

ADAIR COUNTY BOARD OF EDUCATION
CLASSIFIED EMPLOYEE JOB DESCRIPTIONS
(Revised 6-21-11)

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JOB DESCRIPTION

POSITION TITLE: 21ST CENTURY COMMUNITY LEARNING CENTER PROJECT DIRECTOR

**RESPONSIBLE TO: 21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM
COORDINATOR/PRINCIPAL**

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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
- Representatives and who will act in an advisory and support capacity for Program operations
- 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

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of duties performed for this position.

The Adair County school district does not discriminate on the basis of political or religious opinions or affiliations, marital status, ethnic original, race, color, sex, age, or disabling condition.

FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

 Employee signature

 Date

 Supervisor signature

 Date

JOB DESCRIPTION

POSITION TITLE: RECEPTIONIST – CENTRAL OFFICE (Class Code: 7791)

RESPONSIBLE TO: SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school diploma, or G.E.D. Certificate as required by Kentucky law and one year of general clerical experience, including typing, public contact and the operation of a switchboard

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Operate a telephone switchboard at District or school-site office; perform receptionist, clerical and mail distribution duties; provide routine information to the public; perform receptionist duties, greeting and directing visitors.

RECEPTIONIST

PERFORMANCE RESPONSIBILITIES:

- Operate a switchboard; provide routine information and assistance; receive incoming calls and make necessary connections to school or District office or individual; take and transmit information and messages as requested.
- Perform a variety of clerical work as assigned including posting and maintaining records, typing and duplicating materials, receiving, sorting and distributing mail, preparing bulk and certified mail and maintaining postage records; assist other offices with a variety of clerical duties as directed.
- Greet, screen and direct visitors to appropriate departments; provide routine information to the public.
- Prepare, duplicate, assemble and distribute materials; maintain telephone personnel directory as assigned.
- File and type routine lists, records, reports and correspondence.
- Operate a variety of office equipment including typewriter, postage meter, calculator and copy machine.
- Distribute forms and applications; assist in completion and verify accuracy and completeness.
- Assure the switchboard is covered during working hours; train and provide work direction to substitutes and student workers.
- Contact police, security, fire and medical personnel as procedures require.
- Perform other job duties as assigned by the immediate supervisor and/or superintendent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Telephone techniques and etiquette.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic computer operation.
- Basic math.
- Postage regulations.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.

ABILITY TO:

- Perform receptionist, clerical and mail distribution duties.
- Provide information in a clear and understandable manner.
- Work independently with constant interruptions.
- Receive the public tactfully and courteously.
- Operate office equipment including typewriter, calculator, copier and postage machine.

- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: MAIL CLERK – CENTRAL OFFICE (Class Code: 7785)

RESPONSIBLE TO: SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION: Receive and sort incoming and outgoing mail for the District; maintain records for mail and parcel services.

PERFORMANCE RESPONSIBILITIES:

- Pick up, sort and deliver central office mail.
- Receive and sort outgoing mail from schools, satellite offices and Central offices daily; meter postage on authorized materials for the District; sort and prepare materials for the Post Office, courier, UPS or Parcel Post pick-up.
- Maintain appropriate records regarding insured mail, certified mail, registered mail, Parcel Post and UPS insurance registers.
- Receive and sort incoming mail for the District; prepare mail for courier pickup or personal delivery.
- Maintain and monitor central office postage meter; maintain accurate records on postage spent.
- Assist in collecting and delivering printed materials from the Print Shop.
- Answer office telephones and respond to requests for information.
- Perform other job duties as assigned by the immediate supervisor and/or superintendent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Mail handling including insured, certified and registered mail.
- Procedures and guidelines for proper parcel handling.
- Record-keeping techniques.

ABILITY TO:

- Receive and organize incoming and outgoing mail.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance
- 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.

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

**POSITION TITLE: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT
(Class Code: 7761)**

RESPONSIBLE TO: SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate 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.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

- 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.

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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: WORKERS' COMPENSATION COORDINATOR (Class Code: 7670)

RESPONSIBLE TO: SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and three years experience in workers' compensation activities.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Supervise the implementation of a workers' compensation program; process workers' compensation claims and monitor employee injuries; coordinate and promote injury remedial assistance; counsel injury disabled employees and appropriate administrative staff.

PERFORMANCE RESPONSIBILITIES:

- Supervise the implementation of a workers' compensation program.
- Process employee claims pertinent to workers' compensation according to established procedures; maintain program files and loss control data.
- Counsel injury disabled employees regarding the claims process.
- Evaluate employee job descriptions for physical demands and recommend to appropriate personnel the return to work status.
- Counsel employees regarding various benefits and coordinate services with benefits counselors.
- Assist in meetings and in-service training with appropriate personnel related to District-wide accident reporting procedures and laws pertaining to workers' compensation claims.
- Coordinate and promote the injured employee rehabilitation program with other personnel and agencies.
- Prepare reports to appropriate personnel regarding workers' compensation claim status of injured employees and monitor employee injuries.
- Communicate with workers' compensation service companies to exchange information, coordinate activities and resolve issues or concerns.
- Maintain current knowledge of statutes, regulations, rules and District policies related to workers' compensation and update related information for appropriate personnel.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Insurance and workers' compensation claim processing.
- Medical terminology related to claims.
- Current statutes, regulations, rules and District policies related to workers' compensation.
- Counseling techniques.
- Record-keeping techniques.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

ABILITY TO:

- Supervise the implementation of a workers' compensation program.
- Process workers' compensation claims.
- Read, understand and evaluate employee job descriptions.
- Maintain, prepare and update records and information related to workers' compensation.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

- Work independently with little direction.
- Plan and organize work.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE SECRETARY I – CENTRAL OFFICE
(Class Code: 7762)

RESPONSIBLE TO: SUPERVISOR OR SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D Certificate as required by Kentucky law and four years of responsible secretarial experience involving the use of word processing and record-keeping software.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification require the ability to take and transcribe dictation.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

Administrative Secretary I incumbents perform specialized and responsible secretarial and administrative support duties for an Assistant Superintendent, Executive Director or other high-level administrator. Administrative Secretary II incumbents perform specialized and responsible secretarial and administrative support duties for a Deputy Superintendent or other high-level Cabinet administrator.

PERFORMANCE RESPONSIBILITIES:

- Perform a wide variety of specialized and responsible duties independently in support of functions delegated to an assigned Assistant Superintendent, Executive Director or other high-level administrator; interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate.
- Coordinate communication between the administrator and District personnel, students, educational institutions, vendors, other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems.
- Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.
- Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
- Schedule meetings, conferences and appointments for assigned administrator; maintain administrator's calendar; arrange travel accommodations as necessary.
- Compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions.
- Coordinate and compile Board Agenda materials.
- Respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations.
- Type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.
- Take and transcribe dictation of minutes, letters and memoranda, including materials of a confidential nature as required by the position; prepare correspondence and memoranda independently or from oral instructions.
- Operate a computer terminal and microcomputer to maintain records and generate reports, lists and other materials; utilize word processing and other software as required.

PERFORMANCE RESPONSIBILITIES - continued:

- Receive, process and route mail; order, issue and maintain department supplies, forms and equipment.
- Train and provide work direction to departmental clerical support staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Modern office practices, procedures and equipment.
- Record keeping and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

ABILITY TO:

- Perform secretarial and administrative assistance duties.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Type at an acceptable rate of speed.
- Take and transcribe dictation at an acceptable rate of speed.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Prepare reports by gathering and organizing data from a variety of sources.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Work efficiently with many interruptions.
- Operate a variety of office equipment including computer terminals, calculator, typewriter, copiers and dictation equipment.
- Make arrangements for meetings and conferences.
- Maintain a variety of files, records and logs.
- Plan and organize work.
- Provide work direction to others as assigned.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTIONS

POSITION TITLE: SECRETARY II – CENTRAL OFFICE (Class Code: 7771)

RESPONSIBLE TO: SUPERVISOR AND SUPERINTENDENT

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Job entry testing/skill performance may be required to assess secretarial skills.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

- 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.

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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: STUDENT INFORMATION SYSTEM (SIS) DATA SPECIALIST – CENTRAL OFFICE (Class Code: 7536)

RESPONSIBLE TO: ASSISTANT SUPERINTENDENT OF STUDENT SERVICES

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

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.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

- 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.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

- 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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility

- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and assists with performance evaluations for attendance 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: ACCOUNT CLERK II (Class Code: 7164)

RESPONSIBLE TO: DIRECTOR OF FINANCE

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and one year experience in maintaining automated financial and statistical records.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

- 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 preparation 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 automated accounting system.
- Operate a variety of office equipment including typewriter, calculator, copier and computer terminal.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic accounting practices, procedures and terminology.
- 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 a computer terminal.
- Apply bookkeeping and financial record keeping principles to the maintenance of assigned accounting records.

ABILITY TO:

- Maintain financial records, review and verify data and prepare accurate reports.
- Learn to apply and explain rules, regulations, policies and procedures involved in assigned activities.
- Compare numbers and detect errors efficiently.
- Make arithmetic computations with speed and accuracy.
- Operate standard office machines such as typewriter, calculator, copier, computer terminal, personal computer and microcomputers.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Perform statistical typing accurately.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: PAYROLL CLERK I (Class Code: 7192)

RESPONSIBLE TO: DIRECTOR OF FINANCE

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and one year experience in payroll financial and statistical record-keeping

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Perform responsible payroll clerical duties related to the preparation of payrolls for the District; process payroll and related records for classified, certificated or hourly employees as assigned.

DISTINGUISHING CHARACTERISTICS:

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

PERFORMANCE RESPONSIBILITIES:

- Process payroll and related records for assigned major payrolls; 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.
- 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.
- Respond to questions or complaints from employees regarding pay, deductions, sick leave, vacation and other payroll information; answer phones.
- Receive, 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 as assigned.
- Type and file employee payroll data including the name, pay rate and related data; prepare and process a variety of documentation information and files for new employees.
- Calculate and prepare annual salary and budget projections for categorical programs as assigned.
- 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.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques involved in payroll preparation, monitoring and control.

- Practices and procedures of payroll record-keeping and filing.
- Modern office practices, procedures and equipment.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer terminal and other office equipment.
- Tax withholding, voluntary deductions, garnishments and fringe benefits

ABILITY TO:

- Perform responsible payroll record-keeping duties with a high degree of skill and accuracy.
- Learn to interpret, apply and explain rules, regulations, policies and procedures.
- Process payroll and related records for an assigned major payroll.
- 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.
- Operate standard office equipment including a computer terminal as required.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: INSURANCE CLERK II (Class Code: 7652)

RESPONSIBLE TO: DIRECTOR OF FINANCE

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and two years increasingly responsible clerical experience including at least one year in an insurance function.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Provide fiscal responsibility of insurance benefits through timely and accurate management of records and funds; provide operational support to assigned personnel.

DISTINGUISHING CHARACTERISTICS:

The Insurance Clerk II incumbents serve in a lead capacity and perform more technical and complex duties. Insurance Clerk I incumbents perform standard clerical activities in support of employee benefit, worker's compensation and other insurance programs.

PERFORMANCE RESPONSIBILITIES:

- Receive and verify monthly billings from a variety of insurance carriers; prepare check to pay related billings.
- Maintain records of insurance billings and payments.
- Receive, screen and direct high volume telephone calls; answer questions regarding benefit coverage and costs and insurance inquiries.
- Compute employee insurance premium amounts and enter amounts in the computer.
- Notify and collect first month insurance premiums from employees; reimburse employees upon leave of absence, termination or change of coverage.
- Maintain bank escrow account during summer to pay insurance billings.
- Inform eligible employees of benefit changes; mail necessary forms and applications to employees as necessary.
- Update and maintain employee files regarding insurance benefits and employment changes.
- Communicate with insurance companies and employees; correspond with insurance companies on behalf of employees.
- Receive, review and verify eligibility of employee insurance applications.
- Compile data and prepare various reports.
- Verify employee insurance coverage for other insurance companies and medical facilities.
- Distribute benefits materials to other departments as needed.
- Organize and instruct employees regarding insurance options during open enrollment period.
- Communicate with School Board and the State Division of Insurance to coordinate activities, exchange information and resolve questions or issues.
- Process a variety of correspondence regarding insurance and compose appropriate responses.
- Lead and train assigned staff especially during high volume periods such as open enrollments.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Techniques involved in insurance payroll preparation monitoring and control.
- Insurance deductions.
- Modern office practices, procedures and equipment.
- Preparation, review and control of assigned accounts.
- Preparation and processing of insurance information.
- District insurance and payroll policies and procedures.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Prepare, verify, process and control an assigned payroll.
- Work cooperatively with others.
- Add, subtract, multiply and divide quickly and accurately.
- Lead and train assigned staff.
- Learn department and program objectives and goals.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain routine records.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: EMPLOYEE BENEFITS SPECIALIST (Class Code: 7665)

RESPONSIBLE TO: FINANCE DIRECTOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and three years increasingly responsible employee benefit experience.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

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

PERFORMANCE RESPONSIBILITIES:

- 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; calculate Early Retirement Benefit Compensation.
- 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 and assist with workers' compensation claims pertaining to loss of benefits.
- Analyze employee separations and terminations and prepare documentation and information for unemployment hearings; attend hearings as required.
- 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 Personnel Services and division and department heads in the information and completion of paper work related to employee benefits; coordinate the implementation of various benefits.

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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.

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Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: LEAD VEHICLE MECHANIC (Class Code: 7914)

RESPONSIBLE TO: TRANSPORTATION DIRECTOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

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

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial Class B driver's licenses.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

- 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.

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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: VEHICLE MECHANIC I

RESPONSIBLE TO: TRANSPORTATION DIRECTOR (Class Code: 7916)

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and one year experience in general automotive repair.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky commercial driver's license.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Perform mechanical repair work, including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned.

DISTINGUISHING CHARACTERISTICS:

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

PERFORMANCE RESPONSIBILITIES:

- Perform basic 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 mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts and other mechanical equipment as assigned; drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.
- Disassemble motors and repair, adjust and replace parts; recondition and adjust ignition and carburetor systems; repair, fit and adjust valves, pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
- 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.
- Repair and replace heating and ventilation systems on District Vehicles; repair and maintain exhaust and fuel systems.
- 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.
- Respond to service calls and perform emergency repairs as needed.
- Perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
- Assist in starting buses as needed; assist other mechanics as directed; assist in inventory maintenance as required.
- Complete 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.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Methods, tools, equipment and materials used in basic 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, including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned.
- Diagnose and repair basic mechanical and electrical malfunctions and defects.
- Operate shop equipment and tools including electronic testing equipment, welders and lathes.
- 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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.

- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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JOB DESCRIPTION

POSITION TITLE: NETWORK ADMINISTRATOR

RESPONSIBLE TO: DIRECTOR OF TECHNOLOGY

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

- A minimum of two years of experience or certification in the
- Following technical areas is preferred:
- 10 Base T Structured Cabling Systems
- Installation/Maintenance/Troubleshooting of Ethernet Networks
- TCP/IP and IPX Communications Protocols
- Windows NT and Active Directory Server Administration and Troubleshooting
- MS-DOS/Windows 95, 98, 2000, NT, XP/Macintosh Platforms
- General PC Hardware Troubleshooting/Upgrades/Repair
- General Software Installation and Troubleshooting
- Electronic Mail Systems-Microsoft Exchange
- Microsoft Proxy Server

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

The Network Administrator is a full-time district-level position that will ensure that each building's local area network (LAN) and the district's wide area network (WAN) are fully operational and meet the Kentucky Education Technology System (KETS) standards. The Network Administrator will: (a) install and configure technology equipment, including computers, servers, switches, and other network components; (b) install and configure software applications on the LANs and WAN for instruction and administrative purposes; (c) troubleshoot and repair basic system malfunctions and maintain system operation; and (d) respond to user requests for assistance and malfunction correction and provide technical support.

PERFORMANCE RESPONSIBILITIES:

The Network Administrator will:

- Maintain a broad understanding of current Information Technology issues.
- Provide technical support for the following:
 - NT/Active Directory operating systems
 - Networking design and structure (Workstation—LAN—WAN)
 - Workstation operating systems, including MS-DOS, Windows 95, 98, 2000, NT, XP/Macintosh platforms
 - Word processing, spreadsheet, presentation, and database applications (Microsoft Office)
 - Web page design and creation (Microsoft FrontPage)
 - E-mail services design and support structure (Microsoft Exchange)
 - Internet services and operation
 - Workstations, network interface cards, file servers, switches, hubs, routers, printers, and other technology equipment
- Perform a variety of skilled and technical duties related to the installation, repair, and maintenance of computers, file servers, printers, and other peripheral equipment; schedule repairs and installation.
- Inspect, isolate, and diagnose systems malfunction and determine appropriate repair procedures; replace defective parts and restore to proper operation of equipment; analyze and resolve general software malfunctions.
- Install and configure various hardware, LAN systems and software, including upgrades and enhancements for instructional and administrative purposes.
- Performs preventative maintenance on file servers, computers, printers, switches, routers, and other technology equipment by cleaning, dusting, lubricating, adjusting mechanical parts, checking cables, connectors, and disk drives, as necessary for daily operation.

- Monitor district Internet and e-mail logs and report any inappropriate use to the student's Principal or staff member's immediate supervisor. Block instructionally inappropriate websites.
- Create and maintain network user accounts for students and staff, as required.
- Communicate with various departments within the district regarding the repair and installation of computer equipment and with vendors and manufacturers regarding parts, pricing, purchasing and product information to find the best source of supply.
- Provide technical information and assistance to administrators, faculty, staff, and students regarding the safe and proper operation, care, and maintenance of computer equipment.
- Maintain records of all computer and network repair (diagnosis and solution), materials used, location of equipment, and serial numbers.
- Participate in training related to job responsibilities and study various software and hardware manuals to ensure proper installations, repairs and upgrades to network file servers, computers and other related technology.
- Convey a familiarity with the initiatives set forth by the Kentucky Education Technology System.
- Work independently and cooperatively with others on technical projects.
- Keep a professional and positive attitude at all times.
- Demonstrate strong verbal and written communication skills.
- Assist the Director of Technology with other projects or assignments, as required.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and assists with 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.

- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

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Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: TECHNOLOGY TECHNICIAN

RESPONSIBLE TO: DIRECTOR OF TECHNOLOGY

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE

Any combination equivalent to two years college-level course work in computer repair and/or three years increasingly responsible experience with repairing and servicing computers and other technology equipment

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

The Technology Technician will provide all aspects of technical support, including repairs, upgrades, and installations of hardware and software for all schools and offices within the school district.

PERFORMANCE RESPONSIBILITIES:

The Technology Technician:

- Performs a variety of skilled and technical duties related to the installation, repair, modification, upgrade, and maintenance of computers, printers, other technology equipment, and software and collaborates with the Director of Technology to set schedule for such tasks.
- Inspects, isolates, and diagnoses system malfunctions and determines appropriate repair procedures; replaces defective parts and restores equipment to proper operation; Analyzes and resolves general software malfunctions.
- Creates and maintains Ethernet cables, as required for network connectivity.
- Performs preventative maintenance on computers, printers, and other technology equipment by cleaning, dusting, lubricating, adjusting mechanical parts, checking cables, connectors, and disk drives, as necessary for daily operation.
- Maintains all district and school-level phone and intercom systems by repairing or notifying Director of Technology that the vendor should be contacted.
- Communicates with the Director of Technology, KETS Help Desk, vendors, manufacturers and other entities regarding parts, pricing, purchases, and product information, as required.
- Maintains a log of all installations, repairs, modifications, upgrades and routine maintenance, which includes the date the request was reported, location, description of task to be completed, action taken, cost, date completed, and any necessary follow-up action.
- Provides the end-user with an explanation of steps taken to resolve the technical issue and instruction in regard to the proper care and use of the equipment or software upon completion of each task.
- Promotes the safe and proper operation, care, and maintenance of technology equipment and software through communication with staff at all times.
- Conducts one-on-one, small and large group training of district personnel in the use of technology and related software.
- Performs other duties, as assigned by the Director of Technology.

KNOWLEDGE AND ABILITIES:

The Technology Technician position requires knowledge of:

- Computerized and electronic equipment including computers, printers, and other data communications equipment.
- Methods, equipment, and tools used in the skilled repair and servicing of computer equipment.
- Analog and digital communications equipment and maintenance techniques.
- Safety practices and precautions used in working with computer equipment.
- Operation of a variety of testing equipment, hand and power tools as required for repairs.
- Basic DOS commands and computer operations.
- Technical aspects of the computer field.

- Diagnostic techniques and procedures used in computer and electronics repair.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

THE TECHNOLOGY TECHNICIAN POSITION REQUIRES THE ABILITY TO:

- Perform a variety of skilled and technical duties related to the installation, repair, modification, upgrade, and maintenance of computers, printers, other technology equipment, and software and collaborate with the Director of Technology to set schedule for such tasks.
- Plan and organize work.
- Train and provide direction to others.
- Install computers and related equipment at district sites.
- Operate tools and testing equipment in a safe and proper manner.
- Read, interpret and implement technical service manuals and schematic diagrams to repair assigned computer and peripheral equipment.
- Plan and lay out installation and repair work including estimating labor and material costs.
- Maintain records related to work performance.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Work independently without direction.
- Lift heavy objects.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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 Employee signature Date

 Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: DISTRICT SOFTWARE TECHNICIAN

RESPONSIBLE TO: DIRECTOR OF TECHNOLOGY

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES
Two years experience with district software applications, including STUDENT INFORMATION SYSTEM (SIS), Lunchbox, PW Trans, and MUNIS preferred; additional qualifications as deemed necessary by the Superintendent and Adair County Board.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

To maintain all aspects of district administrative software (STUDENT INFORMATION SYSTEM (SIS), Lunchbox, PW Trans, and MUNIS), including set-up, updates, installations, training, and troubleshooting for increased access, stability, and accuracy of school and district data.

PERFORMANCE RESPONSIBILITIES:

- Creates, maintains and regularly updates an informational website for all district wide administrative software applications.
- Knowledgeable of all aspects of each district administrative software application.
- Disseminates knowledge of software programs and updates to all program coordinators, attendance clerks, and school administrators.
- Provides professional development on a regular basis to all district staff responsible for working with district administrative software through one-on-one, small-group, large-group and modeling sessions.
- Keeps abreast of all updates to district wide administrative software applications, including STUDENT INFORMATION SYSTEM (SIS), Lunchbox, PW Trans, MUNIS and other administrative applications.
- Provides ongoing technical support for district wide administrative software applications for all schools and district offices.
- Coordinates and collaborates with Director of Technology, Network Administrator, and school and district program administrators to ensure all installations and updates to district administrative hardware and software applications are completed.
- Maintains daily log for technical issues and updates to all district administrative software programs that includes date and time reported, location, description of issue, and tasks completed.
- Follow-up with all program coordinators to ensure timely submission of district administrative software reports as required by the Kentucky Department of Education.
- Completes installations and updates to all district administrative software programs in a timely manner.
- Performs additional duties relating to district software applications, as assigned by the Director of Technology.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

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Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: BUS DRIVER TRAINER (Class Code: 7933)

RESPONSIBLE TO: TRANSPORTATION DIRECTOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and two years experience in the operation of a school bus.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial driver's license; School Bus Certificate; completion and maintenance of certification by State Department of Education School Bus Driver Instructor Course.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Conduct on-the-road and class room phases of bus driver training courses; plan, implement and instruct safety programs for District bus drivers; to assure State laws, regulations and local board policies are met.

PERFORMANCE RESPONSIBILITIES:

- Conduct driver-training instruction in accordance with the curriculum developed by the Division of Pupil Transportation.
- Conduct the annual eight-hour update as required by Kentucky Administration Regulations.
- Evaluate driving performance of bus drivers who are experiencing traffic safety problems.
- Train and assist new drivers concerning student behavior management problems and situations.
- Coordinate communication between field drivers; monitor office and mechanical staff.
- Drive buses of varying sizes and complexity over designated routes in accordance with time schedules as assigned.
- Prepare and maintain a variety of bus driver records, including drivers license and certificate expiration, medical expiration and training hours required for the renewal of bus driver certificate; operate computer terminal; prepare transportation reports.
- Conduct school bus driver certificate renewal training programs; conduct safe driving and safe working methods and procedures training programs periodically and as specifically required.
- Attend and conduct safety meetings and attend workshops to remain current concerning driving regulations and laws.
- Assist supervisor as required; dispatch drivers; provide work direction to Bus Drivers; set up routes for special education students, perform the duties of the supervisor in the supervisor's absence.
- Implement safety program as required by the State Department of Education.
- Prepare billing and payroll for special trips as required.
- Receive documents, investigate and make recommendations on complaints from parents, school personnel and driver and monitors.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe driving practices and methods.
- Principles, methods, techniques and strategies for training of school bus drivers.
- Provisions of the Kentucky Motor Vehicle Code and laws applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers.
- Principles methods and procedures related to a large pupil transportation system.
- Technical aspects of field of specialty.

ABILITY TO:

- Conduct bus driver training and safety programs.
- Operate a school bus over designated routes.
- Maintain accurate records.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.
- Attend meetings and remain current concerning rules, regulations, policies and laws.
- Possess certification with the division of Pupil Transportation.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: BUS DRIVER (Class Code: 7941)

RESPONSIBLE TO: TRANSPORTATION DIRECTOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and one year experience in the operation of a motor vehicle.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate; must pass driving record check.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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 events 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.

PERFORMANCE RESPONSIBILITIES:

- 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 discipline 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.
- Provisions of the State Motor Vehicle code and Kentucky Administration Regulations applicable to the operation of vehicles transporting students.
- 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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and assists with 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

CLASS TITLE: BUS MONITOR (Class Code: 7942)

RESPONSIBLE TO: TRANSPORTATION DIRECTOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

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 meetings and training courses 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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed

- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: BUS MONITOR - EXCEPTIONAL CHILD (Class Code: 7943)

RESPONSIBLE TO: TRANSPORTATION DIRECTOR & DIRECTOR OF SPECIAL EDUCATION

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to learn basic sign language.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Ride a school bus for exceptional children and assist school bus driver in maintaining discipline while bus is in operation; operate mechanical lift.

PERFORMANCE RESPONSIBILITIES:

- Assist exceptional 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.
- Operate equipment, including wheelchairs, tie-downs, seat belts, harnesses, mechanical lift and other adaptive equipment as necessary.
- 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 exceptional students as required by State Transportation Guidelines.
- Consult with and assist bus driver in documentation of student information, record-keeping and completing route surveys.
- Attend in-service meetings and training courses as assigned.
- Monitor and assist students while bus is in operation.
- Maintain current knowledge of Emergency Evacuation procedures.
- Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operation of mechanical lift, wheel chairs, seat belts, restraining harnesses and wheel chair clamping devices.
- Safe practices concerning school bus transportation.
- Problems and concerns of students with special needs.
- Basic record-keeping techniques.
- Applicable sections of the Kentucky Administration Regulations and other applicable laws.
- Health and safety regulations.

ABILITY TO:

- Drive a school bus for children with special needs and assist school bus driver in maintaining discipline while bus is in operation assuring safety of students.
- 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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: SCHOOL RECEPTIONIST (Class Code: 7791)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and one year of general clerical experience, including typing, public contact and the operation of

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Operate a telephone switchboard at District or school-site office; perform receptionist, clerical and mail distribution duties; provide routine information to the public; perform receptionist duties, greeting and directing visitors.

PERFORMANCE RESPONSIBILITIES:

- Operate a switchboard; provide routine information and assistance; receive incoming calls and make necessary connections to school or District office or individual; take and transmit information and messages as requested.
- Perform a variety of clerical work as assigned including posting and maintaining records, typing and duplicating materials, receiving, sorting and distributing mail, preparing bulk and certified mail and maintaining postage records; assist other offices with a variety of clerical duties as directed.
- Greet, screen and direct visitors to appropriate departments; provide routine information to the public.
- Prepare, duplicate, assemble and distribute materials; maintain telephone personnel directory as assigned.
- File and type routine lists, records, reports and correspondence.
- Operate a variety of office equipment including typewriter, postage meter, calculator and copy machine.
- Distribute forms and applications; assist in completion and verify accuracy and completeness.
- Assure the switchboard is covered during working hours; train and provide work direction to substitutes and student workers.
- Contact police, security, fire and medical personnel as procedures require.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operation of telephone switchboard.
- Telephone techniques and etiquette.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic computer operation.
- Basic math.
- Postage regulations.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.

ABILITY TO:

- Operate an assigned switchboard at District or school-site office.
- Perform receptionist, clerical and mail distribution duties.
- Provide information in a clear and understandable manner.
- Work independently with constant interruptions.
- Receive the public tactfully and courteously.
- Operate office equipment including typewriter, calculator, copier and postage machine.
- Type at an acceptable rate of speed.
- Understand and follow oral and written directions.

- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Basic math.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of duties performed for this position.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: SCHOOL MAIL CLERK (Class Code: 7785)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Receive and sort incoming and outgoing mail for the School or District; maintain records for mail and parcel services.

PERFORMANCE RESPONSIBILITIES:

- Pick up, sort and deliver central office mail.
- Receive and sort outgoing mail from schools, satellite offices and Central offices daily; meter postage on authorized materials for the District; sort and prepare materials for the Post Office, courier, UPS or Parcel Post pick-up.
- Maintain appropriate records regarding insured mail, certified mail, registered mail, Parcel Post and UPS insurance registers.
- Receive and sort incoming mail for the District; prepare mail for courier pickup or personal delivery.
- Maintain and monitor central office postage meter; maintain accurate records on postage spent.
- Assist in collecting and delivering printed materials from the Print Shop.
- Answer office telephones and respond to requests for information.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Mail handling including insured, certified and registered mail.
- Procedures and guidelines for proper parcel handling.
- Record-keeping techniques.

ABILITY TO:

- Receive and organize incoming and outgoing mail.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature

Date

Supervisor signature

Date

JOB DESCRIPTION

POSITION TITLE: SCHOOL ACCOUNT CLERK I (Class Code: 7165)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

- 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.

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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: SCHOOL SECRETARY II - HIGH SCHOOL (Class Code: 7778)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Organize, coordinate, schedule and perform office functions at a large 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 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. School Secretary I - High School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school.

PERFORMANCE RESPONSIBILITIES:

- Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a large high school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.
- Be knowledgeable of Student Software Program and maintain assigned STUDENT INFORMATION SYSTEM (SIS) data input/reports. Attend trainings and keep abreast of STUDENT INFORMATION SYSTEM (SIS) Software updates.
- Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences; take and transcribe dictation as required.
- 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 print-out 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.
- 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.

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.
- 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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSTION TITLE: SCHOOL SECRETARY I – MIDDLE (Class Code 7774)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

- 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.
- Be knowledgeable of Student Software Program and maintain assigned STUDENT INFORMATION SYSTEM (SIS) data input/reports. Attend trainings and keep abreast of STUDENT INFORMATION SYSTEM (SIS) Software updates.
- 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, 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.

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.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies and objectives.
- 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.
- 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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: SCHOOL SECRETARY I – ELEMENTARY (Class Code 7775)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

- 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.
- Be knowledgeable of Student Software Program and maintain assigned STUDENT INFORMATION SYSTEM (SIS) data input/reports. Attend trainings and keep abreast of STUDENT INFORMATION SYSTEM (SIS) Software updates.
- 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.

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.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: STAFF SUPPORT SECRETARY (Class Code: 7776)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

- 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.
- Be knowledgeable of Student Software Program and maintain assigned STUDENT INFORMATION SYSTEM (SIS) data input/reports. Attend trainings and keep abreast of STUDENT INFORMATION SYSTEM (SIS) Software updates.
- 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.

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.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.

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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.

- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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 Employee signature Date

 Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: SCHOOL REGISTRAR (Class Code 7885)

RESPONSIBLE TO: COUNSELOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

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

PERFORMANCE RESPONSIBILITIES:

- Maintain student files related to grades, records and test results; maintain confidential files and records.
- Be knowledgeable of Student Software Program and maintain assigned STUDENT INFORMATION SYSTEM (SIS) data input/reports. Attend trainings and keep abreast of STUDENT INFORMATION SYSTEM (SIS) Software updates.
- 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.

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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures*

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: LIBRARY MEDIA CLERK (Class Code 7362)

RESPONSIBLE TO: LIBRARIAN

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and one year experience working with students in an organized setting including some experience in a library setting.

LICENSES AND OTHER REQUIREMENTS:

Must pass the ABLE test in accordance with State requirements

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

- 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.

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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: CLERICAL ASSISTANT II (Class Code 7782)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and one year of clerical experience including some experience with automated office equipment

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Perform a variety of responsible clerical duties involving typing, filing and maintaining records or reports in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services; apply and explain procedures and policies of assigned program or department.

DISTINGUISHING CHARACTERISTICS:

Clerical Assistant II incumbents perform a variety of responsible clerical support duties including typing, filing, recording and processing information, answering telephones and providing information to parents, students, faculty and others. Clerical Assistant I incumbents are assigned routine and repetitive general clerical duties requiring no previous experience.

PERFORMANCE RESPONSIBILITIES:

- Perform a variety of clerical duties including typing, filing, record keeping, proofreading and processing information.
- Be knowledgeable of Student Software Program and maintain assigned STUDENT INFORMATION SYSTEM (SIS) data input/reports. Attend trainings and keep abreast of STUDENT INFORMATION SYSTEM (SIS) Software updates.
- Type letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft on a typewriter or computer terminal.
- Maintain a variety of logs, records and files related to assigned office; compile information from a variety of sources and prepare summaries and reports including attendance and enrollment data.
- Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer questions and provide information and directions or explain policies and procedures; schedule meetings and appointments.
- Assist the public and District employees in completing forms, applications and other District, State and federal forms and documents.
- Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents and equipment; compile and verify information; produce periodic reports, lists and records as assigned.
- Maintain attendance, academic and health records; update computer information databases.
- Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct research duties as assigned.
- Maintain supply and material inventory of assigned area as required; assist with ordering, receiving and distributing materials, equipment and supplies according to established procedures; coordinate purchasing efforts with the Purchasing department.
- Receive shipments of materials; inspect and verify for accuracy of quality, quantity and type of materials; notify vendors or supervisor of discrepancies or damage.
- Operate a variety of office equipment, such as typewriter, calculator, copiers, computer terminal and other machines as required; enter data in a computer terminal or microcomputer as assigned.

- Provide first aid to ill and injured students as assigned; contact parents, guardians, nurse or public service agencies in accordance with established guidelines.
- Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
- Schedule appointments, conferences and meetings; maintain various schedules and calendars.
- Perform clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources.
- Sort and distribute incoming U.S. and intra-District mail.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Rules, regulations, policies and laws related to assigned function or department.
- Modern office practices, procedures and equipment.
- Record storage, retrieval and management systems.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Basic first aid techniques and procedures.
- Basic math.
- Basic record-keeping techniques.

ABILITY TO:

- Perform a variety of responsible clerical duties involving typing, filing and maintaining records or reports in support of a school or District function.
- Learn and apply laws, rules, regulations involved in assigned clerical activities.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Type at 40 words net per minute from clear copy.
- Operate a variety of office equipment including computer terminal as required by the assignment.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Complete work with many interruptions.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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.

JOB DESCRIPTION

POSITION TITLE: CLERICAL ASSISTANT I (Class Code 7783)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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. Incumbents in the Clerical Assistant II class perform a variety of responsible clerical support duties including typing, filing, recording and processing information, answering telephones and providing information to parents, students, faculty and others

PERFORMANCE RESPONSIBILITIES:

- 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.
- Be knowledgeable of Student Software Program and maintain assigned STUDENT INFORMATION SYSTEM (SIS) data input/reports. Attend trainings and keep abreast of STUDENT INFORMATION SYSTEM (SIS) Software updates.
- 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.
- Assure the timely distribution and receipt of records, reports and bulletins as directed.
- Receive shipments of materials; inspect and verify for accuracy of quality, 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.
- Learn to 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 words net per minute from clear copy.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: CLERK (Class Code 7784)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Perform a variety of clerical duties involving filing and maintaining records or reports in support of a school or District function.

PERFORMANCE RESPONSIBILITIES:

- Operate various office equipment to perform duties, such as a copy machine.
- Be knowledgeable of Student Software Program and maintain assigned STUDENT INFORMATION SYSTEM (SIS) data input/reports. Attend trainings and keep abreast of STUDENT INFORMATION SYSTEM (SIS) Software updates.
- Prepare letters, memoranda, bulletins, reports, schedules, lists, forms or other materials as assigned.
- Perform other clerical duties for the assigned supervisor and other staff members as directed.
- Maintain a variety of logs, records and files related to assigned office.
- Distribute various forms and provide information and assistance to students, parents, the public and staff regarding their completion in an accurate and timely manner.
- Answer telephones; take and relay messages; greet students and the public and provide routine information; direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as directed.
- Maintain supply and material inventory of assigned area as required; order, receive and distribute materials, equipment and supplies as directed.
- Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
- Schedule appointments and meetings; maintain various schedules and calendars.
- Sort and distribute incoming U.S. and intra-District mail.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform a variety of clerical duties involving filing and maintaining records or reports in support of a school or District function.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Complete work with many interruptions.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of duties performed for this position.
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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: COMPUTER LAB TECHNICIAN (Class Code 7526)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law including or supplemented by college-level course work in computer-related technologies and three years experience in the operation and maintenance of microcomputers and peripheral equipment.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

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

PERFORMANCE RESPONSIBILITIES:

- Organize and operate a microcomputer laboratory for training and practical use; schedule lab use and assist faculty and staff with equipment operation and applications software.
- Maintain in-service records and other data bases required for computer projects.
- Provide lab support and informal and formal training to lab users and other school microcomputer users; assist with the creation and production of training materials.
- Adjust and maintain microcomputer equipment; identify equipment malfunction to assure proper maintenance and repair; troubleshoot for hardware and software problems.
- Provide user support in the lab and on the telephone to computer system users at District school sites.
- Maintain bid specifications for microcomputer hardware, peripherals and related software applications; coordinate the purchase and repair of computers and peripherals; assist District staff with evaluation of software.
- Maintain a hardware inventory and maintenance records for lab equipment; maintain laboratory usage statistics.
- Format, maintain and restore hard disk drives.
- Provide for lab security.
- Maintain a clean and orderly laboratory environment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Microcomputer operations and related information processing.
- Use of computer utility software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Various word processing spreadsheet and data base applications.
- Operating procedures and practices appropriate to an instructional computer laboratory.
- Modern office practices, procedures and equipment.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

ABILITY TO:

- Organize and operate a microcomputer laboratory for training and practical use.
- Schedule lab use and assist faculty and staff with equipment operation and applications software.

- Provide lab support and informal and formal training to lab users and other school microcomputer users.
- Operate, adjust and maintain computers and peripheral equipment.
- Assist staff and faculty in the use of information processing equipment and familiarize users with applications software and utility programs.
- Organize and oversee computer laboratory operations.
- Maintain current knowledge of technological advances in the field.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Maintain records and prepare reports.
- Maintain current knowledge of technological advances in the field.
- Communicate data processing procedures and requirements to users.
- Provide technical assistance to District computer systems users.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTOIN

POSITION TITLE: PRINTING ASSISTANT I (Class Code 7124)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and one year of experience in duplicating services or clerical work.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Operate photocopy machines and other printing equipment; assist in the production and distribution of printed materials.

DISTINGUISHING CHARACTERISTICS:

The Printing Assistant I operates photocopy equipment and is responsible for the production and distribution of high quality copy generated by copy machine. The Printing Assistant II is the experienced level classification in the series. The incumbent trains and provides work direction, assigns personnel, determines work priorities and schedules work.

PERFORMANCE RESPONSIBILITIES:

- Operate photocopy machines; review work completed to assure quality and adherence to specific instructions.
- Assist in maintaining equipment in efficient working condition; make routine adjustments and diagnose problems as necessary.
- Maintain inventory of supplies for copier; maintain routine records as required.
- Communicate with users and other department employees to provide or receive information.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic record-keeping techniques.
- Health and safety regulations.
- Interpersonal skills using sound judgment, patience and courtesy.

ABILITY TO:

- Operate a high-speed photocopy machine and other equipment needed to collate, staple and drill materials as requested.
- Maintain routine records.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature

Date

Supervisor signature

Date

JOB DESCRIPTION

POSITION TITLE: INSTRUCTIONAL ASSISTANT II (Class Code 7318)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and one year experience in working with children in an organized setting.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

Instructional Assistant II incumbents work within 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.

PERFORMANCE RESPONSIBILITIES:

- 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 or other activities; 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 and others; 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 meetings 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 students behavior according to approved policies and procedures.
- Operate instructional and office equipment.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature

Date

Supervisor signature

Date

JOB DESCRIPTION

POSITION TITLE: INSTRUCTIONAL ASSISTANT I (Class Code 7320)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and some experience in working with children in an organized setting.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Assist a certificated teacher in providing instruction to individual or small groups; monitors and report 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.

PERFORMANCE RESPONSIBILITIES:

- 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 meetings 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 students behavior according to approved policies and procedures.
- Operate instructional and office equipment.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.

- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: INSTRUCTIONAL ASSISTANT – BILINGUAL (Class Code 7316)

RESPONSIBLE TO: PRINCIPAL & LEP COORDINATOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and experience working with youth in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Must pass the ABLE test in accordance with State regulations.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Assist a certificated teacher in providing instruction to individuals or small groups of students in a classroom or other learning environment; translate orally and in writing for teachers, administrators, students and parents; prepare instructional materials and perform a variety of routine clerical duties as assigned.

PERFORMANCE RESPONSIBILITIES:

- Assist in the presentation of instructional materials and academic instruction to individuals or small groups of students, reinforcing instruction as directed by the teacher; assist students in their understanding and comprehension of reading, writing, language arts, math and social studies, performing remedial exercises and other basic instruction as required.
- Communicate with students in English and a designated second language to facilitate instructional processes; provide translation in parent-teacher conferences or telephone calls with limited or non-English speaking parents; translate or write notes, letters and other materials.
- Repeat and reinforce instruction to assist students' comprehension and understanding; provide more individual assistance to students experiencing learning difficulty; explain errors and answer questions; use games, skits, puppets and other instructional activities to reinforce the main lesson plan.
- Report progress regarding student performance and behavior as required; provide input and assist instructors with determining student advancement through established learning programs.
- Assist with teaching and developing large and small motor skills, hand-eye coordination and group activity skills and responsibilities; utilize balls, ropes, balance beam and other physical education equipment in developing motor skills.
- Assist in the preparation of materials for classroom use as directed by the teacher; prepare flash cards to assist student learning comprehension.
- Observe and control behavior of students in and out of the classroom, including snack time, playtime and movement of students to various locations on the school campus.
- Prepare, administer, correct and record tests, papers, essays and homework assignments as directed; prepare homework packets as assigned; call students and parents to follow up on absences as assigned.
- Perform a variety of clerical duties such as updating cumulative folders, recording grades, assembling materials, preparing charts and bulletin boards, taking roll, maintaining records and files, typing and duplicating classroom materials and distributing and collecting papers and supplies.
- Operate audio-visual equipment, typewriter, copier, laminator and thermofax machine; set up displays as necessary; operate a personal computer or computer terminal as required.
- Assist students by providing a proper role model, emotional support, patience, a friendly attitude and general guidance.
- Confer with teachers concerning programs and materials to meet student needs; arrange for guest speakers and field trips as assigned.

- Assure the health and safety of students by following health and safety practices and procedures; provide immediate basic first aid and comfort to students as needed.
- Direct group activities of students as assigned.
- Participate in meetings, in-service training programs and field trips as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Correct oral and written usage of English and a designated second language.
- Child guidance principles and practices.
- Classroom procedures and conduct.
- Basic instructional techniques.
- School and classroom rules, policies and procedures.
- Safe practices in classroom activities.
- Reading and writing communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.

ABILITY TO:

- Assist in providing patient instruction to individuals or small groups of students in a classroom or other learning environment.
- Communicate effectively with students and adults both orally and in writing.
- Read, write, translate and interpret English and a designated second language.
- Assist with the instructional and related activities of the assigned learning environment.
- Learn methods and procedures to be followed in the assigned instructional environment and limitations.
- Observe and control student behavior according to approved policies and procedures.
- Establish and maintain effective relationships with students, parents, staff, volunteers and the public, including members of the ethnic communities.
- Prepare instructional materials and perform a variety of routine clerical duties.
- Perform clerical duties such as filing, typing, duplicating and maintaining records related to the instructional program.
- Print and write legibly.
- Understand and follow oral and written directions.
- Read, follow, explain and enforce rules, regulations, policies and procedures.
- Work independently with little direction.
- Operate instructional and office equipment, including copiers, audio-visual equipment, typewriter, thermofax, and laminator.
- Maintain a clean, safe and orderly classroom-learning environment.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature

Date

Supervisor signature

Date

JOB DESCRIPTION

POSITION TITLE: ITINERANT K-12 ESL/LEP INSTRUCTIONAL ASSISTANT

RESPONSIBLE TO: ELL/LEP COORDINATOR, INSTRUCTIONAL SUPERVISOR,
BUILDING PRINCIPAS AND SUPERINTENDENT

QUALIFICATIONS: **AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES**
A high school education or GED is required with preference given for some college credit earned. Successful candidate should be relatively fluent in the Spanish language due to the nature of this position.

EDUCATIONAL REQUIREMENTS:

A high school education or GED is required with preference given for some college credit earned. Successful candidate should be relatively fluent in the Spanish language due to the nature of this position.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

The ESL/LEP Instructional Assistant position is an itinerant classified position, K-12, requiring the employee to work as needed at campuses wherein ELL/LEP students are enrolled. Scheduling is to be determined through collaborative efforts of the ELL Coordinator, Campus Principal, and Instructional Supervisor.

CHAIN OF COMMAND:

Relative to physical location and situation, the ELL Instructional Assistant will initially work with and/or report to:

- 1) Respective Classroom Teacher
- 2) Corresponding Campus Principal
- 3) ELL Coordinator
- 4) Instructional Supervisor
- 5) School Superintendent

PERFORMANCE RESPONSIBILITIES:

The ELL/LEP Instructional Assistant's job duties are as follows. The scope of job duties is not limited as outlined below; however, tasks are to be limited to ELL.

- Collaborate with classroom teacher and/or ELL Coordinator to develop student cumulative files, including Student(s) Individual Program Services Plans.
- Assist campus counselor and administrative staff with maintenance of students' cumulative folders.
- Assist classroom teachers with all ELL students, regardless of current proficiency. This includes language clarification, oral reading, and translation of written and oral instruction. However, translation should be phased out as quickly as possible to expedite English acquisition.
- Provide oral and written translation as needed for parent/teacher conferencing;
- Assist the classroom teacher with ELL students' cultural orientation and induction, including orientation of campus.
- Chaperone field trips with ELL students.
- Assist coordination to meet ELL student's various personal need through other programs such as the Family Resource Center and other community service organizations.
- Assist classroom teacher in reviewing, scoring, and grading students' work which is not limited to certified verification.
- Assist ELL Coordinator and /or corresponding campus Guidance Counselor in administration and scoring, as permitted, of oral language surveys and testing requirements as mandated by the state.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: FOOD SERVICE MANAGER I (Class Code 7212)

RESPONSIBLE TO: FOOD SERVICE DIRECTOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate 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.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

- 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.
- Perform when assigned cashiering duties in the sale of food items to students and staff.
- 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.
- Communicate with students, staff, faculty, and outside organizations to exchange information, receive suggestions, and resolve issues related to food service.
- Participate in, schedule and attend in-service meetings and workshops.

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.
- 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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: ASSISTANT FOOD SERVICE MANAGER I (Class Code 7212)

RESPONSIBLE TO: FOOD SERVICE DIRECTOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate 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.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

- 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.
- Perform when assigned cashiering duties in the sale of food items to students and staff.
- 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.
- Communicate with students, staff, faculty, and outside organizations to exchange information, receive suggestions, and resolve issues related to food service.
- Participate in, schedule and attend in-service meetings and workshops.

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.
- 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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: COOK/BAKER (Class Code 7241)

RESPONSIBLE TO: FOOD SERVICE DIRECTOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate 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 personnel as prescribed in 702 KAR 6:045.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

- 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.
- Perform when assigned cashiering duties in the sale of food items to students and staff.
- 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.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and methods of quantity food service preparation, serving and storage.
- Sanitation and safety practices related to handling, cooking, baking and serving food.
- Methods of preparing and serving food in large quantities.
- Methods of adjusting and extending recipes and proper substitutions.
- Proper methods of storing equipment, materials and supplies.

- Standard kitchen equipment, utensils and measurements.
- Health and safety regulations.
- Basic record-keeping techniques.
- Basic math and cashiering skills.

ABILITY TO:

- Prepare, cook, bake and serve a variety of foods in quantity at an assigned food service facility.
- Prepare and serve food in accordance with health and sanitation regulations.
- Operate and maintain standard machines and equipment found in school cafeterias and kitchens.
- Prepare attractive, appetizing and nutritious meals for students and staff.
- Lift, bend, reach and stand.
- Follow, adjust and extend recipes.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Lift heavy objects.
- Maintain routine records.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Observe health and safety regulations.
- Train and provide work direction to others.
- Make change accurately.
- Read and write at a level required for successful job performance.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: SUBSTITUTE COOK/BAKER (7241)

RESPONSIBLE TO: FOOD SERVICE DIRECTOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate 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 personnel as prescribed in 702 KAR 6:045.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

PERFORMANCE RESPONSIBILITIES:

- 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.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and methods of quantity food service preparation, serving and storage.
- Sanitation and safety practices related to handling, cooking, baking and serving food.
- Methods of preparing and serving food in large quantities.
- Methods of adjusting and extending recipes and proper substitutions.
- Proper methods of storing equipment, materials and supplies.

- Standard kitchen equipment, utensils and measurements.
- Health and safety regulations.
- Basic record-keeping techniques.
- Basic math and cashiering skills.

ABILITY TO:

- Prepare, cook, bake and serve a variety of foods in quantity at an assigned food service facility.
- Prepare and serve food in accordance with health and sanitation regulations.
- Operate and maintain standard machines and equipment found in school cafeterias and kitchens.
- Prepare attractive, appetizing and nutritious meals for students and staff.
- Lift, bend, reach and stand.
- Follow, adjust and extend recipes.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Lift heavy objects.
- Maintain routine records.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Observe health and safety regulations.
- Train and provide work direction to others.
- Make change accurately.
- Read and write at a level required for successful job performance.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: LUNCHROOM MONITOR (Class Code 7213)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION: Monitor students and assure proper conduct in the lunchroom; maintain cleanliness of food service facilities.

PERFORMANCE RESPONSIBILITIES:

- Monitor students and assure proper conduct in the lunchroom.
- Organize students into orderly lines for the purchase of food.
- Organize students for orderly disposal of food waste, trays and utensils.
- Report physical confrontations or incidences to appropriate personnel as needed; resolve minor problems as needed.
- Maintain cleanliness of food service facilities; arrange furniture as required.
- Receive and respond to suggestions for improvement of food service student activities.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic food service operations.
- Proper student conduct and discipline.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

ABILITY TO:

- Supervise students and assure proper conduct in the lunchroom.
- Maintain cleanliness of food service facilities.
- Learn District policies and procedures related to assigned activities.
- Work cooperatively with others.
- Arrange furniture.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: SUPPORT SERVICES AIDE (Class Code 7789)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Certificate of Achievement from an Exceptional Child Education Program and certified as a client of Kentucky Bureau of Vocational Rehabilitation Services.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Perform simple, routine tasks in areas such as food service, custodial services, supply services and general office areas; practice cleanliness and neatness.

PERFORMANCE RESPONSIBILITIES:

- Assist with cleaning, scraping, washing, mopping, dusting and emptying trash.
- Assist with opening, stamping, assembling, collating and stapling a variety of materials.
- Assist with shoveling, raking, picking up and sweeping.
- Assist with stocking, counting, sorting and preparing materials for use.
- Deliver messages and materials as requested.
- Operate simple, routine equipment and machines as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, equipment and materials used in general maintenance work.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Proper methods of storing equipment, materials and supplies.

ABILITY TO:

- Perform general maintenance on District grounds, buildings and facilities.
- Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
- Use specialized cleaning equipment and supplies safely and efficiently.
- Move and arrange furniture and equipment for meetings and special events.
- Report safety hazards and need for maintenance and repair.
- Observe health and safety regulations.
- Understand and follow oral and written directions.
- Perform heavy physical labor.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: LEAD MAINTENANCE TECHNICIAN (Class Code 7441)

RESPONSIBLE TO: MAINTENANCE DIRECTOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and four years experience in one or more of the skilled trades.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Schedule and direct a crew of Maintenance Technicians involved in one or more craft specialties; train and provide work direction and guidance while performing work in one or more of the skilled trades.

PERFORMANCE RESPONSIBILITIES:

- Schedule and direct a crew of Maintenance Technicians involved in craft specialties.
- Provide training, work direction and guidance while performing work in one or more of the skilled trades.
- Assist supervisor in scheduling work and determining needs for equipment and supplies.
- Report to supervisors regarding work completed referring unusual technical or personnel issues to the supervisor.
- Provide input to performance reviews; monitor work of assigned crewmembers.
- Perform a variety of skilled work in the maintenance and repair of District facilities and equipment; prioritize, schedule, assign and coordinate the work of assigned staff to accomplish a wide variety of duties related to the building trades.
- Construct, rebuild and repair District equipment and facilities including various wood and metal structures, equipment and furniture; prepare surfaces for painting and varnishing and apply surface coverings as required.
- Perform various refrigeration, plumbing and heating-related duties; cut, thread, assemble and lay pipe; assist in the purchase, installation, repair and maintenance of various plumbing, heating and air conditioning fixtures; perform welding and metal fabrication; diagnose and repair electronic ignition systems for heaters, furnaces and hot water heaters.
- Assist in the purchase, installation, maintenance and repair of electrical wiring and fixtures; perform trouble-shooting to repair or replace fans and motors; perform repairs to motors, bells, clocks and lighting circuits and to communication and audio-visual equipment.
- Estimate cost of labor and materials for work orders; obtain competitive prices for equipment and supplies needed by the District.
- Perform a variety of skilled building maintenance including repairs to doors, windows, roofs and other building parts; construct or assemble furniture and other wood and metal structures; install and maintain grand master lock systems and electrical security systems.
- Perform skilled maintenance and repair on mechanical and electrical equipment; test and replace circuits; coordinate emergency repairs and large complex projects; troubleshoot and correct defective switches, receptacles, ballasts and other wiring; perform routine mechanical and electrical maintenance.
- Operate a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work; maintain tools and equipment in a safe, clean and proper working condition.
- Assure compliance with appropriate safety practices and procedures and with applicable federal, State and local codes, regulations and requirements.
- Maintain various records related to labor, materials and work orders.

- Purchase tools, equipment and materials; operate light trucks to pick up and deliver equipment and supplies.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Scheduling, laying out and assigning work.
- Trade tools, equipment, materials, methods and techniques used in skilled and general maintenance and repair involving at least one of the following: electrical, heating and air conditioning, locksmithing, plumbing, carpentry, painting, welding or automotive mechanic.
- Appropriate health and safety precautions and procedures.
- Technical aspects of field of specialty.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Federal, State and local building codes and regulations.

ABILITY TO:

- Perform a wide variety of skilled journey-level work in the maintenance and repair of District facilities and equipment.
- Prioritize, schedule, assign and review work.
- Train and provide work direction to assigned personnel in the performance of a wide variety of duties related to the building trades.
- Interpret, explain and apply codes, rules and regulations involved in assigned maintenance activities.
- Effectively and safely operate a variety of assigned tools and equipment.
- Interpret blueprints, shop drawings, sketches and work orders to others.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Estimate labor and materials costs.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.
- Operate a District vehicle and perform heavy physical labor.
- Lift heavy objects.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

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 Adair County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and assists with 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: LEAD MAINTENANCE WORKER (Class Code 7446)

RESPONSIBLE TO: MAINTENANCE DIRECTOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and three years experience assisting in one or more of the building trades.

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Schedule and lead the work of a maintenance crew; perform semi-skilled to skilled work in one or more of the maintenance trades.

PERFORMANCE RESPONSIBILITIES:

- Lead, plan, assign, inspect and participate in maintenance and repair work of school facilities; train assigned employees.
- Coordinate and direct the work of skilled and semi-skilled trades people in one or more craft areas; distribute parts and materials as needed; order parts and materials.
- Inspect work in progress to see that proper maintenance methods are being followed and standards maintained; assure safety of the workers and safety precautions are observed in and around the work site.
- Implement work schedules and inspect completed work; renew work orders for time and material requirements.
- Respond to emergency call-ins as required.
- Perform skilled work in a variety of maintenance trades as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Tools, equipment, methods and materials used in unskilled to semi-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.
- Basic shop math.

ABILITY TO:

- 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.
- Plan and lead the work of a maintenance crew, and perform semi-skilled work in one or more of the maintenance trades.
- Lay out, schedule and oversee a diversified maintenance work program.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and assists with 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: MAINTENANCE WORKER I (Class Code 7448)

RESPONSIBLE TO: MAINTENANCE DIRECTOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and one year building and mechanical maintenance or operations experience.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class are required to possess a valid Kentucky driver's license.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

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.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker I incumbents perform routine and unskilled to semi-skilled maintenance and repair to buildings and equipment, assist maintenance personnel with maintenance projects and work alone on less difficult projects or assignments. Maintenance Worker II incumbents perform a majority of duties at the semi-skilled to skilled level in one or more of the building maintenance trades, use independent judgment in making decisions based on training, knowledge and experience and assist Maintenance Technicians with complex and major work projects.

PERFORMANCE RESPONSIBILITIES:

- 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.
- 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.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: LEAD CUSTODIAN (Class Code 7607)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and one year custodial experience.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Provide work direction and guidance to assigned custodians and participate in custodial duties to clean and maintain classrooms, offices, buildings and related assigned facilities in a clean, safe and orderly condition.

PERFORMANCE RESPONSIBILITIES:

- Assign, monitor and participate in cleaning and custodial functions for assigned classrooms, buildings and related facilities; inspect assigned site and report condition of facility.
- Assign, monitor and review the work of assigned custodial personnel; assist in training; submit time sheets of custodians to proper personnel.
- Inspect assigned areas for safety hazards and compliance with sanitation standards; report safety, sanitation and fire hazards to appropriate authority.
- Perform a variety of custodial duties as required including cleaning floors, walls, fixtures, chalkboards, carpets and restrooms according to established methods and procedures.
- Perform minor, non-technical repairs as needed; prepare work orders for emergency maintenance; report need for maintenance repairs to appropriate authority.
- Lock and unlock doors and maintain security of school facility.
- Pick up paper and debris and sweep and clean walkways and entrances; assist with snow removal from steps, walkways and entrances as needed.
- Operate cleaning equipment such as vacuums and floor cleaning and polishing machines; assist with ordering supplies and equipment as needed.
- Inspect heating and electrical systems to assure proper working condition as assigned.
- Provide in-service training for custodial staff as assigned.
- Report suspicious or unauthorized individuals on campus to appropriate personnel; monitor facility and equipment for possible hazards or unsafe conditions and notify appropriate personnel.
- Lock and unlock gates, doors and windows; maintain security of the school facility; turn on alarm system as assigned.
- Perform special custodial work upon request of faculty.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Proper methods, materials, tools and equipment used in custodial work and routine non-technical maintenance.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Principles of training and providing work direction.
- Appropriate safety precautions and procedures.
- Modern cleaning methods, including basic methods of cleaning and preserving floors, chalk boards, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.

ABILITY TO:

- Oversee and participate in custodial work to assure the maintenance of assigned school facility is in a clean, safe and orderly condition.
- Train and provide work direction to others.
- Inspect, assign and review the work of others.
- Work independently with little direction.
- Properly estimate quantity and types of supplies and equipment needed.
- Use cleaning materials, equipment and methods according to established standards.
- Apply and explain schedules, procedures and use of equipment and supplies used in custodial work.
- Maintain tools and equipment in a safe, clean and working condition.
- Perform minor non-technical repairs.
- Perform heavy physical labor.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Inspect and assure the security of facilities during assigned shift.
- Maintain routine records and reports.
- Communicate effectively both orally and in writing.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.

- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: CUSTODIAN (Class Code 7609)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

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.

PERFORMANCE RESPONSIBILITIES:

- Perform routine custodial activities at assigned District school site; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops 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 or 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 venetian 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; turn alarm system off in the morning and on in the evenings as directed.
- 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.

Custodian Continued

Page 2

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 signed 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, lift, push and stand for extended periods of time.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: NIGHT SECURITY/GUARD

RESPONSIBLE TO: MAINTENANCE DIRECTOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

To maintain safety and security of district property and facilities.

PERFORMANCE RESPONSIBILITIES:

- Monitor campus on regular assigned basis during the nighttime hours.
- Check and direct unauthorized visitors off of campus.
- Check all grounds and buildings to ensure that they are properly locked.
- Report any problems that effect security to the maintenance director.
- Perform other security duties as requested by the maintenance director.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.

- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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 Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: ESS STUDENT - SECRETARY

RESPONSIBLE TO: ESS DISTRICT COORDINATOR

QUALIFICATIONS: HIGH SCHOOL STUDENT WITH SKILLS IN JOB DESCRIPTION
(Must be in high school or in the process of enrolling in college)

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Assist in maintaining/completing ESS paperwork and communicating with the public.

PERFORMANCE RESPONSIBILITIES:

- Keep accurate records required for ESS program.
- Attend meetings when needed.
- Circulate ESS information district wide.
- Provide help in preparing yearly needs assessments of ESS program.
- Provide help in preparing district & state ESS forms.
- Be professional in appearance and speech.
- Use proper telephone and messaging etiquette.
- Must have computer skills.
- Must be able to keep office matters confidential.

LANGUAGE SKILLS: Ability to read and interpret documents. Ability to write routine reports and correspondences.

TECHNOLOGY SKILLS: Ability to use technology to complete required assignments; access and manipulate data as needed.

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

OTHER SKILLS & ABILITIES: Working knowledge of the school program and how the ESS program is designed. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature

Date

Supervisor signature

Date

JOB DESCRIPTION

POSITION TITLE: ESS SECRETARY

RESPONSIBLE TO: ESS District Coordinator

QUALIFICATIONS: AS SET BY THE BOARD AND STATE JOB CLASSIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, or G.E.D. Certificate as required by Kentucky law and one year of general clerical experience, including typing, public contact and the operation of

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Assist in maintaining/completing ESS paperwork and communicating with the public.

PERFORMANCE RESPONSIBILITIES IN ADDITION TO SECRETARY II HIGH SCHOOL JOB DESCRIPTION

- Keep accurate records required for ESS program.
- Attend meetings when needed.
- Circulate ESS information district wide.
- Provide help in preparing yearly needs assessments of ESS program.
- Provide help in preparing district & state ESS forms.
- Be professional in appearance and speech.
- Use proper telephone and messaging etiquette.
- Must have computer skills.
- Must be able to keep office matters confidential.

LANGUAGE SKILLS: Ability to read and interpret documents. Ability to write routine reports and correspondences.

TECHNOLOGY SKILLS: Ability to use technology to complete required assignments; access and manipulate data as needed.

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

OTHER SKILLS & ABILITIES: Working knowledge of the school program and how the ESS program is designed. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics, as applicable.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature

Date

Supervisor signature

Date

JOB DESCRIPTION

POSITION TITLE: STUDENT WORKER (Class 7788)

RESPONSIBLE TO: PRINCIPAL OR PROGRAM SUPERVISOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

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

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Perform general light utility work, custodial services, food services or clerical areas as assigned.

PERFORMANCE RESPONSIBILITIES:

- Clean up area assigned daily including sweeping, wiping, dusting and other general light cleaning tasks.
- Move, open, empty and dispose of boxes and cartons.
- Make inter-office deliveries and perform other messenger tasks as required.
- Use, maintain and store assigned tools and equipment properly.
- Perform clerical functions as required.
- Maintain standard safety practices.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, equipment and materials used in general maintenance work.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.

ABILITY TO:

- Operate equipment used in general maintenance and custodial work.
- Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
- Use specialized cleaning equipment and supplies safely and efficiently.
- Move and arrange furniture and equipment for meetings and special events.
- Report safety hazards and need for maintenance and repair.
- Observe health and safety regulations.
- Understand and follow oral and written directions.
- Perform heavy physical labor.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics, as applicable.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

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Employee signature

Date

Supervisor signature

Date

JOB DESCRIPTION

**POSITION TITLE: SCHOOL RESOURCE OFFICER & PROGRAM COORDINATOR
(Class Code 7821)**

**RESPONSIBLE TO: POLICE DEPARTMENT SUPERVISOR
SUPERINTENDENT/SCHOOL DISTRICT SAFETY COORDINATOR**

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Meet certification standards of a law enforcement officer of the Columbia City Police Department.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: August 17, 2006/Revised June 21, 2011

BASIC FUNCTION:

Plan, organize and coordinate a variety of law enforcement activities for an assigned school District including enforcing state statutes, protection of life and property, suppression of criminal activity, apprehension and prosecution of offenders, regulation of non-criminal conduct, preservation of public peace, enforcement of traffic and parking regulations and conduct investigations; supervise and evaluate the performance of assigned subordinates.

GENERAL PROGRAM OVERVIEW/GUIDELINES

The Adair County Board of Education has designated School Resource Officer units to maintain a safe and secure environment on the Adair County School Campuses. The School Resource Officers will work 8 hours daily while school is in session performing school related duties and will supervise summer school and other school activities as assigned and contract days allow. During the regular school session, officers will be at a school site at 7:00 a.m. (times may be flexible to accommodate after school events). Every effort will be made to have at least one resource officer on campus on all regular school days. Any day an S.R.O. officer can not be on site during a regular school day he/she will inform the school district safety coordinator and school principals before or at the beginning of the day. Resource officers extend their effectiveness through volunteer school and community participation and involvement (parent teacher activities, student organizations, athletic events).

SCHOOL RESOURCE OFFICER ROLE

- First and foremost**, the School Resource Officer is a law enforcement officer. This fact must be conveyed to the students and staff and constantly reinforced. When the S.R.O. is on school grounds he/she will be the first to respond and handle requests for assistance, accident reports, criminal investigations, arrests or issue citations.
- The S.R.O. is not a disciplinarian.** Disciplining students and school policy violation is a school responsibility; when asked, the S.R.O. may assist the administrator/disciplinarian when the student is uncooperative or when the potential exists that a student has committed a crime (or may be *about to* commit a crime).
- Report to school administrator any student criminal activity/violations that take place on or off of school grounds.
- Be a visible deterrent to crime while presenting a positive image of a law enforcement officer through professional dress, appearance, communication, approachability, compassion, open mindedness, and professionalism during law enforcement activities.
- Be the point of contact for other law enforcement agencies in conducting investigations, interviews, or making arrests on campus.
- Develop a working knowledge of and a relationship with the National and Kentucky Center for School Safety.
- Be aware of current research on effective strategies for improving school safety. Provide resources and keep principals, school safety coordinator and district safety coordinators aware of materials and strategies.

POSITIVE ROLE MODEL

- Serve as a positive role model for students, parents, staff and members of the community.
- Maintain a professional appearance, be visible and accessible, take concerns seriously, and follow through with commitments.

PERFORMANCE RESPONSIBILITIES

- Supervise and participate in a variety of law enforcement activities for an assigned school District; exercise authority consistent with statutory obligations and comply with lawful orders.
- Supervise and evaluate the performance of assigned subordinates; assist and provide resource information as needed to assure proper completion of assigned tasks; instruct and assign officers to investigate and suppress illegal activities.
- Prepare and complete accurate and thorough reports of crimes, vehicular accidents and other incidents as necessary; assure accuracy, clarity and neatness of typed and written reports; maintain accurate records of shift activities.
- Assure proper maintenance of the Division vehicles and other equipment.
- Assist other law enforcement officers as needed.
- Maintain confidentiality of records and information according to established procedures.
- Assist injured persons and determine appropriate action; respond to emergency situations.
- Attend and conduct parent conferences regarding student criminal or code of conduct violations as needed.
- Prioritize school administrators' and staff requests for law enforcement coverage; develop and implement methods of increasing security in and about the premises of school district facilities and coordinate security programs; prepare officer assignment schedules for patrol, athletic events and extra-curricular events as needed.
- Provide proper referrals for incidents occurring outside the officer's area of authority or jurisdiction.
- Communicate with community, staff, parents and students to exchange information, coordinate activities and resolve issues or conflicts; maintain positive public relations.

PREVENTION, INTERVENTION AND EDUCATION

- Be familiar with district policies and procedures especially those dealing with student discipline.
- Contribute to a safe and orderly school environment by working collaboratively with school staff to resolve any problems that threatens safety and security.
- Work closely with school staff, counselors (school and Adanta) and other approved agencies to identify and offer assistance to at-risk students including making home visits. (*At-risk includes academic deficiencies, truancy, home environment, emotional instability, disruptive behavior, abuse, neglect or drug abuse.)
- Assist in the continual development of school security, conduct routine safety assessments, emergency plans and train staff in the implementation of emergency management procedures to prevent and/or minimize dangerous situations.
- Coordinate building and campus security to include supervision of visitor entry, identification of inappropriate guests on school grounds and use of identification badges for staff and visitors.
- Provide assistance and support for all in-school suspension programs, the Academic Recovery Program and the Alternative Education Program.
- Help develop and provide instruction in activities and programs that provide student support and parent support such as mentoring, developing positive self-esteem, citizenship, character education, drug and violence prevention/intervention, along with the ability to cope with crime, drugs and violence.
- Assist the Sheriff and other law enforcement entities, the schools, and the community in identifying and analyzing changes within the community and environment that may affect school safety.
- Attend professional development activities to remain current and enhance job performance
- Participate in and attend school functions and sports events whenever possible.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Elements and appropriate application of state statutes.
- Geographic area, District facilities, school personnel and community members of assigned District.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Principles and practices of supervision and training.

- Public relations techniques.
- Interpersonal skills using tact, patience and courtesy.
- Laws, rules and regulations related to assigned activities.
- Basic first aid procedures.

ABILITY TO:

- Supervise a variety of law enforcement duties for an assigned District.
- Prepare and maintain accurate and complete reports of crimes, vehicular accidents and other incidents.
- Train, supervise and evaluate personnel.
- Plan and organize work.
- Prioritize and schedule work.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Determine appropriate action within clearly defined guidelines.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain confidentiality of records and information.
- Maintain current knowledge of effective law enforcement techniques and research.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- STUDENT HELPLINE** – Coordinate a help line for students, parents or community to anonymously report school safety concerns. Title IV, Safe and Drug Free Schools will help in this endeavor and in educating all stakeholders via informational brochures, magnets, etc.

- SRO WEB SITE** - School district will provide district and school web sites to introduce the SRO Program, its officers and general safety information for the students, staff and the community.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: Job performance will be evaluated in accordance with the School Resource Officer Agreement.

CONTRACT DAYS – As per School Resource Officer Agreement

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: SCHOOL RESOURCE OFFICER (Class Code 7824)

RESPONSIBLE TO: POLICE DEPARTMENT SUPERVISOR
SUPERINTENDENT/SCHOOL DISTRICT SAFETY COORDINATOR

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE:

Meet certification standards of a law enforcement officer of the Columbia City Police Department.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: August 17, 2006/Revised June 21, 2011

BASIC FUNCTION:

Perform a variety of law enforcement activities for an assigned school District including enforcing state statutes, protection of life and property, suppression of criminal activity, apprehension and prosecution of offenders, regulation of non-criminal conduct, preservation of public peace, enforcement of traffic and parking regulations and conduct investigations. Promote a safe school environment, form positive student relationships while promoting an understanding of the law and criminal justice system, increase awareness and the ability to cope with crime, drugs and violence, including prevention community justice initiatives, conflict resolution while decreasing criminal incidents on the school campus.

GENERAL PROGRAM OVERVIEW/GUIDELINES

The Adair County Board of Education has designated School Resource Officer units to maintain a safe and secure environment on the Adair County School Campuses. The School Resource Officers will work 8 hours daily while school is in session performing school related duties and will supervise summer school and other school activities as assigned and contract days allow. During the regular school session, officers will be at a school site at 7:00 a.m. (times may be flexible to accommodate after school events). Every effort will be made to have at least one resource officer on campus on all regular school days. Any day an S.R.O. officer can not be on site during a regular school day he/she will inform the school district safety coordinator and school principals before or at the beginning of the day. Resource officers extend their effectiveness through volunteer school and community participation and involvement (parent teacher activities, student organizations, athletic events).

SCHOOL RESOURCE OFFICER ROLE

- First and foremost**, the School Resource Officer is a law enforcement officer. This fact must be conveyed to the students and staff and constantly reinforced. When the S.R.O. is on school grounds he/she will be the first to respond and handle requests for assistance, accident reports, criminal investigations, arrests or issue citations.
- The S.R.O. is not a disciplinarian.** Disciplining students and school policy violation is a school responsibility; when asked, the S.R.O. may assist the administrator/disciplinarian when the student is uncooperative or when the potential exists that a student has committed a crime (or may be *about to* commit a crime).
- Report to school administrator any student criminal activity/violations that take place on or off of school grounds.
- Be a visible deterrent to crime while presenting a positive image of a law enforcement officer through professional dress, appearance, communication, approachability, compassion, opened mindedness, and professionalism during law enforcement activities.
- Be the point of contact for other law enforcement agencies in conducting investigations, interviews, or making arrests on campus.
- Develop a working knowledge of and a relationship with the National and Kentucky Center for School Safety.
- Be aware of current research on effective strategies for improving school safety. Provide resources and keep principals, school safety coordinator and district safety coordinators aware of materials and strategies.

POSITIVE ROLE MODEL

- Serve as a positive role model for students, parents, staff and members of the community.
- Maintain a professional appearance, be visible and accessible, take concerns seriously, and follow through with commitments.

PERFORMANCE RESPONSIBILITIES:

- Perform a variety of law enforcement activities for an assigned school District; exercise authority consistent with statutory obligations and comply with lawful orders.
- Prepare and complete accurate and thorough reports of crimes, vehicular accidents and other incidents as necessary.
- Maintain assigned equipment in proper working condition.
- Assist other law enforcement officers as needed.
- Maintain confidentiality of records and information according to established procedures.
- Assist injured persons and determine appropriate action in a timely manner.
- Attend and conduct parent conferences regarding student criminal or code of conduct violations as needed.
- Provide proper referrals for incidents occurring outside the officer's area of authority or jurisdiction.
- Communicate with community, staff, parents and students to exchange information, coordinate activities and resolve issues or conflict.

PREVENTION, INTERVENTION AND EDUCATION

- Be familiar with district policies and procedures especially those dealing with student discipline.
- Contribute to a safe and orderly school environment by working collaboratively with school staff to resolve any problems that threatens safety and security.
- Work closely with school staff, counselors (school and Adanta) and other approved agencies to identify and offer assistance to at-risk students including making home visits. (*At-risk includes academic deficiencies, truancy, home environment, emotional instability, disruptive behavior, abuse, neglect or drug abuse.)
- Assist in the continual development of school security, conduct routine safety assessments, and train staff in implementation of emergency management procedures to prevent and/or minimize dangerous situations.
- Coordinate building and campus security to include supervision of visitor entry, identification of inappropriate guests on school grounds and use of identification badges for staff and visitors.
- Provide assistance and support for all in-school suspension programs, the Academic Recovery Program and the Alternative Education Program.
- Help develop and provide instruction in activities and programs that provide student support and parent support such as mentoring, developing positive self-esteem, citizenship, character education, drug and violence prevention/intervention.
- Assist other law enforcement entities, the schools, and the community in identifying and analyzing changes within the community and environment that may affect school safety.
- Participate in and attend school functions and sports events whenever possible.
- Implement a SRO accessible help line for students, parents or community to anonymously report school safety concerns (Title IV, Safe and Drug Free).
- Use the school and district web sites to provide information about the program and general safety information.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Elements and appropriate application of state statutes.
- Geographic area, District facilities, school personnel and community members of assigned District.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Laws, rules and regulations related to assigned activities.

ABILITY TO:

- Perform a variety of law enforcement duties at an assigned District.
- Prepare and maintain accurate and complete reports of crimes, vehicular accidents and other incidents.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Determine appropriate action within clearly defined guidelines.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain confidentiality of records and information.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- STUDENT HELPLINE** – Coordinate a help line for students, parents or community to anonymously report school safety concerns. Title IV, Safe and Drug Free Schools will help in this endeavor and in educating all stakeholders via informational brochures, magnets, etc.
- SRO WEB SITE** - School district will provide district and school web sites to introduce the SRO Program, its officers and general safety information for the students, staff and the community.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

CONTRACT DAYS – As per School Resource Officer Agreement

EVALUATION: *Job performance will be evaluated in accordance with the School Resource Officer Agreement.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: ADULT LEARNING CENTER (INSTRUCTOR'S AIDE)

RESPONSIBLE TO: PROGRAM DIRECTOR

QUALIFICATIONS: AS SET BY LOCAL BOARD AND STATE CERTIFICATION AUTHORITIES (High school diploma or GED. An Associate's Degree is preferred.)

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

Works under the direct, on-site daily supervision of an instructor; assists in planning, implementing and supporting instructional practices and procedures.

PERFORMANCE RESPONSIBILITIES:

INSTRUCTION:

- Assists in review and selection of instructional materials
- Implements a variety of instruction methods as directed by instructor
- Assists in providing feedback to student and in checking for understanding of instructional goals.
- Assists in group activities and in maintaining work areas
- Monitors student behaviors, reports special circumstances to instructor

RECORDKEEPING:

- Assists in implementing, recording and monitoring student educational plan
- Assists in administering, scoring and evaluating diagnostic tests
- Assists in preparing student folders and maintaining records of student progress
- Assists in collecting data for reports

PROGRAM:

- Organizes, uses and maintains supplies, materials and equipment
- Assists in providing non-instructional support for students and families
- Understands community resources and discusses possible referral with instructor

INDIVIDUAL PROFESSIONAL DEVELOPMENT:

- Participates in required professional development activities
- Uses technology resources to engage in outgoing professional development and lifelong learning
- Assesses personal strengths and weaknesses as a basis for developing an Individual Professional Development Plan

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date

JOB DESCRIPTION

POSITION TITLE: RTI INSTRUCTIONAL ASSISTANT II (Class Code 7318)

RESPONSIBLE TO: PRINCIPAL

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE: Paraeducators whose duties include instructional support and who work in a program supported with Title I funds must meet the NCLB educational requirement through one of the following: Completed two years of study at an institution of higher education; or obtained an associates' (or higher) degree; or met a rigorous standard of quality and be able to demonstrate, by passing the Kentucky Paraeducator Assessment (KPA), knowledge of and the ability to assist in instructing reading, writing, and mathematics (or as appropriate reading readiness, writing readiness, and mathematics readiness). There is a Paraeducator Study Guide available in the Title I office at the Adair County Board of Education, 1204 Greensburg Street, Columbia, KY 4728, or it can be accessed online from the Kentucky Department of Education. Test applicants should register to take the test and attend study sessions at the Adult Learning Center located on Greensburg Street.

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 20, 2009/REVISED MAY 20, 2010

BASIC FUNCTION:

Assist a certificated teacher(s) in providing instruction to individual or small groups of children who have been identified as being at-risk in reading and/or math and who need either Tier II or Tier III interventions (RtI); monitor and report student progress and assist with testing children at all three levels on the RtI model.

DISTINGUISHING CHARACTERISTICS:

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

PERFORMANCE RESPONSIBILITIES:

- Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Participate as a 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 within the school.
- 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.
- Assist in overseeing students while in small groups, labs or other activities
- 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.
- 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 meetings and in-service training programs (on-site and online) as required, especially Professional Development activities aimed at paraeducators (24-36 hours annually);

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 students behavior according to approved policies and procedures.
- Operate instructional and office equipment.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- 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 Adair 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

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FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

EVALUATION: *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee signature Date

Supervisor signature Date