Taylor County
Board of Education

Certified
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SUPERINTENDENT

RESPONSIBLE TO:  TAYLOR COUNTY BOARD OF EDUCATION

QUALIFICATIONS:  AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES (SUPERINTENDENT CERTIFICATION)

BASIC FUNCTION:
To inspire, lead, guide, and direct members of the administrative, instructional, and supportive service teams in setting and achieving the best possible educational programs and services for the students of the Taylor County School District. Further, to oversee and administer the use of all district facilities, property, and funds with maximum efficiency, and an ever-present, overriding concern for their impact upon each individual student’s education.

PERFORMANCE RESPONSIBILITIES:
• Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
• Serves as chief school executive.
• Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
• Advises the Board on the need for new or revised policies and oversees implementation.
• Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
• Makes administrative decisions necessary for the efficient and effective operation of the school district.
• Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
• Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
• Supervises the implementation of all laws, regulations, and Board policies.
• Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
• Conducts a periodic audit of the total school program, and advises the Board on
recommendations for the educational advancement of the schools.

- Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools and oversees the timely revisions of all curriculum guides and courses of study.
- Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees communications to be made to the Board.
- Appoints, elects, or employs all employees of the Board except the Board attorney, and assigns, promotes, transfers, demotes, suspends and dismisses any and all employees of the Board except the Board attorney. Reports all such actions to the Board.
- Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
- Directs the preparation of and submits to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
- Directs the preparation and presentation of the annual budget and recommends it to the Board for approval.
- Directs the establishing and maintaining of efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
- Recommends to the Board sales of all property no longer required by the Board and supervises the proper execution of such sales.
- Maintains directly or through delegation such personnel records, pupil accounting records, business records, and other records that are required by law and by Board policy.
- Files, or causes to be filed, all reports required by state and school regulations.
- Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.
- Attends, or delegates a representative to attend, meetings of municipal agencies at which matters pertaining to the public schools are to be addressed.
- Represents the district as a liaison with the public, and maintains, through cooperative leadership, both within and outside the district, such a program of publicity and public relations to keep the public informed as to the activities, needs, and successes of the schools.
- Represents the District as spokesperson to the media and disseminating public information to the community.
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district.
- Participates in professional development and trainings for professional growth, to ensure district compliance with state/federal guidelines and to remain abreast of educational practices and services.
- Serves as Secretary to the Board.

OTHER JOB RESPONSIBILITIES:

- Be clean, neat and professionally dressed
- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative
effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.

- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and provides performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology in daily tasks.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Performs such other tasks as may, from time to time, be assigned by the Board.
ASSISTANT PRINCIPAL

RESPONSIBLE TO: PRINCIPAL/SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

BASIC FUNCTION:
To support the principal in the promotion of the success of all students and staff through educational leadership, efficient organizational management, professional standards of conduct, and effective communication with all stakeholders.

PERFORMANCE RESPONSIBILITIES:
- Promote the school’s vision to students, staff, parents, and community members.
- Interact with students in a constructive manner to encourage each individual to perform at their highest levels.
- Implement and supervise the school’s special education program in an appropriate manner and to chair appropriate Admissions and Release Committee meetings.
- Serves as a member of the school’s Comprehensive Planning Committee.
- Attend school board meetings as necessary.
- Complete required leadership hours each year.
- Coordinate and supervise support services as assigned by the principal (i.e. Maintenance, Food Service, Accounting, etc.)
- Schedules and supervises the use and care of the school facilities.
- Assist in the supervision of building staff.
- Perform classroom visitations, observations and evaluations when requested.
- Assist in maintaining an orderly, safe and clean learning environment.
- Assist and confer with parents, teachers, students, and administrators on discipline issues.
- Coordinates and communicates closely with the parent-teacher association and other volunteers.
- Maintain relations with parents, parent groups, school volunteers, and outside agencies.
- Participates in district-wide activities and committees as appropriate.
- Prepare necessary inventories, budget requests and similar documents as assigned by the principal.
- Assist in campus supervision of both in-school and extra-curricular activities.
- Assist in the preparations of student schedules.
- Implement the district/school emergency management plan.
- Promote the use of technology as a tool in teaching and learning.
- Make recommendations for appropriate revisions to policy and procedures of the school.
- Assist in the development and implementation of staff motivational strategies.
- Supervise the preparation of schedules and extra curricular activities.
- Participate in professional organizations and activities.
- Promote leadership among colleagues.
OTHER JOB RESPONSIBILITIES:

- Be clean, neat and professionally dressed
- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and provides performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology in daily tasks.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Performs such other tasks as may, from time to time, be assigned by the Board.
DIRECTOR OF DISTRICT WIDE PROGRAMS
SAFETY, HEALTH AND WELLNESS

RESPONSIBLE TO: SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION
AUTHORITIES  (Must hold valid Kentucky teaching certificate which includes Professional Certificate for Instructional Leadership)

BASIC FUNCTION:
Directs, coordinates and/or assists in all matters having to do with safety, health and wellness.

PERFORMANCE RESPONSIBILITIES:
- Coordinate all school health services for Taylor County Schools.
- Direct and administer, with the Superintendent, district and school safety policies.
- Coordinate employee and student safety programs.
- Work in conjunction with district liability/workers’ compensation carrier to establish and coordinate a loss prevention program promoting safety.
- Coordinate periodic safety inspections.
- Provide professional development for district staff related to safety policies and procedures.
- Attend safety seminars and programs.
- Review all student and employee accident reports and develop procedures to minimize/eliminate accidents.
- Supervise and maintain all health screening programs and procedures to include vision, hearing, immunization requirements, physical examinations, etc.
- Supervise and coordinate cumulative health records for all students grades preschool-12.
- Supervise and coordinate establishment of student emergency cards to be used in the event of accidents or illness for all pupils preschool-12.
- Establish a procedure for expediting removal of pupils from school with communicable diseases or those who become ill at school. If need exists, the Health Coordinator will transport the pupil home or to the doctor.
- Supervise and follow-up on all health services performed for pupils and report any extreme cases or handicaps to the Superintendent.
- Establish a follow-up procedure for all screening completed for pupils including parental notification, recording to cumulative records, and notification to the Superintendent.
- Follow the Health Policy adopted by the Taylor County Board of Education for clarification and detail in performance of duty.
- Prepare reports for State Department of Education as required.
- Supervise all health programs available to pupils.
- Coordinate usage of community health professional volunteers.
- Coordinate district Health and Physical Education curriculum and instruction.
- Coordinate and implement goals and objectives of Taylor County School District Wellness Policies and Procedures including, but not limited to: sequential and interdisciplinary nutrition education, patterns of meaningful physical activity connected to students’ lives outside of physical education, school-based activities consistent with local wellness policy goals, adherence to Wellness Policy of available foods and beverages available on school campuses (including vending, a la carte,
student stores, and fundraising) during the school day, school environment during student meals, and other policies and procedures as indicated in the Taylor County School District Wellness Policy.

- Any other duties assigned by Superintendent.

OTHER JOB RESPONSIBILITIES:

- Be clean, neat and professionally dressed
- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and provides performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology in daily tasks.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Performs such other tasks as may, from time to time, be assigned by the Board.
DIRECTOR OF EXCEPTIONAL CHILD EDUCATION

RESPONSIBLE TO: SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

BASIC FUNCTION:
To direct, coordinate, and monitor all district programs for exceptional children, VI and preschool students to assure that special needs of children are met, and the district maintains compliance with all federal and state requirements.

PERFORMANCE RESPONSIBILITIES:

- Directs implementation of exceptional child education in the school district.
- Prepare such applications and/or reports as may be required by the Kentucky Department of Education or other federal requirements to assure that the school district receives all possible financial support for assigned programs.
- Interpret the objectives and programs of the assigned programs to the Board, the administration, the staff, and the public at large.
- Comply with federal, state and district program guidelines, policies, procedures and laws.
- Provide oversight for compiling, maintaining and filing all reports, records, and other documents legally required or administratively useful.
- Directs the determination and implementation of program needs of students and makes appropriate recommendations and follow-ups with evaluation of such programs.
- Reports on the status of district exceptional child education and services at the request of the Superintendent.
- Oversees testing and placement of all exceptional child students.
- Develop and maintain complete and cumulative individual records of all children receiving special services or enrolled in special classes.
- Considers and evaluates all requests from school personnel for projects and programs requiring Exceptional Child Education, IDEA-B and IDEA-B preschool funds. Establishes standard practices and procedures for receiving and processing such requests.
- Evaluates on a regular basis programs in areas of responsibility.
- Serves as liaison with other district and outside entities.
- Remains up-to-date and advises staff of laws and requirements regarding those federal programs and funds available to the schools in areas of responsibility.
• Develops and administers a budget and expenditure control for exceptional child education, IDEA-B and IDEA-B preschool programs.
• Facilitates the teaching/learning process through the regular review and implementation of the Kentucky Education Reform Act (KERA) to assure program continuity specifically for all exceptional child education programs/students.
• Monitors instruction, resources, materials and technology and makes recommendations for utilization with students in preschool and exceptional child education programs.
• Makes recommendations, disseminates and provides oversight of implementation of policies and procedures governing programs assigned.
• Provides oversight of Administrative Admissions and Release Committee meetings and attends meetings when needed.
• Compiles lists of students to be re-evaluated and assign re-evaluations to the appropriate staff.
• Maintains a current central tracking system regarding identification, evaluation, and placement of preschool students and students with disabilities including a current class roster of student placement
• Serves as a resource in assisting exceptional child education teachers, regular education teachers, administrators and support personnel with their roles in the instruction of preschool and exceptional children.
• Makes recommendations to the Superintendent as to assignment of exceptional child education units, teachers and paraeducators for classrooms serving students with disabilities and preschoolers.
• Assists Director of Transportation with special arrangements for exceptional students' transportation within and out of the District.
• Participates in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements responsibilities and to improve services and education of students.
• Monitors Medicaid billing procedures, trains staff and serves as District Medicaid compliance officer.
• Provide guidance and conducts random review of due process folders in the individual schools for documentation in accordance with state and federal guidelines. Monitors the services provided to Taylor County students with disabilities who are not directly assigned to a Taylor County School, e.g. 3 year olds in a home-based program, students in non-public school settings, and students placed outside of the Taylor County District.
• Provides training and assists staff with the implementation of regulations involving confidential information.
• Receives and assigns referrals for physical therapy and occupational therapy services.
• Supervises and provides performance evaluations for assigned personnel.
• Implements and supervises ongoing Child Find program and activities.
• Utilizes auxiliary services, parental involvement, community agencies, and all available resources to enhance total services for students with disabilities.
• Notifies the public through use of the media about services for children with disabilities and preschoolers in the community.
• Monitors financial budgets, make requisition and directs payment of claims and billings.
• Submits required reports to the Kentucky Department of Education.
• Communicates with the Department of Education on exceptional child education class sizes, and submits requests for membership exceptions.
• Provides for professional development and in-service training for teachers, administrators and others who work with preschool and students with disabilities.
• Observes new teachers and makes recommendations upon request.
• Assists support personnel (psychologists, physical therapist, counselors, etc.) with their roles in the educational program.
• Implements curriculum review and development, including textbooks/materials selection for students with disabilities.
• Schedules related service personnel and psychologists at individual schools.
• Assists with grant writing to obtain additional funding for services for preschool and students with disabilities.
• Trains and assists staff in appropriate due process procedures. Develops and provides due process forms.
• Assists staff with the implementation of regulation involving confidential information.
• Responds to parents regarding the evaluation and placement of their children.
• Consults with staff, parents, and outside agencies regarding students with disabilities and programs offered.
• Monitor staff caseloads and student progress.
• Assist in recruitment, selection and recommendation for hiring of exceptional child education personnel.
• Provide leadership in establishing new programs and developing improved understanding of existing programs.
• Develop and initiate survey programs for continuous identification of students with disabilities.
• Develop procedures for referral, securing medical reports, psychological examination, and student placement in preschool and exceptional child education programs.
• Evaluates on an ongoing basis, the total preschool and exceptional child education program, procedures, and individual student’s needs and achievements.

OTHER JOB RESPONSIBILITIES:
• Be clean, neat and professionally dressed
• Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Supervises and provides performance evaluations for assigned personnel.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology in daily tasks.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
DIRECTOR OF PUPIL PERSONNEL

RESPONSIBLE TO: SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION
AUTHORITIES (Kentucky Certificate with endorsement for Director of Pupil Personnel)

BASIC FUNCTION:
Direct, coordinate and/or assist in all matters to do with student attendance.

PERFORMANCE RESPONSIBILITIES:
- Enforces all compulsory attendance and census laws. Communicates and interprets laws and regulations to administrators, staff, and community.
- Acquaints the school with home conditions of the student, and the home with the work and advantages of the school.
- Secures enrollment in the school of all students who should be enrolled and keeps all enrolled students in reasonably regular attendance; ascertains causes of irregular attendance and truancy, and seeks the elimination of these causes through intervention or initiation of court referrals.
- Visits homes of students who are absent from school.
- Interview students and parents of those students who quit school in order to determine reasons for the decision.
- Develops a plan for maintaining and keeping all records and completing all reports required by law, regulations, Board of Education and Superintendent. Issues transcripts of grades and verifies levels of former students.
- Oversees and provides direction for the dropout prevention program, home hospital instruction, counseling programs and alternative to suspension/expulsion program. Works with service providers to ensure coordination of services.
- Remains abreast of and enforces laws, regulations and policies related to student employment.
- Establishes open line of communication and a cooperative relationship with the court system, community agencies and businesses.
- Prepares a variety of reports/documents; makes a variety of records and data as required by the Superintendent.
- Participates in required training and professional growth activities as required by law or the Superintendent.
- Influences the school environment on behalf of students and their needs.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

OTHER JOB RESPONSIBILITIES:
- Be clean, neat and professionally dressed
• Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Supervises and provides performance evaluations for assigned personnel.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology in daily tasks.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Performs such other tasks as may, from time to time, be assigned by the Board.
BASIC FUNCTION:
The Director of Technology is a full-time district-level administrative position that will coordinate the efficient operation of all technological applications within the district, including hardware, software, professional development, curriculum design, and district-wide planning for the purchase, allocation, and utilization of technology resources throughout the school district.

PERFORMANCE RESPONSIBILITIES:
The Director of Technology:
- Demonstrates a broad understanding of current informational and instructional technology issues, including
  - The Kentucky Education Technology System (KETS) program.
  - The Kentucky Student, Teacher, and Administrator Technology Standards.
  - Research-based strategies and best practices for K-12 technology instruction.
  - Microsoft network operating systems, workstation operating systems, and office applications (Word, Excel, PowerPoint, Access, FrontPage, Outlook and Exchange).
  - E-mail services design and support structure.
  - Internet services and operations.
  - Web page design and creation.
  - An understanding of a variety of technology components and their functionality as utilized in the K-12 environment, including but not limited to workstations, printers, digital cameras, multimedia projectors.
- Provides leadership in all aspects of developing, evaluating, implementing, and updating a district plan for instructional technology that complies with KERA and Board of Education goals on a yearly basis.
- Understands the district budget, including the budgeting and spending process and works within this system to secure adequate resources for instructional technology.
Allocates district technology funding and resources in an equitable manner to meet KETS standards, district, and school goals.

Pursues all funding opportunities which support district technology instruction and services, including KETS, Universal Service Funds, and federal, state, and local grant opportunities.

Serves as the liaison with the state department for matters relating to instructional technology.

Compiles data and submits reports regarding district technology to local, state, and federal entities, as required.

Maintains an accurate inventory of technology hardware and software that belongs to the school district and individual schools within the district.

Disseminates technology-related information throughout the school district.

Administers telecommunications services throughout the district, including local and long-distance voice service, data circuits, and internet access.

Works to improve the overall quality of education through the integration of technology resources and strategies for all students in the district.

Collaborates with the professional development coordinator to organize relevant technology professional development opportunities for all staff on a yearly basis.

Plans, organizes, schedules, and supervises the completion of technical support issues and technology projects throughout the district.

Communicates with vendors to resolve hardware and software problems to ensure timely resolution, as required.

Supervises microcomputer specialists.

Communicates effectively verbally and orally.

OTHER JOB RESPONSIBILITIES:

- Be clean, neat and professionally dressed
- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and provides performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology in daily tasks.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
RESPONSIBLE TO: SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION
AUTHORITIES (Instructional Supervisor Certification)

BASIC FUNCTION:
Directs, coordinates and/or assists in all matters having to do with curriculum, instruction and other areas of education.

PERFORMANCE RESPONSIBILITIES:

- Facilitates curriculum development and maintenance, alignment of curriculum with state and national assessments and standards, and the development of appropriate curriculum documents for all grades Preschool-12.
- Works with district staff in identifying instructional needs and eliminating achievement gaps identified in disaggregated test data and establishment of goals in facilitating the development of the school and district consolidated plan.
- Coordinates textbook adoption for the district; distributes funds and maintains related programs for grades Preschool-12.
- Remains abreast of research, best instructional practices and research based instructional programs and guides district and school staff in the selection and implementation of these practices and programs.
- Coordinates the assessment of the professional development needs, based on school and district plans; identifies and provides professional development opportunities for staff, develops related reports, budgets and documents.
- Supervises and ensures compliance with state and federal regulations with regard to student instruction.
- Serves as District Assessment Coordinator and KDE district contact person for all instructional/assessment programs in the district.
- Compiles and maintains records including but not limited to project effectiveness data, assessment data, instructional improvement plan and proposes/presents reports as required by the Superintendent or designee.
- Provides leadership for staff in monitoring and analyzing the effectiveness of special funded programs such as ESS, Title I, Title II, Preschool, and ESL.
- Uses technology to enhance productivity and professional growth; accesses and manipulates data; communicates and collaborates with colleagues, staff and community; conducts research/solves problems.
• Facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shares and supported by the school community.
• Advocates and nurtures a school culture, climate and instructional program conducive to student learning, and staff professional growth.
• Collaborates with staff and community, responds to diverse interests and needs and mobilizes community resources.
• Acts with integrity, fairness and in an ethical manner.
• Influences the school environment on behalf of students and their needs.
• Participates in required training and professional growth activities relative to job assignment as directed by or approved by the Superintendent/designee.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
CLASS CODE 1010
TAYLOR COUNTY BOARD OF EDUCATION
CERTIFIED JOB DESCRIPTIONS

PRINCIPAL

RESPONSIBLE TO: SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

BASIC FUNCTION:
To be a visionary leader who promotes the success of all students and staff through educational leadership, efficient organizational management, professional standards of conduct and effective communication with all stakeholders in the school.

PERFORMANCE RESPONSIBILITIES:

- Develop, communicate, and model effectively the vision and mission of the school/district to staff, parents, students, and community members.
- Make recommendations for appropriate revisions to policy and procedures of the school.
- Seeks and obtains needed resources to support the implementation of district/school goals.
- Create and maintain a safe, orderly, clean and aesthetically pleasing school environment.
- Ensure the school’s curriculum meets all the requirements set forth in the Kentucky Program of Studies and Core Content, as required by Kentucky statutes.
- Attend school board meetings as necessary.
- Complete required leadership hours each year.
- Serve as the Chairperson of the school’s Comprehensive Planning Committee and also as a part of the district committee. Ensure the school plan identifies goals, objectives and activities necessary to help all students reach proficiency.
- Direct and supervise all site personnel.
- Evaluates performance and effectiveness of all school programs and staff.
- Assigns teachers to classrooms and directs the assignment of students to classes.
- Perform classroom visitations and observations.
- Assure compliance of federally funded programs within the school.
- Coordinate student and family assistance programs.
- Interact with students in a constructive manner to encourage each individual to perform at their highest levels.
- Keep staff informed of school and district policy and procedures through regular communication.
- Prepares and implements the school budget and aligns financial, human and material resources to the goals of the school.
- Maintains inventory of all board equipment and materials within the school.
- Schedules and provides oversight of extra-curricular activities and facility use.
• Coordinates and communicates closely with the parent-teacher association and other
volunteers.
• Coordinates professional development for staff.
• Maintain relations with parents, parent groups, school volunteers, and outside agencies.
• Participates in district-wide activities and committees as appropriate.
• Implements policy and procedure from the Board, state or federal level at the building
level.
• Establishes priorities for educational materials to meet the needs of students and
teachers with allowable anticipated funds.
• Maintains current information on educational legislative reform.
• Serve as chairperson of the SBDM Council.
• Conducts regular faculty meetings to inform, address day-to-day issues and improve
student instruction.
• Carries out supervisory responsibilities including recruitment, interviewing, hiring, training,
assigning, directing work, disciplining, addressing and resolving complaints and
evaluating performance in accordance with polices and applicable laws.
• Assigns curricular, extra-curricular, and other duties to employees. Provides oversight of
athletic programs to ensure compliance with Board policies, procedures, state and
federal laws and the Kentucky High School Athletic Association.
• Implement the district/school emergency management plan.
• Work with the central office personnel to coordinate the processes for effective
functioning of the school.
• Participate in district-wide and out side agency activities, professional development,
trainings and committees as appropriate.
• Participate in district-wide and out side agency activities, professional development,
trainings and committees as appropriate.
• Participate in professional organizations and activities.
• Promote leadership among colleagues.
• Promote the use of technology as a tool in teaching and learning.
• Supervise the preparation of schedules and extra curricular activities.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed.
• Be consistently responsible-maintaining regular punctual attendance and timely
completion of assigned duties, working assigned contract and extended days and using
sick and personal leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy and cooperative
effective relationships with others consistently displaying self-control, honesty and
credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the
programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Supervises and provides performance evaluations for assigned personnel.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved
for professional job growth, to remain abreast of program requirements/responsibilities
and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology in daily tasks.
• Adheres with federal, state and district program guidelines, policies, procedures and
laws.
• Adheres to the State Professional Code of Ethics.
• Performs such other tasks as may, from time to time, be assigned by the Board.
EXCEPTIONAL CHILD EDUCATION TEACHER

RESPONSIBLE TO: PRINCIPAL OR OTHER APPROPRIATE SUPERVISORS

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES (Certification as an Exceptional Child Education Teacher in Area of Assignment)

BASIC FUNCTION:
To create an exceptional child education program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each pupil’s ability; to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES IN ADDITION TO THOSE LISTED IN TEACHER JOB DESCRIPTION

- Implements IEP of children enrolled in his/her class including written documentation of child’s progress and accomplishment of objectives
- Review, analyze and evaluate the history, background and assessment of pupils in designing and educational program to meet individual education needs.
- Individualize instructional processes and adapt program activities to enhance pupil educational opportunities.
- Establish and maintain standards of student behavior utilizing behavior management strategies and techniques, including behavior modification, reinforcement, and other positive behavior shaping processes.
- Review, analyze and evaluate pupil academic and social progress.
- Counsel, confer, and communicate with parents, school and District personnel regarding pupil progress and interpretation of educational program.
- Work cooperatively with the Individual Education Team in assessing pupil needs and learning deficiencies, and develop alternative solutions to pupil learning difficulties.
- Assists in implementing committee functions and procedures
- Assists in conducting necessary evaluations of referred child
- Assists committee in determining eligibility of child for a program for exceptional children
- Provides input in the development of the IEP: strengths, weaknesses, goals, objectives, and special education and related services needed
- Select and requisition appropriate supplies, materials, books equipment and learning aids.
- Implements Infinite Campus.
- Supervise all pupils assigned and insure that proper discipline is maintained.
- Provides input on child’s progress and in revision of the IEP at the annual review conference
- Develops lesson plans and instructional materials and provides individualized and small group instruction and/or collaboration in order to adapt the curriculum to the needs of each
OTHER JOB RESPONSIBILITIES:

- Be clean, neat and professionally dressed
- Be consistently responsible—maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and provides performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology in daily tasks.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Performs such other tasks as may, from time to time, be assigned by the Board.
PRESCHOOL TEACHER

RESPONSIBLE TO: PRINCIPAL/PRESCHOOL COORDINATOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES
(teacher Certification)

BASIC FUNCTION:
To instruct pupils in academic, social, behavioral and educational core content/skills of assigned subject and student grade level and help students in making determination of career and vocational choices.

PERFORMANCE RESPONSIBILITIES IN ADDITION TO THOSE LISTED IN TEACHER JOB DESCRIPTION:

- Designed developmentally/individually appropriate activities based on learning experiences, and special needs for preschool age children.
- Bases curriculum and instruction on developmental needs and Kentucky’s learning goals and incorporates knowledge of child development theory and research.
- Manages antecedent/consequent conditions to foster self-management skills in preschool age children.
- Facilitates positive interaction between children and adults and involves parents as partners in the education of their children.
- Demonstrates knowledge of recommended practices and research in instructional strategies and management, program evaluation, and family systems theory and family centered services.
- Makes home visits as required by program guidelines.
- Applies state/national guidelines/mandates in child evaluation and uses assessment tools/procedures according to standards.
- Demonstrates knowledge of recommended practices and research in the assessment process, and in interdisciplinary collaboration and consultation.
- Evaluates impact of the program on child learning/development.
- Provides and performs health services as directed by Supervisor after receiving appropriate training as required by law.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Preschool Coordinator or the Superintendent.

OTHER JOB RESPONSIBILITIES:
- Be clean, neat and professionally dressed
- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Supervises and provides performance evaluations for assigned personnel.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology in daily tasks.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Performs such other tasks as may, from time to time, be assigned by the Board.
TAYLOR COUNTY BOARD OF EDUCATION
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SUBSTITUTE TEACHER

RESPONSIBLE TO: PRINCIPAL/SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

BASIC FUNCTION:
To instruct pupils in academic, social, behavioral and educational core content/skills of assigned subject and student grade level and help students in making determination of career and vocational choices.

PERFORMANCE RESPONSIBILITIES IN ADDITION TO THOSE LISTED IN TEACHER JOB DESCRIPTION:
- Reports to the building principal or school secretary upon arrival at the school
- Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned
- Teaches lesson plan outlined by the regular teacher
- Meets and instructs assigned classes in the locations and at the times designated
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation, pertaining to teacher and students
- Contacts the principal or the designated representative as soon as possible when substituting.
- Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Continuously strives to improve professional competence.
- Implements Infinite Campus.
- Remains at school during the entire school day unless excused by the principal or the designated representative
- Supervise all pupils assigned and insure that proper discipline is maintained.
- Is familiar with and incorporates the use of technology in daily tasks

OTHER JOB RESPONSIBILITIES:
- Be clean, neat and professional dressed
• Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Supervises and provides performance evaluations for assigned personnel.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology in daily tasks.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Performs such other tasks as may, from time to time, be assigned by the Board.
TEACHER

RESPONSIBLE TO: PRINCIPAL OR OTHER APPROPRIATE ADMINISTRATORS

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES
(TEACHER CERTIFICATION)

BASIC FUNCTION:
To instruct pupils in academic, social, behavioral and educational core content/skills of assigned subject and student grade level and help students in making determination of career and vocational choices.

PERFORMANCE RESPONSIBILITIES:
• Teaches the Kentucky Core Content and District Curriculum at the assigned grade level
• Displays Core Content being taught daily
• Models effective teaching practices and maintains a professional demeanor
• Performs ongoing, frequent and specific assessments to gauge the learning of students
• Models the characteristics of professional behavior
• Instructs effectively with technology and teaches tools of technology within coursework
• Modifies instruction for students with disabilities, gifted students, 504 students PSP, or students with modification plans.
• Demonstrates professional etiquette to colleagues and is a contributing member of the school’s community
• Actively involves parents in their child’s education, including the provision of frequent indicators of progress
• Implements Infinite Campus.
• Confers with students, parents, and school counselor/administrator to resolve student concerns
• Selects, stores, orders, issues, cares for and inventories equipment, materials, and supplies used in the classroom
• Supervises students, including activities such as field trips and school-related programs
• Fosters cooperative social behavior to assist children in forming satisfying relationships with other children and adults
• Instruct students in multiple intelligence modes targeting various learning styles
• Instructs children in practices of personal cleanliness and self care
• Maintains a welcoming, orderly, safe and attractive physical environment in the classroom
• Establishes and maintains high standards of student behavior
• Annually completes and implements an Individualized Professional Growth Plan
• Participates in ongoing professional development
• Assumes out of class responsibilities
• Set goals and objectives, plan learning activities related to the goals and objectives in order to teach the skills and/or content materials and evaluate and report the progress of the pupils assigned to him/her
• Prepare unit plans, goals and objectives and learning objectives using the adopted
curriculum guide for each subject area and class

- Positively motivate pupils to have success in learning
- Evaluates progress of assigned students
- Supervise all pupils assigned and insure that proper discipline is maintained.
- Aid other teachers and staff members in cooperative phrases of the instructional program
- Attend all faculty, departmental and other school related meetings and serve on committees as determined by the immediate supervisor building principal or Superintendent of his designee
- Prepare and have available at school complete and up-to-date weekly lesson plans which provide goals, objectives and learning activities for pupils assigned
- Complete all forms and reports that are assigned by the immediate supervisor and/or building principal
- Exhibits positive, helpful attitude toward all pupils in order to help them develop and mature mentally, physically, emotionally, and socially
- Report attendance, discipline and like problems to the immediate supervisor or building principal
- Treat and maintain properly all equipment, materials, supplies and textbooks assigned to him/her
- Perform extra-curricular and other out-of-classroom assignments made according to the policies of the Board of Education and administrative procedure
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Continuously strives to improve professional competence.
- Remains at school during the entire school day unless excused by the principal or the designated representative
- Be familiar with all teacher, student and district handbooks and adhere to policies of the Board of Education and to all administrative procedures
- Administers required state tests, adhering to the Code of Ethics.
- Attends annual Testing Code of Ethics training.
- Participates as an active member of the School’s Comprehensive Planning team.

OTHER JOB RESPONSIBILITIES:

- Be clean, neat and professionally dressed
- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and provides performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology in daily tasks.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Performs such other tasks as may, from time to time, be assigned by the Board.
TAYLOR COUNTY BOARD OF EDUCATION
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TITLE I TEACHER

RESPONSIBLE TO: PRINCIPAL/TITLE 1 DISTRICT COORDINATOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES
(TEACHER CERTIFICATION)

BASIC FUNCTION:
Provide supplemental instruction to pupils in academic educational core content/skill areas of identified school need and to work with the student and family to overcome barriers to learning.

PERFORMANCE RESPONSIBILITIES IN ADDITION TO THOSE LISTED IN TEACHER JOB DESCRIPTION:

- Assist in the planning and development of the Title I Reading and Math programs or other targeted areas of need the school is addressing.
- Assists staff in interpreting students needs and progress in reading, math and/or other targeted areas.
- Assists staff with plans and implements reading, math and other targeted programs as necessary.
- Assists staff with coordination and makes research-based strategy recommendations in the regular program of reading, math or other targeted instructional areas.
- Recommends use of varied instructional materials, reference works, kits, trade books, audiovisual aids, etc.
- Conducts in-service workshops and demonstrations pertinent to methods and materials appropriate to various levels of reading and math instruction.
- Make home visits to assess and provide assistance in overcoming barriers to student academic success.
- Regularly observes reading, math instruction and other targeted areas of need and helps staff improve student performance through the use of research-based strategies.
- Confers with parents concerning individual students having academic difficulties and with any Title I parents requesting such a conference
- Implements Infinite Campus.
- Interprets, as appropriate, test results and statistical data concerning Title I reading, math and other targeted areas to the administration, staff and public at large.
- Collaborates with the classroom teacher to assist with instruction, researched-based strategies and record keeping.
- Assists with the development of special instructional programs for Title I students
- Supervise all pupils assigned and insure that proper discipline is maintained.
- Devises and maintains such records and reports as are necessary to the successful execution of the job and submits all required records to the Principal and/or the Title I Coordinator.
OTHER JOB RESPONSIBILITIES:

- Be clean, neat and professionally dressed
- Be consistently responsible—maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and provides performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology in daily tasks.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Performs such other tasks as may, from time to time, be assigned by the Board.
DIRECTOR OF FOOD SERVICES

RESPONSIBLE TO: SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

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

PERFORMANCE RESPONSIBILITIES:
- Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
- Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.
- Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
- Determine and communicate departmental objectives, standards and policies; measure performance against objectives to update plans.
- Develop an organization and staffing plan to assure attainment of objectives; make or recommend changes as appropriate.
- Assure internal controls are established, maintained and documented in compliance with organization directives.
- Support the organization's Affirmative Action Program by assuring equal employment opportunity in hiring, placement, promotion or transfer of department personnel in all job categories.
- Administer personnel policies; assure employees are equitably treated as individuals; take corrective personnel action as appropriate; develop personnel requirements forecasts; assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews; recommend specific personnel be hired; recommend salary actions, review performance and set achievement goals for subordinates.
- Coordinate the department's operations and activities; coordinate matters affecting other departments with those affected; cooperate with other departments on matters of organization-wide or mutual concern.
- Participate in internal and external organization, boards and committees as requested and authorized by appropriate management directors and specific authorities.
- Perform related duties as assigned.
OTHER JOB RESPONSIBILITIES:

- Be clean, neat and professionally dressed
- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and provides performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology in daily tasks.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Performs such other tasks as may, from time to time, be assigned by the Board.
FAMILY RESOURCE CENTER COORDINATOR

RESPONSIBLE TO: PRINCIPAL/SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES
(Valid Kentucky Teaching Certificate, Rank 111 (Minimum), Valid Kentucky Driver’s License, Vehicle Required)

BASIC FUNCTION:
Plan, organize, coordinate, implement and provide leadership of the Family Resource Center

PERFORMANCE RESPONSIBILITIES:
- Promotes harmony and good will with the public in a manner that merits their respect and services as an advocate of children and families.
- Prepares and administers the Center’s budget and supervises all finances. Prepares and submits the Center’s budget requests and monitors expenditures of funds.
- Prepares and administers the Family Resource Centers’ grant with cooperation from the Advisory Committee.
- Maintains accurate and complete records of all the Center’s clients and functions.
- Supervises the daily operation of the Center.
- Makes recommendations for facility alterations, repairs, and improvements.
- Maintains adequate inventories of property.
- Plans and supervises emergency preparedness of Center.
- Leads in the development, determination of appropriateness and monitoring of all Center activities.
- Supervises and evaluates all activities and programs that are outgrowths of the Centers’ Operation.
- Conducts periodic Advisory Council meetings and keeps members informed of regulations, policies, changes, and new programs.
- Responsible for recruitment, selection, assignment, training, and evaluation of personnel for the Center including volunteers.
- Assign duties to all staff, including volunteers.
- Ongoing assessment of the needs of the community in order to develop effective plans for meeting those needs.
- Plan and coordinate participation in community events to publicize and promote Center’s goals and objectives.
- Maintains a program of public relations and communications in order to foster positive understanding and support of the Center’s objectives and programs.
- Assumes responsibility for all official Center’s correspondence and news releases.
- Will work cooperatively and in harmony with Principals, Counselors, School Social Worker, Transportation, Food Service, and Attendance Directors.

OTHER JOB RESPONSIBILITIES:
- Be clean, neat and professionally dressed
• Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Supervises and provides performance evaluations for assigned personnel.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/ responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
TAYLOR COUNTY BOARD OF EDUCATION
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GUIDANCE COUNSELOR

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES (Master’s Degree or higher with major in Guidance and Counseling)

BASIC FUNCTION:
To direct and coordinate pupil services. To assist all students in overcoming problems that are barriers to learning; and to assist them in the development of skills of personal/social growth, educational planning, and career and vocational planning.

PERFORMANCE RESPONSIBILITIES:
- Assesses, plans, develops and evaluates the guidance program of the school, and communicates the purposes of the Guidance program to students, parents, and staff
- Provides individual and group guidance services pertaining to vocational, educational, conflict resolution, behavior management, personal and social development.
- Directs maintenance of local school permanent record system and helps provide information for the placement and scheduling of students in classes appropriate to their needs. Assists parents and teachers by interpreting permanent record data and providing other available related information
- Maintain student health and other assigned student data in Infinite Campus.
- Complete the registration process on new students and the transfer of records of student withdrawals.
- Assists students in developing an understanding of themselves in relationship to their abilities, interests, achievements and needs
- Provides consultation and referral services to assist parents and students in securing needed services from school and community agencies
- Supervises school wide state testing program. Provide and interpret test results to students, parents, and school staff
- Communicates effectively with students, parents, and colleagues.
- Supervises students and assigned clerical staff.
- Participates in the planning, organization, and implementation of the school/district consolidated plan.
- Participates in the process concerning the placement and referral of students with special education needs (IDEA, gifted, LEP, etc.) Assist classroom teachers by consulting on the special abilities and needs of students, helping to address problems, and helping to plan instructional programs as they relate to student needs
- Consults with parents/guardians on school-student related concerns (attendance, grades,
• Helps prepare students for successful transition from grade to grade, school to school and beyond graduation.
• Guide individual and groups of students through the development of educational and career plans.
• Reduce barriers to student learning through direct and indirect services from both school and community sources.
• Promote wellness and healthy lifestyles.
• Work with school and district to develop and implement emergency management plans and practices.
• Teaches or assists teachers in the implementation of guidance curriculum in areas of student need.
• Make parents, students, staff and the community aware of services and programs available.
• Assist in providing placement services by planning with teachers and administrators for the grouping and scheduling of students; helping students make appropriate choices of school programs, extra/co-curricular activities, courses and developing long range plans of study.
• Orient new and returning students into the school environment.
• Work with school staff, parents and outside agencies to provide support and student resources.
• Help coordinate special school functions such as awards programs and other activities.
• Adheres to professional codes of ethics and school board policies and administrative procedures.
• Maintains confidentiality of students and/or staff information.
• Performs other guidance-related activities necessary to the school related needs of the student.

ADDITIONAL HIGH SCHOOL RESPONSIBILITIES:
• Provides appropriate materials to students and parents to assist in proper course selection and placement. Assists students in planning their total academic programs.
• Supervises Scholarship and College Entrance Testing Program (SAT, PSAT, ACT, PLAN, AP etc.)
• Provide testing preparation resources and programs.
• Provides scholarships and financial aid information to students and parents/guardians.
• Provides recommendations and students assessments to colleges, post-secondary schools and employers.

OTHER JOB RESPONSIBILITIES:
• Be clean, neat and professionally dressed.
• Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Supervises and provides performance evaluations for assigned personnel.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology in daily tasks.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Performs such other tasks as may, from time to time, be assigned by the Board.
MEDIA SPECIALIST

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES (Certification for Library Media Specialist)

BASIC FUNCTION:
To provide all students with an enriched library/media environment containing a wide variety and range of materials and equipment that invites intellectual growth, and aids all students in acquiring the skills needed to take full advantage of media center resources.

PERFORMANCE RESPONSIBILITIES:
- Set goals and objectives which guide the development of the Library Media Program
- Develops and implements policies and procedures for the operation of the Library Media Program (e.g. selection, circulation, scheduling)
- Teaches how to use the Kentucky Virtual Library
- Assists teachers and students in applying information resources and information literacy skills into class curriculum
- Promotes maximum use of the LMC through flexible scheduling for classes and students to promote use by individuals, small groups, and whole classes, to facilitate and promote student achievement
- Plans cooperatively with teachers to integrate research, information retrieval skills, and literature appreciation into the curriculum
- Provides access to professional materials and information for school staff
- Networks with other libraries and shares resources
- Publicizes the LMC program and services
- Complete all forms and reports required by the program or assigned by the immediate supervisor and/or building principal
- Serve on committees as determined by the immediate supervisor, building principal or Superintendent of his designee
- Evaluates, selects and requisitions LMC materials and technology that support and align with the school's curriculum and educational philosophy
- Withdraws obsolete materials and classifies, catalogs, processes, and organizes for circulation the educational media and technology.
- Establishes and follows procedures for maintenance and repair of media and technology equipment.
- Serves as an instructional resource consultant and media specialist to teachers and students.
- Utilizes current research and methods in areas of technology, teaching, learning, and library and information science
- Aligns the LMC goals to those of the school
• Coordinates the school’s implementation of KETS (if assigned)
• Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments
• Collaborates with teachers in planning assignments leading to extended use of LMC resources
• Participates in various professional organizations that relate to library media and technology
• Maintains the LMC to be a functional, attractive, and orderly environment that encourages maximum use
• Plans the budget with the administration and/or SBDM/advisory councils based on the needs and objective of the library media center program
• Periodically meets with the administration and/or SBDM/advisory councils to discuss short-range goals and accomplishments of the library media center
• Develops and administers library media center policies regarding materials selection, collection development, circulation, challenged materials, copyright, and technology.
• Organizes, classifies, and catalogs library materials following nationally recognized professional standards
• Solicits suggestions from and communicates with faculty and students about services, materials, programs, and facilities
• Evaluates programs, services, facilities, and materials on a continuous basis
• Publicizes the library media center programs, services, and materials through newsletters, announcements, and other innovative ways
• Is responsible for the proper use of the facility, materials, and equipment
• Plan and/or participate in special projects or proposals
• Trains and supervises library media center clerical staff and volunteers
• Maintains accurate records (e.g. purchase orders, bid specs, packing slips, etc.)
• Follows the district policy and procedures in the operation and selection of materials
• Selects, acquires, circulates, and maintains materials, technology, and equipment which support the school’s curriculum
• Keeps a current card or automated catalog
• Makes general repairs, weeds collection, and takes annual inventory

LIBRARY MEDIA SERVICES
• Exercises a role in ensuring the library media center is an integral part of the school’s instructional program
• Encourages use of the library media center by individuals, small groups, and large groups for research, browsing, recreational reading, and listening
• Participates in curriculum development and plans regularly with teachers
• Provides for the incorporation of information and instructional technologies into the school curriculum
• Provides training in the use of new materials, technology, and equipment
• Supports classroom teachers in the development of instructional activities, and curriculum with print and non-print materials
• Assists faculty in the selection of materials to supplement instruction
• Makes the library media center and its resources accessible to students and faculty
• Provides orientation for faculty and students

PROFESSIONAL RESPONSIBILITIES:
• Plans and implements a library media center program of library information literacy in collaboration with classroom teachers toward the achievement of the goals of education reform and the academic expectations
• Informally evaluates individual and group needs and provide appropriate learning experiences
Create a climate conducive to learning
Provides for independent and cooperative group learning
Guides students in the selection of appropriate resources
Helps students to develop habits of independent reference work and to develop literacy in the use of reference materials in relation to planned assignments
Promotes appreciation of various forms of literature
Encourages students to develop lifelong reading, listening, viewing, and critical thinking skills
Incorporates the use of technology in assessing information
Assist students in the use of multi-media

OTHER JOB RESPONSIBILITIES:
• Be clean, neat and professional dressed
• Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Supervises and provides performance evaluations for assigned personnel.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology in daily tasks.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Performs such other tasks as may, from time to time, be assigned by the Board.
RESPONSIBLE TO: DIRECTOR OF EXCEPTIONAL CHILD EDUCATION

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

BASIC FUNCTION:
To provide psychological and psycho educational services to students through consultation, intervention, counseling, assessment, staff development and program development, implementation and evaluation.

PERFORMANCE RESPONSIBILITIES:
- Prevent educational and behavioral problems through early identification and consultation.
- Identify special needs of children through consultation, observation and other psychological and educational assessment.
- Analyze, integrate and report psychological and educational information about child behavior and conditions related to learning.
- Consult with teachers and other staff members in planning, implementing, and evaluating needs of individuals and groups of children.
- Plan and manage a program of psychological services including: 1) pre-referral and assessment services; 2) early identification services; 3) intervention and counseling for children; and 4) program evaluation and applied educational research.
- Perform such other tasks and assume such other responsibilities as may be assigned by the supervisor or superintendent.

REPRESENTATIVE DUTIES:
- Consult with general and exceptional teachers about the effects of various teaching techniques and methods of classroom instruction.
- Confer with teachers and parents about the child’s learning abilities, achievement levels, social/emotional development, and learning needs.
- Help teachers and parents understand more about how children grow, learn and develop.
- Assist teachers and parents in the development of appropriate goals and objectives necessary to meet the needs of each child.
- Provide crisis intervention services to students and school personnel upon requests.
- Aid in the construction and selection of evaluation procedures and instruments and assist in the development evaluation of programs, materials, and educational strategies for the district.
- Participate in screening meetings, serving to interpret and consult on the available data.
- Develop with teachers, parents and administrators intervention strategies designed to help in solving students’ school related problems in the regular classroom setting.
- Monitor the effectiveness of intervention strategies and, when necessary, ensure the initiation of a formal referral for complete psycho-educational assessment.
- Complete individual psycho-educational assessments and evaluation reports within federal due process timelines.
- Attend ARC meetings, as needed.
- Conduct needs assessments in order that service delivery goals may be set.
- Serve on district committees to apply psychological expertise for the development, implementation and evaluation of educational programs. Such areas may include grant application writing, the development of performance assessment procedures, curriculum design, competency testing and remedial programming.
- Providing professional development opportunities for teachers, administrators, and other school personnel: and develop systematic research programs to answer questions of concern to school personnel, such as the relationships between educational programs and pupil achievement. This service would be provided as the need arises.
- Assist with testing for the gifted program.
- Assist with early childhood assessment and intervention.
- Interpret the psychologist’s role to the community.
- Assist in beginning programs for the children who are found to be “at risk” and provide for parent training as needed.

KNOWLEDGE AND ABILITIES;

KNOWLEDGE OF:
- Psychological assessment.
- Consultation methods and practices.
- Psychological practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Basic public speaking techniques.

ABILITY TO:
- Provide technical assistance in the development, dissemination and evaluation of procedures for obtaining psychological services.
- Assist in the identification and evaluation of students with psychological and emotional problems.
- Determine appropriate action within clearly defined guidelines.
- Consult with parents, teachers and others regarding psychological and emotional-related issues.
- Maintain current knowledge of technological advances in the field.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Work independently with children.

OTHER JOB RESPONSIBILITIES:
- Be clean, neat and professionally dressed
- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the
programs, purposes, goals and efficient operation of the Taylor County Public Schools.

- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and provides performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
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- Is familiar with and incorporates the use of technology in daily tasks.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Performs such other tasks as may, from time to time, be assigned by the Board.
RESPONSIBLE TO: SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

BASIC FUNCTION:
To work as a liaison agent between the school and the home. To investigate all referral cases that indicate pupil maladjustment that is causing difficulties.

PERFORMANCE RESPONSIBILITIES:
- To provide information to the teachers and principals of services available.
- Investigate pupil’s home and neighborhood environment.
- Interview parents for pupil’s personal history.
- Confer with parents when child shows signs of poor social adjustment.
- Collection of background material on the pupil and family for the Psychologist when necessary.
- Refer cases of long time case work to outside agencies such as DHR, Health Department, Doctor, Dentist, Lion’s Club, Hospital, Department of Mental Health, etc.
- Keep Principal and Teacher informed.
- Prepare summaries on referrals to social agencies.
- Collect and convey information to teachers and Principals when it is conducive to better understanding of the pupil.
- Advise the teacher of case progress.
- Advise referral parent of community agencies which can offer them help with their problems.
- Cooperate with Social Agencies involved with pupils or parents.
- Inform personnel of the purpose of Social Work in the public schools.
- Serve as a consultant to Principal and Teacher in regard to problem pupils not referred.
- Serve as a resource person for Teachers.
- Develop periodic research studies.
- Help in supplying clothes and resource material to pupils.
- Make referrals to doctors and help provide medical assistance to students.
- Work in team effort with school counselor on child’s school performance.
- Performs any other duties so delegated by the Superintendent.

OTHER JOB RESPONSIBILITIES:
- Be clean, neat and professionally dressed
- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
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• Is familiar with and incorporates the use of technology in daily tasks.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Performs such other tasks as may, from time to time, be assigned by the Board.
SPREECH LANGUAGE PATHOLOGIST

RESPONSIBLE TO: PRINCIPAL/DIRECTOR OF EXCEPTIONAL CHILD EDUCATION

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES (Master’s Degree or Greater in Communication Disorders)

BASIC FUNCTION:
Under the direction of the Admissions & Release Committee, screen, assess and identify students with communication disorders which adversely affect their educational progress. Develop and provide direct and indirect services within the student’s educational setting, based on established IEP goals and objectives.

PERFORMANCE RESPONSIBILITIES:
- Prepare written evaluations and maintain records which clearly and succinctly document services provided, student progress and discharge from therapy as recommended to the Admissions & Release Committee.
- Comply with evaluations standards and determine eligibility for services based on the Kentucky Eligibility Guidelines for Communication Disorders.
- Effectively communicate test results, diagnosis and proposed treatment plans to the Admissions and Release Committee.
- Participate in the multidisciplinary team process regarding eligibility issues, Individual Education Plan (IEP) development, consultation services and service delivery models.
- Assure compliance with established state and federal laws, regulations, policies, and procedures.
- Prepare reports as needed by the local school district and/or the KY Department of Education.
- Develop treatment plans consistent with the IEP. Review therapy goals and objectives and make recommendations for changes as appropriate to the Admissions & Release Committee.
- Employ instructional/therapeutic methods and materials that are appropriate for meeting each student’s goals and objectives.
- Operate and maintain a variety of therapeutic equipment and train others in use of the equipment as necessary.
- Assess, select and develop augmentative and/or alternative communication systems and provide training in their use.
- Attends professional Development to enhance job performance.
- Screen hearing referrals of students with suspected hearing impairment.
- Supervise and coordinate the activities of any assigned staff. Adhere to state law regarding the type and amount of supervision required for licensed speech-language pathology assistant(s).
Communicate with students who have disorders of communication, their families, caregivers and other service providers relative to the student’s disability and its management. Assist in development of classroom activities to meet the communication needs of the student.

Communicate with appropriate agencies, schools and other organizations as needed in order to meet the needs of students with communication disabilities.

Remain current concerning instructional and technological advances and other matters concerning speech-language therapy. Attend and participate in professional workshops and conferences.

Provide in-service training to other professionals and paraprofessionals as needed.

Attend staff meetings and serve on committees as needed.

Operate office equipment, as appropriate.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles and techniques of speech-language therapy
- Methods and procedures for assessment and treatment of communication disorders (speech sound production and use, receptive and expressive language, fluency, voice, oral motor, etc.)
- State and federal laws and regulations regarding special education records, due process and service provision
- Local school district policies and procedures
- State laws and regulations governing the practice of speech-language pathology.
- Kentucky Eligibility Guidelines for Communication Disabilities
- Principals of training & supervising staff
- Health and safety regulations

**ABILITY TO:**

- Provide speech-language therapy to eligible students.
- Develop and evaluate the appropriateness of treatment plans (IEPs).
- Develop student rapport and establish a positive therapeutic atmosphere.
- Communicate and work effectively with the families of students with disabilities.
- Work collaboratively with other professionals.
- Maintain student records and prepare reports as specified by the District.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Prepare written evaluations and reports.
- Remain current concerning knowledge of therapeutic and special issues.
- Operate and maintain therapeutic and office equipment.
- Prioritize and schedule work.
- Meet schedules and timelines.
- Train and supervise others as needed.
- Observe health and safety regulations.

**OTHER JOB RESPONSIBILITIES:**

- Be clean, neat and professionally dressed
- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
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• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology in daily tasks.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Performs such other tasks as may, from time to time, be assigned by the Board.
21ST CENTURY COMMUNITY LEARNING CENTER
PROGRAM DIRECTOR

RESPONSIBLE TO: INSTRUCTIONAL SUPERVISOR/SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

BASIC FUNCTION:
Plan, organize, coordinate, implement and provide leadership of the 21st Century School/Community Learning Grant

PERFORMANCE RESPONSIBILITIES:
- Establish a local 21st Century Program Advisory Council whose members will include school staff members, parents, co-applicant representative and community
- Serve as the liaison between the school and district administration, the advisory council and 21st Century Program staff
- Serve as a liaison between the 21st Century Program, Family Resource/Youth Services Centers, Extended School Services, Title I, Title IV, Safe and Drug Free Schools, Student Technology Leadership Programs, school officials and employees
- Serve as a liaison between the 21st Century Program and its co-applicant partners
- Serve as a liaison between the 21st Century Program and the community at large
- Implement and monitor 21st Century Program activities
- Structure a system for clear communication with regular school day teachers and administrators with 21st Century Program staff
- Facilitate a process for aligning school day and after-school curriculum and standards that meet grant proposal goal and objectives
- Organize and oversee volunteer mentoring services with the 21st Century Program
- Facilitate a system to develop and disseminate 21st Century information
- Promote public relations for the 21st Century Program
- Hire, supervise and establish guidelines for 21st Century staff in consultation with the advisory council and school principal
- Supervise and assist with performance evaluation of program personnel.
- Facilitate a system for the recruitment and retention of students and adults in 21st Century services both as participants and providers
- Facilitate assurance of safety/supervision for the 21st Century Program
- Provide guidelines for use of facilities and equipment
- Maintain all financial files of the 21st Century Program
- Make available to all stakeholders an opportunity to visit site of 21st Century Program
- Oversee the development and maintenance of assessment/evaluative tools as to quality of 21st Century Program activities
- Pursue sustainability avenues, including grant opportunities
- Manage the day to day operation of the 21st Century Program and endeavor to:
- Ensure that 21st Century Program activities enhance academic achievement of the students by aligning programs with Kentucky Core Content and Learning Goals

- Ensure that 21st Century Program activities allow participants an opportunity to become lifelong learners in chosen areas
- Ensure that 21st Century Program activities allow students to become more active and participating members of society
- Ensure that 21st Century Program activities link the community at large to the school
- Ensure that 21st Century Program activities provide both presenters and participants with the idea that the activities are vitally important to enhancing the life of a child/adult
- Ensure that 21st Century Program activities are constantly being evaluated as to their purpose and success

**OTHER JOB RESPONSIBILITIES:**

- Be clean, neat and professionally dressed
- Be consistently responsible—maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
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- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and provides performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
Taylor County
Board of Education

Classified
Job Descriptions
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<th>CODE</th>
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ACCOUNT CLERK III

RESPONSIBLE TO: Finance Director

LENGTH OF WORK YEAR: 250 days

DIVISION: Fiscal

EDUCATION AND EXPERIENCE:
Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of increasingly responsible financial record-keeping experience including experience with automated record-keeping systems

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

DISTINGUISHING CHARACTERISTICS:
Incumbents in the Account Clerk III classification perform specialized and complex duties in areas requiring more analyses and accountability and may lead other accounting clerical personnel. Account Clerk I incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised. Account Clerk II incumbents are assigned specialized accounting duties with responsibility for an assigned set of accounts in one or more specific accounting functions.

REPRESENTATIVE DUTIES:
- Perform complex and advanced-level clerical accounting duties in support of District programs and services; process or prepare more complex or technical financial accounting documents, including payments, reports and special projects.
- Process payroll and related records for an assigned major payroll; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
- Maintain employee attendance records; verify and input individual sick leave and vacation allowances, usage and payoffs; distribute related lists and notices as needed.
- Assign, review and lead the work of other account clerks as assigned; answer and provide assistance with more technical questions and procedures.
- Respond to questions or complaints from vendors, District administrators, food service personnel or employees regarding issues related to pay, benefits, payments, balances, charges, inventories and other information; answer phones.
- Perform financial record keeping for District food service operations; maintain computerized records of accounts receivable, payable and cash sales.
- Provide work direction, guidance and training to other accounting clerical personnel as assigned.
• Produce a variety of periodic and annual financial statements, reports, reimbursements and claims; maintain journals and ledgers, charging proper accounts.
• Receive, sort and distribute paychecks and warrants according to established procedures and guidelines; prepare and issue warrants as needed.
• Prepare and maintain a variety of files, records, documents and lists relating to food service, certificated and classified payroll or other assigned area; prepare special reports as assigned.
• Communicate with State and County Office personnel, benefits carriers, financial institutions and others concerning payments and financial reporting issues.
• Calculate and prepare annual salary and benefit projections for current-year cost projections; provide salary and benefit data in the budget development process.
• Maintain records of revolving cash funds and petty cash funds use; issue checks as required to reimburse accounts; balance and reconcile accounts, verifying proper and authorized use of designated funds.
• Process the payroll-related sections of various employment verification forms; verify employment by phone in accordance with related laws and District policies and procedures.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Advanced clerical accounting principles and techniques involved in financial record keeping, monitoring and control.
• Preparation, maintenance, verification and processing of payroll records.
• Estimating, projecting and extending financial and statistical data.
• Preparation of financial statements and comprehensive accounting reports.
• Applicable sections of Kentucky Administrative Regulations and other applicable laws, rules and regulations.
• Oral and written communication skills.
• Interpersonal skills using tact, patience and courtesy.
• Modern office practices, procedures and equipment.
• Telephone techniques and etiquette.
• Operation of a computer terminal and other office equipment.
• Tax withholding, voluntary deductions, garnishments and fringe benefits.
• Basic math.
• Principles of training and providing work direction.

ABILITY TO:
• Perform complex and advanced level accounting duties in the maintenance of assigned accounts.
• Prepare, verify, process and control an assigned major payroll.
• Perform responsible record-keeping duties with a high degree of skill and accuracy.
• Verify, balance and adjust accounts.
• Process and record accounting transactions accurately.
• Prepare financial statements, profit and loss statements and other technical financial reporting documents.
• Learn, interpret, apply and explain rules, regulations, policies and procedures related to school district payrolls, utility payments and food service accounting.
• Operate office machines including computer equipment, personal computer, accounting software and peripherals.
• Add, subtract, multiply and divide quickly and accurately.
• Understand and follow oral and written directions.
• Establish and maintain cooperative and effective working relationships with others.
• Meet schedules and time lines.
• Work confidentially with discretion.
• Communicate effectively both orally and in writing.
• Complete work with many interruptions.
• Type at an acceptable rate of speed.
• Maintain records and prepare reports.
• Train and provide work direction to others.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed.
• Be consistently responsible—maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
ACCOUNT CLERK II

RESPONSIBLE TO: Food Service Director

LENGTH OF WORK YEAR: 222

DIVISION: Fiscal

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

LICENSES AND OTHER REQUIREMENTS:

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

Account Clerk II incumbents are assigned specialized accounting duties with responsibility for an assigned set of accounts in one or more specific accounting functions. Incumbents in the Account Clerk III classification perform specialized and complex duties in areas requiring more analyses and accountability and may lead other accounting clerical personnel. Account Clerk I incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised.

REPRESENTATIVE DUTIES:

- Maintain a set of financial records related to an area of clerical accounting such as accounts receivable, budget, school accounting, food services or other assigned accounting support area; coordinate assigned area with other accounting functions.
- Verify, balance, adjust and assure the accuracy of assigned accounts; receive, verify and audit invoices and receipts for supplies, equipment and services; contact District personnel to verify orders, receipts and signatures.
- Collect, receipt, record and deposit monies; sort and post to appropriate account; reconcile cash, receipts and statements; resolve or assist in the resolution of discrepancies and errors.
- Compile, sort, code, tabulate, post and compare financial and statistical data; verify availability of funds; extend and balance accounts and post to various records and reports.
- Prepare and generate a variety of financial and statistical reports, lists and summaries; enter, compile and tabulate data for inclusion in departmental reports; prepare, maintain and file lists, records, reports and other documents.
• Interact with vendors and District personnel to research discrepancies, correct errors, resolve problems and assist with preparations and maintenance of records and reports.
• Provide information regarding accounting policies, procedures and practices to District employees, vendors and others; interpret, apply and explain District policies and regulations as needed.
• Input financial and statistical information into an automate accounting system.
• Operate a variety of office equipment including typewriter, calculator, copier, computer terminal.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Basic accounting practices and procedures.
• Financial and statistical record-keeping techniques.
• Modern office practices, procedures and equipment.
• Data processing applications to accounting functions.
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• Telephone techniques and etiquette.
• Interpersonal skills using tact, patience and courtesy.
• Operation of computer terminal

ABILITY TO:
• Apply bookkeeping and financial record-keeping principles to the maintenance of assigned accounting records.
• Maintain accurate financial records and verify data and prepare accurate reports.
• Operate standard office equipment such as a typewriter, calculator, computer terminal, personal computer and microcomputers to enter and manipulate data.
• Learn and apply office policies, rules and practices.
• Understand and follow oral and written directions.
• Prepare data processing input documents rapidly and accurately.
• Meet schedules and time lines.
• Work cooperatively with others.

OTHER JOB RESPONSIBILITIES:
• Be clean, neat and professionally dressed.
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
ACCOUNT CLERK I

RESPONSIBLE TO: Food Service Director

LENGTH OF WORK YEAR: 222

DIVISION: Fiscal

EDUCATION AND EXPERIENCE:
Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

BASIC FUNCTION:
Perform routine clerical accounting duties in the maintenance of assigned accounting records at a District office or school site.

DISTINGUISHING CHARACTERISTICS:
Account Clerk I incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised. Account Clerk II incumbents are assigned specialized accounting duties with responsibility for an assigned set of accounts in one or more specific accounting functions. Incumbents in the Account Clerk III classification perform specialized and complex duties in areas requiring more analyses and accountability and may lead other accounting clerical personnel.

REPRESENTATIVE DUTIES:

- Assemble, match, sort, tabulate, check and input a variety of financial and statistical data.
- Maintain statistical records and process a variety of documents involved in financial transactions.
- Learn and apply District procedures and policies.
- Post, balance and adjust accounts; review for accuracy and completeness.
- Operate standard office equipment including a computer terminal, calculator and typewriter to enter and manipulate data.
- Assemble financial and statistical data for various reports from clearly indicated sources.
- Maintain various records, reports, documents and files as directed; distribute reports as assigned.
- Assist other accounting clerical personnel in the maintenance of more complex accounts.
- Check arithmetic calculations on financial records and documents; verify extensions, proper coding and account numbers.
- Answer telephone; take and relay messages or transfer calls to appropriate personnel; provide routine information.
- Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Basic accounting practices and procedures.
- Modern office practices, procedures and equipment.
- Operation of a computer terminal and other office equipment.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

ABILITY TO:
- Perform routine clerical accounting duties in the maintenance of assigned accounting records.
- Add, subtract, multiply and divide quickly and accurately.
- Maintain accurate financial and statistical records and compile data from clearly indicated sources.
- Operate standard office equipment such as a typewriter, calculator, computer terminal, personal computer and microcomputers to enter and manipulate data.
- Learn and apply office policies, rules and practices.
- Understand and follow oral and written directions.
- Prepare data processing input documents rapidly and accurately.
- Meet schedules and time lines.
- Work cooperatively with others.

OTHER JOB RESPONSIBILITIES:
- Be clean, neat and professionally dressed.
- Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
DIRECTOR OF FINANCE III

RESPONSIBLE TO: Superintendent

LENGTH OF WORK YEAR: 243 days

DIVISION: Fiscal

EDUCATION AND EXPERIENCE:
A Certified Public Accountant certification, Masters in Business Administration or Masters in Public Administration degree and five years professional experience in a business office setting with at least three years experience in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:
Forty-two (42) hours of continuing education classes every two years that have been approved by the Kentucky Department of Education.

BASIC FUNCTION:
Plan, organize, coordinate and control a large group of functional units with management and professional level subordinates involving highly complex financial activities.

DISTINGUISHING CHARACTERISTICS:
The Director of Finance series applies to a management position that typically report to an Assistant or Deputy Superintendent or directly to the Superintendent. The levels are distinguished in terms of the relative size (number and level of employees), complexity (diversity and problem solving), educational background (expertise) and accountability (freedom to act) of the assigned duties and functions.

REPRESENTATIVE DUTIES:
- Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities with substantial direct financial impact.
- Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.
- Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
- Assure internal controls are established, maintained and documented in compliance with organizational directives.
- Participate in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.
- Oversee the maintenance of District-wide financial records and programs.
- Oversee the preparation of various financial statements and their dissemination.
• Prepare financial analysis of revenues and expenditures and compare to other school districts in and out of state as assigned.
• Coordinate the on-going budget operations including planning, compiling, analyzing, preparing and monitoring the General and Federal Fund budget process.
• Review, analyze and evaluate budgetary process, assuring compliance with generally accepted budgeting principles, standards and procedures.
• Review the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
• Coordinate staff training.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Practices, policies and procedures relating to sound financial management, including, but not limited to: budget preparation and control, generally accepted budgeting, accounting and auditing, principles, standards and procedures.
• Oral and written communication skills.
• Research methods and report writing techniques
• Laws, rules and regulations related to financial management.
• Computer applications and MUNIS
• Interpersonal skills using tact, patience and courtesy.
• Personnel requirements of the District.

ABILITY TO:
• Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities.
• Prepare, communicate and deliver presentations both orally and in writing.
• Coordinate and monitor the financial system of the District.
• Interpret and explain financial reports, statutory and regulatory requirements, and all Board financial policies.
• Perform professional and technical budgetary, statistical and accounting functions.
• Maintain current knowledge of technological advances in the field.
• Use financial computers programs efficiently.
• Prioritize and schedule work.
• Train, supervise and evaluate personnel.

OTHER JOB RESPONSIBILITIES:
• Be clean, neat and professionally dressed.
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
PAYROLL CLERK II

RESPONSIBLE TO: Finance Director

LENGTH OF WORK YEAR: 250 days

DIVISION: Fiscal

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of payroll accounting experience.

BASIC FUNCTION:

Perform complex and responsible payroll duties requiring knowledge of both classified and certificated payrolls; provide training and work direction to Payroll Assistants and other personnel as assigned.

DISTINGUISHED CHARACTERISTICS:

Payroll Clerk II is assigned lead duties and provides training, guidance and work direction to assigned staff. The incumbent is assigned more difficult or complex duties. Payroll Clerk I incumbents are assigned payroll duties for specific payrolls such as classified and certificated payrolls.

REPRESENTATIVE DUTIES:

- Provide training, guidance and work direction to Payroll Clerk I incumbents and other temporary personnel as assigned to the payroll unit.
- Assist in the review of payroll systems and procedures; recommend method improvements and implement changes as approved.
- Process payroll and related records for assigned major payroll of the District; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
- Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities.
- Compute annual vacation and sick leave allowances and payroll distribution; communicate with District and site personnel regarding time reports, warrants, insurance coverage and leave time.
- Respond to questions or complaints from employees regarding interpretation of laws, rules, regulations, contracts and other documents governing District payroll, assist employees in completing necessary payroll documentation forms.
- Process and record specialized payroll services including Workers Compensation, retroactive pay, voluntary deductions and other related services.
- Calculate and prepare annual salary and budget projections for categorical programs as assigned.
Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.

Maintain employee attendance records; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed.

Sort and distribute paychecks and warrants according to established procedures and guidelines.

Prepare and maintain files of records and documents relating to work performed; prepare special reports.

Process the payroll-related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures.

Operate standard office equipment including a computer terminal as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Principles and techniques involved in both classified and certificated payroll preparation, monitoring and control.
- Financial record-keeping principles and procedures.
- Modern office practices, procedures and equipment.
- District organization, operations, policies and objectives.
- Applicable State requirements and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer terminal and other office equipment.
- Oral and written communication skills.

ABILITY TO:
- Perform complex and responsible payroll duties with a high degree of skill and accuracy.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Process payroll and related records for classified and certificated payrolls.
- Train and provide work direction to others.
- Deal tactfully and effectively with irate employees.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.
- Understand and follow oral and written directions.
- Plan and organize work.
- Operate standard office equipment including a computer terminal as required.

OTHER JOB RESPONSIBILITIES:
- Be clean, neat and professionally dressed.
- Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
FOOD SERVICE MANAGER III

RESPONSIBLE TO: Director of Food Service; Principal

LENGTH OF WORK YEAR: 182 days (may vary according to position)

DIVISION: Food Service

EDUCATION AND EXPERIENCE:
Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years experience in food service operations.

LICENSES AND OTHER REQUIREMENTS:
Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

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

DISTINGUISHING CHARACTERISTICS:
Food Service Manager III plan, coordinate, manage and oversee a complex food service program.
Food Service Manager II incumbents manage and coordinate the day-to-day food service operations in an assigned school site.
Food Service Manager I incumbents manage and coordinate the day-to-day food service operations in an assigned school site.

REPRESENTATIVE DUTIES:

- Manage, coordinate and oversee the day-to-day food service operations at an assigned school site; analyze effectiveness, assure compliance with District, State and federal laws, regulations and safety and sanitation procedures.
- Prepare menus, assuring compliance with regulations and requirements; estimate and order amount of food and supplies needed; monitor and control expenditures; maintain assigned budget.
- Select food service employees; direct, assign, schedule and evaluate food service personnel; conduct training sessions for new employees.
- Inspect lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
- Plan work schedules and coordinate daily work for efficient use of labor; receive calls from employees and call substitutes as necessary.
- Train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Maintain, prepare and review a variety of menu production records, inventories, logs and reports; accumulate data and input information into a computer as appropriate and file documents as necessary.
• Supervise and participate in food preparation and distribution to District students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
• Participate in, schedule and attend in-service meetings and workshops.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

• Meal production planning and scheduling.
• Applicable District, federal and State laws, rules and regulations related to food service.
• Quantity food preparation and food merchandising.
• Nutrition, sanitation and operation regulations and requirements.
• Use and care of institutional equipment and utensils.
• Procedures used in ordering, receiving, storing and inventorying food and supplies.
• Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
• Budget preparation and control.
• Record keeping techniques.
• Principles and practices of supervision and training.
• Oral and written communications skills.
• Interpersonal skills using tact, patience and courtesy.
• Inventory methods and practices.

ABILITY TO:

• Manage and coordinate the day-to-day food service operation at an assigned school site.
• Assure compliance with District, State and federal requirements.
• Plan well-balanced, nutritional and appetizing menus within a fixed budget.
• Train others in the preparation and serving of food in large quantities.
• Read, interpret, apply and explain rules, regulations, policies and procedures.
• Schedule, supervise and evaluate staff.
• Analyze situations accurately and adopt an effective course of action.
• Meet schedules and time lines.
• Operate a computer terminal as required.
• Plan and organize work.
• Maintain records and prepare reports.
• Communicate effectively both orally and in writing.
• Work independently with little direction.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
FOOD SERVICE MANAGER II

RESPONSIBLE TO: Director of Food Service; Principal

LENGTH OF WORK YEAR: 182 days (may vary according to position)

DIVISION: Food Service

EDUCATION AND EXPERIENCE:
Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years experience in food service operations.

LICENSES AND OTHER REQUIREMENTS:
Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

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

DISTINGUISHING CHARACTERISTICS:
Food Service Manager II incumbents manage and coordinate the day-to-day food service operations in an assigned school site. Food Service Manager III plan, coordinate, manage and oversee a complex food service program. Food Service Manager I incumbents manage and coordinate the day-to-day food service operations in an assigned school site.

REPRESENTATIVE DUTIES:

- Manage, coordinate and oversee the day-to-day food service operations at an assigned school site; analyze effectiveness, assure compliance with District, State and federal laws, regulations and safety and sanitation procedures.
- Prepare menus, assuring compliance with regulations and requirements; estimate and order amount of food and supplies needed; monitor and control expenditures; maintain assigned budget.
- Select food service employees; direct, assign, schedule and evaluate food service personnel; conduct training sessions for new employees.
- Inspect lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
- Plan work schedules and coordinate daily work for efficient use of labor; receive calls from employees and call substitutes as necessary.
- Train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Maintain, prepare and review a variety of menu production records, inventories, logs and reports; accumulate data and input information into a computer as appropriate and file documents as necessary.
• Supervise and participate in food preparation and distribution to District students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
• Participate in, schedule and attend in-service meetings and workshops.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

• Meal production planning and scheduling.
• Applicable District, federal and State laws, rules and regulations related to food service.
• Quantity food preparation and food merchandising.
• Nutrition, sanitation and operation regulations and requirements.
• Use and care of institutional equipment and utensils.
• Procedures used in ordering, receiving, storing and inventorying food and supplies.
• Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
• Budget preparation and control.
• Record keeping techniques.
• Principles and practices of supervision and training.
• Oral and written communications skills.
• Interpersonal skills using tact, patience and courtesy.
• Inventory methods and practices.

ABILITY TO:

• Manage and coordinate the day-to-day food service operation at an assigned school site.
• Assure compliance with District, State and federal requirements.
• Plan well-balanced, nutritional and appetizing menus within a fixed budget.
• Train others in the preparation and serving of food in large quantities.
• Read, interpret, apply and explain rules, regulations, policies and procedures.
• Schedule, supervise and evaluate staff.
• Analyze situations accurately and adopt an effective course of action.
• Meet schedules and time lines.
• Operate a computer terminal as required.
• Plan and organize work.
• Maintain records and prepare reports.
• Communicate effectively both orally and in writing.
• Work independently with little direction.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed.
• Be consistently responsible—maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
FOOD SERVICE MANAGER I

RESPONSIBLE TO: Director of Food Service; Principal

LENGTH OF WORK YEAR: 182 days (may vary according to position)

DIVISION: Food Service

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years experience in food service operations.

LICENSES AND OTHER REQUIREMENTS: Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

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

DISTINGUISHING CHARACTERISTICS: Food Service Manager I incumbents manage and coordinate the day-to-day food service operations in an assigned school site. Food Service Manager II incumbents manage and coordinate the food service operations and activities of a central kitchen. Incumbents also plan and organize food service transporting activities to District sites. Food Service Manager III incumbents plan, coordinate, manage and oversee a complex food services program.

REPRESENTATIVE DUTIES:

- Manage, coordinate and oversee the day-to-day food service operations at an assigned school site; analyze effectiveness, assure compliance with District, State and federal laws, regulations and safety and sanitation procedures.
- Prepare menus, assuring compliance with regulations and requirements; estimate and order amount of food and supplies needed; monitor and control expenditures; maintain assigned budget.
- Select food service employees; direct, assign, schedule and evaluate food service personnel; conduct training sessions for new employees.
- Inspect lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
- Plan work schedules and coordinate daily work for efficient use of labor; receive calls from employees and call substitutes as necessary.
- Train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Maintain, prepare and review a variety of menu production records, inventories, logs and reports; accumulate data and input information into a computer as appropriate and file documents as necessary.
• Supervise and participate in food preparation and distribution to District students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

• Meal production planning and scheduling.
• Applicable District, federal and State laws, rules and regulations related to food service.
• Quantity food preparation and food merchandising.
• Nutrition, sanitation and operation regulations and requirements.
• Use and care of institutional equipment and utensils.
• Procedures used in ordering, receiving, storing and inventorying food and supplies.
• Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
• Budget preparation and control.
• Record keeping techniques.
• Principles and practices of supervision and training.
• Oral and written communications skills.
• Interpersonal skills using tact, patience and courtesy.
• Inventory methods and practices.

ABILITY TO:

• Manage and coordinate the day-to-day food service operation at an assigned school site.
• Assure compliance with District, State and federal requirements.
• Plan well-balanced, nutritional and appetizing menus within a fixed budget.
• Train others in the preparation and serving of food in large quantities.
• Read, interpret, apply and explain rules, regulations, policies and procedures.
• Schedule, supervise and evaluate staff.
• Analyze situations accurately and adopt an effective course of action.
• Meet schedules and time lines.
• Operate a computer terminal as required.
• Plan and organize work.
• Maintain records and prepare reports.
• Communicate effectively both orally and in writing.
• Work independently with little direction.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
COOK/BAKER

RESPONSIBLE TO: Food Service Manager; Principal; Food Service Director

LENGTH OF WORK YEAR: 182 days (may vary according to position)

DIVISION: Food Service

EDUCATION AND EXPERIENCE:
Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in cooking and baking food in large quantities.

LICENSES AND OTHER REQUIREMENTS:
Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

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

REPRESENTATIVE DUTIES:

- Prepare and bake rolls, biscuits, breads, cakes, cookies and other baked goods; prepare and combine necessary ingredients.
- Prepare and cook meat dishes, vegetables and other main dishes; prepare salads, sandwiches, fruit, soups, sauces and other foods.
- Assist in determining appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional requirements.
- Monitor temperatures of food to assure safety and quality standards are met; monitor water temperatures to assure proper temperature for sanitizing.
- Serve food according to established guidelines and replenish serving containers as needed; serve and sell lunch items to faculty.
- Clean cafeteria equipment, utensils and appliances and store food supplies; assure compliance with kitchen sanitation and safety procedures and regulations; clean refrigerators and storerooms as required.
- Assist in storing unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling foods to be stored.
- Operate a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, steamer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, cash register, dishwasher and other cafeteria equipment as required.
- Train and provide work direction to others.
• Record amounts of food sold and monies collected as assigned; assist with inventory and maintain routine records as directed; prepare records of foods cooked and foods left over.
• Prepare and bake food for special events as needed; assist at banquets or special events as required.
• Assist in other food service areas as needed; collect money and make correct change.
• Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

• Meal production planning and scheduling.
• Applicable District, federal and State laws, rules and regulations related to food service.
• Quantity food preparation and food merchandising.
• Nutrition, sanitation and operation regulations and requirements.
• Use and care of institutional equipment and utensils.
• Procedures used in ordering, receiving, storing and inventorying food and supplies.
• Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
• Budget preparation and control.
• Record keeping techniques.
• Principles and practices of supervision and training.
• Oral and written communications skills.
• Interpersonal skills using tact, patience and courtesy.
• Inventory methods and practices.

**ABILITY TO:**

• Manage and coordinate the day-to-day food service operation at an assigned school site.
• Assure compliance with District, State and federal requirements.
• Plan well-balanced, nutritional and appetizing menus within a fixed budget.
• Train others in the preparation and serving of food in large quantities.
• Read, interpret, apply and explain rules, regulations, policies and procedures.
• Schedule, supervise and evaluate staff.
• Analyze situations accurately and adopt an effective course of action.
• Meet schedules and time lines.
• Operate a computer terminal as required.
• Plan and organize work.
• Maintain records and prepare reports.
• Communicate effectively both orally and in writing.
• Work independently with little direction.

**OTHER JOB RESPONSIBILITIES:**

• Be clean, neat and professionally dressed
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
SCHOOL NURSE

RESPONSIBLE TO: Principal/Superintendent

LENGTH OF WORK YEAR: 182 days (may vary according to position)

DIVISION: Health

EDUCATION AND EXPERIENCE:
Any combination equivalent to:

- Graduation as a Licensed Practical Nurse or Registered Nurse and one year comprehensive nursing experience.

LICENSES AND OTHER REQUIREMENTS:
- Valid Kentucky nurse’s license
- Valid Kentucky drivers’ license

BASIC FUNCTION:
Administer first aid according to established procedures; conduct a variety of health screenings; prepare and maintain accurate student medical records; administer prescribed medications

REPRESENTATIVE DUTIES:

- Administer first aid or nursing care for accidents, seizures, preventive medicine and other educational-related medical problems; provide CPR and first aid to students and school employees as needed.
- Conduct height, weight, vision, hearing, scoliosis and other health screenings as required; provide screening for head lice and observe students on a regular basis to detect health needs.
- Refer students to appropriate personnel, resources or clinics and follow-up as necessary.
- Maintain health records and medical logs; update immunization and student records as needed; prepare and submit periodical medical reports for appropriate organizations or District personnel and assure compliance with established laws and regulations.
- Dispense and retain medication and perform medical treatment in accordance with physician’s instructions within District guidelines.
- Communicate with various community health agencies and civic organizations to exchange information, coordinate activities and obtain student needs such as medication, glasses, hearing aids and clothing as needed.
- Conduct training for students, parents and school staff as required.
- Provide information and make recommendations to principals, substitutes, teachers and parents regarding health issues of students and school health program needs, develop programs to meet school health needs.
- Make home visits as required; authorize re-admission to school.
- Maintain stock of first aid supplies; assure medical equipment is in proper working condition; order supplies and equipment as needed.
- Participate in screening for health defects and sanitary conditions in schools.
- Maintain current knowledge of medical advances and information, public health issues and treatment procedures.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

• First aid, CPR and nursing practices and procedures.
• Various health-screening practices, procedures and techniques.
• Oral and written communication skills.
• Record-keeping techniques.
• Policies and objectives of assigned program and activities.
• Interpersonal skills using tact, patience and courtesy.
• Health and safety regulations.
• Contagious diseases.

ABILITY TO:

• Administer first aid according to established procedures.
• Conduct variety of health screenings.
• Prepare and maintain accurate student medical records.
• Make referrals and perform follow-up.
• Maintain medical equipment in proper working condition.
• Understand and follow written prescriptions.
• Communicate effectively both orally and in writing.
• Establish and maintain cooperative and effective working relationships with others.
• Maintain current knowledge of technological advances in the field.
• Complete work with many interruptions.
• Determine appropriate action within clearly defined guidelines.
• Observe health and safety regulations.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
PHYSICAL/OCCUPATIONAL THERAPIST

RESPONSIBLE TO: Exceptional Education Director/Principal/Superintendent

LENGTH OF WORK YEAR: 187 days (may vary according to position)

DIVISION: Health

EDUCATION AND EXPERIENCE:
Any combination equivalent to:
- Graduation from an accredited program in physical or occupational therapy and two years experience working in pediatric, physical or occupational therapy.

LICENSES AND OTHER REQUIREMENTS:
- Valid Physical or Occupational license issued by the State of Kentucky.

BASIC FUNCTION:
Develop, disseminate and evaluate programs and procedures for physical and occupational therapy and assessment; provide physical and occupational therapy to eligible individuals; supervise and coordinate the activities of assigned staff.

REPRESENTATIVE DUTIES:
- Develop, disseminate and evaluate programs and procedures for physical and occupational therapy and assessment; review therapy goals and plans for each individual, make recommendations and adjust as appropriate.
- Supervise and coordinate the activities of assigned staff; provide overall supervision of the physical and occupational therapy program.
- Research, evaluate and interpret data and other information regarding the effectiveness of the physical and occupational program and submit periodic reports as requested.
- Prepare written evaluations, maintain records and prepare reports concerning individual clients; review medical and therapy reports to assure compliance with established laws, regulations and procedures.
- Communicate with agencies, schools and other organizations to coordinate communication and services; contact vendors concerning supplies and equipment for clinic and office needs; coordinate physical and occupational therapy referral and record systems.
- Assist in the preparation of the physical and occupational budget; monitor and control expenditures.
- Operate a variety of therapeutic equipment; train others in the use of therapeutic equipment as necessary; maintain equipment in proper working condition.
- Remain current concerning technological advances and other matters concerning physical and occupational therapy; attend and participate in seminars, workshops and conferences; provide in-service training to physical and occupational therapy staff.
- Operate office equipment.
- Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques of physical and occupational therapy.
- Laws and regulations concerning medical records and therapeutic services.
- Neurology, anatomy, neuroanatomy and physiology.
- Crafts including material and equipment required, analysis of physical requirements, analysis of exercise or other contributions as treatment for special disabilities, contraindications for use as treatment for specific disability or when other conditions exist.
- Methods, materials and equipment used to alter existing or fabricate specialized equipment.
- Safety precautions including hazards associated with client’s specific activities.
- Oral and written communication skills.
- Public speaking techniques.
- Research techniques.
- Record-keeping techniques.
- Principles of training and supervising staff.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- CPR

ABILITY TO:

- Provide physical and occupational therapy to eligible individuals.
- Determine and evaluate treatment.
- Plan, prepare and make oral presentations.
- Communicate effectively with families of handicapped individuals.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Monitor and evaluate equipment needs.
- Prepare written evaluations and review medical and therapy reports.
- Train and supervise others.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of related technological advances and other matters.
- Lift heavy objects.
- Operate office and therapeutic equipment.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Perform CPR as required.

OTHER JOB RESPONSIBILITIES:

- Be clean, neat and professionally dressed
- Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
SPEECH LANGUAGE PATHOLOGY ASSISTANT

RESPONSIBLE TO: Exceptional Education Director/Principal/Superintendent

LENGTH OF WORK YEAR: 187 days (may vary according to position)

DIVISION: Health

EDUCATION AND EXPERIENCE:
Any combination equivalent to:

- Graduation from an accredited program in speech language pathology assistance.

LICENSES AND OTHER REQUIREMENTS:

- Valid Speech-Language Pathology Assistant’s license, issued by the Kentucky Board of Speech-Language Pathology and Audiology.

BASIC FUNCTION:
Under the supervision of a licensed Speech-Language Pathologist, screen, assess and identify students with communication disorders which adversely affect their educational progress. Develop and provide direct and indirect services within the student’s educational setting, based on established IEP goals and objectives.

REPRESENTATIVE DUTIES:

- Conduct speech-language and hearing screenings without interpretation following specified screening protocols developed by a speech-language pathologist and audiologist respectively.
- Prepare written evaluations and maintain records which clearly and succinctly document services provided, student progress and discharge from therapy as recommended under the supervision of a licensed speech-language pathologist.
- Follow documented treatment plans or protocols as prescribed by the supervisor.
- Document student progress toward meeting established objectives as stated in the treatment plan.
- Provide direct treatment assistance to identified students under the supervision of the supervisor.
- Assist with clerical and other related duties as directed by the supervisor.
- Report to the supervisor about the treatment plan based on a student’s performance.
- Schedule activities, prepare charts, records, graphs, or otherwise display data.
- Participate with the supervisor in research projects, in-service training, and public relations programs.
- Assist in implementing collaborative activities with other professional.
- Assist in administering tests for diagnostic evaluations and progress monitoring.
- Perform related duties as assigned by the supervising speech-language pathologist.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques of speech-language therapy
Methods and procedures for assessment and treatment of communication disorders (speech sound production and use, receptive and expressive language, fluency, voice, oral motor, etc.)

State and federal laws and regulations regarding exceptional education records, due process and service provision

Local school district policies and procedures

State laws and regulations governing the practice of speech-language pathology.

Kentucky Eligibility Guidelines for Communication Disabilities

Health and safety regulations

ABILITY TO:

- Provide speech-language therapy to eligible students under the direction of a speech–language pathologist
- Assist in the development and evaluation of the appropriateness of treatment plans (IEPs).
- Develop student rapport and establish a positive therapeutic atmosphere.
- Communicate and work effectively with the families of students with disabilities.
- Work collaboratively with other professionals.
- Maintain student records and prepare reports as specified by the District.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Prepare written evaluations and reports.
- Remain current concerning knowledge of therapeutic and special issues.
- Operate and maintain therapeutic and office equipment.
- Prioritize and schedule work
- Meet schedules and timelines.
- Observe health and safety regulations.

OTHER JOB RESPONSIBILITIES:

- Be clean, neat and professionally dressed
- Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
SPEECH LANGUAGE PATHOLOGIST

RESPONSIBLE TO: Exceptional Education Director/Principal/Superintendent

LENGTH OF WORK YEAR: 187 days (may vary according to position)

DIVISION: Health

EDUCATION AND EXPERIENCE:
Any combination equivalent to:

- A master’s degree or any combination equivalent to a master’s degree in the area of speech-language pathology from an accredited program in speech-language therapy, and all other requirements as set forth in KRS334A.050

LICENSES AND OTHER REQUIREMENTS:
- Valid Speech-Language Pathology Assistant’s license, issued by the Kentucky Board of Speech-Language Pathology and Audiology.

BASIC FUNCTION:
Under the direction of the Admissions & Release Committee (ARC), screen, assess and identify students with communication disorders which adversely affect their educational progress. Develop and provide direct and indirect services within the student’s educational setting, based on established IEP goals and objectives.

REPRESENTATIVE DUTIES:

- Prepare written evaluations and maintain records which clearly and succinctly document services provided, student progress and discharge from therapy as recommended to the Admissions & Release Committee.
- Comply with evaluations standards and determine eligibility for services based on the Kentucky Eligibility Guidelines for Communication Disorders.
- Effectively communicate test results, diagnosis and proposed treatment plans to the Admissions and Release Committee.
- Participate in the multidisciplinary team process regarding eligibility issues, Individual Education Plan (IEP) development, consultation services and service delivery models.
- Assure compliance with established state and federal laws, regulations, policies, and procedures.
- Prepare reports as needed by the local school district and/or the KY Department of Education.
- Develop treatment plans consistent with the IEP. Review therapy goals and objectives and make recommendations for changes as appropriate to the Admissions & Release Committee.
- Employ instructional/therapeutic methods and materials that are appropriate for meeting each student’s goals and objectives.
- Operate and maintain a variety of therapeutic equipment and train others in use of the equipment as necessary.
- Assess, select and develop augmentative and/or alternative communication systems and provide training in their use.
- Participate in hearing screening programs to identify and refer students with suspected hearing impairment and/or middle ear disorders.
- Supervise and coordinate the activities of any assigned staff. Adhere to state law regarding the type and amount of supervision required for licensed speech-language pathology assistants.
- Communicate with students who have disorders of communication, their families, caregivers and other service providers relative to the student’s disability and its management. Assist in development of classroom activities to meet the communication needs of the student.
- Communicate with appropriate agencies, schools and other organizations as needed in order to meet the needs of students with communication disabilities.
- Remain current concerning instructional and technological advances and other matters concerning speech-language therapy. Attend and participate in professional workshops and conferences. Provide in-service training to other professionals and paraprofessionals.
- Attend staff meetings and serve on committees as needed.
- Operate office equipment, as appropriate.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles and techniques of speech-language therapy
- Methods and procedures for assessment and treatment of communication disorders (speech sound production and use, receptive and expressive language, fluency, voice, oral motor, etc.)
- State and federal laws and regulations regarding exceptional education records, due process and service provision
- Local school district policies and procedures
- State laws and regulations governing the practice of speech-language pathology.
- Kentucky Eligibility Guidelines for Communication Disabilities
- Principals of training and supervising staff
- Health and safety regulations

**ABILITY TO:**

- Provide speech-language therapy to eligible students under the direction of a speech –language pathologist
- Assist in the development and evaluation of the appropriateness of treatment plans (IEPs).
- Develop student rapport and establish a positive therapeutic atmosphere.
- Communicate and work effectively with the families of students with disabilities.
- Work collaboratively with other professionals.
- Maintain student records and prepare reports as specified by the District.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Prepare written evaluations and reports.
- Remain current concerning knowledge of therapeutic and special issues.
- Operate and maintain therapeutic and office equipment.
- Prioritize and schedule work
- Meet schedules and timelines.
- Train and supervise others as needed.
- Observe health and safety regulations.

**OTHER JOB RESPONSIBILITIES:**

- Be clean, neat and professionally dressed
• Be consistently responsible—maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.

• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.

• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.

• Follow the procurement guidelines and purchase order process.

• Disseminate information/resources in areas of responsibilities.

• Maintain proper care and safe use of district equipment and property.

• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.

• Maintain confidentiality and privacy of all school records.

• Is familiar with and incorporates the use of technology as job responsibilities require.

• Adheres with federal, state and district program guidelines, policies, procedures and laws.

• Adheres to the State Professional Code of Ethics.

• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
TAYLOR COUNTY SCHOOLS
CLASSIFIED JOB DESCRIPTIONS

INSTRUCTIONAL ASSISTANT II

RESPONSIBLE TO: Principal and/or Program Supervisor

LENGTH OF WORK YEAR: 182 days (may vary according to position)

DIVISION: Instructional

EDUCATION AND EXPERIENCE:
Any combination equivalent to:

• high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
• some experience in working with children in an organized setting.
• achievement of Highly Qualified status by passing the Kentucky Paraeducator Assessment test. (Successful completion of 64 college hours will substitute for paraeducator test.)

BASIC FUNCTION:
Assist a certificated teacher in providing instruction to individual or small groups typically in programs with exceptional children or equivalent programs; monitors and reports student progress.

DISTINGUISHING CHARACTERISTICS:
Instructional Assistant II incumbents assist a complex program typically requiring additional skills and characterized by increased independence of action. Instructional Assistant I incumbents assist a certificated teacher by performing a variety of support functions in a regular classroom setting.

REPRESENTATIVE DUTIES:

• Tutor individuals or small groups of students typically with a disability or handicap, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
• Participate as member of an instructional team including remediation teams; develop appropriate relationships with parents and team members; serve as a resource person to the student personnel evaluation team.
• Transport students to and from activities and assist in preparation for treatment as required.
• Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students.
• Assist in administering diagnostic and other tests; score and record test information; read, understand and assist in implementing, recording and monitoring student’s IEP.
• Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary.
• Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
• Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
• Assist in overseeing students while in labs; provide for supplies inventory as necessary.
• Assist students in such physical tasks as putting on and taking off of outer wear, moving from room to room, using the lavatory; assist student in getting on and off the bus.
• Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
• Confer, as needed, with teachers concerning programs and materials to meet student needs.
• Contact parents of students who are absent; make home visits as necessary.
• Assure the health and safety of students by following health and safety practices and regulations.
• Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods, and field trips.
• Participate in meeting and in-service training programs as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

• Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
• Safe practices in classroom and playground activities
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• Interpersonal skills using tact, patience and courtesy.
• Basic record-keeping techniques.

ABILITY TO:

• Learn child guidance principles and practices.
• Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
• Perform routine clerical duties in support of classroom activities.
• Print and write legibly.
• Add, subtract, multiply and divide quickly and accurately.
• Understand and follow oral and written directions.
• Learn procedures, functions and limitations of assigned duties.
• Communicate effectively both orally and in writing.
• Learn to apply and explain policies and procedures related to school and program activities.
• Work cooperatively with others.
• Monitor, observe and report student behavior according to approved policies and procedures.
• Operate instructional and office equipment.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
TAYLOR COUNTY SCHOOLS
CLASSIFIED JOB DESCRIPTIONS

INSTRUCTIONAL ASSISTANT I

RESPONSIBLE TO: Principal

LENGTH OF WORK YEAR: 182 days (may vary according to position)

DIVISION: Instructional

EDUCATION AND EXPERIENCE:
Any combination equivalent to:

- high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
- some experience in working with children in an organized setting.
- achievement of Highly Qualified status by passing the Kentucky Paraeducator Assessment test.
  (Successful completion of 64 college hours will substitute for paraeducator test.)

BASIC FUNCTION:
Assist a certificated teacher in providing instruction to individual or small groups; monitors and reports student progress.

DISTINGUISHING CHARACTERISTICS:
Instructional Assistant I incumbents assist a certificated teacher by performing a variety of support functions in a regular classroom setting. Instructional Assistant II incumbents work within a complex program typically requiring additional skills and characterized by increased independence of action.

REPRESENTATIVE DUTIES:

- Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Participate as member of an instructional team including remediation teams.
- Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students.
- Assist in administering diagnostic and other tests; score and record test information.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Assist in overseeing students while in labs; provide for supplies inventory as necessary.
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Confer, as needed, with teachers concerning programs and materials to meet student needs.
- Contact parents of students who are absent; make home visits as necessary.
- Assure the health and safety of students by following health and safety practices and regulations.
• Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods, and field trips.
• Participate in meeting and in-service training programs as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

• Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
• Safe practices in classroom and playground activities
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• Interpersonal skills using tact, patience and courtesy.
• Basic record-keeping techniques.

ABILITY TO:

• Learn child guidance principles and practices.
• Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
• Perform routine clerical duties in support of classroom activities.
• Print and write legibly.
• Add, subtract, multiply and divide quickly and accurately.
• Understand and follow oral and written directions.
• Learn procedures, functions and limitations of assigned duties.
• Communicate effectively both orally and in writing.
• Learn to apply and explain policies and procedures related to school and program activities.
• Work cooperatively with others.
• Monitor, observe and report student behavior according to approved policies and procedures.
• Operate instructional and office equipment.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
PROGRAM SPECIALIST I

RESPONSIBLE TO: Director of Alcohol Abuse Project

LENGTH OF WORK YEAR: 187

DIVISION: Instructional

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in area of specialty and three years instructional experience in area of assignment.

BASIC FUNCTION:

Provide professional-level technical assistance to District and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity; provide in-service as assigned; survey system-wide needs in areas of assignment and determine effectiveness of assigned program or activity; direct the work of committees and other groups as assigned.

DISTINGUISHING CHARACTERISTICS:

The Program Specialist classes apply to professional-level technical positions which have responsibility for on-going assistance to district and school staff in the area of specialty. There are three levels of Program Specialist distinguished by the overall impact on the district, the complexity of the specialty, and the nature or type and frequency of contacts outside the unit.

REPRESENTATIVE DUTIES:

- Provide professional-level technical assistance to District and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity.
- Assist designated supervisor in short-range and long-range planning as assigned.
- Work cooperatively with the designated coordinator, program directors and other specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising program or activity as assigned.
- Research past and current practices in areas assigned and integrate research in areas of responsibility.
- Oversee and direct the work of committees and task forces as assigned.
- Work cooperatively with the designated coordinator and staff development personnel to provide in-service training in area of assignment.
- Work closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities.
- Provide technical assistance to District and school staff in the areas of assignment.
- Assure compliance with local, State and federal regulations and procedures related to area of assignment.
- Assure compliance with Board goals, objectives and directives related to area of assignment.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Subject matter in area of assignment.
- Short and long-range planning techniques applicable to area of specialty.
- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques.
- Oral and written communication skills.
- Public speaking techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.

ABILITY TO:
- Provide technical assistance to District and school personnel in area of proper specialty.
- Oversee the work of committees and task forces.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

OTHER JOB RESPONSIBILITIES:
- Be clean, neat and professionally dressed.
- Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
SCHOOL/HOME/COMMUNITY LIAISON

RESPONSIBLE TO: Director of Alcohol Abuse Project

LENGTH OF WORK YEAR: 187

DIVISION: Instructional

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years instructional experience including at least one year in the area of specialty.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license

BASIC FUNCTION:

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.

REPRESENTATIVE DUTIES:

- Provide specialized services for an assigned program involving the school, district and students in relation to the community and parents.
- Establish and maintain working relationships with clientele.
- Recruit and train volunteers as necessary to work in the program.
- Participate as a team member for specific student problems; assist in resolving issues with purposeful interaction with parents and other family members as necessary.
- Develop and distribute program material and literature to inform the community and parents of assigned program.
- Monitor and evaluate program effectiveness; follow-up on specific cases as necessary.
- Coordinate meetings and special gatherings in support of assigned program.
- Serve as a liaison between students, support groups, parents and others to assist in resolving student problems.
- Plan, organize and implement a community program for a school or the District office.
- Maintain records and prepare reports.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Provide liaison services between the student and the parents or between the school and the community.
• Specific program to which assigned.
• Record-keeping techniques.
• Operation of a computer terminal and data entry techniques.
• Oral and written communication skills.
• Research methods and report writing techniques.
• Laws, rules and regulations related to assigned activities.
• Policies and objectives of assigned program and activities.
• Interpersonal skills using tact, patience and courtesy.
• Technical aspects of field of specialty.

ABILITY TO:
• Coordinate assigned activities to resolve student issues or develop community programs.
• Travel to student homes and interact with parents.
• Assist with responsible duties for a specific program.
• Understand and follow oral and written directions.
• Communicate effectively both orally and in writing.
• Establish and maintain cooperative and effective working relationships with others.
• Maintain records and prepare reports.
• Operate a computer terminal.
• Prioritize and schedule work.
• Learn, apply and explain policies, procedures, rules and regulations.
• Maintain current knowledge of program rules, regulations, requirements and restrictions.
• Determine appropriate action within clearly defined guidelines.
• Work independently with little direction.
• Meet schedules and time lines.

OTHER JOB RESPONSIBILITIES:
• Be clean, neat and professionally dressed.
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
TAYLOR COUNTY SCHOOLS
CLASSIFIED JOB DESCRIPTIONS

LIBRARY MEDIA CLERK

RESPONSIBLE TO: Media Specialist/ Principal

LENGTH OF WORK YEAR: 182 days

DIVISION: Library/Media

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
- some experience in working with children in an organized setting.
- achievement of Highly Qualified status by passing the Kentucky Paraeducator Assessment test. (Successful completion of 64 college hours will substitute for paraeducator test.)

BASIC FUNCTION:

Assist with library media activities in a school environment; process and shelve library materials and assist students and staff in the access of library materials in a school or district library media center.

REPRESENTATIVE DUTIES:

- Organize and maintain the routine operation of a school library media center; receive, process, circulate and shelve print and non-print materials.
- Assist students in learning basic information skills including the use of the library catalog and reference sources.
- Assist students and teachers in locating and selecting appropriate materials; assist students with special class projects or conduct story-time as required.
- Prepare and send overdue notices as required; assist in locating lost books; collect fines as assigned.
- Input data to computerize catalog.
- Inspect books and periodicals for damage and perform repairs as necessary.
- Maintain routine records and files related to library activities including circulation of books, monies collected and lost materials; assist in inventory activities as required.
- Schedule library times for volunteers; train assign and monitor the work of volunteers and student helpers.
- Maintain the library in a clean and orderly condition; assist in maintaining the discipline of students.
- Operate standard office equipment and utilize materials for marking, mending or protecting library materials; assist in inventory activities as required.
- Create displays to promote books, holidays and sessions.
- Operate office equipment including typewriter and copier as required.
- Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Methods, practices, terminology and procedures used in a library.
- Basic record keeping techniques.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
- Assist with library activities.
- Process and shelve library materials and assist students and staff in the selection of library materials.
- Learn the operation, policies, procedures and methods of an assigned school library.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively with children and adults.
- Maintain routine records as assigned.
- File alphabetically and numerically with speed and accuracy.
- Utilize materials for marking, mending or protecting library materials.
- Operate office equipment including typewriter and copier as required.

OTHER JOB RESPONSIBILITIES:
- Be clean, neat and professionally dressed.
- Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
MAINTENANCE MANAGER - GENERAL

RESPONSIBLE TO: Superintendent

LENGTH OF WORK YEAR: 250 days

DIVISION: Maintenance

EDUCATION AND EXPERIENCE:
Any combination equivalent to: college-level course work in business administration, one or more maintenance disciplines or related field and five years experience in the maintenance field including at least two years supervisory experience.

LICENSES AND OTHER REQUIREMENTS:
Valid Kentucky driver’s license.

BASIC FUNCTION:
Plan, organize, coordinate and implement general maintenance activities including routine and emergency electrical, plumbing, masonry and climate control systems; create and implement preventive maintenance programs.

REPRESENTATIVE DUTIES:

- Determine need for routine and emergency electrical, plumbing, masonry and carpentry services; prepare work schedules and arrange for materials, tools and equipment.
- Follow-up on maintenance and service procedures to assure compliance with established standards, policies and requirements.
- Investigate delays in completion of assigned work; assure satisfactory completion in a timely and efficient manner.
- Assign work schedule of maintenance personnel, supervise and inspect the operation of the maintenance department, and provide supportive, technical assistance to the operation.
- Plan and schedule the work load as determined by requests from the schools.
- Verify reports of possible unsafe conditions in schools, or on school property, by making the necessary corrections and reporting the conditions to the Superintendent.
- Train, supervise and evaluate assigned personnel; administer grievances and discipline.
- Create an on-going preventive maintenance program by conducting inspections of schools and grounds to determine maintenance needs, painting, heating and refrigeration needs, plumbing needs, electrical needs and carpentry needs.
- Oversee the purchase of supplies, materials and equipment purchased by the department to assure that stock is maintained at an appropriate level, depending upon budgetary limitations. Follow proper policies and procedures in regard to purchases via purchase order system. Work closely with Finance Department concerning department budget.
- Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned.
• Establish and monitor a procedure for receiving, unpacking, checking and recording incoming equipment, tools, materials, parts and supplies used by the department, to assure the quantity and quality if satisfactory.
• Assure supplies, tools, materials, parts and equipment are stored properly; approve shipping and receiving of items from stock as requested; maintain inventory of parts, supplies, tools and equipment; assure proper delivery as necessary.
• Require that storerooms, vehicles, work sites and other assigned areas be maintained in a clean and safe manner.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

• Mechanical, carpentry, plumbing, masonry and other related trades.
• Maintenance, repair and operation of building and grounds equipment.
• Basic record-keeping techniques.
• Shop math.
• Methods, equipment and materials used in general maintenance work.
• Health and safety regulations and procedures.
• Proper methods of storing equipment, materials and supplies.
• Technical aspects of field of specialty.
• Oral and written communication skills.
• Interpersonal skills using tact, patience and courtesy.
• Principles and practices of supervision and training.

ABILITY TO:

• Plan, organize, coordinate and implement general maintenance activities including routine and emergency electrical, plumbing, masonry and climate control systems.
• Create and implement preventive maintenance programs.
• Train, supervise and evaluate personnel.
• Order parts and supplies according to established guidelines.
• Assign and review work.
• Prioritize and schedule work.
• Work cooperatively with others.
• Compile and verify data and prepare reports.
• Prioritize and schedule work.
• Observe health and safety regulations.
• Interpret specifications, blueprints and job orders.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed.
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
MAINTENANCE WORKER I

RESPONSIBLE TO: Maintenance Supervisor/Superintendent

LENGTH OF WORK YEAR: 182-250 days (may vary according to position)

DIVISION: Maintenance

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law

LICENSES AND OTHER REQUIREMENTS: Some positions in this class are required to possess a valid Kentucky driver’s license.

BASIC FUNCTION: Perform unskilled to semi-skilled maintenance, repair and construction of District buildings and equipment; perform semi-skilled to skilled work in one or more of the building maintenance trades; assist journey-level trades personnel as needed; works alone on less difficult projects or assignments.

REPRESENTATIVE DUTIES:

- Assist in performing unskilled to semi-skilled maintenance, repair and construction of District buildings and equipment in one or more of the building maintenance trades including locksmithing, carpentry, electrical, painting; plumbing, heating and air conditioning.
- Assist journey-level trades’ workers and maintenance personnel with a variety of maintenance, repair and construction; perform independently on less difficult projects and assignments as assigned.
- Assist locksmith to install, adjust, repair and replace locks and door hardware; inspect locks for proper operation and implement a preventive maintenance program for locking mechanisms, panic bars, door closures and other hardware; re-key and re-pin locks as needed and maintain related charts and records.
- Assist in the construction, installation and maintenance of roofs, furniture, fences, bookshelves, cabinets, shelving, chalkboards and bulletin boards.
- Assist in the installation, repair and maintenance of gas and water lines, heating and cooling equipment, electrical fixtures and outlets; replace broken toilet seats, flush valve diaphragms, seals and gaskets; clean plugged drains, stop leaks, adjust water pressure and clean work area upon completion of work.
- Assist in the installation, repair and replacement of carpet, floor and ceiling tiles, repair blinds and shades; install dispensers and repair or install bathroom stalls.
- Assist in making minor electrical and mechanical repairs on such equipment as vacuum cleaners, buffers, electric clocks, washing machines, dryers, refrigerators and other small appliances.
- Prepare surfaces for painting, mix paints, finishes and other coatings and apply to equipment, buildings, furniture and District facility structures.
- Assist in the construction of forms and metal work, pour concrete and perform finish work; perform masonry, repair and construction with brick and block.
- Strip, wax and buff floors; wash windows; clean carpeted areas; sweep and wash sidewalks and classrooms; dust rooms and furniture and perform a variety of related custodial duties.
- Maintain records of time, costs and materials needed in the maintenance and repair of District equipment and facilities; prepare work orders for more difficult and complex repairs or larger work projects.
- Operate a wide variety of tools and equipment including motor vehicles, forklift, key-cutting machine, electric cart, steam cleaner, grinder, stripper, waxer, buffer, carpet cleaner, power hand tools, saws and hand tools used in the building maintenance trades.
- Operate riding mower, push mower, weed eater, trimmer, and other lawn machines.
- Assist with other duties such as tree removal, assembling and moving furniture and setting up chairs for events on and off campus.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Tools, equipment, methods and materials used in semi-skilled to skilled maintenance in at least one of the building maintenance and construction trades.
- Operation and use of hand and power tools and equipment.
- Requirements of maintaining buildings and facilities in good repair.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Cleaning equipment, tools, materials and supplies used in custodial work.
- Basic record-keeping techniques.
- Health and safety regulations and procedures.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.

**ABILITY TO:**
- Perform semi-skilled to skilled work in the construction, renovation, maintenance and repair of building, facilities and furniture.
- Operate basic maintenance tools and equipment.
- Assist skilled personnel in the maintenance and repair of buildings and facilities.
- Use common cleaning equipment and supplies safely and efficiently.
- Move and arrange furniture and equipment for meetings and special events.
- Observe and report safety hazards and need for maintenance and repair.
- Maintain routine records related to work performed.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Lift heavy objects.
- Observe legal and defensive driving practices.

**OTHER JOB RESPONSIBILITIES:**
- Be clean, neat and professionally dressed.
- Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
TAYLOR COUNTY SCHOOLS
CLASSIFIED JOB DESCRIPTIONS

DIRECTOR I

RESPONSIBLE TO: Superintendent

LENGTH OF WORK YEAR: 207 days or as assigned

DIVISION: Management

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years experience in a field directly related to assignment including at least one year in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may require certification as required by the State in order to perform the duties of Director.

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

The Director series applies to management positions which typically report to an Assistant or Deputy Superintendent or directly to the Superintendent. The levels are distinguished in terms of the relative size (number and level of employees), complexity (diversity and problem solving) and accountability (financial impact and freedom to act) of the assigned duties and functions. Districts may use any number of these of this series to distinguish between overall responsibilities assigned to this level of management.

REPRESENTATIVE DUTIES:

- Plan, organize, coordinate and control a single functional unit involving a relatively small number of clerical and support personnel involving some financial impact on the District.
- Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.
- Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
- Determine and communicate departmental objectives, standards and policies; measure performance against objectives to update plans.
- Develop an organization and staffing plan to assure attainment of objectives; make or recommend changes as appropriate.
- Assure internal controls are established, maintained and documented in compliance with organization directives.
• Support the organization's Affirmative Action Program by assuring equal employment opportunity in the hiring, placement, promotion or transfer of department personnel in all job categories.
• Administer personnel policies; assure employees are equitably treated as individuals; take corrective personnel action as appropriate; develop personnel requirements forecasts; assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews; recommend specific personnel be hired; recommend salary actions, review performance and set achievement goals for subordinates.
• Coordinate the department's operations and activities; coordinate matters affecting other departments with those affected; cooperate with other departments on matters of organization-wide or mutual concern.
• Participate in internal and external organization, boards and committees as requested and authorized by appropriate management directives and specific authorities.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Practices, policies and procedures involved in the functional areas assigned.
• Modern office practices, procedures and equipment.
• Oral and written communication skills.
• Research methods and report writing techniques.
• Laws, rules and regulations related to assigned activities.
• District organization, operations, policies and objectives.
• Interpersonal skills using tact, patience and courtesy.
• Health and safety regulations.
• Technical aspects of field of specialty.
• Budget preparation and control.

ABILITY TO:
• Plan, organize, coordinate and control a single functional unit involving a relatively small number of clerical and support personnel involving some financial impact on the District.
• Communicate effectively both orally and in writing.
• Prepare and deliver oral presentations.
• Work cooperatively with others.
• Establish and maintain cooperative and effective working relationships with others.
• Maintain records and prepare reports.
• Prioritize and schedule work.
• Train, supervise and evaluate personnel.
• Maintain current knowledge of technological advances in the field.
• Analyze situations accurately and adopt an effective course of action.
• Understand and work within scope of authority.
• Meet schedules and time lines.
• Plan and organize work.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed.
- Be consistently responsible- maintaining regular punctual attendance and timely completion of
  assigned duties, working assigned contract and extended days and using sick, personal, and
  emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective
  relationships with others consistently displaying self-control, honesty, and credibility with parents,
  students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs,
  purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for
  professional job growth, to remain abreast of program requirements/responsibilities and to improve
  student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or
  superintendent.
COORDINATOR I

RESPONSIBLE TO: Superintendent

LENGTH OF WORK YEAR: 240 days

DIVISION: Management

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor’s degree and three years professional experience in area of assignment.

BASIC FUNCTION:
Plan, organize, implement and coordinate a project, program or activity having limited overall impact on the District and requiring limited variety of standard practices and procedures; contact outside the unit are limited to routine matters; require routine supervision.

DISTINGUISHING CHARACTERISTIC:
The Coordinator series applies to professional-level, supervisory positions which have responsibility for an on-going activity or function in any area of specialty (instruction or administrative). The levels of Coordinator are distinguished by the overall impact on the district, complexity of the activity supervised, the nature of contacts outside the unit and the independence of action required. There are six levels of the series identified according to these criteria.

REPRESENTATIVE DUTIES:
- Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having limited overall impact on the District.
- Develop, establish or administer project, program or activity.
- Serve as liaison with other units, departments or outside agencies as required.
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
- Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepare and assist in preparation of reports, records and other documentation as required.
- Accumulate and research data, documents and other pertinent information as required.
- Assure compliance with federal, State and District policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepare, deliver or assist with training opportunities as appropriate.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Subject matter in area of assignment.
- Short and long-range planning techniques applicable to area of specialty.
- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques.
- Oral and written communication skills.
- Public speaking techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned programs and activities.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.

ABILITY TO:
- Provide leadership to an activity having limited overall impact on the District requiring limited variety of standard practices and procedures, limited outside contacts while requiring routine supervision.
- Provide technical assistance to District and school personnel in area of proper specialty.
- Oversee the work of committees and task forces.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

OTHER JOB RESPONSIBILITIES:
- Be clean, neat and professionally dressed.
- Be consistently responsible - maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
TECHNOLOGY SYSTEMS ENGINEER

RESPONSIBLE TO: Superintendent

LENGTH OF WORK YEAR: 240 days

DIVISION: MIS

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer information science or related field and five years increasingly responsible experience in information processing, systems analysis and programming, including at least two years in a supervisory capacity.

BASIC FUNCTION:

Plan, direct and control the development of software applications and the evaluation, purchase and installation of third-party software; interact with school administrators, District management and State personnel in determining software needs and computer services priorities and implementation schedules; assist in departmental long- and short-range planning to meet department and District goals and objectives.

REPRESENTATIVE DUTIES:

- Plan, direct and control the development and implementation of software applications and the evaluation, purchase and installation of third-party software; provide life-cycle management of software applications.
- Assist the department head in managing department activities; assist in departmental long- and short-range planning to meet department and District goals and objectives.
- Interact with school administrators, District management and State personnel in determining software needs and computer services priorities and implementation schedules; allocate resources to meet school and District goals and objectives.
- Assist in determining personnel and equipment needs to meet District goals.
- Provide technical support for MUNIS users.
- Provide technical support for Infinite Campus users.
- Provide technical support for network users.
- Provide leadership in the development and protection of District software and hardware assets.
- View District and school proxy logs to ensure appropriate use of school technology resources. Report possible abuses to appropriate administrators.
- Monitor network traffic for irregular patterns.
- Maintain faculty, staff and student network accounts.
- Maintain faculty, staff and student e-mail accounts.
- Coordinate efforts and areas of responsibility with other departmental and District personnel.
- Apply patches to file servers and networking components as needed.
- Prepare obsolete equipment for proper disposal.
Monitor usage of system resources and reconfigure the computer to compensate for component malfunction to minimize disruption to users.

Maintain backup system files and disks assuring accuracy in case of hardware or software problems; develop and maintain procedures relating to file backups and retention cycle for tapes and disk media; perform file restoration as needed.

Report to and perform related duties as assigned by the Superintendent.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Developments and trends in information processing, information and text processing systems, and their application to education, data communications systems, research methods, techniques, and statistics.
- Systems analysis techniques and methods.
- Advanced concepts and elements of programming.
- Advanced principles of computer technology.
- Third-party software application sources and evaluation techniques.
- Research methods and report writing techniques.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

**ABILITY TO:**
- Plan, direct and control the development of software applications and the evaluation, purchase and installation of third-party software.
- Interact with school administrators, District management and State personnel in determining software needs and computer services priorities and implementation schedules.
- Assist in departmental long- and short-range planning to meet department and District goals and objectives.
- Analyze situations accurately and adopt an effective course of action.
- Communicate data processing procedures and requirements to users.
- Provide technical assistance to District computer systems users.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Assign and review the work of others.
- Research and evaluate software/hardware to secure the integrity of the District network.
- Establish standards for District hardware installation.
- Train and provide work direction to others.
- Coordinate the networking of microcomputers into the existing communication network.
- Maintain current knowledge of technological advances in the field.
- Establish and maintain cooperative and effective working relationships with others.

**OTHER JOB RESPONSIBILITIES:**

- Be clean, neat and professionally dressed.
- Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
LAN TECHNICIAN

RESPONSIBLE TO: Assistant Director of Systems Development and User Support

LENGTH OF WORK YEAR: 240 days

DIVISION: MIS

EDUCATION AND EXPERIENCE:

- Associate degree with an emphasis in the computer/networking area.
- Technical certification including any of the following: CCNA, MCP, CAN, A+
- Hands-on experience

BASIC FUNCTION:

Install and configure various software applications on Local Area Networks (LANs) and microcomputers for instructional and administrative purposes; respond to user requests for assistance and malfunction correction and provide technical support; troubleshoot and repair basic system malfunctions and maintain system operation; design microcomputer programs to enhance LAN system operation.

REPRESENTATIVE DUTIES:

- Provide technical support of administrative users including MUNIS and Infinite Campus.
- Provide technical support to faculty, staff and student network users.
- Provide input into the development and protection of District software and hardware assets.
- Provide support for network account access.
- Apply patches to software and hardware as needed.
- Perform hardware repair as necessary.
- Prepare obsolete equipment for proper disposal.
- Perform installation of networking infrastructure, including cable installation, termination and testing.
- Maintain confidentiality of all student and personnel information including protection of such data.
- Communicate with vendors to resolve hardware and software problems.
- Report to and perform related duties as assigned by the Technology Systems Engineer.
- Perform related duties as assigned by the Superintendent.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Developments and trends in information processing, information and text processing systems, and their application to education, data communication systems, research methods, techniques and statistics.
- Networking equipment and computer communication involving TCP/IP.
- Various LAN operating systems.
- Various software applications including word processing, spreadsheets, database management, telecommunications and graphics programs.

ABILITY TO:
- Analyze situations accurately and adopt an effective course of action.
- Communicate data processing procedures and requirements to users.
- Provide technical assistance to District computer systems users.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Adhere to standards set forth by State and District.
- Read, interpret and apply detailed and technical written and oral instructions.
- Prioritize and schedule work.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Configure network switches and routers as needed.
- Lift heavy objects.
- Install network cabling as needed.
- Meet schedules and time lines.
- Maintain current knowledge of technological advances in the field.

OTHER JOB RESPONSIBILITIES:
- Be clean, neat and professionally dressed.
- Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
MICROCOMPUTER SPECIALIST

RESPONSIBLE TO: District Tech Coordinator

LENGTH OF WORK YEAR: 182 days

DIVISION: MIS

EDUCATION AND EXPERIENCE:
Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law supplemented by course work in microcomputers and software applications and three years increasingly responsible microcomputer and software operations and installation experience.

BASIC FUNCTION:
Install microcomputer hardware and software; train users in functions and operations of microcomputers; provide continuing on-site and telephone support for users.

REPRESENTATIVE DUTIES:
- Provide on-site and telephone support for users of microcomputer hardware and software.
- Install microcomputer hardware systems and software including upgrades and enhancements.
- Conduct training for use of microcomputer hardware and software with individuals, small groups and classrooms.
- Conduct problem-solving research.
- Coordinate and conduct user group meetings; record and distribute meeting minutes.
- Test new software programs and update existing programs prior to installation.
- Evaluate needs of user departments and recommend hardware and software solutions.
- Maintain password security for authorized access to computers and local area networks.
- Maintain data base files of users and hardware and software inventory.
- Maintain secure backup of master software files; maintain periodic backup of user software and data.
- Maintain standard District-wide master files.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Operation of microcomputers and related peripheral computer equipment.
- Operation of numerous software applications related to District projects and activities.
- Installation of computer hardware, peripherals and software.
- Proper methods of storing equipment, materials and supplies.
- Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.
• Technical aspects of field of specialty.
• Public speaking techniques.
• Oral and written communication skills.

ABILITY TO:
• Install microcomputer hardware and software.
• Plan, develop and coordinate training programs in the use of microcomputers, scanners, printers and other peripheral equipment.
• Develop and present training programs for operation of computer hardware and software applications.
• Provide assistance and technical knowledge of various software applications.
• Develop and present training programs.
• Maintain current knowledge of technological advances in the field.
• Establish and maintain cooperative and effective working relationships with others.
• Communicate effectively both orally and in writing.
• Work independently with little direction.
• Plan and organize work.

OTHER JOB RESPONSIBILITIES:
• Be clean, neat and professionally dressed.
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
STUDENT DATA SPECIALIST

RESPONSIBLE TO: Director of Pupil Personnel

LENGTH OF WORK YEAR: 250 days

DIVISION: MIS

EDUCATION AND EXPERIENCE:
Any combination equivalent to: high school diploma or GED certificate, three years experience with student data software, word processing or other record-keeping software.

LICENSES AND OTHER REQUIREMENTS:
Valid Kentucky driver’s license

BASIC FUNCTION:
District point of contact for student data related questions from school, district and state personnel. This includes:

- Training attendance clerks and other district personnel to use the student data system.
- Coordinate the responsibilities of attendance clerks through monthly meetings/trainings.
- Coordinate all district personnel student data access rights.

REPRESENTATIVE DUTIES:

- Act as liaison between school system and student data company representatives.
- Plan and coordinate the responsibilities of school attendance clerks.
- Plan and coordinate monthly meetings with school attendance clerks.
- Respond to procedural and technical student data related questions from school personnel.
- Respond to the requests of other agencies requiring student data information.
- Maintain home school, private school, out of district and home/hospital data.
- Maintain a variety of files, records and logs.
- Assist with statistical and census reports for the State Department of Education.
- Other duties as assigned by the Superintendent and the Director of Student Services.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- The student data software program.
- Modern office practices, procedures and technology.
- District organization, operations, policies and objectives.
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy.
- Work confidentially and with discretion.

ABILITY TO:
- Install the student data software.
- Plan, develop and coordinate training programs in the use of the student data applications.
- Develop and present training programs for the operation of the student data applications.
- Provide assistance and technical knowledge of various software applications related to student data.
- Maintain current knowledge of technological advances in the field of student data.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Plan and organize work.

**OTHER JOB RESPONSIBILITIES:**

- Be clean, neat and professionally dressed.
- Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
TAYLOR COUNTY SCHOOLS
CLASSIFIED JOB DESCRIPTIONS

CUSTODIAL SUPERVISOR

RESPONSIBLE TO: Principal

LENGTH OF WORK YEAR: 250 days

DIVISION: Operations

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years custodial experience.

LICENSE AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

- Schedule, organize, supervise and participate in a variety of custodial services.
- Train, supervise and evaluate the performance of assigned staff and student assistants; train custodial personnel in the proper techniques of custodial duties; assign and review work and participate in custodial and routine maintenance activities as needed.
- Develop and prepare work schedules and assignments; coordinate duties and assignments to assure effective operations.
- Determine, recommend and requisition needed custodial supplies and equipment; communicate with vendors and other outside organizations to coordinate activities and obtain assistance.
- Prepare and maintain a variety of records and reports including employee timesheets, inventory levels, facilities status and work performed.
- Respond to requests from District personnel and faculty to assist with a variety of emergency or special custodial and clean-up duties.
- Supervise and participate in the cleaning and care of classrooms, restrooms, offices, showers, shops and related facilities in a clean, safe and orderly manner; clean and service custodial equipment as required.
- Assure compliance with local laws and procedures regarding the storage and disposal of trash, rubbish and waste.
- Coordinate and participate as needed in sweeping, scrubbing, mopping and waxing floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; dust and clean furniture and facilities; assist with snow removal as needed.
- Perform minor non-technical repairs and adjustments to buildings, equipment and fixtures; report repair and maintenance needs and assist maintenance personnel in making repairs as required.
• Report unauthorized or suspicious individuals on campus to appropriate personnel; turn lights on and off; unlock and lock doors and gates; report sanitation and safety issues and hazards.
• Supervise project crews during summer months for special cleaning assignments.
• Operate a vehicle to conduct work as needed; operate a variety of equipment, machines and tools related to custodial work.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Developing schedules and planning adequate staffing levels for proper and efficient custodial operations.
• District custodial quality standards, methods, supplies and equipment.
• Basic inventory methods and practices.
• Record-keeping techniques.
• Proper methods, materials, supplies, tools and equipment used in custodial work.
• Policies and objectives of assigned program and activities.
• Requirements of maintaining buildings and facilities in a safe, clean and orderly condition.
• Modern cleaning methods including basic methods of cleaning and preserving floors, chalk boards, carpets, furniture, walls and fixtures.
• Proper methods of mixing, applying and disposing of chemical solutions and products.
• Appropriate safety precautions and procedures.
• Proper lifting techniques.

ABILITY TO:
• Train, supervise and evaluate personnel.
• Plan, organize and coordinate custodial services.
• Determine appropriate action within clearly defined guidelines.
• Read, interpret, apply and explain rules, regulations, policies and procedures.
• Prioritize and schedule work.
• Maintain records and prepare reports.
• Assure compliance with local laws and procedures.
• Work independently with little direction.
• Use cleaning supplies, materials, equipment and methods according to established standards.
• Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
• Maintain assigned tools and equipment in a clean and proper working condition and provide proper security.
• Perform minor, non-technical repairs.
• Observe and report safety hazards and need for maintenance and repair.
• Understand and follow oral and written directions.
• Establish and maintain cooperative and effective working relationships with others.
• Communicate effectively with others.

OTHER JOB RESPONSIBILITIES:
• Be clean, neat and professionally dressed.
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
RESPONSIBLE TO: Principal/Supervisor

LENGTH OF WORK YEAR: 182-250 days (may vary according to position)

DIVISION: Operations

EDUCATION AND EXPERIENCE:
Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law

BASIC FUNCTION:
Perform routine custodial activities at an assigned school site or facility to maintain building, locker rooms and adjacent grounds areas in a clean, orderly and secure condition.

REPRESENTATIVE DUTIES:
- Perform routine custodial activities at assigned District school site; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshop and other assigned work areas; spot clean and shampoo carpets; glue and perform carpet stretching and repairs as assigned.
- Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, offices and related facilities as assigned; sweep, mop and clean gymnasium floor as assigned; spot mop spills and remove gum and debris; monitor gym events to assure orderly behavior and to protect the building from damage; clean tables, chairs and floors after lunch periods as assigned.
- Clean and disinfect drinking fountains, sinks, toilets, showers and urinals; clean mirrors, tile and windows.
- Report safety, sanitary and fire hazards to appropriate authority; report and recommend need for maintenance repairs to appropriate authority; maintain security of buildings; report suspicious or unauthorized individuals on campus; report infractions of rules to supervisor.
- Wash windows and walls; clean chalkboards, trays and erasers and empty pencil sharpeners; assemble, move and arrange furniture, supplies and equipment in preparing classrooms and multi-purpose rooms for special events or meetings.
- Clean blinds, dust and polish furniture and woodwork and make minor, non-technical repairs as needed.
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines.
- Order supplies according to established guidelines and procedures.
- Pick up and rake paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; dispose of trash according to established procedures; wash out trash cans and follow established sanitation procedures and standards.
- Pack, unpack, load, receive and store books, supplies, materials and other items.
- Operate cleaning equipment such as vacuums, floor stripper, cleaning, buffer and polisher, carpet shampooer, scrubbers, high-pressure sprayer, manual and power sweepers and power blower as assigned.
- Shovel, plow and sand walk and steps as directed.
• Respond to emergency cleanups such as spills; maintain records of observed maintenance, repair needs and safety issues.
• Participate in major summer cleaning projects as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
• Basic methods, materials, tools and equipment used in custodial work and routine maintenance.
• Proper methods of storing equipment, materials and supplies.
• Proper lifting techniques.

**ABILITY TO:**
• Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition.
• Use cleaning materials, equipment and methods according to pre-determined standards.
• Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.
• Learn appropriate safety precautions and procedures.
• Maintain tools and equipment assigned in clean working order and provide proper security.
• Perform minor non-technical repairs.
• Observe and report need for maintenance and repair
• Perform heavy physical labor.
• Understand and follow oral and written directions.
• Meet schedules and time lines.
• Communicate effectively with others.
• Inspect and assure the security of facilities during assigned shift.
• Communicate effectively both orally and in writing.
• Walk, bend, life, push and stand for extended periods of time.

**OTHER JOB RESPONSIBILITIES:**
• Be clean, neat and professionally dressed
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
EMPLOYEE BENEFITS SPECIALIST

RESPONSIBLE TO: Director of Finance

LENGTH OF WORK YEAR: 250 days

DIVISION: Personnel

EDUCATION AND EXPERIENCE:
Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years increasingly responsible employee benefit experience.

BASIC FUNCTION:
Oversee the implementation and maintenance of the employee benefits program; coordinate enrollment for employee benefits; counsel employees of benefits and options. Oversee Workers’ Compensation program. Oversee certified employee teacher certifications. Provide new employee orientation and terminating employee exit interviews. Serve as advisor to district committee for personnel policies and procedures. Oversee district tenure program.

REPRESENTATIVE DUTIES:

- Counsel principals, division and department heads, employees and employee representatives of certified and classified benefit and retirement plans.
- Coordinate the implementation of the retirement benefit compensation programs including preparation, processing and maintenance of appropriate applications, reports and records. Complete retirement audits and annual retirement reports.
- Supervise the implementation of the workers’ compensation program. Process workers’ compensation claims and monitor employee injuries. Counsel injury disabled employees and appropriate administrative staff. Submit annual workers’ compensation reports. Maintain OSHA log.
- Supervise the distribution of employee benefits information and assist employees and applicants with processing enrollments and forms for various benefits.
- Coordinate the processing of unemployment insurance claims. Represent district in unemployment hearings. Analyze employee separations and terminations and prepare documentation and information for unemployment hearings.
- Organize and attend benefit workshops and seminars to maintain current knowledge of statutes, regulations, rules and District policies for coverage’s pertaining to employee benefits; update benefit information for employees pertaining to employee benefits; update benefit information for employees as needed.
- Coordinate activities with division and department heads in the information and completion of paper work related to employee benefits; coordinate the implementation of various benefits.
- Maintain sick leave donation program.
- Prepare short term/long term sick leave bonus reports.
- Prepare quarterly SBAC Medicaid billing.
• Coordinate Cafeteria plan open enrollment. Process monthly deductions and payments to vendors.
• Monitor 403b district plan.
• District health insurance coordinator. Provide employee training on available health benefits, web enrollment, KHRIS application, qualifying events, transfers, terminations, retirement, open enrollment. Process monthly billing and reconciliation. Attend state mandated insurance meetings.
• Prepare and submit annual Professional Staff Data and Classified Staff Data reports.
• Process disability claims.
• Oversee FMLA program for district personnel. Counsel with employees concerning FMLA, provide federally mandated notices to employees, monitor days granted to employees.
• Oversee district tenure roster. Prepare, distribute, and maintain limited and continuing contracts. Advise principals of non-tenured staff.
• Serve as District Human Resource Manager for Education Professional Standards Board. Retain teacher certification records, notify employees of expiring certificates, document certifications in MUNIS.
• Prepare and distribute annual reasonable assurance/non-renewal letters; letter of intent.
• Collect annual employee evaluations.
• Serve as liaison to district policy/procedure committee in areas concerning personnel.
• Serve as backup for pay processing.
• Direct employees to appropriate supervisor with regard to personnel issues.
• Prepare and submit district surveys including but not limited to Department of Labor, EEOC, Social Security, US Census Bureau and IRS/SSA
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Various employee benefits plan.
• Counseling techniques.
• Business and accounting procedures.
• Laws, statutes, regulations, policies and procedures related to benefits.
• Record-keeping techniques.
• District organization, operations, policies and objectives.
• Interpersonal skills using tact, patience and courtesy.
• Auditing procedures related to employee benefits.
• Hearing procedures and related documents.

ABILITY TO:
• Supervise the implementation and maintenance of the employee benefits program.
• Coordinate enrollment for employee benefits.
• Assist employees and applicants with processing enrollments and forms.
• Analyze situations accurately and adopt an effective course of action.
• Read, interpret, apply and explain rules, regulations, policies and procedures.
• Communicate effectively both orally and in writing.
• Establish and maintain cooperative and effective working relationships with others.
• Maintain records and prepare reports.
• Work independently with little direction.
• Meet schedules and time lines.
OTHER JOB RESPONSIBILITIES:

- Be clean, neat and professionally dressed.
- Be consistently responsible—maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent
SECRETARY TO THE SUPERINTENDENT

RESPONSIBLE TO: Superintendent

LENGTH OF WORK YEAR: 250 days

DIVISION: Secretarial/Clerical

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years of responsible and varied secretarial experience including two years of experience performing secretarial work for an administrative official.

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

- Assist the Superintendent with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators.
- Coordinate preparation of the Board of Education agenda; assure proper content, format, order and supporting documentation; confer with submitting departments as needed regarding revisions and corrections; incorporate materials into resolution form for presentation to the Board; attend Board meetings.
- Oversee and coordinate the preparation of official minutes of Board meetings; maintain official record of the minutes.
- Provide assistance to the Board of Education as needed, including research of policy questions and coordination of Board requests and activities; maintain subject indexes of Board actions for historical and reference purposes; maintain other records required by policy, regulations or law.
- Maintain Superintendent's calendar; arrange for meetings of the Superintendent with various groups both within and outside the District.
- Conduct initial interviews on the phone or in person with students, teachers and parents; answer questions, refer to appropriate staff member and schedule appointment with the Superintendent; receive and resolve complaints as appropriate or refer matters to proper personnel.
- Screen and route the Superintendent's incoming correspondence; indicate coverage and action required; follow up to assure prompt response or action, consulting, as necessary, with legal advisors and other administrators.
- Take and transcribe dictation including information regarding confidential matters; attend a variety of meetings and record proceedings in a prescribed manner.
• Organize and coordinate the work of office staff; establish and revise clerical priorities in accordance with schedules and time lines; assure conformance with established procedures and standards of quality.
• Remain current concerning issues, situations and conditions of special interest to the Superintendent and Board members.
• Attend and participate in a variety of administrative meetings.
• Exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Superintendent in personal and telephone contacts and meetings.
• Research records and obtain information from other offices and agencies as necessary to perform assigned duties.
• Compose effective correspondence independently; reference policies, rules and regulations in preparing correspondence; review and edit material prepared by others.
• Conduct research of problems and situations, consulting with involved staff members, investigating policies and procedures and gathering background materials; prepare reports involving research as directed for use by the Superintendent.
• Consult with District personnel and others concerning specific issues and situations.
• Perform a variety of general secretarial duties including sorting and routing mail; receive and refer telephone calls; operate computer, copier, dictation equipment, electronic typewriter and recording machines and equipment as required.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Principles, practices and procedures utilized in an administrative office.
• District organization, operations, policies and objectives.
• Applicable sections of Kentucky Administrative Regulations and other applicable laws.
• Modern office practices, procedures and equipment.
• Telephone techniques and etiquette.
• Record-keeping techniques.
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• Oral and written communication skills.
• Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
• Perform highly responsible and complex secretarial and administrative assistance duties in support of the Superintendent.
• Exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures.
• Attend Board of Education meetings and take minutes.
• Prepare minutes for meetings of the Board of Education.
• Compile and prepare agendas for management and other meetings.
• Read, interpret, explain and follow rules, regulations, policies and procedures.
• Establish and maintain a variety of complex and confidential files and records.
• Organize and oversee the work of office staff.
• Compose effective correspondence independently.
• Operate a variety of office equipment including computer terminal.
• Establish and maintain cooperative and effective working relationships with others.
• Type at an acceptable rate of speed.
• Take and transcribe dictation at an acceptable rate of speed.
• Analyze situations accurately and adopt an effective course of action.
• Make arithmetic calculations with speed and accuracy.
• Understand and work within scope of authority.
• Meet schedules and time lines.
• Work confidentially with discretion.

**OTHER JOB RESPONSIBILITIES:**

• Be clean, neat and professionally dressed.
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
COMMUNITY LIAISON/ADMINISTRATIVE ASSISTANT

RESPONSIBLE TO: Program Supervisor/Principal

LENGTH OF WORK YEAR: 182-250 days (may vary according to position)

DIVISION: Secretarial/Clerical

EDUCATION AND EXPERIENCE:
Any combination equivalent to: college-level course work in sociology, psychology or a related field and one year school/community relations experience.

BASIC FUNCTION:
Assist in the administration and coordination of the center’s programs and services; develop and establish cooperative community relations; develop, implement and coordinate an on-going recruitment plan for education center program and services.

REPRESENTATIVE DUTIES:
- Assist in the administrative management of the center’s education program.
- Coordinate the development and implementation of children’s programs at the center.
- Assure coordination of center activities in the absence of the supervisor.
- Develop and promote cooperative working relationships with other staff; establish and maintain effective communication with parents, children and the general public in the area surrounding the center.
- Represent the supervisor at various meetings and functions.
- Provide leadership for the development and execution of an on-going recruitment plan for programs and services at the center.
- Develop and implement an on-going community relations program and provide appropriate reports and feedback to District administrators as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Basic principles and techniques of school/community relations.
- Operation of education center.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.

ABILITY TO:
- Assist in the administration and coordination of a center’s programs and services.
- Develop and establish cooperative community relations.
• Develop, implement and coordinate an on-going recruitment plan for education center programs and services.
• Learn, apply and explain policies, procedures, rules and regulations.
• Determine appropriate action within clearly defined guidelines.
• Establish and maintain cooperative and effective working relationships with others.
• Maintain records and prepare reports.
• Plan and organize work.
• Prioritize and schedule work.
• Communicate effectively both orally and in writing.

**OTHER JOB RESPONSIBILITIES:**

• Be clean, neat and professionally dressed
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
SECRETARY II

RESPONSIBLE TO:  
Transportation Manager

LENGTH OF WORK YEAR:  
189 days

DIVISION:  
Secretarial/Clerical

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of increasingly responsible secretarial and clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to take and transcribe shorthand at an acceptable rate of speed.

BASIC FUNCTION:

Perform advanced-level secretarial duties for a Director-level administrator of a major District function requiring independent judgment and analysis; plan, organize and coordinate office activities and communications to relieve the administrator of routine administrative and clerical details.

DISTINGUISHING CHARACTERISTICS:

Secretary II incumbents report to a Director-level administrator with responsibilities for overall program administration of a large, complex District function and perform administrative assistance duties. Secretary I incumbents report to a District coordinator, specialist or other administrator having responsibility for a program of smaller size, complexity and impact and perform responsible administrative assistance duties.

REPRESENTATIVE DUTIES:

- Serve as secretary to a District-level Director or administrator of a large, complex program or function; plan, organize and coordinate activities to relieve the administrator of routine clerical details.
- Interview and screen callers and visitors, including students, teachers, administrators, parents, vendors and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning District policies, procedures and established regulations.
- Communicate with parents and District personnel on confidential or sensitive issues; screen incoming calls to gather and exchange information.
- Assure timely communications between office and District employees; make phone calls to receive and transmit information; type memos, bulletins, letters and notices; prepare Board agenda items and related materials as assigned; compose correspondence or prepare from rough draft.
- Coordinate enrollment of elementary and secondary school students; during summer months process and register students for fall classes; coordinate the inter-district transfer of students into and out of the District; coordinate registration of foreign students into District schools and assure proper immigration documents are completed.
• Type a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents and other materials; establish, modify and maintain project and confidential filing systems.
• Train and provide work direction to other clerical personnel as assigned.
• Research and compile information and compute statistical data for federal, State and District reports and special projects as assigned.
• Schedule meetings, conferences and appointments for the Director; maintain Director's calendar; arrange for conference rooms and refreshments; arrange and schedule travel accommodations as necessary.
• Assist in the maintenance of department budgets; enter data into computer to charge appropriate accounts; review invoices, requisitions and purchase orders for accuracy, completeness and compliance with department and District policies; inspect and verify accuracy of District financial reports with office records; research and resolve discrepancies as needed.
• Review or prepare a variety of materials and documents, including financial documents, invoices, inventory records and statistics; order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations.
• Attend a variety of meetings; prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops; prepare and distribute minutes.
• Take and transcribe dictation of letters, reports, bulletins, meetings and memoranda as required; transcribe materials from dictation equipment as required; provide secretarial and clerical assistance to other staff as necessary.
• Maintain a variety of complex personnel records, time sheets, lists, files and records, including confidential materials.
• Compile data for budget; post and maintain budget and financial records of a variety of programs; monitor account balances and record expenditures.
• Receive, open and screen incoming mail and independently compose replies according to established procedures.
• Operate a variety of office equipment such as typewriter, computer terminal, FAX machine, copier and calculator.
• Coordinate communications between supervisor and other District staff and the public.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Modern office practices, procedures and equipment.
• Applicable sections of Kentucky Administrative Regulations and other applicable laws.
• District organization, operations, policies and objectives.
• Organization, rules, regulations and programs related to an assigned office or function.
• Operation of a computer terminal and data entry techniques.
• Software applications used by the District, including word processing and spreadsheets.
• Financial and statistical record-keeping techniques.
• Basic budget monitoring and control.
• Telephone techniques and etiquette.
• Financial and statistical record-keeping techniques.
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• Interpersonal skills using tact, patience and courtesy.
ABILITY TO:

- Perform advanced-level secretarial duties requiring independent judgment and analysis.
- Plan, organize and coordinate office activities and communications to relieve the Director of routine administrative and clerical details.
- Work independently with little direction.
- Type at an acceptable rate of speed.
- Analyze situations accurately and adopt an effective course of action.
- Compose independently or from oral instructions letters, memos, bulletins or other material.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.

OTHER JOB RESPONSIBILITIES:

- Be clean, neat and professionally dressed.
- Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
SCHOOL SECRETARY I – HIGH SCHOOL

RESPONSIBLE TO: Principal

LENGTH OF WORK YEAR: 211 days

DIVISION: Secretarial/Clerical

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of increasingly responsible office or secretarial experience involving public contact and record-keeping experience.

BASIC FUNCTION:

Organize, coordinate, schedule and perform office functions at a comprehensive high school; serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel and others as assigned.

DISTINGUISHING CHARACTERISTICS:

School Secretary I - High School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. School Secretary II - High School incumbents perform a variety of clerical and secretarial duties in a large high school with a larger number of faculty, student body enrollment and educational programs.

REPRESENTATIVE DUTIES:

- Organize and coordinate a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a small to medium-sized high school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.
- Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences.
- Coordinate and facilitate communications between District and site personnel, parents, students, school and community organizations and the general public.
- Communicate with a variety of site and District personnel and administrators to coordinate school operations and maintenance, resolve conflicts and issues and exchange information as appropriate.
- Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and other materials.
- Assist the Principal in the preparation and maintenance of financial, statistical and narrative reports; research, compile and organize information.
- Initiate budget preparation; work with Department Chairpersons in preparing individual budgets to meet needs; prepare forms and assist the Principal in preparing and monitoring budget.
- Process purchase orders; assist Department Chairpersons with adjustments and with making transfers; review computer printout and balance accounts to assure accuracy.
• Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, bulletins, memoranda, calendars, requisitions, records, reports and evaluations.
• Maintain daily teacher attendance log and records of substitute teachers.
• Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort, review and route mail.
• Coordinate and assist with special events for the high school; assist in selection of personnel and program; assure adherence to legal requirements and Board policies; maintain budget; work with and assist personnel assigned to the event.
• Train and provide work direction to clerical personnel, student assistants and others as assigned.
• Operate a variety of business and office machines including typewriter, calculator, computer, copiers, and communications equipment.
• Order a wide variety of equipment, materials, supplies and special items requested by faculty; assure receipt and proper distribution.
• Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel; interpret, apply and explain District policies and school procedures and regulations.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• School office terminology, practices and procedures.
• Modern office practices, procedures and equipment.
• Financial and statistical record-keeping techniques.
• Health and safety regulations.
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• District organization, operations, policies and objectives.
• Oral and written communication skills.
• Interpersonal skills using tact, patience and courtesy.
• Telephone techniques and etiquette.
• Budget preparation and control.
• Operation of standard office machines.
• Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
• Letter and report writing skills.

ABILITY TO:
• Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative matters.
• Perform public relations and communications services for the Principal.
• Maintain accurate financial and statistical records.
• Add, subtract, multiply and divide quickly and accurately.
• Understand and follow oral and written directions.
• Compose correspondence independently.
• Type at an acceptable rate of speed.
• Complete work with many interruptions.
• Work independently with little direction.
• Establish and maintain cooperative and effective working relationships with others.
• Learn, interpret, apply and explain rules, regulations, policies and procedures.
• Operate a variety of office machines including typewriter, calculator and copiers.
• Maintain good public relations with students, parents, teachers and the public.
• Meet schedules and time lines.
• Plan and organize work.
• Train and provide work direction to others.
• Compile and maintain accurate records, verify data and prepare reports.
• Work confidentially with discretion.
• Communicate effectively both orally and in writing.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed.
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
SCHOOL SECRETARY I – MIDDLE

RESPONSIBLE TO: Principal

LENGTH OF WORK YEAR: 190 days

DIVISION: Secretarial/Clerical

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of varied and increasingly responsible clerical or secretarial experience.

BASIC FUNCTION:

Perform a wide variety of secretarial and clerical duties to assist the Principal of a small to medium-sized middle school with routine administrative tasks and coordinate school office activities; perform public relations and communication services for the Principal.

DISTINGUISHING CHARACTERISTICS:

School Secretary I - Middle School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. School Secretary II - Middle School incumbents perform a variety of clerical and secretarial duties in a large middle school with a larger number of faculty, student body enrollment and educational programs.

REPRESENTATIVE DUTIES:

- Coordinate office activities and communications with school activities, events and time lines and assist the Principal with routine administrative matters.
- Organize budget and financial material to maintain accurate fiscal records; record expenditures and transfer funds as appropriate; assist in the preparation of annual budgets and other annual reports.
- Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and bulletins as directed.
- Coordinate the Principal's office, acting as receptionist, and contact and reference source for staff, students, parents and the public; perform public relations and communications services for the Principal.
- Provide information over the phone or in personal contacts with parents, students or school personnel as appropriate; route calls to appropriate personnel as necessary; coordinate and maintain the school calendar of events.
- Train and provide work direction to clerical personnel, students and others as assigned.
- Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data.
• Collect and account for money collected in conjunction with student body funds, last lost or damaged books and other school activities; account for and maintain the cash fund as assigned; prepare student body financial report.
• Process the certificated and classified payroll including the completion and submission of time sheets to the supervisor and District Office; maintain accurate records with respect to personnel; assist substitute teachers and classified personnel by providing them with keys and materials; secure period substitutes and prepare substitute time sheets.
• Initiate office and general school supply purchase orders; receive, store and distribute supplies and office materials; maintain materials and equipment inventory; maintain department purchase orders.
• Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel.
• Operate a variety of office machines such as typewriter, copiers, calculator and computer equipment.
• Utilize a mimeograph machine for forms, certificates, passes, slips and a variety of other items.
• Perform First Aid according to established guidelines and procedures.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• School office terminology, practices and procedures.
• Modern office practices, procedures and equipment.
• Financial and statistical record-keeping techniques.
• Receptionist and telephone techniques and etiquette.
• Letter and report writing skills.
• Health and safety regulations.
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• Oral and written communication skills.
• Applicable sections of Kentucky Administrative Regulations and other applicable laws.
• First Aid practices.

ABILITY TO:
• Perform office, secretarial and clerical work to assist the Principal with a variety of administrative tasks.
• Learn, interpret, apply and explain school and District policies, rules and objectives.
• Understand and perform duties within scope of authority.
• Establish and implement revised office procedures as needed and according to established guidelines.
• Understand and interpret rules and written direction and apply to specific situations.
• Compose correspondence independently.
• Perform duties effectively with many demands on time and constant interruptions.
• Type at an acceptable rate of speed.
• Establish and maintain effective working relationships with others.
• Operate a variety of office machines including computer equipment.
• Meet schedules and time lines.
• Plan and organize work.
• Train and provide work direction to others.
• Maintain records and prepare reports.
• Work confidentially with discretion.
• Add, subtract, multiply and divide quickly and accurately.
• Communicate effectively both orally and in writing.
• Understand and follow oral and written directions.
• Work independently with little direction.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed.
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
SCHOOL SECRETARY I – ELEMENTARY

RESPONSIBLE TO: Principal

LENGTH OF WORK YEAR: 190 days

DIVISION: Secretarial/Clerical

EDUCATION AND EXPERIENCE:
Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of increasingly responsible clerical and secretarial experience involving frequent contact with the public.

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

DISTINGUISHING CHARACTERISTICS:
School Secretary I - Elementary incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. School Secretary II - Elementary incumbents perform a variety of clerical and secretarial duties in a large elementary school with a larger number of faculty, student body enrollment and educational programs.

REPRESENTATIVE DUTIES:

- Coordinate a variety of office activities to assist the Principal with administrative tasks; prepare and accurately maintain a variety of reports, records and files relating to students, staff, budgets, operations and activities.
- Serve as secretary to the Principal; compose routine correspondence independently; prepare, type and distribute communications and minutes of meetings; schedule appointments and meetings as requested; receive, open and route mail.
- Train and provide work direction to clerical personnel and student workers as assigned; monitor workflow and adjust duties to complete assignments in a timely manner as assigned.
- Provide information concerning school policies, procedures, actions, activities and schedules as appropriate; maintain school calendar and serve as a coordinator of events.
- Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities; prepare and maintain related records, files and logs.
- Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures.
- Administer first aid to ill and injured students; contact the nurse, parents or public safety agencies as appropriate.
- Register, release or transfer students; complete enrollment information and database.
• Operate a variety of business equipment including typewriter, calculator, copiers, computer equipment and other school office machines.
• Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory as assigned.
• Provide clerical assistance to faculty and staff as needed.
• Orient new and substitute teachers; provide directions, keys and instructional materials.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Modern office practices, procedures and equipment.
• Record-keeping techniques.
• Health and safety regulations.
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• Oral and written communication skills.
• Interpersonal skills using tact, patience and courtesy.
• Telephone techniques and etiquette.
• Basic first aid techniques.
• Operation of standard office machines including computer equipment.

ABILITY TO:
• Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.
• Perform public relations and communications services for the Principal.
• Add, subtract, multiply and divide quickly and accurately.
• Understand and follow oral and written directions.
• Compose correspondence independently.
• Complete work with many interruptions.
• Type at an acceptable rate of speed.
• Work independently with little direction.
• Establish and maintain cooperative and effective working relationships with others.
• Learn, interpret, apply and explain rules, regulations, policies and procedures.
• Operate a variety of office machines including typewriter, computer terminal, calculator and copiers.
• Understand and work within scope of authority.
• Maintain good public relations with students, parents, teachers and the public.
• Meet schedules and time lines.
• Plan and organize work.
• Train and provide work direction to others.
• Compile and maintain accurate records and prepare reports.
• Work confidentially with discretion.
• Communicate effectively both orally and in writing.
• Administer first aid to ill or injured students.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed.
- Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
TAYLOR COUNTY SCHOOLS
CLASSIFIED JOB DESCRIPTIONS

STAFF SUPPORT SECRETARY I

RESPONSIBLE TO: Principal

LENGTH OF WORK YEAR: 182 - 189 days

DIVISION: Secretarial/Clerical

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of increasingly responsible and varied secretarial and clerical experience.

BASIC FUNCTION:

Perform a variety of responsible secretarial and clerical duties to assist a designated supervisor, including a Principal, Principal's secretary, Guidance Counselor or program supervisor; relieve supervisor of routine administrative details and general secretarial and clerical tasks.

REPRESENTATIVE DUTIES:

- Perform a variety of secretarial and clerical duties to assist a designated supervisor with routine administrative details and general clerical tasks; type, file and transcribe or compose letters, memoranda, documents, correspondence and bulletins as directed.
- Assist with office activities and communications related to assigned school or program activities; assure the compliance with District policies and time lines; take and relay messages and information.
- Type and prepare a variety of reports; maintain a variety of program, District, State records as required; requisition supplies, forms and maintenance work as needed, following established procedures.
- Prepare and maintain financial records and budgets; process or prepare budgetary documents, requisitions and other financial or purchasing documents.
- Greet visitors and answer phone calls; answer questions, provide information or direct individual to appropriate department or District employee; open, sort and distribute mail and other written communications.
- Schedule appointments and meetings with students, parents, teachers, vendors and the general public.
- Assist students with registration, orientation and student records; request records for new students and distribute records of withdrawn students to appropriate school.
- Perform research, compute and compile information and prepare statistical reports.
- Prepare and maintain records, reports, files and lists related to students, personnel, budgets, student records and attendance as required.
- Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data; proofread and edit materials.
- Coordinate schedules and meetings; serve as receptionist and a contact and reference source for staff, students, parents and the public.
- Provide information over the phone or in personal contacts with parents, students or school personnel as appropriate; route calls to appropriate personnel as necessary.
- Operate a variety of office machines, including a microcomputer or computer terminal, typewriter, copiers and calculator.
- Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Modern office practices, procedures and equipment.
- Receptionist and telephone techniques and etiquette.
- Research techniques, practices and procedures.
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Operation of office machines including computer equipment.

ABILITY TO:
- Perform a variety of secretarial and clerical duties to assist a Principal's secretary or Guidance Counselors with routine administrative details and general clerical tasks.
- Learn, interpret, apply and explain school and District policies, rules and objectives of assigned school or program.
- Understand and interpret rules and written directions and apply to specific situations.
- Compose correspondence independently.
- Perform duties effectively with many demands on time and constant interruptions.
- Type at an acceptable rate of speed.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports, including financial records.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work independently with little direction.

OTHER JOB RESPONSIBILITIES:
- Be clean, neat and professionally dressed.
- Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
TAYLOR COUNTY SCHOOLS
CLASSIFIED JOB DESCRIPTIONS

CLERICAL ASSISTANT I

RESPONSIBLE TO: Principal and/or Program Supervisor

LENGTH OF WORK YEAR: 182 days (may vary according to position)

DIVISION: Secretarial/Clerical

EDUCATION AND EXPERIENCE:
Any combination equivalent to:

- high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
- some experience in working with children in an organized setting.

BASIC FUNCTION:
Perform routine typing and general clerical activities in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services; apply procedures and policies within clearly specified procedures.

DISTINGUISHING CHARACTERISTICS:
Clerical Assistant I incumbents are assigned routine and repetitive general clerical duties requiring no previous experience.

REPRESENTATIVE DUTIES:

- Perform routine typing and general clerical activities in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services.
- Type written materials such as letters, memoranda, bulletins or reports from straight copy or rough draft on a typewriter or computer terminal.
- Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer routine questions according to established guidelines; schedule meetings and appointments.
- Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents and equipment.
- Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct general research duties as assigned.
- Receive, sort and distribute incoming and outgoing mail.
- Duplicate items; package and distribute completed correspondence and other materials.
- Assist the timely distribution and receipt of records, report and bulletins as directed.
- Receive shipments of materials; inspect and verify for accuracy of qualify, quantity and type of materials; notify supervisor of discrepancies or damage.
- Perform routine typing of reports from detailed copy; post records; proof completed typing assignments.
- Make telephone calls as directed; take and relay messages.
- Operate a variety of office equipment including typewriter, calculator, copier and other machines pertinent to the assignment.
- Provide work direction to student aides as assigned.
• Collect monies and maintain related financial records as required by the assignment.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

• Modern office practices, procedures and equipment.
• Alphabetical, numerical and subject matter filing systems.
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• Telephone techniques and etiquette.
• Basic math.
• Basic operation of standard office machines, including computer terminals.
• Basic record-keeping techniques.

**ABILITY TO:**

• Perform clerical duties such as filing, duplications, typing and maintaining routine records.
• Operate a copier, typewriter and adding machine.
• Operate a computer terminal and peripheral equipment.
• Learn policies and procedures of assigned program.
• Make arithmetic calculations quickly and accurately.
• Understand and follow oral and written directions.
• Meet schedules and time lines.
• Type at 35 works net per minute from clear copy.
• Work cooperatively with others.
• Communicate effectively both orally and in writing.

**OTHER JOB RESPONSIBILITIES:**

• Be clean, neat and professionally dressed
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
SCHOOL GROUND MONITOR

RESPONSIBLE TO: Superintendent

LENGTH OF WORK YEAR: 261 days (varies with school calendar)

DIVISION: Security/Law Enforcement

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

BASIC FUNCTION:

Provide protection for students, faculty, and facilities by patrolling school grounds after hours.

REPRESENTATIVE DUTIES:

- Prevent trespassers from entering or remaining in school buildings without proper authorization according to established guidelines and procedures.
- Consult with office administration and recommend security plans as assigned.
- Report incidents to appropriate personnel; prepare reports of incidents which occur on school grounds.
- Check exterior doors at all school and district sites to assure that they are properly locked.
- Monitor school bus area to determine that unauthorized people are not in area.
- Report any unusual activity to law enforcement professionals.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Laws, rules and regulations related to assigned activities.
- Health and safety regulations.

ABILITY TO:

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare routine reports.

OTHER JOB RESPONSIBILITIES:

- Be clean, neat and professionally dressed.
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
EMPLOYMENT TRAINING SPECIALIST

RESPONSIBLE TO: Director of Exceptional Children

LENGTH OF WORK YEAR: 182 days

DIVISION: Student Services

EDUCATION AND EXPERIENCE:
Any combination equivalent to: bachelor's degree in public administration, business administration, personnel or closely related field and two years increasingly responsible experience in job placement, employment development, personnel administration or related field.

LICENSES AND OTHER REQUIREMENTS:
Valid Kentucky driver's license. CDL.

BASIC FUNCTION:
Coordinate and implement job development and placement programs; assist individual and special education students develop job plans related to assessment and training opportunities; consult area businesses for placement possibilities; provide extended assessments, job evaluations, training and placement for special education students in preparation for post-graduate employment.

REPRESENTATIVE DUTIES:
- Coordinate and implement job development and placement programs; assist individual and special education students develop job plans related to assessment and training opportunities; consult area businesses for placement possibilities.
- Consult areas employers of job development program.
- Analyze skills needed to complete job responsibilities; assist instructors in teaching these skills to students.
- Facilitate vocational assessment process for students.
- Develop individual student employment plans with individual students.
- Provide on-going contact with student from placement through retention component.
- Provide small group training in social and employability skills necessary for retaining employment and consideration for advancement.
- Complete necessary reports and submit to appropriate supervisor.
- Assist project team in coordinating services to participants.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Applicable State and federal laws and requirements.
TAYLOR COUNTY SCHOOLS
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REGISTRAR

RESPONSIBLE TO: Guidance Counselor

LENGTH OF WORK YEAR: 197 days

DIVISION: Student Services

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of responsible clerical experience including one year experience working with student records.

BASIC FUNCTION:

Maintain complete and accurate student accounting records for students in an assigned school.

REPRESENTATIVE DUTIES:

• Maintain student files related to grades, records and test results; maintain confidential files and records.
• Maintain student demographic information in computer.
• Assist school nurse in obtaining and verifying student health records such as immunizations; notify parents if additional information is needed.
• Enroll new students and assign to proper grade level, counselor and homeroom; submit proper forms and information to the Central Office.
• Withdraw students according to established procedures; complete required forms and submit to the Central Office and new school as requested.
• Process and transmit requests for undergraduate, senior and alumni transcripts and mid-year reports.
• Complete and transmit monthly reports to Central Office as assigned.
• Prepare the senior graduation list with class rank and averages; order and proofread diplomas.
• Perform clerical duties such as typing as requested; assist with special projects as needed.
• Process requests for driver verification forms.
• Assist with verifying student grades, averaging grade points and verifying eligibility for designated extracurricular clubs or activities; update student permanent records as needed.
• Operate office equipment including a computer terminal and printer, typewriter and calculator.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

• Accurate record-keeping methods and practices.
• Basic knowledge of data processing and computer output readings.
• Modern office practices, procedures and equipment including filing, statistical record-keeping and typing.
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• Reading and writing communication skills.
• Applicable sections of State Education Code and other applicable laws.
• Interpersonal skills using tact, patience and courtesy.
• Telephone techniques and etiquette.
• District organization, operations, policies and objectives.
• State regulations regarding competency tests, health records and confidentiality.

ABILITY TO:
• Perform complex clerical tasks involving independent judgment and requiring accuracy.
• Establish and maintain official permanent records of students.
• Read, interpret, apply and explain rules, regulations, policies and procedures.
• Post, check and maintain file and statistical records accurately.
• Establish and maintain cooperative and effective working relationships with students, staff and the public.
• Add, subtract, multiply and divide quickly and accurately.
• Operate office equipment including computer terminal and printer, typewriter and calculator.
• Type at an acceptable rate of speed.
• Work independently with little direction.
• Meet schedules and time lines.
• Work confidentially with discretion.
• Communicate effectively both orally and in writing.

OTHER JOB RESPONSIBILITIES:
• Be clean, neat and professionally dressed.
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
TRANSPORTATION MANAGER

RESPONSIBLE TO:          Superintendent
LENGTH OF WORK YEAR:     217 days
DIVISION:                Transportation

EDUCATION AND EXPERIENCE:
Any combination equivalent to: college-level training in transportation and four years experience in transportation activities including at least one year in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:
Valid Kentucky driver's license.

BASIC FUNCTION:
Organize, plan, direct and implement operations and activities involved in student transportation; communicate with parents, community representatives, local officials and the general public.

REPRESENTATIVE DUTIES:

- Organize, plan, direct and implement operations and activities involved in student transportation to assure safe and effective transportation services.
- Plan and direct pre-service and in-service training of bus drivers in cooperation with staff development and safety/security units; provide leadership for development of vehicle safety program.
- Plan and approve transportation route and bus stop locations in cooperation with school principals and other school personnel involved.
- Interview driver applicants; recommend drivers for employment and dismissal.
- Train, assign, direct, review and evaluate work of assigned employees.
- Inspect and diagnose mechanical defects in machines and equipment.
- Communicate with parents, community representatives, local officials and the general public; coordinate communications and information and promote positive relationships.
- Receive and resolve issues, concerns and complaints concerning student transportation services; direct to appropriate personnel and monitor resolution.
- Assist with budget preparation as required; monitor and control budget according to established guidelines.
- Prepare required reports and assure the preparation and maintenance of department records; prepare and deliver oral reports as required.
- Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Laws, rules, regulations and guidelines governing student transportation.
- Policies and procedures concerning time lines and routing of buses.
- Streets and distances involved in routing buses.
- Requirements of a variety of training programs.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Basic methods involving budget monitoring and control.

ABILITY TO:
- Plan and direct training programs.
- Plan and approve transportation routes and bus stops.
- Assure department meets legal requirements concerning student transportation.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Train, supervise and evaluate personnel.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively with those contacted in the course of work within and outside the District.
- Coordinate and disseminate information.
- Prepare and deliver oral presentations.

OTHER JOB RESPONSIBILITIES:
- Be clean, neat and professionally dressed.
- Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
LEAD VEHICLE MECHANIC

RESPONSIBLE TO: Transportation Director/ Superintendent

LENGTH OF WORK YEAR: 250 days, 8 hours per day

DIVISION: Transportation

EDUCATION AND EXPERIENCE:
Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years journey-level mechanical maintenance experience.

LICENSES AND OTHER REQUIREMENTS:
Valid Kentucky driver’s license and Kentucky Commercial Class BD driver’s license.

BASIC FUNCTION:
Perform repair, maintenance and overhaul of gasoline and diesel engines, transmissions, brakes and clutches in District vehicles including buses, passenger vehicles, trucks and grounds and maintenance equipment; train, prioritize, plan, assign and review the work of assigned mechanics and maintenance personnel; prepare and maintain related records.

REPRESENTATIVE DUTIES:

- Train, prioritize, plan, assign and review the work of assigned mechanics and maintenance personnel; prepare and maintain related records.
- Perform journey-level diagnosis, repair, maintenance and overhaul of gasoline and diesel engines, transmissions, rear ends, starters, generators, brakes, clutches, carburetors, electrical assemblies and other mechanical assemblies.
- Determine priority of mechanical work to be performed; organize, lay out, assign and review work to be performed by mechanics; assign and review work of community service workers, summer helpers and other maintenance personnel as assigned.
- Coordinate with other maintenance personnel for scheduling service and repair of District maintenance vehicles.
- Initiate with vendors and interview sales people concerning sources and cost of materials, supplies and equipment.
- Operate a microcomputer as required; prepare and maintain a variety of records and reports including equipment, vehicle, tool and supply inventories, vehicle inspection reports, bus status reports, emission control records, and preventive maintenance reports and schedules for buses, vehicles, carts and engines at District sites as assigned.
- Inspect buses and other automotive vehicles to assure compliance with health and safety standards and regulations; use diagnostic equipment to evaluate operation and repair of engines and electrical and automotive systems and equipment.
- Inspect, adjust and reline brakes; balance and align wheels; change oil and rotate tires’ fit pistons and rings and calibrate engine parts to meet established specifications.
• Perform road tests to evaluate malfunctions, needed repairs or repairs performed.
• Estimate time and material costs needed to repair and maintain engines, parts and minor body and fender repairs.
• Operate engine and electrical diagnostic equipment, microcomputer, ARC and gas welders, soldering gun, air jacks, fork lift, engine hoists, grinders, steam cleaner, high pressure washer, meters, gauges, hydraulic press, drill press, and a variety of power and hand tools.
• Prepare and maintain records of safety inspections conducted on student transportation vehicles as assigned; maintain records of work performed including hours and materials purchased and used.
• Assist other maintenance personnel as assigned.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

• Methods, equipment and materials used in mechanical maintenance and repair.
• Operation and use of hand and power tools and equipment used in gasoline and diesel engine repair and the repair and maintenance related parts and equipment.
• Principles of internal combustion engines.
• Rules and regulations of the State related to pupil transportation.
• Applicable health and safety laws, regulations and procedures.
• Principles and practices of supervision and training.
• Interpersonal skills using tact, patience and courtesy.
• Inventory methods and practices.
• Proper lifting techniques.
• Record-keeping techniques.
• Shop mathematics.

ABILITY TO:

• Perform maintenance and repair gasoline and diesel engine equipment.
• Read and interpret mechanical and electrical diagrams.
• Plan and organize work.
• Train and provide work direction to others.
• Work independently with little direction.
• Meet schedules and time lines.
• Maintain records and prepare reports.
• Read, interpret, apply and explain rules, regulations, policies and procedures.
• Analyze situations accurately and adopt an effective course of action.
• Operate tools and equipment used in the skilled diagnosis and repair of internal combustion engines and related equipment.
• Understand and follow oral and written directions.
• Establish and maintain cooperative and effective working relationships with others.
• Observe health and safety regulations.
• Perform arithmetic calculations quickly and accurately.
• Lift heavy objects.
• Observe legal and defensive driving practices.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed
• Be consistently responsible—maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
VEHICLE MECHANIC II

RESPONSIBLE TO: Transportation Director/ Lead Vehicle Mechanic

LENGTH OF WORK YEAR: 250 days

DIVISION: Transportation

EDUCATION AND EXPERIENCE:
Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years experience in general automotive repair.

LICENSES AND OTHER REQUIREMENTS:
Valid Kentucky driver’s license and Kentucky Commercial Class BD driver’s license.

BASIC FUNCTION:
Perform mechanical repair work on school buses, trucks and other gas and diesel powered automotive equipment; perform body repairs, gas or diesel engine overhauls, transmission overhauls and electrical systems repairs as needed.

DISTINGUISHING CHARACTERISTICS:
Vehicle Mechanic II incumbents independently perform body repairs, gas or diesel engine overhauls and repairs and repair and overhaul electrical systems and transmission overhauls. Vehicle Mechanic I incumbents maintain buses and other vehicles in proper operating condition and perform responsible vehicle repairs and maintenance including preventative maintenance.

REPRESENTATIVE DUTIES:
- Disassemble motors and repair, adjust and replace parts; recondition and adjust ignition and carburetor systems; tune engines including injectors and generators; repair, fit and adjust valves, pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
- Perform major mechanical repairs; overhaul transmissions, differentials and universal joints; repair, adjust and line brakes; rebuild and replace air and hydraulic brake system components; perform front-end alignment and repair.
- Perform mechanical repair work on school buses and other gas or diesel-powered automotive equipment; assure buses conform with established standards for passenger vehicles; complete related maintenance records.
- Inspect and diagnose mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts and other mechanical equipment; drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.
- Read and interpret schematics and diagrams; diagnose and repair mechanical defects in a variety of vehicles.
- Repair and replace alternators, generators, starters, voltage regulators, distributors and lighting systems; install a variety of parts including batteries, brakes, glass and door handles.
- Grind valves and perform welding; rebuild equipment as needed.
• Operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changers, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches and welding equipment and a variety of power and hand tools.
• Conduct periodical mechanical safety checks on buses as mandated by law; test vehicles for compliance with exhaust emissions standards.
• Respond to service calls and perform emergency repairs as needed.
• Perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
• Process work orders and maintain records of time worked and materials used; recommend purchase of needed parts, supplies and tools.
• Maintain work area, equipment and tools in a safe, clean and orderly condition.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

• Principles of gasoline and diesel-powered internal combustion engines.
• Methods, tools, equipment and materials used in diagnosis, repair and maintenance of motorized equipment.
• Shop math applicable to vehicle maintenance.
• Proper lifting techniques.
• Health and safety regulations and procedures.
• Use of service manuals.

ABILITY TO:

• Perform mechanical repair work on school buses, trucks and other gas and diesel powered automotive equipment.
• Analyze combustible engine failure by using electronic test equipment.
• Pass required certification, comprehension and aptitude exams.
• Diagnose and repair mechanical and electrical malfunctions and defects.
• Operate shop equipment and tools including electronic testing equipment, welders and lathes.
• Make major and minor repairs.
• Read and use mechanical diagrams, repair manuals and parts catalogues.
• Maintain routine records.
• Plan and organize work.
• Understand and follow oral and written directions.
• Work cooperatively with others.
• Lift heavy objects.
• Observe legal and defensive driving practices.

OTHER JOB RESPONSIBILITIES:

• Be clean, neat and professionally dressed
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
TAYLOR COUNTY SCHOOLS
CLASSIFIED JOB DESCRIPTIONS

BUS DRIVER

RESPONSIBLE TO: Transportation Director

LENGTH OF WORK YEAR: 182 days (may vary according to position)

DIVISION: Transportation

EDUCATION AND EXPERIENCE:
Any combination equivalent to:
- high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
- some experience in working with children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:
*Valid Kentucky Commercial Class BD driver’s license including CDL with Passenger and School Bus Endorsement; must pass driving record check.

BASIC FUNCTION:
Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; provide safe and efficient transportation for District students to and from school, special event and field trips; perform daily inspections and operator maintenance of vehicle; assist in the loading and unloading of physically and mentally handicapped students as necessary.

REPRESENTATIVE DUTIES:
- Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transport students to and from school, special events and field trips.
- Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students.
- Maintain bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.
- Maintain order and disciplines among students on bus following District policies and procedures regarding disciplining of students and contact with school officials, parents and the public; interact with parents regarding questions, concerns and disputes.
- Perform emergency bus evacuation drills as required by Kentucky Administration Regulations.
- Transport physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheel chairs; assist in the loading and unloading of handicapped children as necessary.
- Observe applicable local, state and federal policies, procedures and guidelines.
- Fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.
- Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports.
• Attend safety and preventive emergency meetings when required.
• Utilize two-way radio for bus to bus and bus to base communication.
• Perform first aid according to established guidelines and procedures.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

• Safe driving practices
• Provision of the State Motor Vehicle code and Kentucky Administration Regulations applicable to the operation of vehicles transporting students.
• First aide practices.
• Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

• Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
• Maintain order and discipline among students while driving a school bus.
• Maintain assigned vehicle in a clean and safe operating condition.
• Recognize equipment malfunctions and take appropriate action.
• Learn designated bus routes including stops and traffic hazards.
• Maintain routine records.
• Establish and maintain cooperative and effective working relationships with others.
• Understand and follow oral and written directions.
• Meet schedules and time lines.
• Communicate effectively both orally and in writing.
• Learn, apply and explain rules, regulations, policies and procedures.
• Observe legal and defensive driving practices.
• Assist in loading and unloading handicapped children as necessary.

**OTHER JOB RESPONSIBILITIES:**

• Be clean, neat and professionally dressed
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.
BUS MONITOR

RESPONSIBLE TO: Bus Driver/ Transportation Director

LENGTH OF WORK YEAR: 177 days (may vary according to position)

DIVISION: Transportation

EDUCATION AND EXPERIENCE:
Any combination equivalent to:

- high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law

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

REPRESENTATIVE DUTIES:
- Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation.
- Consult with and assist bus driver in documentation of student information, record-keeping and completing route surveys.
- Assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
- Assist parents and school personnel with safe loading and unloading of students; coordinate seating of pre-kindergarten students as required by State Transportation Guidelines.
- Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
- Maintain current knowledge of Emergency Evacuation procedures.
- Assist handicapped children on and off the bus and escort children across street upon return home; lift children as required; assure responsible adult meets students leaving the bus.
- Attend in-service meeting and training courses as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Safe practices concerning school bus transportation.
- Basic record-keeping techniques.
- Applicable sections of the KAR and other applicable laws.
- Health and safety regulations.

ABILITY TO:
- Maintain proper records and documentation.
- Assist student loading, unloading and seating arrangements as required.
- Understand and relate to children with special needs.
- Establish and maintain cooperative and effective working relationships with others.
• Communicate effectively both orally and in writing.
• Lift students according to established guidelines.
• Maintain current knowledge of Emergency Evacuation procedures.
• Maintain routine records.
• Observe health and safety regulations.

**OTHER JOB RESPONSIBILITIES:**

• Be clean, neat and professionally dressed
• Be consistently responsible- maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick, personal, and emergency leave appropriately.
• Maintain professional interpersonal skills using tact, patience, courtesy, and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitors and school personnel.
• Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Taylor County Public Schools.
• Follow the procurement guidelines and purchase order process.
• Disseminate information/resources in areas of responsibilities.
• Maintain proper care and safe use of district equipment and property.
• Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
• Maintain confidentiality and privacy of all school records.
• Is familiar with and incorporates the use of technology as job responsibilities require.
• Adheres with federal, state and district program guidelines, policies, procedures and laws.
• Adheres to the State Professional Code of Ethics.
• Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.