

Lewis County Schools
CERTIFIED JOBS
Descriptions

Reviewed 11/14/2016 Approved 12/12/2016

Revised as noted on each individual job description

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 1020

POSITION TITLE: Assistant Principal

REPORTS TO: Principal

SUPERVISES: Supervisory responsibilities include oversight of the school staff and students as assigned by the Principal.

SUMMARY: Based upon assignment by the Principal, this individual potentially has oversight of any staff member assigned to their particular building. The Assistant Principal must cooperate with and assist the principal to ensure implementation of Core Content and Program of Studies while striving to create an environment conducive to teaching and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Assist the principal in directing the activities of the school's staff members in the performance of their duties.
- Prepare all required reports as directed.
- Continually seeks professional growth opportunities under the direction of the principal.
- Works in conjunction with the Principal, the school council, and the central office to develop and implement policies that ensure a safe, secure learning environment.
- Complete tasks on time and follow appropriate school and district policies.
- Follow all applicable Board policies.
- Maintain good attendance.

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate
- Four years successful teaching and/or administrative experience
- Certificate as a principal at the appropriate grade level
- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with students, peers, parents and the community.

Approved_12/12/2016_____

Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 0030

POSITION TITLE: Assistant Superintendent

REPORTS TO: Superintendent

SUPERVISES: Any staff as directed by the superintendent; serving in the capacity of superintendent's designee as necessary, oversight of teachers and school administrators and supervision of district programs as necessary.

SUMMARY: Develop, oversee, and manage day-to-day operations of programs and services for the District as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Provide leadership in planning and conducting studies to enhance student and district achievement.
- Oversee the development and implementation of district programs.
- Monitor the instructional program as necessary to ensure Core Content and Program of Studies are properly implemented.
- Monitor placement of personnel and conduct interviews as necessary.
- Attend Board meetings and prepare such reports for the Board as the superintendent may request.
- Prepare state reports and claims as necessary.
- Participate in and assist in designing community involvement and awareness programs.
- Responsible for any and all positions that may be assigned in addition to the role of Assistant Superintendent.

QUALIFICATION REQUIREMENTS:

- Valid teaching certificate in area of study required
- Certificate as a Superintendent
- Minimum of three years' experience as a public school administrator
- Ability to read, analyze, and interpret to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with students, peers, parents, and the community.

Approved_12/12/16_____

Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTIONS

Class Code: 5115

Position Title: Athletic Director

Reports To: Principal

QUALIFICATIONS:

- Valid teaching certification
- Previous experience as a coach is desirable
- Knowledge of the overall operation of an athletic program

JOB GOAL:

To provide for overall leadership and coordination among the various sports and to facilitate programs that provide youngsters worthwhile learning experiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible to the Superintendent of Schools and works under the direction of the High School Principal.
2. Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the Kentucky High School Athletic Association.
3. Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic.
4. Supervises the athletic insurance program.
5. Prepares monthly reports, when requested, to keep principal, coaches, and the Board of Education advised as to school athletic projects.
6. Resolves conflicts that may develop from time to time within the ranks of the Athletic Department.
7. Makes arrangements for all interscholastic events such as transportation, lodging, and meals when required.
8. Attends ALL home athletic contests and/or arranges for proper supervision of home athletic contests by administrative personnel.
9. Assists tournament manager for all league and tournament play-off activities that are assigned to the school districts.
10. Sends reminders of coming events to schools and officials.
11. Responsible, along with the Principal, after approval by the Head Coach, for the cancellation or postponement of contracted contests because of non-playing conditions.
12. Supervises all radio and TV broadcasts, as well as the public address system operation at the various games.
13. Maintains a permanent file of players, medical examinations, insurance forms, records, parent consent, etc.
14. Maintains permanent records of each sport, such as wins, losses, outstanding records, letterpersons, etc.
15. Assists head coaches in the development of all interscholastic game schedules shall keep a copy of all game contracts in his files.
16. Responsible for contracting all game officials as approved by the coach.
17. Assists in money-making projects for athletics through the schools.
18. Responsible for determining scholastic eligibility of all candidates for athletic teams on a semester basis and for certifying their eligibility on the proper state forms.
19. Coordinates the use of all athletic facilities in the high school by groups outside the school.
20. Serves as a reminder to coaches to complete requirements of the State High School Athletic Association in regards to physicals, consent forms, etc.
21. Maintain a file of all athletic suspensions and expulsions from teams in regards to giving each athlete "due process"
22. Works in conjunction with the High School Principal in developing the yearly budget for the athletic program as requested by the head coaches

23. Work with the Principal, cheerleading coach, and coaches involved in scheduling all athletic assemblies and pep rallies.
24. Arranges for medical doctors and/or ambulance services at all home varsity football games and larger athletic contests.
25. Promotes publicity for all interscholastic sports, such as sports brochures, press, and radio for all games and shall assist the Booster Club in the organization of the game programs.
26. Manages athletic facilities and controls the use of the same by band, football team, track squad, etc.; make necessary arrangements to provide ushers, parking, security, and other services required by the athletic operation.
27. Represents the school in all athletic business at League, Conference, and State Meetings.
28. Responsible for the operation and organization of the press box.
29. Attends and serves as a school liaison at the Athletic Booster Club meetings.
30. Assists the administration in the preparation and the distribution of complimentary passes for the school district.
31. Maintains an active program that promotes sportsmanship and welcomes the competing teams and guest.
32. Presents recommendations for changes in athletic policies from the Athletic Council to the Superintendent. These recommendations shall be acted upon by the Board of Education.

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LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code:

Position Title: Behavior Intervention Specialist (Teacher)

Reports To: Principal, DOSE, Instructional Supervisor

Department: Instruction

SUMMARY:

- To provide students with appropriate learning activities and experiences designed to fulfill their potential for increased reading and math achievements and success, while reinforcing positive behaviors in the classroom.
- To create a flexible program and classroom environment favorable to learning and personal growth.
- To establish effective rapport with pupils.
- To motivate pupils to develop skills, attitudes, and knowledge needed to provide a good educational foundation in accordance with each pupil's ability.
- To establish good relationships with parents and other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be designed as necessary)*

- Teaches District approved curriculum
- Effectively write and implement Individual Education Programs (IEPs), conduct Functional Behavior Analyses, and write and implement behavior plan
- Provide supplemental/intensive instruction utilizing positive behavioral support
- Attend necessary professional developments, trainings, and staff developments as determined by immediate supervisors
- Instructs staff in small groups and on-on-one settings; revises lesson plan to teaching strategy during instructional activity as necessary to achieve goals and objectives
- Develops specific lesson and tutorial strategies based on knowledge of behavior intervention materials to meet district needs related to the instruction and administration of behavior intervention
- Provides consultation and/or technical assistance to staff regarding behavior intervention strategies
- Provides information to trainees about behavior intervention including identifying or recommending specific strategies
- Maintains educational materials, data, records, and reports on training activities, programs
- Plan a program of study that, as much as possible, meets the individual needs, interests and abilities of the students
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
- Prepares lessons that reflect accommodations for individual differences for all classes and students assigned
- Encourage students to set and maintain goals for their behavior, reading and math achievement
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Employs a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students
- Assists the administration in implementing all policies and rules governing student life and conduct
- Strive to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives
- Develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and consistent manner

- Assesses and evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports, progress monitor student achievement on a consistent basis
- Seek assistance of district specialists as required
- Enables students to learn and maintain standards of classroom behavior
- Constantly monitors and assesses student needs and plans accordingly
- Maintains accurate, complete and correct records as required by law, district policy and administrative regulations
- Performs data entry and analyzes data to make instructional decisions
- Seeks and builds positive relationships with parents and the community
- Is available to students and parents outside the instructional day
- Provides individualized and small group instruction to adapt the curriculum to the needs of the students
- Adheres to state and district ethical standards and the District Code of Conduct

SUPERVISORY RESPONSIBILITIES:

Supervisory responsibilities include the following: student, student aides and parent helpers as well as those responsibilities assigned by the principal.

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate in area of study required (LBD)
- Special Education teaching experience
- Ability to read, analyze and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with students, peers and parents
- Ability to handle paperwork
- Ability to work with computers, various computer programs and related instructional equipment

Approved_12/12/16_____

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LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class code: 0100

Position Title: Director of District Services

Reports To: Superintendent/Designee

SUPERVISES: Supervisory responsibilities include oversight of programs and areas assigned

SUMMARY: Develop, oversee, and manage day-to-day operations of services for the District. Plan, develop, and implement functions related to programs assigned by the superintendent.

ESSENTIAL DUTIES AND REPSONSIBILITIES: *(Other duties may be assigned as necessary)*

- Evaluate programs as necessary
- Oversee the development and implementation of programs and initiatives
- Attend board meetings and prepare such reports for the board as the superintendent may request
- Attend and conduct training sessions and professional learning activities as necessary or as assigned
- Maintain regular attendance

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate
- Certificate as a public school administrator
- Minimum of three years' experience as a public school administrator
- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with students, peers, parents, and the community.

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LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 0060

Position Title: Director of Federal Programs

Reports To: Superintendent/Designee

SUPERVISES: Supervisory responsibilities include oversight of federal programs

SUMMARY: Develop, oversee, and manage day-to-day operations of federal programs and services for the District. Plan, develop, and implement functions related to curriculum, instruction, and staff development. Pursue and utilize available opportunities to the fullest extent in order to benefit the students of Lewis County Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Evaluate programs as necessary.
- Study all federal legislation, projects, and programs for the possibilities they offer for educational grant, entitlements, and allocations offered relevant to the needs of the district.
- Oversee the development and implementation of federally funded instructional programs.
- Integrate programs to maximize their benefit for students.
- Attend Board meetings and prepare such reports for the Board as the superintendent may request.
- Maintain required program inventories.
- Maintain regular attendance.

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate
- Certificate as a public school administrator
- Minimum of three years' experience as a public school administrator
- Ability to read, analyze, and interpret, to displayed proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with students, peers, parents, and the community.

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Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTIONS

Class Code: 0070

Position Title: Director of Food Services

Reports To: Superintendent/Designee

SUPERVISES: Supervisory responsibilities include oversight of the food service staff

SUMMARY: This individual has the oversight of the district-wide food service program, ensuring cost effectiveness and compliance with district, state, and federal requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Develop and maintain a quality food services program for Lewis County Schools.
- Meets all state and federal guidelines and reporting requirements.
- Attends training and maintains knowledge base for the maintenance of the program.
- Establishes the staffing pattern for each food service operation.
- Oversees the cost and budget for the program and ensures that all financial procedures and requirements for purchases are met.
- Oversees and maintains district-wide vending contracts and makes recommendations for all contracts annually.
- Recommends and reviews policies and policy revisions annually related to the food service program.
- Acts as district liaison on issues related to school food services.
- Maintains regular attendance.

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate
- Certificate as a public school administrator
- Minimum of three years' experience as a public school administrator
- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with students, peers, parents, and the community.

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Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTIONS

Class Code: 0110

Position Title: Director of Family Resource and Youth Services Center

Responsible To: Superintendent/Designee

Primary Job Responsibilities:

To establish and maintain an atmosphere of collaboration among the existing school and community resources, and to organize and implement programs and services that support the Family Resource and Youth Services Center (FRYSC) core components and that meet the needs of students and their families.

Areas of Responsibility:

1. Complies with all required mandates concerning the Family Resource and Youth Services Centers including, but not limited to, program evaluation, budgeting, required reports, and information dissemination. Family Resource Center core components are: Full time child care for children two and three years of age, after school child care for children ages 4-12 and full time during summer and days when school is not in session, Families in Training, PACE-like Family Literacy, Support and Training for child day care providers, Referrals to Health Services.
Youth Services Center core components are: Referrals to Health and Social Services, Employment Counseling, Training, and Placement; Summer and Part-time Job Development; Drug and Alcohol Abuse Counseling; and, Family Crisis and Mental Health Counseling. Combination centers must address core components for Family Resource Centers and Youth Services Centers.
2. Responsible for the implementation of day and evening programs/activities to address student, family, school, and community needs.
3. Monitors programs/activities for effectiveness and efficiency.
4. Revises programs/activities based on the degree to which identified needs are being met.
5. Collaborates with appropriate agencies to provide services for students, parents, families, the school, and the community.
6. Maintains communications with SBDM committees, local Advisory Council, local Board of Education, and the community.
7. Develops, implements, and evaluates yearly action components for the Family Resource and/or Youth Services Center grant.
8. Supervises, evaluates, and provides appropriate training of center staff.
9. Makes home visits as needed.
10. Ensures legal and ethical standards are maintained to safeguard the privacy, rights, and dignity of individuals and families served by the center.
11. Maintains and protects Family Resource and/or Youth Service Center records in accordance with federal and state laws.
12. Develops and maintains program budgets in a timely manner based on the MUNIS system.
13. Establishes and conducts community and school surveys to assess needs.
14. Conducts center program evaluations as needed.
15. Informs and seeks input from local Advisory Council according to mandates, policies, and procedures.

16. Participates in necessary and mandatory trainings, and in district, regional, and state meetings.
17. Assists in developing additional community resources to help assure the growth and development of children.
18. Seeks additional funds/materials through grants and/or gifts.
19. Complies with all regulations and procedures of local district.
20. Performs other duties for the center as directed by the superintendent or designee.
21. Provides positive leadership for center staff.
22. Creates an inviting environment for staff, students, community and families.

Knowledge and Abilities:

1. Knowledge of:
 - a. grant writing
 - b. other written communications
 - c. budgeting and planning
 - d. oral communications
 - e. collaboration and working with others
 - f. community and resources
 - g. technology
 - h. health and safety regulations
 - i. district organization, policies, and objectives
 - j. correct English usage, grammar, punctuation, and vocabulary
 - k. correct office practices, procedures, and equipment
 - l. basic arithmetic
 - m. record keeping skills
 - n. interpersonal skills using tact, patience, and courtesy
2. Ability to:
 - a. lead and supervise staff
 - b. seek resources (financial and human)
 - c. maintain consistently friendly manner
 - d. operate a variety of standard office equipment
 - e. maintain records and files according to policies and procedures
 - f. understand oral and written directions
 - g. work independently with little direction
 - h. meet schedules and timelines
 - i. train and provide working directions to others
 - j. effectively communicate orally and in writing
 - k. use Power Point, Word, and spreadsheet databases
 - l. maintain payroll records
 - m. effectively facilitate meetings for clients and families
 - n. change and learn

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LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 0050

Position Title: Director of Special Education

Reports To: Superintendent/Designee

SUPERVISES: Oversight to teachers and school administrators as they implement the District's Special Education and Preschool programs.

SUMMARY: Develop, oversee, and manage day-to-day operations of the District's Special Education programs and services, and the District's Preschool program. Plan, develop, and implement functions related to curriculum, instruction, and staff development.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Coordinate all special education programs in the District.
- Establish procedures to process and place eligible pupils in special education classes from admission to dismissal.
- Implement program planning and professional development training for teachers in Special Education and Preschool programs.
- Develop budget recommendations as necessary.
- Evaluate programs and implement program improvements as necessary.
- Keep informed of all legal requirements concerning special education.
- Assist in recruitment, selection, and recommendation for hiring any Special Education or Preschool personnel.
- Assume responsibility of compiling, maintaining, and filing all reports and records legally required or administratively useful.
- Prepare claims as necessary.
- Maintain inventories as appropriate.
- Supervise Special Education and Preschool classrooms and instruction.
- Order books and materials necessary to fulfill requirements and/or properly meet student needs.
- Participate in and assist in designing community involvement and awareness programs.
- Maintain regular attendance.

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate
- Proper certification as a Director of Special Education
- Minimum of three years' experience as a public school administrator
- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program

- Ability to establish and maintain effective, appropriate relationships with students, peers, parents, and the community

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Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTIONS

Class Code: 0090

Position Title: Director of Transportation

Reports To: Superintendent/Designee

SUPERVISES: Supervisory responsibilities include oversight of the transportation staff.

SUMMARY: This individual has the oversight of pupil transportation operations in the District. Their charge is to provide a safe and efficient transportation system for the students of Lewis County Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Develop and maintain a quality transportation system for Lewis County Schools
- Provide routing plans that ensure the most efficient, safe, and timely transportation of students to and from school
- Oversee bus drivers and other transportation personnel in a fashion that ensures their professional and effective function in their respective duties.
- Maintain record keeping to facilitate bus routing and tracking of transportation costs, training, etc.
- Provide for the proper initial training and continuing education of bus drivers and other transportation staff
- Ensure that Lewis County Schools and all transportation staff members are in compliance with federal and state transportation laws
- Interview and/or evaluate applicants and employees to make employment recommendations concerning hiring and dismissal
- Communicate with parents, community representatives, and local officials as necessary
- Prepare all required reports
- Make recommendations concerning school cancellations or dismissals due to inclement weather or emergencies

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate
- Certificate as a public school administrator
- Minimum of three years' experience as a public school administrator
- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with students, peers, parents, and the community

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LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 0080

Position Title: Director of Pupil Personnel

Reports To: Superintendent/Designee

SUPERVISES: Supervisory responsibilities include oversight of the District's attendance and student support staff.

SUMMARY: Develop, oversee, and manage the pupil personnel program for the District. Establish a pupil personnel program that promotes student attendance and well-being.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Enforce the compulsory attendance law
- Secure the enrollment of students as called for in statute
- Maintain records and reports relating to attendance and pupil personnel accounting
- Develop and implement strategies to improve student attendance and well-being
- Monitor and coordinate the efforts of student support staff (Guidance Counselors, FRYSC Coordinators, and the like personnel)
- Work in conjunction with state and local agencies that serve the interest of District students
- Maintain regular attendance at work

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate
- Certification as a Director of Pupil Personnel
- Minimum of three years' experience as a school or district administrator
- Ability to apply knowledge of current research and theory to the District's student support programs as necessary
- Ability to establish and maintain effective, appropriate relationships with students, peers, parents, and the community

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LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 1050

Position Title: Guidance Counselor

Reports To: Principal/Designee

SUPERVISES: Provide oversight of the guidance office, any assigned instructional assistants and the school's student assistance programs.

SUMMARY: Develop, oversee, and manage day-to-day operations of school guidance offices. Plan, develop, and implement functions related to guidance counseling and student support services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Operate and supervise the school guidance counseling office.
- Assist teachers by providing data as necessary to better serve the students.
- Provide educational opportunities for students in the area of career counseling and/or college admission.
- Continually seek professional growth opportunities.
- Utilize technology to enhance the creation and implementation of an exemplary school guidance program.
- Cooperate with the principal and the District Assessment Coordinator to implement state and district mandated assessment programs.
- Maintain student records and respect confidentiality.
- Assist students in course/class selection.
- Collaborate with the Principal to create a school master schedule.
- Provide student assistance services according to school and Board policy.
- Create and nurture appropriate relationships with students, parents, and the community.
- Complete reports as necessary.
- Work with students on an individual basis in the solution of personal problems related to home, family, school, health, or emotional well-being and make additional referrals as necessary.
- Work in collaboration with student support services such as Family Resource/Youth Service Centers, community agencies, etc.
- Maintain regular attendance.

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid certificate for guidance counselor
- Certificate as a guidance counselor at the proper level
- Minimum of four year experience as a public school teacher
- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to establish and maintain effective, appropriate relationships with students, peers, parents, and the community

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LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 2096

Position Title: Homebound Teacher

Department: Instruction

Reports To: Director of Pupil Personnel

SUMMARY: Provides homebound instruction to students placed on homebound, grades K-12.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Provides instruction to students as mandated by KRS and as planned by the classroom teacher.
- Facilitates communication between the teacher, school, parent, and student.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Seeks and builds positive relationships with parents and the community.
- Is available to students and parents outside the instructional day.
- Adheres to state and district ethical standards and the District code of conduct.
- Maintains regular attendance.

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate in area of study required
- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication.
- Ability to solve practical problems
- Ability to submit paperwork and ensure that student work is submitted to the school
- Ability to establish and maintain effective, appropriate relationships with students, peers, and parents

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LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 2025

POSITION TITLE: Homeless Liaison

REPORTS TO: Director of Pupil Personnel

BASIC FUNCTION:

Provide specialized services to help meet the social/emotional/academic needs of students that are classified as Homeless.

REPRESENTATIVE DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

- Coordinate assigned activities to resolve student issues or develop community programs
- Travel to interact with parents/guardians of students
- Assist with responsible duties for a specific program
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain records and prepare reports
- Operate a computer terminal
- Prioritize and schedule work
- Learn, apply and explain policies, procedures, rules and regulations

- Maintain current knowledge of program rules, regulations, requirements and restrictions
- Determine appropriate action within clearly defined guidelines
- Work independently with little direction
- Meet schedules and time lines

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTIONS

Class Code: 0280

Position Title: Instructional Supervisor

Reports To: Superintendent/Designee

SUPERVISES: Supervisory responsibilities include supervision of the district's instructional program.

SUMMARY: Develop, oversees, and manage day-to-day operations of educational programs for the District. Plan, develop, and implement functions related to curriculum, instruction, and staff development.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Provide leadership in planning and conducting curriculum studies including special programs for new courses and curriculum impact.
- Manage the development and implementation of instructional programs.
- Monitor the instructional program to ensure standards are maintained.
- Participate in the selection of textbooks and provides guidance concerning textbook and other instructional material usage.
- Coordinate and monitor the district school improvement process.
- Attend Board meetings and prepare such reports for the Board as the superintendent may request.
- Coordinate professional development activities and manage the District's professional development process.
- Prepare state reports and claims as necessary.
- Serve as the District's Assessment Coordinator.
- Maintain regular attendance.

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate in area of study required
- Minimum of three years' experience as a public school administrator
- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with student, peers, and parents

Approved_2/12/16_____

Revised_7-9-24

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 2210

Position Title: Instructional Coach

Reports To: Instructional Supervisor

SUMMARY: The Instructional Coach will: collaborate with building-level administrators to develop, oversee, and manage day-to-day operations of educational programs for the District. The coach will support teachers and will plan, develop, and implement functions related to curriculum, instruction and staff development in order to support individual schools and the district in achieving goals related to accountability.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Monitor school and district progress in the areas of curriculum, instruction, and assessment.
- Support principals and the instructional supervisor in the monitoring of the instructional program to ensure standards are properly implemented.
- Support all schools in the identification of learning gaps and strategies to address those.
- Support the district and school improvement process.
- Support the coordination of professional development activities and manage the District's professional development process.
- Prepare reports and action plans as necessary.
- Maintain regular attendance.

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate in area of study required
- Preferred three years' experience as a public school administrator
- Ability to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with personnel throughout the district

Approved_12/12/16_____

Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 1060

Position Title: Media Specialist

Reports To: Principal/Designee

SUPERVISES: Supervisory responsibilities include providing oversight of the media center, any assigned instructional assistants and the school reading program as assigned by the principal.

SUMMARY: Develop, oversee, and manage day-to-day operations of school media centers. Plan, develop and implement functions related to media and integration of instruction and media.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Operate and supervise the school media center.
- Assist teachers by making media center materials available to supplement and/or enhance the instructional program.
- Provide educational opportunities for students in the area of media services.
- Supervise the school's reading program as assigned by the Principal.
- Cooperate and communicate with the SBDM Council to develop a media center budget and acquire appropriate materials.
- Supervise assigned media center instructional assistants.
- Continually seek professional growth opportunities.
- Utilize technology to create, plan, and implement an optimal school media center.
- Maintain regular attendance.

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate
- Certificate as a School Media Specialist
- Minimum of four years' experience as a public school teacher
- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to establish and maintain effective, appropriate relationships with students, peers, parents, and the community

Approved_12/12/16_____

Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 2010

Position Title: Preschool Teacher

Responsible To: Preschool Coordinator/Principal

QUALIFICATION REQUIREMENTS:

- Shall have a working knowledge of computers.
- Shall communicate effectively both orally and in writing.
- Shall be given positive recommendations from references listed on the application.
- Shall have experience in early childhood education and/or special education.
- Shall possess a Bachelor's degree with IECE certification.
- Shall have the ability to sit, lift, stoop, pull, any and all body movements as related to the job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Shall have knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
- Shall have knowledge of basic record keeping techniques.
- Shall have knowledge of interpersonal skills using tact, patience, and courtesy.
- Shall have knowledge of safe practices in classroom and playground activities.
- Shall have the ability to learn child guidance principles and practices.
- Shall have the ability to communicate and maintain effective relationships with students, parents, staff, program director, and the public including members of ethnic communities.
- Shall have the knowledge to print and write legibly.
- Shall adhere to School Board of Education Policies and Procedures.
- Shall design and organize learning environments, experiences and instruction that addresses the developmental needs of preschool children.
- Shall create appropriate learning environments that are supportive of the developmental needs of preschool children.
- Shall introduce, implement, facilitate, and manage developmental learning of preschool children to promote growth toward developmental needs.
- Shall assess children's cognitive, emotional, social, communicative, adaptive, and physical development; organize assessment information; communicate the results appropriate to the purpose of the assessment.
- Shall reflect on and evaluate teaching and learning situations, learning environments; and learning programs for preschool children and their families.
- Shall collaborate and consult with the following to design, implement, and support learning programs for children and staff in a team effort-volunteers; family and primary caregivers; other educational, child care, health, and social services providers in an interagency and interdisciplinary team; and local, state, and federal agencies.
- Shall engage in self-evaluation of teaching and management skills and participate in professional development to improve performance.

- Shall support and promote the self-sufficiency of families as they care for and provide safe, healthy, stimulating and nurturing environments for young children.
- Shall adhere to School Board of Education Policies and Procedures.
- Shall perform and other duties as assigned by the supervisor.

Approved_12/12/16_____

Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 1010

Position Title: Principal

Reports To: Superintendent/Designee

SUPERVISES: Supervisory responsibilities include oversight of the school staff and students.

SUMMARY: This individual has the oversight of all personnel assigned to their particular building. The Principal must ensure implementation of Core Content and Program of Studies while striving to create an environment conducive to teaching and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Provide leadership in planning and implementing educational programs.
- Coordinate and monitor the school improvement process.
- Observe teachers and develop necessary growth plans.
- Supervise the instructional staff in the development and implementation of curriculum and student activities.
- Direct the activities of the school's staff members in the performance of their duties.
- Develop a program of public relations in order to further both parent and community understanding and support of the educational program.
- Administer the school's budgeted allocations.
- Prepare all required reports.
- Continually seeks professional growth opportunities.
- Works in conjunction with the school council and the central office to develop policies that enable the creation of a safe, secure learning environment.
- Complete tasks on time and follows appropriate school and district policies.
- Follow all applicable Board policies.
- Maintains regular attendance and a positive image for the school.

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate
- Five years successful teaching and/or administrative experience
- Certificate as a principal at the appropriate grade level
- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with students, peers, parents, and the community.
- A principal cannot serve in an extra duty/volunteer position at the school in which they are the principal.

Approved_12/12/16_____

Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 4002

Position Title: Senior Army Instructor

Reports To: School Principal

- SAI – Senior Army Instructor
- DAI – Director of Army Instruction
- AI – Army Instructor
- NCO – Non-Commissioned Officer
- MI – Military Institute
- LET – Leadership, Education, & Training
- SOP – Standard Operating Procedure
- MPA – Military Personnel Appropriation
- OMA – Operations and Maintenance, Army
- JROTC – Junior Reserve Officer's Training Corps
- JUMS – JROTC Unit Management System

Performance Responsibilities:

- The SAI is the department chairperson and chief instructor of the JROTC unit.
- The SAI performs the functions of a DAI in a single unit and is therefore responsible for the overall management of the JROTC unit at the school. An SAI in a single unit or one under a DAI will be responsible for the requirements below, except for those explicitly covered by the DAI. In many cases, both the DAI and SAI will be responsible (e.g., maintaining good relations with school authorities). Warrant Officers and non-commissioned officers may also serve as SAIs if he/she possesses a four year degree (the degree is a non-waiverable requirement).

a. The SAI, in coordination with the senior school official, will establish standard operating procedures relating to the administration, control, and training of JROTC Cadets. These procedures will cover the appointment, promotion, and demotion of Cadet Officers and non-commissioned officers. The SOP must be approved by the senior school official. The SAI will:

- (1) Manage and conduct the JROTC unit according to school rules, regulations, and policies.
- (2) The SAI will advise school authorities on policy and regulation changes within CCR 145-2.
- (3) Maintain good relations with school authorities, faculty, and the student body.
- (4) Conduct a public affairs effort in the local area middle and elementary schools, among school and community officials, civic groups, parent-teacher groups, and other individuals or groups designed to further the understanding of JROTC, the school, and the Army.
- (5) Enroll students in JROTC and support school officials while executing the curriculum and the integrated extra-curricular activities.
- (6) Prepare weekly training schedules.
- (7) Maintain contact with parents of all Cadets experiencing academic or behavioral problems.
- (8) Ensure JROTC unit areas are neat and orderly; current chain of command photos, Cadet Creed, core abilities and mission statements are present; and all sensitive items are secured.

(9) Ensure instructors share teaching responsibilities. No instructor is exempt from teaching a fair-share of the LET POI. Instructors should teach by expertise and preference in subject areas, rather than strictly by LET levels. All instructors (SAI/AIs) are responsible for teaching the JROTC curriculum.

(10) Maintain a current copy of the DA Form 3126 and/or DA Form 3126-1, a completed service-learning checklist/rubric, a current copy of a bond/insurance certificate, and required JUMS reports.

(11) Maintain accountability of all equipment. IAW AR 710-2, including items requiring formal accountability (i.e. air rifles), informal accountability (i.e. clothing), and durable items costing \$5.000 or less (i.e. automation, computers, audiovisual), but still requiring property accountability. Failure to properly account for government property could result in pecuniary liability or adverse action. If negligence is probable, the instructor must initiate a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL). Refer to AR 735-5 for instructions.

b. At a military institute (MI), the SAI will establish the rules and orders relating to JROTC instruction and training in coordination with the senior school official. The authority for direction, coordination, and control of the school's Corps of Cadets may be vested in the Commandant of Cadets, as designated by the head of the school. Instructors will not be required to perform additional duties beyond those required by the JROTC curriculum. Additionally, SAI/AIs will not be required to perform duties as the Commandant of Cadets or tactical officer, who are responsible to the head of the school for the health, welfare, morale, and discipline of members of the Corps. The organization of the school's Corps of Cadets and its administration and control are joint responsibilities of the SAI, tactical officer, and commandant, each having a special interest in those areas. The SAI and commandant will jointly draft the orders relating to the administration and control the Corps, including appointment, promotion, and demotion of Cadet Officers and non-commissioned officers. The head of the school must approve these orders in accordance with this regulation.

c. JROTC instructors may not be required to serve as the JROTC academy director/coordinator or any other title requiring them to be administratively in charge of a school within a school.

d. Warrant Officers may also serve as AIs in programs that are chaired by Commissioned Officers. However, they are prohibited as AIs in programs that are chaired by NCOs serving as SAIs.

e. In no instance will an AI be higher in rank than the SAI for that JROTC unit nor will two instructors of the same rank/grade be permitted to run a JROTC program.

f. In independent JROTC programs (without a DAI or School District MPS coverage), the SAI will serve as the Government Purchase Card Holder or Approving Official to properly execute the JROTC program's MPA and OMA budgets.

Other Skills and Abilities:

Follow all aspects of the "Teacher" job description

Terms of Employment:

Salary as established by the Lewis County Board of Education in coordination with the Military Pay Operations – Army.

Evaluation:

Performance of this job will be evaluated annually by the Principal.

Contract:

240 days of employment

Approved_3/8/2021_____

Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 2095

Position Title: Special Education Teacher

Reports To: Principal

SUPERVISES: Students, student aides, and parent helpers

SUMMARY: Provides specially designed instruction to exceptional students or assigned students with special needs. This could include resource time or a collaborative setting or as defined by an IEP.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Teaches the District approved curriculum.
- Creates or supports a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares or supports classes and students assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing exceptional children.
- Develops or supports reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and consistent manner.
- Assesses and evaluates pupils' academic social growth, keeps appropriate records and prepares progress reports.
- Enables students to learn and maintain standards of classroom behavior.
- Constantly assesses student needs and plans accordingly.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Seeks and builds positive relationships with parents and the community.
- Is available to students and parents outside the instructional day.
- Adheres to state and district ethical standards and the District code of conduct.
- Maintains regular attendance.
- Responsible for maintaining due process folders on the caseload.
- Responsible for delivering specially designed instruction for every student as determined by the IEP.
- Responsible for monitoring students' progress towards IEP goals and objectives.
- Ensuring timelines, objectives, strategies, and goals are met for every IEP.

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate in area of study required
- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with students, peers, and parents

Approved_12/12/16_____

Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 0255

Position Title: Speech Language Pathologist

Reports To: Principal and Director of Special Education

SUMMARY:

- To screen, assess, and identify students with communication disorders which adversely affect their educational progress under the direction of the Admissions and Release Committee
- To provide assessment of students referred for evaluation, to participate in educational planning and to hold consultations with appropriate school personnel and parents/guardians so that maximum learning may be achieved and maintained by each student in the district
- To develop and provide direct and indirect services within the student's educational setting, based on the established IEP goals and objectives
- To reduce or eliminate speech and hearing disorders that interferes with the individual student's ability to derive full benefit from the district's educational program

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Participates in all required Admissions and Release Committee meetings
- Prepares written evaluations and maintains records which clearly and succinctly document services provided, student progress and discharge from therapy as recommended to the Admissions and Release Committee
- Complies with evaluation standards and determines eligibility for services based on the Kentucky Eligibility Guidelines for Communication Disorders
- Effectively communicates test results, a diagnosis, and proposed treatment plans to the Admissions Release Committee
- Assures compliance with established State and Federal laws, regulations, policies, and procedures
- Prepares reports as needed by the local school district and/or KY Department of Education
- Develops treatment plans consistent with the IEP
- Reviews therapy goals and objectives and make recommendations for changes as appropriate to the Admissions and Release Committee
- Employs instructional/therapeutic methods and materials that are appropriate for meeting each student's goals and objectives
- Operates and maintains a variety of therapeutic equipment and trains others in use of the equipment as necessary
- Assesses, selects, and develops augmentative and/or alternative communication systems and provides training in their use
- Participates in hearing screening programs to identify and refer students with hearing impairments and/or middle ear disorders
- Supervises and coordinates the activities of any assigned staff – Adheres to state law regarding the type and amount of supervision required for licensed speech-language pathology assistant(s)
- Communicates with students who have disorders of communication, their families, caregivers, and other service providers relative to the student's disability and case management
- Assists in development activities to meet the communication needs of the student
- Communicates with appropriate agencies, schools, and other organizations as needed in order to meet the needs of students with communication disabilities
- Remains current concerning instructional and technological advances and other matters concerning speech-language therapy
- Attends and participates in professional workshops and conferences

- Provides training to other professionals and paraprofessionals as requested
- Attends staff meetings/team leader meetings and serves on committees as needed
- Compiles and maintains pertinent records
- Performs related duties, tasks, and assumes other responsibilities as may be assigned by the Principal, Director of Special Education or Superintendent

QUALIFICATION REQUIREMENTS:

- Ability to read, analyze, and interpret data
- Ability to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with students, peers, and parents
- Ability to handle paperwork
- Ability to work with computers, current computer programs, student information system currently used by the district and related instructional equipment

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

EDUCATION/LICENSES/REQUIREMENTS:

- Master's Degree or any combination equivalent to a Master's degree in the area of speech-language pathology from an accredited program in speech-language therapy, and all other requirements as set forth in KRS334A.050
- Valid speech-language pathology license, or interim license, issued by the Kentucky Board of Speech-Language Pathology and Audiology

Approved_12/12/16_____

Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 2099

Position Title: Substitute Teacher

Reports To: Principal

SUMMARY: Provides instruction to students as completely as possible in the absence of the regular classroom teacher

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Shall report to the building principal or school secretary upon arrival at the school building
- Shall maintain, as fully as possible, the established routines and procedures of the school and assigned classroom
- Teaches District approved curriculum
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Shall present a positive image of the school to parents and convey to them the school's genuine concern with the education, growth, and development of each student
- Shall react positively to directives
- Shall maintain the confidentiality, both verbally and in written form, of each student's educational record
- Adheres to state and district ethical standards and the District code of conduct

QUALIFICATION REQUIREMENTS:

- All substitute teachers must be fully certified or must obtain temporary certification for substitute teaching annually, through the Education Professional Standard Board.

Approved_12/12/16_____

Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 0010

Position Title: Superintendent

Reports To: Board of Education

SUPERVISES: All administrative and supervisory personnel of the district and all central office staff

SUMMARY: Develop, oversee, and manage day-to-day operations of programs and services for the District

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Performs such duties as are set forth in the Kentucky Revised Statutes and in the regulations of the State Board of Education
- Oversee the instructional program for the school district and ensure student success
- Assists in the development of and is responsible for the implementation and execution of policies adopted by the board of education
- Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis
- Oversee the development and implementation of district programs
- Ensure the maintenance and improvement of school facilities
- Ensure a safe learning environment
- Develop and maintain a cooperative relationship with the community, news media, and board members
- Develops and executes sound personnel procedures and practices for initial employment, promotions, assignments, transfers, and all personnel actions
- Attend Board meetings and prepare agendas and reports as required
- Recommend to the board an annual budget that is realistic in terms of the district's resources and reflects the priorities of the board
- Leads the board, the staff, and the community in the cooperative and continuous effort to improve the total school program
- Maintains regular attendance and a positive image for the district

QUALIFICATION REQUIREMENTS:

- Certificate as a Superintendent
- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with students, peers, parents, and the community

Approved_12/12/16_____

Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 1030

Position Title: Supervisor of Career and Technical Education Program

Reports To: Superintendent/Designee

SUPERVISES: Supervisory responsibilities include oversight of the school staff and students.

SUMMARY: This individual has the oversight of all personnel assigned to the career and technical center. The Supervisor must ensure quality implementation of programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Coordinates all phases of the implementation of the Foster Meade Career and Technology Center and functions as its principal.
- Coordinates and plans career and technical education initiatives at all grade levels.
- Ensures District is in compliance with state and federal career and technical education requirements.
- Distributes information and instructions on a timely basis with appropriate personnel.
- Collects and verifies reports due to the Kentucky Department of Education and the Lewis County Board of Education.
- Submits reports by due date (refer to Perkins Coordinator's Timelines in the state and federal guidance).
- Coordinates career and technical education data collection.
- Monitors performance results and coordinates improvement plans as needed.
- Coordinates Skill Standards and Skills Standards Assessment.
- Coordinates with Financial officer and Bookkeeper, all career and technical education funds.
- Coordinates the request and distribution of Career Major Certificates and Secondary Vocational Education Certificates of Achievement.
- Coordinates the State Career and Technical Education Conference and other professional development opportunities related to Perkins activities.
- Attends regional and state career and technical education conferences and meetings as approved by the superintendent.
- Serves on the District Consolidated Planning Committee.
- Works with career and technical education advisory committees.
- Performs other duties as assigned by the Superintendent.
- Administer the school's budgeted allocations
- Prepares all required reports.
- Continually seeks professional growth opportunities.
- Works in conjunction with the school council and the central office to develop policies that enable the creation of a safe, secure learning environment.
- Complete tasks on time and follows appropriate school and district policies.
- Follow all applicable Board policies.
- Maintain regular attendance.

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate
- Five years successful teaching and/or administrative experience in the vocational setting
- Certificate as a principal at the appropriate grade level

- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with students, peers, parents, and the community

Approved_12/12/16_____

Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Codes: 2025, 2030, 2040, 2050, 2060

Position Title: Teacher

Reports To: Principal

SUPERVISES: Student, student aides, and parent helpers

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned as necessary)*

- Teaches District-approved curriculum
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students
- Prepares for classes and students assigned
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Employs a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students
- Assists the administration in implementing all policies and rules governing student life and conduct
- Develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and consistent manner.
- Assesses and evaluates pupils' academic social growth, keeps appropriate records and prepares progress reports
- Enables students to learn and maintain standards of classroom behavior
- Constantly assesses student needs and plans accordingly
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations
- Seeks and builds positive relationships with parents and the community
- Is available to students and parents outside the instructional day
- Adheres to state and district ethical standards and the District code of conduct
- Maintains regular attendance

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate in area of study required
- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to apply knowledge of current research and theory to the instructional program
- Ability to establish and maintain effective, appropriate relationships with students, peers, and parents

Approved_12/12/16_____

Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 4001

Position Title: Virtual Academy Coordinator

Reports To: Supervisor of Instruction and Director of Pupil Personnel

QUALIFICATIONS AND/OR EXPERIENCE:

- Organize, plan, direct, and implement operations and activities involved in student virtual academy experience, communicate with parent, community representatives, local officials, and general public, experience in virtual curriculum, credit validation, graduation requirements including at least one year in a supervisory capacity, a current teaching certificate in area of Administration, Special Education or Technology Integration K-12.

PERFORMANCE RESPONSIBILITIES:

1. Develops and administers a Virtual Academy program to meet all the requirements of the daily instructional program and extracurricular activities
2. Develops and administers departmental procedures to ensure compliance with state laws to ensure students receive innovative and engaging instruction that encompasses curriculum standards.
3. Supervises the RTI component of the academy
4. Communicates with leadership, families, and students concerning District goals, objectives, and policies
5. Initiates, evaluates, and investigates parent and public concerns and counsels employees regarding their duties and responsibilities in order to facilitate a mutually agreeable solution
6. Submits required reports to state agencies and prepares reports for Board of Education
7. Serves as a liaison between parents, school personnel, and the public regarding the Virtual Academy
8. Maintains proper records and registration of all school students and ensures they meet criteria for enrollment and participation in extracurricular activities
9. Recruits, recommends, and supervises any additional staff needed as the Academy expands
10. Supervises and resolves student issues such as progress towards program completion, conduct, and discipline, quality of work, technical access, and student absences
11. Interprets Federal, KDE policies and regulations for district staff, parents of students, students, and general public and recommends updates to policies and regulations when appropriate
12. Reports to the Director of Pupil Personnel. Perform other duties as assigned by superintendent/designee

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret data and financial reports
- Ability to effectively present information to administrators, management personnel, public groups/community and Board of Education

MATHEMATICAL SKILLS:

- Ability to work the mathematical concepts such as probability and statistical inference

REASONING ABILITY:

- Ability to multi-task and work under extremely stressful conditions when required
- Communicates, comprehends, and performs functions from written and oral instruction and from observing others
- Strong interpersonal skills, collaborative leadership skills, excellent communication, organization skills, and skills in personnel supervision
- Ability to create and maintain an environment of good interpersonal relations with fellow employees, parents, and students

- Performs administrative and managerial functions in an independent manner
- Communicate effectively in verbal and written modes
- Ability to organize and schedule complicated activities
- Ability to gather and analyze data and understand complicated issues and problems

OTHER SKILLS AND ABILITIES:

- Ability to develop effective, positive relationships with staff, students, parents, and the school communities
- Ability to communicate clearly and concisely both orally and in writing
- Ability to perform duties and implement Board of Education policies/procedures
- Strong knowledge and experience with online learning platforms, credit recovery, special education regulations, and attendance requirements

PHYSICAL DEMANDS:

- Frequent contact with employees, students and public
- Assistance is available as required to perform physically demanding tasks
- Work involves sitting for extended periods of time, significant standing and walking
- Requires moving from one location to another
- Reaching, stooping, bending, and holding and grasping objects
- Visual weakness must not prohibit the performance of assigned duties
- Verbal communicative ability may be required of public contact positions

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing duties of this job.

The employee frequently will work irregular or extended hours while performing the duties of this job. The employee oversees the instructional integrity, safety, well-being of the students and staff. The information contained in this job description is for the compliance with the Americans with Disabilities

Act and is not an exhaustive list of the duties performed for this position. Additional duties will be performed by the individual holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Salary as established by the Lewis County Board of Education equal to the high school guidance counselor pay scale.

EVALUATION:

Performance of this job will be evaluated annually by the Superintendent/designee

CONTRACT:

210 days of employment

Approved_7/13/2020_____

Revised_11/19/2020_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code:

Position Title: WIOA Program Services Director

Reports To: Career and Technical Center Principal and Director of Federal Programs

BASIC FUNCTIONS:

The Program Services Director is responsible for managing the WIOA Empower Youth Program contract for Lewis County Schools through the coordination of partner services, performance outcomes and actively involved in the community and other school districts who are a part of the program to ensure visibility for all WIOA services. The Empower Youth Program is a 12-month activity-based program.

REPRESENTATIVE DUTIES:

- Developing and maintaining policies and procedures for implanting WIOA programs and services for targeted counties as determined by the TENCO Workforce Development Board
- Servicing as liaison to the local TENCO Workforce Development Board and the Lewis County Board of Education in a professional and proactive manner
- Planning strategic activities and directing WIOA program functions internally and through partner meetings on a regular basis
- Track and document performance criteria and expected outcomes for annual performance rates
- Monitor enrollment to maintain program capacity throughout fiscal year
- Overseeing program budgets and distribution of participant benefits
- Supervising WIOA field staff and other personnel responsible for specific functions
- Developing plans to increase area-wide visibility for WIOA programs and services, including measurable goals to be reviewed on a regular basis
- Reviewing performance data with WIOA staff to determine improvement and create strategy to accomplish stated goals
- Actively participating in communication with all partners to maintain clear and consistent messaging for WIOA programs
- Maintaining specific personnel performance measures and conduct periodic employee evaluations
- Actively promoting collaboration between core partners and other area entities to foster partnerships designed to achieve common goals
- Interacting consistently with community organizations to develop new programming aligning with WIOA guidelines
- Acting as the lead contact to ensure accurate dissemination of information to and from state officials, local Workforce Development Board and local targeted school districts
- Conducting research in order to increase opportunities for new partnerships with other community entities
- Attending all monitoring visits conducted on-site
- Conduct monthly internal monitoring
- Attend all WIOA staff meetings held by the local Workforce Board
- Interpreting WIOA guidelines to determine local service delivery techniques and methodology
- Take lead role in the grant writing/submission process
- A minimum of 15 training hours must be completed per fiscal year per counselor and director
- Work directly with the Empower Youth staff to monitor required case management, work experience supervision, follow-up, contract closeout procedures and other activities during the summer months and students who are engaged in the program

KNOWLEDGE AND ABILITIES:

- Provide liaison services between the student/parents or between the school and the community
- Record-keeping techniques
- Use of the state approved data reporting system
- Oral and written communication skills
- Research methods and report writing techniques
- Laws, rules and regulations related to assigned activities
- Policies and objectives of assigned program and activities
- Interpersonal skills using tact, patience and courtesy
- Technical aspects of field of specialty

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate
- Established and proven ability to organize, manage and control workflow efficiently; ability to meet deadlines
- Strong verbal, written, analytical, presentation and interpersonal skills
- Knowledge of good management skills, good business practices, laws, rules and regulations, methodology, application of laws and regulations, etc.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resource modeling, leadership techniques, production methodology, and coordination of people and resources

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky driver's license
- Able to transport students through the MVR process
- Be on a random drug testing list

Approved_July 2023_____

Revised_____

LEWIS COUNTY SCHOOLS CERTIFIED JOB DESCRIPTION

Class Code: 8003

POSITION TITLE: WIOA Summer Program Director

SPECIFIC DUTIES:

A. Program and oversight responsibilities 100%

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct outreach
- Provide an orientation to all applicants including services available and requirements of the program
- Refer non-eligible youth and/or youth who need additional services (elements) not provided through this contract to partner programs
- Complete eligibility documents necessary to enroll individuals in the WIOA program
- Assess the academic levels, skill levels, occupational interests, strengths, barriers, and identify service needs of each participant
- Provide intensive case management services that assist youth with barriers to goals of employment and education
- Coordinate services with partner agencies, organizations, and businesses
- Develop work experience sites and complete a work site agreement (provided by TENCO)
- Assure all child labor and OSHA standards are met
- Provide orientation of expectations to work site supervisors and participants
- Complete a written evaluation of the job site (provided by TENCO)
- Complete (with the work site supervisor) a written evaluation of the participants work experience activities and progress (provided by TENCO)
- Monitor and document work experience activities and progress bi-monthly
- Assist the business and/or participant if concerns or issues occur at the worksite
- Completion of tax and W-2 forms
- Maintain and approve time sheets of participants for payment
- Payment of participant wages
- Develop curriculum and facilitate workshops that include the required contract elements
- Submit accurate eligibility, case management, completion, and invoicing documents in a timely manner as defined in the contract
- Complete and document the education and occupational component for each participant
- Maintain a hard file of the following documents: Eligibility documents, workshop materials and/or sign-in sheets for workshops, timesheets, proof of payment for work experience/incentives, proof of completion of incentive plan (if applicable), evaluations, and other documents as requested in the contract and/or by the Workforce Development Director

QUALIFICATION REQUIREMENTS:

- Four year degree
- Valid teaching certificate
- Ability to read, analyze, and interpret, to display proper and accurate communication skills through both oral and written communication
- Ability to solve practical problems
- Ability to submit paperwork and ensure that student work is submitted to the school
- Ability to establish and maintain effective, appropriate relationships with students, peers, and parents