

Lewis County Schools

CLASSIFIED JOBS

Descriptions

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

Revised as noted on each individual job description

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 8004

CLASS TITLE: Accounts Payable Clerk

BASIC FUNCTION:

Provide financial, administrative, and clerical support by ensuring payments are completed and expenses are controlled by processing, verifying, and reconciling vendor invoices according to established policies and procedures in an efficient, timely and accurate manner.

REPRESENTATIVE DUTIES:

- Maintain financial records related to the District's accounts payable function.
- Compare invoices to purchase orders prior to entering invoices for payment.
- Compare invoices to purchase orders and payment documents to identify and research discrepancies.
- Ensure the accuracy of District's financial documents for payment, auditing and tax purposes.
- Work to reconcile bank statements.
- Practice effective monitoring to ensure payments are made to vendors in a timely manner.
- Control record retention.
- Be cross-trained to be able to perform payrolls.
- Perform research into payments, vendors and files.
- Assist in all phases of 1099 processing.
- Print, void and distribute checks.
- Assist in various year end closing and audit functions.
- Review open encumbrance list.
- Contact vendors and/or schools regarding discrepancies.
- 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.
- Perform other duties as assigned.
- Maintain regular attendance.
- Protect District against unintentional overpayment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques involved in accounts payable preparation, monitoring and control.
- Financial record-keeping principles and procedures.
- Modern office practices, procedures and equipment.
- District organization, operations, policies, and objectives.
- Applicable State requirements and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operations of a computer terminal and other office equipment.
- Oral and written communication skills.
- Microsoft Office Suite (Word, Excel, Outlook)
- Data processing applications to accounting functions.

ABILITY TO:

- Perform complex and responsible accounts payable duties with a high degree of skill and accuracy.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Train and provide work direction for others.
- Add, subtract, multiply, and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.
- Understand and follow oral and written directions
- Plan and organize work.
- React positively to directives.
- Have a willingness to cooperate with the superintendent, district administrators, principals, and staff.
- Strive to maintain and improve professional competence.
- Adhere to Lewis County Board of Education Policies and Procedures.
- Learn, interpret, apply, and explain rules, regulations, policies, and procedures related to school district accounting.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer terminal as required.

PHYSICAL DEMANDS:

- Requires work be performed while standing, sitting, and/or walking.
- Requires the ability to communicate effectively using speech, vision, and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, and reaching.
- Requires the ability to lift, carry, push, or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

Bachelor degree required. Experience in maintaining automated financial record preferred.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7346

CLASS TITLE: Assistant Coach II

BASIC FUNCTION:

Assist coaches in various secondary school athletic programs.

REPRESENTATIVE DUTIES:

- Assist in promoting sports in the school and community.
- Assist the head coach in planning the athletic program.
- Assist the head coach in organizing and supervising practices.
- Assist the head coach in teaching individual fundamental skills, team plan, team strategy and rules and regulations of the game.
- Assist the head coach in teaching good sportsmanship and self-control.
- Assist in checking eligibility of participants, including insurance coverage and parent consent.
- Assist students by providing a proper role model, emotional support, patience, a friendly attitude and general guidance.
- Conduct learning experiences, under the direction of coaches, with small groups of student athletes.
- Recommend the purchase of equipment, supplies and uniforms as appropriate for the health, safety and welfare of student athletes.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Fundamentals of various sports.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Assist coaches on one or more sports.
- Understand and follow oral and written directions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Lift objects weighing up to 50 pounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or GED certificate as required by Kentucky law and 64 semester hours.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of ABLE test, criminal records check, AIDS awareness training, and current certification in first aid and CPR.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7941

CLASS TITLE: Bus Driver

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.

REPRESENTATIVE DUTIES:

- Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transport students to and from school, special events and field trips.
- Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students.
- Maintain bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.
- Maintain order and 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.
- Perform first aid according to established guidelines and procedures.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITY:

KNOWLEDGE OF:

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

ABILITY TO:

- Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- Maintain order and discipline among students while driving a school bus.
- Maintain assigned vehicle in a clean and safe operating condition.

- Recognize equipment malfunctions and take appropriate action.
- Learn designated bus routes including stops and traffic hazards.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Learn, apply and explain rules, regulations, policies and procedures.
- Observe legal and defensive driving practices.
- Assist in loading and unloading handicapped children as necessary.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED 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.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 8941

CLASS TITLE: Bus Driver (Trainee)

BASIC FUNCTIONS:

Receive training in how to operate a school bus over designated routes in accordance with time schedules, perform daily inspections and operator maintenance of vehicles.

REPRESENTATIVE DUTIES:

- Learn how to 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.
- Learn how to 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.
- Learn how to perform emergency bus evacuation drills as required by Kentucky Administration Regulations (without students).
- Learn and observe applicable local, state and federal policies, procedures and guidelines.
- Learn how to fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.
- Learn how to maintain records concerning vehicle maintenance.
- Learn how to attend safety and preventative emergency meetings when required.
- Learn how to perform first aid according to established guidelines and procedures.
- Learn how to perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

- Operate a school bus over designated routes in accordance with time schedules.
- 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and one year experience in the operation of a motor vehicle.

LICENSES AND OTHER REQUIREMENTS:

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

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7942

CLASS TITLE: Bus Monitor

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky Law.

January 1992

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7783

CLASS TITLE: Clerical Assistant I

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. Clerical Assistant III incumbents perform specialized clerical duties or provide sole clerical support for an assigned function. Incumbents are required to exercise independent judgement and may be assigned lead duties.

REPRESENTATIVE DUTIES:

- Perform routine typing and general clerical activities in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services.
- Type written materials such as letters, memoranda, bulletins or reports from straight copy or rough draft on a typewriter or computer terminal.
- Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer routine questions according to established guidelines; schedule meetings and appointments.
- Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents and equipment.
- Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct general research duties as assigned.
- Receive, sort and distribute incoming and outgoing mail.
- Duplicate items; package and distribute completed correspondence and other materials.
- 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 dictated 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.
- Perform related duties as assigned.

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 calculation 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7525

CLASS TITLE: Computer Technician I

JOB DESCRIPTION:

Install, maintain and repair computers, software, networks and related equipment. Help ensure all technology is being used to its maximum capabilities and to provide timely technical support to all students, faculty and staff.

The ideal candidate will be able to work well with others, maintain a professional attitude, complete projects in an efficient and timely manner, be reliable and dependable, and possess good technical problem-solving skills.

RESPONSIBILITIES:

- Install, maintain and troubleshoot computer hardware, software and other instructional devices.
- Perform routine and/or emergency updates and upgrades to computer and network systems.
- Stay up-to-date with the latest educational hardware, software and troubleshooting techniques.
- Keep records of repairs and fixes for future reference.
- Offer timely technical support and teach users how to use technology more effectively.
- Work effectively and efficiently as a team member with other technology staff.

REQUIREMENTS:

- Must be of legal working age and pass standard background check for employment.
- Must have at least a high school diploma or equivalent.
- While no prior computer and technology experience is required, having a good working knowledge of computers, printers and various software packages such as Microsoft Office will be a plus.
- While no prior computer or network troubleshooting skills are required, having these skills would be a plus.
- While no post high school education or training is required, such education would be considered an advantage.

Approved: _____

Revised: ____9/9/2019____

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7527

CLASS TITLE: Computer Technician II

JOB DESCRIPTION:

Install, maintain and repair computers, software, networks and related equipment beyond the basic troubleshooting skill set. Help ensure all technology is being used to its maximum capabilities and to provide timely technical support to all students, faculty and staff.

The ideal candidate will be able to work diligently and accurately and will possess a great problem-solving ability in order to fix issues and ensure functionality.

PRESONSIBILITIES:

- Install and troubleshoot computer hardware, software and other instructional devices.
- Maintain and troubleshoot networking components such as routers, switches and fiber ports.
- Manage security firewalls and software in computers and networks to maintain privacy and protection from cyberattacks and data breaches.
- Perform routine and/or emergency updates and upgrades to computer and network systems.
- Troubleshoot systems failures or bugs and provide solutions to restore solutions to restore functionality.
- Stay knowledgeable with latest educational hardware and software.
- Keep records of repairs and fixes for future references.
- Offer timely technical support and teach users how to use technology more effectively.
- Train users when required.
- Install/maintain security cameras systems.

REQUIREMENTS:

- Must be knowledgeable in various instructional devices and operating systems.
- At least 2 years proven experience as a computer technician or similar role, direct IT experience in a public school system will be an advantage.
- Good working knowledge and experience with LAN/WAN networks.
- Strong understanding of computer systems and IT components.
- Strong knowledge of internet security and data privacy principles.
- Excellent troubleshooting skills.
- Must have good communication skills and work well with others.
- Must have good organization and time-management skills.
- Must have a minimum of a Bachelor's degree or Computer Science degree and/or equivalent technical certifications.

Approved: _____

Revised: _9/9/2019, _7/9/24

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7241

CLASS TITLE: Cook/Baker

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- 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 regulation.
- 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.
- Operate a cash register and make change accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and one year experience in cooking and baking food in large quantities.

LICENSES AND OTHER REQUIREMENTS:

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045. Pursuant to 7 CFR parts 210 and 235, employees must complete mandatory annual training requirements.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7609

CLASS TITLE: Custodian

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.

REPRESENTATIVE DUTIES:

- Perform routine custodial activities at assigned District school site; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops and other assigned work areas; spot clean and shampoo carpets; clue 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 if 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 the 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.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic methods, materials, tools and equipment used in custodial work and routine maintenance.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.

ABILITY TO:

- Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition.
- Use cleaning materials, equipment and methods according to pre-determined standards.
- Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.
- Learn appropriate safety precautions and procedures.
- Maintain tools and equipment 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7185

CLASS TITLE: Director of Finance II

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

- Personnel requirement of the District.

ABILITY TO:

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

EDUCATION AND EXPERIENCE:

A Bachelor's degree and one of the following: 12 hours of accounting class hours or four years professional experience in a business office setting or at least two years' experience school finance.

LICENSE AND OTHER REQUIREMENT:

Forty-two (42) hours of continuing education classes every two years that have been approved by the Kentucky Department of Education. All hires after July 1, 2015 must go through the internship process as stated in 702 KAR 3:320.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7338

CLASS TITLE: Educational Interpreter I (Lead Interpreter)

BASIC FUNCTION:

Apply ASL interpreting, English transliterating and/or other communication modalities in the educational environment to ensure access to information and maximum learning between students who are deaf or hard of hearing and faculty, staff and other students.

DISTINGUISHING CHARACTERISTICS:

The level of Interpreter are distinguished by both the level of comfort, skill, and knowledge in service delivery and encouraging effective communication and interaction in the educational setting. The Interpreter III serves in a supportive capacity in the classroom. The Interpreter II clearly interprets all communication. The Interpreter I functions in strong coordination and leadership with teachers and school staff to ensure achieved intent of instruction.

REPRESENTATIVE DUTIES:

- Attend and interpret the educational environment including, but not limited to:
 - Classrooms
 - Laboratories
 - Field trips
 - Assemblies
 - Sports practices/competitions
 - School-sponsored extra-curricular activities
 - Meetings/conferences
 - Graduation ceremonies
 - All other educational opportunities provided to students
- Encourage communication and interactions between deaf/hard of hearing students and faculty, staff, administrators, students and others.
- Meet with teachers and staff to coordinate efforts in achieving instructional goals of the educational team.
- Make recommendations to instructional staff based on the learning styles of students being served.
- Work closely with director of special education or appropriate staff to coordinate interpreting services based on the needs of the students in the district.
- Prepare for demanding course material as necessary for successful interpreting and/or transliterating.
- Participates and makes recommendations as a professional member of the educational team in the Admission and Release Committee (ARC) process; and
- Perform other duties as assigned that do not interfere with the communication accessibility of assigned student(s).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- American Sign Language, Signed English, Signed Exact English and other recognized modes of communication within the deaf and hard of hearing community.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Kentucky Core Content and Program of Studies.
- Applicable sections of the law, including Kentucky Administrative Regulations.
- Special education, language development of, and effective strategies for educating students with hearing loss.
- Values, behavior, and language of the American deaf culture.

KNOWLEDGE OF:

- NAD-RID Code of Professional Conduct; and
- Effective mentoring strategies based on best practices for interpreters.

ABILITY TO:

- Interpret from spoken English to the IEP specified modality (ASL, Signed English, etc.) and from the IEP specified modality to spoken English.
- Fully and effectively implement knowledge of the field of interpreting.
- Mentor other educational interpreters.
- Relate well to deaf and hard of hearing individuals.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative working relationships with administrators, teachers and directors of special education.
- Provide instructional staff with relevant information regarding student's functional abilities in the classroom.
- Provide PD on deafness and interpreting related topics.
- Communicate effectively orally, in writing and across the signing continuum.
- Work independently with little direction; and
- Maintain current knowledge of school rules, regulations, requirements and restrictions.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree preferably from an Interpreter Training Program (ITP); and
- 3 years of experience interpreting, preferred

OR

- 7 years interpreting experience may be accepted

LICENSES AND OTHER REQUIREMENTS:

- Full or working toward a license from the Kentucky Board of Interpreters (KBI).

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7872

CLASS TITLE: Employment Specialist

JOB DESCRIPTION:

The Employment Specialist is an employee of the Lewis County School System and works under the direct supervision of the high school principal, high school special education teachers, and the director of special education. Candidates should be self-motivated, flexible and resourceful people and possess high expectations for the inclusion of students with disabilities within the community workforce. The job also requires strong verbal and written communications skills, knowledge of working with individuals with disabilities, knowledge of the business community, and the ability to adapt to various work environments. The Employment Specialist must attend all required meetings and trainings. Experiences and knowledge in the areas of high school special education, working with businesses, and training individuals with disabilities are preferred.

JOB FUNCTIONS:

Supervises the district-wide implementation of the CWTP in coordination with the Director of Special Education or Designee, UK Human Development Institute and the Office of Vocational Rehabilitation; coordinates and supervises community sites used for CWTP at the district high school; and serves as a strong and cooperative team member in managing the program. For CWTP Pre-Employment Transition Services, introduces students to various jobs and industry sectors, provides work based learning experiences, offers post-secondary counseling, implements workplace readiness training for social and independent living skills, and provides self-advocacy instruction. For CWTP Transition Services, assists with job attainment, job coaching, placement, assessment, and follow-up services. The ES will assist in securing employment for the students, when possible, in the community or surrounding communities prior to exiting high school.

DUTIES AND RESPONSIBILITIES:

Facilitates the district-wide implementation of the CWTP program. Gives encouragement, assistance and direction to teachers, counselors, and administrators to meet individual school, staff and student needs.

- Understands that the goal of the program is for each student to have experiences and exposure to competitive work in integrated work settings.
- Is required to work with students with mild to moderate and severe disabilities.
- Works with students, family members, classroom teachers, businesses and others to identify potential career interests, preferences and various individualized job possibilities available in the community.
- Exhibits a working knowledge of and experience with technical and computer applications including word processing, data processing, desktop publishing and electronic mail.
- Prepares site related documents including site file folders, site file updates and insurance information.
- Coordinates student Vocational Assessment to identify student competencies, interests, relevant vocations (including kinds of work previously unconsidered) and learning about the impact of students' disabilities and related support needs in the community.
- Completes written Vocational Assessment, and assists with development of students' IPEs (Individual Plan of Employment – through VR) and students' IEPs (Individual Education Plan with teacher).
- Collaborates with school counselors and special education teachers in discussing the results of the Student Assessment and Education Program Planning - Student Career/Transition and Individual Graduation Plan (SC/T and IGP).
- Works with employers and students to develop personalized jobs.

- Provides consultations for business personnel related to specific instruction and support needs to individual students – promoting instruction by those who typically provide training and supplementing employer training as needed.
- Provides follow-up services to promote job stability and advancements and continuing success of students.
- Maintains necessary records for the local school system and the Office of Vocational Rehabilitation. Keeps current and complete information regarding each student participating in the program. Turns in ALL meeting notes, monthly reports and billing statements timely for appropriate services and reimbursements.
- Completes year-end program data report.
- Coordinates and/or provides transportation according to district's policies and procedures.
- Works collaboratively with HDI, VR and KDE to create a unique program to address each student's expressed vocational strengths and interests.
- Exhibits a broad base of knowledge about experience based education, community based instruction, interdisciplinary studies and school to work transitions as they apply to each individual student placement as it connects to curriculum.
- Uses public relations principles and a broad base of educational expertise to maintain a positive, effective and efficient district-wide CWTP image with the community, the school board, the high school, and district administration. Markets the CWTP to the community, parents and students, schools, and professional organizations. Responds to community and school personnel inquiries about CWTP goals and functions.
- Maintains a regular attendance.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7493

CLASS TITLE: Family Resource Center Coordinator I

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

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

EDUCATION AND EXPERIENCE:

High school graduate, GED, Associate's degree or equivalent supplemented by three years of related work experience. Additional education will substitute for the required experience on a year-to-year basis.

July 1996

July 2015

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LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7492

CLASS TITLE: Family Resource Center Coordinator II

BASIC FUNCTION:

Plan, organize, implement and coordinate a project, program or activity having moderate impact on the District occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside the unit require exercise of judgment to obtain approval.

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

- Provide leadership to an activity having moderate impact on the District occasionally affecting more than one unit or department, requiring adaptation of standard practices, with limited outside contact while working under general supervision.
- Provide technical assistance to District and school personnel in area of proper specialty.
- Oversee the work of committees and task forces.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and four years successful experience in area of assignment.

July 1996

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7491

CLASS TITLE: Family Resource Center Coordinator III

BASIC FUNCTION:

Plan, organize, implement and coordinate a project, program or activity having significant impact on the District routinely affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside the unit require exercise of judgment to obtain approval.

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with some graduate study in area of specialty and four year successful experience in area of assignment.

July 1996

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7233

CLASS TITLE: Food Service Assistant II

BASIC FUNCTION:

Assist in the preparation of food; prepare assigned food serving area and perform cashiering duties in the sale of food items to students and staff; maintain cleanliness of food service facilities.

DISTINGUISHING CHARACTERISTICS:

Food Service Assistant II incumbents assist in the preparation of food in a production kitchen, food serving and cashiering duties and incumbents may be assigned lead duties. Food Services Assistant I incumbents perform basic and routine food service and cashiering activities related to the serving of food.

REPRESENTATIVE DUTIES:

- Prepare and serve appropriate quantities of food in a timely manner, assuring proper quality and quantity of food prepared; prepare, cook and/or assemble sandwiches, burgers, fries, salads, meats, fruit, vegetables and cookies.
- Assemble items to be served and sold at designated food service area locations; prepare food for transport across campus or to other District locations, maintaining appropriate records as assigned.
- Prepare food service facilities for the serving of food; assure that serving lines are properly stocked with adequate food, beverages and supplies; count and set out an appropriate number of food trays; prepare the steam table for serving hot meals.
- Heat portions and serve food to students and staff according to established procedures.
- Count money and prepare money boxes or cash registers with appropriate amount and denominations of change.
- Follow proper counting and claiming procedures for meals and beverages sold and make appropriate change; complete and maintain daily and weekly records of meals and beverages served and money collected; total receipted monies, prepare bank deposit slips and deliver to school office for deposit.
- Count and maintain inventory records and notify supervisor of needed supplies.
- Maintain work areas and serving areas in a clean, sanitary and safe condition; wash and clean counters and steam tables; wash and store equipment, pots, pans, trays and other food service items.
- Assist other Food Service personnel with cooking and baking activities.
- Assist in storing unused food and supplies to assure compliance with health and sanitation standards; dispose of unusable leftovers and trash.
- Operate a variety of standard kitchen equipment such as a cash register, slicer, grater, mixer, frying machine, steamer, wrapping/sealing machine, dishwasher, steam cart and ovens as required.
- Train new food service employees and student workers as assigned.
- Perform related duties as assigned.
- Deposits; prepare daily reports of meals served.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic operations of a school cafeteria.
- Principles and methods of quantity food service preparation, serving and storage.
- Standard kitchen equipment, utensils and measurements.
- Methods of computing food quantities required by weekly or monthly menus.

- Sanitation and safety practices related to transporting and serving food.
- Principles of nutrition.
- Record keeping techniques.
- Principles and practices of training and providing work direction.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Plan, organize and supervise food service operations at an assigned school site.
- Estimate food quantities and requisition proper amounts for economical food service.
- Prepare nutritious and appetizing food in quantity as necessary.
- Operate standard cafeteria equipment and appliances.
- Maintain records and prepare reports.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Train, supervise and evaluate personnel.
- Communicate effectively both orally and in writing.
- Lift heavy objects.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and four years food service experience.

LICENSES AND OTHER REQUIREMENTS:

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045. Pursuant to 7 CFR parts 210 and 235, employee must complete mandatory annual training requirements.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7212

CLASS TITLE: Food Service Manager I

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.

REPRESENTATIVE DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Meal production planning and scheduling.
- Applicable District, federal and State laws, rules and regulations related to food service.
- Quantity food preparation and food merchandising.
- Nutrition, sanitation and operation regulations and requirements.

- Use and care of institutional equipment and utensils.
- Procedures used in ordering, receiving, storing and inventorying food and supplies.
- Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
- Budget preparation and control.
- Record keeping techniques.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

ABILITY TO:

- Manage and coordinate the day-to-day food service operations 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 actions.
- 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and four years food service experience.

LICENSES AND OTHER REQUIREMENTS:

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045. Pursuant to 7 CFR parts 210 and 235, employee must complete mandatory annual training requirements.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7320

CLASS TITLE: Instructional Assistant I

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.

REPRESENTATIVE DUTIES:

- Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Participate as member of an instructional team including remediation teams; 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.
- 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 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.
- Perform related duties 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 direction.
- 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and some experience in working with children in an organized setting.

LOCAL DISTRICT CLASSIFICATION PLAN

Class Code: 7318

CLASS TITLE: Instructional Assistant II

BASIC FUNCTION:

Assist a certificated teacher in providing instruction to individuals 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.

REPRESENTATIVE DUTIES:

- Tutor individuals or small groups of students typically with a disability or handicap, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Participate as member of an instructional team including remediation teams; develop appropriate relationships with parents and team members; serve as a resource person to the student personnel evaluation team.
- 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.
- Perform related duties 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and one year experience in working with children in an organized setting.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7606

CLASS TITLE: Lead Custodian Service Worker

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

- Plan, implement, oversee and participate in the activities of an assigned repair shop, provide repair and preventative maintenance for custodial equipment.
- Schedule and oversee the mobile repair operations for on-site repairs of custodial equipment.
- Plan and implement cleaning of bus compound buildings.
- Assure safe and proper operating conditions of scaffolds and hydraulic lifts utilized in maintaining lighting in gymnasiums, cafeterias and stairwells.
- Train and provide work direction to assigned employees; assign and review the work of others.
- Plan and implement appropriate response to emergency situations.
- Provide and operate snow blowers for snow removal and boiler cleaning equipment as needed.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Effective operations of an assigned repair shop.
- Cleaning equipment, tools, materials and supplies used in custodial work.
- Repair methods and techniques.
- Operations of custodial services equipment.
- Principles of training and providing work direction.
- Safety regulations.

ABILITY TO:

- Plan, implement and oversee the operations of an assigned repair shop.
- Perform custodial and repair duties as assigned.
- Operation of a snow blower, boiler cleaning equipment, hydraulic lifts and other custodial services equipment.
- Perform repairs and preventive maintenance on custodial services equipment.
- Train and provide work direction to others.
- Assign and review the work of others.
- Communicate effectively both orally and in writing.
- Work cooperative with others.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and two years' experience in custodial operations.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

January 1992

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7445

CLASS TITLE: Maintenance Technician I

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

The Maintenance Technician I class performs skilled crafts work in one or more specialties such as painting, glazing and plastering. The Maintenance Technician II class performs skilled crafts work in one or more specialties such as carpentry, locksmith, mason, roofing and audio-visual repair and may lead other maintenance workers. The Maintenance Technician III class performs advanced skilled crafts work in one or more specialties such as electrical, plumbing, HVAC, steam fitter, electrical motor repair, welding, engine rebuilding and may lead other Maintenance Workers and Technicians. The Maintenance Technician IV class performs advanced skilled crafts work in one or more specialties such as computer repair, electronic repair, energy system repair and telecommunications repair and may lead other Maintenance Workers and Technicians.

REPRESENTATIVE DUTIES:

- Perform a variety of maintenance and repair work independently as instructed or assist other skilled trade personnel to maintain school buildings, facilities and grounds in proper condition.
- Perform a variety of building maintenance duties including repairing carpeting, drapes, plaster and drywall, repairing or replacing air vents, screens, barriers, skylights and lockers, replacing ceramic, ceiling and floor tile and performing minor or emergency roof repairs; remove and board broken windows.
- Maintain grounds, facilities and equipment including installing and repairing wire fences, mesh wires, signs and playground equipment.
- Repair, assemble, install and assist in the construction of doors, partitions, furniture, counters, bulletin boards, chalk boards, shelving and other items; set up for special events; move furniture.
- Perform cement work such as mixing, pouring and finishing cement; patch asphalt and cement; lay and repair asphalt.
- Prepare surfaces for painting; apply finishes and coverings using brushes, rollers, spray equipment and cutters as necessary.
- Perform routine maintenance and repairs on doorknobs, locks, hinges, closures, strike plates and panic bars.
- Maintain routine records related to maintenance activities.
- Operate a variety of equipment and machines such as trucks, saws, drills, sanders, pipe threaders, welding equipment and other hand and power tools; operate a forklift as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, equipment and materials used in maintenance and repair work.
- Basic shop math.
- Appropriate safety precautions and procedures.
- Basic record keeping techniques.

ABILITY TO:

- Perform semi-skilled to skilled maintenance work independently as instructed or assist skilled maintenance trades personnel.
- Operate a variety of maintenance equipment and machines including hand and power tools.
- Understand and follow oral and written directions.
- Lift heavy objects.
- Communicate effectively with others.
- Maintain routine records.
- Observe legal and defensive driving practices.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrative progress toward obtaining a GED as required by Kentucky law and two years general maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7444

CLASS TITLE: Maintenance Technician II

BASIC FUNCTIONS:

Perform skilled maintenance, repair and construction of District buildings and equipment in one or more craft or trade; lead other maintenance workers and technicians as necessary; work independently in trades such as carpentry, locksmith, mason, roofing and audiovisual.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Technician II class performs skilled crafts work in one or more specialties such as carpentry, locksmith, mason, roofing and audiovisual repair and may lead other maintenance workers. The Maintenance Technician III class performs advanced skilled crafts work in one or more specialties such as electrical, plumbing, HVAC, steam fitter, electrical motor repair, welding, engine rebuilding and may lead other maintenance workers and technicians. The Maintenance Technician IV class performs advanced skilled crafts work in one or more specialties such as computer repair, electronic repair, energy system repair and telecommunications repair and may lead other maintenance workers and technicians. The Maintenance Technician I class performs skilled crafts work in one or more specialties such as painting, glazing and plastering.

REPRESENTATIVE DUTIES:

- 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.
- 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 system and electrical security systems.
- 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.
- Perform related duties as assigned.

KNOWLEDGE OF:

- 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 and 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.
- Observe legal and defensive driving practices.
- Operate a District vehicle and perform heavy physical labor.
- Lift heavy objects.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and three years journey-level experience in one or more trades areas.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

January 1992

Revised _7/9/24

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7443

CLASS TITLE: Maintenance Technician III

BASIC FUNCTION:

Perform skilled maintenance, repair and construction of District building and equipment in one or more craft or trade; lead other Maintenance Technicians as necessary; work independently in advanced trades such as electrical, plumbing, steam fitter, electrical motor repair, welding and engine repair.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Technician III class performs advanced skilled crafts work in one or more specialties such as electrical, plumbing, steam fitter, electrical motor repair, welding, engine rebuilding and may lead other Maintenance Workers and Technicians. The Maintenance Technician IV class performs advanced skilled crafts work in one or more specialties such as computer repair, electronic repair, energy system repair and telecommunications repair and may lead other Maintenance Workers and Technicians. The Maintenance Technician IV class performs advanced skilled crafts work in one or more specialties such as computer repair, electronic repair, energy system repair and telecommunications repair and may lead other Maintenance Workers and Technicians. The Maintenance Technician I class performs skilled crafts work in one or more specialties such as painting, glazing and plastering. The Maintenance Technician II class performs skilled crafts work in one or more specialties such as carpentry, locksmith, mason, roofing, and audio-visual repair and may lead other maintenance workers.

REPRESENTATIVE DUTIES:

- 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.
- 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 troubleshooting 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 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.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- 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.
- Observe legal and defensive driving practices.
- Operate a District vehicle and perform heavy physical labor.
- Lift heavy objects.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and four years journey-level experience in one or more trades areas.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7448

CLASS TITLE: Maintenance Worker I

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 judgement in making decisions based on training, knowledge and experience and assist Maintenance Technicians with complex and major work projects.

REPRESENTATIVE DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Tools, equipment, methods and material 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 building 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 meeting 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and one year building and mechanical maintenance or operations experience.

LICENSES AND OTHER REQUIREMENTS:

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

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7161

CLASS TITLE: Payroll Accounting Manger

BASIC FUNCTION:

Assumes responsibility for planning, coordinating, supervising and performing the daily operations of payroll and other financial services duties to accurately fulfill District accounting functions in a timely and professional manner in compliance with State rules and regulations.

REPRESENTATIVE DUTIES:

- Plan and coordinate daily operations in the payroll unit supervised; plan and prepare work flow charts; establish time lines to assure timely reporting of District activities.
- Coordinate activities between assigned payroll accounting unit and the field; respond to questions and issues from the field including budget, payroll, liability accounts reconciliation or other accounting issues.
- Develop department work schedule to assure accurate, timely processing of payroll; as well as project and analyze future payroll processing issues.
- Review payroll accounting methods and procedures; recommend changes to payroll accounting systems, automated or manual and implement change as directed.
- Prepare a variety of payroll accounting and other payroll related tax reports while maintaining a variety of complex up-to-date records.
- Maintain understanding of IRS, Kentucky Revenue Cabinet, Kentucky Department of Education and Kentucky Retirement Systems compliance requirements and reporting.
- Regulate compliance with State requirements and other related directives for assigned payroll accounting functions; check daily input and output of payroll accounting data to assure accuracy; coordinate activities relates to payroll for the annual audit for the District to assure consistency with Generally Accepted Accounting Principles; Wage & Hour, and reconcile general ledger accounts to assure accuracy.
- 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.
- Process payroll and related records for assigned major payroll of the District; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
- Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities.
- Compute annual sick leave allowances and payroll distribution; communicate with District and site personnel regarding time reports, warrants, insurance coverage and leave time.
- Respond to questions or complaints from employees regarding interpretation of laws, rules, regulations, contracts and other documents governing District payroll.
- Assist employees in completing necessary payroll documentation forms.
- Process and record specialized payroll services including Workers' Compensation, retroactive pay, voluntary deductions and other related services.
- 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 allowances and usage; distribute related lists and notices as needed.
- Prepare and maintain files of records and documents related to work schedules and prepare reports as needed.
- Serve as health insurance and benefits coordinator.
- Maintain regular attendance.

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques involved in payroll preparation, monitoring and control
- Financial record keeping principles and procedures.
- Modern office practices, procedures and equipment.
- District organizations, operations, policies and objectives.
- Applicable State requirements and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operations of a computer terminal and other office equipment.
- Oral and written communication skills.
- Tax withholding, voluntary deductions, garnishments and fringe benefits.

ABILITY TO:

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

PHYSICAL DEMANDS:

- Requires work be performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing and reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

Bachelor's degree required. Preferably in the area of accounting, finance, or business administration and three years increasingly responsible professional accounting experience preferred including one year experience in a lead or supervisory capacity.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7191

CLASS TITLE: Payroll Clerk II

BASIC FUNCTION:

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

DISTINGUISHED CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

- Provide training, guidance and work direction to Payroll Clerk I incumbents and other temporary personnel as assigned to the payroll unit.
- Assist in the review of payroll systems and procedures; recommend method improvements and implement changes as approved.
- Process payroll and related records for assigned major payroll of the District; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
- Monitor changes in payroll related data; prepare changes, corrections and adjustments as necessary; notify proper authorities.
- Compute annual vacation and sick leave allowances and payroll distribution; communicate with District and site personnel regarding time reports, warrants, insurance coverage and leave time.
- Respond to questions or complaints from employees regarding interpretation of laws, rules, regulations, contracts and other documents governing District payrolls, assist employees in completing necessary payroll documentation forms.
- Process and record specialized payroll services including Workers Compensation, retroactive pay, voluntary deductions and other related services.
- Calculate and prepare annual salary and budget projections for categorical programs as assigned.
- Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.
- Maintain employee attendance records; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed.
- Sort and distribute paychecks and warrants according to established procedures and guidelines.
- Prepare and maintain files and records and documents relating to work performed; prepare special reports.
- Process the payroll-related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures.
- Operate standard office equipment including a computer terminal as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques involved in both classified and certified payroll preparation, monitoring and control
- Financial record keeping principles and procedures.
- Modern office practices, procedures and equipment.

- District organization, operations, policies and objectives.
- Applicable State requirements and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer terminal and other office equipment.
- Tax withholding, voluntary deduction, garnishments and fringe benefits.
- Oral and written communication skills.

ABILITY TO:

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

EDUCATION AND EXPERIENCE:

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

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7291

CLASS TITLE: Physical/Occupational Therapist

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

- Interpersonal skills using tact, patience and courtesy.
- CPR.

ABILITY TO:

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from an accredited program in physical or occupational therapy and two years' experience working in pediatric, physical and occupational therapy.

LICENSES AND OTHER REQUIREMENTS:

Valid Physical and Occupational license issued by the State of Kentucky.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7332

CLASS TITLE: Program Specialist I

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

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

KNOWLEDGE AND ABILITY:

KNOWLEDGE OF:

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

- Technical aspects of field of specialty.

ABILITY TO:

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

EDUCATION AND EXPERIENCE:

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

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7791

CLASS TITLE: Receptionist

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.

REPRESENTATIVE DUTIES:

- 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 related duties as assigned.

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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and one year of general clerical experience, including typing, public contact and the operation of a switchboard.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7882

CLASS TITLE: School Mental Health Provider

REPORTS TO: Director of Pupil Personnel/Superintendent (Designee)

PRIMARY RESPONSIBILITIES:

Provides comprehensive mental health services for students by assuring responsibility for assessing, diagnosing and providing evidence based therapy through partnerships with School Counselors, Family Resource/Youth Service Center Coordinators, Principals and other mental health community partners.

AREAS OF RESPONSIBILITY:

- Works cooperatively with teachers, guidance counselors, administrative staff and family collaborating with the Foster Care System/Department for Community Based Services within their assigned building including, but not limited to, relaying appropriate information to and from school facilities and coordinating services within the building.
- Diagnostically assess, formulate and complete the student's Individual Service Plan (ISP) inclusive of diagnosis, goals and appropriate signatures.
- Adequately documents and submits billing for services provided.
- Shares and receives appropriate information with teachers, guidance counselors and administrative staff to assist in a collaborative effort with students in the assigned buildings.
- Educates students and their families regarding their diagnosis, prognosis, treatment and therapeutic process.
- Identifies, recommends, networks and/or utilizes community resources to facilitate the highest possible care.
- Participated in quality assurance and program evaluation studies as needed.
- Attends and participates in scheduled or required training, staff meetings, peer review, workshops and supervision.

QUALIFICATIONS:

Holds valid Kentucky Licensed Clinical Social Worker (preferred), Certified Social Worker or similar approved mental health professional licensure with the ability to independently bill for services.

LANGUAGE SKILLS:

Ability to read and analyze data from a variety of sources such as but not limited to: Individual Education and/or Service Plans, medical reports, student records and behavioral observations. The ability to effectively present allowable information to administrators/guidance counselors, families, public groups/community and the Lewis County Board of Education.

MATEHMATICAL SKILLS:

The ability to create and explain basic mathematical computation related to billing of services.

REASONING ABILITY:

Ability to multi-task and work under extremely stressful conditions when required. Communicates, comprehends and performs functions from written and oral instructions and from observing others. Strong interpersonal skills, collaborative leadership skills, excellent communication, organizational skills and skill in personal 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, 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 mental health services.

WORK ENVIRONMENT:

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

The employee may work irregular and extended work hours while performing the duties of this job. The employee oversees the instructional integrity, safety, well-being of the students and staff.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Perform all duties with the scope of licensure
- Sitting for extended periods of time
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle technology materials, supplies and equipment
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

TERMS OF EMPLOYMENT:

Salary as established by the Lewis County Board of Education will be based upon the daily rate equivalent to an elementary guidance counselor.

EVALUATION:

Performance of this job will be evaluated annually by the Director of Pupil Personnel.

CONTRACT:

203 days of employment

The information contained in this job description is for compliance with American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Approved: __11/9/2020__

Revised: _____

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7775

CLASS TITLE: School Secretary I - Elementary

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

- Coordinate a variety of office activities to assist the Principal with administrative tasks; prepare and accurately maintain a variety of reports, records and files relating to students, staff, budgets, operations and activities.
- Serve as secretary to the Principal; compose routine correspondence independently; prepare, type, 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 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 record, files and logs.
- Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures.
- Administer first aid to ill and injured students; contact the nurse, parents or public safety agencies as appropriate.
- Register, release or transfer students; complete enrollment information and database.
- Operate a variety of business equipment including typewriter, calculator copiers, computer equipment and other school office machines.
- Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory as assigned.
- Provide clerical assistance to faculty and staff as needed.
- Orient new and substitute teachers; provide directions, keys and instructional materials.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record keeping techniques.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skill using tact, patience and courtesy.

- Telephone techniques and etiquette.
- Basic first aid techniques.
- Operation of standard office machines including computer equipment.

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.
- Perform public relations and communications services for the Principal.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain rules, regulations and 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.

EDUCATION AND EXPERIENCE:

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

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7773

CLASS TITLE: School Secretary I – High School

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

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

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record keeping techniques.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Budget preparation and control.
- Operation of standard office machines.
- Applicable sections of 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.

EDUCATION AND EXPERIENCE:

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

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7772

CLASS TITLE: Secretary I

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

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. 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.

REPRESENTATIVE DUTIES:

- Serve as secretary to a Director, coordinator or other administrator of a District-wide 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.
- Research and compile information and compute statistical data for federal, State and District reports and special projects as assigned.
- Train and provide work direction to other clerical personnel as assigned.
- Type a variety of items including inter-office communications, requisitions, forms, letters, special reports, legal documents and other materials; establish, modify and maintain project and confidential filing systems.
- 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 material 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 as assigned.
- Coordinate communications between supervisor and other District staff and the public.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

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

ABILITY TO:

- Perform advanced-level secretarial duties requiring independent judgement 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.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

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

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7761

CLASS TITLE: Secretary to the Superintendent

BASIC FUNCTION:

Perform highly responsible and complex secretarial and administrative assistance duties; exercise independent judgement 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 the work of office staff.

REPRESENTATIVE DUTIES:

- Assist the Superintendent with administrative matters; interview callers, exercising considerable judgement 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 meeting 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 materials prepared by others.
- Conduct research of problems and situations, consulting with involved staff members, investigating policies and procedures and gathering background materials; prepare reports involving research as directed for use by the Superintendent.
- Consult with District personnel and others concerning specific issues and situations.

- Perform a variety of general secretarial duties including sorting and routing mail; receive and refer telephone calls; operate computer, copier, dictation equipment, electronic typewriter and recording machines and equipment as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

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

ABILITY TO:

- Perform highly responsible and complex secretarial and administrative assistance duties in support of the Superintendent.
- Exercise independent judgement 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED 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.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7294

CLASS TITLE: Speech/Language Pathologist

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques of speech-language therapy.

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

ABILITY TO:

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

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid speech-language pathology license, or interim license, issued by the Kentucky Board of Speech-Language Pathology and Audiology.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7776

CLASS TITLE: Staff Support Secretary

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITIES 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.

EDUCATION AND EXPERIENCE:

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

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 8002

CLASS TITLE: Technology Coordinator

REPORTS TO: Superintendent/Designee

SUPERVISES: Oversight of KETS and KETS requirements, direct supervision and assignment of duties to district computer maintenance technicians.

SUMMARY:

Develop, oversee and manage day-to-day operations of District technology programs. Plan, develop and implement functions related to the District Technology Plan, software and curriculum integration. 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)

- Develop, organize, oversee and update implementation of the District Technology Plan.
- Understanding the district budget, budgeting process, spending process and works with this system to secure adequate resources for instructional technology.
- Prepare state and federal reports, including Erate funding and claims, as necessary.
- Serve as a liaison with Kentucky Department of Education in matters relating to instructional technology.
- Disseminate technology related information throughout the district.
- Plan, organize, schedule and supervise the work of computer operations.
- Attend board meetings as needed to discuss/seek approval of various technology initiatives.
- Assure safe, secure, proper and efficient operations of all computers systems and district networks including data security.
- Set up and maintain computer networks as necessary.
- Allocate technical and operational resources to meet District and school needs.
- Conduct professional development sessions as necessary.
- Maintain a professional and courteous relationship with all district personnel.
- Maintain required program inventories.
- Maintain regular and prompt attendance and meet deadlines and time frames.
- Pass a skills-based technology aptitude exam, if requested.
- Perform other duties as may be assigned by the Superintendent.

SPECIFIC KNOWLEDGE OF:

- Local and Wide-area networks (LAN/WAN), internet, email systems, telecommunications and data communications, standard operating systems and software packages.
- Security equipment, such as firewalls, intrusion detection systems and virus protection systems.
- Network equipment such as servers (physical and virtual), switches and routers.
- Windows Active Directory and Group Policy Management.
- Image deployment solutions.
- Windows and Macintosh platforms and their operating systems.

QUALIFICATION REQUIREMENTS:

- Four year college degree.
- Minimum of 5 years direct experience as a public education IT person, or 5 years previous experience as a district technology coordinator.

- Ability to read, analyze and interpret, to display proper and accurate communication skills through both oral and written communication.
- Ability to solve practical problems and troubleshoot technological issues.
- 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:_____

Revised: __7/8/2019_____

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7903

CLASS TITLE: Transportation Area Coordinator

BASIC FUNCTION:

Coordinate, plan and direct the operations of student transportation in a designated geographic area to and from school and athletic events and on educational field trips; schedule and coordinate the motor pool, vehicle maintenance and miscellaneous transportation programs; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

- Plan and coordinate regular bus schedules and organize emergency routing as needed to transport students to and from school and athletic events and on field trips; resolve student transportation problems with parents, principals and other school administrators.
- Schedule and coordinate miscellaneous transportation programs; develop optimal bus routes to minimize costs and maintain efficiency; coordinate substitutes, stand-by and relief driver assignments.
- Train supervise and evaluate the performance of assigned personnel; schedule and assign work; counsel, discipline and recommend termination of personnel as appropriate.
- Maintain contact with transportation unit via two-way radio.
- Implement and maintain safety and vehicle inspection programs; schedule repairs on school buses, trucks and other automotive equipment; develop and implement a preventive maintenance program.
- Review daily time reports, bus records, accident reports and vehicle maintenance records; prepare statistical and financial reports and maintain daily logs related to transportation activities; prepare budget data for department.
- Remain current concerning pending and existing State legislation related to student transportation; maintain current knowledge of streets, boundary lines and housing developments.
- Develop, implement and enforce established safety regulations and precautions.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern practices, procedures and equipment for the operation of a school district transportation system.
- Provisions of the Kentucky Motor Vehicle Code and the Kentucky Administrative Regulations applicable to the operation of vehicles used to transport students.
- Special transportation State reimbursements.
- Principles of supervision and bus driver training.
- Safe driving practices.
- Principles of efficient and economical bus routing techniques and scheduling of employees.
- Rules and regulations affecting school district transportation department.
- Geographic and topographic characteristics of community served by the District.
- Principles of dispatching and scheduling of school buses.
- Record keeping techniques.
- Bus driving techniques and safety.

ABILITY TO:

- Plan and coordinate regular bus schedules and organize emergency routing as needed to transport students to and from school and athletic events and on field trips.

- Resolve student transportation problems with parents, principals and other school administrators.
- Coordinate, develop and implement an efficient student transportation system and develop and schedule efficient bus route systems.
- Train, supervise and evaluate personnel.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Plan and organize work.
- Maintain records and prepare reports.
- Modern office practices, procedures and equipment.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination to: college-level course work in transportation, supervision or related fields and four years of responsible experience in a student transportation function.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial Class B driver's license and School Bus Driver Certificate.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 7916

CLASS TITLE: Vehicle Mechanic I

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.

REPRESENTATIVE DUTIES:

- 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 repairs, 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 and 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.
- Perform related duties as assigned.

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 part 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and one year experience in general automotive repair.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky commercial driver's license.

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 8001

CLASS TITLE: Workforce Development Counselor

CHARACTERISTICS OF THE POSITION:

The Workforce Development Counselor is responsible for individuals seeking services through the Workforce Investment Act Program. Performs other duties as requested.

EXAMPLES OF DUTIES:

- Interviews customers.
- Provides individual and group orientations regarding Workforce Development Program services and requirements.
- Determines eligibility of potential clients.
- Refers clients who are ineligible for program services to appropriate alternate sources.
- Completes appropriate forms and program eligibility.
- Enrolls certified applicants to objective assessment for services.
- Identifies client skills, barriers and goals relating to education and employment as indicated in the assessment information.
- Develops an Individual Service Strategy that outlines prescribed activities that address the needs of each client.
- Provides timely documentation to appropriate staff.
- Maintain records and case management information for each client in computerized system.
- Case manage clients on a monthly basis (maintains contact with clients regarding job/class attendance and progress, grades, schedules support services).
- Administers aptitude tests and interest inventory assessments as necessary.
- Maintains contact with employers and staff/faculty at colleges, technical schools, universities, etc.
- Schedule each client for further assessment and update ISS as needed.
- Follow-up with students who have completed class work and/or a component on a monthly basis.
- Assist clients in resolving supportive service barriers (or locating support resources).
- Maintains contact with case managers from agencies referring applicants or working with clients to ensure that all barriers are addressed appropriately.

MINIMUM REQUIRMENTS:

TRAINING AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in social work, human services, psychology, education related field or a closely related field, and two (2) years' experience as a social worker client specialist or in education related field. Must possess a valid driver's license.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Must have working knowledge of computer systems and various software; has the ability to administer, score and analyze aptitude and interest inventory tests; must possess counselling skills and good verbal and written communication skills; ability to complete forms and analyze data; must have ability to work well with others.

Approved: __7/8/2019__

Revised: _____

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 8004

CLASS TITLE: WIOA Summer Program Assistant

SPECIFIC DUTIES:

A. Program and Oversight responsibilities 100%

DESCRIPTION OF JOB RESPONSIBILITIES:

The Program Assistant will be responsible for assisting the Program Director with the following:

- Conduct outreach
- Complete eligibility documents necessary to enroll individuals in the WIOA program
- Assess the academic levels, skill levels, occupational interests, strengths and barriers, and identify service needs to each participant
- 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
- 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 weekly
- Completion of tax and W-2 forms
- Maintain and approve time sheets of participants for payment
- 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:

- Any combination equivalent to: high school diploma, GED certificate or demonstrated progress toward obtaining a GED as required by Kentucky law and one year experience in working with children in an organized setting.
- 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 and parents.

Approved: April 2020

Revised: July 2023

LEWIS COUNTY SCHOOLS CLASSIFIED JOB DESCRIPTIONS

Class Code: 8000

CLASS TITLE: Workforce Development Program Specialist

SPECIFIC DUTIES: Program and Oversight Responsibilities 100%

- Assist with orientation of individuals seeking services through Workforce Development Programs; conduct orientation when WIOA Counselor is not available.
- Assist with eligibility process when there are large numbers of participants to be processed.
- Ensure the assessment and eligibility documentation is complete and accurate.
- Assist with maintenance of participant files including case notes, supportive services documentation and process of participant.
- Develop and schedule, with input from staff, workshops for clients for participants including, but not limited to, job seeking skills, retention and life skills. This shall include assisting participants with development of professional resume and cover letter; schedule instructors for workshops, if not taught directly.
- Develop new activities as the need is identified.
- Train other staff members in instructing various workshops.
- Assist with and document tracking program participants from enrollment through receipt of final services. Duties will include intensive job replacement services; frequent contact with participants, providers and employers; and tracking through required unsubsidized work experience.
- Act as an employer liaison for participants in conjunction with service providers. Contact and meet with Employment Services, temporary employment agencies and employers regarding job placement and retention.
- Develop and assist with marking and recruitment plan for Workforce Development Services to community and potential employer throughout the program service area.
- Assist with development of surveys to determine hiring patterns, area labor market needs and participant satisfaction, etc.
- Outreach and recruitment activates for Workforce Development Programs as requested.
- Assist with maintaining contract with the monitoring unit and accounting unit of the Administrative Entity to communicate problems and to facilitate program review and fiscal processing.
- Maintain records and contact information for each participant in a computerized system.
- Participate in all meetings between the Workforce Development Program and BTADD.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Minimum of an Associate's Degree from an accredited college or university in a Human Services field and one year of experience or three years' experience in the Human Services field with direct client contact. Must possess a valid driver's license.

SPECIAL KNOWLEDGES, SKILLS AND ABILITIES:

Must have working knowledge of computer systems and various software; must possess good organizational skills; ability to complete forms and analyze data; ability to work well with others; good verbal and written communication skills.

Approved: __7/8/2019__

Revised: _____