

# **BOYD COUNTY PUBLIC SCHOOL DISTRICT**

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

## ***EXTRA SERVICE DUTIES JOB DESCRIPTIONS***

**Adopted: June 17, 2019**



**Boyd County Public Schools  
1104 Bob McCullough Drive  
Ashland, Kentucky 41102  
Phone: (606) 928-4141  
Fax: (606) 928-4771  
*William L. Boblett, Superintendent***

**BOYD COUNTY PUBLIC SCHOOLS**  
**EXTRA SERVICE DUTIES JOB DESCRIPTIONS**

Academic Coach - Elementary

Academic Coach - Secondary

Academic Secretary

Athletic Director - Elementary

Athletic Director - Secondary

Athletic Trainer

Athletic Trainer - Assistant

Band Director

    High School

    Middle School

Band Director - Assistant

Band Fronts

Cheerleading Sponsor

    Varsity

    Girls Varsity Basketball

    JV

    6th grade

    7th grade

    8th grade

    9th grade

Continuous Instructional Improvement Technology

    System Building Level Coach (CIITS)

Class Sponsor

    Freshman

    Junior

    Senior

    Sophomore

Club Sponsor

    Elementary

    High School

    Middle School

    Teen Leadership Club

Cluster Leader

Coach - Head

    Baseball Coach

    Baseball - JV

    Basketball Coach - 6th grade

    Basketball Coach (Boys/Girls) - 9th grade

    Basketball Coach (Boys/Girls)

    Basketball Coach (Boys/Girls) - JV

    Basketball Coach (Boys/Girls) - MS

    Cross Country (Boys/Girls)

    Football Coach - 9th grade

    Football Coach

    Football Coach - MS

    Golf Coach (Boys/Girls)

    Soccer - MS

    Soccer Coach (Boys/Girls) - HS

    Softball Coach

    Sweet 16 Coach

    Swim Coach

    Tennis Coach

    Track Coach (Boys/Girls) - HS

    Track Coach (Boys/Girls) - 9th grade

    Track Coach (Boys/Girls) - MS

    Volleyball Coach

Coach - Assistant

    Baseball Coach

    Basketball Coach - Head Assistant

    Basketball Coach - MS

    Football Coach - Head Assistant

    Football Coach - 2nd Assistant

    Football Coach - 3rd Assistant

    Football Coach - 9th grade

    Football Coach - MS

    Soccer Coach (Boys/Girls)

    Softball Coach

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTIONS**

Coach - Assistant	Teacher
Swim Coach	Home Economics Teacher
Track Coach (Boys/Girls)	Vo-Ag Teacher
Coach - Strength and Conditioning/Wrestling Coach	Teacher Leader Content Network
Compliance Coordinator	Vocal Music Director
Department Chair	High School
District Alternate Assessment Coordinator	Middle School
District Reading Coach	Written Assessment Coach
District/School Support for Student Information System	Yearbook Sponsor
English Composition	High School
English - Second Language (ESL)	Middle School
Future Problem Solving (FPS)	Coordinator, Alt Ed
Gifted Talented Primary Talent Coordinator	
Governor's Cup Coach	
Marshal Festival	
Mock Trial	
Newspaper	
Northeastern Kentucky Academic League Coach (NKAL)	
Northeastern Kentucky Academic League Coach - Assistant (NKAL)	
Program Review Coordinator - Building Level	
Resource Instructor - Parent Involvement	
Resource Instructor - Reading Tutor	
Resource Instructor - Reading/Writing	
School Reading Coach	
School Technology Coordinator	
Science Olympiad	
Special Education Site Manager	
Student Technology Leadership Program Coordinator (STLP)	

*Extra Service duties are to be appointed on an annual basis.*

*In addition to these duties, coaches and sponsors have the responsibility to seek out and secure all available scholarships and financial aid for students where applicable.*

# ***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.

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** ACADEMIC COACH - ELEMENTARY

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

To promote involvement, teach individual skills, team skills and organize students for academic competitions such as Governor's Cup.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall conduct after school practices for all subject areas.
2. Shall fill out all entry forms necessary for academic team competitions.
3. Shall attend start-up meetings to meet other coaches and decide on regular academic competitions for the season.
4. Shall attend the meeting for District Governor's Cup for the purpose of setting up all details for the competition.

**(CONTINUED)**

**TITLE:** ACADEMIC COACH - ELEMENTARY

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

5. Shall attend all academic competitions and be responsible for the supervision of the student participants.
6. Shall attend the meeting for Regional Governor's Cup for the purpose of setting up all details for the competition.
7. Shall be responsible for all students' tests during academic competitions.
8. Shall be responsible for entering academic teams' status online by required dates.
9. Shall organize an Academic Team Banquet.
10. Shall be responsible for requesting buses for each academic competition.
11. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
12. Shall perform other duties related to the position as assigned by the Principal.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** ACADEMIC COACH - SECONDARY

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

To promote involvement, teach individual skills, team skills and organize students for academic competitions such as Governor's Cup.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall recruit team members at the beginning of each school year.
2. Shall visit middle school and become familiar with academic team coaches/members.
3. Shall recruit coaches for each area of competition.
4. Shall assign duties to area coaches.
5. Shall assign coaching days for all area coaches.
6. Shall attend all planning meetings for area competitions.

**(CONTINUED)**

**TITLE:** ACADEMIC COACH - SECONDARY

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

7. Shall disperse all competition meeting information to coaches.
8. Shall recruit academic team members to be certified as competition officials.
9. Shall coordinate academic programs with elementary schools and middle school.
10. Shall alert academic team members of the need for officials for elementary and middle school matches.
11. Shall call meetings for all area coaches as needed.
12. Shall inform the principal of all academic events - away or home.
13. Shall recruit parents to help with away or home events.
14. Shall be a liaison for coaches to the Academic Boosters' meetings.
15. Shall review all materials needed for competition.
16. Shall chaperone team members at academic events.
17. Shall coordinate all academic competitions for the school (i.e.. Governor's Cup, Science Olympiad, etc.)
18. Shall obtain permissions slips and medical information from all team members.
19. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
20. Shall perform other duties related to the position as assigned by the Principal.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** ACADEMIC SECRETARY

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 clerical and secretarial duties to coordinate school academic activities and assist the Academic Coaches in routine administrative tasks and coordinate school academic 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 record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall keep records of all students interested in a team.
2. Shall combine individual coaches' attendance at the end of each week.
3. Shall keep a record of each individual's scores during all competitions.
4. Shall copy all competition materials and distribute to area coaches after each match.
5. Shall order buses for each away event.
6. Shall complete purchase orders for each bus run.

(CONTINUED)

TITLE: ACADEMIC SECRETARY

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

7. Shall order food for each academic match.
8. Shall complete purchase orders for each food purchase.
9. Shall copy all information from meetings to be dispersed at coaches' meetings.
10. Shall complete all certification materials for coaches and team members.
11. Shall make copies of all competition schedules and disperse to team and coaches.
12. Shall arrange for building facilities for home matches.
13. Shall have all copies of match materials, Scantrons, pencils, paper, etc. ready for home events.
14. Shall take minutes and make copies of all Academic Boosters' meetings.
15. Shall mail all competition materials to the proper location in accordance with deadlines.
16. Shall copy any necessary materials as needed for area coaches.
17. Shall assign copier numbers to area coaches.
18. Shall arrange for substitutes for coaches when competition is on a school day.
19. Shall copy all permission slips and medical information and distribute to area coaches.
20. Shall make award certificate for all competitors for the Awards' Ceremony in May.
21. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
22. Shall perform other duties related to the position as assigned by the Principal.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** ATHLETIC DIRECTOR - ELEMENTARY

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

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

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall develop, maintain, and foster an athletic program on the elementary level that is conducive to the goals and philosophy of the Boyd County schools.
2. Shall work closely with all of the elementary schools in matters pertaining to scheduling, such as dates, times, and game sites for preseason, regular season, and postseason tournament play.

**(CONTINUED)**

**TITLE:** ATHLETIC DIRECTOR - ELEMENTARY

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

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

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** ATHLETIC DIRECTOR - SECONDARY

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

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

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall organize and administer the overall program of extracurricular athletics, both intramural and interscholastic, for the district.
2. Shall provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members.

(CONTINUED)

TITLE: ATHLETIC DIRECTOR - SECONDARY

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

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

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule. Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** ATHLETIC TRAINER

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Athletic Trainers shall be appointed annually upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

To provide for the prevention and care of athletic injuries for all interscholastic athletic teams; to coordinate efforts with team, athlete, parents and physicians/specialists to provide therapeutic rehabilitation in an attempt to expedite the athletes return to competition while keeping the student's mental and physical welfare as the top priority; to provide instruction in care and prevention of athletic injuries, first aid, and CPR to all coaches.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall evaluate, treat, rehabilitate, and prevent injuries sustained by our athletes.
2. Shall maintain individual files on each athlete and to include all necessary forms such as permission slips, physicals, insurance, injury reports, doctors' releases and report in these files and maintain these files for a period of five (5) calendar years from the time the athlete graduates or leaves our school district.

(CONTINUED)

TITLE: ATHLETIC TRAINER

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

3. Shall establish, educate, and supervise a staff of student trainers.
4. Shall establish, equip, maintain, and supervise the training rooms.
5. Shall schedule the student trainer staff for coverage at various athletic events.
6. Shall collect all necessary information for filing insurance claims on athletes' injuries.
7. Shall check equipment and facilities used by athletes for hazards and to recommend repairs or replacement to the appropriate authorities.
8. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
9. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** ASSISTANT ATHLETIC TRAINER

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Assistant Athletic Trainers shall be appointed annually upon the recommendation of the Athletic Trainer and Principal to the Superintendent.

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

To provide for the prevention and care of athletic injuries for all interscholastic athletic teams; to coordinate efforts with team, athlete, parents and physicians/specialists to provide therapeutic rehabilitation in an attempt to expedite the athletes return to competition while keeping the student's mental and physical welfare as the top priority; to provide instruction in care and prevention of athletic injuries, first aid, and CPR to all coaches.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall evaluate, treat, rehabilitate, and prevent injuries sustained by our athletes.
2. Shall maintain individual files on each athlete and to include all necessary forms such as permission slips, physicals, insurance, injury reports, doctors' releases and report in these files and maintain these files for a period of five (5) calendar years from the time the athlete graduates or leaves our school district.

(CONTINUED)

TITLE: ASSISTANT ATHLETIC TRAINER

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

3. Shall establish, educate, and supervise a staff of student trainers.
4. Shall establish, equip, maintain, and supervise the training rooms.
5. Shall schedule the student trainer staff for coverage at various athletic events.
6. Shall collect all necessary information for filing insurance claims on athletes' injuries.
7. Shall check equipment and facilities used by athletes for hazards and to recommend repairs or replacement to the appropriate authorities.
8. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
9. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** BAND DIRECTOR

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

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

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall supervise the Instrumental Band Activity Program.
2. Shall supervise all performances and practice sessions.
3. Shall prepare students for performances and approved regional and state events.
4. Shall coordinate clinics and regional events that are held at assigned building.
5. Shall keep an accurate and up-to-date inventory.

(CONTINUED)

TITLE: BAND DIRECTOR

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

6. Shall assume responsibility for the care of equipment and facilities used for the program.
7. Shall inform students of awards criteria at the beginning of the year and recommend students for awards based on a fair interpretation of that criteria.
8. Shall recommend facility maintenance or improvements.
9. Shall recommend budget items for the activity portion of the Instrumental Band Program to be included in the building instrumental band budget.
10. Shall communicate regularly with supervision regarding the progress and development of the Instrumental Band Activity Program.
11. Shall prepare a detailed annual report highlighting the activity accomplishment, participation levels and recommendations for improvement of the activity.
12. Shall perform other duties or tasks related to the Instrumental Band Activity Program including, but not limited to, offering private lessons at no charge, pep bands, seasonal bands that are not included in the curriculum.
13. Shall assist in supervising students on out-of-town activities which may involve staying overnight.
14. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
15. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule. Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** ASSISTANT BAND DIRECTOR

**PRIMARY SUPERVISOR:** BAND DIRECTOR

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

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall have a developed sense of musical background on different instruments from training.
4. Shall hold all certificates 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 instruct all participating students in the fundamental skills and knowledge of marching and/or pep band; to provide an atmosphere for successful individual development through monitoring with evaluation and reinforcement.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall help supervise all practices and performances.
2. Shall assist Band Director in reaching yearly goals of band.
3. Shall assist the organization of daily practice.
4. Shall assist in making arrangements for approved travel and supervise students on trips.
5. Shall assist with inventory and repair of instruments.

**(CONTINUED)**

**TITLE:** ASSISTANT BAND DIRECTOR

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

6. Shall assume responsibility for equipment used in the band program with the Director.
7. Shall assist in student recognition and awards.
8. Shall have a thorough understanding of the rules and regulations of the Band Program.
9. Shall enforce the rules and regulations set in the official Band Handbook.
10. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
11. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** BAND FRONTS

**PRIMARY SUPERVISOR:** BAND DIRECTOR

**APPOINTMENT:** Band Fronts shall be appointed annually, upon the recommendation of the Band Director and Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall have a developed sense of musical background on different instruments from training.
4. Shall hold all certificates 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 instruct all participating students in the fundamental skills and knowledge of marching and/or pep band; to provide an atmosphere for successful individual development through monitoring with evaluation and reinforcement.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall help supervise all practices and performances.
2. Shall assist Band Director in reaching yearly goals of band.
3. Shall assist the organization of daily practice.
4. Shall assist in making arrangements for approved travel and supervise students on trips.
5. Shall assume responsibility for equipment used in the band program with the Director.

**(CONTINUED)**

**TITLE:** BAND FRONTS

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

6. Shall assist in student recognition and awards.
7. Shall have a thorough understanding of the rules and regulations of the Band Program.
8. Shall enforce the rules and regulations set in the official Band Handbook.
9. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
10. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** CHEERLEADING COACH

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Cheerleading Coaches shall be appointed annually upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 instruct all students participants in the fundamental skills and knowledge of the sport or activity; to provide an atmosphere for successful individual development through monitoring, evaluating and reinforcing.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall supervise all practices.
2. Shall supervise cheerleaders at all events.
3. Shall organize and conduct cheerleader tryouts.
4. Shall make arrangements for approved travel and supervise students on trips.
5. Shall help keep an accurate and up-to-date inventory.
6. Shall assume responsibility for constant care of equipment and facilities used in the program.

(CONTINUED)

TITLE: CHEERLEADING COACH

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

7. Shall recommend student awards.
8. Shall have a thorough understanding of the rules and regulations regarding the Cheerleading Program.
9. Shall support and enforce the program rules and regulations in a fair and equitable manner.
10. Shall be responsible for supervising cheerleaders on out-of-town activities. This may involve staying overnight.
11. Shall prepare detailed reports highlighting the activity accomplishments, participation levels and recommendations for its improvement.
12. Shall prepare detailed reports highlighting the financial activities of the program when requested.
13. Shall select a variety of instruction methods to teach the activity objectives.
14. Shall have knowledge of CPR and First Aid.
15. Shall be knowledgeable of blood borne pathogens and other infectious materials and the procedures of dealing with them.
16. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
17. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** CONTINUOUS INSTRUCTIONAL IMPROVEMENT TECHNOLOGY SYSTEM  
BUILDING LEVEL COACH (CIITS)

**PRIMARY SUPERVISOR:** DISTRICT CIITS COACH and DISTRICT ASSESSMENT COORDINATOR

**APPOINTMENT:** Continuous Instructional Improvement Technology System Building Level Coaches will be appointed annually throughout the Kentucky Race to the Top Grant period, upon the recommendation of the District CIITS Coach and District Assessment Coordinator to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates required by Kentucky law.
4. Shall demonstrate knowledge and skills attained through attendance at CIITS Training sessions necessary for implementation of the Continuous Instructional Improvement Technology System online program.
5. Shall demonstrate the ability to design quality assessments using the 5 Keys of Quality Assessment.

**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 collaborate with and assist classroom teachers and principals in the design and evaluation of assessments entered into the Continuous Instructional Improvement Technology System Assessment module.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

(CONTINUED)

**TITLE:** CONTINUOUS INSTRUCTIONAL IMPROVEMENT TECHNOLOGY SYSTEM  
BUILDING LEVEL COACH (CIITS)

---

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall act as a liaison between the District CIITS Coach and District Assessment Coordinator and classroom teachers.
2. Shall participate in assessment trainings to develop skills in designing and evaluating classroom and common assessments.
3. Shall participate in technology trainings related to the Continuous Instructional Improvement Technology System Assessment module.
4. Shall collaborate with teachers individually or in groups to design and evaluate quality assessments for student learning.
5. Shall mentor teachers individually or in groups in using the online Continuous Instructional Improvement Technology System Assessment module to enter classroom assessments.
6. Shall mentor teachers individually or in groups in acquiring and analyzing assessment data derived from the Continuous Instructional Improvement Technology System Assessment module.
7. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 5/21/2012

**Salary of \$300 determined by board approval of the Kentucky Race to the Top Local School District Scope of Work Agreement approved by the Boyd County Board of Education on March 26, 2012.**

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** CLASS SPONSOR

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Class Sponsors shall be appointed annually upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 organize and supervise the assigned class; to follow the policies and procedures of the school district.

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall initiate and assist with the elections of class officers.
2. Shall supervise all class projects and meetings.
3. Shall supervise the collection and expenditures of class funds.
4. Shall supervise all fund-raising activities.
5. Shall keep accurate records on budget expenditures.
6. Shall coordinate activities with the Building Principal that are unique to each class.
7. Shall communicate regularly with supervisors regarding the progress and development of the class.

(CONTINUED)

TITLE: \_\_\_\_\_ CLASS SPONSOR \_\_\_\_\_

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

8. Shall prepare a detailed annual report highlighting the activity accomplishments, awards, participation levels and recommendations for improvement.
9. Shall have knowledge of CPR and First Aid.
10. Shall be knowledgeable of blood borne pathogens and other infectious materials and the procedures of dealing with them.
11. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
12. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** CLUB SPONSOR

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Club Sponsors shall be appointed annually upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 provide all students the opportunity to participate in the educational and occupational opportunities available; to follow the policies and regulations established by the school district.

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall provide leadership to an organized group with an established leadership plan. (i.e. officers)
2. Shall advise officers on monthly agendas and agenda items.
3. Shall supervise all fund-raising activities.
4. Shall keep accurate records on budget expenditures.
5. Shall assist students with any and all competitions.
6. Shall prepare a detailed annual report highlighting the activity accomplishments, awards, participation levels and recommendations for improvement.

(CONTINUED)

TITLE: \_\_\_\_\_ CLUB SPONSOR \_\_\_\_\_

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

7. Shall actively recruit members.
8. Shall support the school district and the respective school's activities philosophies.
9. Shall be responsible for supervising students on out-of-town activities. This may involve staying overnight.
10. Shall have knowledge of CPR and First Aid.
11. Shall be knowledgeable of blood borne pathogens and other infectious materials and the procedures of dealing with them.
12. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
13. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** CLUSTER LEADER

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Cluster Leaders shall be appointed annually upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 provide leadership and training to staff members in the writing and scoring process of portfolios.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall view and videotape the fall "Getting Started with the Writing Portfolio" telecast.
2. Shall determine dates and times for the training of Cluster Teachers.
3. Shall inform Cluster Teachers about training sessions.
4. Shall provide optional Cluster Teacher Portfolio Development Training Sessions for Cluster Teachers.
5. Shall provide ongoing support to Cluster Teachers as they help students develop portfolios.
6. Shall view and videotape grade-specific "Scoring Training" telecasts (telecast dates are announced in the fall).
7. Shall attend regional Cluster Leader Scoring Training sessions.

(CONTINUED)

TITLE: \_\_\_\_\_ CLUSTER LEADER \_\_\_\_\_

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

8. Shall provide on-going support to Cluster Teachers as they begin assessing the portfolios.
9. Shall provide a 6 hour (or optional 3 hour) Scoring Training session for Cluster Teachers as close to the actual scoring sessions as possible.
10. Shall maintain close contact with your Kentucky Writing Program Regional Consultant, KDE, and Data Recognition, providing and disseminating necessary information.
11. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
12. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003



(CONTINUED)

TITLE: HEAD COACH

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

6. Shall present a professional appearance.
7. Shall be an effective communicator with all audiences: players, parents, supervisors, peers and spectators.
8. Shall model/demonstrate activities and equipment used to develop basic skills or physical condition.
9. Shall observe, diagnose and prescribe appropriate remediation activities during practice and game conditions for players and team.
10. Shall know and apply the developmental stages of each point of the game to the needs and ability levels of the team/players.
11. Shall assimilate innovations and adapt to changes when applicable.
12. Shall be responsible for supervising students on out-of-town activities, which may involve staying overnight.
13. Shall instruct assistants in techniques necessary to meet the objectives of the sport or activity.
14. Shall analyze and evaluate sports effectiveness.
15. Shall be responsible for providing training rules and expectations and seeing that rules are taught to each participant.
16. Shall assist in the scheduling of the sport or activity.
17. Shall be responsible for documenting the state and district's requirements for physical examinations, parental consent and eligibility.
18. Shall be involved in the hiring of assistant coaches directly under your supervision.
19. Shall develop and follow a budget in line with the district's guidelines and expectations.
20. Shall be responsible for public relations with all audiences.
21. Shall manage through appropriate selection, assigning duties and responsibilities and monitoring of assistant coaches under your supervision.
22. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
23. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** ASSISTANT COACH

**PRIMARY SUPERVISOR:** HEAD COACH / PRINCIPAL

**APPOINTMENT:** Assistant Coaches shall be appointed annually upon the recommendation of the Head Coach and Principal to the Superintendent.

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

To instruct all students in the fundamental skills and knowledge of the sport or activity. To provide an atmosphere for successful individual development through monitoring, evaluating and reinforcing.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall develop drill and practice activities that teach and enhance individual/team skill development that makes up the game.
2. Shall develop and maintain an inventory list of equipment.
3. Shall prepare and implement a schedule of checking out, maintaining and checking in equipment.
4. Shall plan and enforce appropriate safety and health rules and regulations.
5. Shall develop a supervision plan that ensures the safety and welfare of students at all times: locker room, trips, practices, etc.

(CONTINUED)

TITLE: ASSISTANT COACH

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

6. Shall present a professional appearance.
7. Shall be an effective communicator with all audiences: players, parents, supervisors, peers and spectators.
8. Shall model/demonstrate activities and equipment used to develop basic skills or physical condition.
9. Shall observe, diagnose and prescribe appropriate remediation activities during practice and game conditions for players and team.
10. Shall know and apply the developmental stages of each point of the game to the needs and ability levels of the team/players.
11. Shall assimilate innovations and adapt to changes when applicable.
12. Shall be responsible for supervising students on out-of-town activities, which may involve staying overnight.
13. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
14. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** STRENGTH and CONDITIONING/WRESTLING COACH

**PRIMARY SUPERVISOR:** ATHLETIC DIRECTOR and PRINCIPAL

**APPOINTMENT:** The Strength and Conditioning Coach shall be appointed annually upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 serve all sports in selective conditioning to meet individual athletic 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 record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall practically apply foundational knowledge to assess, motivate, educate, and train athletes for the primary goal of improving sport performance.
2. Shall conduct sport-specific testing sessions.
3. Shall design and implement safe and effective strength training and conditioning programs.
4. Shall provide guidance for athletes in nutrition and injury prevention.
5. Shall evaluate, consult and assist athletes with program specific exercises and refers to other professionals where appropriate.

**(CONTINUED)**

**TITLE:** STRENGTH and CONDITIONING/WRESTLING COACH

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

6. Shall provide conditioning tailored to fit a specific need or body weakness to help prevent injuries.
7. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 9/26/2011

revised: 1/15/2014

**BOYD COUNTY PUBLIC SCHOOLS  
CERTIFIED JOB DESCRIPTION  
EXTRA SERVICE DUTIES**

**TITLE:** COMPLIANCE COORDINATOR

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Compliance Coordinators shall be appointed annually, upon the recommendation of the Principal to the Superintendent, pursuant to KRS 160.345.

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

To ensure that complaints of harassment and discrimination, as defined by Board policy and all Codes and Handbooks, is promptly and effectively documented, investigated, and resolved.

**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. To ensure that the Policies and Procedures prohibiting harassment and discrimination, and the provisions of such Policies and Procedures, are effectively disseminated and implemented in the school which the Compliance Coordinator serves.
2. To be available to explain and assist persons reporting harassment and discrimination regarding implementation of the Policies and Procedures concerning harassment and discrimination, including assistance in completing the written complaint form or other written documentation of the events at issue.

(CONTINUED)

TITLE: COMPLIANCE COORDINATOR

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

3. To generally oversee and coordinate reporting and investigating responsibilities concerning harassment and discrimination complaints for the school; to follow-up to make sure that all documentation is completely filled out and that all requisite follow-up action is taken and documented.
4. Work with the school administrative staff, school resource officer, and guidance counselors as applicable in order to investigate and remedy incidents of harassment and discrimination. Although the Compliance Coordinator shall not be responsible for investigating each and every charge of harassment and discrimination, which investigating duties shall be shared by available administrative staff, the Compliance Coordinator will be responsible for ensuring that the investigation is properly completed and documented, and shall ensure that the school administrative staff follows through with whatever discipline the administrative staff determines to employ, if warranted.
5. To ensure that each incident report is correctly and completely filled out, and retained in a secure location, with respect to each written complaint.
6. To ensure confidentiality of all records and reports concerning harassment and discrimination in the manner consistent with state and federal law and Board Policy.
7. To serve as a resource liaison for all persons who have concerns regarding harassment and discrimination, by being accessible to listen to such complaints and concerns, to encourage witnesses and complainants to complete the complaint form; to ensure that the complaint form is timely and properly acted upon, and otherwise oversee the correct, complete, and proper implementation of each applicable Policy and Procedure with respect to each written complaint of harassment or discrimination.
8. To compile data based on incident reports on a quarterly basis, and to further prepare an annual report, for review by the school principal and submission to the superintendent or the superintendent's designee, which report shall include, at a minimum, the following information:
  - (1.) All materials contained in any publications to students or parents, specifically including Codes of Conduct and Student Handbooks, concerning the school's Policies and Procedures for preventing, identifying, reporting and responding to harassment and discrimination, including a narrative description of which documents contain these notices and when these notices and materials were distributed during the preceding year.
  - (2.) Statistical information showing the number of incident reports filed during the school year, and a summary of the school's investigation and resolution of each incident.
  - (3.) The Compliance Coordinator shall make specific note of any repeated incidents of harassment or discrimination involving the same alleged perpetrator or the same alleged victim, or both.
9. The Compliance Coordinator will attend an initial training session, to learn how to report, investigate, and remedy allegations of harassment and discrimination, and how to track, record, and report such incidents or complaints, and how to advise and work with staff, students, and parents concerning harassment or discrimination. Further, in addition to receiving this training, Compliance Coordinators shall also assist in training students and staff, as needed, on issues of diversity, and cessation/prevention of harassment and discrimination, specifically including harassment and discrimination based on actual or perceived sexual orientation or gender identity.
10. The Compliance Coordinator shall be required to be accessible to students at reasonable times throughout the school day. The Compliance Coordinator's name, and location and extension number within the school shall be posted in the school's office, and shall also be listed in the Student Handbook, on the school's web page, and on the school website if one exists. Contact information for each Compliance Coordinator shall also be listed in the Central Office and shall be made available at all reasonable times to students, staff, and parents of students upon request.

(CONTINUED)

TITLE: COMPLIANCE COORDINATOR

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

11. The Compliance Coordinator shall not only be familiar with all Policies and Procedures concerning harassment and discrimination, but shall also maintain a current copy of each such Policy and Procedure prohibiting harassment and discrimination as applicable to the school where the Compliance Coordinator is based, and as per District Policy, so that the Compliance Coordinator can make copies of those Policies, Procedures, and reporting forms available to concerned persons upon request.
12. Consult with Board counsel as needed for legal guidance.
13. Suggest updates, alterations, or amendments to Policies and Procedures concerning harassment and discrimination.
14. Suggest methods and means of student instruction and training in order to prevent or remedy harassment and discrimination.
15. Attend supplemental training as available and appropriate.
16. Shall perform any other duties related to your position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 2/16/2004

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** DEPARTMENTAL CHAIRPERSON

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

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

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall work with the principal in the development and implementation of departmental curriculum objectives.
2. Shall assist the principal in developing an ongoing program of curriculum evaluation.
3. Shall review and offer suggestions for improvement of course outlines for all department offerings.
4. Shall counsel the principal in the evaluation of department members.

(CONTINUED)

TITLE: DEPARTMENTAL CHAIRPERSON

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

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

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** DISTRICT ALTERNATE ASSESSMENT COORDINATOR

**PRIMARY SUPERVISOR:** DIRECTOR OF SPECIAL EDUCATION

**APPOINTMENT:** The District Alternate Assessment Coordinators shall be appointed annually upon the recommendation of the Director of Special Education to the Superintendent.

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

To coordinate and facilitate the District's Alternate assessment in making sure the state guidelines are correctly implemented.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall provide on-going technical assistance for the alternate assessment process within the district.
  - a. Shall schedule regular meetings to update on all changes and new information per state alternate assessment guidelines.
  - b. Shall email all incoming information regarding alternate assessment.
  - c. Shall establish and maintain communication with all teachers participating in alternate assessment.

(CONTINUED)

**TITLE:** DISTRICT ALTERNATE ASSESSMENT COORDINATOR

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

2. Shall maintain the district alternate assessment tracking system at the state level.
  - a. Shall provide necessary forms for gathering data needed for submission and non-submission of students on track for alternate assessment.
  - b. Shall ensure that all students on track for alternate assessment are properly entered on-line at state level.
3. Shall provide techniques and strategies for completing alternate assessment portfolios.
  - a. Shall maintain current knowledge based on the alternate assessment process by attending all appropriate KDE trainings.
  - b. Shall provide examples of connecting alternate assessment prompts to core content areas being assessed.
  - c. Shall monitor on-going progress of all students on track for alternate assessment through monthly discussion sessions.
4. Shall participate in state alternate assessment scoring trainings.
  - a. Shall ensure all Special Education Teachers participating in alternate assessment is informed of all scoring trainings.
  - b. Shall ensure all necessary documentation is completed for registration for alternate assessment scoring training.
5. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 8/21/2006

**BOYD COUNTY PUBLIC SCHOOLS  
CERTIFIED JOB DESCRIPTION  
EXTRA SERVICE DUTIES**

**TITLE:** DISTRICT READING COACH

**PRIMARY SUPERVISOR:** SUPERINTENDENT

**APPOINTMENT:** The District Reading Coach shall be appointed annually by the Superintendent.

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOALS:**

To support the School Reading Coaches with on going, in-class professional development through the use of scientifically based reading research to promote the use of best practices in teaching and assessment; to collaborate with the School Reading Coach and School Administrator to fully implement the Reading First Grant.

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall focus on the reading initiatives in the Reading First Grant.
2. Shall attend trainings/workshops specific to scientifically based reading research.
3. Shall model effective teaching strategies in the areas of reading for regular teachers.
4. Shall collaborate with regular teachers as dictated by teacher/student needs.
5. Shall assist in the development of Pass-on Portfolios in grades K-5.

(CONTINUED)

TITLE: DISTRICT READING COACH

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

6. Shall assist with instructional evaluation of student work and follow-up teaching in targeted areas.
8. Shall assist in the monitoring of the Reading First grant requirements and oversee proper documentation.
9. Shall assist the building principal in compiling reports and encourage parent involvement.
10. Shall demonstrate exemplary classroom literacy practice and process a deep understanding of literacy theory.
  - Shall observe the teaching of children in a variety of settings and grade levels (K-3).
  - Extend literacy competencies through professional development opportunities and networking with other literacy coaches in Kentucky schools.
11. Shall help improve instruction by engaging teachers in intensive professional development and promote a school-based professional community.
  - Provide demonstrations of literacy components.
  - Observe and coach classroom teachers in effective practices.
  - Provide sustained mentoring to classroom teachers.
  - Plan and conduct district literacy team meetings.
  - Provide workshops on the comprehensive reading program framework.
12. Shall manage and evaluate the school's literacy program to ensure the highest level of quality.
  - Collect data, analyze results, and report findings.
  - Implements a district-wide assessment system for monitoring student literacy achievement.
  - Evaluate student achievement and assist with placing students in appropriate intervention and support services.
  - Evaluate effectiveness of the overall literacy program.
  - Identify needs and make recommendations for appropriate intervention and support reading materials.
  - Provide records and research data to the Kentucky Department of Education, as requested.
13. Shall provide leadership for literacy across the district community.
  - Meet regularly with the principal to report on progress and plan next steps.
  - Network with other literacy coaches in developing, implementing, and researching the literacy-based program.
  - Communicate the results of the literacy program and spotlight the school as a Literacy Center.
14. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

**FUNDING SOURCE(S):** Reading First Grant

adopted: 3/18/2004

**BOYD COUNTY PUBLIC SCHOOLS  
CERTIFIED JOB DESCRIPTION  
EXTRA SERVICE DUTIES**

**TITLE:** DISTRICT/SCHOOL SUPPORT FOR STUDENT INFORMATION SYSTEM

**PRIMARY SUPERVISOR:** SUPERINTENDENT

**APPOINTMENT:** District/School Support for Student Information System shall be appointed annually, by the Superintendent.

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

To provide assistance to the district and schools in generating and submitting reports through the Student Information System (SIS).

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall work with district coordinators of programs requiring the Student Information System to input data and perform uploads to the Kentucky Department of Education.
2. Shall work to increase the efficiency of record keeping of the following programs that require the Student Information System:

**(CONTINUED)**

**TITLE:** DISTRICT/SCHOOL SUPPORT FOR STUDENT INFORMATION SYSTEM

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

- A. CATS Assessment
  - B. Writing Portfolio
  - C. Gifted/Talented
  - D. Extended School Services (ESS)
  - E. Language English Proficient (LEP)
  - F. Family Resource Youth Services Centers (FRYSC)
  - G. Safe Schools
  - H. KEES
  - I. LEAD
  - J. KVHS
  - K. TEDS
  - L. Other Required Documentation
3. Shall conduct trainings with personnel on the Student Information System.
  4. Shall run school rosters and 100 day accountability reports for CATS Assessment.
  5. Shall work with Building Assessment Coordinators (BACs) to produce reports from the Student Information System that relate to assessment and accountability.
  6. Shall assist Writing Portfolio Cluster Leaders with obtaining rosters from the Student Information System that are required to enter and upload writing portfolio scores to the Kentucky Department of Education.
  7. Shall be the district/school contact for questions that concern problems related to the Student Information System.
  8. Shall attend regional/state trainings that pertain to the Student Information System.
  9. Shall perform other duties related to the position as assigned by the Superintendent.

**DAYS OF EMPLOYMENT** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.  
\$2,500.00

**FUNDING SOURCE(S):** 100% GF

adopted: 5/31/2007

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** ENGLISH COMPOSITION COACH

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 promote involvement, teach individual skills, team skills and organize students for academic competitions.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall recruit members as needed for team.
2. Shall hold practice once a week from September through March.
3. Shall instruct team members on the On-Demand writing.
4. Shall provide On-Demand writing prompts for practice.
5. Shall discuss strengths and weaknesses of team's writing.
6. Shall choose writers for each competition based on previous writings.
7. Shall send attendance report to Academic Head Coach each week.

**(CONTINUED)**

**TITLE:** ENGLISH COMPOSITION COACH

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

8. Shall instruct team members (in coordination with FPS coach) on the Scenario writing competition.
9. Shall revise/edit all compositions written for practice or for competition.
10. Shall grade compositions at the district academic level every year.
11. Shall grade compositions at the regional academic level as needed.
12. Shall grade compositions at the state level every year.
13. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
14. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** ENGLISH - SECOND LANGUAGE (ESL)

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** English - Second Language instructors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 design, implement , evaluate and monitor the district school language instructional program(s); to provide service to the Limited English Proficiency (LEP) school population.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall design, implement, evaluate, and monitor district/school language instructional program(s).
2. Shall oversee language proficiency assessments.
3. Shall participate in ESL staff selection and recruitment.
4. Shall assist in administration of Title III grant.
5. Shall participate and plan district/school parent outreach for parents of Limited English Proficiency (LEP) students.

**(CONTINUED)**

**TITLE:** ENGLISH - SECOND LANGUAGE (ESL)

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

6. Shall maintain and report Title III and Limited English Proficiency (LEP) data.
7. Shall administer language proficiency assessments.
8. Shall provide and participate in district/school professional development for all teachers on ESL and second language acquisition.
9. Shall collaborate with other district and school staff to develop a Program of Services Plan for LEP students.
10. Shall participate in professional development to enhance ESL learning and teaching strategies.
11. Shall assess student progress using test scores, work samples and alternative assessments.
12. Shall assess program effectiveness and resources .
13. Shall perform other duties related to the position as assigned by the Supervisor.
14. Shall provide information, support and suggestions for the classroom teacher regarding Limited English Proficiency students.
15. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
16. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** FUTURE PROBLEM SOLVING COACH

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Future Problem Solving Coaches shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 promote involvement, teach individual skills, team skills and organize students for academic competitions.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall recruit students to be on the team (FPS).
2. Shall recruit students to write for the state scenario competition.
3. Shall attend certification training and the State K.A.A.C. conference in Louisville (certification of the coach is required for school participation in competition).
4. Shall attend discussions for scenario writing in Louisville.
5. Shall review and order materials for participants.
6. Shall copy and store materials for students.

**(CONTINUED)**

**TITLE:** FUTURE PROBLEM SOLVING COACH

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

7. Shall provide reading materials for group discussions with students.
8. Shall prepare study guides for the team addressing the 6-step FPS process.
9. Shall drive the school van to competitions (district, region, state).
10. Shall chaperone at competitions (includes 4 days with two overnights in Louisville).
11. Shall grade at regionals (about 5 hours).
12. Shall hold practices after school (one to two hours) during months of November through March (some extra individual work for new students).
13. Shall prepare work for substitute at school when competition is on a school day. Additional duties may include the following items.
14. Shall grade at State when necessary, and grading Individual FPS at home for state.
15. Shall prepare and chaperone the team when they qualify for International Competition.
16. Shall prepare students for Scenario Competition (includes proofreading and mailing).
17. Shall help with competition and chaperoning of other Governor's Cup team.
18. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
19. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** GIFTED TALENTED PRIMARY TALENT COORDINATOR

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Gifted Talented Primary Talent Coordinators shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

To collaborate with and assist the Gifted/Talented teacher in providing instruction to gifted/talented students; to help analyze student data; to serve as liaison with parents.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall collaborate with the Gifted/Talented teacher to:
  - a. analyze test data;
  - b. fill out gifted education talent development plan for primary levels (TDP);
  - c. prepare parent notification/permission notices; and
  - d. provide parent communications.
2. Shall help administer the Raven Coloured Progressive Matrices (CPM) Ability Test.

**(CONTINUED)**

**TITLE:** GIFTED TALENTED PRIMARY TALENT COORDINATOR

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

3. Shall act as liaison between intermediate and primary by promoting the Gifted/Talented Program and services.
4. Shall be a member of the Gifted/Talented services committee.
5. Shall provide resources to primary teachers to work with Gifted/Talented students in the classrooms.
6. Shall meet with the Gifted/Talented teacher for the purpose of instructional planning for primary students.
7. Shall assist the Gifted/Talented teacher with materials for the primary students.
8. Shall assist the primary teachers in referring students for the primary talent pool.
9. Shall assist the Gifted/Talented teacher in completion of their duties.
10. Shall assist in developing service plans for Gifted/Talented students at the intermediate level.
11. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
12. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** GOVERNOR'S CUP COACH

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Governor's Cup Coaches shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 promote involvement, teach individual skills, team skills and organize students for academic competitions.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall attend Governor's Cup certification for coaches in the fall of each year.
2. Shall make sure all coaches are certified to coach each area of competition.
3. Shall assign team members to Governor's Cup competition categories based on NKAL league scores, and attendance.
4. Shall attend all meetings assigned for Governor's Cup competition.
5. Shall host the Governor's Cup District competition ever other year.
6. Shall host the Governor's Cup Regional competition once every 3-4 years.

(CONTINUED)

TITLE: GOVERNOR'S CUP COACH

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

7. Shall attend all competitions for the district and regionals.
8. Shall hold regular meetings with coaches to verify competition statistics and to give any new information to information to coaches.
9. Shall be chief official for competitions including high school, elementaries, and middle school.
10. Shall chaperone team at all events.
11. Shall keep informed of all Governor's Cup changes by viewing website several times a week.
12. Shall inform all area coaches of those competition changes.
13. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
14. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** MARSHALL S.C.O.R.E.S FESTIVAL COORDINATOR

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** The Marshall S.C.O.R.E.S Coordinator shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 promote involvement, teach individual skills, team skills and organize students for academic competitions.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall attend Executive Council meeting in September of each year to plan competition.
2. Shall attend general informational meeting in October/November of each year.
3. Shall obtain all competition materials at meetings.
4. Shall copy and distribute all competition material to teachers.
5. Shall recruit competitors from all of the student body.
6. Shall register all competitors on-line by registration deadline.
7. Shall take all pre-submitted competition materials to Marshall by deadline.

**(CONTINUED)**

**TITLE:** MARSHALL S.C.O.R.E.S FESTIVAL COORDINATOR

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

8. Shall arrange transportation for Quiz Bowl team for first day of competition.
9. Shall arrange transportation for other competitors for the second day of competition.
10. Shall chaperone competitors on days of competition.
11. Shall arrange for substitutes as needed for Quiz Bowl coaches.
12. Shall distribute meal tickets provided by Marshall to all competitors.
13. Shall attend Executive Council meeting after competition for assessment of yearly competition.
14. Shall distribute scholarship material from Marshall to competitors.
15. Shall obtain permission slips and medical information from all competitors.
16. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
17. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003



(CONTINUED)

TITLE: MOCK TRIAL COACH

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

8. Shall be responsible for supervising members on out-of-town activities. This may involve staying overnight.
9. Shall collaborate with Administrative Office of the Courts and local attorney coach to teach the objectives of the program.
10. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
11. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule. Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** NEWSPAPER SPONSOR

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Newspaper Sponsors shall be appointed annually upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 organize, supervise and edit the production of a student newspaper; to follow the policies and procedures of the school district.

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall organize the student newspaper staff.
2. Shall advise and instruct the newspaper staff on all phases of student newspaper production, including punctuation, grammar, plagiarism, libel, and computer word processing; e.g. desktop publishing.
3. Shall communicate regularly with supervisors regarding the progress and development of the school newspaper.
4. Shall work with supervisors on special editions of the school newspaper as warranted by significant school events.

(CONTINUED)

TITLE: NEWSPAPER SPONSOR

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

5. Shall establish and supervise a budget keeping accurate records on expenditures.
6. Shall work with print shop in a timely manner for printing each edition.
7. Shall prepare a detailed annual report highlighting the activity accomplishments, awards, participation levels and recommendations for improvement.
8. Shall ensure the distribution of each edition to students, staff and patrons of the particular school.
9. Shall be responsible for supervising students on out-of-town activities. This may involve staying overnight.
10. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
11. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** NORTHEASTERN KENTUCKY ACADEMIC LEAGUE COACH

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 promote involvement, teach individual skills, team skills and organize students for academic competitions.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall attend a planning meeting in August to organize the league.
2. Shall recruit team members for league play from September through December.
3. Shall test team members as needed.
4. Shall handout team schedule to coaches and team members.
5. Shall handout league rules and guidelines to coaches and team members.
6. Shall serve as league treasurer and pay all bills from league account.
7. Shall attend all necessary meetings throughout league play.

**(CONTINUED)**

**TITLE:** NORTHEASTERN KENTUCKY ACADEMIC LEAGUE COACH

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

8. Shall assign coaches to attend league play as necessary.
9. Shall recruit parents to help with league home games.
10. Shall organize League Awards Banquet for team winners.
11. Shall order/pick-up awards for banquet's.
12. Shall attend end-of-the-year meetings to set dates for the coming school year.
13. Shall recruit Quick Recall/Quiz Bowl Coach(es).
14. Shall obtain all necessary information for all coaches as needed.
15. Shall give food orders to Academic Secretary by morning of competitions.
16. Shall give transportation requests a week ahead for academic competitions to Secretary.
17. Shall attend all league matches as coach and take at least assistant coaches to help at away matches.
18. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
19. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** NORTHEASTERN KENTUCKY ACADEMIC LEAGUE ASSISTANT COACH

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 assist in: the promotion of student involvement, teaching individual skills, teaching team skills and organizing students for academic competitions.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall attend training and be certified by KAAC to coach Quick Recall.
2. Shall supervise all practices.
3. Shall attend all scheduled competitions.
4. Shall make arrangements for approved travel and supervise students on trips.
5. Shall have a thorough understanding of the rules and regulations established by KAAC.
6. Shall be responsible for supervising members on out-of-town activities. This may involve staying overnight.

**(CONTINUED)**

**TITLE:** NORTHEASTERN KENTUCKY ACADEMIC LEAGUE ASSISTANT COACH

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

7. Shall support and enforce the program rules and regulations in a fair and equitable manner.
8. Shall collaborate with the academic league coach to teach the objectives of the KAAC.
9. Shall ensure that each team member knows and understands the KAAC Quick Recall rules.
10. Shall ensure that officials are trained in the knowledge and application of all KAAC rules for Quick Recall.
11. Shall abide by the KAAC Keys to Ethical Coaching for the current year.
12. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
13. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** PROGRAM REVIEW COORDINATOR - BUILDING LEVEL

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 coordinate and organize the collection of evidence of a specific program review, facilitate school committee program review meetings, assist in scoring and entering of program review data to the Kentucky Department of Education for accountability purposes.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall view or attend all webinars/trainings from KDE or the district concerning specific program reviews and share information with the program review committee or teachers/principal within their school building.
2. Shall provide ongoing support and meet with others in the building to work on program review evidence collection and scoring of program reviews that are required by the Kentucky Department of Education for the specific school year.

(CONTINUED)

**TITLE: PROGRAM REVIEW COORDINATOR - BUILDING LEVEL**

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

3. Shall be responsible for making sure evidence is provided on the district server for all standards and demonstrators for the program review.
4. Shall lead the school program review committee in looking at all evidence and assigning scores to all demonstrators and standards of the program reviews.
5. Shall be responsible for entering program review scores into the state on-line system for accountability purposes.
6. Shall monitor the evidence on the server and continue to look for ways to improve the overall effectiveness of the program review content area in the building.
7. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT: extra service duties**

**SALARY: Commensurate with the school district's Extra Service Increment Salary Schedule. Salary is based on the specific title of the assigned Increment position.**

adopted: 8/27/2013

**BOYD COUNTY PUBLIC SCHOOLS  
CERTIFIED JOB DESCRIPTION  
EXTRA SERVICE DUTIES**

**TITLE:** DISTRICT RESOURCE INSTRUCTOR - PARENT INVOLVEMENT

**PRIMARY SUPERVISOR:** ASSISTANT SUPERINTENDENT

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

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

To provide 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 record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall provide specialized services for the Title I program involving the school, district and students in relations to the community and parents.
2. Shall jointly develop on an annual basis with, and distribute to parents of participating children a written parent involvement policy unique to that school.

**(CONTINUED)**

**TITLE:** DISTRICT RESOURCE INSTRUCTOR - PARENT INVOLVEMENT

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

3. Shall hold at a minimum an annual meeting to inform parents of their school's participation in Title I, to explain their right to be involved.
4. Shall offer a flexible number of meetings (transportation, child care, home visits) to formulate suggestions, share experiences with other parents and participate as appropriate in decisions relating to the education of their children.
5. Shall provide parents with timely information about Title I program; school performance reports; child's student assessment results; description of the curriculum used at the school; have regular meetings; respond to suggestions made by parents.
6. Shall develop with parents a school-parent compact.
7. Shall continually assess the effectiveness of the compact and use results to implement improvements.
8. Shall establish and maintain working relationships with parents and families.
9. Shall recruit parent volunteers.
10. Shall assist in resolving issues with purposeful interaction with parents and other family members as necessary.
11. Shall develop and distribute program material and literature to inform the community and parents of the Title I Program.
12. Shall monitor and evaluate program effectiveness (an annual evaluation must be conducted of the content and effectiveness of the parent involvement policy and parent involvement activities to determine if there is increased participation).
13. Shall follow-up on specific cases as necessary (low achievement or attendance).
14. Shall serve as a liaison between students, support groups, parents and others to assist in resolving student problems.
15. Shall maintain records and prepare reports.
16. Shall comply with Title I parent involvement requirements.
17. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT** extra service duties

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

**FUNDING SOURCE(S):** 100% Title I

adopted: 8/19/2002

revised 5/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
CERTIFIED JOB DESCRIPTION  
EXTRA SERVICE DUTIES**

**TITLE:** DISTRICT RESOURCE INSTRUCTOR - READING TUTOR

**PRIMARY SUPERVISOR:** ASSISTANT SUPERINTENDENT

**APPOINTMENT:** Reading Tutors shall be appointed annually, upon the recommendation of the Assistant Superintendent to the Superintendent.

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

To provide assistance to students reading below grade level.

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall focus on reading.
2. Shall work under the guidance of the Reading/Writing Resource Instructor.
3. Shall collaborate with regular teachers during team planning times as dictated by student needs.
4. Shall assist in the instructional evaluation of student work and follow-up teaching targets.
5. Shall focus on providing quality instructional support to students on an individual basis to improve reading skill areas necessary for grade level reading.

**(CONTINUED)**

**TITLE:** DISTRICT RESOURCE INSTRUCTOR - READING TUTOR

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

6. Shall keep documentation of student progress during tutoring sessions.
7. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT**      extra service duties

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

**FUNDING SOURCE(S):**    100% Title I

adopted: 10/21/2002

**BOYD COUNTY PUBLIC SCHOOLS  
CERTIFIED JOB DESCRIPTION  
EXTRA SERVICE DUTIES**

**TITLE:** DISTRICT RESOURCE INSTRUCTOR - READING/WRITING

**PRIMARY SUPERVISOR:** ASSISTANT SUPERINTENDENT

**APPOINTMENT:** Reading/Writing Resource Teachers shall be appointed annually, upon the recommendation of the Assistant Superintendent to the Superintendent.

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

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

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall focus on reading and writing.
2. Shall attend several trainings/workshops specific to research-based strategies in the teaching of reading and writing.
3. Shall model effective teaching strategies in the areas of reading and writing for regular teachers.

(CONTINUED)

TITLE: DISTRICT RESOURCE INSTRUCTOR - READING/WRITING

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

4. Shall collaborate with regular teachers during team planning times as dictated by student needs.
5. Shall assist in the development of Pass-on Portfolios in grades K-5 or, 6 or, 8-11.
6. Shall lead instructional evaluation of student work and follow-up teaching targets.
7. Shall provide on-going support in the use of Kentucky Marker Papers.
8. Shall keep up-dated to Title I requirements and keep proper documentation.
9. Shall assist the building principal in compiling Title I reports and encourage parent involvement.

**School Reading Coach**

1. Shall demonstrate exemplary classroom literacy practice and process a deep understanding of literacy theory.
  - Ongoing teaching of children in a variety of settings and grade levels (K-3).
  - Extend literacy competencies through professional development opportunities and networking with other literacy coaches in Kentucky schools.
2. Shall help improve instruction by engaging teachers in intensive professional development and promote a school-based professional community.
  - Provide demonstrations of literacy components.
  - Observe and coach classroom teachers in effective practices.
  - Provide sustained mentoring to classroom teachers.
  - Plan and conduct professional literacy team meetings.
  - Provide workshops on the literacy framework.
3. Shall manage and evaluate the school's literacy program to ensure the highest level of quality.
  - Collect data, analyze results, and reports findings.
  - Implements a school-wide assessment system for monitoring student achievement.
  - Evaluate student achievement and assist with placing students in appropriate intervention and support services.
  - Evaluate effectiveness of the overall literacy program.
  - Identify needs and make recommendations for appropriate reading and writing materials.
  - Provide records and research data to the Kentucky Department of Education and the Reading Recovery Training Center as requested.
4. Shall provide leadership for literacy across the school community.
  - Meet regularly with the principal to report on progress and plan next steps.
  - Network with other literacy coaches in developing, implementing, and researching the literacy-based program.
  - Communicate the results of the literacy program and spotlight the school as a Literacy Center.

1. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT**      extra service duties

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

**FUNDING SOURCE(S):**    100% Title I

adopted: 6/17/2002

page 2 of 2

**BOYD COUNTY PUBLIC SCHOOLS  
CERTIFIED JOB DESCRIPTION  
EXTRA SERVICE DUTIES**

**TITLE:** SCHOOL READING COACH

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

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

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall focus on the reading initiatives in the school wide reading program.
2. Shall attend trainings/workshops specific to research-based strategies in the teaching of reading.
3. Shall model effective teaching strategies in the areas of reading for regular teachers.
4. Shall collaborate with regular teachers during team planning times as dictated by student needs.

(CONTINUED)

TITLE: SCHOOL READING COACH

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

5. Shall assist in the development of Pass-on Portfolios in grades K-5 or, 6 or, 8-11.
6. Shall lead instructional evaluation of student work and follow-up teaching targets.
7. Shall provide on-going support to teachers identified as needing professional growth in the areas of reading and/or writing.
8. Shall collaborate with the Writing Cluster Leader in order to plan appropriate instructional activities and job embedded professional development for staff.
9. Shall assist the building principal and parent involvement coordinator in compiling reports and encourage parent support for the reading/writing program.
10. Shall demonstrate exemplary classroom literacy practice and process a deep understanding of literacy theory.
  - Ongoing teaching of children in a variety of settings and grade levels (K-5).
  - Extend literacy competencies through professional development opportunities and networking with other literacy coaches in Kentucky schools.
11. Shall help improve instruction by engaging teachers in intensive professional development and promote a school-based professional community.
  - Provide demonstrations of literacy components.
  - Observe and coach classroom teachers in effective practices.
  - Provide sustained mentoring to classroom teachers.
  - Plan and conduct professional literacy team meetings.
  - Provide workshops on the literacy framework.
12. Shall manage and evaluate the school's literacy program to ensure the highest level of quality.
  - Collect data, analyze results, and reports findings.
  - Implements a school-wide assessment system for monitoring student achievement.
  - Evaluate student achievement and assist with placing students in appropriate intervention and support services.
  - Evaluate effectiveness of the overall literacy program.
  - Identify needs and make recommendations for appropriate reading materials.
  - Provide records and research data to the Kentucky Department of Education, as requested.
13. Shall provide leadership for literacy across the school community.
  - Meet regularly with the principal to report on progress and plan next steps.
  - Network with other literacy coaches in developing, implementing, and researching the literacy-based program.
  - Communicate the results of the literacy program and spotlight the school as a Literacy Center.
14. Shall perform other duties related to the position as assigned by the Supervisor.

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

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

**FUNDING SOURCE(S):**      100% Title I

adopted: 3/18/2004  
revised: 7/2/2007

**BOYD COUNTY PUBLIC SCHOOLS  
CERTIFIED JOB DESCRIPTION**

**TITLE:** SCHOOL COORDINATOR OF TECHNOLOGY

**PRIMARY SUPERVISOR:** ASSISTANT SUPERINTENDENT - TECHNOLOGY

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

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

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

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

**Hardware/Software Responsibilities**

1. Shall coordinate with District Technology Coordinator and other personnel the purchase, installation, maintenance, upgrades and implementation of workstations and workstation level software.
2. Shall have knowledge of KDE/KETS specifications and approved hardware and vendors.
3. Shall assist in the troubleshooting of hardware/software problems.
4. Shall coordinate the moving and installation of hardware.
5. Shall develop and maintain the tracking of all approved hardware and software inventories (including serial numbers, locations and warranties).
6. Shall assist in the development and maintenance of cable and hardware location diagrams.
7. Shall install and remove programs.

(CONTINUED)

TITLE: SCHOOL COORDINATOR OF TECHNOLOGY

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

**Hardware/Software Responsibilities (continued)**

8. Shall make work station and print station assignments.
9. Shall file clean-up utility for fileserver and workstations.
10. Shall act as the contact person within the building for technology problems with technicians.
11. Shall track school work order requests and certify completion.

**Professional Development**

1. Shall request, coordinate, and provide technology professional development.
2. Shall design and/or assist with the creation and production of training materials.
3. Shall provide technical information and assistance to school staff.
4. Shall coordinate with district Technology Coordinator the selection of software/hardware, maintenance of curriculum software, installation of software and training in selected software.
5. Shall attend KETS Conference and coordinate with other school staff their attendance.
6. Shall promote positive atmosphere for technology innovation.
7. Shall keep abreast of changes in technological advances and state specifications.
8. Shall advise faculty in the selection and implementation of hardware/software.

**Policy and Procedures**

1. Shall assist in the development of policies for security, access, development, implementation and use through the District Technology Committee.
2. Shall maintain current policy for student and staff Internet access.
3. Shall serve on school and district technology committees, and act as chairperson of the school technology committee.
4. Shall honor and promote others to honor copyright laws.
5. Shall serve as liaison to SBDM Councils.

**Curriculum Integrations**

1. Shall coordinate with District Technology Coordinator and assist school staff in the development of the Consolidate Plan.
  2. Shall research and support curriculum needs in schools.
  3. Shall coordinate, consult and assist in the development of grants related to technologies.
  4. Shall assist in integration of technology into KERA mandates: Curriculum; classroom management; administration.
  5. Shall enrich the school technology environment.
  6. Shall assist teachers in integrating technology into their teaching.
  7. Shall provide equitable use of technology for teachers and students.
  8. Shall create an active Student Technology Leadership Program.
  9. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
1. Shall perform other duties related to the position as assigned by the Principal.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule. Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003  
page 2 of 2

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** SCIENCE OLYMPIAD COACH

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 promote involvement, teach individual skills, team skills and organize students for academic competitions.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall supervise all practices.
2. Shall accompany students at all events.
3. Shall organize and conduct selection process.
4. Shall make arrangements for approved travel and supervise students on trips.
5. Shall help keep an accurate and up-to-date inventory.
6. Shall have a thorough understanding of the rules and regulations regarding the Science Olympiad Program.

**(CONTINUED)**

**TITLE:** SCIENCE OLYMPIAD COACH

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

7. Shall assume responsibility for constant care of equipment and facilities used in the program.
8. Shall recommend student awards.
9. Shall support and enforce the program rules and regulations in a fair and equitable manner.
10. Shall be responsible for supervising participants on out-of-town activities. This may involve staying overnight.
11. Shall prepare detailed reports highlighting the activity accomplishments, participation levels and recommendations for its improvement.
12. Shall prepare detailed reports highlighting the financial activities of the program when requested.
13. Shall select a variety of instruction methods to teach the activity objectives.
14. Shall have knowledge of CPR and First Aid.
15. Shall be knowledgeable of blood borne pathogens and other infectious materials and the procedures of dealing with them.
16. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
17. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** SPECIAL EDUCATION SITE MANAGER

**PRIMARY SUPERVISOR:** DIRECTOR OF SPECIAL EDUCATION

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

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

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

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

(CONTINUED)

TITLE: SPECIAL EDUCATION SITE MANAGER

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

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

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule. Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** STUDENT TECHNOLOGY LEADERSHIP PROGRAM COORDINATOR (CLUB SPONSOR)

**PRIMARY SUPERVISOR:** PRINCIPAL (with DTC support)

**APPOINTMENT:** STLP Coordinator shall be appointed annually upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 advance individual capabilities; to motivate all students, and to create leadership opportunities through the use of technology.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall provide leadership to an organized group with an established leadership plan.
2. Shall advise officers on monthly agenda items.
3. Shall supervise all fund-raising activities and keep accurate records on budget expenses.
4. Shall have knowledge of CPR, First-Aid, blood-borne pathogens, and other infectious materials and procedures in dealing with them.
5. Shall promote academic achievement and serve as a liaison for scholarships and other awards.
6. Shall actively recruit new members.

**(CONTINUED)**

**TITLE:** STUDENT TECHNOLOGY LEADERSHIP PROGRAM COORDINATOR (CLUB SPONSOR)

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

7. Shall meet regularly with STLP students.
8. Shall support district and school philosophies.
9. Shall guide the STLP to develop activities which enhance the academic, social, emotional, and leadership growth of the student.
10. Shall provide the STLP with opportunities to experience multi-age collaboration by forming learning partnerships between students of different grades.
11. Shall provide the STLP with opportunities to form learning partnerships between students with different levels of technology skills.
12. Shall guide the STLP to develop activities which benefit their schools, their communities, and which supports the school and KETS (Kentucky Education Technology System).
13. Shall guide STLP students in the development and completion of school/district level projects.
14. Shall assist the STLP in activities related to regional and state STLP showcases.
15. Shall participate in district and state meetings of STLP sponsors when funding is available.
16. Shall maintain communication and submit required documentation to the Department of Instructional Technology.
17. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 9/26/2011

**BOYD COUNTY PUBLIC SCHOOLS  
CERTIFIED JOB DESCRIPTION**

**TITLE:** TEACHER - HOME ECONOMICS

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

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

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

**Demonstrates Professional Leadership**

1. Shall build positive relationships with and between school and community.
2. Shall promote leadership potential in colleagues.
3. Shall participate in professional organizations and activities.
4. Shall write and speak effectively.

(CONTINUED)

TITLE: TEACHER - HOME ECONOMICS

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

**Demonstrates Professional Leadership (continued)**

5. Shall contribute to the profession knowledge and expertise about teaching and learning.
6. Shall guide the development of curriculum and instructional materials.
7. Shall participate in policy design and development at the local school, within professional organizations, and/or within community organizations with educationally related activities.
8. Shall initiate and develop educational projects and programs.
9. Shall effective listening, conflict resolution, and group-facilitation skills as a team member.

**Demonstrates Knowledge of Content**

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

**Designs/Plan Instruction**

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

**Creates/Maintains Learning Climate**

1. Shall communicate with and challenge students in a supportive manner and provides students with constructive feedback.

(CONTINUED)

TITLE: TEACHER - HOME ECONOMICS

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

**Creates/Maintains Learning Climate (continued)**

2. Shall show consistent sensitivity to individuals and responds to students objectively.
3. Shall maintain positive classroom interaction by establishing appropriate expectations during group activities.
4. Shall show flexibility and creativity in the development of classroom processes and instructional procedures.
5. Shall locate and organize materials and equipment to create an enriched multimedia environment.
6. Shall encourage and support individual and group inquiry.
7. Shall use a variety of classroom management techniques that foster individual responsibility and cooperation.
8. Shall analyze and change the classroom to accommodate a variety of instructional strategies.
9. Shall work with colleagues to develop an effective learning climate within the school.

**Implements/Manages Instruction**

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

**Assesses and Communicates Learning Results**

1. Shall select and use appropriate assessments.
2. Shall make appropriate provisions for assessment processes that address social, cultural, and physical diversity.
3. Shall assess student performance using the established criteria and scoring guides consistent with Kentucky's assessment program.
4. Shall provide opportunities for students to assess and improve their performance based on prior assessment results.

(CONTINUED)

TITLE: TEACHER - HOME ECONOMICS

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

**Assesses and Communicates Learning Results (continued)**

5. Shall collect and analyze assessment data and maintain up-to-date records of student progress, using technologies as appropriate.
6. Shall communicate expectations, criteria for assessment, student progress, and student strengths and weaknesses to parents and students.

**Reflects/Evaluates Teaching/Learning**

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

**Collaborates with Colleagues/Parents/Others**

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

**Engages in Professional Development**

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

**Demonstrates Implementation of Technology**

1. Shall operate a multimedia computer and peripherals to install and use a variety of software.
2. Shall use terminology related to computers and technology appropriately in written and verbal communication.
3. Shall demonstrates knowledge of the use of technology in business, industry, and society.
4. Shall demonstrates basic knowledge of computer/peripheral parts and attends to simple connections and installations.

(CONTINUED)

TITLE: TEACHER - HOME ECONOMICS

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

**Demonstrates Implementation of Technology (continued)**

5. Shall create multimedia presentations using scanners, digital cameras and video cameras.
  6. Shall use the computer to do word processing, create databases and spreadsheets, access electronic mail and the Internet, make presentations, and use other emerging technologies to enhance professional productivity and support instruction.
  7. Shall use computers and other technologies such as interactive instruction, audio/video conferencing, and other distance learning applications to enhance professional productivity and support instruction.
  8. Shall request and use appropriate assistive and adaptive devices for students with special needs.
  9. Shall designs lessons that use technology to address diverse student needs and learning styles.
  10. Shall practice equitable and legal use of computers and technology in professional activities.
  11. Shall facilitate the lifelong learning of self and others through the use of technology.
  12. Shall explore, use, and evaluate technology resources: software, applications and related documentation.
  13. Shall apply research-based instructional practices that use computers and other technology.
  14. Shall use computers and other technology for individual, small group, and large group learning activities.
  15. Shall use technology to support multiple assessments of student learning.
  16. Shall instruct and supervises students in the ethical and legal use of technology.
  17. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
- 
1. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
  2. Shall perform other duties related to the position as assigned by the Principal.

**DAYS OF EMPLOYMENT** 185 days

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

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
CERTIFIED JOB DESCRIPTION**

**TITLE:** TEACHER - VO-AG.

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

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

**PHYSICAL QUALIFICATIONS:**

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

**JOB GOAL:**

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

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

**Demonstrates Professional Leadership**

1. Shall build positive relationships with and between school and community.
2. Shall promote leadership potential in colleagues.
3. Shall participate in professional organizations and activities.
4. Shall write and speak effectively.

(CONTINUED)

TITLE: TEACHER - VO-AG.

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

**Demonstrates Professional Leadership (continued)**

5. Shall contribute to the profession knowledge and expertise about teaching and learning.
6. Shall guide the development of curriculum and instructional materials.
7. Shall participate in policy design and development at the local school, within professional organizations, and/or within community organizations with educationally related activities.
8. Shall initiate and develop educational projects and programs.
9. Shall effective listening, conflict resolution, and group-facilitation skills as a team member.

**Demonstrates Knowledge of Content**

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

**Designs/Plan Instruction**

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

**Creates/Maintains Learning Climate**

1. Shall communicate with and challenge students in a supportive manner and provides students with constructive feedback.

(CONTINUED)

TITLE: TEACHER - VO-AG.

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

**Creates/Maintains Learning Climate (continued)**

2. Shall show consistent sensitivity to individuals and responds to students objectively.
3. Shall maintain positive classroom interaction by establishing appropriate expectations during group activities.
4. Shall show flexibility and creativity in the development of classroom processes and instructional procedures.
5. Shall locate and organize materials and equipment to create an enriched multimedia environment.
6. Shall encourage and support individual and group inquiry.
7. Shall use a variety of classroom management techniques that foster individual responsibility and cooperation.
8. Shall analyze and change the classroom to accommodate a variety of instructional strategies.
9. Shall work with colleagues to develop an effective learning climate within the school.

**Implements/Manages Instruction**

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

**Assesses and Communicates Learning Results**

1. Shall select and use appropriate assessments.
2. Shall make appropriate provisions for assessment processes that address social, cultural, and physical diversity.
3. Shall assess student performance using the established criteria and scoring guides consistent with Kentucky's assessment program.
4. Shall provide opportunities for students to assess and improve their performance based on prior assessment results.

(CONTINUED)

TITLE: TEACHER - VO-AG.

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

**Assesses and Communicates Learning Results (continued)**

5. Shall collect and analyze assessment data and maintain up-to-date records of student progress, using technologies as appropriate.
6. Shall communicate expectations, criteria for assessment, student progress, and student strengths and weaknesses to parents and students.

**Reflects/Evaluates Teaching/Learning**

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

**Collaborates with Colleagues/Parents/Others**

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

**Engages in Professional Development**

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

**Demonstrates Implementation of Technology**

1. Shall operate a multimedia computer and peripherals to install and use a variety of software.
2. Shall use terminology related to computers and technology appropriately in written and verbal communication.
3. Shall demonstrates knowledge of the use of technology in business, industry, and society.
4. Shall demonstrates basic knowledge of computer/peripheral parts and attends to simple connections and installations.

(CONTINUED)

TITLE: TEACHER - VO-AG.

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

**Demonstrates Implementation of Technology (continued)**

5. Shall create multimedia presentations using scanners, digital cameras and video cameras.
  6. Shall use the computer to do word processing, create databases and spreadsheets, access electronic mail and the Internet, make presentations, and use other emerging technologies to enhance professional productivity and support instruction.
  7. Shall use computers and other technologies such as interactive instruction, audio/video conferencing, and other distance learning applications to enhance professional productivity and support instruction.
  8. Shall request and use appropriate assistive and adaptive devices for students with special needs.
  9. Shall designs lessons that use technology to address diverse student needs and learning styles.
  10. Shall practice equitable and legal use of computers and technology in professional activities.
  11. Shall facilitate the lifelong learning of self and others through the use of technology.
  12. Shall explore, use, and evaluate technology resources: software, applications and related documentation.
  13. Shall apply research-based instructional practices that use computers and other technology.
  14. Shall use computers and other technology for individual, small group, and large group learning activities.
  15. Shall use technology to support multiple assessments of student learning.
  16. Shall instruct and supervises students in the ethical and legal use of technology.
  17. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
- 
1. All classified employees assigned to classroom instructors shall be under the direction and supervision by the certified employee in charge in that classroom.
  2. Shall perform other duties related to the position as assigned by the Principal.

**DAYS OF EMPLOYMENT** 185 days

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

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** TEACHER LEADER CONTENT NETWORK

**PRIMARY SUPERVISOR:** DISTRICT ADMINISTRATOR

**APPOINTMENT:** Teacher Leader Content Networkers shall be appointed annually upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 commit to intensive, long term content specific work with the Kentucky Department of Education at the local cooperative (KEDC) that requires attending network face-to-face meetings, readings, and assignments, develop and meeting with teachers across the district or within the appropriate levels (elementary, middle, high school) and provide trainings and/or professional development.

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall commit to long-term work in a specific content area by attending all required meetings throughout the school year as well as meetings during the summer.
2. Shall act as a liaison between the Kentucky Department of Education and Boyd County teachers as a specific content area standard is deconstructed through the content network.

(CONTINUED)

TITLE: TEACHER LEADER CONTENT NETWORK

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

3. Shall have a strong background in content knowledge and knowledge of the standards.
4. Shall possess leadership skills and know how to facilitate learning to teachers/staff through leading professional learning teams within the district and schools.
5. Shall take initiative to accomplish the tasks at hand, think critically, and be able to solve problems.
6. Shall work effectively/collaboratively with others and use those strengths to accomplish group goals.
7. Shall be willing to try new approaches in the classroom, collect student data, and has a vision for what education can be.
8. Shall have a working knowledge of technology and be required to participate in electronic communities of practice.
9. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 8/27/2013

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** VOCAL MUSIC DIRECTOR

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Vocal Music Directors shall be appointed annually upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 carry out the objectives of the Vocal Music Activity Program; to follow the policies and procedures of the school district.

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall supervise the Vocal Music Activity Program at assigned school.
2. Shall supervise all performances and practice sessions.
3. Shall prepare students for all performances and approved regional and state events.
4. Shall coordinate clinics and regional events.
5. Shall have a thorough understanding of the rules and regulations regarding the Vocal Music Activity Program.
6. Shall keep an accurate and up-to-date inventory.

(CONTINUED)

TITLE: VOCAL MUSIC DIRECTOR

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

7. Shall assume responsibility for the constant care of equipment and facilities used for the program.
8. Shall inform students of awards criteria at the beginning of the year and recommend students for awards based on a fair interpretation of that criteria.
9. Shall recommend budget items for the activity portion on the Vocal Music Program to be included in the building instrumental music budget.
10. Shall recommend facility maintenance or improvements.
11. Shall communicate regularly with supervisors regarding the progress and development of the Vocal Music Activity Program.
12. Shall prepare a detailed annual report highlighting the activity accomplishments, awards, participation levels and recommendations for improvement.
13. Shall be responsible for supervising students on out-of-town activities. This may involve staying overnight.
14. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
15. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** WRITTEN ASSESSMENT COACH

**PRIMARY SUPERVISOR:** PRINCIPAL

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

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 promote involvement, teach individual skills, team skills and organize students for academic competitions in Math, Science, Language Arts, Social Studies and Arts/Humanities.

**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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall recruit student team members.
2. Shall obtain area concentrations for each year from Academic Head Coach.
3. Shall research subject areas and distribute information to team.
4. Shall practice with team members once a week from late August to March.
5. Shall keep attendance for each practice and send to Academic Head Coach.
6. Shall discuss league competition tests the week after competition to aid students in learning weaknesses and strengths.

(CONTINUED)

TITLE: WRITTEN ASSESSMENT COACH

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

7. Shall attend league matches as needed.
8. Shall research websites to aid each team member in self-discovery.
9. Shall obtain all materials needed for team.
10. Shall give a list of competitors for each league match to Academic Head Coach on the morning of competition.
11. Shall receive proper certification as needed.
12. Shall read all materials given by Academic Head Coach for edification.
13. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
14. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

**BOYD COUNTY PUBLIC SCHOOLS  
EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE:** YEARBOOK SPONSOR

**PRIMARY SUPERVISOR:** PRINCIPAL

**APPOINTMENT:** Yearbook Sponsors shall be appointed annually upon the recommendation of the Principal to the Superintendent.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates 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 organize, supervise and edit the production of a student yearbook; to follow the policies and procedures of the school district.

**GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

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

**SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall follow the approved curriculum.
2. Shall organize the student yearbook staff.
3. Shall advise and instruct the yearbook staff on all phases of the project.
4. Shall establish and supervise a budget keeping accurate records on expenditures.
5. Shall communicate regularly with supervisors regarding the progress and development of the school yearbook.
6. Shall establish timely deadlines for project completion.

(CONTINUED)

TITLE: \_\_\_\_\_ YEARBOOK SPONSOR \_\_\_\_\_

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

7. Shall approve layouts before shipping.
8. Shall prepare a detailed annual report highlighting the activity accomplishments, awards, participation levels and recommendations for improvement.
9. Shall ensure the distribution to students, staff and patrons of the particular school.
10. Shall be responsible for supervising students on out-of-town activities. This may involve staying overnight.
11. Shall promote and directly work toward academic achievement during the high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
12. Shall perform other duties related to the position as assigned by the Supervisor.

**DAYS OF EMPLOYMENT:** extra service duties

**SALARY:** Commensurate with the school district's Extra Service Increment Salary Schedule.  
Salary is based on the specific title of the assigned Increment position.

adopted: 6/16/2003

## **BOYD COUNTY PUBLIC SCHOOLS EXTRA SERVICE DUTIES JOB DESCRIPTION**

**TITLE: Alternative Education Coordinator**

**PRIMARY SUPERVISOR:** Superintendent

**APPOINTMENT:** The Alternative Education coordinator shall be appointed annually, upon the recommendation of the

### **QUALIFICATIONS:**

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

### **PHYSICAL QUALIFICATIONS:**

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

### **JOB GOAL:**

The position is responsible for planning, administering, and directing the district's alternative education program. Formulate and interpret policies and procedures and ensure compliance with state and federal regulations.

### **GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school/district to parents, and convey to them the school's/district'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 understand, model and implement the board policy code of ethics to all students and fellow colleagues.
12. Shall adhere to School Board of Education Policies and Procedures.

### **SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:**

1. Prepare and administer a budget for the assigned program areas, prepare grant applications and solicit funds to provide financial support for the program.
2. Establish and monitor procedures for the screening, placement, evaluation, assignment and reappraisal of students with regard to alternative education.
3. Coordinate the development, implementation and revision of the curriculum for alternative education with District Administrators.
4. Ensure compliance with state and federal regulations regarding alternative education.
5. Dialogue with BOE, staff, parents, and students alternative education instructional practices and program updates.
6. Assist school administrators and teachers with understanding alternative education and making appropriate referrals for student placement.
7. Meet with parents/guardians and students to resolve concerns and determine appropriate educational placements.
8. Evaluate alternative education program to ensure that program objectives for student achievement are met.
9. Provide expenditure controls and regular accounting to the superintendent for requisitions of materials and equipment to support the program.
10. Assess and identify program needs and provide recommendations regarding future equipment, site, program and personnel requirements.
11. Assist with interviewing and recommending qualified candidates for alternative education staff positions.
12. Assist with transitioning students who have attended an alternative education facility.
13. Work with the transportation department to arrange transportation as needed for alternative education students.
14. Work collaboratively with community providers such as Ramey Estep Homes, Court Designated Workers, etc.

15. Work collaboratively with the special education department to coordinate services to special needs students served in alternative education.
16. Ensure accurate record keeping of students receiving alternative education instructional services
17. Perform other duties as assigned by the Superintendent.

**SALARY:** Extra Service Salary

**DAYS OF EMPLOYMENT:**

Schedule

Extra Service Duties

---