TEDS, and records of safety and maintenance.
20. Shall represent the school on various committees and at various meetings.
21. Shall develop, motivate and lead all staff to achieve the highest professional standards.
22. Shall build a learning community within the school and actively engage with other primary and secondary schools and agencies.
23. Shall maintain and develop the existing Community links.
24. Shall manage change effectively.
25. Shall manage the school finances effectively, working closely with district and state entities.
26. Shall ensure that all policies are kept up to date, working closely with teaching staff.
27. Shall perform teaching duties as required.
28. Shall perform other duties as related to the position as assigned by the Supervisor.

DAYS OF EMPLOYMENT: 185 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/28/2013

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: TEACHER - HOMEBOUND

PRIMARY SUPERVISOR: DIRECTOR OF PUPIL PERSONNEL

APPOINTMENT: Teachers shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To insure that students, certified as being eligible for homebound services, benefit from instruction being provided with an ongoing educational program at home or in the hospital.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall work with guidance counselors and Director of Pupil Personnel to identify the educational needs and the physical and learning capabilities of those students assigned to him/her.
2. Shall devise, with the advice of the student's regular teacher or teachers, and/or the school principal, an instructional program for each assigned student receiving homebound instruction on a temporary basis.
3. Shall meet with each assigned student on a regularly scheduled basis for the purpose of providing instruction. (1 hour, 2 times per week)

(CONTINUED)

TITLE: TEACHER - HOMEBOUND

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

4. Shall acquire personal acquaintanceship with the student's parents or guardians and work to establish with them an understanding and cooperative relationship based on the student's individual needs.
5. Shall file written progress reports on each assigned student with the student's parents or guardians, and with their regular teacher or teachers.
6. Shall keep, maintain and file such reports as required in the position, including attendance reports, case evaluations, etc.
7. Shall assume responsibility for obtaining textbooks and other teaching materials necessary through the procedures established.
8. Shall interpret the program for the homebound to the regular district staff and to the community at large as required.
9. Shall keep informed in a systematic way of trends and new methods in education, remaining always alert to possibilities inherent in such information for adaptation to the particular needs of homebound instruction.
10. Shall participate in school based admissions and release committee meetings when requested.
11. Shall monitor and assess student progress and provide feedback on a regular basis to students, parents/guardians and other school staff as appropriate.
12. Shall assume individual responsibilities assigned by administration which may relate to committee work, student activities, student supervision or other planning and professional assignments.
13. Shall maintain accurate, complete, legible and correct records as required by law, board policies and procedures and administrative regulations.
14. Shall assume professional and personal responsibility for the management and progress of classes under his/her authority, direction and supervision.
15. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
16. Shall perform other duties as related to the position as assigned by the Supervisor.

DAYS OF EMPLOYMENT: 185 days

SALARY: Commensurate with the school district's Certified Salary Schedule.

adopted: 5/21/2001

**BOYD COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: TEACHER - SUBSTITUTE

PRIMARY SUPERVISOR: PRINCIPAL

APPOINTMENT: Substitute teachers shall be appointed for a one school year period with reappointment by the Superintendent, subject to a high level of performance.

QUALIFICATIONS:

1. Shall have a minimum of 64 college credit hours and a minimum of a 2.5 GPA.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To enable each student to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall report to the building principal (school secretary) upon arrival at the school building.
2. Shall review with the principal or department head all plans and schedules to be followed during the teaching day.
3. Shall maintain, as fully as possible, the established routines and procedures of the school and classroom to which you are assigned.
4. Shall teach the lesson outlined and described in the Substitute Teacher's Folder as prepared by the regular teacher.
5. Shall consult with the building principal or assistant principal before initiating any teaching or other procedures not specified in the Substitute Teacher's Folder.

(CONTINUED)

TITLE: TEACHER - SUBSTITUTE

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

6. Shall assume responsibility for overseeing student behavior in the classroom, during lunch and recess periods.
7. Shall report in writing, on the form provided by the principal, on the day's activities at the conclusion of each teaching day.
8. Shall follow all rules, policies and procedures to which regular teachers are subject and which good teaching practice dictates.
9. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
10. Shall perform other duties related to the position as assigned by the Principal.

DAYS OF EMPLOYMENT: 185 days or as needed

SALARY: Commensurate with the school district's Substitute Teacher's Salary Schedule.

adopted: 5/21/2001