

# **BOYD COUNTY PUBLIC SCHOOL DISTRICT**

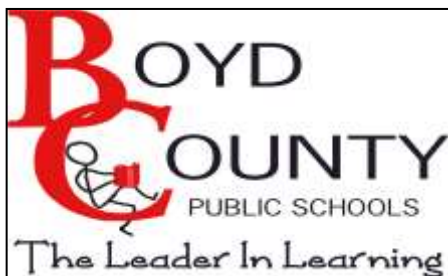
**“Developing active, self-motivated life-long learners”**

## ***CLASSIFIED PERSONNEL JOB DESCRIPTIONS***

**Adopted: January 2002**

1/13/2017

^ Date last updated ^



**Boyd County Public Schools  
1104 Bob McCullough Drive  
Ashland, Kentucky 41102  
Phone: (606) 928-4141  
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*R. Brock Walter, Superintendent***

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

Vision/Mission Statement/Values

**Code Classification**

**COMMUNICATIONS**

7110 Copy Specialist/Writer

**FISCAL**

7161 Accounting Manager  
7162 Accounting Supervisor  
7163 Accounting Clerk III  
7164 Accounting Clerk II  
7182 Budget Coordinator  
7185 Director of Finance II  
7191 Payroll Clerk II  
7192 Payroll Clerk I

**FOOD SERVICE**

7212 Food Service Manager (499- meals served)  
7232 Lead Food Service Assistant I  
7241 Cook/Baker  
7463 School Food Service Director III  
8212 Food Service Manager (500+ meals served)

**HEALTH**

7263 School Health Nurse  
7271 Health Services Coordinator  
7273 Health Services Assistant  
7293 Speech Pathology Assistant

**INSTRUCTIONAL**

7312 Instructor I  
7314 Instructor III  
7317 Instructional Monitor I  
7318 Instructional Assistant II  
7319 Instructional Monitor II  
7320 Instructional Assistant I  
7320 Instructional Assistant I - Computer  
7320 Instructional Assistant I - ESS Program  
7320 Instructional Assistant I - Kindergarten/Head Start/Library  
7320 Instructional Assistant I - Title I  
7334 Program Assistant I  
7334 Program Assistant I - Elementary Attendance Clerk  
7334 Program Assistant I - Special Education  
7335 Program Assistant II  
7335 Program Assistant II - Secondary Attendance Clerk  
7336 Educational Interpreter II  
7338 Educational Interpreter I  
7339 Educational Interpreter III  
7342 School/Home/Community Liaison  
7349 Preschool Associate Teacher I  
7351 Preschool Associate Teacher III  
8318 Instructional Assistant II/Driver  
8334 Program Assistant I - 21st Century Grant

**LIBRARY/MEDIA**

7362 Library Media Clerk

**Code Classification**

**SECRETARIAL/CLERICAL**

**Code Classification**

**MAINTENANCE**

7422 Energy Auditor  
7424 HVAC Technician  
7432 Maintenance Manager  
7435 Maintenance Supervisor  
7436 Maintenance Scheduling Specialist  
7444 Maintenance Technician II  
7445 Maintenance Technician I  
7447 Maintenance Worker II  
7448 Maintenance Worker I

**MANAGEMENT**

7461 Director V  
7461 Director V - Director of Operations  
7462 Director IV  
7463 Director III  
7464 Director II  
7464 Director II - Personnel & Employment Services  
7464 Director II - Publications & School/Community Relations  
7465 Director I  
7473 Coordinator IV - Facilities Events Coord.  
7493 FRYSC Coordinator I  
7491 FRYSC Coordinator III  
8463 Executive Director - Grant Program  
8465 Site Manager - Grant Program

**MANAGEMENT INFORMATION SYSTEMS**

7501 Chief Information Officer (CIO)  
7515 Computer Programmer II - Webmaster  
7523 LAN Tech / Network / District Tech. Coord.  
7525 Computer Maintenance Technician  
7526 Computer Laboratory Technician  
7527 Computer Training Specialist  
7533 Computer Technology Specialist

**OPERATIONS**

7605 Custodial Supervisor  
7606 Lead Custodian  
7609 Custodian  
7626 Grounds Worker III  
7627 Grounds Worker II  
7641 Waste Management Coordinator

**PERSONNEL**

7655 Human Resources Manager  
7660 Personnel Specialist  
7665 Employee Benefits Specialist

7761 Secretary To Superintendent  
7762 Administrative Secretary/Assistant I  
7765 Administrative Secretary/Assistant II  
7765 Administrative Secretary/Assistant II -  
Office Manager  
7765 Administrative Secretary/Assistant II -  
Special Education  
7765 Administrative Secretary/Assistant II -  
Superintendent  
7775 School Secretary  
7776 Staff Support Secretary  
7781 Clerical Assistant III  
7782 Clerical Assistant II  
7791 Receptionist

**SECURITY/LAW ENFORCEMENT**

7830 School Ground Monitor  
7830 School Ground/Facility Monitor

**STUDENT SERVICES**

7882 Social Worker  
7885 Registrar  
7886 Migrant Recruiter

**Code Classification**

**TRANSPORTATION**

7902 Transportation Manager  
7904 Transportation Area Assistant  
7913 Vehicle Maintenance Assistant  
7914 Lead Vehicle Mechanic  
7915 Vehicle Mechanic II  
7916 Vehicle Mechanic I  
7933 Bus Driver Trainer  
7941 Bus Driver  
7942 Bus Monitor  
7943 Bus Monitor - Exceptional Children

**WAREHOUSE**

7963 Delivery Driver  
7984 Warehouse Worker I

# ***BOYD COUNTY PUBLIC SCHOOLS***

## **VISION:**

"The Leader In Learning"

## **MISSION STATEMENT:**

"Boyd County Public School District employees are committed to create an environment of high expectations, to engage every student in work reflecting a high achievement level and to work collaboratively with students, colleagues, families and our community to ensure student learning. This commitment guides our every decision and establishes our priorities.

## **VALUES:**

- We will invest in quality personnel who take responsibility for student success and failure.
- We will identify the essential learning goals and help each student to achieve those goals.
- We will teach for understanding, frequently assessing student's understanding and providing a variety of opportunities for students to demonstrate mastery.
- We will work collaboratively in developing instructional strategies, designing methods of assessment, and advancing the vision of the district.
- We will involve our families and our community in the learning process by creating shared learning experiences.
- We will be models of the life-long learning and commitment to high-quality work the we hope to develop in our students.
- We will monitor the results of our individual and collective efforts and use evidence of results to celebrate accomplishments and guide our processes of continuous improvement.
- We will identify and provide opportunities for our students to experience and value diversity in a diverse global society.

<u>Code</u>	<u>Classification</u>
7110	<u>COMMUNICATIONS</u> Copy Specialist/Writer

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***COPY SPECIALIST/WRITER***

***Class Code: 7110***

**TITLE:** COPY SPECIALIST/WRITER

**PRIMARY SUPERVISOR:** BUILDING SUPERVISOR

**APPOINTMENT:** The Copy Specialist/Writer shall be appointed annually, upon the recommendation of the Supervisor to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a bachelor's degree in journalism, English or a related field.
4. Shall have one year experience in copy editing.

**PHYSICAL REQUIREMENTS:**

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 providing publications in an attractive and cost effective manner.

**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 records.
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 research and write articles for District publications.
2. Shall produce timely and accurate targeted newsletters and other publications.
3. Shall participate in determining publication themes or targeted populations.
4. Shall communicate with appropriate personnel regarding suggestions for creative and effective story ideas.
5. Shall contribute to efforts to design and prepare accurate, timely documents with highest possible leadership.

(CONTINUED)

TITLE: COPY SPECIALIST/WRITER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

6. Shall edit, rewrite, set and proof-read a variety of materials, assure accuracy and copy as appropriate.
7. Shall operate a typewriter, computer or word processor and a variety of other office equipment.
8. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** extra duty responsibilities

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

adopted: 1/21/2002

**Code    Classification**

***FISCAL***

7161    Accounting Manager  
7162    Accounting Supervisor  
7163    Accounting Clerk III  
7164    Accounting Clerk II  
7182    Budget Coordinator  
7185    Director of Finance II  
7191    Payroll Clerk II  
7192    Payroll Clerk I



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**ACCOUNTING MANAGER**

*Class Code:* 7161

**TITLE:** ACCOUNTING MANAGER

**PRIMARY SUPERVISOR:** EXECUTIVE DIR. OF BUDGET, FINANCE & HUMAN RELATIONS

**APPOINTMENT:** Accounting Managers shall be appointed annually, upon the recommendation of the Executive Director of Budget, Finance & Human Relations to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall communicate effectively both orally and in writing.
3. Shall have college level course work in accounting, finance or business administration and a minimum of three years experience in accounting including one year experience in a supervisory capacity.

**PHYSICAL REQUIREMENTS:**

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 plan, coordinate and supervise the daily operations of two or more accounting units such as payroll, accounts payable, accounts receivable, grants and others to accurately fulfill District accounting functions in compliance with State rules 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 records.
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 two or more accounting units including financial reporting, attendance accounting, accounts payable, general ledger, accounts receivable and other accounting functions.
2. Shall coordinate activities with the payroll function.

(CONTINUED)

TITLE: ACCOUNTING MANAGER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall supervise accounting professional and clerical support personnel and plan and implement training for various field accounting functions and district office personnel.
4. Shall plan and coordinate daily operations in the units supervised.
5. Shall plan and prepare work flow charts.
6. Shall approve vacation requests.
7. Shall establish time lines to assure timely reporting of District activities.
8. Shall coordinate activities between accounting department and the field.
9. Shall respond to questions and issues from the field including attendance, budget or other accounting issues.
10. Shall develop department budgets.
11. Shall project and analyze future budgets.
12. Shall advise department heads and principals on budget transfers and approve budget transfers.
13. Shall maintain budget records.
14. Shall review accounting methods and procedures.
15. Shall recommend changes to accounting systems, automated or manual, and implement change as directed.
16. Shall prepare a variety of accounting, attendance and other reports and maintain a variety of complex records.
17. Shall assess requirements for reports and assign sections for preparation to staff.
18. Shall prepare graphics and charts as necessary.
19. Shall represent the Department in a variety of monthly committee meetings.
20. Shall represent the District to regional or State meetings as assigned regarding account resolutions or procedural issues.
21. Shall regulate compliance with State requirements and other related directives for accounting functions.
22. Shall check daily input and output of accounting data to assure accuracy.
23. Shall coordinate activities for annual audit for the District to assure consistency with Generally Accepted Accounting Principles.
24. Shall reconcile general ledger accounts to assure accuracy.
25. Shall prepare and present in-service workshop on the attendance and finance matters for District employees.
26. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

*An Equal Opportunity Employer*

*An Equal Opportunity Employer*

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**ACCOUNTING SUPERVISOR**

*Class Code:* 7162

**TITLE:** ACCOUNTING SUPERVISOR

**PRIMARY SUPERVISOR:** EXECUTIVE DIR. OF BUDGET, FINANCE & HUMAN RELATIONS

**APPOINTMENT:** Accounting Supervisors shall be appointed annually, upon the recommendation of the Executive Director of Budget, Finance & Human Relations to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall communicate effectively both orally and in writing.
3. Shall have a high school diploma or GED.
4. Shall have a minimum of three years experience in financial record keeping which includes an automated accounting environment.

**PHYSICAL REQUIREMENTS:**

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 plan, organize, supervise and participate in financial and statistical record keeping activities for an assigned accounting functional area; train, supervise and evaluate assigned personnel.

**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 records.
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 train, supervise and evaluate the performance of assigned accounting clerical personnel.
2. Shall monitor and adjust workflow and assignments to meet established time lines.
3. Shall supervise general accounting or payroll functions.

(CONTINUED)

TITLE: ACCOUNTING SUPERVISOR

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall assure that financial income and expenditure transactions and records are in compliance with federal, State and County rules, regulations and requirements and that District policies and procedures are met.
5. Shall assure compliance with audit requirements.
6. Shall assure District payroll is properly prepared in a timely manner.
7. Shall communicate with the County Office of Education regarding issues and timelines.
8. Shall direct accounting activities related to the fringe benefit program.
9. Shall coordinate communication with various District and County departments and personnel to answer questions, obtain information and resolve issues.
10. Shall provide information concerning related accounting functions.
11. Shall review the preparation of regular financial statements assuring financial controls and practices in accordance with Generally Accepted Accounting Principles.
12. Shall prepare complex financial and statistical reports, budgets and summaries related to budgeting and accounting operations and activities.
13. Shall review financial reports and computer print-outs to assure accuracy and completeness.
14. Shall make corrections and adjustments as necessary.
15. Shall assure time lines are met.
16. Shall maintain proper controls and records for receipt of funds and supplies and for disbursement and reallocation of funds.
17. Shall assure accuracy and timely preparation of reports and records.
18. Shall communicate with vendors and employees to arrange payment or resolve discrepancies as necessary.
19. Shall assist assigned personnel with difficult, complex and unusual issues.
20. Shall recommend improved procedures and policies.
21. Shall provide information as necessary in support of budget preparation.
22. Shall assist supervisor in the preparation of financial statements and State and federal records and reports.
23. Shall operate a variety of office equipment such a computer terminal, calculator, typewriter, microfiche viewer and copier.
24. Shall perform internal audits.
25. Shall check and review a variety of records, accounts and reports for accuracy, conformance and timeliness.
26. Shall assist with calculations.
27. Shall inspect for proper encumbrances, disencumbrances, allocation of categorical funds and processing and payment of invoices and other accounts payable.
27. Shall attend a variety of accounting-related meetings and workshops.
28. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**ACCOUNT CLERK III**

**Class Code: 7163**

**TITLE:** ACCOUNTING CLERK III

**PRIMARY SUPERVISOR:** EXECUTIVE DIR. OF BUDGET, FINANCE & HUMAN RELATIONS

**APPOINTMENT:** Accounting Clerks shall be appointed annually, upon the recommendation of the Executive Director of Budget, Finance & Human Relations to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall communicate effectively both orally and in writing.
3. Shall have a high school diploma or GED.
4. Shall have a minimum of two years experience in financial record keeping which includes an automated accounting environment.

**PHYSICAL REQUIREMENTS:**

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 perform complex and advanced clerical accounting duties related to the preparation of such matters as financial statements of District payroll; assign, review and lead the work of other account clerks as assigned.

**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 records.
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 perform complex and advanced-level clerical accounting duties in support of District programs and services.
2. Shall process or prepare more complex or technical financial accounting documents, including payments, reports and special projects.

(CONTINUED)

TITLE: ACCOUNTING CLERK III

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall process payroll and related records for an assigned major payroll.
4. Shall compute hours and pay of employees for each payroll period.
5. Shall compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions.
6. Shall verify and input data.
7. Shall maintain employee attendance records.
8. Shall verify and input individual sick leave and vacation allowances, usage and payoffs.
9. Shall distribute related lists and notices as needed.
10. Shall assign, review and lead the work of other account clerks as assigned.
11. Shall answer and provide assistance with more technical questions and procedures.
12. Shall respond to questions or complaints from vendors, District administrators, food service personnel or employees regarding issues related to pay, benefits, payments, balances, charges, inventories and other information.
13. Shall answer phones.
14. Shall perform financial record-keeping for District food service operations.
15. Shall maintain computerized records of accounts receivable, payable and cash sales.
16. Shall provide work direction, guidance and training to other accounting clerical personnel as assigned.
17. Shall produce a variety of periodic and annual financial statements, reports, reimbursements and claims.
18. Shall maintain journals and ledgers, charging proper accounts.
19. Shall receive, sort and distribute paychecks and warrants according to established procedures and guidelines.
20. Shall prepare and issue warrants as needed.
21. Shall prepare and maintain a variety of files, records, documents and lists relating to food service, certificated and classified payroll or other assigned area.
22. Shall prepare special reports as assigned.
23. Shall communicate with State and County Office personnel, benefits carriers, financial institutions and others concerning payments and financial reporting issues.
24. Shall calculate and prepare annual salary and benefit projections for current-year cost projections.
25. Shall provide salary and benefit data in the budget development process.
26. Shall maintain records of revolving cash funds and petty cash funds use.
27. Shall issue checks as required to reimburse accounts.
28. Shall balance and reconcile accounts, verifying proper and authorized use of designated funds.
29. Shall process the payroll-related sections of various employment verification forms.
30. Shall verify employment by phone in accordance with related laws and District policies and procedures.
31. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**ACCOUNT CLERK II**

**Class Code: 7164**

**TITLE:** ACCOUNTING CLERK II

**PRIMARY SUPERVISOR:** EXECUTIVE DIR. OF BUDGET, FINANCE & HUMAN RELATIONS

**APPOINTMENT:** Accounting Clerks shall be appointed annually, upon the recommendation of the Executive Director of Budget, Finance & Human Relations to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall communicate effectively both orally and in writing.
3. Shall have a high school diploma or GED.
4. Shall have a minimum of one year experience in maintaining automated financial and statistical records.

**PHYSICAL REQUIREMENTS:**

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 perform a variety of responsible clerical accounting duties; maintain financial, accounting and statistical records and prepare reports; review, prepare and process financial, accounting and purchasing documents, reports and materials.

**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 records.
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 a set of financial records related to an area of clerical accounting such as accounts receivable, budget, school accounting, food services or other assigned accounting support area.
2. Shall coordinate assigned area with other accounting functions.

(CONTINUED)

TITLE: ACCOUNTING CLERK II

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall verify, balance, adjust and assure the accuracy of assigned accounts.
4. Shall receive, verify and audit invoices and receipts for supplies, equipment and services.
5. Shall contact District personnel to verify orders, receipts and signatures.
6. Shall collect, receipt, record and deposit monies.
7. Shall sort and post to appropriate account.
8. Shall reconcile cash, receipts and statements.
9. Shall resolve or assist in the resolution of discrepancies and errors.
10. Shall compile, sort, code, tabulate, post and compare financial and statistical data.
11. Shall verify availability of funds.
12. Shall extend and balance accounts and post to various records and reports.
13. Shall prepare and generate a variety of financial and statistical reports, lists and summaries.
14. Shall enter, compile and tabulate data for inclusion in departmental reports.
15. Shall prepare, maintain and file lists, records, reports and other documents.
16. Shall interact with vendors and District personnel to research discrepancies, correct errors, resolve problems and assist with preparation and maintenance of records and reports.
17. Shall provide information regarding accounting policies, procedures and practices to District employees, vendors and others.
18. Shall interpret, apply and explain District policies and regulations as needed.
19. Shall input financial and statistical information into an automated accounting system.
20. Shall operate a variety of office equipment including typewriter, calculator, copier, computer terminal.
21. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 230 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**BUDGET COORDINATOR**

*Class Code: 7182*

**TITLE:** BUDGET COORDINATOR

**PRIMARY SUPERVISOR:** SUPERINTENDENT

**APPOINTMENT:** The Budget Coordinator shall be appointed annually, upon the recommendation of the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall communicate effectively both orally and in writing.
3. Shall hold a valid bachelor's degree in business administration or public administration and a minimum of three years of professional experience in budget related functions.

**PHYSICAL REQUIREMENTS:**

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 prepare and coordinate budget materials and manuals for the development of General Fund and Federal Fund Budgets including budgeting materials and manuals for school centers; work with cost centers to provide assistance in budget development, procedures and adjustments when involving staff or operational funds; coordinate on-going development and analysis of the annual budget; work with other Divisions in the planning of new programs and analysis of budget needs.

**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 records.
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 coordinate on-going budget operations including planning, compiling, analyzing, preparing and monitoring development of the annual General and Federal Fund budgets.
2. Shall develop budget materials and manuals for the school centers and the system wide service offices.

(CONTINUED)

TITLE: BUDGET COORDINATOR

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall develop and coordinate the operational allocations for school center and system wide service offices staffing.
4. Shall coordinate and assist with the development of site-base budgeting in school centers.
5. Shall review, analyze and evaluate budgeting process, assuring compliance with generally accepted budgeting principles, standards and procedures.
6. Shall coordinate with other Divisions the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
7. Shall coordinate staff training and budget development and expenditure control.
8. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***DIRECTOR OF FINANCE II***

***Class Code: 7185***

**TITLE:** \_\_\_\_\_ DIRECTOR OF FINANCE II \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ SUPERINTENDENT \_\_\_\_\_

**APPOINTMENT:** The Director of Finance shall be appointed annually by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall hold a degree in accounting, business administration or public administration.
4. Shall have three (3) years professional experience in a business office setting with at least two (2) years experience in a supervisory capacity. (Years of experience in a business office above three (3) years with supervisory experience will offset a degree on a year-by-year basis.)
5. Shall attain forty-two (42) hours of continuing education classes every two years that have been approved by the Kentucky Department of Education.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
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 coordinate activities with other District departments.

(CONTINUED)

TITLE: DIRECTOR OF FINANCE II

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

2. Shall plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities with substantial direct financial impact.
3. Shall participate in management meetings to discuss District-wide issues.
4. Shall meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
5. Shall assure internal controls are established, maintained and documented in compliance with organizational directives.
6. Shall participate in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.
7. Shall oversee the maintenance of District-wide financial records and programs.
8. Shall oversee the preparation of various financial statements and their dissemination.
9. Shall prepare financial analysis of revenues and expenditures and compare to other school districts in and out of state as assigned.
10. Shall coordinate the on-going budget operations including planning, compiling, analyzing, preparing and monitoring the General and Federal Fund budget process.
11. Shall review, analyze and evaluate budgetary process, assuring compliance with generally accepted budgeting principles, standards and procedures.
12. Shall review the cost effectiveness of existing programs and the cost of new programs prior to Board approval.
13. Shall coordinate staff training.
14. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***PAYROLL CLERK II***

***Class Code: 7191***

**TITLE:** PAYROLL CLERK II

**PRIMARY SUPERVISOR:** EXECUTIVE DIR. OF BUDGET, FINANCE & HUMAN RELATIONS

**APPOINTMENT:** Payroll Clerks shall be appointed annually, upon the recommendation of the Executive Director of Budget, Finance & Human Relations to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall communicate effectively both orally and in writing.
3. Shall have a high school diploma or GED.
4. Shall have a minimum of two years experience in payroll accounting.

**PHYSICAL REQUIREMENTS:**

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 perform complex and responsible payroll duties requiring knowledge of both classified and certified payrolls; provide training and work direction to other payroll personnel as assigned.

**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 records.
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 training, guidance and work direction to Payroll Clerk I incumbents and other temporary personnel as assigned to the payroll unit.
2. Shall assist in the review of payroll systems and procedures.
3. Shall recommend method improvements and implement changes as approved.
4. Shall process payroll and related records for assigned major payroll of the District.

(CONTINUED)

TITLE: PAYROLL CLERK II

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall compute hours and pay of employees for each payroll period.
6. Shall compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions.
7. Shall verify and input data.
8. Shall monitor changes in payroll-related data.
9. Shall prepare changes, corrections or adjustments as necessary.
10. Shall notify proper authorities.
11. Shall compute annual vacation and sick leave allowances and payroll distribution.
12. Shall communicate with District and site personnel regarding time reports, warrants, insurance coverage and leave time.
13. Shall respond to question or complaints from employees regarding interpretation of laws, rules, regulations, contracts and other documents governing District payroll, assist employees in completing necessary payroll documentation forms.
14. Shall process and record specialized payroll services including Workers Compensation, retroactive pay, voluntary deductions and other related services.
15. Shall calculate and prepare annual salary and budget projections for categorical programs as assigned.
16. Shall maintain records of individual earnings, deductions and related data.
17. Shall process retirements and terminations as appropriate.
18. Shall verify documents for proper account codes, pay rates and related data.
19. Shall maintain employee attendance records.
20. Shall verify and input individual sick leave and vacation allowances and usage.
22. Shall distribute related lists and notices as needed.
23. Shall sort and distribute paychecks and warrants according to established procedures and guidelines.
24. Shall prepare and maintain files of records and documents relating to work performed.
25. Shall prepare special reports.
26. Shall process the payroll-related sections of various employment verification forms.
27. Shall verify salaries by phone in accordance with related laws and District policies and procedures.
28. Shall operate standard office equipment including a computer terminal as required.
29. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**PAYROLL CLERK I**

**Class Code: 7192**

**TITLE:** PAYROLL CLERK I

**PRIMARY SUPERVISOR:** EXECUTIVE DIR. OF BUDGET, FINANCE & HUMAN RELATIONS

**APPOINTMENT:** Payroll Clerks shall be appointed annually, upon the recommendation of the Executive Director of Budget, Finance & Human Relations to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall communicate effectively both orally and in writing.
3. Shall have a high school diploma or GED.
4. Shall have a minimum of one year experience in payroll financial and statistical record keeping.

**PHYSICAL REQUIREMENTS:**

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 perform responsible payroll clerical duties related to the preparation of payrolls for the District; process payroll and related records for classified and certified employees as assigned.

**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 records.
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 process payroll and related records for assigned major payrolls.
2. Shall compute hours and pay of employees for each payroll period.
3. Shall compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions.
4. Shall verify and input data.

(CONTINUED)

TITLE: PAYROLL CLERK I

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall monitor changes in payroll-related data.
6. Shall prepare changes, corrections or adjustments as necessary.
7. Shall notify proper authorities.
8. Shall maintain records of individual earnings, deductions and related data.
9. Shall process retirements and terminations as appropriate.
10. Shall verify documents for proper account codes, pay rates and related data.
11. Shall maintain employee attendance records.
12. Shall verify and input individual sick leave and vacation allowances and usage.
13. Shall distribute related lists and notices as needed.
14. Shall respond to questions or complaints from employees regarding pay, deductions, sick leave, vacation and other payroll information.
15. Shall answer phones.
16. Shall receive, sort and distribute paychecks and warrants according to established procedures and guidelines.
17. Shall prepare and maintain files of records and documents relating to work performed.
18. Shall prepare special reports as assigned.
19. Shall type and file employee payroll data including the name, pay rate and related data.
20. Shall prepare and process a variety of documentation information and files for new employees.
21. Shall calculate and prepare annual salary and budget projections for categorical programs as assigned.
22. Shall process the payroll-related sections of various employment verification forms.
23. Shall verify salaries by phone in accordance with related laws and District policies and procedures.
24. Shall operate standard office equipment including a computer terminal as required.
25. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 230 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**Code**    **Classification**

***FOOD SERVICE***

- 7212    Food Service Manager (499- meals served)
- 7232    Lead Food Service Assistant I
- 7241    Cook/Baker
- 7466    School Food Service Director I
- 8212    Food Service Manager (500+ meals served)

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**FOOD SERVICE MANAGER I (499- Meals Served)**

**Class Code: 7212**

**TITLE:** FOOD SERVICE MANAGER

**PRIMARY SUPERVISOR:** PRINCIPAL/DIRECTOR OF FOOD SERVICE

**APPOINTMENT:** A Food Service Manager shall be appointed annually, upon the recommendation of the Principal/Director of Food Service to the Superintendent.

**QUALIFICATIONS:**

1. Shall communicate effectively both orally and in writing with parents, students and faculty.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma or GED.
4. Shall have a minimum of three years experience in food service operations.
5. Shall complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

**PHYSICAL REQUIREMENTS:**

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 manage and coordinate the day-to-day food service operations of an assigned school site; assure compliance with district, state and federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; select, assign, schedule, supervise, direct and evaluate assigned food service personnel.

**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 records.
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.

**(CONTINUED)**

**TITLE:** FOOD SERVICE MANAGER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall manage, coordinate and oversee the day-to-day food service operations at an assigned school site.
2. Shall analyze effectiveness and assure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
3. Shall prepare menus, assuring compliance with regulations and requirements.
4. Shall estimate and order amount of food and supplies needed.
5. Shall monitor and control expenditures.
6. Shall maintain an assigned budget.
7. Shall assist in the selection of food service employees.
8. Shall direct, assign, schedule and evaluate food service personnel.
9. Shall conduct training sessions for new food service employees.
10. Shall inspect lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
11. Shall plan work schedules and coordinate daily work for efficient use of labor.
12. Shall receive calls from employees and call substitutes as necessary.
13. Shall train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
14. Shall maintain, prepare and review a variety of menu production records, inventories, logs and reports.
15. Shall accumulate data and input information into a computer as appropriate and file documents as necessary.
16. Shall supervise and participate in food preparation and distribution to district students and staff.
17. Shall plan for catered events such as meetings, activities and parties.
18. Shall plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
19. Shall communicate with students, staff and outside organizations to exchange information, receive suggestions and resolve issues related to food service.
20. Shall participate in, schedule and attend in-service meetings and workshops.
21. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 185 days/7.5 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**LEAD FOOD SERVICE ASSISTANT I**

**Class Code: 7232**

**TITLE:** LEAD FOOD SERVICE ASSISTANT I

**PRIMARY SUPERVISOR:** DIRECTOR OF SCHOOL FOOD SERVICE/MANAGER

**APPOINTMENT:** Lead Food Service Assistants shall be appointed annually, upon the recommendation of the Director of Food Services to the Superintendent.

**QUALIFICATIONS:**

1. Shall communicate effectively both orally and in writing with parents, students and faculty.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma or GED.
4. Shall have a minimum of two years experience in food services.
5. Shall complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

**PHYSICAL REQUIREMENTS:**

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 plan, organize and lead food service operations at an assigned school site; train, assign and provide work direction to assigned personnel.

**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 records.
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, organize and lead food service operations at an assigned school site.
2. Shall assure the serving and storage of food is in accordance with established guidelines and procedures.
3. Shall oversee serving of meals to students, teachers and other staff.
4. Shall participate in food serving and preparation as needed.

(CONTINUED)

TITLE: LEAD FOOD SERVICE ASSISTANT I

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall assure compliance with serving size requirements.
6. Shall prepare work schedules and assign duties for assigned personnel.
7. Shall train and provide work direction.
8. Shall assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria.
9. Shall assure compliance with safety and sanitation regulations.
10. Shall prepare and maintain a variety of reports and records including inventory, requisitions, daily reports and production sheets.
11. Shall estimate and requisition food quantities, equipment and supplies needed.
12. Shall receive, inspect, verify and accept delivery of food and supplies.
13. Shall utilize proper methods of storing foods.
14. Shall confer with the supervisor regarding cafeteria needs, conditions and menu changes.
15. Shall operate a variety of equipment and machines used in a school cafeteria, including cash register, slicer, chopper, mixer, oven and others as required.
16. Shall attend meetings related to food service operations and activities.
17. Shall assure accuracy of daily cash receipts.
18. Shall count and wrap money.
19. Shall prepare bank deposits.
20. Shall prepare daily report of meals served.
21. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 183 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**COOK/BAKER**

*Class Code:* 7241

**TITLE:** \_\_\_\_\_ COOK/BAKER \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ FOOD SERVICE MANAGER/PRINCIPAL \_\_\_\_\_

**APPOINTMENT:** A Cook/Baker shall be appointed annually, upon the recommendation of the Food Service Manager/Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall communicate effectively both orally and in writing with parents, students and faculty.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma or GED.
4. Shall have a minimum of one year experience in cooking and baking food in large quantities.
5. Shall complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
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.



(CONTINUED)

TITLE: COOK/BAKER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall prepare and bake rolls, biscuits, breads, cakes, cookies and other baked goods.
2. Shall prepare and combine necessary ingredients.
3. Shall prepare and cook meat dishes, vegetables and other main dishes.
4. Shall prepare salads, sandwiches, fruit, soups, sauces and other foods.
5. Shall assist in determining appropriate quantity of food items for cooking and baking.
6. Shall adjust and extend recipes as needed.
7. Shall maintain food quality standard including appearance, and nutritional requirements.
8. Shall monitor temperatures of food to assure safety and quality standards are met.
9. Shall monitor water temperatures to assure proper temperature for sanitizing.
10. Shall serve food according to established guidelines and replenish serving containers as needed.
11. Shall serve and sell lunch items to faculty.
12. Shall clean cafeteria equipment, utensils and appliances and store food supplies.
13. Shall assure compliance with kitchen sanitation and safety procedures and regulations.
14. Shall clean refrigerators and storerooms as required.
15. Shall assist in storing unused food and supplies.
16. Shall dispose of unusable leftovers.
17. Shall utilize proper methods of handling foods to be stored.
18. Shall operate a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, steamer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, cash register, dishwasher and other cafeteria equipment as required.
19. Shall train and provide work direction to others.
20. Shall record amounts of food sold and monies collected as assigned.
21. Shall assist with inventory and maintain routine records as directed.
22. Shall prepare records of foods cooked and foods left over.
23. Shall prepare and bake food for special events as needed.
24. Shall assist at banquets or special events as required.
25. Shall assist in other food service areas as needed.
26. Shall collect money and make correct change.
27. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**SCHOOL FOOD SERVICE DIRECTOR III**

**Class Code: 7463**

**TITLE:** SCHOOL FOOD SERVICE DIRECTOR

**PRIMARY SUPERVISOR:** SUPERINTENDENT or DESIGNEE

**APPOINTMENT:** The School Food Service Director shall be appointed annually by the Superintendent.

**QUALIFICATIONS:**

1. Shall communicate effectively both orally and in writing with parents, students and faculty.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma or GED.
4. Shall have a minimum of five years experience in food service operations and at least one year in a supervisory capacity.
5. Shall complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

**PHYSICAL REQUIREMENTS:**

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 plan, organize, coordinate and control the food service program within the 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 records.
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 coordinate the District's participation in the federal commodity program to select and purchase food services foods and supplies.
2. Shall evaluate and formulate bid specifications and award bid according to established procedures.

(CONTINUED)

TITLE: SCHOOL FOOD SERVICE DIRECTOR

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall organize for new food testing; coordinate USDA commodity rebate program for state and federal compliance.
4. Shall evaluate equipment needs and develop specifications for new and replacement equipment.
5. Shall communicate with vendors to secure best quality for the price.
6. Shall evaluate potential products for the price.
7. Shall evaluate potential product purchases and negotiate installation procedures.
8. Shall coordinate the disposal of antiquated or excess equipment.
9. Shall coordinate negotiations and activities related to federal subsidies of district food services operations.
10. Shall plan and conduct in-service training for food services personnel.
11. Shall plan implement and access professional growth and recognition programs for food services personnel.
12. Shall assure quality of district-wide food service program.
13. Shall assure food quality, nutritional requirements, safety, sanitation, management practices and special meals production meet district standards.
14. Shall coordinate new food product testing and adjust menus accordingly.
15. Shall determine needed changes to maintain safety and aesthetic condition of food service areas.
16. Shall monitor the proper and valid certification of food services personnel.
17. Shall represent the department and district at various local, state and federal workshops, conferences and seminars as assigned.
18. Shall promote the district's public image with respect to food services in the educational and general community by promoting interaction with parents, students, educators, businesses and the general public.
19. Shall interact and coordinate program(s) with federal, state and local government agencies and vendors.
20. Shall develop and recommend changes in district food services operations.
21. Shall assure the preparation and maintenance of required federal, state and local records and reports.
22. Shall assist in the evaluation and designing kitchen layout plans for new and remodeled food services areas, including determination of equipment needs, specifications, time and motion issues and coordination with architects.
23. Shall maintain inventory records of District food services equipment and other supplies and commodities.
24. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 215 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**FOOD SERVICE MANAGER I (500+ Meals Served)**

**Class Code: 8212**

**TITLE** FOOD SERVICE MANAGER

**PRIMARY SUPERVISOR:** PRINCIPAL/DIRECTOR OF FOOD SERVICE

**APPOINTMENT:** A Food Service Manager shall be appointed annually, upon the recommendation of the Principal/Director of Food Service to the Superintendent.

**QUALIFICATIONS:**

1. Shall communicate effectively both orally and in writing with parents, students and faculty.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma or GED.
4. Shall have a minimum of three years experience in food service operations.
5. Shall complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

**PHYSICAL REQUIREMENTS:**

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 manage and coordinate the day-to-day food service operations of an assigned school site; assure compliance with district, state and federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; select, assign, schedule, supervise, direct and evaluate assigned food service personnel.

**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 records.
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.

(CONTINUED)

TITLE FOOD SERVICE MANAGER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall manage, coordinate and oversee the day-to-day food service operations at an assigned school site.
2. Shall analyze effectiveness and assure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
3. Shall prepare menus, assuring compliance with regulations and requirements.
4. Shall estimate and order amount of food and supplies needed.
5. Shall monitor and control expenditures.
6. Shall maintain an assigned budget.
7. Shall assist in the selection of food service employees.
8. Shall direct, assign, schedule and evaluate food service personnel.
9. Shall conduct training sessions for new food service employees.
10. Shall inspect lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
11. Shall plan work schedules and coordinate daily work for efficient use of labor.
12. Shall receive calls from employees and call substitutes as necessary.
13. Shall train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
14. Shall maintain, prepare and review a variety of menu production records, inventories, logs and reports.
15. Shall accumulate data and input information into a computer as appropriate and file documents as necessary.
16. Shall supervise and participate in food preparation and distribution to district students and staff.
17. Shall plan for catered events such as meetings, activities and parties.
18. Shall plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
19. Shall communicate with students, staff and outside organizations to exchange information, receive suggestions and resolve issues related to food service.
20. Shall participate in, schedule and attend in-service meetings and workshops.
21. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 185 days/7.5 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**Code    Classification**

**HEALTH**

7263    School Health Nurse  
7271    Health Services Coordinator  
7273    Health Services Assistant  
7293    Speech Pathology Assistant

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**SCHOOL NURSE**

**Class Code: 7263**

**TITLE:** SCHOOL HEALTH NURSE

**PRIMARY SUPERVISOR:** SCHOOL PSYCHOLOGIST

**APPOINTMENT:** School Nurses shall be appointed annually, upon the recommendation of the School Psychologist and Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall communicate effectively both orally and in writing with parents, students and faculty.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall be a Licensed Practical Nurse, Registered Nurse or eligible for license in the state of Kentucky.
4. Shall have a minimum of one year comprehensive nursing experience.

**PHYSICAL REQUIREMENTS:**

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 administer first aid according to established procedures; conduct a variety of health screenings; prepare accurate student medical records and reports; and provide education and training to students and staff in the 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 records.
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 CPR and first aid training to district employees activities.
2. Shall update immunization and student health records as needed, with the assistance of school office staff.
3. Shall conduct or arrange for height, weight, vision, hearing, scoliosis, and other health screenings as required.

(CONTINUED)

TITLE: SCHOOL NURSE

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall prepare and submit periodical medical reports for appropriate organizations or district personnel and assure compliance with established laws and regulations.
5. Shall communicate with various community health agencies and civic organizations to exchange information, coordinate activities and obtain student needs such as medication, glasses, hearing aids and clothing as needed.
6. Shall conduct training for students and parents.
7. Shall make home visits as required.
8. Shall authorize re-admission to school as needed.
9. Shall maintain a stock of first aid supplies.
10. Shall assure medical equipment is in proper working condition.
11. Shall order supplies and equipment as needed.
12. Shall utilize substantial, specialized nursing knowledge, judgment and skill in providing primary health-care to students including "...initial assessment, management of minor illness and/or referral to other health professionals, monitoring of chronic diseases, health supervision, counseling, promotion of healthy life-styles, disease prevention, and the coordination of services when specialized care is required..." (National Association of School Nurses, Resolution--Primary Health Care, June 1981.)
13. Shall serve as a health advocate of students, and a consultant to educational staff.
14. Shall serve in family resource and youth services centers as defined in KRS 156.497.
15. Shall provide health teaching with a focus on disease prevention, health promotion and health restoration.
16. Shall monitor the quality of the healthcare services provided for students.
17. Shall provide direct clinical services for students with special needs and/or teach and verify competency, supervise and delegate [as defined in KRS 314.011 (2)] the performance of select acts to unlicensed school personnel in accordance with the administrative regulation 201 KAR 20:400 governing of nursing tasks to unlicensed persons.
18. Shall participate in the development of policies and procedures to guide nursing practice in school settings, and to address expanding school health services to students, families and communities.
19. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 183 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

revised: 8/27/2004



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**LOCAL DISTRICT HEALTH COORDINATOR**

**Class Code: 7271**

**TITLE:** HEALTH SERVICE COORDINATOR

**PRIMARY SUPERVISOR:** SCHOOL PSYCHOLOGIST

**APPOINTMENT:** Health Service Coordinators shall be appointed annually, upon the recommendation of the School Psychologist and Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall communicate effectively both orally and in writing with parents, students and faculty.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall be a Registered Nurse with a minimum of three years nursing experience; or a degree from a four-year psychology program and one year of related experience; or a degree from a four-year social work program and one year of related experience.

**PHYSICAL REQUIREMENTS:**

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 evaluate services in the school health program to plan for more comprehensive services for the child, family and schools as necessary; assist in the formulation of the school health 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 records.
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 evaluate services in the school health program to plan for more comprehensive services for the child, family, and schools as necessary.
2. Shall assist in the formulation of the school health program.

(CONTINUED)

TITLE: HEALTH SERVICE COORDINATOR

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall develop methods to evaluate the contribution of nursing, psychology and/or social work in school health areas on a continuous basis related to health needs, coordinate with other professionals and citizens groups in researching, planning and implementing the school health program.
4. Shall coordinate activities of the Health Department with other services in the school district.
5. Shall communicate with the Health Department, school system, and other community resources and agencies to develop improved systems of early case findings and referrals for improved child care.
6. Shall participate as a team member for in-service education in schools, Pupil Personnel Services, and the Health Department.
7. Shall organize and assist in the health education of parents, teachers and administrative groups.
8. Shall maintain current standards of nursing, psychology, and/or social work in special program areas, and provide services according to agenda policies and programs.
9. Shall maintain and implement the requirements for physical examinations and immunizations required by law.
10. Shall coordinate activities with Pupil Personnel as needed.
11. Shall act as safety coordinator for the school system.
12. Shall assist the principals in establishing school safety committees and the supervision of school safety committees and the supervision of school safety procedures and practices.
13. Shall complete OSHA reports.
14. Shall maintain records and injury reports associated with Worker's Compensation Insurance for district employees.
15. Shall assure completion of annual reports for the state Department of Education regarding health services.
16. Shall maintain record-keeping systems.
17. Shall promote the appropriate use of screening techniques in vision, hearing, dental and other tests.
18. Shall arrange for the training of teachers or volunteers in performing screenings.
19. Shall plan for the follow-up of suspected findings.
20. Shall assist teachers and volunteers in developing an awareness of signs of illness or other health problems.
21. Shall participate in conferences with parents and/or teachers regarding problems of individual pupils or the classroom as a whole.
22. Shall provide counseling according to established guidelines.
23. Shall encourage families to provide for periodic health examinations of their children by utilizing services of private physicians, dentists, and clinics.
24. Shall interpret the school health program to the family, consult with parents regarding the health of their children.
25. Shall notify parents and pupils for needed immunizations and tests as required.
26. Shall observe and report to physicians, with parental approval, the pupil's health status and any reaction at school to drugs or treatments prescribed by the physician.
27. Shall act as a resource person to school personnel, pupil, and parent/teacher organizations regarding the various aspects of health education.
28. Shall provide or recommend health education material for classroom use.
29. Shall participate in formulating policies for the care of pupil who become ill or injured at school.
30. Shall arrange for the instruction of school personnel to give emergency care.
31. Shall supervise the reporting of any known or suspected communicable disease cases to the local health department.

(CONTINUED)

TITLE: HEALTH SERVICE COORDINATOR

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

32. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 205 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**HEALTH SERVICES ASSISTANT**

**Class Code: 7273**

**TITLE:** HEALTH SERVICES ASSISTANT

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Health Services Assistants shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall communicate effectively both orally and in writing with parents, students and faculty.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall hold a valid First Aid and CPR Certificate issued by an authorized agency.
4. Shall have a high school diploma or GED.

**PHYSICAL REQUIREMENTS:**

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 administer basic first aid and screen ill or injured students in accordance with state laws and district regulations; assist with health testing programs; prepare and maintain a variety of records, files and reports.

**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 records.
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 perform basic first aid procedures and screen ill or injured students according to established procedures.
3. Shall utilize a variety of health products and supplies in caring for injuries and health needs.
4. Shall administer first aid in emergency situations and notify nurse, administrator, parents or paramedics as necessary.

(CONTINUED)

TITLE: HEALTH SERVICES ASSISTANT

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall schedule students for and assist with vision, hearing, scoliosis and dental screenings.
6. Shall schedule follow-up appointments if further testing is required from any health screening.
7. Shall prepare, maintain and type a variety of health related records and files including student health records, emergency medical records, accident reports and health disability reports.
8. Shall prepare correspondence, forms, notices and referrals.
9. Shall maintain files and duplicate materials as needed.
10. Shall maintain the health office in a clean, orderly and safe condition.
11. Shall assist in maintaining inventory and order first aid supplies as necessary.
12. Shall attend meetings and assist other school personnel as required.
13. Shall operate standard office equipment as required.
14. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 190 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***SPEECH LANGUAGE PATHOLOGY ASSISTANT***

***Class Code: 7293***

**TITLE:** SPEECH PATHOLOGY ASSISTANT

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Speech Pathology Assistants shall be appointed annually, upon the recommendation of the Supervisor to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall hold licensure as required under KRS Chapter 334A.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
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 conduct speech-language and hearing screenings without interpretation following specified screening protocols developed by a speech-language pathologist and audiologist respectively.
2. Shall follow documented treatment plans or protocols as prescribed by the supervisor.
3. Shall document student progress toward meeting established objectives as stated in the treatment plan.

(CONTINUED)

TITLE: SPEECH PATHOLOGY ASSISTANT

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall provide direct treatment assistance to identified students under the supervision of the supervisor.
5. Shall assist with clerical and other related duties as directed by the supervisor.
6. Shall report to the supervisor about the treatment plan based on a student's performance.
7. Shall schedule activities, prepare charts, records, graphs, or otherwise display data - this shall not include report generation.
8. Shall perform simple checks and maintenance of equipment.
9. Shall participate with the supervisor in research projects, inservice training, and public relations programs.
10. Shall assist implementing collaborative activities with other professionals.
11. Shall assist in administering tests for diagnostic evaluations and progress monitoring.
12. Shall perform related duties as assigned by the supervising speech-language pathologist.
13. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 183 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

<b><u>Code</u></b>	<b><u>Classification</u></b>
	<b><u>INSTRUCTIONAL</u></b>
7312	Instructor I
7314	Instructor III
7317	Instructional Monitor I
7318	Instructional Assistant II
7319	Instructional Monitor II
7320	Instructional Assistant I
7320	Instructional Assistant I - Computer
7320	Instructional Assistant I - ESS Program
7320	Instructional Assistant I - Kindergarten/Head Start/Library
7320	Instructional Assistant I - Title I
7334	Program Assistant I
7334	Program Assistant I - Elementary Attendance Clerk
7334	Program Assistant I - Special Education
7335	Program Assistant II
7335	Program Assistant II - Secondary Attendance Clerk
7336	Educational Interpreter II
7338	Educational Interpreter I
7339	Educational Interpreter III
7342	School/Home/Community Liaison
7349	Preschool Associate Teacher I
7351	Preschool Associate Teacher III
8318	Instructional Assistant II/Driver
8334	Program Assistant I - 21st Century Grant



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***INSTRUCTOR I***

***Class Code: 7312***

**TITLE:** \_\_\_\_\_ **INSTRUCTOR I** \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ **PRINCIPAL** \_\_\_\_\_

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

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have some experience in a classroom environment working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds.

**PHYSICAL REQUIREMENTS:**

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 implementation of education programs by providing comprehensive assessments, evaluations and instruction to meet the needs of parents and children, including home visitation and instruction.

**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 records.
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 implement a comprehensive education program for eligible participants.
2. Shall provide instruction, counseling, appropriate learning materials and experiences for the participants and provide continuous evaluation of students' progress and achievement.

**(CONTINUED)**

**TITLE:** INSTRUCTOR I

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall plan implement parent and child interactions and activities.
4. Shall provide and arrange adult supports, activities and sessions.
5. Shall plan and implement a parent involvement program which includes home visitation as appropriate.
6. Shall promote program, interpret purpose of program to potential clients and interested persons in the community.
7. Shall maintain accurate records on the program and provide data to appropriate personnel.
8. Shall plan regularly with staff and participate in appropriate school meetings and activities.
9. Shall comply with the policies, rules and regulations of the School District and State or federal regulatory agencies where appropriate.
10. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***INSTRUCTOR III***

***Class Code: 7314***

**TITLE:** \_\_\_\_\_ INSTRUCTOR III \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ BUILDING ADMINISTRATOR \_\_\_\_\_

**APPOINTMENT:** The Secretary shall be appointed annually, upon the recommendation of the Building Administrator to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have a bachelor's degree or three years of teaching experience at the level of an Instructor I.

**PHYSICAL REQUIREMENTS:**

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 implementation of education programs by providing comprehensive assessments, evaluations and instruction to meet the needs of parents and children including home visitation and instruction; to provide leadership and assistance to support functions with a minimum of supervision.

**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 records.
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 implement a comprehensive education program for eligible participants.
2. Shall plan and implement parent and child interactions and activities.
3. Shall provide instruction, counseling, appropriate learning materials and experiences of the participants and provide continuous evaluation of students' progress and achievement.

(CONTINUED)

TITLE: INSTRUCTOR III

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall provide and arrange adult supports, activities and sessions.
5. Shall plan and implement a parent involvement program which includes home visitation as appropriate.
6. Shall promote programs, interpret purpose of program to potential clients and interested persons in the community.
7. Shall maintain accurate records on the program and provide data to appropriate personnel.
8. Shall plan regularly with staff and participate in appropriate school meetings and activities.
9. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***INSTRUCTIONAL MONITOR I***

***Class Code: 7317***

**TITLE:** \_\_\_\_\_ INSTRUCTIONAL MONITOR I \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

**APPOINTMENT:** Instructional Monitors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have some experience working with children in an organized setting.

**PHYSICAL REQUIREMENTS:**

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 an on-site director, classroom teacher or other responsible staff member in providing a safe and quality environment for 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 records.
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 monitor students on a one-to-one basis, in small groups or in large groups to ensure their safety.
2. Shall follow procedures to safeguard the health and safety of students.
3. Shall assist the on-site director, classroom teacher or other responsible staff members in planning various activities for the students.

(CONTINUED)

TITLE: INSTRUCTIONAL MONITOR I

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall assist with organizing materials for conducting special training activities.
5. Shall promote positive parent and child interactions and activities.
6. Shall participate in staff activities and in special training programs.
7. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** days and hours per day varies with the placement

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**INSTRUCTIONAL ASSISTANT II**

*Class Code:* 7318

**TITLE:** INSTRUCTIONAL ASSISTANT II

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Instructional Assistants shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have one year experience in working with children in an organized setting.

**PHYSICAL REQUIREMENTS:**

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 a certificated teacher in providing instruction to individual or small groups typically in programs with exceptional children or equivalent programs and to monitor and report student progress.

**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 records.
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 tutor individuals or small groups of students typically with a disability or handicap, reinforcing and implementing instruction as directed by the teacher.
2. Shall maintain records of student progress.

(CONTINUED)

TITLE: INSTRUCTIONAL ASSISTANT II

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall participate as member of an instructional team including remediation teams.
4. Shall develop appropriate relationships with parents and team members.
5. Shall transport students to and from activities and assist in preparation for treatment as required.
6. Shall prepare and organize lessons as directed by the teacher.
7. Shall administer and score a variety of tests according to established guidelines.
8. Shall assist in determining English proficiency of identified students.
9. Shall assist in administering diagnostic and other tests.
10. Shall score and record test information.
11. Shall read, understand and assist in implementing, recording and monitoring student's IEP.
12. Shall monitor and report behavior of students according to approved procedures.
13. Shall report progress regarding student performance and behavior.
14. Shall check and assist students with lab work as necessary.
15. Shall perform routine clerical duties such as preparation of instructional classroom materials.
16. Shall operate copy machines.
17. Shall maintain classroom records.
18. Shall maintain attendance records.
19. Shall provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting and supplies.
20. Shall assist in overseeing students while in labs or other activities.
21. Shall provide for supplies inventory as necessary.
22. Shall assist students in such physical tasks as putting on and taking off of outer wear , moving from room, using the lavatory and others.
23. Shall assist student in getting on and off the bus.
24. Shall assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
25. Shall confer, as needed, with teachers concerning programs and materials to meet student needs.
26. Shall contact parents of students who are absent.
27. Shall make home visits as necessary.
28. Shall assure the health and safety of students by following health and safety practices and regulations.
29. Shall direct group activities of students as assigned.
30. Shall assist in monitoring lunchroom and playground activities as assigned.
31. Shall assist in emergency drills, assemblies, play periods and field trips.
32. Shall participate in meetings and in-service training programs as assigned.
33. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**INSTRUCTIONAL MONITOR II**

*Class Code:* 7319

**TITLE:** INSTRUCTIONAL MONITOR II

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Instructional Monitors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have some experience working with children in an organized setting.

**PHYSICAL REQUIREMENTS:**

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 serve as the lead instructional monitor in charge of providing a safe and quality environment for 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 records.
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 monitor student on a one-to-one basis, in small groups or in large groups to ensure their safety.
2. Shall follow procedures to safeguard the health and safety of students.
3. Shall plan, organize and implement various training activities for students.
4. Shall recommend materials needed to carry out activities planned.

(CONTINUED)

TITLE: INSTRUCTIONAL MONITOR II

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall confer with teachers, when needed, concerning student behavior
6. Shall promote positive parent and child interactions and activities.
7. Shall participate in staff activities and in special training programs.
8. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** days and hours per day varies with the placement

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***INSTRUCTIONAL ASSISTANT I***

***Class Code: 7320***

**TITLE:** INSTRUCTIONAL ASSISTANT I

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Instructional Assistants shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall complete the para-educator test or have a minimum of 48 hours of college credit.
5. Shall have some experience in working with children in an organized setting.

**PHYSICAL REQUIREMENTS:**

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 a certificated teacher in providing instruction to individual or small groups typically in programs with exceptional children or equivalent programs and to monitor and report student progress.

**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 records.
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 tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher.
2. Shall maintain records of student progress.

(CONTINUED)

TITLE: INSTRUCTIONAL ASSISTANT I

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall participate as member of an instructional team including remediation teams.
4. Shall prepare and organize lessons as directed by the teacher.
5. Shall administer and score a variety of tests according to established guidelines.
6. Shall assist in determining English proficiency of identified students.
7. Shall assist in administering diagnostic and other tests.
8. Shall score and record test information.
9. Shall monitor and report behavior of students according to approved procedures.
10. Shall report progress regarding student performance and behavior.
11. Shall check and assist students with lab work as necessary.
12. Shall perform routine clerical duties such as preparation of instructional and classroom materials.
13. Shall operate copy machines.
14. Shall maintain classroom records.
15. Shall maintain attendance records.
16. Shall provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
17. Shall assist in overseeing students while in labs.
18. Shall provide for supplies inventory as necessary.
19. Shall assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
20. Shall confer, as needed, with teachers concerning programs and materials to meet student needs.
21. Shall contact parents of students who are absent.
22. Shall make home visits as necessary.
23. Shall assure the health and safety of students by following health and safety practices and regulations.
24. Shall direct group activities of students as assigned.
25. Shall assist in monitoring lunchroom and playground activities as assigned.
26. Shall assist in emergency drills, assemblies, play periods and field trips.
27. Shall participate in meetings and in-service training programs as assigned.
28. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***INSTRUCTIONAL ASSISTANT I***

***Class Code: 7320***

**TITLE:** INSTRUCTIONAL ASSISTANT - COMPUTER

**PRIMARY SUPERVISOR:** TEACHER/PRINCIPAL

**APPOINTMENT:** Instructional Assistants shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall communicate effectively both orally and in writing.
3. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
4. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
5. Shall complete the para-educator test or have a minimum of 48 hours of college credit.
6. Shall have some experience in working with children in an organized setting.

**PHYSICAL REQUIREMENTS:**

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 certified staff in providing instruction to individual or small groups; monitor and report student progress.

**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 records.
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 teacher in all instructional activities.
2. Shall perform a multitude of duties thus relieving the teacher to lead educational experiences and activities.

**(CONTINUED)**

**TITLE:** INSTRUCTIONAL ASSISTANT - COMPUTER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall prepare materials and equipment for class.
4. Shall work on an individual basis and in small groups with students to reinforce basic skills.
5. Shall assist students with computers.
6. Shall assist Director of Technology in organization and maintenance of computers and related and supplies.
7. Shall perform clerical duties as needed.
8. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***INSTRUCTIONAL ASSISTANT I***

***Class Code: 7320***

**TITLE:** INSTRUCTIONAL ASSISTANT - ESS PROGRAM

**PRIMARY SUPERVISOR:** TEACHER/PRINCIPAL

**APPOINTMENT:** Instructional Assistants shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall communicate effectively both orally and in writing with parents, students and faculty.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall complete the para-educator test or have a minimum of 48 hours of college credit.
5. Shall have some experience in working with children in an organized setting.

**PHYSICAL REQUIREMENTS:**

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 certified staff in providing instruction to individual or small groups; monitor and report student progress.

**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 records.
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 prepare materials and equipment for class.
2. Shall work on an individual basis and in small groups with students to reinforce basic skills.
3. Shall assist students with computers and/or library needs.
4. Shall attend planning meetings with the Extended School Services staff.

**(CONTINUED)**

**TITLE:** INSTRUCTIONAL ASSISTANT - ESS PROGRAM

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** extra duty responsibilities

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

adopted: 1/21/2002



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***INSTRUCTIONAL ASSISTANT I***

***Class Code: 7320***

**TITLE:** INSTRUCTIONAL ASSISTANT - KINDERGARTEN/HEADSTART/LIBRARY

**PRIMARY SUPERVISOR:** TEACHER/PRINCIPAL

**APPOINTMENT:** Instructional Assistants shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall communicate effectively both orally and in writing with parents, students and faculty.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall complete the para-educator test or have a minimum of 48 hours of college credit.
5. Shall have some experience in working with children in an organized setting.

**PHYSICAL REQUIREMENTS:**

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 certified staff in providing instruction to individual or small groups; monitor and report student progress.

**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 records.
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 teacher in all instructional activities.
2. Shall perform a multitude of duties thus relieving the teacher to lead educational experiences and activities.

**(CONTINUED)**

**TITLE:** INSTRUCTIONAL ASSISTANT - KINDERGARTEN/HEADSTART/LIBRARY

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**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall prepare materials and equipment for class.
4. Shall work on an individual basis and in small groups with students to reinforce basic skills.
5. Shall assist students with computers.
6. Shall perform clerical duties as needed.
7. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***INSTRUCTIONAL ASSISTANT I***

***Class Code: 7320***

**TITLE:** INSTRUCTIONAL ASSISTANT - TITLE I

**PRIMARY SUPERVISOR:** TEACHER/PRINCIPAL

**APPOINTMENT:** Instructional Assistants shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall communicate effectively both orally and in writing with parents, students and faculty.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall complete the para-educator test or have a minimum of 48 hours of college credit.
5. Shall have some experience in working with children in an organized setting.

**PHYSICAL REQUIREMENTS:**

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 certified staff in providing instruction to individual or small groups; monitor and report student progress.

**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 records.
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 teacher in all instructional activities.
2. Shall perform a multitude of duties thus relieving the teacher to lead educational experiences and activities.
3. Shall prepare materials and equipment for class.

(CONTINUED)

TITLE: INSTRUCTIONAL ASSISTANT - TITLE I

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall work on an individual basis and in small groups with students to reinforce basic skills.
5. Shall assist students with computers.
6. Shall type letters and monthly reports.
7. Shall assist the teacher when testing.
8. Shall maintain inventory of materials, supplies and equipment.
9. Shall work directly with students 50% of their time.
10. Shall assist in the selection, placement and scheduling of students in Title I.
11. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**PROGRAM ASSISTANT I**

*Class Code:* 7334

**TITLE:** \_\_\_\_\_ PROGRAM ASSISTANT I \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

**APPOINTMENT:** Program Assistants shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have three years instructional experience including at least one year in the area of specialty.

**PHYSICAL REQUIREMENTS:**

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 perform routine clerical duties in support of a specific program; to assist program specialists, coordinators, principals and others in the implementation of program objectives and activities.

**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 records.
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 perform responsible duties in support of a specific program at the District or school site level.
2. Shall work closely with other program personnel to coordinate activities and assure compliance with program and District directives.
3. Shall provide various services and implement functions for the program involving direct or indirect contact with students, parents, outside program officials, regulatory agencies and others.

(CONTINUED)

TITLE: PROGRAM ASSISTANT I

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall provide input to District-wide reports for an assigned program.
5. Shall monitor the program budget as directed.
6. Shall monitor files and records regarding participants, students, parents, proper statistics and data and other matters.
7. Shall review and monitor program as assigned at specific sites.
8. Shall make classroom observations, diagnose problems and provide for proper resolutions.
9. Shall represent the assigned program at District, school and community meetings and conferences as directed.
10. Shall analyze program material and provide input for modification as required.
11. Shall review applications from participants and determine program eligibility.
12. Shall research, collect and compile data as directed to develop reports.
13. Shall analyze data and suggest implications.
14. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
JOB DESCRIPTION**

**PROGRAM ASSISTANT I**

**Class Code: 7334**

**TITLE:** ATTENDANCE CLERK - ELEMENTARY

**APPOINTMENT:** Attendance Clerks shall be appointed annually, upon the recommendation of the Director of Pupil Personnel to the Superintendent.

**PRIMARY SUPERVISOR:** PRINCIPAL and DPP

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers, accounting abilities and accurate record keeping.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall demonstrate people skills to indicate the ability to function in a team oriented environment.
4. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**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 improve student attendance which in turn will expose those students more to the academic programs in order to help in the development of their knowledge, skills and attitudes that 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 enroll and withdraw student in the computer attendance program.
2. Shall maintain a record of student absentees for the morning and afternoon.
3. Shall maintain a record of student tardies for the morning and afternoon.
4. Shall maintain cumulative attendance for all students within your assigned building.
5. Shall place calls home and record reasons for absences/tardies.
6. Shall receive calls from parents who report their child(ren) absent.

(CONTINUED)

TITLE: ATTENDANCE CLERK - ELEMENTARY

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

7. Shall maintain sign-in and sign-out records.
8. Shall report excessive absences to the Principal or Designee, noting excused or unexcused.
9. Shall prepare letters to parents regarding excessive absences/tardies.
10. Shall manage the Attendance Program -- maintain student attendance records, PA-2's, PA-3's, etc.
11. Shall up-date census information daily, as needed, for monthly reports.
12. Shall prepare computerized immunization reports for the school and school nurse, as needed.
13. Shall assist teachers in the audit of their student attendance records.
14. Shall complete and maintain files as directed by the Director of Pupil Personnel.
15. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**PROGRAM ASSISTANT I**

**Class Code: 7334**

**TITLE:** PROGRAM ASSISTANT I - SPECIAL EDUCATION

**PRIMARY SUPERVISOR:** TEACHER/PRINCIPAL

**APPOINTMENT:** Program Assistants shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall communicate effectively both orally and in writing with parents, students and faculty.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**PHYSICAL REQUIREMENTS:**

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 certified staff in providing instruction to individual or small groups; monitor and report student progress.

**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 records.
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 teacher in testing of all special education students.
2. Shall assist the teacher in all instructional activities.
3. Shall perform a multitude of duties thus relieving the teacher to lead educational experiences and activities.
4. Shall prepare materials and equipment for class.
5. Shall work on an individual basis and in small groups with students to reinforce basic skills.

**(CONTINUED)**

**TITLE:** PROGRAM ASSISTANT I - SPECIAL EDUCATION

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

- 6. Shall assist students with computers.
- 7. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**PROGRAM ASSISTANT II**

*Class Code:* 7335

**TITLE:** PROGRAM ASSISTANT II

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Program Assistants shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have four years instructional experience including at least one year in the area of specialty.

**PHYSICAL REQUIREMENTS:**

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 perform a variety of clerical and technical support duties in support of a specific program involving technical knowledge within the program; to assist program specialists, coordinators, principals and others in the implementation of program objectives and activities.

**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 records.
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 perform responsible duties in support of a specific program at the District or school site level.
2. Shall provide input to District-wide reports for an assigned program.
3. Shall monitor the program budget as directed.

(CONTINUED)

TITLE: PROGRAM ASSISTANT II

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall work closely with other program personnel to coordinate activities and assure compliance with program and District directives.
5. Shall provide various services and implement functions for the program involving direct or indirect contact with students, parents, outside program officials, regulatory agencies and others.
6. Shall monitor files and records regarding participants, students, parents, proper statistics and data and other matters.
7. Shall review and monitor program as assigned at specific sites.
8. Shall make classroom observations, diagnose problems and provide for proper resolutions.
9. Shall represent the assigned program at District, school and community meetings and conferences as directed.
10. Shall analyze program material and provide input for modification as required.
11. Shall review applications from participants and determine program eligibility.
12. Shall research, collect and compile data as directed to develop reports.
13. Shall analyze data and suggest implications.
14. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** days and hours per day varies with the placement

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
JOB DESCRIPTION**

**PROGRAM ASSISTANT II**

**Class Code: 7335**

**TITLE:** ATTENDANCE CLERK - SECONDARY

**APPOINTMENT:** Attendance Clerks shall be appointed annually, upon the recommendation of the Director of Pupil Personnel to the Superintendent.

**PRIMARY SUPERVISOR:** PRINCIPAL and DPP

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers, accounting abilities and accurate record keeping.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall demonstrate people skills to indicate the ability to function in a team oriented environment.
4. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**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 improve student attendance which in turn will expose those students more to the academic programs in order to help in the development of their knowledge, skills and attitudes that 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 enroll and withdraw student in the computer attendance program.
2. Shall maintain a record of student absentees for the morning and afternoon.
3. Shall maintain a record of student tardies for the morning and afternoon.
4. Shall maintain cumulative attendance for all students within your assigned building.
5. Shall place calls home and record reasons for absences/tardies.

(CONTINUED)

TITLE: ATTENDANCE CLERK - SECONDARY

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

6. Shall receive calls from parents who report their child(ren) absent.
7. Shall maintain sign-in and sign-out records.
8. Shall report excessive absences to the Principal or Designee, noting excused or unexcused.
9. Shall prepare letters to parents regarding excessive absences/tardies.
10. Shall manage the Attendance Program -- maintain student attendance records, PA-2's, PA-3's, etc.
11. Shall up-date census information daily, as needed, for monthly reports.
12. Shall prepare computerized immunization reports for the school and school nurse, as needed.
13. Shall assist teachers in the audit of their student attendance records.
14. Shall complete and maintain files as directed by the Director of Pupil Personnel.
15. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 190 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***EDUCATIONAL INTERPRETER II***

***Class Code: 7336***

**TITLE:** EDUCATIONAL INTERPRETER II

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Educational Interpreters shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall hold National Association of the Deaf (NAD) Level III or IV certification.

**PHYSICAL REQUIREMENTS:**

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 apply sign and/or silent vocalization systems to facilitate communication between hearing impaired students, faculty, staff and other students; to provide work direction and guidance to other Interpreters as requested.

**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 records.
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 use American Sign Language, Signed English, Signed Exact English or other recognized systems to facilitate communication between hearing impaired students and others.
2. Shall serve as a member of the instructional team to evaluate student performance.

(CONTINUED)

TITLE: EDUCATIONAL INTERPRETER II

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall attend classes with hearing impaired students to interpret lectures, discussions and other audible classroom activities.
4. Shall interpret into spoken English the questions and verbal presentations of hearing impaired students.
5. Shall assist hearing impaired students in communicating with faculty, staff, administrators and others.
6. Shall confer/assist with instructors and others, regarding the special needs and concerns of individual hearing impaired students.
7. Shall interpret at meetings, conferences, appointments and during other educational activities.
8. Shall train and provide work direction to other interpreters as required.
9. Shall assist in selecting new interpreters.
10. Shall interpret technical lectures and discussions related to a wide variety of community college courses.
11. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

revised: 3/15/2005



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***EDUCATIONAL INTERPRETER I***

***Class Code: 7338***

**TITLE:** EDUCATIONAL INTERPRETER I

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Educational Interpreters shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have a minimum of two years experience interpreting in an educational setting or working in the deaf community with supporting documentation. [Graduation from the Interpreter Training Program (ITP) may be accepted in lieu of experience.]
5. If not certified, shall be actively working toward Registry Interpreters of Deaf (RID)/National Association of the Deaf (NAD) certification which must be achieved by school year 2003.

**PHYSICAL REQUIREMENTS:**

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 apply sign and/or silent vocalization systems to facilitate communication between hearing impaired students, faculty, staff and other 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 records.
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 use American Sign Language, Signed English, Signed Exact English or other recognized systems to facilitate communication between hearing impaired students and others.

**(CONTINUED)**

**TITLE:** EDUCATIONAL INTERPRETER I

2. Shall attend classes with hearing impaired students to interpret lectures, discussions and other audible classroom activities.
3. Shall interpret into spoken English the questions and verbal presentations of hearing impaired students.
4. Shall assist hearing impaired students in communicating with faculty, staff, administrators and others.
5. Shall confer/assist with instructors and others, regarding the special needs and concerns of individual hearing impaired students.
6. Shall interpret at meetings, conferences, appointments and during other educational activities.
7. Shall interpret technical lectures and discussions related to a wide variety of community college courses.
8. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002  
revised: 3/15/2005

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***EDUCATIONAL INTERPRETER III***

***Class Code: 7339***

**TITLE:** EDUCATIONAL INTERPRETER III

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Educational Interpreters shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall hold a minimum of Bachelor of Science or Bachelor of Arts in interpreting, education or a related field.
4. Shall hold National Association of the Deaf (NAD) certification (NAD IV - Advanced or NAD V - Master) or hold Registry of Interpreters for the Deaf (RID) certification or other certification as recognized by KRS 309.300-319 under 201 KAR 39:030.
5. Shall have a minimum of two year's experience interpreting in an educational setting or related field with supporting documentation.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
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.

**(CONTINUED)**

**TITLE:** EDUCATIONAL INTERPRETER III

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall serve as an integral member of the educational team serving students who are Deaf or Hard of Hearing in the educational environment according to the specifications of the student's individual education program (IEP). This environment includes the classroom, laboratory, field trip, assembly and other educational sites that are deemed appropriate for student learning.
2. Shall use recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, students and visitors.
3. Shall attend classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities.
4. Shall interpret at meetings, conferences, appointments, field trips, assemblies, and other educational activities.
5. Shall utilize planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors.
6. Shall prepare for demanding course material as necessary for successful interpreting and/or transliterating.
7. Shall serve as a professional member of the education team in the Admissions and Release Committee process.
8. Shall participate in professional development as relevant to the interpreting experience.
9. Shall establish and maintain cooperative and effective working relationships with others.
10. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 6/20/2005

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**SCHOOL/HOME/COMMUNITY LIAISON**

*Class Code:* 7342

**TITLE:** SCHOOL/HOME/COMMUNITY LIAISON

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** School/Home/Community Liaisons shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have two years instructional experience including at least one year in the area of specialty.
5. Shall have a valid Kentucky driver's license.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
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 specialized services for an assigned program involving the school, district and students in relation to the community and parents.
2. Shall establish and maintain working relationships with clientele.

**(CONTINUED)**

**TITLE:** SCHOOL/HOME/COMMUNITY LIAISON

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall recruit and train volunteers as necessary to work in the program.
4. Shall participate as a team member for specific student problems.
5. Shall assist in resolving issues with purposeful interaction with parents and other family members as necessary.
6. Shall develop and distribute program material and literature to inform the community and parents of assigned program.
7. Shall monitor and evaluate program effectiveness.
8. Shall follow-up on specific cases as necessary.
9. Shall coordinate meetings and special gatherings in support of assigned program.
10. Shall serve as a liaison between students, support groups, parents and others to assist in resolving student problems.
11. Shall plan, organize and implement a community program for a school or the District office.
12. Shall maintain records and prepare reports.
13. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** days and hours per day varies with the placement

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***PRESCHOOL ASSOCIATE TEACHER I***

***Class Code: 7349***

**TITLE:** PRESCHOOL ASSOCIATE TEACHER I

**PRIMARY SUPERVISOR:** DIRECTOR OF HEAD START

**APPOINTMENT:** The Preschool Associate Teacher I shall be appointed annually, upon the recommendation of the Building Administrator to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have a minimum of one year of early childhood training or experience plus one of the following:
  - a. Child Development Associate (CDA) credentials from the National Academy of Early Childhood Programs, OR
  - b. at least 12 semester hours in early childhood education or development, OR
  - c. Kentucky Tech. Preschool Teacher Diploma (092.227-018)

**PHYSICAL REQUIREMENTS:**

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 perform the daily operations of the preschool classroom to ensure a quality 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 records.
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, create and operate the preschool classroom.

**(CONTINUED)**

**TITLE:** PRESCHOOL ASSOCIATE TEACHER I

2. Shall provide parent involvement opportunities and work individually with parents of children on child development and individual child progress.
3. Shall implement a home-based program under the direction of a professional.
4. Shall observe and record child behavior.
5. Shall use appropriate child assessment tools with training.
6. Shall prepare requested parts of an educational report.
7. Shall adapt the learning environment using recommendations from professionals (teacher, occupational therapist, physical therapist, speech/language therapist, etc.).
8. Shall implement IEP goals under supervision of a professional.
9. Shall participate in the Admissions and Release Committee as the Child's regular teacher.
10. Shall direct the activities of instructional assistants in the classroom.
11. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***PRESCHOOL ASSOCIATE TEACHER III***

***Class Code: 7351***

**TITLE:** PRESCHOOL ASSOCIATE TEACHER III

**PRIMARY SUPERVISOR:** DIRECTOR OF HEAD START

**APPOINTMENT:** The Preschool Associate Teacher III shall be appointed annually, upon the recommendation of the Building Administrator to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have more than 64 college semester hours.
4. Shall have a minimum of one year of early childhood training or experience plus one of the following:
  - a. Child Development Associate (CDA) credentials from the National Academy of Early Childhood Programs, OR
  - b. Kentucky Tech. Preschool Teacher Diploma (092.227-018) plus 6 additional semester hours in early childhood education or development, OR
  - c. at least 18 semester hours in early childhood education or development.

**PHYSICAL REQUIREMENTS:**

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 perform the daily operations of the preschool classroom to ensure a quality 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 records.
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, create and operate the preschool classroom.

**(CONTINUED)**

**TITLE:** PRESCHOOL ASSOCIATE TEACHER III

2. Shall provide parent involvement opportunities and work individually with parents of children on child development and individual child progress.
3. Shall implement a home-based program under the direction of a professional.
4. Shall observe and record child behavior.
5. Shall use appropriate child assessment tools with training.
6. Shall prepare requested parts of an educational report.
7. Shall adapt the learning environment using recommendations from professionals (teacher, occupational therapist, physical therapist, speech/language therapist, etc.).
8. Shall implement IEP goals under supervision of a professional.
9. Shall participate in the Admissions and Release Committee as the Child's regular teacher.
10. Shall direct the activities of instructional assistants in the classroom.
11. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***INSTRUCTIONAL ASSISTANT II/DRIVER***

***Class Code: 8318***

**TITLE:** INSTRUCTIONAL ASSISTANT II/DRIVER

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Instructional Assistants shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have one year experience in working with children in an organized setting.
- 5.

**PHYSICAL REQUIREMENTS:**

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 a certificated teacher in providing instruction to individual or small groups typically in programs with exceptional children or equivalent programs and to monitor and report student progress.

**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 records.
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 tutor individuals or small groups of students typically with a disability or handicap, reinforcing and implementing instruction as directed by the teacher.
2. Shall maintain records of student progress.

(CONTINUED)

**TITLE:** INSTRUCTIONAL ASSISTANT II/DRIVER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall participate as member of an instructional team including remediation teams.
4. Shall develop appropriate relationships with parents and team members.
5. Shall transport students to and from activities and assist in preparation for treatment as required.
6. Shall prepare and organize lessons as directed by the teacher.
7. Shall administer and score a variety of tests according to established guidelines.
8. Shall assist in determining English proficiency of identified students.
9. Shall assist in administering diagnostic and other tests.
10. Shall score and record test information.
11. Shall read, understand and assist in implementing, recording and monitoring student's IEP.
12. Shall monitor and report behavior of students according to approved procedures.
13. Shall report progress regarding student performance and behavior.
14. Shall check and assist students with lab work as necessary.
15. Shall perform routine clerical duties such as preparation of instructional classroom materials.
16. Shall operate copy machines.
17. Shall maintain classroom records.
18. Shall maintain attendance records.
19. Shall provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting and supplies.
20. Shall assist in overseeing students while in labs or other activities.
21. Shall provide for supplies inventory as necessary.
22. Shall assist students in such physical tasks as putting on and taking off of outer wear , moving from room, using the lavatory and others.
23. Shall assist student in getting on and off the bus.
24. Shall assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
25. Shall confer, as needed, with teachers concerning programs and materials to meet student needs.
26. Shall contact parents of students who are absent.
27. Shall make home visits as necessary.
28. Shall assure the health and safety of students by following health and safety practices and regulations.
29. Shall direct group activities of students as assigned.
30. Shall assist in monitoring lunchroom and playground activities as assigned.
31. Shall assist in emergency drills, assemblies, play periods and field trips.
32. Shall participate in meetings and in-service training programs as assigned.
33. Shall drive students on community based instruction.
34. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***PROGRAM ASSISTANT I***

***Class Code: 8334***

**TITLE:** PROGRAM ASSISTANT I - 21st CENTURY GRANT

**PRIMARY SUPERVISOR:** PRINCIPAL/GRANT SITE MANAGER/GRANT EXECUTIVE DIRECTOR

**APPOINTMENT:** Program Assistants shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a minimum of two years college and three years experience working with children.

**PHYSICAL REQUIREMENTS:**

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 perform routine clerical duties in support of a specific program; to assist program specialists, coordinators, principals and others in the implementation of program objectives and activities.

**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 records.
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 direct supervision of children in accordance with the 21st Century Grant.
2. Shall coordinate programs for student success.
3. Shall meet with teachers and parents to ensure flow of services and evaluation of student success.
4. Shall provide direct instruction in technology, tutoring and other learning strategies as appropriate to meet student and program needs.

**(CONTINUED)**

**TITLE:** PROGRAM ASSISTANT I - 21st CENTURY GRANT

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall recruit students for the program.
6. Shall assist with data collection and program evaluation.
7. Shall perform clerical duties as needed.
8. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** Up to 220 days - (20 hours per week - with 1 Saturday per month,  
or as needed)  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

<b><u>Code</u></b>	<b><u>Classification</u></b>
7362	<b><u>LIBRARY/MEDIA</u></b> Library Media Clerk

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**LIBRARY MEDIA CLERK**

*Class Code:* 7362

**TITLE:** LIBRARY MEDIA CLERK

**PRIMARY SUPERVISOR:** PRINCIPAL/LIBRARY MEDIA SPECIALIST

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

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have one year experience working with students in an organized setting, including some experience in a library setting.

**PHYSICAL REQUIREMENTS:**

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 with library media activities in a school environment which includes processing and shelving library materials and assisting students and staff in the access of library materials in the school setting.

**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 records.
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 maintain the routine operation of a school library media center.
2. Shall receive, process, circulate and shelve print and non-print materials.



(CONTINUED)

TITLE: LIBRARY MEDIA CLERK

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall assist students in learning basic information skills including the use of the library catalog and reference sources.
4. Shall assist students and teachers in locating and selecting appropriate materials.
5. Shall assist students with special class projects or conduct story-time as required.
6. Shall prepare and send overdue notices as required.
7. Shall assist in locating lost books.
8. Shall collect fines as assigned.
9. Shall input data to computerized catalog.
10. Shall inspect books and periodicals for damage and perform repairs as necessary.
11. Shall maintain routine records and files related to library activities including circulation of books, monies, collected and lost materials.
12. Shall assist in inventory activities as required.
13. Shall schedule library times for volunteers.
14. Shall train, assign and monitor the work of volunteers and student helpers.
15. Shall maintain the library in a clean and orderly condition.
16. Shall assist in maintaining the discipline of students.
17. Shall operate standard office equipment and utilize materials for making, mending or protecting library materials.
18. Shall create displays to promote books, holidays and seasons.
19. Shall operate office equipment including typewriter and copier as required.
20. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 190 days/8 hours per day - secondary  
183 days/7 hours per day - elementary  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

<b><u>Code</u></b>	<b><u>Classification</u></b>
	<b><i><u>MAINTENANCE</u></i></b> - ( <i><u>continued</u></i> )
7424	HVAC Technician
7432	Maintenance Manager
7435	Maintenance Supervisor
7436	Maintenance Scheduling Specialist
7444	Maintenance Technician II
7445	Maintenance Technician I
7447	Maintenance Worker II
7448	Maintenance Worker I

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**ENERGY AUDITOR**

*Class Code:* 7422

**TITLE:** ENERGY AUDITOR

**PRIMARY SUPERVISOR:** DIRECTOR BUILDINGS/GROUNDS/MAINTENANCE

**APPOINTMENT:** The Energy Auditor shall be appointed annually, upon the recommendation of the Director of Buildings/Grounds/Maintenance to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have two years journey level operation, maintenance and repair experience in the HVAC and refrigeration trade.
5. Shall hold a valid Kentucky driver's license.

**PHYSICAL REQUIREMENTS:**

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 conduct energy audits, monitor energy use and cost data, develop energy budget and monitor the energy program for cost centers in 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 records.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall practice safe work ethics at all times.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall collect and analyze data related to energy consumption.

**(CONTINUED)**

**TITLE:** ENERGY AUDITOR

2. Shall conduct energy audits of facilities.
3. Shall inspect new and renovated facilities to assure energy efficient systems and materials used.
4. Shall inspect facilities to assure energy conservation policies are met.
5. Shall recommend new products to be used in facilities to reduce energy consumption.
6. Shall collect and maintain energy usage data.
7. Shall prepare energy budgets.
8. Shall prepare monthly reports on energy usage.
9. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 5/25/2005

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**HVAC TECHNICIAN**

**Class Code: 7424**

**TITLE:** HVAC TECHNICIAN

**PRIMARY SUPERVISOR:** DIRECTOR BUILDINGS/GROUNDS/MAINTENANCE

**APPOINTMENT:** The HVAC Technician shall be appointed annually, upon the recommendation of the Director of Buildings/Grounds/Maintenance to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have two years journey level operation, maintenance and repair experience in the HVAC and refrigeration trade.
5. Shall hold a valid Kentucky driver's license.

**PHYSICAL REQUIREMENTS:**

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 perform skilled mechanical maintenance duties in the inspection, repair, installation, and alteration of District heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities; to perform preventative maintenance and routine servicing of equipment.

**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 records.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall practice safe work ethics at all times.
12. Shall adhere to School Board of Education Policies and Procedures.

(CONTINUED)

TITLE: HVAC TECHNICIAN

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall inspect, repair, modify and install HVAC equipment including refrigeration and air conditioning compressors, receivers, condensers, chillers, water cooling towers, forced air converter units,
2. Shall conduct regular preventive maintenance inspects of refrigeration units, isolated heating and ventilating units, including boilers, gas and electrically operated air-conditioning equipment, and make necessary adjustments or repairs.
3. Shall service and repair evaporative coolers.
4. Shall repair or replace defective parts in units and equipment and their controls, including thermostats, automatic switches, fan controls, log switches, damper motors, louvers, relays, filters, controls, belts, compressors, heat exchangers, high limit controls, pressure controls, safety valves, and automatic gas valves.
5. Shall operate a variety of hand and power tools, welder torch, vacuum pump, test equipment utilized in the trade and a motor vehicle.
6. Shall maintain equipment in effective and safe work condition.
7. Shall maintain parts and tool inventory.
8. Shall repair and rebuild semi-hermetic reciprocating compressors and compressors for centrifugal refrigeration machines.
9. Shall perform skilled electrical maintenance work in the repair, installation and alteration of HVAC equipment, components, timers, motors and wiring systems as needed.
10. Shall connect motors to control panels.
11. Shall test and examine boiler operations, observing meter and pressure gauges.
12. Shall conduct boiler water quality test and treatment.
13. Shall adjust boiler burner combustion.
14. Shall lubricate and pack heating, ventilation, refrigeration, and air-conditioning motors, pumps, fans and other equipment.
15. Shall install and calibrate systems.
16. Shall install copper tubing and repair pipes and tubing as necessary.
17. Shall test joints and insulate pipes of refrigeration and air conditioning systems.
18. Shall flush boilers and descale tubing.
19. Shall rebuild pressure and temperature safety valves and water pumps.
20. Shall install, rebuild, replace or repair fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets and other equipment as necessary.
21. Shall maintain related records concerning time, labor and materials.
22. Shall report needed repairs or safety concerns observed while working in facilities and grounds.
23. Shall clean units annually or as needed to prevent algae, bacteria build up in drain pans.
24. Shall develop a filter change schedule to assure filters are changed properly and with the frequency to maintain clean air standards, and unit proficiency.
22. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**MAINTENANCE MANAGER**

*Class Code:* 7432

**TITLE:** MAINTENANCE MANAGER - GENERAL

**PRIMARY SUPERVISOR:** DIRECTOR BUILDINGS/GROUNDS/MAINTENANCE

**APPOINTMENT:** The Maintenance Manager shall be appointed annually, upon the recommendation of the Director of Buildings/Grounds/Maintenance to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have college level course work in business administration, one or more maintenance disciplines or related field and five years experience in the maintenance field including at least two years of supervisory experience.
4. Shall hold a valid Kentucky driver's license.

**PHYSICAL REQUIREMENTS:**

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 plan, organize, coordinate and implement general maintenance activities including routine and emergency electrical, plumbing, masonry and climate control systems; to create and implement preventative maintenance programs.

**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 records.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall practice safe work ethics at all times.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall determine need for routine and emergency electrical, plumbing, masonry and carpentry services.
2. Shall prepare work schedules and arrange for materials, tools and equipment.

(CONTINUED)

TITLE: MAINTENANCE MANAGER - GENERAL

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall follow-up on maintenance and service procedures to assure compliance with established standards, policies and requirements.
4. Shall investigate delays in completion of assigned work.
5. Shall assure satisfactory completion in a timely and efficient manner.
6. Shall assign work schedule of maintenance personnel, supervise and inspect the operation of the maintenance department, and provide supportive, technical assistance to the operation.
7. Shall plan and schedule the work load as determined by requests from the schools.
8. Shall verify reports of possible unsafe conditions in schools, or on school property, by making the necessary corrections and reporting the conditions to the Director of Buildings/Grounds/Maintenance.
9. Shall train, supervise and evaluate assigned personnel.
10. Shall administer grievances and discipline.
11. Shall create an on-going preventive maintenance program by conducting inspections of schools and grounds to determine maintenance needs, painting, heating and refrigeration needs, plumbing needs and carpentry needs.
12. Shall oversee the purchase of supplies, materials and equipment purchased by the department to assure that stock is maintained at an appropriate level, depending upon budgetary limitations.
13. Shall establish and monitor a procedure for receiving, unpacking, checking and recording incoming equipment, tools, materials, parts and supplies used by the department, to assure the quantity and quality is satisfactory.
14. Shall assure supplies, tools, materials, parts and equipment are stored properly.
15. Shall approve shipping and receiving of items from stock as requested.
16. Shall maintain inventory of parts, supplies, tools and equipment.
17. Shall assure proper delivery as necessary.
18. Shall require that storerooms, vehicles, work sites and other assigned areas are maintained in a clean and safe manner.
19. Shall report needed repairs or safety concerns observed while working in facilities and grounds.
20. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***MAINTENANCE SUPERVISOR***

***Class Code: 7435***

**TITLE:** MAINTENANCE SUPERVISOR

**PRIMARY SUPERVISOR:** DIRECTOR BUILDINGS/GROUNDS/MAINTENANCE

**APPOINTMENT:** The Maintenance Supervisor shall be appointed annually, upon the recommendation of the Director of Buildings/Grounds/Maintenance to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have four years of skilled maintenance experience related to assigned area of responsibility.

**PHYSICAL REQUIREMENTS:**

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 plan, organize, schedule, assign and review maintenance work for one or more trades groups; to train, supervise and evaluate the work of assigned employees.

**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 records.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall practice safe work ethics at all times.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall plan, organize, coordinate and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of District buildings and facilities.
2. Shall train, supervise and evaluate the performance of assigned maintenance and skilled trades staff.

(CONTINUED)

TITLE: MAINTENANCE SUPERVISOR

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall assign and review work and participate in the selection of new personnel as assigned.
4. Shall develop and prepare work schedules.
5. Shall review maintenance reports and work orders.
6. Shall prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations.
7. Shall coordinate responses to emergency calls.
8. Shall prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned.
9. Shall conduct inspections of buildings and facilities to determine maintenance and repair needs and quality of work performed.
10. Shall recommend the removal of fire, safety or health hazards including asbestos-related issued.
11. Shall instruct staff in safe work practices.
12. Shall participate in the establishment and implementation of a systematic preventive maintenance program.
13. Shall investigate vandalism as necessary.
14. Shall assist in determining needed equipment and implementation of a systematic preventive maintenance operations.
15. Shall requisition a wide variety of supplies, maintenance tools and equipment.
16. Shall communicate with vendors, contractors, and inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures.
17. Shall maintain storerooms, vehicles, work sites and other assigned areas in a clean and safe manner.
18. Shall assist with the purchase of supplies, materials and equipment for department use.
19. Shall maintain a preventive maintenance program for all facilities.
20. Shall plan for future needs in painting, heating, refrigeration, plumbing, carpentry, roofing and other facility needs.
21. Shall inspect facilities for possible unsafe conditions and report to Director of Facilities.
22. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***MAINTENANCE SCHEDULING SPECIALIST***

***Class Code: 7436***

**TITLE:** MAINTENANCE SCHEDULING SPECIALIST

**PRIMARY SUPERVISOR:** DIRECTOR BUILDINGS/GROUNDS/MAINTENANCE

**APPOINTMENT:** The Maintenance Scheduling Specialist shall be appointed annually, upon the recommendation of the Director of Buildings/Grounds/Maintenance to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have four years experience in the maintenance field.

**PHYSICAL REQUIREMENTS:**

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 for the orderly flow of District work requests including the generation, routing and follow through until work requests are completed.

**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 records.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall practice safe work ethics at all times.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall establish and manage central control of system-wide work requests for the Maintenance and Operations department.
2. Shall assign priorities and schedules work orders for Maintenance and Operations units.
3. Shall establish guidelines for reporting on work order completion, quality and costing.

(CONTINUED)

**TITLE:** MAINTENANCE SCHEDULING SPECIALIST

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall establish guidelines for measuring quality of work accomplished by Maintenance and Operations units.
5. Shall provide information from previous work orders to help establish cost for operating projections and budgeting purposes.
6. Shall prepare reports and other input to help provide coordination between units of the Maintenance and Operations department.
7. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***MAINTENANCE TECHNICIAN II***

***Class Code: 7444***

**TITLE:** MAINTENANCE TECHNICIAN II

**PRIMARY SUPERVISOR:** DIRECTOR BUILDINGS/GROUNDS/MAINTENANCE

**APPOINTMENT:** The Maintenance Technician shall be appointed annually, upon the recommendation of the Director of Buildings/Grounds/Maintenance to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have three years journey level experience in one or more trades areas.
5. Shall hold a valid Kentucky driver's license.

**PHYSICAL REQUIREMENTS:**

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 perform skilled maintenance, repair and construction of District buildings and equipment in one or more craft or trade; lead other Maintenance Workers and Technicians as necessary; work independently in trades such as carpentry, locksmith, mason, roofing and audio-visual repair.

**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 records.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall practice safe work ethics at all times.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall perform a variety of skilled work in the maintenance and repair of District facilities and equipment.
2. Shall prioritize, schedule, assign and coordinate the work of assigned staff to accomplish a wide variety of duties related to the building trades.

(CONTINUED)

TITLE: MAINTENANCE TECHNICIAN II

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall construct, rebuild and repair District equipment and facilities including various wood and metal structures, equipment and furniture.
4. Shall prepare surfaces for painting and varnishing and apply surface coverings as required.
5. Shall estimate cost of labor and materials for work orders.
6. Shall obtain competitive prices for equipment and supplies needed by the District.
7. Shall perform a variety of skilled building maintenance including repairs to doors, windows, roofs and other building parts.
8. Shall construct or assemble furniture and other wood and metal structures.
9. Shall install and maintain grand master lock systems and electrical security systems.
10. Shall operate a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work.
11. Shall maintain tools and equipment in a safe, clean and proper working condition.
12. Shall assure compliance with appropriate safety practices and procedures and with applicable federal, State and local codes, regulations and requirements.
13. Shall maintain various records related to labor, materials and work orders.
14. Shall purchase tools, equipment and materials.
15. Shall operate light trucks to pick up and deliver equipment and supplies.
16. Shall report needed repairs or safety concerns observed while working in facilities and grounds.
17. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***MAINTENANCE TECHNICIAN I***

***Class Code: 7445***

**TITLE:** MAINTENANCE TECHNICIAN I

**PRIMARY SUPERVISOR:** DIRECTOR BUILDINGS/GROUNDS/MAINTENANCE

**APPOINTMENT:** The Maintenance Technician shall be appointed annually, upon the recommendation of the Director of Buildings/Grounds/Maintenance to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have two years general maintenance experience.
5. Shall hold a valid Kentucky driver's license.

**PHYSICAL REQUIREMENTS:**

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 perform skilled maintenance, repair and construction of District buildings and equipment in one or more craft or trade; assist other trades personnel as needed and work independently in trades such as painting, glazing and plastering.

**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 records.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall practice safe work ethics at all times.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall remove and board broken windows.
2. Shall perform a variety of maintenance and repair work independently as instructed or assist other skilled trade personnel to maintain school buildings, facilities and grounds in proper condition.

(CONTINUED)

TITLE: MAINTENANCE TECHNICIAN I

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall perform a variety of building maintenance duties including repairing carpeting, drapes, plaster and drywall, repairing or replacing air vents, screens, barriers, skylights and lockers, replacing ceramic, ceiling and floor tile and performing minor or emergency roof repairs.
4. Shall maintain grounds, facilities and equipment including installing and repairing wire fences, mesh wires, signs and playground equipment.
5. Shall repair, assemble, install and assist in the construction of doors, partitions, furniture, counters, bulletin boards, chalk boards, shelving and other items.
6. Shall set up for special events.
7. Shall move furniture.
8. Shall perform cement work such as mixing, pouring and finishing cement.
9. Shall patch asphalt and cement.
10. Shall lay and repair asphalt.
11. Shall prepare surfaces for painting.
12. Shall apply finishes and coverings using brushes, rollers, spray equipment and cutters as necessary.
13. Shall perform routine maintenance and repairs on doorknobs, locks, hinges, closures, strike plates and panic bars.
14. Shall maintain routine records related to maintenance activities.
15. Shall operate a variety of equipment and machines such as trucks, saws, drills, sanders, pipe threaders, welding equipment and other hand and power tools.
16. Shall operate a forklift as required.
17. Shall report needed repairs or safety concerns observed while working in facilities and grounds.
18. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***MAINTENANCE WORKER II***

***Class Code: 7447***

**TITLE:** MAINTENANCE WORKER II

**PRIMARY SUPERVISOR:** DIRECTOR BUILDINGS/GROUNDS/MAINTENANCE

**APPOINTMENT:** The Maintenance Worker shall be appointed annually, upon the recommendation of the Director of Buildings/Grounds/Maintenance to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have two years building and mechanical maintenance or operations experience.
5. Shall hold a valid Kentucky driver's license.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall practice safe work ethics at all times.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall perform independently on less difficult projects and assignments as assigned.

(CONTINUED)

TITLE: MAINTENANCE WORKER II

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

2. Shall perform semi-skilled to skilled maintenance, repair and construction of District buildings and equipment in one or more of the building maintenance trades including locksmithing, carpentry, electrical, painting, plumbing, heating and air conditioning.
3. Shall assist journey-level trades workers and maintenance personnel with a variety of maintenance, repair and construction.
4. Shall assist locksmith to install, adjust, repair and replace locks and door hardware.
5. Shall inspect locks for proper operation and implement a preventive maintenance program for locking mechanisms, panic bars, door closures and other hardware.
6. Shall re-key and re-pin locks as needed and maintain related charts and records.
7. Shall assist in the construction, installation and maintenance of roofs, furniture, fences, bookshelves, cabinets, shelving, chalkboards and bulletin boards.
8. Shall assist in the installation, repair and maintenance of gas and water lines, heating and cooling equipment, electrical fixtures and outlets.
9. Shall replace broken toilet seats, flush valve diaphragms, seals and gaskets.
10. Shall clean plugged drains, stop leaks, adjust water pressure and clean work area upon completion of work.
11. Shall assist in the installation, repair and replacement of carpet, floor and ceiling tiles, repair blinds and shades.
12. Shall install dispensers and repair or install bathroom stalls.
13. Shall assist in making minor electrical and mechanical repairs on such equipment as vacuum cleaners, buffers, electric clocks, washing machines, dryers, refrigerators and other small appliances.
14. Shall prepare surfaces for painting, mix paints, finishes and other coatings and apply to equipment, buildings, furniture and District facility structures.
15. Shall assist in the construction of forms and metal work, pour concrete and perform finish work.
16. Shall perform masonry, repair and construction with brick and block.
17. Shall maintain records of time, costs and materials needed in the maintenance and repair of District equipment and facilities.
18. Shall prepare work orders for more difficult and complex repairs or larger work projects.
19. Shall operate a wide variety of tools and equipment including motor vehicles, fork lift, key cutting machine, electric cart, steam cleaner, grinder, stripper, waxer, buffer, carpet cleaner, power hand tools, saws and hand tools used in the building maintenance trades.
20. Shall report needed repairs or safety concerns while working in facilities and grounds.
21. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**MAINTENANCE WORKER I**

**Class Code: 7448**

**TITLE:** MAINTENANCE WORKER I

**PRIMARY SUPERVISOR:** DIRECTOR BUILDINGS/GROUNDS/MAINTENANCE

**APPOINTMENT:** The Maintenance Worker shall be appointed annually, upon the recommendation of the Director of Buildings/Grounds/Maintenance to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have one years building and mechanical maintenance or operations experience.
5. Shall hold a valid Kentucky driver's license.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall practice safe work ethics at all times.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall perform independently on less difficult projects and assignments as assigned.
2. Shall assist locksmith to install, adjust, repair and replace locks and door hardware.

(CONTINUED)

TITLE: MAINTENANCE WORKER I

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall assist in performing unskilled to semi-skilled maintenance, repair and construction of District buildings and equipment in one or more of the building maintenance trades including locksmithing, carpentry, electrical, painting, plumbing, heating and air conditioning.
4. Shall assist journey-level trades workers and maintenance personnel with a variety of maintenance, repair and construction.
5. Shall inspect locks for proper operation and implement a preventive maintenance program for locking mechanisms, panic bars, door closures and other hardware.
6. Shall re-key and re-pin locks as needed and maintain related charts and records.
7. Shall assist in the construction, installation and maintenance of roofs, furniture, fences, bookshelves, cabinets, shelving, chalkboards and bulletin boards.
8. Shall assist in the installation, repair and maintenance of gas and water lines, heating and cooling equipment, electrical fixtures and outlets.
9. Shall replace broken toilet seats, flush valve diaphragms, seals and gaskets.
10. Shall clean plugged drains, stop leaks, adjust water pressure and clean work area upon completion of work.
11. Shall assist in the installation, repair and replacement of carpet, floor and ceiling tiles, repair blinds and shades.
12. Shall install dispensers and repair or install bathroom stalls.
13. Shall assist in making minor electrical and mechanical repairs on such equipment as vacuum cleaners, buffers, electric clocks, washing machines, dryers, refrigerators and other small appliances.
14. Shall prepare surfaces for painting, mix paints, finishes and other coatings and apply to equipment, buildings, furniture and District facility structures.
15. Shall assist in the construction of forms and metal work, pour concrete and perform finish work.
16. Shall perform masonry, repair and construction with brick and block.
17. Shall report needed repairs or safety concerns observed while working in facilities and grounds.
18. Shall maintain records of time, costs and materials needed in the maintenance and repair of District equipment and facilities.
19. Shall prepare work orders for more difficult and complex repairs or larger work projects.
20. Shall operate a wide variety of tools and equipment including motors vehicles, forklift, key-cutting machine, electric cart, steam cleaner, grinder, stripper, waxer, buffer, carpet cleaner, power hand tools, saws and hand tools used in the building maintenance trades.
21. Shall assist with other duties such as tree removal, assembling and moving furniture and setting up chairs for events on and off campus.
22. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**Code**    **Classification**

**MANAGEMENT**

7461	Director V
7462	Director IV
7463	Director III
7464	Director II
7465	Director I
7483	FRYSC Coordinator
8463	Executive Director - Grant Program
8465	Site Manager - Grant Program

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***DIRECTOR V***

***Class Code: 7461***

**TITLE:** \_\_\_\_\_ DIRECTOR V \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ SUPERINTENDENT \_\_\_\_\_

**APPOINTMENT:** Directors shall be appointed annually by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a bachelor's degree in a field related to assignment or seven years related experience including at least three years in a supervisory capacity.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
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, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities with substantial direct financial impact.
2. Shall coordinate activities with other District departments.

(CONTINUED)

TITLE: DIRECTOR V

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall participate in management meetings to discuss District-wide issues.
4. Shall meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
5. Shall determine and communicate departmental objectives, standards and policies.
6. Shall measure performance against objectives to update plans.
7. Shall develop an organization and staffing plan to assure attainment of objectives.
8. Shall make or recommend changes as appropriate.
9. Shall assure internal controls are established, maintained and documented in compliance with organizational directives.
10. Shall support the organization's Affirmative Action Program by assuring equal employment opportunity in the hiring, placement, promotion or transfer of department personnel in all job categories.
11. Shall administer personnel policies.
12. Shall assure employees are equitably treated as individuals.
13. Shall take corrective personnel action as appropriate.
14. Shall develop personnel requirements forecasts.
15. Shall assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews.
16. Shall recommend specific personnel be hired.
17. Shall recommend salary actions, review performance and set achievement goals for subordinates.
18. Shall coordinate the department's operations and activities.
19. Shall coordinate matters affecting other departments with those affected.
20. Shall cooperate with other departments on matters of organization-wide or mutual concern.
21. Shall participate in internal and external organization, boards and committees as requested and authorized by appropriate management directives and specific authorities.
22. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***DIRECTOR V***

***Class Code: 7461***

**TITLE:** DIRECTOR OF FACILITIES AND OPERATIONS

**PRIMARY SUPERVISOR:** SUPERINTENDENT

**APPOINTMENT:** Directors shall be appointed annually by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a minimum of five years of job related experience.
2. Shall have experience in building maintenance, new construction and knowledge of trade skills to include, electrical plumbing, carpentry, structural and roofing.
3. Shall become familiar with all applicable local, state and federal compliance programs relating to facilities.
4. Shall have management level experience/awareness in environmental, health and safety.
5. Shall have knowledge in the use of environmental monitoring equipment.
6. Shall have strong communication skills in writing, speaking and listening.
7. Shall demonstrate organizational and management skills.
8. Shall have experience working with computerized/on-line work order requests.
9. Shall have experience working in a school district setting. (preferred)
10. Shall be familiar with Project Management.
11. Shall have knowledge of OSHA (Occupational Safety and Health Act), Safety compliance programs, and Workers Compensation legislation.
12. Shall have knowledge of IAQ (Indoor Air Quality) management programs.
13. Shall have experience in District Operations. (preferred)
14. Shall have a graduate degree or equivalent work experience in a related field.

**PHYSICAL REQUIREMENTS:**

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

**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.



(CONTINUED)

**TITLE:** DIRECTOR OF FACILITIES AND OPERATIONS

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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 records.
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 district designee and compliance coordinator with the following:
  - (a.) Asbestos Hazard Emergency Response Act (AHERA) management plan;
  - (b.) Science Laboratory Safety/Chemical Hygiene Program
  - (c.) Aerial lift/ladder Safety;
  - (d.) Community Right To Know;
  - (e.) Employee Right To Know;
  - (f.) Blood Borne Pathogen Program;
  - (g.) Confined Space Entry Program;
  - (h.) Emergency Preparedness Program;
  - (i.) Fire Safety Program;
  - (j.) Forklift Safety Program;
  - (k.) Hazardous Waste Program
  - (l.) Indoor Air Quality Program
  - (m.) Energy Management
  - (n.) Integrated Pest Management
  - (o.) Lead in Paint/Water Management
  - (p.) Lock-out/Tag-out Program
  - (q.) OSHA Compliance
  - (r.) Personal Protective Equipment
  - (s.) Playground Safety
  - (t.) Radon Testing Management
  - (u.) Respiratory Protection
  - (v.) Underground Storage Tank Management
2. Shall identify, develop and review capital improvements for long-range capital maintenance and repair of facilities and grounds in compliance with regulations and district educational program requirements.
3. Shall recommend, prioritize, and manage building repairs and renovation projects.
4. Shall assist in building design and implementation of new construction.
5. Shall provide coordination to the Maintenance and Operations Supervisors, to develop and administer energy conservation measures.
6. Shall provide leadership to the Energy Auditor in conservation measures and supervise and monitor the inspection and maintenance of equipment.
7. Shall maintain current safety fire prevention/fire protection equipment procedures and inspection records.
8. Shall develop and administer the facilities and operations budget to meet district needs and to control cost.
9. Shall specify and authorize the purchase and use of maintenance and repair supplies, equipment and service.
10. Shall compile and maintain accurate data reports and training documentation related to: MSDS (Material Data Sheets) Facilities maintenance, and OSHA (Occupational Safety and Health Agency) requirements.
11. Shall provide training to reduce worker's compensation claims through education and safety committees.
12. Shall monitor and assess Facility IAQ (Indoor Air Quality) issues and collect data to make improvement recommendations.
13. Shall train employees on Right-To-Know, safety and other required programs.
14. Shall coordinate and facilitate the work of the Maintenance and Operations Supervisors to plan and implement maintenance, repair and custodial activities.

**(CONTINUED)**

**TITLE:** DIRECTOR OF FACILITIES AND OPERATIONS

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

15. Shall supervise the hiring of facilities and operations personnel to assure compliance with district resource requirements.
16. Shall use the personnel evaluation system to assess/evaluate employees and their performance toward improvement.
17. Shall schedule preventative maintenance procedures and operational repairs to ensure all services and requirements are met.
18. Shall manage and maintain a safe hazardous material identification, storage and disposal program.
19. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 8/15/2005

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***DIRECTOR IV***

***Class Code: 7462***

**TITLE:** \_\_\_\_\_ **DIRECTOR IV** \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ **SUPERINTENDENT** \_\_\_\_\_

**APPOINTMENT:** Directors shall be appointed annually by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a bachelor's degree in a field related to assignment or six years related experience including at least three years in a supervisory capacity.

**PHYSICAL REQUIREMENTS:**

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 plan, organize, coordinate and control a large group of functional units including one or more supervisory levels representing several occupational groups involving diverse and complex activities with substantial direct or indirect financial impact.

**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 records.
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, organize, coordinate and control a large group of functional units including one or more supervisory levels representing several occupational groups involving diverse and complex activities with substantial direct or indirect financial impact.
2. Shall coordinate activities with other District departments.

(CONTINUED)

TITLE: DIRECTOR IV

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall participate in management meetings to discuss District-wide issues.
4. Shall meet periodically with staff to resolve issue, communicate new developments and to assure operating objectives are understood and accomplished.
5. Shall determine and communicate departmental objectives, standards and policies.
6. Shall measure performance against objective to update plans.
7. Shall develop an organization and staffing plan to assure attainment of objectives.
8. Shall make or recommend changes as appropriate.
9. Shall assure internal controls are established, maintained and documented in compliance with organization directives.
10. Shall support the organization's Affirmative Action Program by assuring equal employment opportunity in hiring, placement, promotion or transfer of department personnel in all job categories.
11. Shall administer personnel policies.
12. Shall assure employees are equitably treated as individuals.
13. Shall take corrective personnel action as appropriate.
14. Shall develop personnel requirements forecasts.
15. Shall assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews.
16. Shall recommend specific personnel be hired.
17. Shall recommend salary actions, review performance and set achievement goals for subordinates.
18. Shall coordinate the department's operations and activities.
19. Shall coordinate matters affecting other departments with those affected.
20. Shall cooperate with other departments on matters of organization-wide or mutual concern.
21. Shall participate in internal and external organization, boards and committees as requested and authorized by appropriate management directives and specific authorities.
22. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**DIRECTOR III**

*Class Code:* 7463

**TITLE:** \_\_\_\_\_ DIRECTOR III \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ SUPERINTENDENT \_\_\_\_\_

**APPOINTMENT:** Directors shall be appointed annually by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a bachelor's degree in a field related to assignment or five years related experience including at least three years in a supervisory capacity.

**PHYSICAL REQUIREMENTS:**

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 plan, organize, coordinate and control several related functional units supervised by one or more levels of supervision involving diverse activities with difficult problem solving and significant direct or indirect financial impact.

**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 records.
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, organize, coordinate and control several related functional units supervised by one or more levels of supervision involving diverse activities with difficult problem-solving and significant direct or indirect financial impact.
2. Shall coordinate activities with other District departments.

(CONTINUED)

TITLE: DIRECTOR III

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall participate in management meetings to discuss District-wide issues.
4. Shall meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
5. Shall determine and communicate department objectives, standards and policies.
6. Shall measure performance against objectives to update plans.
7. Shall develop an organization and staffing plan to assure attainment of objectives.
8. Shall make or recommend changes as appropriate.
9. Shall assure internal controls are established, maintained and documented in compliance with organizational directives.
10. Shall support the organization's Affirmative Action Program by assuring equal employment opportunity in hiring, placement, promotion or transfer of department personnel in all job categories.
11. Shall administer personnel policies.
12. Shall assure employees are equitably treated as individuals.
13. Shall take corrective personnel action as appropriate.
14. Shall develop personnel requirements forecasts.
15. Shall assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews.
16. Shall recommend specific personnel be hired.
17. Shall recommend salary actions, review performance and set achievement goals for subordinates.
18. Shall coordinate the department's operations and activities.
19. Shall coordinate matters affecting other departments with those affected.
20. Shall cooperate with other departments on matters of organization-wide or mutual concern.
21. Shall participate in internal and external organization, boards and committees as requested and authorized by appropriate management directives and specific authorities.
22. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***DIRECTOR II***

***Class Code: 7464***

**TITLE:** \_\_\_\_\_ **DIRECTOR II** \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ **SUPERINTENDENT** \_\_\_\_\_

**APPOINTMENT:** Directors shall be appointed annually by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have two years of college level training in a field related to assignment and five years related experience including at least one year in a supervisory capacity.

**PHYSICAL REQUIREMENTS:**

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 plan, organize, coordinate and control two or more relatively small functional units involving clerical, support and paraprofessional personnel with moderate direct or indirect financial impact.

**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 records.
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, organize, coordinate and control two or more relatively small functional units involving clerical, support and paraprofessional personnel with moderate direct or indirect financial impact.
2. Shall coordinate activities with other District departments.
3. Shall participate in management meetings to discuss District-wide issues.
4. Shall meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.

(CONTINUED)

TITLE: DIRECTOR II

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall determine and communicate departmental objectives, standards and policies.
6. Shall measure performance against objectives to update plans.
7. Shall develop an organization and staffing plan to assure attainment of objectives.
8. Shall make or recommend changes as appropriate.
9. Shall assure internal controls are established, maintained and documented in compliance with organization directives.
10. Shall support the organization's Affirmative Action Program by assuring equal employment opportunity in the hiring, placement, promotion or transfer of department personnel in all job categories.
11. Shall administer personnel policies.
12. Shall assure employees are equitably treated as individuals.
13. Shall take corrective personnel action as appropriate.
14. Shall develop personnel requirements forecasts.
15. Shall assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews.
16. Shall recommend specific personnel be hired.
17. Shall recommend salary actions, review performance and set achievement goals for subordinates.
18. Shall coordinate the department's operations and activities.
19. Shall coordinate matters affecting other departments with those affected.
20. Shall cooperate with other departments on matters of organization-wide or mutual concern.
21. Shall participate in internal and external organization, boards and committees as requested and authorized by appropriate management directives and specific authorities.
22. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***DIRECTOR II***

***Class Code: 7464***

**TITLE:** PERSONNEL & EMPLOYEE SERVICES

**PRIMARY SUPERVISOR:** SUPERINTENDENT

**APPOINTMENT:** Director of Personnel & Employee Services shall be appointed annually, by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma or GED Certificate.
4. Shall have experience in the area of personnel and employee services within a school district setting. (*preferred*)

**PHYSICAL REQUIREMENTS:**

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 over-sight and assist in the planning, coordination and implementation of recruitment, processing of applications, interviewing, hiring, assignment, processing of leaves and transfer of permanent, part-time and temporary employees of the District; cooperate with all administrators and other supervisors in the fair and professional management of the various aspects required to create and maintain a quality staff of certified and classified personnel.

**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 records.
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 supervise district personnel services and employee relations programs.
2. Shall organize, plan, direct and implement district programs and activities including employment, employee relations, and employee assistance.

(CONTINUED)

**TITLE:** PERSONNEL & EMPLOYEE SERVICES

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

3. Shall develop and recommend personnel policies and procedures for the district.
4. Shall develop personnel recruiting and placement practices and procedures for the district.
5. Shall determine and recommend employee relations and contract administration practices to establish positive employer-employee relationships and to promote a high level of employee morale.
6. Shall direct and coordinate the recruitment, selection and hiring of personnel that is best qualified and meets the vision and philosophy of the district.
7. Shall administer personnel procedures in accordance with employee agreements, assignments and returns from leave.
8. Shall assist in staffing summer programs as needed.
9. Shall assist in reassigning personnel from over staffed sites to other school centers.
10. Shall assist with the implementation of Affirmative Action/Equal Opportunity goals established by the district and comply with federal, state and other district guidelines of personnel procedures.
11. Shall communicate with division and department heads and employees regarding personnel matters including salaries, employee benefits, certification, retirement, complaints and the completion of forms for certified staff.
12. Shall monitor certification and expiration dates to assure that staff have valid licenses.
13. Shall advise staff regarding certification and recommend appropriate action when licenses expire.
14. Shall provide statistical information on all personnel and submit data for Board and personnel meetings as needed.
15. Shall supervise and evaluate the performance of assigned personnel.
16. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

**FUNDING SOURCE(S):** 100% General Fund

adopted: 4/25/2005

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***DIRECTOR II***

***Class Code: 7464***

**TITLE:** PUBLICATIONS & SCHOOL/COMMUNITY RELATIONS

**PRIMARY SUPERVISOR:** SUPERINTENDENT

**APPOINTMENT:** Director of Publications & School/Community Relations shall be appointed annually, by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma or GED Certificate.
4. Shall have experience in the area of publications and school/community relations within a school district setting. (*preferred*)

**PHYSICAL REQUIREMENTS:**

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; gather news stories and photographs related to the school district and coordinate them into the district newsletter; promote the district's mission in the schools 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 records.
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.

(CONTINUED)

**TITLE:** PUBLICATIONS & SCHOOL/COMMUNITY RELATIONS

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

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.
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:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

**FUNDING SOURCE(S):** 100% General Fund

adopted: 4/25/2005

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**DIRECTOR I**

*Class Code:* 7465

**TITLE:** \_\_\_\_\_ DIRECTOR I \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ SUPERINTENDENT or DESIGNEE \_\_\_\_\_

**APPOINTMENT:** Directors shall be appointed annually by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have five years experience in a field directly related to assignment including at least one year in a supervisory capacity.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
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, organize, coordinate and control a single functional unit involving a relatively small number of clerical and support personnel involving some financial impact on the District.
2. Shall coordinate activities with other District departments.
3. Shall participate in management meetings to discuss District- wide issues.

(CONTINUED)

TITLE: \_\_\_\_\_ DIRECTOR I \_\_\_\_\_

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
5. Shall determine and communicate departmental objectives, standards and policies.
6. Shall measure performance against objectives to update plans.
7. Shall develop an organization and staffing plan to assure attainment of objectives.
8. Shall make or recommend changes as appropriate.
9. Shall assure internal controls are established, maintained and documented in compliance with organization directives.
10. Shall support the organization's Affirmative Action Program by assuring equal employment opportunity in the hiring, placement, promotion or transfer of department personnel in all job categories.
11. Shall administer personnel policies.
12. Shall assure employees are equitably treated as individuals.
13. Shall take corrective personnel action as appropriate.
14. Shall develop personnel requirements forecasts.
15. Shall assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews.
16. Shall recommend specific personnel be hired.
17. Shall recommend salary actions, review performance and set achievement goals for subordinates.
18. Shall coordinate the department's operations and activities.
19. Shall coordinate matters affecting other departments with those affected.
20. Shall cooperate with other departments on matters of organization-wide or mutual concern.
21. Shall participate in internal and external organization, boards and committees as requested and authorized by appropriate management directives and specific authorities.
22. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

revised: 8/18/2005

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**COORDINATOR IV**

**Class Code: 7473**

**TITLE:** FACILITIES EVENTS COORDINATOR

**PRIMARY SUPERVISOR:** SUPERINTENDENT

**APPOINTMENT:** The Facilities Events Coordinator shall be appointed annually, by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a college degree. (preferred)

**PHYSICAL REQUIREMENTS:**

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 plan, organize, coordinate, setup, and manage events and activities scheduled in or on school district property/facilities by outside groups or organizations; to generate funding through the use of district facilities, while not disturbing traditional programs already in place, (i.e. booster clubs, optimist clubs, etc.)

**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 records.
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.
12. Shall be CPR and ADL certified.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall organize events and schedule district facilities for use by outside groups/organizations.
2. Shall coordinate the use of facilities with principals and/or the high school athletic director.
3. Shall notify emergency service agencies (EMS, fire, police, etc.) if necessary.
4. Shall conduct pre-event briefing with representatives or personnel of the group scheduling the facility to discuss the area(s) to be used, protocols, and guidelines for use of facilities.
5. Shall arrange for services of district and county personnel (custodial, maintenance, etc.) to cover the event if necessary, while utilizing cost effective measures, (i.e. no overtime).

(CONTINUED)

TITLE: FACILITIES EVENTS COORDINATOR

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

6. Shall arrange for the use of equipment or school property (chairs, tables, stage, multi-media, PA system, etc.) if necessary.
7. Shall conduct follow-up reviews with representative(s) of the scheduling group(s) at the conclusion of each event.
8. Shall notify the Payroll Department about events and arrange for payment to the Board for services rendered by school district personnel.
9. Shall develop protocols/guidelines on use of facilities by organizations - approved by BOE.
10. Shall generate funding from activities to cover salary and all expenses related to events.
11. Shall provide BOE monthly, complete detail of debits and credits of events, including specific expenditures.
12. Shall develop monthly calendar of facility events - not school related and communicate the calendar to appropriate personnel (i.e. BOE, Superintendent, Principals, and Athletic Director).
13. Shall work with the finance director to develop guidelines on handling of funds received that will insure proper use of funds.
14. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 5/16/2005



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

*Class Code:* **7493**

***FAMILY RESOURCE/YOUTH SERVICES CENTER COORDINATOR I***

**TITLE:** FRYSC COORDINATOR

**PRIMARY SUPERVISOR:** DISTRICT ADMINISTRATOR

**APPOINTMENT:** Family Resource/Youth Services Center Coordinators shall be appointed annually, upon the recommendation of the Supervisor to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. (college degree preferred.)
4. Shall have three years of related work experience. (Additional education will substitute for the required experience on a year-for-year basis.

**PHYSICAL REQUIREMENTS:**

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 plan, organize, implement and coordinate a Family Resource/Youth Services Center as outlined in KRS Chapter 156.497.

Family Resource Centers shall include programming to meet the following mandated core components:

- \*\* Full-time child care for children two and three years of age;
- \*\* After-school child care for children ages four through twelve, with care being full-time during the summer and on other days when school is not in session;
- \*\* Families in training, which shall consist of an integrated approach to home visits, group meetings and monitoring child development for new and expectant parents;
- \*\* Parent and child education (PACE) as described in KRS 158.360, or a similar program;
- \*\* Health services, or referral to health services, or both.

Youth Services Centers shall include programming to meet the following mandated core components:

- \*\* Referrals to health and social services;
- \*\* Employment counseling, training and placement;
- \*\* Summer and part-time job development;
- \*\* Drug and alcohol abuse counseling;
- \*\* Family crisis and mental health counseling.

(CONTINUED)

TITLE: FRYSC COORDINATOR

**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 records.
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, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having overall impact on school/district.
2. Shall develop, establish or administer project, program or activity.
3. Shall serve as liaison with other units, departments or outside agencies as required.
4. Shall make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
5. Shall maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
6. Shall prepare and assist in preparation of reports, records and other documentation as required.
7. Shall accumulate and research data, documents and other pertinent information as required.
8. Shall assure compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.
9. Shall prepare, deliver or assist with training opportunities as appropriate.
10. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

*Class Code:* **7491**

***FAMILY RESOURCE/YOUTH SERVICES CENTER COORDINATOR III***

**TITLE:** FRYSC COORDINATOR

**PRIMARY SUPERVISOR:** DISTRICT ADMINISTRATOR

**APPOINTMENT:** Family Resource/Youth Services Center Coordinators shall be appointed annually, upon the recommendation of the Supervisor to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a Bachelor's Degree.
4. Shall have three years of related work experience. (Additional education will substitute for the required experience on a year-for-year basis.

**PHYSICAL REQUIREMENTS:**

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 plan, organize, implement and coordinate a Family Resource/Youth Services Center as outlined in KRS Chapter 156.497.

Family Resource Centers shall include programming to meet the following mandated core components:

- \*\* Full-time child care for children two and three years of age;
- \*\* After-school child care for children ages four through twelve, with care being full-time during the summer and on other days when school is not in session;
- \*\* Families in training, which shall consist of an integrated approach to home visits, group meetings and monitoring child development for new and expectant parents;
- \*\* Parent and child education (PACE) as described in KRS 158.360, or a similar program;
- \*\* Health services, or referral to health services, or both.

Youth Services Centers shall include programming to meet the following mandated core components:

- \*\* Referrals to health and social services;
- \*\* Employment counseling, training and placement;
- \*\* Summer and part-time job development;
- \*\* Drug and alcohol abuse counseling;
- \*\* Family crisis and mental health counseling.

(CONTINUED)

TITLE: FRYSC COORDINATOR

**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 records.
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, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having overall impact on school/district.
2. Shall develop, establish or administer project, program or activity.
3. Shall serve as liaison with other units, departments or outside agencies as required.
4. Shall make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
5. Shall maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
6. Shall prepare and assist in preparation of reports, records and other documentation as required.
7. Shall accumulate and research data, documents and other pertinent information as required.
8. Shall assure compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.
9. Shall prepare, deliver or assist with training opportunities as appropriate.
10. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**EXECUTIVE DIRECTOR (GRANT PROGRAM)**

*Class Code:* 8463

**TITLE:** EXECUTIVE DIRECTOR - GRANT PROGRAM

**PRIMARY SUPERVISOR:** SUPERINTENDENT

**APPOINTMENT:** Executive Directors shall be appointed annually by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall hold a bachelor's degree or higher in education, business or social work.
4. Shall have five years experience in supervision or administration.

**PHYSICAL REQUIREMENTS:**

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 and the Advisory Council to provide oversight, monitoring and make recommendations for program adjustments.

**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 records.
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, organize, coordinate and control several related functional units supervised by one or more levels of supervision involving diverse activities with difficult problem solving and significant direct or indirect financial impact.
2. Shall coordinate activities with other departments in each participating District.
3. Shall participate in management meetings to discuss program-wide issues.

**(CONTINUED)**

**TITLE:** EXECUTIVE DIRECTOR - GRANT PROGRAM

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
5. Shall determine and communicate program objectives, standards and policies.
6. Shall measure performance against objectives to update plans.
7. Shall develop an organization and staffing plan to assure attainment of objectives.
8. Shall make or recommend changes as appropriate.
9. Shall assure internal controls are established, maintained and documented in compliance with organization directives.
10. Shall support the organization's Affirmative Action Program by assuring equal employment opportunity in the hiring, placement, promotion or transfer of department personnel in all job categories.
11. Shall provide public relations for the program.
12. Shall carry out the recommendations of the Advisory Council for program implementation.
13. Shall administer personnel policies.
14. Shall assure employees are equitably treated as individuals.
15. Shall take corrective personnel action as appropriate.
16. Shall develop personnel requirements forecasts.
17. Shall assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews.
18. Shall recommend specific personnel be hired.
19. Shall recommend salary actions, review performance and set achievement goals for subordinates.
20. Shall coordinate the program's operations and activities.
21. Shall coordinate matters affecting other programs with those affected.
22. Shall cooperate with other programs and departments on matters of organization-wide or mutual concern.
23. Shall participate in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.
24. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**SITE MANAGER (GRANT PROGRAM)**

*Class Code:* 8465

**TITLE:** SITE MANAGER - GRANT PROGRAM

**PRIMARY SUPERVISOR:** PRINCIPAL/EXECUTIVE DIRECTOR

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

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall hold a bachelor's degree and two years experience working with children, or have experience equal to a degree and two years experience.

**PHYSICAL REQUIREMENTS:**

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 and the Executive Director to provide oversight and monitoring of the program at one particular location.

**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 records.
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, organize, coordinate and control the program at a single site.
2. Shall coordinate activities with other District departments.
3. Shall participate in management meetings to discuss District-wide issues.
4. Shall meet periodically with staff and volunteers to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.

(CONTINUED)

TITLE: SITE MANAGER - GRANT PROGRAM

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall determine and communicate departmental objectives, standards, and policies.
6. Shall collect data to measure performance against objectives to assist with program evaluation.
7. Shall develop an organization and staffing plan to assure attainment of objectives.
8. Shall make or recommend changes as appropriate.
9. Shall develop schedules and recruit participation.
10. Shall assure internal controls are established, maintained and documented in compliance with organization directives to promote strong fiscal management.
11. Shall support the organization's Affirmative Action Program by assuring equal employment opportunity in the hiring, placement, promotion or transfer of department personnel in all job categories.
12. Shall plan and conduct activities as outlined in the grant.
13. Shall administer personnel policies.
14. Shall assure employees are equitably treated as individuals.
15. Shall take corrective personnel action as appropriate.
16. Shall develop personnel requirements forecasts.
17. Shall assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews.
18. Shall recommend specific personnel be hired.
19. Shall recommend salary actions, review performance and set achievement goals for subordinates.
20. Shall coordinate the site's operations and activities.
21. Shall coordinate matters affecting other sites with those affected.
22. Shall cooperate with other sites on matters of organization-wide or mutual concern.
23. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 230 days/5 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002



**Code**    **Classification**

**MANAGEMENT INFORMATION SYSTEMS**

- 7515    Computer Programmer II - Webmaster
- 7523    LAN Technician - Network Administrator
- 7525    Computer Maintenance Technician
- 7526    Computer Laboratory Technician
- 7527    Computer Training Specialist
- 7533    Computer Technology Specialist

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**CHIEF INFORMATION OFFICER (CIO)**

**Class Code: 7501**

**TITLE:** CHIEF INFORMATION OFFICER

**PRIMARY SUPERVISOR:** SUPERINTENDENT

**APPOINTMENT:** The Chief Information Officer shall be appointed annually, by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall hold a bachelor's degree or higher.
4. Shall have a minimum of 3 years of experience with increasing responsibilities for management and support of student information systems and information technology, direct management of a major IT operation is preferred.
5. Significant experience in an educational setting is desirable, specifically in technology and information systems planning to support school and district goals. Experience should also include exposure to both shared and outsourced solutions, as well as support of in-house information and communication systems in a multi-site client-server environment. Specific experience with student management, financial management and human resource management information systems is a plus.

**PHYSICAL REQUIREMENTS:**

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:**

The Chief Information Officer (CIO) will provide technology vision and leadership in the development and implementation of the district-wide information technology (IT) program. The CIO will lead the district in planning and implementing information systems to support both student instruction and centralized business operations and achieve the most effective and cost beneficial district-wide IT operations.

**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 records.
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.

(CONTINUED)

TITLE: CHIEF INFORMATION OFFICER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall provide strategic and tactical planning, development, evaluation, and coordination of the information and technology systems for the district.
2. Shall facilitate communication between staff, management, vendors, and other technology resources within the schools and district.
3. Shall oversee the computer operations of the student information system, including local area networks and wide-area networks.
4. Shall be responsible for the management of multiple information and communications systems and projects, including voice, data, imaging, and office automation.
5. Shall design, implement, and evaluate the systems that support end users in the productive use of computer hardware and software.
6. Shall develop and implement user-training programs.
7. Shall oversee and evaluate system security and back up procedures.
8. Shall be responsible for all aspects of the district's information technology and systems.
9. Shall install and maintain network operating systems, applications and back up data.
10. Shall install and configure various software applications on Local Area Network's (LAN's) and computers for instructional and administrative purposes.
11. Shall research software to determine hardware and configuration requirements to assure system compatibility.
12. Shall install and maintain workstation and network server operating systems and applications.
13. Shall study software manuals to learn installation procedures and basic application functions.
14. Shall test applications following installation to assure proper operation.
15. Shall interact with District network users to determine system needs and to assure integrity of LAN's.
16. Shall assure proper connectivity interfaces with computers and file servers.
17. Shall respond to user requests for assistance and hardware maintenance.
18. Shall provide technical information and assistance by phone or by visiting District sites.
19. Shall research software manuals and contact software and hardware manufacturers for information and assistance.
20. Shall explain and demonstrate source of error to user to avoid repeated assistance requests.
21. Shall reconfigure and upgrade software as appropriate.
22. Shall perform repairs or refer hardware repairs to the appropriate technical electronics personnel.
23. Shall provide individual and group training in software application operation as needed: including report generation, query use, word processing and desktop publishing.
24. Shall provide technical training to District users in hardware and software malfunction diagnosis and correction.
25. Shall provide skilled systems programming personnel with programming and maintenance of systems networks.
26. Shall design and write programs of moderate difficulty for the proper interaction between multi-system hardware and software applications.
27. Shall prepare and maintain a variety of logs and records: including software and hardware inventories.
28. Shall maintain work area.
29. Shall process work orders and/or purchase orders in the proper manner.
30. Shall obtain industrial certifications as required.
31. Shall provide technical telephone support.

**(CONTINUED)**

**TITLE:** CHIEF INFORMATION OFFICER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

- 32. Shall provide supervision, direction, guidance, and evaluations for all computer maintenance technicians.
- 33. Shall provide assistance while working closely with school technology coordinators.
- 34. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 6/9/2011

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**COMPUTER PROGRAMMER II**

**Class Code: 7515**

**TITLE:** COMPUTER PROGRAMMER II - (WEBMASTER)

**PRIMARY SUPERVISOR:** DISTRICT TECHNOLOGY COORDINATOR

**APPOINTMENT:** Webmasters shall be appointed annually, upon the recommendation of the District Technology Coordinator to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have advanced programming experience with HTML.
4. Shall have a working knowledge of Web authoring, development, and publishing tools.
5. Shall have experience with computer graphics and multimedia design.
6. Shall have knowledge of browser compatibility issues.
7. Shall have experience with Web site content management.
8. Shall have a minimum of three (3) years experience in web publishing (preferred).
9. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**PHYSICAL REQUIREMENTS:**

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 perform the coordination of the planning, maintenance, and accessibility of Web site content in a way that ensures the consistency of all school website and of the district website in a way that ensures consistent, effective, and efficient availability and utilization of the website.

**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 records.
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.

(CONTINUED)

**TITLE:** COMPUTER PROGRAMMER II - (WEBMASTER)

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall monitor and support the maintenance of content posted on our school district website.
2. Shall develop, implement, and adhere to a regular website maintenance policies and procedures.
3. Shall monitor performance of the web server and log daily use statistics.
4. Shall implement website content and design changes as necessary.
5. Shall coordinate web server and technology infrastructure changes with the appropriate personnel.
6. Shall evaluate potential technologies, solutions, applications, and architectures.
7. Shall liaises with systems experts on hardware and software issues that affect the website and its availability.
8. Shall establish security schemes for intranet resources in cooperation with appropriate personnel.
9. Shall survey website users to assure that the services provided through the site meet expectations of efficiency and clarity.
10. Shall assist in providing professional development to staff on web-related issues.
11. Shall assist in preparing a long-term plan for website development and presence.
12. Shall assist in developing, implementing, and enforcing website appropriate use and privacy policies.
13. Shall identify, implement, and manage website presence and promotion opportunities.
14. Shall create and maintain an archive of website templates and images.
15. Shall create and maintain a reference archive for older versions of the website and its content.
16. Shall participate in the development and integration of graphical and multimedia components into the website.
17. Shall ensure sensitive and/or classified organizational information is not inadvertently posted to the website.
18. Shall set and enforce compatible and interoperable standards that ensure website accessibility for users with older browser versions, as well as low-speed connections.
19. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 5/18/2009

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**LAN TECHNICIAN**

**Class Code: 7523**

**TITLE:** LAN TECH./NETWORK / DISTRICT TECHNOLOGY COORDINATOR

**PRIMARY SUPERVISOR:** DIRECTOR OF FACILITIES and OPERATIONS

**APPOINTMENT:** Local Area Network Technicians shall be appointed annually, upon the recommendation of the Director of Facilities and Operations to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have any combination equivalent to: two years college-level course work in electronics and two years increasingly responsible experience repairing and servicing computer terminals and other data communications equipment.

**PHYSICAL REQUIREMENTS:**

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 install and configure various software applications on Local Area Network's (LAN's) and computers for instructional and administrative purposes; respond to user requests for assistance and malfunction correction and provide technical support; trouble shoot and repair basic system malfunctions and maintain system operation; design computer programs to enhance LAN system operation.

**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 records.
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 install and maintain network operating systems, applications and back up data.
2. Shall install and configure various software applications on Local Area Network's (LAN's) and computers for instructional and administrative purposes.

**(CONTINUED)**

**TITLE:** LAN TECH./NETWORK / DISTRICT TECHNOLOGY COORDINATOR

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall research software to determine hardware and configuration requirements to assure system compatibility.
4. Shall install and maintain workstation and network server operating systems and applications.
5. Shall study software manuals to learn installation procedures and basic application functions.
6. Shall test applications following installation to assure proper operation.
7. Shall interact with District network users to determine system needs and to assure integrity of LAN's.
8. Shall assure proper connectivity interfaces with computers and file servers.
9. Shall respond to user requests for assistance and hardware maintenance.
10. Shall provide technical information and assistance by phone or by visiting District sites.
11. Shall research software manuals and contact software and hardware manufacturers for information and assistance.
12. Shall explain and demonstrate source of error to user to avoid repeated assistance requests.
13. Shall reconfigure and upgrade software as appropriate.
14. Shall perform repairs or refer hardware repairs to the appropriate technical electronics personnel.
15. Shall provide individual and group training in software application operation as needed: including report generation, query use, word processing and desktop publishing.
16. Shall provide technical training to District users in hardware and software malfunction diagnosis and correction.
17. Shall provide skilled systems programming personnel with programming and maintenance of systems networks.
18. Shall design and write programs of moderate difficulty for the proper interaction between multi-system hardware and software applications.
19. Shall prepare and maintain a variety of logs and records: including software and hardware inventories.
20. Shall maintain work area.
21. Shall process work orders and/or purchase orders in the proper manner.
22. Shall obtain industrial certifications as required.
23. Shall provide technical telephone support.
24. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

**FUNDING SOURCE(S):** 100% General Funds

adopted: 1/21/2002

revised: 1/17/2005



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**COMPUTER MAINTENANCE TECHNICIAN**

**Class Code: 7525**

**TITLE:** COMPUTER MAINTENANCE TECHNICIAN

**PRIMARY SUPERVISOR:** DIRECTOR OF TECHNOLOGY

**APPOINTMENT:** Computer Maintenance Technicians shall be appointed annually, upon the recommendation of the Director of Technology to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have any combination equivalent to: two years college-level course work in electronics and two years increasingly responsible experience repairing and servicing computer terminals and other data communications equipment.

**PHYSICAL REQUIREMENTS:**

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 perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of computers, printers and other peripheral equipment.

**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 records.
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 perform basic trouble shooting of problems reported in the area of technology.
2. Shall log and track all problems reported in the area of technology and maintenance.
3. Shall file and track purchase orders relating to technology and maintenance.
4. Shall maintain an accurate inventory of technology resources within the District.
5. Shall perform or assist in the installation of technology resources.

**(CONTINUED)**

**TITLE:** COMPUTER MAINTENANCE TECHNICIAN

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

6. Shall attend training sessions, conferences, etc. as required by the supervisor.
7. Shall make such reports as required by the supervisor.
8. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

**FUNDING SOURCE(S):** 100% General Funds

adopted: 1/21/2002  
revised: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**COMPUTER LAB TECHNICIAN**

*Class Code:* 7526

**TITLE:** \_\_\_\_\_ COMPUTER LAB TECHNICIAN \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

**APPOINTMENT:** Computer Lab Technicians shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law including or supplemented by college level course work in computer related technologies.
4. Shall have three years experience in the operation and maintenance of microcomputers and peripheral equipment.

**PHYSICAL REQUIREMENTS:**

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 organize and operate a microcomputer laboratory for training and practical use; schedule lab use and assist faculty and staff with equipment operation and applications software; provide lab support and informal and formal training to lab users and other school microcomputer users; adjust and maintain microcomputer equipment.

**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 records.
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.

(CONTINUED)

TITLE: COMPUTER LAB TECHNICIAN

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall organize and operate a computer laboratory for training and practical use.
2. Shall schedule lab use and assist faculty and staff with equipment operation and applications software.
3. Shall maintain in-service records and other data bases required for computer projects.
4. Shall provide lab support and informal and formal training to lab users and other school microcomputer users.
5. Shall assist with the identification of, creation and production of training materials.
6. Shall troubleshoot and maintain computer equipment.
7. Shall identify equipment required to assure maintenance and repair.
8. Shall provide user support in the lab and by telephone to computer system users at District school sites.
9. Shall maintain bid specifications for computer hardware, peripherals and related software applications.
10. Shall help coordinate the purchase and repair of computers and peripherals.
11. Shall assist District and school staff with evaluation of software.
12. Shall maintain a hardware inventory and maintenance records for lab equipment.
13. Shall maintain laboratory usage statistics.
14. Shall provide for lab security.
15. Shall maintain a clean and orderly laboratory environment.
16. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**COMPUTER TRAINING SPECIALIST**

*Class Code: 7527*

**TITLE:** COMPUTER TRAINING SPECIALIST

**PRIMARY SUPERVISOR:** DIRECTOR OF TECHNOLOGY

**APPOINTMENT:** Computer Training Specialists shall be appointed annually, upon the recommendation of the Director of Technology to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have two years college level course work in mainframe computer operations and applications.
4. Shall have two years increasingly responsible mainframe computer operations and end-user training, including some procedures writing.

**PHYSICAL REQUIREMENTS:**

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 plan, develop and coordinate training programs for District personnel in the use of on-line computer terminals; provide resource assistance to District personnel in the use of computer applications; develop training and technology materials related to computer operations and applications.

**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 records.
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 develop and coordinate training programs for District personnel related to office technology including computer software.
2. Shall provide technical resource consulting to certificated and classified personnel in the use of computers and computer applications.

(CONTINUED)

TITLE: COMPUTER TRAINING SPECIALIST

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall develop or locate training materials related to computer operations and applications.
4. Shall coordinate training related to office software products.
5. Shall coordinate the development and maintenance of computer resource files and inventory.
6. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 205 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**COMPUTER TECHNOLOGY SPECIALIST**

**Class Code: 7533**

**TITLE:** COMPUTER TECHNOLOGY SPECIALIST

**PRIMARY SUPERVISOR:** DIRECTOR OF TECHNOLOGY

**APPOINTMENT:** Computer Technology Specialists shall be appointed annually, upon the recommendation of the Director of Technology to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have two years college level course work in computers, computer information science or related field and five years increasingly responsible computer and LAN / WAN experience.

**PHYSICAL REQUIREMENTS:**

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 operation of computer maintenance for the District; research and remain current on computer technology; provide consultation to users within the District on a variety of issues related to computers; assist other personnel with computer-related responsibilities.

**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 records.
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 coordinate the operation of computer maintenance for the District.
2. Shall research and remain current on computer technology.
3. Shall evaluate computer labs for appropriate layout and configuration of equipment.
4. Shall direct the installation and maintenance of computers and Local Area Networks (LANs) and Wide Area Networks (WANs).

(CONTINUED)

TITLE: COMPUTER TECHNOLOGY SPECIALIST

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall provide consultation to users within the District on a variety of issues related to computers.
6. Shall evaluate computers and peripheral equipment for purchase or upgrade.
7. Shall assist other personnel with computer-related responsibilities, including personnel responsible for District data communications functions.
8. Shall help maintain records and prepare regular and special reports as assigned, including technical, statistical and financial reports.
9. Shall troubleshoot and repair system malfunctions and maintain system operations.
10. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 200 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 11/18/02



<b><u>Code</u></b>	<b><u>Classification</u></b>
	<b><u>OPERATIONS</u></b>
7605	Custodial Supervisor
7606	Lead Custodian
7609	Custodian
7626	Grounds Worker III
7627	Grounds Worker II
7641	Waste Management Coordinator

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**CUSTODIAL SUPERVISOR**

*Class Code:* 7605

**TITLE:** CUSTODIAL SUPERVISOR

**PRIMARY SUPERVISOR:** DIRECTOR BUILDINGS/GROUNDS/MAINTENANCE

**APPOINTMENT:** Custodial Supervisors shall be appointed annually, upon the recommendation of the Director of Buildings/Grounds/Maintenance to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have three years custodial experience.
5. Shall hold a valid Kentucky driver's license.

**PHYSICAL REQUIREMENTS:**

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 supervise, organize and participate in custodial services; supervise and evaluate assigned custodial personnel.

**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 records.
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 schedule, organize, supervise and participate in a variety of custodial services.
2. Shall train, supervise and evaluate the performance of assigned staff and student assistants.
3. Shall train, supervise and evaluate the performance of assigned staff.

(CONTINUED)

TITLE: CUSTODIAL SUPERVISOR

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall assign and review work and participate in the selection of new personnel as assigned.
5. Shall develop and prepare work schedules by site.
6. Shall review reports and progress of work at all sites.
7. Shall prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations.
8. Shall coordinate responses to emergency calls.
9. Shall prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned.
10. Shall conduct inspections of buildings and facilities to determine custodial standards and quality of work performed.
11. Shall recommend the removal of fire, safety or health hazards including asbestos-related issues.
12. Shall instruct staff in safe work practices.
13. Shall investigate vandalism as necessary and report findings.
14. Shall assist in determining needed equipment and implementation of a systematic custodial operation.
15. Shall requisition a wide variety of supplies, maintenance tools and equipment.
16. Shall communicate with vendors, contractors and inspectors regarding operations and activities, materials, specifications, scheduling and District policies and procedures.
17. Shall provide Material Safety Data Sheet information to district employees as needed.
18. Shall require custodial rooms, store rooms and work sites are maintained in a clean safe manner.
19. Shall create an on-going program of equipment inspections, equipment maintenance and replacement recommendations.
20. Shall maintain inventory of parts, tools, supplies and equipment.
21. Shall see that work schedules include evening work during school days and a day schedule when school is not in session.
22. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**LEAD CUSTODIAN SERVICE WORKER**

*Class Code:* 7606

**TITLE:** LEAD CUSTODIAN

**PRIMARY SUPERVISOR:** CUSTODIAL SUPERVISOR

**APPOINTMENT:** Lead Custodians shall be appointed annually, upon the recommendation of the Custodial Supervisor to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have two years custodial experience.
5. Shall hold a valid Kentucky driver's license.

**PHYSICAL REQUIREMENTS:**

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 plan, implement, oversee and participate in the activities of an assigned repair shop; train and provide work direction to assigned employees.

**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 records.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall practice safe work ethics at all times.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall plan, organize, lead and participate in a variety of custodial services.
2. Shall provide minor repair and preventive maintenance for custodial equipment.
3. Shall train custodial personnel in the proper techniques of custodial duties.

(CONTINUED)

TITLE: LEAD CUSTODIAN

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall assign and review work and participate in custodial and routine maintenance activities as needed.
5. Shall develop and prepare work schedules and assignments.
6. Shall coordinate duties and assignments to assure effective operations.
7. Shall determine, recommend and requisition needed custodial supplies and equipment.
8. Shall plan and implement appropriate response to emergency situations.
9. Shall prepare and maintain a variety of records and reports including employee timesheets, inventory levels, facilities status and work performed.
10. Shall respond to requests from District personnel and faculty to assist with a variety of emergency or special custodial and clean-up duties.
11. Shall supervise and participate in the cleaning of classrooms, restrooms, offices, showers, shops and related facilities in a clean, safe and orderly manner.
12. Shall clean and service custodial equipment as required.
13. Shall assure compliance with local laws and procedures regarding the storage and disposal of trash, rubbish and waste.
14. Shall coordinate and participate as needed in sweeping, scrubbing, mopping and waxing floors.
15. Shall vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas.
16. Shall wash windows, chalkboards and walls.
17. Shall dust and clean furniture and facilities.
18. Shall assist with snow removal as needed.
19. Shall perform minor non-technical repairs and adjustments to buildings, equipment and fixtures.
20. Shall report repair and maintenance needs and assist maintenance personnel in making repairs as required.
21. Shall report unauthorized or suspicious individuals on campus to appropriate personnel.
22. Shall turn lights on and off for cleaning and security only.
23. Shall unlock and lock doors and gates for cleaning and security purposes.
24. Shall report sanitation and safety issues and hazards.
25. Shall supervise project crews during summer months for special cleaning assignments.
26. Shall operate a variety of equipment, machines and tools related to custodial work.
27. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**CUSTODIAN**

*Class Code: 7609*

**TITLE:** \_\_\_\_\_ CUSTODIAN \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ LEAD CUSTODIAN \_\_\_\_\_

**APPOINTMENT:** Custodians shall be appointed annually, upon the recommendation of the Custodial Supervisor to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall practice safe work ethics at all times.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall perform routine custodial activities at assigned District school site.
2. Shall sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops and other assigned work areas.
3. Shall spot clean and shampoo carpets.

(CONTINUED)

TITLE: CUSTODIAN

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, offices and related facilities as assigned.
5. Shall sweep, mop and clean gymnasium floor as assigned.
6. Shall spot mop spills and remove gum and debris.
7. Shall monitor gym events to assure orderly behavior and to protect the building from damage.
8. Shall clean tables, chairs and floors after lunch periods as assigned.
9. Shall clean and disinfect drinking fountains, sinks, toilets, showers and urinals.
10. Shall clean mirrors, tile and windows.
11. Shall report safety, sanitary and fire hazards to appropriate authority.
12. Shall report and recommend need for maintenance repairs to appropriate authority.
13. Shall maintain security of buildings.
14. Shall report suspicious or unauthorized individuals on campus.
15. Shall report infractions or rules to supervisor.
16. Shall wash windows and walls.
17. Shall clean chalkboards, trays and erasers and empty pencil sharpeners.
18. Shall assemble, move and arrange furniture, supplies and equipment in preparing classrooms and multi-purpose rooms for special events or meetings.
19. Shall clean venetian blinds, dust and polish furniture and woodwork and make minor, non-technical repairs as needed.
20. Shall lock and unlock doors and gates as appropriate.
21. Shall maintain security of assigned areas according to established guidelines.
22. Shall turn alarm system off in the morning and on in the evenings as directed.
23. Shall order supplies according to established guidelines and procedures.
24. Shall pick up and rake paper, trash and debris around school grounds and in buildings.
25. Shall sweep and clean walkways and entrances.
26. Shall dispose of trash according to established procedures.
27. Shall wash out trash cans and follow established sanitation procedures and standards.
28. Shall pack, unpack, load, receive and store books, supplies, material and other items.
29. Shall operate cleaning equipment such as vacuums, floor stripper, cleaning, buffer and polisher, carpet shampooer, scrubbers, high-pressure sprayer, manual and power sweepers and power blower as assigned.
30. Shall shovel, plow and sand walks and steps as directed.
31. Shall respond to emergency cleanups such as spills.
32. Shall maintain records of observed maintenance, repair needs and safety issues.
33. Shall participate in major summer cleaning projects as assigned.
34. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** days vary with the placement days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**GROUNDWORKER III**

*Class Code: 7626*

**TITLE:** \_\_\_\_\_ GROUNDWORKER III \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ MAINTENANCE SUPERVISOR \_\_\_\_\_

**APPOINTMENT:** Grounds Workers shall be appointed annually, upon the recommendation of the Maintenance Supervisor to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have two years experience in grounds maintenance including operation of grounds equipment.
5. Shall hold a valid Kentucky driver's license.
6. Shall hold a valid Class A or B Commercial Driver's License, as required.

**PHYSICAL REQUIREMENTS:**

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 operate grounds related equipment to perform grounds construction and landscaping; perform grounds maintenance duties and lead grounds maintenance personnel as assigned.

**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 records.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall practice safe work ethics at all times.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall assist in general maintenance of buildings and grounds, trash removal, emergency clean-up, graffiti removal and flagpole installation.









**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**WASTE MANAGEMENT COORDINATOR**

*Class Code:* 7641

**TITLE:** WASTE MANAGEMENT COORDINATOR

**PRIMARY SUPERVISOR:** DIRECTOR BUILDINGS/GROUNDS/MAINTENANCE

**APPOINTMENT:** Waste Management Coordinator shall be appointed annually, upon the recommendation of the Director of Buildings/Grounds/Maintenance to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have three years experience involving sewage and waste disposal.
5. Shall hold a valid Kentucky driver's license.
6. Shall hold a valid Kentucky wastewater treatment license/certificate.

**PHYSICAL REQUIREMENTS:**

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, maintain and assist with designing a District-wide recycling program to meet the needs of the District; manage the waste disposal program; manage and oversee sewage treatment facilities for assigned schools.

**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 records.
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.
12. Shall practice safe work ethics at all times.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall develop, maintain and assist with designing a District-wide recycling program to meet the needs of the District.

(CONTINUED)

TITLE: WASTE MANAGEMENT COORDINATOR

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

2. Shall monitor the recycling program to assure compliance of established federal, State and local rules, regulations and guidelines.
3. Shall manage the waste disposal program.
4. Shall monitor the program at assigned District facilities.
3. Shall contract work with waste disposal organizations.
4. Shall manage, oversee and monitor sewage treatment facilities with the school District.
5. Shall assure compliance with federal, State and local regulations related to sewage treatment facilities.
6. Shall develop, prepare, maintain and submit records and reports related to waste disposal and recycling.
7. Shall evaluate and recommend changes of established District programs.
8. Shall provide in-service and training seminars to inform employees of recycling benefits.
9. Shall report any needed repairs or safety concerns observed while working in facilities and grounds.
10. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

<b><u>Code</u></b>	<b><u>Classification</u></b>
	<b><i><u>PERSONNEL</u></i></b>
7655	Human Resources Manager
7660	Personnel Specialist
7665	Employee Benefits Specialist

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**HUMAN RESOURCE MANAGER**

*Class Code:* 7655

**TITLE:** \_\_\_\_\_ HUMAN RESOURCE MANAGER \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ SUPERINTENDENT \_\_\_\_\_

**APPOINTMENT:** The Human Resource Manager shall be appointed annually by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have any combination equivalent to a bachelor's degree in personnel, business administration or related field or five years experience in human resources, personnel or employee relations including at least two years in a lead of supervisory capacity.

**PHYSICAL REQUIREMENTS:**

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 organize, plan, direct and implement the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits and employee assistance; supervise and evaluate the performance of assigned personnel.

**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 records.
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, plan, direct and implement the District's Human Resource programs and activities including employment, compensation, negotiations, employee relations, employee benefits and employee assistance.
2. Shall direct and supervise District Personnel Services, business affairs and employee relations programs.
3. Shall develop and recommend Human Resources policies and objectives for the District.

(CONTINUED)

TITLE: HUMAN RESOURCE MANAGER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall develop recruiting and placement practices and procedures.
5. Shall determine and recommend employee relations and contract administration practices to establish positive employer-employee relationships and to promote a high level of employee morale.
6. Shall develop, process and implement job design, job evaluation and performance appraisal programs.
7. Shall assure compliance with wage and hour policies, compensation schedules and procedures and other policies related to human resources.
8. Shall administer and oversee the District's employee benefits programs and services, employee assistance programs and pre-employment physical screening activities.
9. Shall provide in-service management training programs for employees.
10. Shall design training programs to meet District-wide Human Resources programs policies and procedures.
11. Shall assure responsibilities and accountabilities are understood and assure coordination of activities within the Division are accomplished.
12. Shall supervise and evaluate the performance of assigned personnel.
13. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**PERSONNEL SPECIALIST**

*Class Code:* 7660

**TITLE:** PERSONNEL SPECIALIST

**PRIMARY SUPERVISOR:** SUPERINTENDENT

**APPOINTMENT:** The Personnel Specialist shall be appointed annually

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have any combination equivalent to a bachelor's degree in human resources, business administration or related field or three years professional level experience in a personnel office.

**PHYSICAL REQUIREMENTS:**

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 planning, coordination and implementation of recruitment, processing of applications, interviewing, hiring, assignment, processing of leaves and transfer of permanent and part-time and temporary employees of the 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 applicant's educational records.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect confidentiality of staff, equipment, materials, and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall recruit regular and special certified/classified employees to secondary schools, vocational schools and other special projects, programs or schools of the District.
2. Shall staff summer programs as needed.
3. Shall post all vacancies within the District, if they are to be filled.

(CONTINUED)

TITLE: PERSONNEL SPECIALIST

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall gather all applications for vacancies and submit them to the respective principal/supervisor.
5. Shall provide oversight to the pre-employment process, i.e. criminal records checks, physicals, TB skin tests, ID badges, etc.
6. Shall provide oversight to the development and formatting of all job descriptions within the District.
7. Shall meet with regular and special certified and classified employees of school centers to be closed or relocated.
8. Shall assist with the implementation of Affirmative Action/Equal Opportunity goals established by the District and comply with federal, State and other District guidelines of personnel procedures.
9. Shall monitor certification and expiration dates to assure that staff have valid licenses.
10. Shall advise staff regarding certification and recommend appropriate action when licenses expire.
11. Shall provide statistical information on regular and special certified/classified employees and submit data for Board and personnel meetings, as needed.
12. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** days and hours per day varies with the needs of the district

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

adopted: 1/21/2002

revised: 6/29/2005

*An Equal Opportunity Employer*

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***EMPLOYEE BENEFITS SPECIALIST***

***Class Code: 7665***

**TITLE:** EMPLOYEE BENEFITS SPECIALIST

**PRIMARY SUPERVISOR:** PAYROLL DIRECTOR

**APPOINTMENT:** The Employee Benefits Specialist shall be appointed annually, upon the recommendation of the Human Resource Manager to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have three years experience in employee benefits.

**PHYSICAL REQUIREMENTS:**

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 oversee the implementation and maintenance of the employee benefits program; coordinate enrollment for employee benefits; counsel employees of benefits and options.

**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 records.
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 counsel principals, division and department heads, employees and employee representatives of certified and classified benefit and retirement plans.
2. Shall coordinate the implementation of the retirement benefit compensation programs including preparation, processing and maintenance of appropriate applications, reports and records.
3. Shall calculate Early Retirement Benefit Compensation.

(CONTINUED)

TITLE: EMPLOYEE BENEFITS SPECIALIST

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall supervise the distribution of employee benefits information and assist employees and applicants with processing enrollments and forms for various benefits.
5. Shall coordinate the processing of unemployment insurance and assist with workers' compensation claims pertaining to loss of benefits.
6. Shall analyze employee separations and terminations and prepare documentation and information for unemployment hearings.
7. Shall attend hearings as required.
8. Shall organize and attend benefit workshops and seminars to maintain current knowledge of statutes, regulations, rules and District policies for coverages pertaining to employee benefits.
9. Shall update benefit information for employees pertaining to employee benefits.
10. Shall update benefit information for employees as needed.
11. Shall coordinate activities with Personnel Services and division and department heads in the information and completion of paper work related to employee benefits.
12. Shall coordinate the implementation of various benefits.
13. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

revised: 8/18/2003

<b><u>Code</u></b>	<b><u>Classification</u></b>
	<b><u>SECRETARIAL/CLERICAL</u></b>
7761	Secretary To Superintendent
7762	Administrative Secretary/Assistant I
7765	Administrative Secretary/Assistant II
7765	Administrative Secretary/Assistant II - Office Manager
7765	Administrative Secretary/Assistant II - Special Education
7765	Administrative Secretary/Assistant II - Superintendent
7775	School Secretary
7776	Staff Support Secretary
7781	Clerical Assistant III
7782	Clerical Assistant II
7791	Receptionist

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**SECRETARY TO THE SUPERINTENDENT**

**Class Code: 7761**

**TITLE:** SECRETARY TO SUPERINTENDENT

**PRIMARY SUPERVISOR:** SUPERINTENDENT

**APPOINTMENT:** The Secretary shall be appointed annually by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have three years experience in office or secretarial responsibilities.

**PHYSICAL REQUIREMENTS:**

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 perform highly responsible and complex secretarial and administrative assistance duties; exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures; coordinate and oversee the preparation of the Board agenda.

**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 records.
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 Superintendent with administrative matters.
2. Shall interview callers, exercising considerable judgment and applying experience in making decisions.
3. Shall provide information in accordance with established procedures and policies.
4. Shall refer problems requiring technical answers to appropriate administrators.

(CONTINUED)

TITLE: SECRETARY TO SUPERINTENDENT

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall coordinate preparation of the Board of Education agenda.
6. Shall assure proper content, format, order and supporting documentation.
7. Shall confer with submitting departments as needed regarding revisions and corrections.
8. Shall incorporate materials into resolution form for presentation to the Board.
9. Shall attend Board meetings.
10. Shall oversee and coordinate the preparation of official minutes of Board meetings.
11. Shall maintain official record of the minutes.
12. Shall provide assistance to the Board of Education as needed, including research of policy questions and coordination of Board requests and activities.
13. Shall maintain subject indexes of Board actions for historical and reference purposes.
14. Shall maintain other records required by policy, regulations or law.
15. Shall maintain the Superintendent's calendar.
16. Shall arrange for meetings of the Superintendent with various groups both within and outside the District.
17. Shall conduct initial interviews on the phone or in person with students, teachers and parents.
18. Shall answer questions, refer to appropriate staff member and schedule appointment with the Superintendent.
19. Shall receive and resolve complaints as appropriate or refer matters to proper personnel.
20. Shall screen and route the Superintendent's incoming correspondence.
21. Shall indicate coverage and action required.
22. Shall follow up to assure prompt response or action, consulting, as necessary, with legal advisors and other administrators.
23. Shall take and transcribe dictation including information regarding confidential matters.
24. Shall attend a variety of meetings and record proceedings in a prescribed manner.
25. Shall organize and coordinate the work of office staff.
26. Shall establish and revise clerical priorities in accordance with schedules and time lines.
27. Shall assure conformance with established procedures and standards of quality.
28. Shall remain current concerning issues, situations and conditions of special interest to the Superintendent and Board members.
29. Shall attend and participate in a variety of administrative meetings.
30. Shall exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Superintendent in personal and telephone contacts and meetings.
31. Shall research records and obtain information from other offices and agencies as necessary to perform assigned duties.
32. Shall compose effective correspondence independently.
33. Shall reference policies, rules and regulations in preparing correspondence.
34. Shall review and edit material prepared by others.
35. Shall conduct research of problems and situations, consulting with involved staff members.
36. Shall prepare reports involving research as directed for use by the Superintendent.
37. Shall consult with District personnel and others concerning specific issues and situations.
38. Shall perform a variety of general secretarial duties including sorting and routing mail.
39. Shall receive and refer telephone calls.
40. Shall operate computer, copier, dictation equipment, electronic typewriter and recording machines and equipment as required.



(CONTINUED)

TITLE: SECRETARY TO SUPERINTENDENT

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

41. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**ADMINISTRATIVE SECRETARY I**

**Class Code: 7762**

**TITLE:** ADMINISTRATIVE SECRETARY/ASSISTANT I

**PRIMARY SUPERVISOR:** BUILDING ADMINISTRATOR

**APPOINTMENT:** Secretaries shall be appointed annually, upon the recommendation of the Supervisor to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall communicate effectively both orally and in writing.
3. Shall have a minimum of four years of secretarial experience involving the use of word processing and record keeping software.
4. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**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 perform a wide variety of specialized and responsible secretarial and administrative support duties for an Assistant Superintendent, Executive Director or other high-level administrator; organize and coordinate office activities and communications to assist the administrator with assigned functional areas of responsibility.

**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 records.
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 handling assigned administrative duties at the Central Office level or at the school level with a student enrollment of 599 or less.

(CONTINUED)

**TITLE:** ADMINISTRATIVE SECRETARY/ASSISTANT I

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

2. Shall perform a wide variety of specialized and responsible duties independently in support of functions delegated to an assigned administrator.
3. Shall perform duties to assist the administrator with administrative detail as appropriate.
4. Shall coordinate communication between the administrator and District personnel, students, educational institutions, vendors, other outside organizations and the public.
5. Shall obtain and provide information, coordinate activities and resolve problems.
6. Shall research, review, check, correct and compile a variety of information.
7. Shall verify data for accuracy, completeness and compliance with established procedures.
8. Shall input and retrieve computerized data in computer systems as required.
9. Shall prepare and maintain a variety of records, logs and files including information of confidential nature.
10. Shall maintain confidentiality of information and records.
11. Shall schedule meetings, conferences and appointments for assigned administrator.
12. Shall maintain administrator's calendar.
13. Shall arrange travel accommodations as necessary.
14. Shall compile information and data for a variety of reports.
15. Shall organize, type and print reports and other written materials related to assigned office functions.
16. Shall coordinate and compile Board Agenda materials.
17. Shall respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations.
18. Shall type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents
19. Shall take and transcribe dictation of minutes, letters and memoranda, including materials of a confidential nature as required by the position.
20. Shall prepare correspondence and memoranda independently or from oral instructions.
21. Shall operate a computer terminal and microcomputer to maintain records and generate reports, lists and other materials.
22. Shall utilize word processing and other software as required.
23. Shall receive, process and route mail.
24. Shall order, issue and maintain department supplies, forms and equipment.
25. Shall train and provide work direction to departmental clerical support staff as assigned.
26. Shall monitor office workflow and assure compliance with established time lines, procedures and standards of quality.
27. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day - BCHS  
215 days/8 hours per day - BCCTEC  
220 days/8 hours per day - BCMS  
200 days/8 hours per day - elementaries  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**ADMINISTRATIVE SECRETARY II**

**Class Code: 7765**

**TITLE:** ADMINISTRATIVE SECRETARY/ASSISTANT II

**PRIMARY SUPERVISOR:** BUILDING ADMINISTRATOR

**APPOINTMENT:** Secretaries shall be appointed annually, upon the recommendation of the Supervisor to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall communicate effectively both orally and in writing.
3. Shall have a minimum of five years of secretarial experience involving the use of word processing and record keeping software.
4. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**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 perform a wide variety of specialized and responsible secretarial and administrative support duties for an Assistant Superintendent or other high-level administrator; organize and coordinate office activities and communications to assist the Assistant Superintendent with assigned functional areas of responsibility.

**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 records.
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 handling assigned administrative duties at the Central Office level or at the school level with a student enrollment of 600 or more.

**(CONTINUED)**

**TITLE:** ADMINISTRATIVE SECRETARY/ASSISTANT II

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

2. Shall perform a wide variety of specialized and responsible duties independently in support of functions delegated to the building administrator.
3. Shall interpret and apply rules and regulations as appropriate.
4. Shall perform duties to assist with administrative detail as appropriate.
5. Shall coordinate communication between district administrators, personnel, students, educational institutions, vendors, other outside organizations and the public.
6. Shall coordinate activities and resolve problems.
7. Shall research, review, check, correct and compile a variety of information.
8. Shall verify data for accuracy, completeness and compliance with established procedures.
9. Shall input and retrieve computerized data in computer systems as required.
10. Shall prepare and maintain a variety of records, logs and files including information of a confidential nature.
11. Shall maintain confidentiality of information and records.
12. Shall schedule meetings, conferences and appointments for the building administrator.
13. Shall maintain the administrator's calendar.
14. Shall arrange travel accommodations as necessary.
15. Shall compile information and data for a variety of reports.
16. Shall organize, type and print reports and other written materials related to assigned office functions.
17. Shall coordinate and compile Board Agenda materials.
18. Shall respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations.
19. Shall type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.
20. Shall take and transcribe dictation of minutes, letters and memoranda, including materials of a confidential nature as required by the position.
21. Shall prepare correspondence and memoranda independently or from oral instructions.
22. Shall operate a computer terminal and microcomputer to maintain records and generate reports, lists and other materials.
23. Shall utilize word processing and other software as required.
24. Shall receive, process and route mail.
25. Shall order, issue and maintain department supplies, forms and equipment.
26. Shall train and provide work direction to departmental clerical support staff as assigned.
27. Shall monitor office workflow and assure compliance with established time lines, procedures and standards of quality.
28. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**ADMINISTRATIVE SECRETARY II**

**Class Code: 7765**

**TITLE:** ADMINISTRATIVE SECRETARY/ASSISTANT II - OFFICE MANAGER (CO)

**PRIMARY SUPERVISOR:** SUPERINTENDENT

**APPOINTMENT:** The Office Manager shall be appointed annually by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall communicate effectively both orally and in writing.
3. Shall have a minimum of five years of secretarial experience involving the use of word processing and record keeping software.
4. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**PHYSICAL REQUIREMENTS:**

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 perform a wide variety of specialized and responsible secretarial and administrative support duties for the Superintendent; organize and coordinate office activities and communications.

**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 records.
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 anticipate difficult and peak loads of work due to absences, overload, timelines or any interference that would impact office efficiency and operation.
2. Shall fully utilize all classified employees to meet office initiatives with prior planning and the cooperation of central office administrators.
3. Shall develop and improve office operations and procedures whenever possible to maintain high quality and quantity of work.

**(CONTINUED)**

**TITLE:** ADMINISTRATIVE SECRETARY/ASSISTANT II - OFFICE MANAGER (CO)

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall develop harmony, cooperation and teamwork in the office by using tact, courtesy, consideration and leadership.
5. Shall build and maintain employee morale, handling grievances promptly.
6. Shall act as a link between schools/community and the central office to meet certain needs not obviously assigned to any particular person or department.
7. Shall coordinate the use of new office methods, procedures and equipment.
8. Shall maintain office equipment and supplies.
9. Shall assist in the selection of new employees and help to orient new workers on the job.
10. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** extra duty responsibilities

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**ADMINISTRATIVE SECRETARY II**

**Class Code: 7765**

**TITLE:** ADMINISTRATIVE SECRETARY/ASSISTANT II - SP. ED.

**PRIMARY SUPERVISOR:** DIRECTOR OF SPECIAL EDUCATION

**APPOINTMENT:** Secretaries shall be appointed annually, upon the recommendation of the Supervisor to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall communicate effectively both orally and in writing.
3. Shall have a minimum of five years of secretarial experience involving the use of word processing and record keeping software.
4. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**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 perform a wide variety of specialized and responsible secretarial and administrative support duties for an Assistant Superintendent or other high-level administrator; organize and coordinate office activities and communications to assist the Assistant Superintendent with assigned functional areas of responsibility.

**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 records.
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 compile meeting materials and agendas upon direction from supervisor.
2. Shall attend district special education meetings and trainings when my assistance is needed.



(CONTINUED)

**TITLE:** ADMINISTRATIVE SECRETARY/ASSISTANT II - SP. ED.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall collaborate with supervisor and district special education staff to plan training and monthly district meetings (for special education).
4. Shall assist in setting up meetings and trainings (reserve location, notify participants, pick up food/snacks).
5. Shall receive, correct, and redistribute monthly tracking to all schools/teachers (42 teachers).
6. Shall assist supervisor with composing, typing and distributing memos as needed.
7. Shall update and distribute Special Education Manuals as needed (42 teachers).
8. Shall submit information for Emergency and Probationary teachers yearly (training data).
9. Shall coordinate yearly calibration of district audiometers.
10. Shall coordinate yearly maintenance of district hearing impaired equipment (FM Trainers, etc.).
11. Shall arrange for all out of district trips by special education personnel.
  - a. Shall complete registration for conference/meeting
  - b. Shall make hotel reservations
  - c. Shall reserve car
  - d. Shall complete all necessary purchase orders
12. Shall maintain budget for IDEA, APEX, KECSAC and General Fund expenditures.
13. Shall submit documents for MOA with KECSAC as well as monthly requirements for KECSAC compliance.
14. Shall complete purchase orders for items as needed by district special education staff.
15. Shall call in all requests by schools for psychologicals, occupational therapy evaluations, and physical therapy evaluations. Receive such reports and distribute to their appropriate school.
  - a. Shall maintain list of psychologicals completed each year with results
  - b. Shall maintain updated list of students receiving occupational and physical therapy.
16. Shall maintain current and past special education folders and requests for such records.
17. Shall scan and shred past student special education folders into imaging machine to free up file cabinets.
18. Shall collect and compile data for the following reports:
  - a. December Child Count (yearly)
  - b. Maintenance of Fiscal Effort Report (yearly)
  - c. IDEA-B End of Year Report for Special Education (yearly)
  - d. Suspension Report (yearly)
  - e. LEP Survey (yearly)
19. Shall maintain files on all current special education students.
20. Shall order and maintain supply of testing materials (special education) for the entire district.
21. Shall distribute testing material and special education due process forms to schools as needed.
22. Shall learn to operate the following software programs to assist teachers as needed:
  - a. IntelliKeys
  - b. IntelliTalk
  - c. Overlay Maker
  - d. Kurzweil 3000
  - e. Inspiration
  - f. Earobics
23. Shall preview software programs, upon direction from supervisor, for usability within district special education programs.
24. Shall receive and process US Mail and Courier mail daily (for myself as well as my supervisor).
25. Shall type new/revised forms for special education use as needed.

**(CONTINUED)**

**TITLE:** ADMINISTRATIVE SECRETARY/ASSISTANT II - SP. ED.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

26. Shall assist School Psychologist in scoring all district Conner's, BASC and Achenbach.
27. Shall assist School Psychologist with scoring of other tests as needed (Vineland, Key-Math, etc.)
28. Shall assist School Psychologist in scheduling and preparing CICM trainings.
29. Shall assist School Psychologist in contacting teachers, parents, etc. to schedule appointment times for student testing and/or parent interviews.
30. Shall assist School Psychologist with the use of the Quickwriter program to insert student test data for report writing.
31. Shall answer main phone line 2 hours per week (during lunch breaks).
32. Shall assist other administrative assistants with main desk duties when the receptionist is out.
33. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 230 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**ADMINISTRATIVE SECRETARY II**

**Class Code: 7765**

**TITLE:** RECEPTIONIST/SUPERINTENDENT

**PRIMARY SUPERVISOR:** CENTRAL OFFICE ADMINISTRATOR/SUPERINTENDENT

**APPOINTMENT:** The Receptionist shall be appointed annually by the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall communicate effectively both orally and in writing.
3. Shall have a minimum of five years of secretarial experience involving the use of word processing and record keeping software.
4. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**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 perform a wide variety of specialized and responsible secretarial and administrative support duties for an Assistant Superintendent, Executive Director or other high-level administrator; organize and coordinate office activities and communications to assist the Assistant Superintendent with assigned functional areas of responsibility.

**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 records.
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 handling assigned administrative duties at the Central Office level or at the school level with a student enrollment of 600 or more:

(CONTINUED)

TITLE: RECEPTIONIST/SUPERINTENDENT

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

2. Shall perform a wide variety of specialized and responsible duties independently in support of functions delegated to the building administrator.
3. Shall interpret and apply rules and regulations as appropriate.
4. Shall perform duties to assist with administrative detail as appropriate.
5. Shall coordinate communication between district administrators, personnel, students, educational institutions, vendors, other outside organizations and the public.
6. Shall coordinate activities and resolve problems.
7. Shall research, review, check, correct and compile a variety of information.
8. Shall verify data for accuracy, completeness and compliance with established procedures.
9. Shall input and retrieve computerized data in computer systems as required.
10. Shall prepare and maintain a variety of records, logs and files including information of a confidential nature.
11. Shall maintain confidentiality of information and records.
12. Shall schedule meetings, conferences and appointments for the building administrator.
13. Shall maintain the administrator's calendar.
14. Shall arrange travel accommodations as necessary.
15. Shall compile information and data for a variety of reports.
16. Shall organize, type and print reports and other written materials related to assigned office functions.
17. Shall coordinate and compile Board Agenda materials.
18. Shall respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations.
19. Shall type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.
20. Shall take and transcribe dictation of minutes, letters and memoranda, including materials of a confidential nature as required by the position.
21. Shall prepare correspondence and memoranda independently or from oral instructions.
22. Shall operate a computer terminal and microcomputer to maintain records and generate reports, lists and other materials.
23. Shall utilize word processing and other software as required.
24. Shall receive, process and route mail.
25. Shall order, issue and maintain department supplies, forms and equipment.
26. Shall train and provide work direction to departmental clerical support staff as assigned.
27. Shall monitor office workflow and assure compliance with established time lines, procedures and standards of quality.
28. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**SCHOOL SECRETARY I**

**Class Code: 7775**

**TITLE:** \_\_\_\_\_ **SCHOOL SECRETARY** \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ **PRINCIPAL** \_\_\_\_\_

**APPOINTMENT:** The Secretary shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have two years experience in office or secretarial responsibilities involving public contact.

**PHYSICAL REQUIREMENTS:**

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 perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in routine administrative tasks and coordinate school office activities; perform public relations and communications services for the Principal.

**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 records.
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 Coordinate a variety of office activities to assist the Principal with administrative tasks.
2. Shall serve as secretary to the Principal.
3. Shall prepare and accurately maintain a variety of reports, records and files relating to students, staff, budgets, operations and activities.

(CONTINUED)

TITLE: SCHOOL SECRETARY

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall compose routine correspondence independently.
5. Shall prepare, type and distribute communications and minutes of meetings.
6. Shall schedule appointments and meetings as requested.
7. Shall receive, open and route mail.
8. Shall train and provide work direction to clerical personnel and student workers as assigned.
9. Shall monitor workflow and adjust duties to complete assignments in a timely manner as assigned.
10. Shall provide information concerning school policies, procedures, actions, activities and schedules as appropriate.
11. Shall maintain school calendar and serve as a coordinator of events.
12. Shall collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities.
13. Shall prepare and maintain related records, files and logs.
14. Shall collect and account for monies collected in conjunction with school activities.
15. Shall secure monies and process according to established procedures.
16. Shall administer first aid to ill and injured students.
17. Shall contact the nurse, parents or public safety agencies as appropriate.
18. Shall register, release or transfer students.
19. Shall complete enrollment information and database.
20. Shall operate a variety of business equipment including typewriter, calculator, copiers, computer equipment and other schools office machines.
21. Shall requisition, receive, store and distribute supplies and office materials.
22. Shall maintain materials and equipment inventory as assigned.
23. Shall provide clerical assistance to faculty and staff as needed.
24. Shall orient new and substitute teachers.
25. Shall provide directions, keys and instructional materials.
26. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:**    210 days/7 hours per day - BCHS  
                                         215 days/8 hours per day - R/EHS  
                                         190 days/7 hours per day - BCMS  
                                         190 days/7 hours per day - elementaries  
                                         200 days/7 hours per day - ECLC  
                                         (unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**STAFF SUPPORT SECRETARY**

**Class Code: 7776**

**TITLE:** STAFF SUPPORT SECRETARY

**PRIMARY SUPERVISOR:** BUILDING ADMINISTRATOR

**APPOINTMENT:** Secretaries shall be appointed annually, upon the recommendation of the Supervisor to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have two years experience in office or secretarial responsibilities involving public contact.

**PHYSICAL REQUIREMENTS:**

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 perform a variety of secretarial and clerical duties to assist a designated supervisor and to relieve the supervisor of routine administrative details and general secretarial and clerical tasks.

**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 records.
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 perform a variety of secretarial and clerical duties to assist a designated supervisor with routine administrative details and general clerical tasks.
2. Shall assist with office activities and communications related to assigned school or program activities.
3. Shall type, file and transcribe or compose letters, memoranda, documents, correspondence and bulletins as directed.

(CONTINUED)

TITLE: STAFF SUPPORT SECRETARY

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall assure the compliance with District policies and time lines.
5. Shall take and relay messages and information.
6. Shall type and prepare a variety of reports.
7. Shall maintain a variety of program, District, State records as required.
8. Shall requisition supplies, forms and maintenance work as needed, following established procedures.
9. Shall prepare and maintain financial records and budgets.
10. Shall process or prepare budgetary documents, requisitions and other financial or purchasing documents.
11. Shall greet visitors and answer phone calls.
12. Shall answer questions, provide information or direct individual to appropriate department or District employee.
13. Shall open, sort and distribute mail and other written communications.
14. Shall schedule appointments and meetings with students, parents, teachers, vendors and the general public.
15. Shall assist students with registration, orientation and student records.
16. Shall request records for new students and distribute records of withdrawn students to appropriate school.
17. Shall perform research, compute and compile information and prepare statistical reports.
18. Shall prepare and maintain records, reports, files and lists related to students, personnel, budgets, student records and attendance as required.
19. Shall type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data.
20. Shall proof-read and edit materials.
21. Shall coordinate schedules and meetings.
22. Shall serve as receptionist and a contact and reference source for staff, students, parents and the public.
23. Shall provide information over the phone or in personal contacts with parents, students or school personnel as appropriate.
24. Shall route calls to appropriate personnel as necessary.  
Shall operate a variety of office machines, including a microcomputer or computer terminal, typewriter, copiers and calculator.
25. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 205 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**CLERICAL ASSISTANT III**

**Class Code: 7781**

**TITLE:** CLERICAL ASSISTANT III

**PRIMARY SUPERVISOR:** BUILDING ADMINISTRATOR

**APPOINTMENT:** Clerical Assistants shall be appointed annually, upon the recommendation of the Supervisor to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have two years experience in office or secretarial responsibilities involving the use of automated office equipment and software.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
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 perform technical clerical duties related to assigned function such as compiling information from a variety of sources and preparing complex reports as required by District, County, State or federal regulations.

(CONTINUED)

TITLE: CLERICAL ASSISTANT III

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

2. Shall communicate with other agencies or departments to provide or obtain a wide variety of information.
3. Shall receive and screen phone calls and visitors.
4. Shall provide information and direct inquiries and visitors to the proper person or office.
5. Shall provide technical information concerning policies and procedures of assigned program or office according to established guidelines.
6. Shall compose correspondence independently or from oral instructions.
7. Shall prepare letters memos and forms, requesting, providing or verifying information.
8. Shall receive, screen and route mail.
9. Shall prepare, format, type, proofread and duplicate a variety of items including proposals, contracts, reports, agendas, minutes and student records.
10. Shall coordinate schedules and communicate with others regarding meetings, appointments, activities or announcements.
11. Shall schedule appointments, meetings, conferences and arrange interviews for supervisor and others.
12. Shall operate computers and peripheral equipment to enter, revise and update information
13. Shall generate records, reports, lists and summaries as needed.
14. Shall utilize various software as required by the position.
15. Shall collect and account for fees and other monies received as assigned.
16. Shall monitor and maintain office or program budget according to established guidelines.
17. Shall type requisitions and process invoices according to established procedures.
18. Shall prepare and maintain detailed and complex logs, files and records.
19. Shall maintain inventory.
20. Shall order supplies and materials as assigned.
21. Shall maintain confidentiality of materials and information.
22. Shall assure timely distribution and receipt of a variety of records and reports.
23. Shall request or provide information as necessary to assure completeness and accuracy.
24. Shall train and provide work direction and guidance to student assistants and other clerical personnel as assigned.
25. Shall operate a variety of office machines such as typewriter, computer terminal, calculator, copiers and other equipment as required.
26. Shall receive and verify applications for services.
27. Shall recommend status of eligibility for prospective program participants as assigned.
28. Shall maintain records such as enrollment, attendance and absence verification.
29. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**CLERICAL ASSISTANT II**

*Class Code:* 7782

**TITLE:** CLERICAL ASSISTANT II

**PRIMARY SUPERVISOR:** BUILDING ADMINISTRATOR

**APPOINTMENT:** Clerical Assistants shall be appointed annually, upon the recommendation of the Supervisor to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GEED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have one years experience in office or secretarial responsibilities involving the use of automated office equipment and software.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
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 perform a variety of clerical duties including typing, filing, record-keeping, proof reading and processing information.
2. Shall maintain a variety of logs, records and files related to assigned office.
3. Shall type letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft on a typewriter or computer terminal.

(CONTINUED)

TITLE: CLERICAL ASSISTANT II

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall compile information from a variety of sources and prepare summaries and reports including attendance and enrollment data.
5. Shall receive visitors.
6. Shall answer telephone and refer telephone calls and visitors to appropriate personnel.
7. Shall answer questions and provide information and directions or explain policies and procedures.
8. Shall schedule meetings and appointments.
9. Shall assist the public and District employees in completing forms, applications and other District, State and federal forms and documents.
10. Shall maintain and update records, inventories, index and cross reference files.
11. Shall maintain inventories of assigned materials, documents and equipment.
12. Shall compile and verify information.
13. Shall produce periodic reports, lists and records as assigned.
14. Shall maintain attendance, academic and health records.
15. Shall update computer information databases.
16. Shall perform basic arithmetic calculations.
17. Shall receive and process various forms and documents, including financial and statistical documents.
18. Shall conduct research duties as assigned.
19. Shall maintain supply and material inventory of assigned area as required.
20. Shall assist with ordering, receiving and distributing materials, equipment and supplies according to established procedures.
21. Shall coordinate purchasing efforts with the Purchasing department.
22. Shall receive shipments of materials.
23. Shall inspect and verify for accuracy of quality, quantity and type of materials.
24. Shall notify vendors or supervisor of discrepancies or damage.
25. Shall operate a variety of office equipment, such as typewriter, calculator, copiers, computer terminal
26. Shall enter data in a computer terminal or microcomputer as assigned.
27. Shall provide first aid to ill and injured students assigned.
28. Shall contact parents, guardians, nurse or public service agencies in accordance with established guidelines.
29. Shall assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
30. Shall schedule appointments, conferences and meetings.
31. Shall maintain various schedules and calendars.
32. Shall perform clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources.
33. Shall sort and distribute incoming U.S. and intra-District mail.
34. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**RECEPTIONIST**

*Class Code:* 7791

**TITLE:** \_\_\_\_\_ RECEPTIONIST \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ BUILDING ADMINISTRATOR \_\_\_\_\_

**APPOINTMENT:** The Receptionist shall be appointed annually, upon the recommendation of the Supervisor to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have one year experience in general clerical responsibilities.

**PHYSICAL REQUIREMENTS:**

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 operate a telephone switchboard at District or school-site; perform receptionist, clerical and mail distribution duties; provide routine information to the public; greet and direct visitors.

**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 records.
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 operate a switchboard.
2. Shall provide routine information and assistance.
3. Shall receive incoming calls and make necessary connections to school or District office or individuals.
4. Shall take and transmit information and messages as requested.

(CONTINUED)

TITLE: RECEPTIONIST

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall perform a variety of clerical work as assigned including posting and maintaining records, typing and duplicating materials, receiving, sorting and distributing mail, preparing bulk and certified mail and maintaining postage records.
6. Shall assist other offices with a variety of clerical duties as directed.
7. Shall greet, screen and direct visitors to appropriate departments.
8. Shall provide routine information to the public.
9. Shall prepare, duplicate, assemble and distribute materials.
10. Shall maintain telephone personnel directory as assigned.
11. Shall file and type routine lists, records, reports and correspondence.
12. Shall operate a variety of office equipment including typewriter, postage meter, calculator and copy machine.
13. Shall distribute forms and applications.
14. Shall assist in completion and verify accuracy and completeness.
15. Shall assure the switchboard is covered during working hours.
16. Shall train and provide work direction to substitutes and student workers.
17. Shall contact police, security, fire and medical personnel as procedures require.
18. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

<u>Code</u>	<u>Classification</u>
7830	<i><u>SECURITY/LAW ENFORCEMENT</u></i> School Ground Monitor

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**SCHOOL GROUND MONITOR**

*Class Code: 7830*

**TITLE:** SCHOOL GROUND MONITOR

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**PHYSICAL REQUIREMENTS:**

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 participate in monitoring students entering and leaving school grounds; check student's passes; provide protection for students and faculty by patrolling school grounds.

**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 records.
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 participate in monitoring students entering and leaving the school grounds.
2. Shall prevent students from leaving school grounds without proper authorization according to established guidelines and procedures.
3. Shall prevent trespassers from entering or remaining on school grounds without proper authorization according to established guidelines and procedures.



(CONTINUED)

TITLE: SCHOOL GROUND MONITOR

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall consult with office administration if a problem should arise.
5. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**SCHOOL GROUND MONITOR**

*Class Code:* 7830

**TITLE:** SCHOOL GROUND/FACILITY MONITOR

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** School Ground/Facility Monitors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**PHYSICAL REQUIREMENTS:**

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 participate in monitoring students entering and leaving the restroom facilities; check students' passes; provide protection for students and faculty by patrolling hallways.

**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 records.
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 participate in monitoring students entering and leaving the restroom facilities.
2. Shall assist in monitoring student behavior in the hallways.
3. Shall follow procedures to safeguard the health and safety of students.
4. Shall prevent trespassers from entering the restroom facilities without proper authorization according to established guidelines and procedures.

(CONTINUED)

TITLE: SCHOOL GROUND/FACILITY MONITOR

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall consult with office administration if a problem should arise.
6. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 12/17/2007

<b><u>Code</u></b>	<b><u>Classification</u></b>
	<b><i><u>STUDENT SERVICES</u></i></b>
7882	Social Worker
7885	Registrar
7886	Migrant Recruiter

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

**SOCIAL WORKER**

*Certified Class Code:* 0270

*Classified Class Code:* 7882

**TITLE:** \_\_\_\_\_ SOCIAL WORKER \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

**APPOINTMENT:** Social Workers shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have any combination equivalent to a bachelor's degree in social work or two years experience in individual counseling with adolescents and in social service delivery.
4. Shall hold a valid Kentucky driver's license.

**PHYSICAL REQUIREMENTS:**

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 individual, group and family counseling services; provide school-related social service needs of the students enrolled in assigned programs; coordinate activities with administration to implement program and District policies and objectives; assist the community and communicate with school and community groups.

**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 records.
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 lead group counseling and instructional sessions in evening family programs.
2. Shall provide instructional and individual, group and family counseling during school day and summer programs.
3. Shall coordinate the guidance class with the appropriate personnel and schedule social service counseling.

(CONTINUED)

TITLE: SOCIAL WORKER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall deliver academic instructional packets and distribute to students.
5. Shall arrange hospital tours, provide transportation and supervision for field trips and visit homes as assigned.
6. Shall drive District vehicle or personal car to conduct work as assigned.
7. Shall develop the assigned center's registration requirements and infant care scholarship procedures and committee meetings.
8. Shall conduct student intakes, assess assistance needs, make referrals to community resources and maintain and manage a personal case load.
9. Shall perform record-keeping duties and maintain accurate documentation of records.
10. Shall participate in public relation activities representing social services to community and other social agencies.
11. Shall establish and maintain good cross-component relationships and develop supportive relationships with students and their families.
12. Shall meet regularly with appropriate personnel to assess needs and plan social service component operation and reporting system (accountability records).
13. Shall participate in Management Team meetings providing designing counseling instructional units.
14. \* Shall assist with school safety in the district.
15. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
*\* 5 additional days if assisting with school safety in the district*  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002  
revised: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**REGISTRAR**

*Class Code:* 7885

**TITLE:** \_\_\_\_\_ REGISTRAR \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

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

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have three years of clerical experience, including one year experience working with student records.

**PHYSICAL REQUIREMENTS:**

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 maintain complete and accurate student accounting records for students in an assigned 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 records.
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 student files related to grades, records and test results.
2. Shall maintain confidential files and records.
3. Shall maintain student demographic information in computer.
4. Shall assist school nurse in obtaining and verifying student health records such as immunizations.
5. Shall notify parents if additional information is needed.

(CONTINUED)

TITLE: REGISTRAR

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

6. Shall enroll new students and assign to proper grade level, counselor and homeroom.
7. Shall submit proper forms and information to the Central Office.
8. Shall withdraw students according to established procedures.
9. Shall complete required forms and submit to the Central Office and new school as requested.
10. Shall process and transmit requests for undergraduate, senior and alumni transcripts and mid-year reports.
11. Shall complete and transmit monthly reports to Central Office as assigned.
12. Shall prepare the senior graduation list with class rank and averages.
13. Shall order and proofread diplomas.
14. Shall perform clerical duties such as typing as requested.
15. Shall assist with special projects as needed.
16. Shall process requests for driver verification forms.
17. Shall assist with verifying student grades, averaging grade points and verifying eligibility for designated extracurricular clubs or activities.
18. Shall update student permanent records as needed.
19. Shall operate office equipment including a computer terminal and printer, typewriter and calculator.
20. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 205 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***MIGRANT RECRUITER***

*Class Code: 7886*

**TITLE:** MIGRANT RECRUITER

**PRIMARY SUPERVISOR:** HIGH SCHOOL PRINCIPAL

**APPOINTMENT:** Migrant Recruiters shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have one year experience working with multi-cultural clientele.

**PHYSICAL REQUIREMENTS:**

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 identify, recruit and enroll eligible migrant students residing in the assigned District; maintain communication between migrant families and the schools.

**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 records.
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 apply and explain federal regulations pertaining to the migrant education program.
2. Shall attend recruiter meetings and other training sessions sponsored by the State Department of Education.
3. Shall abide by standard procedures and practices contained in the State Identification and Recruitment Handbook and other directives issued by the State Department of Education.

(CONTINUED)

TITLE: MIGRANT RECRUITER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall identify eligible migrant students residing within the boundaries of the assigned school District.
5. Shall complete Certificate of Eligibility and Health Data Entry Forms.
6. Shall obtain a parent signature for documentation of eligibility for eligible students.
7. Shall submit completed and signed Certificates of Eligibility and Health Data Entry forms to the assigned clerk.
8. Shall work under the supervision of an assigned director.
9. Shall assist school principals, teachers, secretaries and nurses in maintaining related records.
10. Shall communicate between home and school, continually striving to maintain positive communication.
11. Shall assist an assigned administrator with the recruitment of parents for membership in the Parent Advisory Council and with related activities.
12. Shall provide or facilitate supportive services to migrant children or to their families as necessary.
13. Shall enable migrant children to receive a sound education.
14. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** days and hours per day varies with the needs of the district

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

adopted: 1/21/2002

<b><u>Code</u></b>	<b><u>Classification</u></b>
	<b><i><u>TRANSPORTATION</u></i></b>
7902	Transportation Manager
7904	Transportation Area Assistant
7913	Vehicle Maintenance Assistant
7914	Lead Vehicle Mechanic
7915	Vehicle Mechanic II
7916	Vehicle Mechanic I
7933	Bus Driver Trainer
7941	Bus Driver
7942	Bus Monitor
7943	Bus Monitor - Exceptional Children

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**TRANSPORTATION MANAGER**

*Class Code:* 7902

**TITLE:** TRANSPORTATION MANAGER

**PRIMARY SUPERVISOR:** DIRECTOR OF TRANSPORTATION

**APPOINTMENT:** Transportation Managers shall be appointed annually, upon the recommendation of the Director of Transportation to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have any combination equivalent to: college-level training in transportation and four years experience in transportation activities including at least one year in a lead or supervisory capacity.
5. Shall hold a valid Kentucky driver's license.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
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, plan, direct and implement operations and activities involved in student transportation to assure safe and effective transportation services.

(CONTINUED)

TITLE: TRANSPORTATION MANAGER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

2. Shall plan and direct pre-service and in-service training of bus drivers in cooperation with staff development and safety/security units.
3. Shall provide leadership for development of vehicle safety program.
4. Shall plan and approve transportation route and bus stop locations in cooperation with school principals and other school personnel involved.
5. Shall interview driver applicants.
6. Shall recommend drivers for employment and dismissal.
7. Shall train, assign, direct, review and evaluate work of assigned employees.
8. Shall inspect and diagnose mechanical defects in machines and equipment.
9. Shall communicate with parents, community representatives, local officials and the general public.
10. Shall coordinate communications and information and promote positive relationships.
11. Shall receive and resolve issues, concerns and complaints concerning student transportation services.
12. Shall direct to appropriate personnel and monitor resolution.
13. Shall assist with budget preparation as required.
14. Shall monitor and control budget according to established guidelines.
15. Shall prepare required reports and assure the preparation and maintenance of department records.
16. Shall prepare and deliver oral reports as required.
17. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**TRANSPORTATION AREA ASSISTANT**

**Class Code: 7904**

**TITLE:** TRANSPORTATION AREA ASSISTANT

**PRIMARY SUPERVISOR:** DIRECTOR OF TRANSPORTATION

**APPOINTMENT:** Transportation Area Assistants shall be appointed annually, upon the recommendation of the Director of Transportation to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have three years experience in student transportation or related experience.
5. Shall hold a valid Kentucky Commercial Class B driver's license.

**PHYSICAL REQUIREMENTS:**

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 the activities and operations of student transportation in an assigned geographical area of the school district; transfer regular, advance, traditional, extracurricular and handicapped 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 records.
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 knowledge of areas assigned including location of streets, new developments, schools, school District boundaries.
2. Shall develop an awareness of traffic patterns within the area.
3. Shall assist other personnel in establishing and preparing routes.

(CONTINUED)

TITLE: TRANSPORTATION AREA ASSISTANT

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall instruct drivers on individual route assignments.
5. Shall maintain current records of routes and route changes within the area.
6. Shall consolidate route and other route changes within an assigned area.
7. Shall assist drivers, principals and the public in solving routing issues.
8. Shall resolve student transportation issues with parents, principals and other school administrators.
9. Shall assign substitute and stand-by drivers.
10. Shall assure bus routes are covered.
11. Shall assist in training and retraining bus drivers.
12. Shall assist in attendance and payroll procedures.
13. Shall assist in compiling statistical records.
14. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/7 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**VEHICLE MAINTENANCE ASSISTANT**

*Class Code: 7913*

**TITLE:** VEHICLE MAINTENANCE ASSISTANT

**PRIMARY SUPERVISOR:** LEAD VEHICLE MECHANIC

**APPOINTMENT:** Vehicle Maintenance Assistants shall be appointed annually, upon the recommendation of the Lead Vehicle Mechanic to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have one year experience in general vehicle servicing.
5. Shall hold a valid Kentucky Commercial Class B driver's license.

**PHYSICAL REQUIREMENTS:**

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 perform unskilled to semi-skilled maintenance, preventative maintenance and general repairs to District vehicles as assigned 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 records.
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 perform basic vehicle maintenance duties for District vehicles as directed.
2. Shall assist with transmission service, pack wheel bearings, change oil, filters and tires as necessary.
3. Shall repair and replace wheels, tires, hubs and rims.
4. Shall assist with storing repair parts, supplies, tools, equipment and materials.



**(CONTINUED)**

**TITLE:** VEHICLE MAINTENANCE ASSISTANT

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall process work orders for parts used on District vehicles as assigned.
6. Shall assure quality and completion of work assigned.
7. Shall attend required training classes and seminars.
8. Shall assist in starting vehicles.
9. Shall assure proper use of tools, equipment, standard maintenance and safety practices.
10. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**LEAD VEHICLE MECHANIC**

*Class Code:* 7914

**TITLE:** LEAD VEHICLE MECHANIC

**PRIMARY SUPERVISOR:** DIRECTOR OF TRANSPORTATION

**APPOINTMENT:** Lead Vehicle Mechanics shall be appointed annually, upon the recommendation of the Director of Transportation to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have three years journey level mechanical maintenance experience.
5. Shall hold a valid Kentucky Commercial Class B driver's license.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
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 train, prioritize, plan, assign and review the work of assigned mechanics and maintenance personnel.
2. Shall prepare and maintain related records.

(CONTINUED)

TITLE: LEAD VEHICLE MECHANIC

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall perform journey-level diagnosis, repair, maintenance and overhaul of gasoline and diesel engines, transmissions, rear ends, starters, generators, brakes, clutches, carburetors, electrical assemblies and other mechanical assemblies.
4. Shall determine priority of mechanical work to be performed.
5. Shall organize, lay out, assign and review work to be performed by mechanics.
6. Shall assign and review work of community service workers, summer helpers and other maintenance personnel as assigned.
7. Shall coordinate with other maintenance personnel for scheduling service and repair of District maintenance vehicles.
8. Shall initiate with vendors and interview sales people concerning sources and cost of materials, supplies, and equipment.
9. Shall operate a microcomputer as required.
10. Shall prepare and maintain a variety of records and reports including equipment, vehicle, tool and supply inventories, vehicle inspection reports, bus status reports, emission control records, and preventive maintenance reports and schedules for buses, vehicles, carts and engines at District sites as assigned.
11. Shall inspect buses and other automotive vehicles to assure compliance with health and safety standards and regulations.
12. Shall use diagnostic equipment to evaluate operation and repair of engines and electrical and automotive systems and equipment.
13. Shall inspect, adjust and reline brakes.
14. Shall balance and align wheels.
15. Shall change oil and rotate tires.
16. Shall fit pistons and rings and calibrate engine parts to meet established specifications.
17. Shall perform road tests to evaluate malfunctions, needed repairs or repairs performed.
18. Shall estimate time and material costs needed to repair and maintain engines, parts and minor body and fender repairs.
19. Shall operate engine and electrical diagnostic equipment, microcomputer, ARC and gas welders, soldering gun, air jacks, fork lift, engine hoists, grinders, steam cleaner, high pressure washer, meters, gauges, hydraulic press, drill press, and a variety of power and hand tools.
20. Shall prepare and maintain records of safety inspections conducted on student transportation vehicles as assigned.
21. Shall maintain records of work performed including hours and material purchased and used.
22. Shall assist other maintenance personnel as assigned.
23. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**VEHICLE MECHANIC II**

*Class Code:* 7915

**TITLE:** VEHICLE MECHANIC II

**PRIMARY SUPERVISOR:** LEAD VEHICLE MECHANIC

**APPOINTMENT:** Vehicle Mechanics shall be appointed annually, upon the recommendation of the Lead Vehicle Mechanic to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have two years experience in general automotive repair.
5. Shall hold a valid Kentucky commercial driver's license.

**PHYSICAL REQUIREMENTS:**

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 perform mechanical repair work on school buses, trucks and other gas and diesel powered automotive equipment; perform body repairs, gas or diesel engine overhauls, transmission overhauls and electrical systems repairs 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 records.
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 disassemble motors and repair, adjust and replace parts.
2. Shall recondition and adjust ignition and carburetor systems.
3. Shall tune engines including injectors and generators.
4. Shall repair, fit and adjust valves, pistons, rings and bearings.

(CONTINUED)

TITLE: VEHICLE MECHANIC II

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall clean, repair and replace carburetors, fuel pumps, gauges and electrical wiring systems.
6. Shall perform major mechanical repairs.
7. Shall overhaul transmissions, differentials and universal joints.
8. Shall repair, adjust and line brakes.
9. Shall rebuild and replace air and hydraulic brake system components.
10. Shall perform front end alignment and repair.
11. Shall perform mechanical repair work on school buses and other gas or diesel-powered automotive equipment.
12. Shall assure buses conform with established standards for passenger vehicles.
13. Shall complete related maintenance records.
14. Shall inspect and diagnose mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts and other mechanical equipment.
15. Shall drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.
16. Shall read and interpret schematics and diagrams.
17. Shall diagnose and repair mechanical defects in a variety of vehicles.
18. Shall repair and replace alternators, generators, starters, voltage regulators, distributors and lighting systems.
19. Shall install a variety of parts including batteries, brakes, glass and door handles.
20. Shall grind valves and perform welding.
21. Shall rebuild equipment as needed.
22. Shall operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changers, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches and welding equipment and a variety of power and hand tools.
23. Shall conduct periodical mechanical safety checks on buses as mandated by law.
24. Shall test vehicles for compliance with exhaust emissions standards.
25. Shall respond to service call and perform emergency repairs as needed.
26. Shall perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
27. Shall process work orders and maintain records of time worked and materials used.
28. Shall recommend purchase of needed parts, supplies and tools.
29. Shall maintain work area, equipment and tools in a safe clean and orderly condition.
30. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**VEHICLE MECHANIC I**

*Class Code:* 7916

**TITLE:** VEHICLE MECHANIC I

**PRIMARY SUPERVISOR:** LEAD VEHICLE MECHANIC

**APPOINTMENT:** Vehicle Mechanics shall be appointed annually, upon the recommendation of the Lead Vehicle Mechanic to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have one years experience in general automotive repair.
5. Shall hold a valid Kentucky commercial driver's license.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
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 perform basic mechanical repair work on school buses and other gas or diesel-powered automotive equipment.
2. Shall assure buses conform with established standards for passenger vehicles.
3. Shall complete related maintenance records.

(CONTINUED)

TITLE: VEHICLE MECHANIC I

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall inspect mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts and other mechanical equipment as assigned.
5. Shall drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.
6. Shall disassemble motors and repair, adjust and replace parts.
7. Shall recondition and adjust ignition and carburetor systems.
8. Shall repair, fit and adjust valves, pistons, rings and bearings.
9. Shall clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
10. Shall repair mechanical defects in a variety of vehicles.
11. Shall repair and replace alternators, generators, starters, voltage regulators, distributors and lighting systems.
12. Shall install a variety of parts including batteries, brakes, glass and door handles.
13. Shall grind valves and perform welding.
14. Shall rebuild equipment as needed.
15. Shall repair and replace heating and ventilation systems on District Vehicles.
16. Shall repair and maintain exhaust and fuel systems.
17. Shall operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changers, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches and welding equipment and a variety of power and hand tools.
18. Shall respond to services calls and perform emergency repairs as needed.
19. Shall perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
20. Shall assist in starting buses as needed.
21. Shall assist other mechanics as directed.
22. Shall assist in inventory maintenance as required.
23. Shall complete work orders and maintain records of time worked and materials used.
24. Shall recommend purchase of needed parts, supplies and tools.
25. Shall maintain work area, equipment and tools in a safe, clean and orderly condition.
26. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***BUS DRIVER TRAINER***

***Class Code: 7933***

**TITLE:** BUS DRIVER TRAINER

**PRIMARY SUPERVISOR:** DIRECTOR OF TRANSPORTATION

**APPOINTMENT:** Bus Driver Trainers shall be appointed annually, upon the recommendation of the Director of Transportation to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have two years experience in the operation of a school bus.
5. Shall hold a valid Kentucky Commercial driver's license; School Bus Certificate; completion and maintenance of certification by State Department of Education School Bus Driver Instructor Course.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
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 conduct driver training instruction in accordance with the curriculum developed by the Division of Pupil Transportation.
2. Shall conduct the annual eight hour update as required by Kentucky Administration Regulations.



(CONTINUED)

TITLE: BUS DRIVER TRAINER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

3. Shall evaluate driving performance of bus drivers who are experiencing traffic safety problems.
4. Shall train and assist new drivers concerning student behavior management problems and situations.
5. Shall coordinate communication between field drivers.
6. Shall monitor office and mechanical staff.
7. Shall drive buses of varying sizes and complexity over designated routes in accordance with time schedules as assigned.
8. Shall prepare and maintain a variety of bus driver records, including drivers license and certification expiration, medical expiration and train hours required for the renewal of bus driver certificate.
9. Shall operate computer terminal.
10. Shall prepare transportation reports.
11. Shall conduct school bus driver certificate renewal training programs.
12. Shall conduct safe driving and safe working methods and procedures training programs periodically and as specifically required.
13. Shall attend and conduct safety meetings and attend workshops to remain current concerning driving regulations and law.
14. Shall assist supervisor as required.
15. Shall provide work direction to Bus Drivers.
16. Shall set up routes for special education students, perform the duties of the supervisor in the supervisor's absence.
17. Shall implement safety program as required by the State Department of Education.
18. Shall prepare billing and payroll for special trips as required.
19. Shall receive documents, investigate and make recommendations on complaints from parents, school personnel and driver and monitors.
20. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** days and hours per day varies with the needs of the district

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**BUS DRIVER**

**Class Code: 7941**

**TITLE:** BUS DRIVER

**PRIMARY SUPERVISOR:** DIRECTOR OF TRANSPORTATION

**APPOINTMENT:** Bus Drivers shall be appointed annually, upon the recommendation of the Director of Transportation to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall have one years experience in the operation of a motor vehicle.
5. Shall hold a valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate; and must pass driving record check.

**PHYSICAL REQUIREMENTS:**

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

**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 records.
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.

(CONTINUED)

TITLE: BUS DRIVER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules.
2. Shall transport students to and from school, special events and field trips.
3. Shall pick up and discharge students, under varying weather conditions, at established bus stops.
4. Shall report incidents which affect the safety of students.
5. Shall maintain bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior.
6. Shall check and maintain fuel, oil and water levels.
7. Shall check brakes, brake lights and doors.
8. Shall report mechanical defects and malfunction to appropriate personnel.
9. Shall maintain order and discipline among students on bus following District policies and procedures regarding disciplining of students and contact with school officials, parents and the public.
10. Shall interact with parents regarding questions, concerns and disputes.
11. Shall perform emergency bus evacuation drills as required by Kentucky Administration Regulations.
12. Shall transport physically handicapped and mentally handicapped children to and from designated locations.
13. Shall lift and secure wheel chairs.
14. Shall assist in the loading and unloading of handicapped children as necessary.
15. Shall observe applicable local, State and federal policies, procedures and guidelines.
16. Shall fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.
17. Shall maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters.
18. Shall prepare student conduct, incident and accident reports.
19. Shall attend safety and preventive emergency meetings when required.
20. Shall utilize two-way radio for bus to bus and bus to base communication.
21. Shall perform first aid according to established guidelines and procedures.
22. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/4 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**BUS MONITOR**

*Class Code:* 7942

**TITLE:** BUS MONITOR

**PRIMARY SUPERVISOR:** DIRECTOR OF ECLC / DIRECTOR OF TRANSPORTATION

**APPOINTMENT:** Bus Monitors shall be appointed annually, upon the recommendation of the Director of Transportation to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**PHYSICAL REQUIREMENTS:**

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 bus driver in maintaining discipline while bus is in operation; maintain proper records and documentation; assist students loading, unloading and seating arrangements as required.

**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 records.
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 bus driver in maintaining discipline on school bus.
2. Shall monitor and assist students while bus is in operation.
3. Shall consult with and assist bus driver in documentation of student information, record-keeping and completing route surveys.
4. Shall assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
5. Shall assist parents and school personnel with safe loading and unloading of students.

(CONTINUED)

TITLE: BUS MONITOR

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

6. Shall coordinate seating of pre-kindergarten students as required by State Transportation Guidelines.
7. Shall communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
8. Shall maintain current knowledge of Emergency Evacuation procedures.
9. Shall assist handicapped children on and off the bus and escort children across street upon return home.
10. Shall lift children as required.
11. Shall assure responsible adult meets students leaving the bus.
12. Shall attend in-service meetings and training courses as assigned.
13. Shall participate in annual up-date training as it relates to the position.
14. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/4 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**BUS MONITOR - EXCEPTIONAL CHILD**

**Class Code: 7943**

**TITLE:** BUS MONITOR - EXCEPTIONAL CHILD

**PRIMARY SUPERVISOR:** DIRECTOR OF TRANSPORTATION

**APPOINTMENT:** Bus Monitors for Exceptional Children shall be appointed annually, upon the recommendation of the Director of Transportation to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall learn basic sign language when necessary.

**PHYSICAL REQUIREMENTS:**

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 ride a school bus for exceptional children and assist school bus driver in maintaining discipline while bus is in operation; operate mechanical lift.

**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 records.
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 exceptional children on and off the bus and escort children across street upon return home.
2. Shall lift child as required.
3. Shall assure responsible adult meets students leaving the bus.
4. Shall operate equipment, including, wheelchairs, tie-downs, seat belts, harnesses mechanical lift and other adaptive equipment as necessary.

(CONTINUED)

**TITLE:** BUS MONITOR - EXCEPTIONAL CHILD

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
6. Shall assist parents and school personnel with safe loading and unloading of students.
7. Shall coordinate seating of exceptional students as required by State Transportation Guidelines.
8. Shall consult with and assist bus driver in documentation of student information, record-keeping and completing route surveys.
9. Shall attend in-service meetings and training courses as assigned.
10. Shall monitor and assist students while bus is in operation.
11. Shall maintain current knowledge of Emergency Evacuation procedures.
12. Shall communicate with classroom aides, teachers, principals, and parents concerning student background medical problems and behavior as appropriate.
13. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 181 days/5.25 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

<u>Code</u>	<u>Classification</u>
	<u>WAREHOUSE</u>
7963	Delivery Driver
7984	Warehouse Worker I



**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

***DELIVERY DRIVER***

***Class Code: 7963***

**TITLE:** \_\_\_\_\_ DELIVERY DRIVER \_\_\_\_\_

**PRIMARY SUPERVISOR:** \_\_\_\_\_ DIRECTOR OF TRANSPORTATION \_\_\_\_\_

**APPOINTMENT:** The Delivery Driver shall be appointed annually, upon the recommendation of the Director of Transportation to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall hold a valid Kentucky driver's license and a safe driving record.

**PHYSICAL REQUIREMENTS:**

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 system-wide service for the unloading, loading, delivery, transfer and placement of food, supplies, textbooks, furniture, mail and equipment; transport specified items in a safe, efficient manner.

**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 records.
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 vehicle maintenance and operate assigned vehicles.
2. Shall transport specified items in a safe, efficient manner.
3. Shall deliver mail, food, supplies, textbooks, furniture and equipment to schools and offices in the District.
4. Shall load and unload incoming and out-going freight.

(CONTINUED)

TITLE: DELIVERY DRIVER

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

5. Shall place food commodities in specified areas in individual schools as assigned.
6. Shall assist in a variety of warehouse operations including receiving, storage, stock issue and maintenance of inventory.
7. Shall assist with moving materials, supplies, commodities, furniture and equipment for the schools and offices as requested.
8. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 197 days/3 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**WAREHOUSE WORKER I**

*Class Code:* 7984

**TITLE:** WAREHOUSE WORKER I

**PRIMARY SUPERVISOR:** DIRECTOR OF BUILDINGS/GROUNDS/MAINTENANCE

**APPOINTMENT:** Warehouse Workers shall be appointed annually, upon the recommendation of the Director of Buildings/Grounds/Maintenance to the Superintendent.

**QUALIFICATIONS:**

1. Shall have a working knowledge of computers.
2. Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
3. Shall have a high school diploma, GED Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
4. Shall hold a valid Kentucky driver's license.

**PHYSICAL REQUIREMENTS:**

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 perform general warehouse stocking, pulling orders and loading trucks; drive a vehicle to deliver materials and other items as assigned.

**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 records.
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 pack, unpack, load, receive and store books, supplies, materials, furniture, equipment and other items.
2. Shall shelve, arrange and label stock.
3. Shall participate in the warehouse operations including maintaining an accurate inventory of warehouse stock.

(CONTINUED)

TITLE: WAREHOUSE WORKER I

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)**

4. Shall deliver and pick-up a variety of items to schools and other sites within the District.
5. Shall pick-up items for storage, repair and disposal.
6. Shall operate forklifts, pallet jacks and dollies in loading and unloading vehicles, moving materials and storing items as required.
7. Shall provide for proper maintenance of assigned vehicles as needed.
8. Shall observe safety and health regulations.
9. Shall maintain basic routine records related to warehouse stock and deliveries.
10. Shall perform any other duties related to the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/8 hours per day  
(unless otherwise specified by district/school needs)

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

adopted: 1/21/2002