**Kentucky Department of Education**

**Classified Staff Job Codes and Descriptions**

**Pursuant to KRS 161.011 (2)**

**KRS** **161.011 Definitions of "classified employee" and "seniority" -- Job classifications and minimum qualifications -- Requirement of written contracts and written personnel policies -- Reduction in force -- Registry of vacant classified employee positions and training -- Review of local board policies by Department of Education.**

(1) (a) "Classified employee" means an employee of a local district who is not required to have certification for his or her position as provided in KRS 161.020.

(b) "Seniority" means total continuous months of service in the local school district, including all approved paid and unpaid leave.

(2) The commissioner of education shall establish by January 1992, job classifications and minimum qualifications for local district classified employment positions which shall be effective July 1, 1992. After June 30, 1992, no person shall be eligible to be a classified employee or receive salary for services rendered in that position unless he or she holds the qualifications for the position as established by the commissioner of education.

(3) No person who is initially hired after July 13, 1990, shall be eligible to hold the position of a classified employee or receive salary for services rendered in such position, unless he or she holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma, or is provided an opportunity by the school district upon employment to obtain a High School Equivalency Diploma at no cost to the employee. Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement.

(4) Local school districts shall encourage classified employees who were initially hired before July 13, 1990, and who do not have a high school diploma or a High School Equivalency Diploma to enroll in a program to obtain a High School Equivalency Diploma.

(5) Local districts shall enter into written contracts with classified employees. Contracts with classified employees shall be renewed annually except contracts with the following employees:

(a) An employee who has not completed four (4) years of continuous active service, upon written notice which is provided or mailed to the employee by the superintendent, no later than May 15, that the contract will not be renewed for the subsequent school year. Upon written request by the employee, within ten (10) days of the receipt of the notice of nonrenewal, the superintendent shall provide, in a timely manner, written reasons for the nonrenewal.

(b) An employee who has completed four (4) years of continuous active service, upon written notice which is provided or mailed to the employee by the superintendent, no later than May 15, that the contract is not being renewed due to one (1) or more of the reasons described in subsection (7) of this section. Upon written request within ten (10) days of the receipt of the notice of nonrenewal, the employee shall be provided with a specific and complete written statement of the grounds upon which the nonrenewal is based. The employee shall have ten (10) days to respond in writing to the grounds for

nonrenewal.

(6) Local districts shall provide in contracts with classified employees of family resource and youth services centers the same rate of salary adjustment as provided for other local board of education employees in the same classification.

(7) Nothing in this section shall prevent a superintendent from terminating a classified employee for incompetency, neglect of duty, insubordination, inefficiency, misconduct, immorality, or other reasonable grounds which are specifically contained in board policy.

(8) The superintendent shall have full authority to make a reduction in force due to reductions in funding, enrollment, or changes in the district or school boundaries, or other compelling reasons as determined by the superintendent.

(a) When a reduction of force is necessary, the superintendent shall, within each job classification affected, reduce classified employees on the basis of seniority and qualifications with those employees who have less than four (4) years of continuous active service being reduced first.

(b) If it becomes necessary to reduce employees who have more than four (4) years of continuous active service, the superintendent shall make reductions based upon seniority and qualifications within each job classification affected.

(c) Employees with more than four (4) years of continuous active service shall have the right of recall positions if positions become available for which they are qualified. Recall shall be done according to seniority with restoration of primary benefits, including all accumulated sick leave and appropriate rank and step on the current salary schedule based on the total number of years of service in the district.

(9) Local school boards shall develop and provide to all classified employees written policies which shall include but not be limited to:

(a) Terms and conditions of employment;

(b) Identification and documentation of fringe benefits, employee rights, and procedures for the reduction or laying off of employees; and

(c) Discipline guidelines and procedures that satisfy due process requirements.

(10) Local school boards shall maintain a registry of all vacant classified employee positions that is available for public inspection in a location determined by the superintendent and make copies available at cost to interested parties. If financially feasible, local school boards may provide training opportunities for classified employees focusing on topics to include but not be limited to suicide prevention, abuse recognition, and cardiopulmonary resuscitation (CPR). If suicide prevention training is offered it may be accomplished through self-study review of suicide prevention materials.

(11) The evaluation of the local board policies required for classified personnel as set out in this section shall be subject to review by the Department of Education while it is conducting district management audits pursuant to KRS 158.785.

| CODE | DESCRIPTION | AREA |
| --- | --- | --- |
| 7100 | Staff Attorney | Communications |
| 7102 | Public Information Officer | Communications |
| 7108 | Writer/Photographer | Communications |
| 7110 | Copy Specialist/Writer | Communications |
| 7112 | Graphic Artist II | Communications |
| 7114 | Graphic Artist I | Communications |
| 7116 | Printing Services Supervisor | Communications |
| 7118 | Associate Graphic Designer – **Changed 10/16/15** | Communications |
| 7120 | Senior Production Printer – **Changed 10/16/15** | Communications |
| 7122 | Printing Assistant II | Communications |
| 7124 | Printing Assistant I | Communications |
| 7126 | Copy Editor | Communications |
| 7161 | Accounting Manager | Fiscal |
| 7162 | Accounting Supervisor | Fiscal |
| 7163 | Account Clerk III | Fiscal |
| 7164 | Account Clerk II | Fiscal |
| 7165 | Account Clerk I | Fiscal |
| 7166 | Treasurer | Fiscal |
| 7171 | Auditor II | Fiscal |
| 7172 | Auditor I | Fiscal |
| 7176 | Lead Property Records Auditor | Fiscal |
| 7177 | Property Records Auditor | Fiscal |
| 7181 | Financial Analyst | Fiscal |
| 7182 | Budget Coordinator | Fiscal |
| 7183 | Funding Services Specialist | Fiscal |
| 7184 | Director of Finance III | Fiscal |
| 7185 | Director of Finance II | Fiscal |
| 7186 | Director of Finance I | Fiscal |
| 7191 | Payroll Clerk II | Fiscal |
| 7192 | Payroll Clerk I | Fiscal |
| 7205 | Food Service Account Clerk | Food Services |
| 7210 | Food Service Manager III - **updated March 11, 2025** | Food Services |
| 7211 | Food Service Manager II | Food Services |
| 7212 | Food Service Manager I | Food Services |
| 7213 | Lunchroom Monitor | Food Services |
| 7221 | Food Service Operations Coordinator – **New January 2016** | Food Services |
| 7222 | Food Service Supervisor II | Food Services |
| 7223 | Food Service Supervisor I | Food Services |
| 7224 | Food Service Program Assistant | Food Services |
| 7232 | Lead Food Service Assistant I | Food Services |
| 7233 | Food Service Assistant II | Food Services |
| 7234 | Food Service Assistant I | Food Services |
| 7241 | Cook/Baker | Food Services |
| 7261 | Advanced Registered Nurse Practitioner | Health |
| 7262 | Registered Nurse | Health |
| 7263 | School Nurse | Health |
| 7271 | Local District Health Coordinator | Health |
| 7272 | Health Services Technician | Health |
| 7273 | Health Services Assistant | Health |
| 7281 | Audiologist | Health |
| 7282 | Orientation Mobility Specialist - added March 2019 | Health |
| 7289 | Clinical Psychologist | Health |
| 7291 | Physical/Occupational Therapist | Health |
| 7292 | Therapy Assistant | Health |
| 7293 | Speech Language Pathology Assistant | Health |
| 7294 | Speech Language Pathologist | Health |
| 7301 | Community Relations Specialist | Instructional |
| 7302 | Research Technician | Instructional |
| 7312 | Instructor I | Instructional |
| 7313 | Instructor II | Instructional |
| 7314 | Instructor III | Instructional |
| 7315 | Performance Specialist | Instructional |
| 7316 | Instructional Assistant - Bilingual | Instructional |
| 7317 | Instructional Monitor I | Instructional |
| 7318 | Instructional Assistant II | Instructional |
| 7319 | Instructional Monitor II | Instructional |
| 7320 | Instructional Assistant I | Instructional |
| 7321 | Instructional Assistant - High School | Instructional |
| 7322 | Child Development Center Supervisor-Medical | Instructional |
| 7324 | Child Development Center Supervisor | Instructional |
| 7326 | Child Development Center Assistant Supervisor | Instructional |
| 7328 | Diagnostic/Assessment Counselor | Instructional |
| 7330 | Head Start Coordinator | Instructional |
| 7332 | Program Specialist I | Instructional |
| 7333 | Program Specialist II | Instructional |
| 7334 | Program Assistant I | Instructional |
| 7335 | Program Assistant II | Instructional |
| 7336 | Educational Interpreter II | Instructional |
| 7337 | Program Specialist III | Instructional |
| 7338 | Educational Interpreter I | Instructional |
| 7339 | Educational Interpreter III | Instructional |
| 7342 | School/Home/Community Liaison | Instructional |
| 7344 | Athletic Director | Instructional |
| 7345 | Assistant Coach I | Instructional |
| 7346 | Assistant Coach II | Instructional |
| 7347 | Head Coach | Instructional |
| 7348 | Camp Counselor | Instructional |
| 7349 | Preschool Associate Teacher I | Instructional |
| 7350 | Preschool Associate Teacher II | Instructional |
| 7351 | Preschool Associate Teacher III | Instructional |
| 7361 | Media Technician | Library/Media |
| 7362 | Library Media Clerk | Library/Media |
| 7363 | Media Producer/Technical Coordinator | Library/Media |
| 7411 | Construction Inspector | Maintenance |
| 7412 | Drafting Specialist | Maintenance |
| 7413 | Electrical Engineer | Maintenance |
| 7421 | Energy Systems Supervisor | Maintenance |
| 7422 | Energy Auditor | Maintenance |
| 7423 | Insulation Inspector | Maintenance |
| 7424 | HVAC Technician | Maintenance |
| 7425 | Energy Systems Operator/Dispatcher | Maintenance |
| 7431 | Maintenance Manager - Electronics | Maintenance |
| 7432 | Maintenance Manager - General | Maintenance |
| 7433 | Maintenance Manager - Mechanical | Maintenance |
| 7434 | Maintenance Manager - Renovations | Maintenance |
| 7435 | Maintenance Supervisor | Maintenance |
| 7436 | Maintenance Scheduling Specialist | Maintenance |
| 7437 | Preventive Maintenance Technician-HVAC | Maintenance |
| 7441 | Lead Maintenance Technician | Maintenance |
| 7442 | Maintenance Technician IV | Maintenance |
| 7443 | Maintenance Technician III | Maintenance |
| 7444 | Maintenance Technician II | Maintenance |
| 7445 | Maintenance Technician I | Maintenance |
| 7446 | Lead Maintenance Worker | Maintenance |
| 7447 | Maintenance Worker II | Maintenance |
| 7448 | Maintenance Worker I | Maintenance |
| 7449 | Maintenance Apprentice | Maintenance |
| 7450 | Trades Apprentice | Maintenance |
| 7460 | School Administrative Manager – **New October 2012** | Management |
| 7461 | Director V | Management |
| 7462 | Director IV | Management |
| 7463 | Director III | Management |
| 7464 | Director II | Management |
| 7465 | Director I | Management |
| 7466 | School Food Service Director I | Food Services |
| 7467 | School Food Service Director II | Food Services |
| 7468 | School Food Service Director III | Food Services |
| 7471 | Coordinator VI | Management |
| 7472 | Coordinator V | Management |
| 7473 | Coordinator IV | Management |
| 7474 | Coordinator III | Management |
| 7475 | Coordinator II | Management |
| 7476 | Coordinator I | Management |
| 7481 | Assistant General Counsel | Management |
| 7482 | Real Estate Manager | Management |
| 7488 | Family Resource Center Coordinator VI | Management |
| 7489 | Family Resource Center Coordinator V | Management |
| 7490 | Family Resource Center Coordinator IV | Management |
| 7491 | Family Resource Center Coordinator III | Management |
| 7492 | Family Resource Center Coordinator II | Management |
| 7493 | Family Resource Center Coordinator I | Management |
| 7501 | Chief Information Officer, CIO – **New October 2012** | MIS |
| 7502 | Administrative Analyst | MIS |
| 7503 | Assistant Director of Systems Development & User Support | MIS |
| 7504 | Technical Support Manager | MIS |
| 7505 | User Support Manager | MIS |
| 7506 | Computer Operations Manager | MIS |
| 7507 | Operating System Administrator | MIS |
| 7508 | Institutional Research Manager | MIS |
| 7511 | Lead Systems Analyst | MIS |
| 7512 | Systems Analyst I | MIS |
| 7513 | Systems Analyst II | MIS |
| 7514 | Computer Programmer I | MIS |
| 7515 | Computer Programmer II | MIS |
| 7516 | Database Administrator | MIS |
| 7517 | Data Dictionary Specialist | MIS |
| 7521 | Voice and Data Communications Specialist | MIS |
| 7522 | Data Communications Specialist | MIS |
| 7523 | LAN Technician | MIS |
| 7524 | Lead Computer Maintenance Technician | MIS |
| 7525 | Computer Maintenance Technician | MIS |
| 7526 | Computer Lab Technician | MIS |
| 7527 | Computer Training Specialist | MIS |
| 7531 | Microcomputer Software Technician I | MIS |
| 7532 | Microcomputer Software Technician II | MIS |
| 7533 | Microcomputer Technology Specialist | MIS |
| 7534 | Microcomputer Specialist | MIS |
| 7535 | Microcomputer Resource Technician | MIS |
| 7536 | Student Data Specialist | MIS |
| 7537 | Computer Operations Supervisor | MIS |
| 7538 | Lead Computer Operator | MIS |
| 7539 | Computer Operator | MIS |
| 7541 | Word Processing Supervisor | MIS |
| 7542 | Lead Word Processing Operator | MIS |
| 7543 | Word Processing Operator I | MIS |
| 7544 | Word Processing Operator II | MIS |
| 7546 | Data Entry Supervisor | MIS |
| 7547 | Lead Data Entry Assistant | MIS |
| 7548 | Data Entry Assistant | MIS |
| 7549 | Data Control Clerk | MIS |
| 7602 | Custodial Services Manager | Operations |
| 7603 | Custodial Services Trainer | Operations |
| 7605 | Custodial Supervisor | Operations |
| 7606 | Lead Custodian Service Worker | Operations |
| 7607 | Lead Custodian | Operations |
| 7609 | Custodian | Operations |
| 7612 | Furniture and Equipment Manager | Operations |
| 7614 | Facility Assistant | Operations |
| 7621 | Grounds Manager | Operations |
| 7622 | Grounds Supervisor | Operations |
| 7623 | Lead Grounds Equipment Mechanic | Operations |
| 7624 | Grounds Equipment Mechanic | Operations |
| 7625 | Lead Grounds Worker I | Operations |
| 7626 | Grounds Worker III | Operations |
| 7627 | Grounds Worker II | Operations |
| 7628 | Grounds Worker I | Operations |
| 7629 | Lead Grounds Worker II | Operations |
| 7631 | Utility Services Supervisor | Operations |
| 7632 | Lead Utility Worker | Operations |
| 7633 | Utility Worker II | Operations |
| 7634 | Utility Worker I | Operations |
| 7641 | Waste Management Coordinator | Operations |
| 7642 | Chemical Applications Technician | Operations |
| 7651 | Insurance Clerk I | Personnel |
| 7652 | Insurance Clerk II | Personnel |
| 7655 | Human Resources Manager | Personnel |
| 7660 | Personnel Specialist | Personnel |
| 7661 | Personnel Assistant | Personnel |
| 7665 | Employee Benefits Specialist | Personnel |
| 7670 | Workers' Compensation Specialist | Personnel |
| 7675 | Data Management Technician | Personnel |
| 7680 | Insurance Technician | Personnel |
| 7685 | Substitute Teacher Center Supervisor | Personnel |
| 7711 | Assistant Director of Bids and Specifications | Purchasing |
| 7721 | Buyer | Purchasing |
| 7722 | Purchasing Supervisor | Purchasing |
| 7723 | Purchasing Assistant | Purchasing |
| 7724 | Purchasing Technician | Purchasing |
| 7725 | Product Evaluation Technician | Purchasing |
| 7731 | Expediter | Purchasing |
| 7732 | Shipping & Receiving Clerk | Purchasing |
| 7761 | Secretary to the Superintendent | Secretarial/Clerical |
| 7762 | Administrative Secretary I | Secretarial/Clerical |
| 7763 | Legal Secretary | Secretarial/Clerical |
| 7764 | Medical Secretary | Secretarial/Clerical |
| 7765 | Administrative Secretary II | Secretarial/Clerical |
| 7766 | Assistant Secretary to the Board | Secretarial/Clerical |
| 7767 | Community Liaison/Administrative Assistant | Secretarial/Clerical |
| 7771 | Secretary II | Secretarial/Clerical |
| 7772 | Secretary I | Secretarial/Clerical |
| 7773 | School Secretary I - High School | Secretarial/Clerical |
| 7774 | School Secretary I - Middle | Secretarial/Clerical |
| 7775 | School Secretary I - Elementary | Secretarial/Clerical |
| 7776 | Staff Support Secretary | Secretarial/Clerical |
| 7777 | School Secretary II - Elementary | Secretarial/Clerical |
| 7778 | School Secretary II - High School | Secretarial/Clerical |
| 7779 | School Secretary II - Middle | Secretarial/Clerical |
| 7781 | Clerical Assistant III | Secretarial/Clerical |
| 7782 | Clerical Assistant II | Secretarial/Clerical |
| 7783 | Clerical Assistant I | Secretarial/Clerical |
| 7784 | Clerk | Secretarial/Clerical |
| 7785 | Mail Clerk | Secretarial/Clerical |
| 7786 | Project Clerk | Secretarial/Clerical |
| 7787 | Mail Service Supervisor | Secretarial/Clerical |
| 7788 | Student Worker | Secretarial/Clerical |
| 7789 | Support Services Aide | Secretarial/Clerical |
| 7791 | Receptionist | Secretarial/Clerical |
| 7811 | Assistant Director of Investigations | Security/Law Enforcement |
| 7821 | Law Enforcement Supervisor | Security/Law Enforcement |
| 7822 | Law Enforcement Investigative Officer | Security/Law Enforcement |
| 7823 | Investigator | Security/Law Enforcement |
| 7824 | Law Enforcement Officer | Security/Law Enforcement |
| 7825 | Law Enforcement Monitor | Security/Law Enforcement |
| 7830 | School Ground Monitor | Security/Law Enforcement |
| 7831 | Safety Inspector | Security/Law Enforcement |
| 7861 | Attendance Supervisor | Student Services |
| 7862 | Attendance Specialist | Student Services |
| 7863 | Attendance Data Technician | Student Services |
| 7864 | Demographics Analyst | Student Services |
| 7865 | Demographics Technician | Student Services |
| 7871 | Career Planner | Student Services |
| 7872 | Employment Training Specialist | Student Services |
| 7873 | Employment Training Assistant | Student Services |
| 7881 | Student Assistance Coordinator | Student Services |
| 7882 | Social Worker | Student Services |
| 7885 | Registrar | Student Services |
| 7886 | Migrant Recruiter | Student Services |
| 7902 | Transportation Manager | Transportation |
| 7903 | Transportation Area Coordinator | Transportation |
| 7904 | Transportation Area Assistant | Transportation |
| 7906 | Transportation Data Assistant | Transportation |
| 7907 | Vehicle Operations Control Analyst | Transportation |
| 7908 | Dispatcher | Transportation |
| 7909 | Parts Clerk | Transportation |
| 7911 | Vehicle Maintenance Manager | Transportation |
| 7912 | Vehicle Maintenance Supervisor | Transportation |
| 7913 | Vehicle Maintenance Assistant | Transportation |
| 7914 | Lead Vehicle Mechanic | Transportation |
| 7915 | Vehicle Mechanic II | Transportation |
| 7916 | Vehicle Mechanic I | Transportation |
| 7917 | Vehicle Maintenance Attendant | Transportation |
| 7922 | Auto Body Worker II | Transportation |
| 7923 | Auto Body Worker I | Transportation |
| 7924 | Vehicle Upholstery and Glass Worker | Transportation |
| 7931 | Bus Driver Training Coordinator | Transportation |
| 7932 | Bus Driver Training Assistant | Transportation |
| 7933 | Bus Driver Trainer | Transportation |
| 7934 | Third Party Examiner | Transportation |
| 7940 | Mid-day Bus Driver | Transportation |
| 7941 | Bus Driver | Transportation |
| 7942 | Bus Monitor | Transportation |
| 7943 | Bus Monitor - Exceptional Children | Transportation |
| 7961 | Supply Services Supervisor | Warehouse |
| 7962 | Stock Clerk | Warehouse |
| 7963 | Delivery Driver | Warehouse |
| 7964 | Lead Delivery Driver | Warehouse |
| 7971 | Textbook Services Supervisor | Warehouse |
| 7981 | Warehouse Supervisor | Warehouse |
| 7982 | Lead Warehouse Worker | Warehouse |
| 7983 | Warehouse Worker II | Warehouse |
| 7984 | Warehouse Worker I | Warehouse |

# AREA: COMMUNICATIONS

## Summary Class Code: 7100

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: STAFF ATTORNEY

**BASIC FUNCTION:**

Provides a variety of complex legal services which are characterized by issues which are typically unique, controversial or technical in nature and require extensive original research and analysis **OR** on a regular basis coordinates and performs the work of other attorneys or non-attorney staff **OR** provides all legal services for a local school district; and performs other duties as required.

* Prevents legal problems through early identification and consultation.
* Identify special needs of the local school district through consultation, observation and other legal assessment.
* Analyze, integrate and report legal information relevant to local school district operation.
* Consult with local board members, superintendent and other staff members in planning, implementing, and evaluating legal needs of the district.

**REPRESENTATIVE DUTIES:**

* Typically handles complex legal issues that are unique, technical and/or controversial in nature and require a high level of original legal research and analysis.
* Acts as a legal resource, researching and becoming thoroughly familiar with routine, as well as specialty areas of the law.
* Performs specialized legal services relating to one or more specific areas of the law.
* Prepares, tries and argues complex cases before state and federal courts and administrative forums.
* Advises and assists other local school district attorneys by training less experienced attorneys and is available for consulting with other attorneys on complex or more demanding issues.
* Drafts, reviews and comments on proposed legislation and administrative regulations as directed.
* Composes articles for legal publications.
* Prepares and presents seminar lectures.
* Serves on inter-and intra-district committees as directed..
* May work as a member of an inter-disciplinary team and may coordinate the efforts of attorney and non-attorney staff.
* Represents the district superintendent and/or advises the district during meetings of various state boards, commissions or similar entities.

**Staff Attorney - Continued Page 2**

**REPRESENTATIVE DUTIES continued:**

* Conducts administrative hearings on behalf of the district and prepares appropriate recommended orders for district action.
* Prepares all legal documents for a local school district.
* Prepares legal opinions.
* Perform such other tasks and assume such other responsibilities as may be assigned by the superintendent.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Kentucky Statutes and Regulations.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Interpersonal skills using tact, patience and courtesy.
* Oral and written communication skills.
* Basic public speaking techniques.

**ABILITY TO:**

* Consult with board members, superintendent and other staff regarding legal issues.
* Maintain current knowledge of Kentucky Statutes and Regulations.
* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.
* Work independently.

**EDUCATION AND EXPERIENCE:**

Must have a law degree from a bona fide school of law. Must have two years of experience in the practice of law. A Master of Law degree will substitute for one year of the required experience.

**LICENSES AND OTHER REQUIREMENTS:**

Must maintain current license to practice law in the Commonwealth of Kentucky or continue to comply with SCR 2.111 Limited Certification of Admission to Practice or SCR 2.112 Attorney Participants in Defender or Legal Services Programs for the length of employment in this classification.

Duties are performed in both office and courtroom settings. Valid Kentucky driver’s license. Travel is required.

**AREA: COMMUNICATIONS**

## Summary Class Code: 7102

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PUBLIC INFORMATION OFFICER

**BASIC FUNCTION:**

Represent the District to the media and the community by planning, organizing and implementing public information services for the District; develop and coordinate, plan and implement public information policies and administrative procedures; communicate and coordinate activities with District media personnel.

**REPRESENTATIVE DUTIES:**

* Represent the District as spokesperson to the media and the community; establish and maintain cooperative and effective working relationships with news media representatives.
* Research, write, edit, publish and distribute news releases and pertinent information to the media for the District Office and various District schools.
* Provide information to the media and general public by telephone conversations and meetings.
* Assist in the coordination and implementation of District goals and themes; assist with the development of media relations and public information policies and administrative procedures.
* Develop and implement a comprehensive media relations plan to assure appropriate media are utilized in the District's public information program.
* Develop and coordinate the implementation of a comprehensive public information plan including campaigns and other methods of acquiring constructive publicity through the media.
* Comply with the public's right-to-know laws and policies by responding to public information requests and coordinating responses to inquiries from the media.
* Assist in the development of communications and media relations in-services for staff.
* Maintain knowledge regarding current issues in media relations; participate in community activities, network groups and related professional organizations as assigned.
* Plan, coordinate, arrange and schedule media related tours of facilities and programs.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Principles and techniques of preparing, producing and disseminating public information.
* Principles and techniques of establishing and maintaining positive public and community relations.
* Methods and techniques of preparing and printing informational publications.

**Public Information Officer - Continued Page 2**

**KNOWLEDGE OF continued:**

* Channels of news distribution.
* Basic communication law and broadcast regulations.
* Modern office practices, procedures and equipment.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Interpersonal skills using tact, patience and courtesy.
* District organization, operations, policies and objectives.
* Applicable sections of State Education Code and other applicable laws.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Develop and coordinate, direct and implement public information policies and administrative procedures.
* Communicate and coordinate activities with District media personnel.
* Advertise and publicize the diverse programs, services, events and activities of the District.
* Plan, organize and implement effective public information, relations and marketing program for the District.
* Communicate effectively with the media and cable television representatives.
* Write and edit clear, concise, accurate and effective informational materials for public distribution.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in public relations, communications or related field and two years professional experience in a public relations program or department in an educational setting.

**AREA: COMMUNICATIONS**

## Summary Class Code: 7108

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: WRITER/PHOTOGRAPHER

**BASIC FUNCTION:**

Perform skilled writing and photographic duties related to the production and processing of photographs for promotional and instructional support purposes; operate a variety of cameras and specialized technical equipment.

**REPRESENTATIVE DUTIES:**

* Research and write articles for district publications.
* Produce timely and accurate newsletters and other publications for targeted audiences.
* Participate in determination of publication themes for targeted audiences.
* Suggest creative storing ideas.
* Edit, re-write and proofread material and submit for publication.
* Serve as photographer for District events and publications.
* Receive and evaluate production requests and determine appropriate camera format, lighting and film type.
* Provide input to the budget for department supplies and equipment; maintain production records and monitor expenditures to assure cost effectiveness.
* Photograph district activities; attend and photograph school events; perform studio and location photography on and off campus.
* Consult with faculty, administrators and other personnel regarding production requests; provide technical expertise regarding photographic concepts, techniques and approaches.
* Process and develop various types of film to produce black and white and color slides, reductions and enlargements of positive and negative images.
* Inspect photography equipment and completed photographs to assure quality production; schedule work and establish time lines to meet priority and time requirements.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Journalism and writing techniques and methods.
* Photographic principles, techniques and procedures.
* Artistic and technical elements of photography.

**Writer/Photographer – Continued: Page 2**

**KNOWLEDGE OF continued:**

* Methods, equipment and materials used in photographic processing and production.
* Operation and basic maintenance and repair of assigned cameras, lights and technical film processing equipment.
* Safety regulations and procedures involved in the use of processing solutions and chemicals.
* A technique of developing slides and photographs.
* Record-keeping techniques.
* Technical aspects of field of specialty.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Write creative material for district publications.
* Perform skilled photographic duties related to the production and processing of photographs for promotional and instructional support purposes.
* Operate a variety of cameras and specialized and technical equipment.
* Consult with District personnel regarding production requests and determine appropriate copy and photographic needs.
* Learn to apply Division purposes and objectives.
* Develop budget projections and monitor expenditures.
* Work independently with little direction.
* Plan and organize work.
* Perform work during night and weekend hours as required.
* Complete work assignments with many interruptions.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in journalism, English, communications or a related field and one year professional writing and photography experience including demonstrated photographic processing skills.

**AREA: COMMUNICATIONS**

## Summary Class Code: 7110

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COPY SPECIALIST/WRITER

**BASIC FUNCTION:**

Assist in providing publications in an attractive and cost effective manner.

**REPRESENTATIVE DUTIES:**

* Research and write articles for District publications.
* Produce timely and accurate targeted newsletters and other publications.
* Participate in determining publication themes or targeted populations.
* Contribute to efforts to design and prepare accurate, timely documents with highest possible leadership.
* Communicate with appropriate personnel regarding suggestions for creative and effective story ideas.
* Edit, rewrite, stet and proofread a variety of materials, assure accuracy and copy as appropriate.
* Operate a typewriter, computer or word processor and a variety of other office equipment.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Writing and word processing skills.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Basic research methods.
* Technical aspects of field of specialty.
* Basic record-keeping techniques.
* Health and safety regulations.

**ABILITY TO:**

* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Work independently with little direction.

**Copy/Specialist Writer - Continued Page 2**

**ABILITY TO continued:**

* Understand and follow oral and written directions.
* Operate a computer terminal, typewriter or word processor and a variety of other office equipment.
* Operate high-speed photocopy machine and other equipment needed to collate, staple, drill materials as requested.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in journalism, English or a related field and one year experience in copy editing.

**AREA: COMMUNICATIONS**

## Summary Class Code: 7112

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: GRAPHIC ARTIST II

**BASIC FUNCTION:**

Plan, design and prepare high quality visuals for instructional and promotional purposes; consult with faculty, staff and students and provide technical expertise concerning projects and presentations; prepare a variety of finished artwork including drawings, illustrations, signs and other materials; train and provide work direction to others.

**DISTINGUISHING CHARACTERISTICS:**

The Graphic Artist II is the experienced classification in the series. The incumbent trains and provides work direction to the Graphic Artist I's and other assigned personnel, determines work priorities and schedules work. The Graphic Artist I performs a full range of graphic services for the District.

**REPRESENTATIVE DUTIES:**

* Design and prepare a variety of finished artwork including original drawings, annual reports, technical illustrations, signs, emblems, plaques, cartoons and certificates.
* Layout, paste-up and proof graphic media materials including conceptualization, rough comps, proofs and camera-ready artwork.
* Operate a variety of specialized equipment including drafting equipment; Photostat camera, waxer, slide processor, camera and accessories, plate maker, photo enlarger and desktop publishing equipment.
* Consult with clients and provide technical expertise regarding graphic design materials, methods of reproduction and artistic presentations.
* Perform duties of supervisor in absence of supervisor as directed.
* Obtain cost estimates from vendors and suppliers; order required materials in accordance with established purchasing procedures; prepare estimates of time and materials as required.
* Utilize design elements and principles such as color, shape, composition, dominant image and spatial relationships to develop and design promotional and other materials.
* Oversee set-up and operation of computer graphics equipment; maintain and make minor adjustments to photographic equipment.
* Train and provide work direction to assigned personnel; provide technical guidance and monitor work methods and progress.
* Maintain current knowledge of graphic design trends and technological equipment advances in the field.
* Perform related duties as assigned.

**Graphic Artist II - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods, equipment and materials used in graphic arts and design.
* Principles and elements of design including color, shape, spatial relationships and composition.
* Printing processes and equipment used in graphic design/arts.
* Cost of materials, processes and equipment used in graphic production.
* Appropriate paper grades and inks for various instructional and promotional projects.
* Principles and practices of providing work direction and guidance.
* Operation of specialized equipment including typesetting machine, Photostat machine, cameras, plate maker and others.
* Health and safety regulations.
* Record-keeping techniques.
* Verbal communication skills.

**ABILITY TO:**

* Design and prepare drawings, illustrative materials, posters and other materials.
* Develop and organize ideas concerning design and presentation.
* Confer with faculty, staff and students to determine project requirements and purposes.
* Provide technical expertise and advice to others regarding graphic design/arts.
* Plan, organize and prepare finished artwork for instructional and promotional materials.
* Take, develop and print photographs.
* Train and provide work direction to others.
* Utilize design principles, elements and a variety of artistic media.
* Prepare estimates of time and materials required for graphics projects.
* Determine appropriate type, size and style, spacing, paper and inks for various projects.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.
* Work with little direction.
* Communicate effectively both orally and in writing.

**Graphic Artist II - Continued Page 3**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in fine or commercial art or related field and two years’ experience in graphic arts.

**AREA: COMMUNICATIONS**

## Summary Class Code: 7114

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: GRAPHIC ARTIST I

**BASIC FUNCTION:**

Provide skilled graphic art services for the District utilizing desktop publishing and a wide variety of other graphic design methods and materials; receive verbal requests and concepts and create and produce graphic arts materials.

**DISTINGUISHING CHARACTERISTICS:**

The Graphic Artist I performs a full range of graphic services for the District. The Graphic Artist II is the experienced classification in the series. The incumbent trains and provides work direction to the Graphic Artist I's and other assigned personnel, determines work priorities and schedules work.

**REPRESENTATIVE DUTIES:**

* Consult with faculty, administrators and staff desiring graphic art services; discuss and suggest needs of project such as type of illustration, copy, size, color, style and time deadlines.
* Create original and preliminary layout and sketches for approval; gather necessary information to provide preliminary materials using graphics on computer or drawing by hand; purchase material, select appropriate fonts, develop color concepts and present styles or designs for selection.
* Assist in the acquisition of job assignments; work cooperatively with others to produce high quality materials.
* Prepare camera-ready artwork with a variety of media; use paste-up, desktop publishing equipment, and finished hand lettering or drawing.
* Perform free hand and mechanical lettering and calligraphy; develop concepts for certificates, awards, brochures, signs and other projects.
* Produce slides of graphic material.
* Provide other miscellaneous artwork including classroom charts, transparencies for instructors, window displays, flow charts, organization charts and others.
* Mount and laminate graphics, charts, special articles to be preserved and works that need special weather protection.
* Order art materials from suppliers as assigned.
* Perform related duties as assigned.

**Graphic Artist I - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Graphics arts design techniques.
* Principles of form and color.
* Desktop publishing and graphic software applications.
* Materials and equipment used in mechanical and manual lettering processes.
* Standard art techniques, such as pen and ink, lettering, tempera, airbrush, silkscreen, basic drafting and isometric.
* Basic techniques of reproduction, such as letter set and offset.
* Layout and paste-up techniques.
* Record keeping and cost estimating of graphics arts projects.
* Technical aspects of field of specialty.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Provide skilled graphic art services for the District utilizing desktop publishing and a wide variety of other graphic design methods and materials.
* Receive verbal requests and concepts and create and produce graphic arts materials.
* Create artistic designs for materials to be used in instructional, departmental and College programs.
* Operate microcomputer with professional graphics and desktop publishing software.
* Operate and execute software assignments.
* Produce skilled artwork by freehand or mechanical means.
* Arrange, layout and make effective use of visual materials.
* Operate camera, laminator, lettering equipment, mounters and other copying and duplicating equipment.
* Establish and maintain cooperative relationships with faculty, staff and students.
* Maintain records and prepare reports.
* Maintain current knowledge of technological advances in the field.
* Meet schedules and time lines.
* Plan and organize work.
* Analyze situations accurately and adopt an effective course of action.

**Graphic Artist I - Continued Page 3**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in fine or commercial art, illustrative design or related field and one year commercial art experience including the use of graphics and desktop publishing software applications.

**AREA: COMMUNICATIONS**

## Summary Class Code: 7116

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PRINTING SERVICES SUPERVISOR

**BASIC FUNCTION:**

Direct and supervise the operation of printing services; make work assignments for printing personnel and supervise employees to assure efficient workflow and high quality publications; train, schedule and evaluate the performance of assigned print room personnel; consult with manager or administrator for establishing priorities and deadlines.

**REPRESENTATIVE DUTIES:**

1. Organize, assign and direct the operation of the printing services function and oversee the maintenance of publication equipment; train staff in operation of print room equipment.
2. Supervise printing, collating, binding and distribution of approved publications.
3. Maintain inventory of curriculum guides and direct the distribution of published materials.
4. Requisition supplies related to publication according to established procedures.
5. Examine material submitted for printing and explain restrictions imposed by use of copyrights.
6. Train, assign and supervise the performance of assigned personnel.
7. Research printing equipment and purchases; provide technical recommendations and analysis of new equipment and proposed facilities as necessary.
8. Assure proper maintenance and repair of departmental equipment; maintain current knowledge of technical advances in the field.
9. Review incoming work, prepare production instructions, estimate production time, establish priority and schedule work for the various phases of production.
10. Approve expenditures according to established guidelines; order and maintain inventory of paper stock, ink, chemicals and other supplies and equipment.
11. Participate in printing activities as necessary.
12. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

1. Methods, practices, terminology and procedures used in the production of printed and graphic materials.
2. Operation, use, minor repair and maintenance of printing and related equipment.
3. Ink, chemicals and papers used in printing operations.

**Printing Services Supervisor – continued Page 2**

**KNOWLEDGE OF continued:**

1. Financial and statistical record-keeping techniques.
2. Interpersonal skills using tact, patience and courtesy.
3. Oral and written communication skills.
4. Copyright rules and regulations.

**ABILITY TO:**

1. Plan, organize and supervise the delivery of printing services to administration.
2. Review incoming work, prepare production instructions, estimate production time, establish priority and schedule work.
3. Train, supervise and evaluate personnel.
4. Plan and organize work.
5. Meet schedules and time lines.
6. Control expenditures.
7. Lift heavy objects.
8. Operate a wide variety of equipment utilized in printing.
9. Maintain regular and predictable attendance.

**EDUCATION AND EXPERIENCE:**

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

**AREA: COMMUNICATIONS**

## Summary Class Code: 7118

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ASSOCIATE GRAPHIC DESIGNER

**BASIC FUNCTION:**

Operate the phototypesetting equipment and provide technical assistance in the selection of typefaces and in general layout of newspapers, newsletters, flyers and instructional materials; direct others in typesetting and assure time lines are met and high quality copy is produced.

**REPRESENTATIVE DUTIES:**

* Operate phototypesetting equipment and word processing equipment to produce error-free copy.
* Schedule District typesetting and work in conjunction with school newspaper sponsors, providing technical assistance in selection of typefaces, point/picas, formats and layouts of newspapers.
* Train and provide work direction to others.
* Set in type and revise previously prepared material.
* Prepare requisitions for supplies and phototypesetting equipment according to established procedures.
* Maintain production and billing records.
* Determine proper information to be placed in electronic file storage.
* Coordinate maintenance and service on phototypesetting equipment.
* Verify network computers are on-line.
* Develop and implement typesetting programs, trouble-shooting, formatting program to identify operator error or user problems and equipment malfunctions; utilize and maintain the font library program.
* Proofread, edit and correct copies to assure accuracy and compliance with quality standards.
* Attend various meetings and maintain current knowledge of the field.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Operation of typesetting equipment.
* Proper methods, materials, tools and equipment used in the setup, operation, maintenance and repair of phototypesetting and related equipment.
* Printing production techniques.

**Phototypesetter - Continued Page 2**

**KNOWLEDGE OF continued:**

* Desktop publishing equipment.
* Health and safety regulations.
* Interpersonal skills using tact, patience and courtesy.
* Basic record-keeping techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Principles of training and providing work direction.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Operate phototypesetting equipment accurately to produce quality copies.
* Plan and organize work.
* Critique typesetting and determine what information is to be placed in the electrical storage.
* Establish and maintain cooperative and effective working relationships with others.
* Add, subtract, multiply and divide quickly and accurately.
* Maintain records and prepare reports.
* Execute desktop publishing tasks.
* Accurately operate word processing equipment to produce quality copy.
* Meet schedules and time lines.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

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

**AREA: COMMUNICATIONS**

## Summary Class Code: 7120

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SENIOR PRODUCTION PRINTER

**BASIC FUNCTION:**

Operate the printing services offset and other equipment and the production and distribution of high-quality printed materials; determine whether the work should be done by offset press or photocopy machine; provide duplicating services using a high-speed photocopy machine and operate related equipment.

**REPRESENTATIVE DUTIES:**

* Operate offset, duplicating and copying equipment in print room including plate-making machines and master maker.
* Produce clean printed copy and assure the copy is positioned correctly on the page.
* Maintain equipment in efficient working order, making simple adjustments and diagnose problems as they occur.
* Order, maintain inventories and distribute appropriate stock of paper, ink and other supplies for presses and copier; assure adequate supplies and materials at various locations to meet the copying and printing needs of the print shop.
* Communicate with printing personnel to assure the equipment in the print shop is being used efficiently and that time lines are met for the completion of requested work.
* Maintain inventory according to established guidelines; maintain routine records as assigned.
* Train and provide work direction to students as assigned.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Principles, processes and equipment used in offset printing.
* Operation of offset press and peripheral equipment.
* Inks and paper stock used in printing.
* Record-keeping techniques.
* Health and safety regulations.
* Interpersonal skills using tact, patience and courtesy.

**Offset Press Operator - Continued Page 2**

**ABILITY TO:**

* Operate offset press and peripheral equipment.
* Maintain, adjust and perform routine maintenance to equipment.
* Produce quality printed work according to established production standards.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain routine records.
* Train and provide work direction to others.
* Complete work with many interruptions.
* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

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

**AREA: COMMUNICATIONS**

## Summary Class Code: 7122

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PRINTING ASSISTANT II

**BASIC FUNCTION:**

Perform duties related to the duplication or high-quality materials, board reports, and agendas; train and provide work direction, assign personnel, determine work priorities and schedule work according to established procedures.

**DISTINGUISHING CHARACTERISTICS:**

The Printing Assistant II is the experienced-level classification in the series. The incumbent trains and provides work direction, assigns personnel, determines work priorities and schedules work according to established procedures. The Printing Assistant I operates photocopy equipment and perform responsibilities for the production and distribution of high quality copies generated by the copier.

**REPRESENTATIVE DUTIES:**

* Operate duplication machines and peripheral equipment.
* Determine work priorities and schedule work; expedite workflow.
* Maintain an inventory of paper and supplies.
* Assist Print Shop staff with printing, collating, binding and distribution materials.
* Diagnose malfunctions and perform maintenance on duplication machines.
* Assist in training students assigned to unit.
* Operate a variety of other equipment such as paper cutting, binding, folding, preserving and collating machines.
* Assemble and staple reproduced materials as necessary; assist in wrapping publications.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Principles, processes and equipment used in duplications work.
* Principles of training and providing work direction.
* Proper operations of photocopy and related printing equipment.
* Basic record-keeping techniques.
* Health and safety regulations.

**Printing Assistant II - Continued Page 2**

**KNOWLEDGE OF continued:**

* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Operate duplicating and peripheral equipment.
* Operate a variety of other equipment such as paper cutting, binding, folding, preserving and collating machines.
* Maintain, adjust and perform minor repairs to assigned equipment.
* Train and provide work direction to others.
* Produce quality printed work according to established production standards.
* Understand and follow oral and written directions.
* Meet schedules and time lines.
* Work cooperatively with others.
* Lift heavy objects.
* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years’ experience in the operation of duplicating and related equipment.

**AREA: COMMUNICATIONS**

## Summary Class Code: 7124

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PRINTING ASSISTANT I

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Proper operations of photocopy and related printing equipment.
* Basic record-keeping techniques.
* Health and safety regulations.
* Interpersonal skills using sound judgment, patience and courtesy.
* Maintain regular and predictable attendance.

**ABILITY TO:**

* Operate a high-speed photocopy machine and other equipment needed to collate, staple and drill materials as requested.
* Maintain routine records.

**Printing Assistant I - Continued Page 2**

**ABILITY TO continued:**

* Add, subtract, multiply and divide quickly and accurately.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

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

**AREA: COMMUNICATIONS**

## Summary Class Code: 7126

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COPY EDITOR

**BASIC FUNCTION:**

Review manuscripts to assure clarity and accuracy of content; make editorial corrections as necessary; display initiative in improving format, design and readability; communicate with staff from other units and an assigned supervisor to assure effective, efficient workflow and high-quality finished products.

**REPRESENTATIVE DUTIES:**

* Edit materials accepted for publication; verify accuracy of content; check for updated bibliography; verify clearance of copyright materials.
* Proofread typed and printed copies for clarity and accuracy.
* Review materials contents to assure acceptance by the community, parents, students and teachers.
* Consult with assigned manager or supervisor concerning editorial productions.
* Consult with directors, specialists and writers regarding questions of content and format.
* Assist with writing brochures, manuals and periodicals.
* Serve on unit management team.
* Assist curriculum-writing committees; explain restrictions imposed by copyright law.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* State and federal laws, Board policies and current concerns related to education.
* Editorial procedure and copyright law.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Modern office practices, procedures and equipment.
* District organization, operations, policies and objectives.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.

**Copy Editor - Continued Page 2**

**ABILITY TO:**

* Organize material into an acceptable format.
* Assist in establishing publication and distribution priorities.
* Explain restrictions on dissemination of guides containing copyrighted material.
* Communicate effectively both orally and in writing.
* Work cooperatively with others.
* Train and provide work direction to others.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Observe health and safety regulations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in journalism, English or library science and two years professional experience in a copy editing capacity.

# AREA: FISCAL

## Summary Class Code: 7161

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ACCOUNTING MANAGER

**BASIC FUNCTION:**

Plan, coordinate and supervise the daily operations of two or more accounting units such as payroll, accounts payable, accounts receivable, grants and others to accurately fulfill District accounting functions in a timely and professional manner in compliance with State rules and regulations.

**REPRESENTATIVE DUTIES:**

* Supervise two or more accounting units including financial reporting, attendance accounting, accounts payable, general ledger, accounts receivable and other accounting functions; coordinate activities with the payroll function.
* Supervise accounting professional and clerical support personnel and plan and implement training for various field accounting functions and district office personnel.
* Plan and coordinate daily operations in the units supervised; plan and prepare work flow charts; approve vacation requests; establish time lines to assure timely reporting of District activities.
* Coordinate activities between accounting department and the field; respond to questions and issues from the field including attendance, budget or other accounting issues.
* Develop department budget; project and analyze future budgets; advise department heads and principals on budget transfers and approve budget transfers; maintain budget records.
* Review accounting methods and procedures; recommend changes to accounting systems, automated or manual, and implement change as directed.
* Prepare a variety of accounting, attendance and other reports and maintain a variety of complex records; assess requirements for reports and assign sections for preparation to staff; prepare graphics and charts as necessary.
* Represent the Department in a variety of monthly committee meetings; represent the District to regional or State meetings as assigned regarding account resolutions or procedural issues.
* Regulate compliance with State requirements and other related directives for accounting functions; check daily input and output of accounting data to assure accuracy; coordinate activities for annual audit for the District to assure consistency with Generally Accepted Accounting Principles; reconcile general ledger accounts to assure accuracy.
* Prepare and present in-service workshop on the attendance and finance matters for District employees.
* Perform related duties as assigned.

**Accounting Manager - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Principles and practices of accounting including auditing, budgeting and computerized accounting reports.
* Principles and practices of supervision and training.
* Generally Accepted Accounting Principles applicable to educational accounting.
* Record-keeping techniques.
* Oral and written communication skills.
* Principles and procedures of State requirements and other applicable regulations.
* Interpersonal skills using tact, patience and courtesy.
* Modern office practices, procedures and equipment.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Perform professional level accounting including statistical and financial analysis auditing.
* Communicate effectively both orally and in writing.
* Maintain records, prepare reports and prepare clear and concise financial and accounting analysis reports.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Train, supervise and evaluate personnel.
* Meet schedules and time lines.
* Plan and organize work.
* Assign and review the work of others.
* Analyze situations accurately and adopt an effective course of action.
* Establish and maintain cooperative and effective working relationships with others.
* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college level course work in accounting, finance, or business administration and three years increasingly responsible professional accounting experience including one year experience in a lead or supervisory capacity.

**AREA: FISCAL**

## Summary Class Code: 7162

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ACCOUNTING SUPERVISOR

**BASIC FUNCTION:**

Plan, organize, supervise and participate in financial and statistical record-keeping activities for an assigned accounting functional area; train, supervise and evaluate assigned personnel.

**REPRESENTATIVE DUTIES:**

* Train, supervise and evaluate the performance of assigned accounting clerical personnel; monitor and adjust workflow and assignments to meet established time lines; supervise general accounting or payroll functions.
* Assure that financial income and expenditure transactions and records are in compliance with federal, State and County rules, regulations and requirements and that District policies and procedures are met; assure compliance with audit requirements.
* Assure District payroll is properly prepared in a timely manner; communicate with the County Office of Education regarding issues and timelines; direct accounting activities related to the fringe benefit program.
* Coordinate communication with various District and County departments and personnel to answer questions, obtain information and resolve issues; provide information concerning related accounting functions.
* Review the preparation of regular financial statements assuring financial controls and practices in accordance with Generally Accepted Accounting Principles; prepare complex financial and statistical reports, budgets and summaries related to budgeting and accounting operations and activities.
* Review financial reports and computer printouts to assure accuracy and completeness; make corrections and adjustments as necessary.
* Assure time lines are met; maintain proper controls and records for receipt of funds and supplies and for disbursement and reallocation of funds; assure accuracy and timely preparation of reports and records.
* Communicate with vendors and employees to arrange payment or resolve discrepancies as necessary; assist assigned personnel with difficult, complex and unusual issues.
* Recommend improved procedures and policies; provide information as necessary in support of budget preparation; assist supervisor in the preparation of financial statements and State and federal records and reports.
* Operate a variety of office equipment such a computer terminal, calculator, typewriter, microfiche viewer and copier.

**Accounting Supervisor - Continued Page 2**

**REPRESENTATIVE DUTIES continued:**

* Perform internal audits; check and review a variety of records, accounts and reports for accuracy, conformance and timeliness; assist with calculations; inspect for proper encumbrances, disencumbrances, allocation of categorical funds and processing and payment of invoices and other accounts payable.
* Attend a variety of accounting-related meetings and workshops.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Accounting, budgeting and auditing principles, practices and procedures.
* Financial and statistical record-keeping techniques.
* Preparation of comprehensive accounting reports.
* Modern office practices, procedures and equipment.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* Operation of a computer terminal.
* District organization, operations, policies and objectives.
* Oral and written communication skills.
* Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

* Plan, organize, supervise and participate in financial and statistical record-keeping activities.
* Train, supervise and evaluate assigned personnel.
* Maintain and audit fiscal records and accounts in a school district.
* Perform difficult and complex accounting work in the preparation, maintenance and review of District financial records, accounts and reports.
* Assure compliance with applicable District policies, procedures and governmental regulations.
* Apply applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Balance accounts and reconcile bank statements.
* Interpret, apply and explain rules, regulations, policies, procedures and governmental regulations.
* Operate a variety of office equipment such a computer terminal, calculator, typewriter, microfiche viewer and copier.

**Accounting Supervisor - Continued Page 3**

**ABILITY TO continued:**

* Establish and maintain cooperative and effective working relationships with others.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and time lines.
* Communicate effectively both orally and in writing.
* Work independently with little direction.
* Plan and organize work.
* Coordinate and monitor clerical accounting assignments and activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years responsible financial record-keeping experience with experience in an automated accounting environment.

**AREA: FISCAL**

## Summary Class Code: 7163

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ACCOUNT CLERK III

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

* Perform complex and advanced-level clerical accounting duties in support of District programs and services; process or prepare more complex or technical financial accounting documents, including payments, reports and special projects.
* Process payroll and related records for an assigned major payroll; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
* Maintain employee attendance records; verify and input individual sick leave and vacation allowances, usage and payoffs; distribute related lists and notices as needed.
* Assign, review and lead the work of other account clerks as assigned; answer and provide assistance with more technical questions and procedures.
* Respond to questions or complaints from vendors, District administrators, food service personnel or employees regarding issues related to pay, benefits, payments, balances, charges, inventories and other information; answer phones.
* Perform financial record keeping for District food service operations; maintain computerized records of accounts receivable, payable and cash sales.
* Provide work direction, guidance and training to other accounting clerical personnel as assigned.
* Produce a variety of periodic and annual financial statements, reports, reimbursements and claims; maintain journals and ledgers, charging proper accounts.
* Receive, sort and distribute paychecks and warrants according to established procedures and guidelines; prepare and issue warrants as needed.

**Account Clerk III - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Prepare and maintain a variety of files, records, documents and lists relating to food service, certificated and classified payroll or other assigned area; prepare special reports as assigned.
* Communicate with State and County Office personnel, benefits carriers, financial institutions and others concerning payments and financial reporting issues.
* Calculate and prepare annual salary and benefit projections for current-year cost projections; provide salary and benefit data in the budget development process.
* Maintain records of revolving cash funds and petty cash funds use; issue checks as required to reimburse accounts; balance and reconcile accounts, verifying proper and authorized use of designated funds.
* Process the payroll-related sections of various employment verification forms; verify employment by phone in accordance with related laws and District policies and procedures.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**Account Clerk III - Continued Page 3**

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: FISCAL**

## Summary Class Code: 7164

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ACCOUNT CLERK II

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**Account Clerk II - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: FISCAL**

## Summary Class Code: 7165

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ACCOUNT CLERK I

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Basic accounting practices and procedures.
* Modern office practices, procedures and equipment.

**Account Clerk I – Continued Page 2**

**KNOWLEDGE OF: continued**

* Operation of a computer terminal and other office equipment.
* Record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.
* Telephone techniques and etiquette.

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: FISCAL**

## Summary Class Code: 7166

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: TREASURER

**BASIC FUNCTION:**

Plan, organize, control and direct the Board's accounting and reporting system in conformance with Generally Accepted Accounting Principles and Board of Education policies.

**REPRESENTATIVE DUTIES:**

* Plan, organize and control the Board of Education accounting and reporting systems; establish, develop and implement accounting policies in compliance with generally accepted accounting principles.
* Receive monies to which the Board is entitled by statue; deposit funds in designated depository; withdraw funds upon Board approval.
* Coordinate and direct the receipting of funds collected by the Board; invest idle funds; review and coordinate funds for cash flow analysis and cash management.
* Maintain full and complete account of funds and make reports as required by the Board of Education or the State Board of Education.
* Issue personal checks on the depository for payment of legal claims which have been authorized for payment by the Board of Education.
* Analyze, review and prepare a variety of financial statements and reports related to assigned functions.
* Supervise assigned accounting staff.
* Communicate with other governmental agencies, taxing authorities, administrators and District personnel.
* Compute certified salaries, prepare checks and monthly payroll reports; balance quarterly and year-end fiscal and W-2 reports.
* Maintain adult education, building tax, county payroll tax, City tax, blue cross and social security accounts.
* Coordinate the internal auditing and assist external auditors to assure adequate control and compliance with established policies and procedures.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Generally accepted accounting principles.
* Accounting and reporting policies.

**Treasurer – Continued Page 2**

**KNOWLEDGE OF continued:**

* Principles and practices of general and fund accounting.
* Budget preparation and control.
* Preparation of procedures, policies, reports and other written material.
* Modern office practices, procedures and equipment.
* Oral and written communication skills.
* Interpersonal relation skills using tact, patience and courtesy.
* Board organization, operations, policies and objectives.
* Technical aspects of field of specialty.
* Cost and revenue analysis.
* Data processing equipment, systems and applications to accounting.
* State and federal tax regulations.
* Methods, techniques and practices of maintaining complex interrelated financial records.

**ABILITY TO:**

* Organize, coordinate and oversee a variety of complex budget and accounting functions including operation and capital budgets, accounting and reporting systems, internal auditing, general ledger, cost accounting, payroll and benefits, accounts payable, accounts receivable and fixed asset systems.
* Perform professional accounting and supervisory duties.
* Prepare financial analysis, projections and forecasts.
* Communicate effectively both orally and in writing.
* Read, interpret and follow rules, regulations, policies and procedures.
* Establish and maintain cooperative and effective working relationships with others.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and time lines.
* Work independently with little direction.
* Establish audit standards and internal controls.
* Plan and organize work.
* Prepare budgets and maintain financial records.

**Treasurer – Continued Page 3**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business, finance, accounting or related field and three years progressively responsible professional accounting experience.

**AREA: FISCAL**

## Summary Class Code: 7171

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: AUDITOR II

**BASIC FUNCTION:**

Coordinate District-wide annual school audits; perform audits of the system-wide service offices accounts; develop, update and revise instructions, manuals and procedures to improve the accounting functions in the schools and system-wide service offices.

**DISTINGUISHING CHARACTERISTICS:**

The Auditor I is a professional-level classification which reviews financial and other records for compliance with proper accounting methods. The Auditor II is a lead classification which coordinates District-wide audits, and trains and provides work direction and guidance to other auditors.

**REPRESENTATIVE DUTIES:**

* Schedule and coordinate District-wide annual school audits.
* Develop, update and revise instructions, manuals and procedures to improve the accounting functions in the schools and system-wide service offices.
* Audit the system-wide service offices accounts such as payroll, accounts payable, accounts receivable and travel vouchers.
* Make follow-up visits and review secondary school compliance with the CPA audit comments and recommendations on the activity accounts.
* Train summer school bookkeepers and review summer school records.
* Develop, update and revise audit forms, instructions, manuals and procedures to improve the accounting functions performed by the individual school bookkeepers and system-wide service office staff.
* Assist school bookkeeper on activity fund questions or problems.
* Train new bookkeeper and auditors.
* Conduct activity accounting workshops with elementary, middle and secondary school bookkeepers.
* Operate standard office equipment including a computer terminal.
* Perform related duties as assigned.

**Auditor II – Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Accounting and fiscal systems, policies, procedures and practices.
* District accounting and fiscal operations.
* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* District organization, operations, policies and objectives.
* Oral and written communication skills.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* Operation of a computer terminal.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Coordinate a District-wide internal audit program.
* Perform professional and technical accounting work involved in the audit of financial records.
* Maintain a variety of fiscal records, accounts and funds.
* Analyze and resolve problems and draw accurate conclusions.
* Prepare clear and accurate financial statements.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and time lines.
* Plan and organize work.
* Work confidentially with discretion.
* Communicate effectively both orally and in writing.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Operate a variety of office machines including typewriter, calculator and computer terminal and printer.
* Train and provide work direction to others.

**Auditor II – Continued Page 3**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in accounting or business and three years successful experience in professional accounting activities including at least one year in an audit function.

**AREA: FISCAL**

## Summary Class Code: 7172

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: AUDITOR I

**BASIC FUNCTION:**

Recommend and monitor internal controls relative to such matters as fiscal compliance, inventories, budgets and personnel management.

**DISTINGUISHING CHARACTERISTICS:**

The Auditor I is a professional-level classification which reviews financial and other records for compliance with proper accounting methods. The Auditor II is a lead classification which coordinates District-wide audits, and trains and provides work direction and guidance to other auditors.

**REPRESENTATIVE DUTIES:**

* Perform compensation payment audits relating to reimbursable programs, Federal and State Grants.
* Perform audits relating to inventory to determine whether the inventory physically exists, detail inventory listing has been compiled accurately and that a proper cut-off has been maintained, the items are priced in conformity with generally accepted accounting principles applied on a consistent basis, items are the property of the District and that they are usable in the normal course of business.
* Perform audits relating to budgets to determine whether budgets and forecasts accurately reflect revenues, expenditures, capital expenditures and cash flow.
* Determine whether budgets and forecasts submitted to management are on an established timetable and determine whether budget variances are reported and analyzed.
* Perform fiscal year-end audits of food service accounts in schools and activity fund audits in middle and elementary schools.
* Provide training for activity fund bookkeepers.
* Perform school bus audits relative to time determination and scheduled pick-up times.
* Operate standard office equipment including a computer terminal as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Accounting and fiscal systems, policies, procedures and practices.
* District accounting and fiscal operations.

**Auditor I - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* District organization, operations, policies and objectives.
* Oral and written communication skills.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* Operation of a computer terminal.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Perform professional and technical accounting work involved in the audit of financial records.
* Maintain a variety of fiscal records, accounts and funds.
* Analyze and resolve problems and draw accurate conclusions.
* Prepare clear and accurate financial statements.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and time lines.
* Plan and organize work.
* Work confidentially with discretion.
* Communicate effectively both orally and in writing.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Operate a variety of office machines including typewriter, calculator and computer terminal and printer.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in accounting or business and two years of experience in professional accounting activities.

**AREA: FISCAL**

## Summary Class Code: 7176

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD PROPERTY RECORDS AUDITOR

**BASIC FUNCTION:**

Coordinate equipment inventory, identification, marking and auditing; maintain and communicate completed inventories to Management Information Services for updating; provide work direction to Property Records Auditors.

**REPRESENTATIVE DUTIES:**

* Oversee gathering sufficient information to accurately and completely audit and inventory a local school, system-wide service office locations or program and accurately record the inventory information on the property inventory forms.
* Assure at time of inventory that serial and model numbered equipment is identified with proper stencil and etching information.
* Coordinate the inventory auditing and reporting work of the Property Records Auditor.
* Oversee the submitting of completed inventory forms to Management Information Services for posting; edit computer reports for accuracy.
* Assist in communicating the proper inventory procedures to various personnel in the local schools, system-wide service office locations and various programs.
* Assist in working with the various system-wide service office personnel responsible for handling of equipment, furniture and records to effectively audit and update inventories.
* Analyze the work of the unit and update inventory procedures when necessary.
* Maintain the record of work accomplished by the unit and prepare necessary statistical and special reports for the Assistant Superintendent of Business Services.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Equipment and furniture used in the school system.
* Computerized inventory systems and procedures.
* Advanced clerical accounting principles and techniques involved in financial record keeping, monitoring and control.
* Preparation, maintenance, verification and processing of payroll records.

**Lead Property Records Auditor - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Tax withholding, voluntary deductions, garnishments and fringe benefits.
* Basic math.
* Principles of training and providing work direction.
* Estimating, projecting and extending financial and statistical data.
* Preparation of financial statements and comprehensive accounting reports.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws, rules and regulations.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Modern office practices, procedures and equipment.
* Telephone techniques and etiquette.
* Operation of a computer terminal and other office equipment.

**ABILITY TO:**

* Perform complex and advanced level accounting duties in the maintenance of assigned accounts.
* Prepare, verify, process and control an assigned major payroll.
* Perform responsible record keeping duties with a high degree of skill and accuracy.
* Verify, balance and adjust accounts.
* Process and record accounting transactions accurately.
* Coordinate auditing process.
* Prepare financial statements, profit and loss statements and other technical financial reporting documents.
* Learn, interpret, apply and explain rules, regulations, policies and procedures related to school district payrolls, utility payments and food service accounting.
* Operate office machines including computer equipment, personal computer, accounting software and peripherals.
* Add, subtract, multiply and divide quickly and accurately.
* Understand and follow oral and written directions.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.

**Lead Property Records Auditor – Continued Page 3**

**ABILITY TO continued:**

* Work confidentially with discretion.
* Communicate effectively both orally and in writing.
* Complete work with many interruptions.
* Type at an acceptable rate of speed.
* Maintain records and prepare reports.
* Train and provide work direction to others.
* Perform accurate inventory and auditing functions.
* Prepare reports and maintain appropriate records.
* Assign and review the work of others.

**EDUCATION AND EXPERIENCE:**

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

**AREA: FISCAL**

## Summary Class Code: 7177

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PROPERTY RECORDS AUDITOR

**BASIC FUNCTION:**

Coordinate equipment inventory, identification, marking and auditing; produce, update and audit completed inventories for the school system and forward to Management Information Services for processing.

**REPRESENTATIVE DUTIES:**

* Gather sufficient information to accurately and completely inventory a local school, system-wide service office location or program and accurately record and audit the information on the proper forms including State paid vocational inventory.
* Assure that equipment is identified with proper stencil and etching information at time of inventory.
* Submit completed inventory forms to Management Information Services for processing and edit computer reports for accuracy.
* Communicate the proper inventory procedures to various personnel in the local schools, system-wide service office locations and various programs.
* Work with various system-wide service office personnel responsible for handling of furniture and equipment to effectively audit and update inventories.
* Audit various cost centers, system-wide service offices and special programs to verify accuracy of their inventory reports.
* Work with the superiors in analyzing the work of the unit and updating inventory procedures when necessary.
* Assist the superiors in maintaining the record of work accomplished by the unit and preparing necessary statistical and special reports.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Equipment and furniture used in the school system.
* Computerized inventory systems and procedures.
* Advanced clerical accounting principles and techniques involved in financial record keeping, monitoring and control.
* Preparation, maintenance, verification and processing of payroll records.

**Property Records Auditor - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Estimating, projecting and extending financial and statistical data.
* Preparation of financial statements and comprehensive accounting reports.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws, rules and regulations.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Modern office practices, procedures and equipment.
* Telephone techniques and etiquette.
* Operation of a computer terminal and other office equipment.
* Tax withholding, voluntary deductions, garnishments and fringe benefits.
* Basic math.
* Principles of training and providing work direction.

**ABILITY TO:**

* Perform complex and advanced level accounting duties in the maintenance of assigned accounts.
* Prepare, verify, process and control an assigned major payroll.
* Perform responsible record-keeping duties with a high degree of skill and accuracy.
* Verify, balance and adjust accounts.
* Process and record accounting transactions accurately.
* Prepare financial statements, profit and loss statements and other technical financial reporting documents.
* Learn, interpret, apply and explain rules, regulations, policies and procedures related to school district payrolls, utility payments and food service accounting.
* Operate office machines including computer equipment, personal computer, accounting software and peripherals.
* Add, subtract, multiply and divide quickly and accurately.
* Understand and follow oral and written directions.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.
* Work confidentially with discretion.

**Property Records Auditor – Continued Page 3**

**ABILITY TO continued:**

* Communicate effectively both orally and in writing.
* Complete work with many interruptions.
* Type at an acceptable rate of speed.
* Maintain records and prepare reports.
* Train and provide work direction to others.
* Perform accurate inventory and auditing functions.
* Prepare reports and maintain appropriate records.

**EDUCATION AND EXPERIENCE:**

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

**AREA: FISCAL**

## Summary Class Code: 7181

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FINANCIAL ANALYST

**BASIC FUNCTION:**

Perform quantitative analyses necessary to prepare various financial statements and reports for management planning, control and decision-making purposes for assigned area; assure the program or District's financial status as to budget allocations and receipts and disbursements; responsible for the preparation and financial accounting of assigned programs of the District.

**REPRESENTATIVE DUTIES:**

* Maintain the financial records for assigned programs and activities, making appropriate journal and general ledger entries and preparing appropriate journal and general ledger entries and preparing appropriate accounting reports and financial statements for long- and short-term strategic planning.
* Plan, develop and monitor related management information systems.
* Prepare various finance statements for assigned activity such as monthly statements on a comparison of budget allocation to actual expenditures.
* Assist Internal Audit with audits as assigned; assist Budget Office in estimating portions of the overall District budget.
* Prepare financial analysis of revenues and expenditures and compare to other school districts in State and out of the state as assigned.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Accounting, budgeting and auditing principles, practices and procedures.
* Financial and statistical record-keeping techniques.
* Preparation of comprehensive accounting reports.
* Modern office practices, procedures and equipment.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* Operation of a computer terminal.
* District organization, operations, policies and objectives.

**Financial Analyst - Continued Page 2**

**KNOWLEDGE OF continued:**

* Oral and written communication skills.
* Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

* Plan, organize, supervise and participate in financial and statistical record keeping activities.
* Train, supervise and evaluate assigned personnel.
* Maintain and audit fiscal records and accounts in a school district.
* Perform difficult and complex accounting work in the preparation, maintenance and review of District financial records, accounts and reports.
* Assure compliance with applicable District policies, procedures and governmental regulations.
* Apply applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Balance accounts and reconcile bank statements.
* Interpret, apply and explain rules, regulations, policies, procedures and governmental regulations.
* Operate a variety of office equipment such a computer terminal, calculator, typewriter, microfiche viewer and copier.
* Establish and maintain cooperative and effective working relationships with others.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and time lines.
* Communicate effectively both orally and in writing.
* Work independently with little direction.
* Plan and organize work.
* Coordinate and monitor clerical accounting assignments and activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree and three years professional experience in a school business setting or a related field.

**AREA: FISCAL**

## Summary Class Code: 7182

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: BUDGET COORDINATOR

**BASIC FUNCTION:**

Prepare and coordinate budget materials and manuals for the development of the General Fund and Federal Fund Budgets including budgeting materials and manuals for school centers; work with cost centers to provide assistance in budget development, procedures and adjustments when involving staff or operational funds; coordinate on-going development and analysis of the annual budget; work with other Divisions in the planning of new programs and analysis of budget needs.

**REPRESENTATIVE DUTIES:**

* Coordinate on-going budget operations including planning, compiling, analyzing, preparing and monitoring development of the annual General and Federal Fund budgets.
* Develop budget materials and manuals for the school centers and the system wide service offices.
* Develop and coordinate the operational allocations for school center and system wide service offices staffing.
* Coordinate and assist with the development of site-base budgeting in school centers.
* Review, analyzes and evaluate budgeting process, assuring compliance with generally accepted budgeting principles, standards and procedures.
* Coordinate with other Divisions the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
* Coordinate staff training and budget development and expenditure control.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Generally accepted budgeting, accounting and auditing principles, standards and procedures.
* Accounting and fiscal systems, policies, procedures and practices.
* District accounting and fiscal operations.
* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* District organization, operations, policies and objectives.
* Oral and written communication skills.

**Budget Coordinator - Continued Page 2**

**ABILITY TO:**

* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* Operation of a computer terminal.
* Technical aspects of field of specialty.
* Perform professional and technical accounting work involved in the audit of financial records.
* Maintain a variety of fiscal records, accounts and funds.
* Analyze and resolve problems and draw accurate conclusions.
* Prepare clear and accurate financial statements.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and time lines.
* Plan and organize work.
* Work confidentially with discretion.
* Communicate effectively both orally and in writing.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Operate a variety of office machines including typewriter, calculator and computer terminal and printer.
* Coordinate the on-going budget process including planning, compiling, analyzing, preparing and monitoring District-wide budgets.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration or public administration and three years professional experience in budget-related functions.

**AREA: FISCAL**

## Summary Class Code: 7183

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FUNDING SERVICES SPECIALIST

**BASIC FUNCTION:**

Assist a Principal with administrative components of the total school program; supervise non-academic staff as assigned; coordinate and implement component management systems for the program; consult government agencies and private foundations for contracts and quarterly, annual and special reports; maintain effective working relationships cross-program; communicate with community, parents and funding sources; maintain public relations with county, State and national agencies and organizations.

**REPRESENTATIVE DUTIES:**

* Assist the Principal with administrative components of a program implementing new components, in fulfilling budgetary obligations; serve as a resource and research person for available grants, funds and federal monies; assist supervisor in State and federal grant and proposal writing.
* Assure fund raising requirements; type proposals, contracts and letters; print brochures and related resource materials for dissemination locally and throughout the United States.
* Maintain accounting and bookkeeping requirements and procedures including revisions and amendments of budgets, preparation of annual budgets, ordering and receiving, and quarterly, annual and special reports for each component of the program.
* Supervise and evaluate component support personnel; collect monies, fees and monthly billing statements.
* Participate in public relations and funding-related presentations at conferences and meetings in the community and Statewide.
* Serve as the resource contact for the assigned program in the dissemination of statistics, information and program planning on a State and national level.
* Assure conference travel accommodations and plans are expedited.
* Conduct tours and presentations at the assigned facility for visitors, including Nursing Schools, community agencies, school personnel, government officials from local, State and national programs.
* Supervise personnel and acts as liaison for bi-weekly payroll reporting and distribution of checks for total program staff.
* Perform related duties as assigned.

**Funding Services Specialist - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Community, school, government and national programs.
* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Oral and written communication skills.
* Policies and objectives of assigned program and activities.
* Laws, rules and regulations related to assigned activities.
* Applicable sections of the State Education Code and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* Budget preparation and control.

**ABILITY TO:**

* Assist a Principal with administrative components of the total school program.
* Coordinate and implement component management systems for the program.
* Consult government agencies and private foundations for contracts and quarterly, annual and special reports.
* Maintain effective working relationships cross-program.
* Communicate effectively both orally and in writing.
* Work cooperatively with others.
* Maintain records and prepare reports.
* Train, supervise and evaluate personnel.
* Plan and organize work.
* Analyze situations accurately and adopt an effective course of action.
* Work independently with little direction.
* Meet schedules and time lines.
* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.

**Funding Services Specialist - Continued Page 3**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level courses in business administration or a related field and three years general clerical and bookkeeping experience.

**AREA: FISCAL**

## Summary Class Code: 7184

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DIRECTOR OF FINANCE III

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**Director of Finance III – Continued Page 2**

**REPRESENTATIVE DUTIES continued:**

* Coordinate staff training.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**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 in school finance. A Certified Public Accountant certification, Masters in Business Administration or Masters in Public Administration degree will be the difference between Director of Finance II and director of Finance III.

**Director of Finance III – Continued Page 3**

**LICENSES AND OTHER REQUIRIEMENTS:**

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.

**AREA: FISCAL**

## Summary Class Code: 7185

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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 or Deputy Superintendent or directly to the Superintendent. The levels are distinguished in terms of the relative size (number and level of employees), complexity (diversity and problem solving), educational background (expertise) and accountability (freedom to act) of the assigned duties and functions.

**REPRESENTATIVE DUTIES:**

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

**Director of Finance II – Continued Page 2**

**REPRESENTATIVE DUTIES continued:**

* Coordinate staff training.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**Director of Finance II – Continued Page 3**

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: FISCAL**

## Summary Class Code: 7186

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DIRECTOR OF FINANCE I **No longer available for new hire after July 1, 2015**

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**Director of Finance I – Continued No longer available for new hire after July 1, 2015 Page 2**

**REPRESENTATIVE DUTIES continued:**

* Review the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
* Coordinate staff training.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**Director of Finance I – Continued Page 3**

**EDUCATION AND EXPERIENCE:**

Five years of professional experience ina business office setting of which two years of experience must be in a supervisory capacity.

**LICENSES AND OTHER REQUIRIEMENTS:**

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

**AREA: FISCAL**

## Summary Class Code: 7191

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PAYROLL CLERK II

**BASIC FUNCTION:**

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

**DISTINGUISHED CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**Payroll Clerk II - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Prepare and maintain files of records and documents relating to work performed; prepare special reports.
* Process the payroll-related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures.
* Operate standard office equipment including a computer terminal as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Principles and techniques involved in both classified and certificated payroll preparation, monitoring and control.
* Financial record-keeping principles and procedures.
* Modern office practices, procedures and equipment.
* District organization, operations, policies and objectives.
* Applicable State requirements and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* Telephone techniques and etiquette.
* Operation of a computer terminal and other office equipment.
* 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 certificated payrolls.
* Train and provide work direction to others.
* Deal tactfully and effectively with irate employees.
* Add, subtract, multiply and divide quickly and accurately.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.
* Work confidentially with discretion.

**Payroll Clerk II - Continued Page 3**

**ABILITY TO continued:**

* 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, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of payroll accounting experience.

**AREA: FISCAL**

## Summary Class Code: 7192

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PAYROLL CLERK I

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

* Process payroll and related records for assigned major payrolls; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
* Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities.
* Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.
* Maintain employee attendance records; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed.
* Respond to questions or complaints from employees regarding pay, deductions, sick leave, vacation and other payroll information; answer phones.
* Receive, sort and distribute paychecks and warrants according to established procedures and guidelines.
* Prepare and maintain files of records and documents relating to work performed; prepare special reports as assigned.
* Type and file employee payroll data including the name, pay rate and related data; prepare and process a variety of documentation information and files for new employees.
* Calculate and prepare annual salary and budget projections for categorical programs as assigned.
* Process the payroll-related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures.
* Operate standard office equipment including a computer terminal as required.

**Payroll Clerk I – Continued Page 2**

**REPRESENTATIVE DUTIES continued:**

* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**Payroll Clerk I – Continued Page 3**

**EDUCATION AND EXPERIENCE:**

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

# AREA: FOOD SERVICES

## Summary Class Code: 7205

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FOOD SERVICE ACCOUNT CLERK

**BASIC FUNCTION:**

To provide support for the central accounting system by accurately and on a timely basis, completing and reporting the daily school cafeteria account data.

**DISTINGUISHING CHARACTERISTICS:**

Food Service Account Clerk incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised.

**REPRESENTATIVE DUTIES:**

* Learn and apply District procedures and policies.
* Reconcile final count of cash from breakfast and lunch receipts.
* Maintain various records, reports, documents and files as directed; distribute reports as assigned.
* Prepare deposits and ready cash for shipment to authorized depository.
* *Prepare the monthly meal claim for submission for reimbursement.*
* Perform related duties as assigned.

**ABILITIES:**

**ABILITY TO:**

* Perform complex and advanced level accounting duties in the maintenance of assigned accounts.
* Prepare, verify, process and control an assigned major payroll.
* Perform responsible record-keeping duties with a high degree of skill and accuracy.
* Verify, balance and adjust accounts.
* Process and record accounting transactions accurately.
* Prepare financial statements, profit and loss statements and other technical financial reporting documents.
* Learn, interpret, apply and explain rules, regulations, policies and procedures related to school district payroll, utility payments and food service accounting.

**FOOD SERVICE ACCOUNT CLERK Page 2**

**ABILITY TO, continued:**

* Operate office machines *such as* computers, *printers*, *copiers, scanners and others.*

* Add, subtract, multiply and divide quickly and accurately.
* Understand and follow oral and written directions.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and timelines.
* Work confidentially with discretion.
* Communicate effectively both orally and in writing.
* Complete work with many interruptions.
* Type at an acceptable rate of speed.
* Maintain records and prepare reports.
* Train and provide work direction to others.

**EDUCATION AND EXPERIENCE:**

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

***AREA: FOOD SERVICES***

## *Summary Class Code: 7210*

***LOCAL DISTRICT CLASSIFICATION PLAN***

### *SUMMARY CLASS TITLE: FOOD SERVICE MANAGER III*

***BASIC FUNCTION:***

*Plan, coordinate, and manage a large district food service program, ensure cost effectiveness and compliance with district, state, and federal requirements regarding nutrition, sanitation, safety and record-keeping, supervise and evaluate assigned food service personnel.*

***DISTINGUISHING CHARACTERISTICS:***

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

***REPRESENTATIVE DUTIES:***

* *Plan, coordinate, and manage a large food service program; analyze effectiveness, ensure compliance with district, state, and federal laws, regulations and safety and sanitation procedures.*
* *Prepare and supervise master menu planning, ensuring compliance with regulations and requirements; ensure nutrition and dietary balance.*
* *Select food service employees; assign, schedule, and evaluate food service personnel; determine reassignments, discipline, or terminate as appropriate.*
* *Assist in the preparation of the food service budget; control and limit expenditures; analyze financial and operation statements.*
* *Train Food Service Supervisors to develop work schedules and production standards, to prepare quality meals, and to understand record-keeping and ordering systems in accordance with district direction.*
* *Train Food Service Supervisors to instruct, train, and assist employees in proper food handling, equipment use and care, and sanitation and safety procedures.*
* *Consult with school principals and Food Service Supervisors to establish or revise operational policies; resolve problems involving food standards, labor costs, equipment use, and scheduling; confer with fiscal services, purchasing, warehouse, maintenance and operations and personnel department representatives to coordinate functions with Food Service Operations.*
* *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.*

***FOOD SERVICE MANAGER III Page 2***

***REPRESENTATIVE DUTIES continued:***

* *Prepare a variety of food service records and reports.*
* *Review timesheets, financial statements, operating reports, inventory records, and cost control records.*
* *Prepare specifications for the purchase of food, supplies, and equipment; review bids, make purchases and recommendations as appropriate.*
* *Conduct employee meetings to discuss and explain operating policies, plan and direct in-service workshops and training programs for food service personnel.*
* *Plan, schedule, and coordinate special events that utilize cafeteria facilities; and compute the costs of the labor, supplies, and food; assign the personnel and order the food.*
* *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 merchandising.*
* *Nutrition, sanitation and operation regulations and requirements.*
* *Practices and procedures used in ordering, receiving, storing, and inventorying food and supplies.*
* *Budget preparation and control.*
* *District organization, operations policies, and objectives.*
* *Record-keeping techniques.*
* *Principles and practices of supervision and training.*
* *Oral and written communications skills.*
* *Interpersonal skills using tact, patience and courtesy.*
* *Inventory methods and practices.*

***FOOD SERVICE MANAGER III Page 3***

***ABILITY TO:***

* *Plan, coordinate, and manage a large district food service program.*
* *Ensure compliance with district, state and federal requirements.*
* *Plan and supervise master menu planning.*
* *Train others in the preparation and serving of food in large quantities.*
* *Read, interpret, apply and explain rules, regulations, policies and procedures.*
* *Schedule, supervise and evaluate staff.*
* *Analyze situations accurately and adopt an effective course of action.*
* *Meet schedules and timelines.*
* *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, G.E.D. Certificate OR demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three 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, employees must complete mandatory annual training requirements.*

**AREA: FOOD SERVICES**

## Summary Class Code: 7211

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FOOD SERVICE MANAGER II

**BASIC FUNCTION:**

Manage and coordinate the food service operations and activities of a central kitchen; plan and organize food service transporting activities; assure compliance with district, state and federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; supervise and evaluate assigned food service personnel.

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

* Maintain high standards of control for quality food production and service.
* Manage and coordinate the food service operations and activities of a central kitchen; analyze effectiveness, ensure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
* Plan and organize food service transporting activities; set transportation schedules according to established timelines; ensure guidelines for maintaining appropriate food temperatures and sanitation requirements are met.
* Maintain quality standards for the presentation and service of food in a pleasant environment.
* Prepare menus, ensuring 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 the lunchroom and kitchen area daily to ensure 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 required.
* Operate the point of service system to ensure accurate meal counting and claiming of meals.

**FOOD SERVICE MANAGER II Page 2**

**REPRESENTATIVE DUTIES continued:**

* Train and assist employees in the proper handling of foods, correct use and care of equipment and maintaining high standards of sanitation and safety.
* Maintain, prepare and review a variety of production records, inventories, logs and reports; accumulate data and input information into a computer as appropriate and file documents as necessary.
* Supervise and participate in food preparation and distribution to District students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
* Communicate with students, staff, faculty, and outside organizations to exchange information, receive suggestions, and resolve issues related to food service.
* Participate in, schedule and attend in-service meetings and workshops.
* 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.
* Food preparation for transportation to district sites.
* 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.

**FOOD SERVICE MANAGER II Page 3**

**KNOWLEDGE OF continued:**

* Oral and written communications skills.
* Interpersonal skills using tact, patience and courtesy.
* Inventory methods and practices.

**ABILITY TO:**

* Manage and coordinate the day-to-day food service operation at an assigned school site.
* Ensure compliance with district, state and federal requirements.
* Plan and organize food service transporting activities.
* Plan well-balanced, nutritional and appetizing menus within a fixed budget.
* Train others in the preparation and serving of food in large quantities.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Schedule, supervise and evaluate staff.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and timelines.
* 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 a high school diploma, G.E.D. *Diploma or* demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years food service experience.

**LICENSES AND OTHER REQUIREMENTS:**

*Pursuant to 7 CFR Part 210, employee must complete mandatory annual training requirements. As required by KRS 158.852, managers must complete two hours of training in applied nutrition and health meal planning and preparation every year.*

**AREA: FOOD SERVICES**

## Summary Class Code: 7212

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FOOD SERVICE MANAGER I

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**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, ensuring compliance with regulations and requirements; estimate and order the 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 the lunchroom and kitchen area daily to ensure 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.

**FOOD SERVICE MANAGER I Page 2**

**REPRESENTATIVE DUTIES continued:**

* 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 the 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 communications skills.
* Interpersonal skills using tact, patience and courtesy.
* Inventory methods and practices.

**FOOD SERVICE MANAGER I Page 3**

**ABILITY TO:**

* Manage and coordinate the day-to-day food service operation at an assigned school site.
* Ensure compliance with district, state and federal requirements.
* Plan well-balanced, nutritional and appetizing menus within a fixed budget.
* Train others in the preparation and serving of food in large quantities.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Schedule, supervise and evaluate staff.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and timelines.
* 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 a high school diploma, G.E.D. diploma or demonstrated progress toward obtaining a G.E.D. diploma as required by Kentucky law and four years’ food service experience.

**LICENSES AND OTHER REQUIREMENTS:**

*Pursuant to 7 CFR Part 210, employees must complete mandatory annual training requirements. As required by KRS 158.852, managers must complete two hours of training in applied nutrition and health meal planning and preparation every year.*

**AREA: FOOD SERVICES**

## Summary Class Code: 7213

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LUNCHROOM MONITOR

**BASIC FUNCTION:**

Monitor students and ensure proper conduct in the lunchroom; maintain cleanliness of food service facilities.

**REPRESENTATIVE DUTIES**:

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**Lunchroom Monitor - Continued** Page 2

**ABILITY TO continued:**

* Arrange furniture.

**EDUCATION AND EXPERIENCE:**

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

***LICENSES AND OTHER REQUIREMENTS****:*

*Pursuant to 7 CFR part 210, employees must complete mandatory annual training requirements.*

**AREA: FOOD SERVICES**

## Summary Class Code: 7221

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FOOD SERVICE OPERATIONS COORDINATOR

**BASIC FUNCTION:**

Plan, coordinate and monitor district food service programs such as food and equipment procurement and replacement, USDA contract negotiations, food service to exceptional children, professional growth of food services personnel, nutritional education/awareness efforts and promotional programs relating to district food services activities and operations; interact and coordinate program(s) with federal, state and local government agencies and vendors; develop and recommend changes in District food service operations.

**REPRESENTATIVE DUTIES:**

* Plan, coordinate, and monitor district food services programs such as food and equipment procurement and replacement, USDA contract negotiations, food service to exceptional children, professional growth of food services personnel, nutritional education/awareness efforts and promotional programs relating to district food services activities and operations.
* Coordinate the district’s participation in the federal commodity program to select and purchase food service foods and supplies; evaluate and formulate bid specifications and award bids according to established procedures; organize for new food testing; coordinate USDA commodity rebate program for state and federal compliance.
* Evaluate equipment needs and develop specifications for new and replacement equipment; communicate with vendors to secure best quality for the price; evaluate potential product purchases and negotiate installation procedures; coordinate the disposal of antiquated or excess equipment.
* Coordinate negotiations and activities related to federal subsidies of District food services operations.
* Plan and conduct in-service training for food services personnel; plan, implement and assess professional growth and recognition programs for food services personnel; coordinate incentive awards and other areas affecting compensation.
* Ensure quality of districtwide food service program; assure food quality, nutritional requirements, safety, sanitation, management practices and special meals production meet district standards; coordinate new food product testing and adjust menus accordingly.
* Determine needed changes to maintain safety and aesthetic condition of food service area; monitor the proper and valid certification of food services personnel.

**FOOD SERVICE OPERATIONS COORDINATOR Page 2**

**REPRESENTATIVE DUTIES continued:**

* Represent the department and district at various local, state and federal workshops, conferences and seminars as assigned; promote the district’s public image with respect to food services in the educational and general community by promoting interaction with parents, students, educators, businesses and the public.
* Manage test kitchens and other cooking and learning sites relating to food services.
* Interact and coordinate program(s) with federal, state and local government agencies and vendors; develop and recommend changes in District food services operations.
* Ensure the preparation and maintenance of required federal, state and local records and reports.
* *Help evaluate layouts for kitchen and service area construction projects. Help determine equipment needs, write specifications, analyze time and motion issues and coordinate with architects.*
* Maintain inventory records of district food service equipment and other supplies and commodities.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Nutrition requirements.
* Principles of good nutrition and quality food preparation and service.
* Price and portion controls.
* Food ordering and storage methods.
* Proper operation and maintenance of food service equipment.
* Food handling, safety and sanitation standards and techniques.
* Federal and state laws and regulations governing child nutrition programs such as USDA donated food usage, free and reduced meal programs for eligible students and competitive sales.
* Inventory and record-keeping procedures.
* Basic cost accounting techniques.
* Efficient staff utilization procedures including time and motion studies and work scheduling.

**FOOD SERVICE OPERATIONS COORDINATOR Page 3**

**KNOWLEDGE OF continued:**

* Orientation and training methods for nutrition center employees.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Plan, coordinate and monitor various District food service programs relating to food and equipment procurement, nutritional and safety requirements, personnel, financial efficiency and operational efficiency.
* Interact and coordinate program(s) with federal, state and local government agencies and vendors.
* Develop and recommend changes in district food service operations.
* Plan and modify menus in relation to likes, waste and commodities using proper nutrition requirements.
* Implement a variety of operations and training programs and policies.
* Conduct site visits to facilitate communications, inspect quality of services and adherence to rules and regulations.
* Ensure adherence of food service programs to federal, state and local laws and regulations and district requirements.
* Analyze food service operations for cost effectiveness.
* Prepare and deliver oral presentations.
* Maintain records, compile and verify data and prepare reports.
* Maintain knowledge of current program rules, regulations, requirements and restrictions.
* Analyze situations accurately and adopt an effective course of action.
* Work independently with little direction.
* Meet schedules and timelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a high school diploma, G.E.D. diploma or demonstrated progress towards obtaining a G.E.D. diploma as required by Kentucky law and three years of increasingly responsible food services experience.

**LICENSES AND OTHER REQUIREMENTS:**

*Valid Kentucky driver’s license. Pursuant to 7 CFR part 210, employees must complete mandatory annual training requirements.*

**AREA: FOOD SERVICES**

## Summary Class Code: 7222

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FOOD SERVICE SUPERVISOR II

**BASIC FUNCTION:**

Plan, organize and supervise the complex service operations and activities at a central kitchen or large school district involving food service to on-site students and staff; schedule food service transporting activities to district schools; train, supervise and evaluate assigned staff.

**DISTINGUISHING CHARACTERISTICS:**

Food Service Supervisor I incumbents supervise food services operations at an assigned school site. Food Service Supervisor II incumbents supervise complex operations and activities of a central kitchen and plan food service transportation to district school sites or supervise the activities of a large school district food service operation.

**REPRESENTATIVE DUTIES:**

* Maintain high standards of control for quality food production and service.
* Plan, organize and supervise the complex service operations and activities at a central kitchen or large school district involving food service to on-site students and staff; schedule food service transporting activities to district schools as required.
* Maintain quality standards for the presentation and service of food in a pleasant environment.
* Plan and supervise the preparation of meals according to district menu guides; determine amount to be served; maintain standards of efficiency and sanitation related to large quantity food preparation, heating, serving and storage.
* Monitor and control activities involved in food transport to serving kitchens to assure standards of quality and sanitation, health regulations and timelines are met.
* Prepare work schedules and assign duties for subordinate personnel; train, supervise, discipline and evaluate assigned staff; screen and recommend hiring of new employees.
* Assist in the inspection of the central kitchen or assigned district kitchens to assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations.
* Operate the point of service system to ensure accurate meal counting and claiming of meals.
* Prepare and maintain a variety of reports and records including inventory, sales, requisitions, transportation records, daily reports of meals served and production sheets.

**FOOD SERVICE SUPERVISOR II Page 2**

**REPRESENTATIVE DUTIES: continued**

* Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and accept dietary of food and supplies; oversee and assist with proper storage and efficient use of food and supplies.
* Assist in coordinating food service operations with school activities to improve school and community public relations and increase student participation.
* Prepare food for transport to serving kitchens as required; assure guidelines for maintaining appropriate food temperatures and sanitation requirements are met.
* Ensure accuracy of daily cash receipts; count and wrap money; prepare bank deposits and deposit monies into appropriate account.
* *Confer with the supervisor regarding cafeteria needs, conditions, and menu changes.*
* *Operate equipment and machines used in kitchens: slicers, choppers, mixers, ovens and others.*
* Attend in-service meetings and workshops related to food service operations and activities.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Planning, organization and operation of a large food service program.
* Methods of calculating and estimating needed food and supplies.
* Methods of preparing, cooking and serving food in large quantities.
* Sanitation and safety practices related to cooking, serving and transporting food.
* Standard kitchen equipment, utensils and measurements.
* Storage and rotation of perishable food.
* Principles and practices of supervision and training.
* Inventory methods and practices.
* Health and safety regulations.
* Interpersonal skills using tact, patience and courtesy.

**FOOD SERVICE SUPERVISOR II Page 3**

**KNOWLEDGE OF continued:**

* Record-keeping techniques.

**ABILITY TO:**

* Plan, organize and supervise the complex service operations and activities at a central kitchen or large school district involving food service to on-site students and staff.
* Calculate, estimate and requisition food and supplies.
* Train, supervise and evaluate personnel.
* Maintain records and prepare reports.
* Ensure food preparation, service, transport and storage are in accordance with health, sanitation and safety regulations.
* *Participate in and ensure the proper maintenance of food service equipment and ensure The proper cleaning and sanitizing of service areas.*
* Operate standard kitchen equipment safely and efficiently.
* Lift heavy objects.
* Meet schedules and timelines.
* Work independently with little direction.
* Complete work with many interruptions.
* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to a high school diploma, G.E.D. diploma or demonstrated progress toward obtaining a G.E.D. diploma as required by Kentucky law and four years’ food service experience.*

**LICENSES AND OTHER REQUIREMENTS:**

*Pursuant to 7 CFR parts 210, employees must complete mandatory annual training requirements.*

**AREA: FOOD SERVICES**

## Summary Class Code: 7223

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FOOD SERVICE SUPERVISOR I

**BASIC FUNCTION:**

Plan, organize and supervise food service operation at an assigned school site; train, supervise and evaluate performance of assigned staff.

**DISTINGUISHING CHARACTERISTICS:**

Food Service Supervisor I incumbents supervise food services operations at an assigned school site. Food Service Supervisor II incumbents supervise complex operations and activities of a central kitchen and plan food service transportation to District school sites or supervise the activities of a large school district food service operation.

**REPRESENTATIVE DUTIES:**

* Maintain high standards of control for quality food production and service.
* Plan, organize and supervise food service operations at an assigned school site; supervise the serving and storage of food in accordance with established guidelines and procedures.
* Maintain quality standards for the presentation and service of food in a pleasant environment.
* Oversee serving of meals to students, teachers and other staff; participate in food serving and preparation as needed; assure compliance with serving size requirements.
* Prepare work schedules and assign duties for subordinate personnel; train, direct, discipline and evaluate assigned staff; participate in the selection of new employees.
* Ensure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; ensure compliance with safety and sanitation regulations.
* Prepare and maintain a variety of reports and records including inventory, requisitions, daily reports and production sheets.
* Operate the point of service system to ensure accurate meal counting and claiming of meals.
* Estimate and requisition of food quantities, equipment and supplies needed; receive, inspect, verify and accept delivery of food and supplies; utilize proper methods of storing foods.
* Confer with supervisor regarding cafeteria needs, conditions and menu changes.

**FOOD SERVICE SUPERVISOR I Page 2**

**REPRESENTATIVE DUTIES continued:**

* *Operate a variety of equipment and machines used in school kitchens and cafeterias, including cash registers, slicers, choppers, mixers, ovens and others.*
* Attend meetings related to food service operations and activities.
* Ensure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report 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.
* Method 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.

**FOOD SERVICE SUPERVISOR I Page 3**

**ABILITY TO continued:**

* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and timelines.
* Train, supervise, and evaluate personnel.
* Communicate effectively both orally and in writing.
* Lift heavy objects.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a high school diploma, G.E.D. diploma or demonstrated progress toward obtaining a G.E.D. diploma as required by Kentucky law and four years’ food service experience.

**LICENSES AND OTHER REQUIREMENTS:**

*Pursuant to 7 CFR parts 210, employees must complete mandatory annual training requirements.*

**AREA: FOOD SERVICES**

## Summary Class Code: 7224

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FOOD SERVICE PROGRAM ASSISTANT

**BASIC FUNCTION:**

Schedule, conduct, evaluate and participate in the benefit issuance process for the National School Lunch Program. Ensure compliance with National School Lunch program requirements; train food services personnel and school bookkeepers in the free and reduced meals application procedures; assist in the development of instructional and informational materials related to the assigned areas of responsibility.

**REPRESENTATIVE DUTIES:**

* Schedule, conduct, evaluate and participate in the benefit issuance process for the National School Lunch Program. Ensure compliance with National School Lunch program requirements; review procedures followed at each site and recommend changes as appropriate.
* Conduct operational program reviews; notify administrative staff in the food services department of the audit/review status of each site visited, audited and evaluated.
* Train food services personnel and school bookkeepers in the free and reduced meals application procedures; provide workshop and on-site training.
* Develop, write and submit reports to principals and other staff; recommend changes in program operations to assure compliance with federal and state requirements.
* Advise food services personnel on approved collection procedures for meal services.
* Advise principals and other staff regarding meal counting and claiming procedures.
* Monitor on-line responsibilities of food services managers, supervisors and cashiers in accordance with reduced meal claims procedures.
* Assist in the development of instructional and informational materials related to the assigned areas of responsibility.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Nutritional and operational requirements of the National School Lunch Program and related federal and State regulations, including the evaluation of applications for free and reduced priced meals.

**FOOD SERVICE PROGRAM ASSISTANT Page 2**

**KNOWLEDGE OF continued:**

* Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
* Record-keeping techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Oral and written communication skills.

**ABILITY TO:**

* Schedule, conduct, evaluate and participate in the auditing of free and reduced meals.
* Ensure compliance with National School Lunch program requirements.
* Train food services personnel and school bookkeepers in the free and reduced meals application procedures.
* Assist in the development of instructional and informational materials related to the assigned areas of responsibility.
* Analyze situations accurately and adopt an effective course of action.
* Make arithmetic calculations with speed and accuracy.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Plan and organize work.
* Operate a computer as required.
* Meet schedules and timelines.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Work independently with minimal supervision.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to a high school diploma, G.E.D. diploma or demonstrated progress toward obtaining a G.E.D. diploma as required by Kentucky law and two years increasingly responsible food services management experience.*

**FOOD SERVICE PROGRAM ASSISTANT Page 3**

**LICENSES AND OTHER REQUIREMENTS:**

*Valid Kentucky driver's license. Pursuant to 7 CFR parts 210, employees must complete mandatory annual training requirements.*

**AREA: FOOD SERVICES**

## Summary Class Code: 7232

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD FOOD SERVICE ASSISTANT I

**BASIC FUNCTION:**

Plan, organize and lead food service operation at an assigned school site; train, assign and provide work direction to assigned personnel.

**DISTINGUISHING CHARACTERISTICS:**

Lead Food Service Assistant I incumbents lead food services operations a single assigned school site. Lead Food Service Assistant II incumbents lead complex operations and activities of a central kitchen and plan food service transportation to district school sites or supervise the activities of a large school district food service operation.

**REPRESENTATIVE DUTIES:**

* Plan, organize and lead food service operations at an assigned school site; ensure the serving and storage of food is in accordance with established guidelines and procedures.
* Oversee serving of meals to students, teachers and other staff; participate in food serving and preparation as needed; assure compliance with serving size requirements.
* Prepare work schedules and assign duties for assigned personnel; train and provide work direction.
* Operates point of service system to ensure accurate meal counting and claiming of meals.
* Ensure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; ensure compliance with safety and sanitation regulations.
* Prepare and maintain a variety of reports and records including inventory, requisitions, daily reports and production sheets.
* Estimate and requisition needed food, equipment and supplies needed; receive, inspect, verify and accept delivery of food and supplies; utilize proper methods of storing foods.
* Confer with supervisor regarding cafeteria needs, conditions and menu changes.
* Operate a variety of equipment and machines used in school kitchens and cafeterias: cash registers, slicers, choppers, mixers, ovens and others as required.
* Attend meetings related to food service operations and activities.
* Ensure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals served.

**LEAD FOOD SERVICE ASSISTANT I Page 2**

**REPRESENTATIVE DUTIES continued:**

* 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 of and providing work direction.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Plan, organize and oversee 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 a computer if necessary.
* Operate standard cafeteria equipment and appliances.
* Maintain records and prepare reports.
* Add, subtract, multiply and divide quickly and accurately.
* Operate a cash register and make change 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 timelines.

**LEAD FOOD SERVICE ASSISTANT I Page 2**

**ABILITY TO:**

* Train and provide work direction to others.
* Communicate effectively both orally and in writing.
* Lift heavy objects.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to a high school diploma, G.E.D. diploma or demonstrated progress toward obtaining a G.E.D. diploma as required by Kentucky law and two years’ food service experience.*

**LICENSES AND OTHER REQUIREMENTS:**

*Pursuant to 7 CFR parts 210, employees must complete mandatory annual training requirements.*

**AREA: FOOD SERVICES**

## Summary Class Code: 7233

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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 Service 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, portion 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.

**FOOD SERVICE ASSISTANT II Page 2**

**REPRESENTATIVE DUTIES continued:**

* *Operate a variety of standard kitchen and cafeteria equipment: cash registers, slicers, graters, mixers, frying machines, steamers, wrapping/sealing machines, dishwashers, steam carts and ovens and others as required.*
* Train new food service employees and student workers as assigned.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Basic math and cashiering skills.
* Basic record-keeping techniques.
* Standard kitchen equipment, utensils and measurements.
* Sanitation practices related to handling and serving food.
* Interpersonal skills using tact, patience and courtesy.
* Proper lifting techniques.

**ABILITY TO:**

* Prepare and serve food in accordance with health and sanitation regulations.
* Learn and follow health and sanitation requirements.
* Operate a computer if necessary.
* Maintain food service equipment and areas in a clean and sanitary condition.
* Operate a cash register and make change accurately.
* Add, subtract, multiply and divide quickly and accurately.
* Wash, cut, slice, grate, mix and assemble food items and ingredients.
* Learn, apply and explain policies, procedures, rules and regulations.
* Meet schedules and timelines.
* Operate standard kitchen equipment safely and efficiently.
* Understand and follow oral and written directions.
* Work cooperatively with others.

**FOOD SERVICE ASSISTANT II Page 3**

**ABILITY TO continued:**

* Lift heavy objects.
* Lift, bend, push, walk and stand for extended periods of time.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to a high school diploma, G.E.D. diploma or demonstrated progress toward obtaining a G.E.D. as diploma required by Kentucky law and one year food service experience.*

**LICENSES AND OTHER REQUIREMENTS:**

*Pursuant to 7 CFR parts 210, employees must complete mandatory annual training requirements.*

**AREA: FOOD SERVICES**

## Summary Class Code: 7234

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FOOD SERVICE ASSISTANT I

**BASIC FUNCTION:**

Perform routine food service activities related to the setting up of serving areas and the serving of food to students and staff; perform cashiering duties in the sale of food items to students and staff; maintain cleanliness of food service facilities.

**DISTINGUISHING CHARACTERISTICS:**

Food Service Assistant I incumbents perform basic and routine food service and cashiering activities related to the serving of food. 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.

**REPRESENTATIVE DUTIES:**

* Prepare food service facilities for serving food; count and set out an appropriate number of food trays; prepare the steam table for serving hot meals.
* Wash and prepare eating and serving areas; set out food, trays and beverages according to established procedures.
* Maintain work areas and serving areas in a clean, sanitary and safe condition; wash and clean counters and steam tables; wash and store pots, pans, trays and kitchen equipment.
* Heat, portion and serve food to students and staff according to established procedures.
* Count money and prepare moneyboxes or cash registers with appropriate amount and denominations of change.
* Sell a variety of foods and beverages and make proper change; operate the point of service system to ensure accurate meal counting and claiming.
* Assist in storing unused food and supplies; dispose of unusable leftovers and garbage.
* Operate a variety of standard kitchen equipment such as a cash register, dishwasher, and ovens; report faulty equipment as necessary.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Standard kitchen equipment, utensils and measurements.

**FOOD SERVICE ASSISTANT I Page 2**

**KNOWLEDGE OF continued:**

* Basic math and cashiering skills.
* Sanitation practices related to handling and serving food.
* Interpersonal skills using tact, patience and courtesy.
* Proper lifting techniques.

**ABILITY TO:**

* Serve food in accordance with health and sanitation regulations.
* Learn and follow health and sanitation requirements.
* Maintain food service equipment and areas in a clean and sanitary condition.
* Operate a cash register and make change accurately.
* Learn, apply and explain policies, procedures, rules and regulations.
* Meet schedules and time lines.
* Understand and follow oral and written directions.
* Work cooperatively with others.
* Lift heavy objects.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

*Pursuant to 7 CFR parts 210, employees must complete mandatory annual training requirements.*

**AREA: FOOD SERVICES**

## Summary Class Code: 7241

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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 ensure safety and quality standards are met; monitor water temperatures to assure proper temperature for sanitizing.
* Serve food according to established guidelines and replenish serving containers as needed; serve and sell lunch items to faculty.
* Clean cafeteria equipment, utensils and appliances and store food supplies; ensure 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 and cafeteria equipment: slicers, choppers, mixers, steamers, fryers, dishwashers, electric warmers, ranges, ovens, pressure cookers, cash registers, dishwashers and others as required.*
* Train and provide work directions 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.

**COOK/BAKER Page 2**

**REPRESENTATIVE DUTIES continued:**

* 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 regulations.
* Basic record-keeping techniques.
* Basic math and cashiering skills.

**ABILITY TO:**

* Prepare, cook, bake and serve a variety of foods in quantity at an assigned food service facility.
* Prepare and serve food in accordance with health and sanitation regulations.
* Operate and maintain standard machines and equipment found in school cafeterias and kitchens.
* Prepare attractive, appetizing and nutritious meals for students and staff.
* Lift, bend, reach and stand.
* Follow, adjust and extend recipes.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Lift heavy objects.
* Maintain routine records.

**COOK/BAKER Page 2**

**ABILITY TO continued:**

* Meet schedules and timelines.
* 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 a high school diploma, G.E.D. diploma or demonstrated progress toward obtaining a G.E.D. diploma as required by Kentucky law and one year’s experience in cooking and baking food in large quantities.*

**LICENSES AND OTHER REQUIREMENTS:**

*Pursuant to 7 CFR parts 210, employees must complete mandatory annual training requirements.*

# AREA: HEALTH

## Summary Class Code: 7261

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ADVANCED REGISTERED NURSE PRACTITIONER

**BASIC FUNCTION:**

Perform advanced and complex duties in the area of adolescent obstetrics, gynecology and childcare; maintain accurate medical records and reports.

**REPRESENTATIVE DUTIES:**

* Perform advanced and complex duties in the area of adolescent obstetrics, gynecology and childcare; perform complete physical examination screenings.
* Prepare a complete health, psychosocial and physical history of each individual, record findings in a systematic, accurate and concise form.
* Perform, order and interpret routine laboratory tests.
* Develop a health maintenance plan for the infant including individual and group health education appropriate to the adolescent parent.
* Assess and counsel individuals in the area of family planning in accordance with established program policies and procedures.
* Provide health education and counseling including the psychosocial dimensions related to prenatal care, childbearing, parenting, family planning and family life.
* Prepare referrals as needed and distribute them to other members of the health care team.
* Maintain accurate medical records and reports according to established program standards and procedures.
* Participate in program planning, implementation and evaluation processes.
* Provide tracking for infants delivered through TAPP's prenatal clinic.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Maternal, adolescent and child nursing techniques.
* Counseling techniques.
* Physical examination methods, practices and procedures.
* Modern classroom instruction techniques.
* Record-keeping techniques.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Health and safety regulations.
* Policies and objectives of assigned program and activities.
* Public speaking techniques.

**Advanced Registered Nurse Practitioner Page 2**

**ABILITY TO:**

* Perform advanced and complex duties in the area of adolescent obstetrics, gynecology and childcare.
* Perform physical examinations.
* Provide health education and counseling to individuals regarding prenatal care, childbearing, patenting, family planning and family life.
* Interpret, order and perform laboratory tests.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain accurate medical records and reports.
* Work independently with little direction.
* Plan and organize work.
* Observe health and safety regulations.
* Prepare and deliver oral presentations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from an accredited Registered Nurse program and three years responsible nursing experience.

**LICENSES AND OTHER REQUIREMENTS:**

Kentucky license as a Registered Nurse, certification as an Advanced Registered Nurse Practitioner in the State of Kentucky.

**AREA: HEALTH**

## Summary Class Code: 7262

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: REGISTERED NURSE

**BASIC FUNCTION:**

Evaluate, plan and implement nursing services; provide classroom instruction related to pregnancy or child care; maintain accurate medical records.

**REPRESENTATIVE DUTIES:**

* Evaluate obstetrical needs of prenatal students and develop individual health care plans as appropriate.
* Provide classroom instruction related to pregnancy or child care; instruct others utilizing a team approach.
* Develop and implement health-related programs such as Fatherhood and Extended Family programs.
* Demonstrate and participate in exercise class; explain the purpose and function of various exercises.
* Counsel students throughout pregnancy, postpartum and family planning.
* Conduct student and parent conferences including initial intake conferences.
* Organize clinic area for efficient operations; schedule clinic appointments for students to facilitate optimal care.
* Maintain accurate medical records and order supplies and health education materials as needed.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Pregnancy, postpartum and family planning.
* Modern classroom teaching techniques.
* Counseling principles and techniques.
* Record-keeping techniques.
* Oral and written communication skills.
* Public speaking techniques.
* Interpersonal skills using tact, patience and courtesy.
* Health and safety regulations.
* Exercises used in pregnancy class.

**ABILITY TO:**

* Evaluate, plan and implement the nursing process.
* Provide classroom instruction related to pregnancy or childcare.
* Counsel students throughout pregnancy, postpartum and family planning.
* Explain the purposes and functions of class exercises.
* Communicate effectively both orally and in writing.
* Prepare and deliver oral presentations.
* Establish and maintain cooperative and effective working relationships with others.

**Registered Nurse Page 2**

**ABILITY TO - continued:**

* Maintain accurate medical records and prepare reports.
* Work independently with little direction.
* Plan and organize work.
* Observe health and safety regulations.
* Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from an accredited Registered Nurse program and experience in maternal child nursing.

**LICENSES AND OTHER REQUIREMENTS:**

Kentucky Registered Nurse.

**AREA: HEALTH**

## Summary Class Code: 7263

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SCHOOL NURSE

**BASIC FUNCTION:**

Administer first aid according to established procedures; conduct a variety of health screenings; prepare and maintain accurate student medical records.

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* First aid, CPR and nursing practices and procedures.
* Various health-screening practices, procedures and techniques.
* Oral and written communication skills.
* Record-keeping techniques.

**School Nurse Page 2**

**KNOWLEDGE OF - continued:**

* Policies and objectives of assigned program and activities.
* Interpersonal skills using tact, patience and courtesy.
* Health and safety regulations.
* Contagious diseases.

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation as a Licensed Practical Nurse or Registered Nurse and one year comprehensive nursing experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: HEALTH**

## Summary Class Code: 7271

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LOCAL DISTRICT HEALTH COORDINATOR

**BASIC FUNCTION:**

* Evaluate services in the school health program to plan for more comprehensive services for the child, family, and schools as necessary; assist in the formulation of the school health program.
* Develop methods to evaluate the contribution of nursing, psychology and/or social work in school health areas on a continuous basis related to health needs, coordinate with other professionals and citizens groups in researching, planning and implementing the school health program.
* Coordinate activities of the Health Department with other services in the school district; communicate with the Health Department, school system, and other community resources and agencies to develop improved systems of early case findings and referrals for improved child care.
* Participate as a team member for in-service education in schools, Pupil Personnel Services, and the Health Department; organize and assist in the health education of parents, teachers and administrative groups.
* Maintain current standards of nursing, psychology, and/or social work in special program areas, and provide services according to agency policies and programs.
* Maintain and implement the requirements for physical examinations and immunizations required by law; coordinate activities with Pupil Personnel as needed.
* Act as safety coordinator for the school system; assist the principals in establishing school safety committees and the supervision of school safety procedures and practices.
* Complete OSHA reports; maintain records and injury reports associated with Worker's Compensation Insurance for district employees; assure completion of annual reports for the state Department of Education regarding health services; maintain record-keeping systems.
* Promote the appropriate use of screening techniques in vision, hearing, dental and other tests; arrange for the training of teachers or volunteers in performing screenings; plan for the follow-up of suspected findings; assist teachers and volunteers in developing an awareness of signs of illness or other health problems.
* Participate in conferences with parents and/or teachers regarding problems of individual pupils or the classroom as a whole; provide counseling according to established guidelines.
* Encourage families to provide for periodic health examinations of their children by utilizing services of private physicians, dentists, and clinics; interpret the school health program to the family, consult with parents regarding the health of their children; notify parents and pupils for needed immunizations and tests as required.

**Local District Health Coordinator Page 2**

**BASIC FUNCTION – continued:**

* Observe and report to physicians, with parental approval, the pupil's health status and any reaction at school to drugs or treatments prescribed by the physician.
* Act as a resource person to school personnel, pupils, and parent/teacher organizations regarding the various aspects of health education; provide or recommend health education materials for classroom use.
* Participate in formulating policies for the care of pupils who become ill or injured at school; arrange for the instruction of school personnel to give emergency care.
* Supervise the reporting of any known or suspected communicable disease cases to the local health department.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Policies, objectives, rules, and regulations related to the school health program.
* Vision, hearing, dental and other screening techniques.
* Promotion and public speaking techniques.
* Conference and counseling techniques.
* Record-keeping techniques.
* Oral and written communication skills.
* Interpersonal skills using tact, patience, and courtesy.
* Health and safety regulations.
* Communicable diseases.

**ABILITY TO:**

* Plan, coordinate, implement and modify a comprehensive health services program for the district.
* Train others in proper screening techniques.
* Communicate with others regarding a variety of health-related activities and concerns.
* Coordinate a variety of health-related activities.
* Provide consultation to parents, students, teachers, and school authorities.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Compile data and verify data and prepare reports.
* Learn district organization, operations, policies, and objectives.
* Work independently with little direction.
* Plan and organize work.
* Observe health and safety regulations.

**Local District Health Coordinator Page 3**

**EDUCATION, EXPERIENCE, AND LICENSES:**

**Minimum qualifications:**

* A valid license to practice as a registered nurse, issued under KRS 314.041 by the Kentucky Board of Nursing, and three (3) years of registered nursing practice, as defined in KRS 314.011(6);
* A school psychologist certificate, issued by the EPSB pursuant to 16 KAR 2:090, and a minimum of three (3) years of related work experience in a school setting: or
* A school social worker certificate, issued by the EPSB pursuant to 16 KAR 2:070. and a minimum of three (3) years of work experience practicing social work in a school setting.

**AREA: HEALTH**

## Summary Class Code: 7272

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: HEALTH SERVICES TECHNICIAN

**BASIC FUNCTION:**

Perform technical health-related duties to assure that federal performance standards of the health services program are met; perform screening tests for vision and hearing at an assigned school; train and provide health information to students, staff and parents.

**REPRESENTATIVE DUTIES:**

* Perform technical health-related duties to assure that federal performance standards of the health services program are met; assure compliance with rules and regulations related to personal hygiene and safety during the screening process.
* Visit schools and conduct hearing and vision screenings on students; record test results on appropriate forms or records; assist with follow-up as needed.
* Observe student health status and contact parents as appropriate; refer parents and students to public health agencies or other health care providers.
* Conduct health education workshops and in-services to train parents, students and staff in health screening areas.
* Maintain and review student health records; prepare a variety of reports, correspondence, forms, notices and referrals; distribute records to Health Services for follow-up and the State report.
* Attend meetings, workshops and conferences to maintain current knowledge of health issues and concerns, school health procedures and health-related community services as required.
* Operate health-screening equipment; assure testing equipment is in proper working condition.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Modern medical terminology, equipment and techniques.
* Accepted methods and principles of personal hygiene and safety during the screening process.
* Diagnostic methods for medical conditions and diseases.
* Accepted testing techniques for hearing and vision screenings.
* Interpersonal skills using tact, patience and courtesy.
* Oral and written communication skills.
* Public health agencies and local health care resources.
* Health and safety regulations.
* Modern office practices, procedures and equipment.
* Record-keeping techniques.

**Health Technician - Continued Page 2**

**ABILITY TO:**

* Perform technical duties related to assigned health services program.
* Train and provide health information to parents, students and staff.
* Prepare and deliver oral presentations regarding health and safety issues.
* Identify vision and hearing needs and recommend appropriate action.
* Maintain records and prepare comprehensive reports.
* Screen students for vision, hearing and dental problems.
* Counsel and provide health related information to parents of preschool-aged students.
* Establish and maintain files, records, reports and referrals.
* Communicate effectively both orally and in writing.
* Plan and organize work.
* Read, interpret, apply and explain rules, regulations, policies and procedures.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from an accredited Licensed Practical Nurse program and two years pediatric nursing experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid LPN Certificate; valid Kentucky driver's license.

**AREA: HEALTH**

## Summary Class Code: 7273

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: HEALTH SERVICES ASSISTANT

**BASIC FUNCTION:**

Administer basic first aid and screen ill or injured students in accordance with State laws and District regulations; assist with health testing programs; prepare and maintain a variety of records, files and reports.

**REPRESENTATIVE DUTIES:**

* Perform basic first aid procedures and screen ill or injured children according to established procedures; utilize a variety of health products and supplies in caring for injuries and health needs.
* Administer first aid in emergency situations and notify nurse, administrator, parents or paramedics as necessary.
* Schedule students for and assist with vision, hearing, scoliosis and dental screenings; schedule follow-up appointments if further testing are required.
* Prepare, maintain and type a variety of health-related records and files including student health records, emergency medical records, accident reports and health and disability reports; prepare correspondence, forms, notices and referrals; maintain files and duplicate materials as needed.
* Maintain the health office in a clean, orderly and safe condition; assist in maintaining inventory and order first aid supplies as necessary.
* Attend meetings and assist other school personnel as required.
* Operate standard office equipment as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Basic First Aid and age-appropriate CPR techniques.
* Health and safety regulations.
* Modern office practices, procedures and equipment.

**Health Services Assistant - Continued Page 2**

**KNOWLEDGE OF: (continued)**

* Record-keeping techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Oral and written communications skills.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Administer first aid to ill or injured students.
* Establish and maintain files, records, reports and referrals.
* Work cooperatively with others.
* Understand and follow oral and written directions.
* Meet schedules and timelines.
* Plan and organize work.
* Work confidentially with discretion.
* Communicate effectively both orally and in writing.
* Read, explain and follow rules, regulations, policies and procedures.
* Learn and apply appropriate care and procedures related to ill or injured students.
* Perform clerical duties such as filing, duplications, typing and maintaining records.
* Operate standard office equipment as required.
* Complete work with many interruptions.

**Health Services Assistant - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year of clerical or office experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR Certificate issued by an authorized agency.

**AREA: HEALTH**

## Summary Class Code: 7281

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: AUDIOLOGIST

**BASIC FUNCTION:**

Provide technical assistance in the development, dissemination and evaluation of procedures for obtaining audio logical services; assist in the identification and evaluation of students with hearing loss; provide consultation and conduct audiologist-related in-service workshops for teachers, parents and other staff members.

**REPRESENTATIVE DUTIES:**

* Provide technical assistance in the development, dissemination and evaluation of procedures for obtaining audio logical services.
* Assist in the identification and evaluation of students with suspected hearing loss; participate in assigned committee meetings and assist in the development of individual education programs as needed.
* Provide consultations regarding student's use of hearing related to educational strategies and auditory training; conduct audiologist-related in-service workshops for teachers, parents and other staff members.
* Conduct comprehension and audio logical assessments for each child enrolled in the hearing impaired program as appropriate to the child's needs and status; schedule parent and teacher conferences regarding assessment results.
* Provide recommendations regarding the selection and purchase of auditory training and audio logical equipment; distribute equipment, evaluate electro acoustics and coordinate calibration and repair of purchased equipment.
* Provide consultation to assessment personnel and local school personnel in assessment and placement of hearing impaired students.
* Make impressions for ear molds; teach ear mold and hearing aid care to teachers, students and parents.
* Drive a mobile audio logical unit to provide audio logical services at schools housing hearing impaired units.
* Evaluate and monitor classroom acoustics and the proper use of amplifying equipment.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Audio logical assessment and program development for the hearing impaired.
* Consultation methods and practices.
* Audio logical practices, procedures and equipment.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.
* Oral and written communication skills.
* Basic public speaking techniques.

**Audiologist - Continued Page 2**

**ABILITY TO:**

* Provide technical assistance in the development, dissemination and evaluation of procedures for obtaining audio logical services.
* Assist in the identification and evaluation of students with suspected hearing loss.
* Determine appropriate action within clearly defined guidelines.
* Consult parents, teachers and others regarding audiologist-related issues.
* Maintain current knowledge of technological advances in the field.
* Establish and maintain cooperative and effective working relationships with others.
* Prepare and deliver oral presentations.
* Communicate effectively both orally and in writing.
* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation as an audiologist and two years audio logical experience including experience in the education of hearing impaired children.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license; Kentucky licensure in audiology; Certificate of Clinical Competency (CCC) issued by the American Speech and Hearing Association.

**AREA: HEALTH**

## Summary Class Code: 7282

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ORIENTATION MOBILITY SPECIALIST

**BASIC FUNCTION:**

Provide technical assistance in the development, dissemination and evaluation of procedures for obtaining orientation mobility services; assist in the identification and evaluation of blind or visually impaired students; provide consultation and conduct mobility-related in-service workshops for teachers, parents and other staff members.

**REPRESENTATIVE DUTIES:**

* Provide technical assistance in the development, dissemination and evaluation of procedures for obtaining mobility services.
* Assist in the identification and evaluation of blind or visually impaired students; participate in assigned committee meetings and assist in the development of individual education programs as needed.
* Provide consultations regarding student's use of vision related to educational strategies and mobility training; conduct mobility-related in-service workshops for teachers, parents and other staff members.
* Conduct comprehension and mobility assessments for each child enrolled in the visually impaired or blind program as appropriate to the child's needs and status; schedule parent and teacher conferences regarding assessment results.
* Provide recommendations regarding the selection and purchase of mobility training and mobility equipment; distribute equipment, evaluate mobility and coordinate calibration and repair of purchased equipment.
* Provide consultation to assessment personnel and local school personnel in assessment and placement of vision impaired or blind students.
* Evaluate and monitor classroom for mobility equipment.
* Perform related duties as assigned.

**Orientation Mobilist Specialist page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Mobility assessment and program development for the blind or visually impaired.
* Consultation methods and practices.
* Mobility practices, procedures and equipment.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.
* Oral and written communication skills.
* Basic public speaking techniques.

**ABILITY TO:**

* Provide technical assistance in the development, dissemination and evaluation of procedures for obtaining blind or visually impaired services.
* Assist in the identification and evaluation of blind or visually impaired students.
* Determine appropriate action within clearly defined guidelines.
* Consult parents, teachers and others regarding blind or visually impaired issues.
* Maintain current knowledge of technological advances in the field.
* Establish and maintain cooperative and effective working relationships with others.
* Prepare and deliver oral presentations.
* Communicate effectively both orally and in writing.
* Work independently with little direction.

**Orientation Mobility Specialist - Continued Page 3**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: A bachelor’s degree or higher from a regionally accredited institution with a minimum grade point average of 2.75 on a 4.0 scale or a minimum grade point average of a 3.0 on a 4.0 scale on the last thirty (30) hours of credit completed, including undergraduate and graduate coursework. Completed coursework towards an approved preparation program for a regionally accredited institution for orientation and mobility specialists. Submit Form CA-1 to Education Professional Standards Board (EPSB) (valid for 1 year) valid for all grade levels. Renew by submitting Form CA-2 to EPSB and following the other requirements outlined in license and other requirements.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Academy of Certification of Vision Rehabilitation and Educational professional (ACVREP) certification in orientation and mobility; Provisional certification for orientation and mobility specialist shall be issued for a validity of 1 year; Maintain current ACVREP certification; Provide proof of completion of on-half of the requirements Section 2(1)(c) in 16 KAR 2:210; Valid Kentucky driver's license.

**AREA: HEALTH**

## Summary Class Code: 7289

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: CLINICAL PSYCHOLOGIST

**BASIC FUNCTION:**

To help parents, teachers and schools work together for the benefit of the student. This includes:

* Prevent educational and behavioral problems through early identification and consultation.
* Identify special needs of children through consultation, observation and other psychological and educational assessment.
* Analyze, integrate and report psychological and educational information about child behavior and conditions related to learning.
* Consult with teachers and other staff members in planning, implementing, and evaluating needs of individuals and groups of children.
* Plan and manage a program of psychological services including: 1) pre-referral and assessment services; 2) early identification services; 3) intervention and counseling for children; and 4) program evaluation and applied educational research.

**REPRESENTATIVE DUTIES:**

* Consult with general and exceptional teachers about the effects of various teaching techniques and methods of classroom instruction.
* Confer with teachers and parents about the child’s learning abilities, achievement levels, social/emotional development, and learning needs.
* Help teachers and parents understand more about how children grow, learn and develop.
* Assist teachers and parents in the development of appropriate goals and objectives necessary to meet the needs of each child.
* Provide crisis intervention services to students and school personnel upon requests.
* Aid in the construction and selection of evaluation procedures and instruments and assist in the development evaluation of programs, materials, and educational strategies for the district.
* Participate in screening meetings, serving to interpret and consult on the available data.
* Develop with teachers, parents and administrators intervention strategies designed to help in solving students’ school related problems in the regular classroom setting.
* Monitor the effectiveness of intervention strategies and, when necessary, ensure the initiation of a formal referral for complete psycho-educational assessment.
* Complete individual psycho-educational assessments and evaluation reports within federal due process timelines.
* Attend ARC meetings, as needed.
* Conduct needs assessments in order that service delivery goals may be set.
* Serve on district committees to apply psychological expertise for the development, implementation and evaluation of educational programs. Such areas may include grant application writing, the development of performance assessment procedures, curriculum design, competency testing and remedial programming.

**Clinical Psychologist – Continued Page 2**

* Providing professional development opportunities for teachers, administrators, and other school personnel: and develop systematic research programs to answer questions of concern to school personnel, such as the relationships between educational programs and pupil achievement. This service would be provided as the need arises.
* Assist with testing for the gifted program.
* Assist with early childhood assessment and intervention.
* Interpret the psychologist’s role to the community.
* Assist in beginning programs for the children who are found to be “at risk” and provide for parent training as needed.
* Perform such other tasks and assume such other responsibilities as may be assigned by the superintendent.

**KNOWLEDGE AND ABILITIES;**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

Four-year college graduation in the field of psychology and two years psychological experience including experience with children.

**LICENSES AND OTHER REQUIREMENTS;**

Valid Kentucky driver’s license; Kentucky certificate, license or other legal credential required.

**AREA: HEALTH**

## Summary Class Code: 7291

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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 client's specific activities.
* Oral and written communication skills.

**Physical/Occupational Therapist - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Public speaking techniques.
* Research techniques.
* Record-keeping techniques.
* Principles of training and supervising staff.
* Health and safety regulations.
* Interpersonal skills using tact, patience and courtesy.
* CPR.

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: HEALTH**

## Summary Class Code: 7292

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: THERAPY ASSISTANT

**BASIC FUNCTION:**

Perform a variety of clerical duties and assist with physical or occupational treatment programs and other activities in support of responsibilities of the Therapist; administer treatment and implement programs as assigned.

**REPRESENTATIVE DUTIES:**

* Perform a variety of clerical duties and assist with physical or occupational treatment programs and other activities in support of responsibilities of the Therapist.
* Administer treatment and implement programs as assigned.
* Check-in, weigh and measure patients and complete appropriate forms according to established procedures.
* Assist the Therapist with therapy as directed; provide routine therapy programs for children; position children in chairs and specialized equipment; perform CPR according to established guidelines as needed.
* Establish and maintain confidential medical charts for individual patients; maintain client files; assist with preparing reports as directed; document student progress; file reports as required.
* Communicate with parents and school personnel in establishing individualized programs.
* Assist Therapist in communicating with parents concerning home programs, equipment and other therapy related matters; accompany therapists making home visits with clients for the purpose of providing follow-up care or assist with equipment.
* Recommend individual equipment needs and modifications to the Therapist; assist in adapting, fabricating and maintaining equipment as necessary.
* Participate in providing in-service programs for school district personnel; serve on education committees related to therapy services as assigned.
* Maintain current knowledge of research, practices and technological advances in the field as required; maintain library of reference material involving resources, medical equipment and other information.
* Utilize and operate a variety of office and medical equipment including personal computer, typewriter, copier, wheelchairs, gurneys, lifts, walkers, crutches, prone standers, standing tables, communications equipment, whirlpools, parallel bars, paraffin bath, weight scales and telephone as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Correct oral and written usage of English.
* Modern medical practices, procedures and equipment.
* CPR techniques and procedures.

**Therapy Assistant - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Basic problems and concerns of handicapped children and families with handicapped children.
* Basic medical terminology.
* Alpha and numeric filing systems.
* Record-keeping techniques.
* Proper lifting techniques.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Perform a variety of clerical duties and assist with therapy treatments and other activities in support of responsibilities of the Therapist.
* Utilize and operate a variety of office and medical equipment including personal computer, typewriter, copier, wheelchairs, gurneys, lifts, walkers, crutches, prone standers, standing tables, communications equipment, whirlpools, parallel bars, paraffin bath, weight scales and telephone.
* Maintain records and files and assist in the preparation of reports.
* Perform CPR according to established guidelines.
* Lift children and equipment according to established guidelines.
* Establish and maintain cooperative and effective working relationships with others.
* Compile and verify data.
* Learn, apply and explain policies, procedures, rules and regulations.
* Learn department and program objectives and goals.
* Meet schedules and time lines.
* Type at an acceptable rate of speed.
* Observe health and safety regulations.
* Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid CPR and First Aid Certificates.

**AREA: HEALTH**

## Summary Class Code: 7293

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SPEECH LANGUAGE PATHOLOGY ASSISTANT

**BASIC FUNCTION:**

Assists in the practice of speech-language pathology and provides certain specific components of a speech language program under the supervision and direction of an appropriately qualified speech-language pathologist.

**REPRESENTATION DUTIES:**

* Conduct speech-language and hearing screenings without interpretation following specified screening protocols developed by a speech-language pathologist and audiologist respectively.
* Follow documented treatment plans or protocols as prescribed by the supervisor.
* Document student progress toward meeting established objectives as stated in the treatment plan.
* Provide direct treatment assistance to identified students under the supervision of the supervisor.
* Assist with clerical and other related duties as directed by the supervisor.
* Report to the supervisor about the treatment plan based on a student’s performance.
* Schedule activities, prepare, charts, records, graphs, or otherwise display data. This shall not include report generation.
* Perform simple checks and maintenance of equipment.
* Participate with the supervisor in research projects, in-service training, and public relations programs.
* Assist in implementing collaborative activities with other professional.
* Assist in administering tests for diagnostic evaluations and progress monitoring.
* Perform related duties as assigned by the supervising speech-language pathologist.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

**ABILITY TO:**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

**LICENSES AND OTHER REQUIREMENTS:**

**AREA: HEALTH**

## Summary Class Code: 7294

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SPEECH-LANGUAGE PATHOLOGIST

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**Speech Language Pathologist - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* 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
* Principals of training & supervising staff
* Health and safety regulations

**ABILITY TO:**

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

**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.

**Speech Language Pathologist - Continued Page 3**

**LICENSES AND OTHER REQUIREMENTS**

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

# AREA: INSTRUCTIONAL

## Summary Class Code: 7301

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COMMUNITY RELATIONS SPECIALIST

**BASIC FUNCTION:**

Supervise a variety of activities related to the development and implementation of the District's community relations efforts including audience, events and population targeting, community networking, the volunteer program, the speakers' bureau and senior citizen involvement; organize and oversee the operation of the school District's distribution center.

**REPRESENTATIVE DUTIES:**

* Plan and implement activities, projects and programs designed to improve school and community relations.
* Identify, supervise and coordinate the activities of volunteers who assist with community networking.
* Establish and maintain a volunteer resource file and assign volunteers to appropriate activities.
* Receive requests for speakers from within the school District and the community; schedule speakers and provide appropriate follow-up.
* Organize, implement and coordinate various activities involving senior citizens in District programs, activities and operations.
* Organize and oversee the operation of the District's distribution center; serve as the clearinghouse for publications and materials from external sources, mass mailings to targeted publications, mass distribution to schools and receiving, transmitting and logging requests for information packets.
* Monitor the supply of publications and brochures and notify appropriate personnel of needed reprints or revisions.
* Maintain confidential information appropriately and exercise good judgment when communicating with the public.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Organization and planning skills.
* Projects and programs to enhance community relations.
* Publications and brochures related to community relations.
* Mass mailing and distribution methods and procedures.
* Basic computer operation.
* Interpersonal skills using tact, patience and courtesy.
* Policies and objectives of assigned program and activities.
* Principles and practices of supervision and training.
* Various life styles and community groups.

**Community Relations Specialist - Continued Page 2**

**ABILITY TO:**

* Supervise a variety of activities related to the development and implementation of the District's community relations efforts including audience, events and population targeting, community networking, the volunteer program, the speakers' bureau and senior citizen involvement.
* Organize and oversee the operation of the school District's distribution center.
* Receive, transmit and log requests for information packets.
* Establish and maintain volunteer files.
* Communicate effectively both orally and in writing.
* Assign and review the work of others.
* Establish and maintain cooperative and effective working relationships with others.
* Work independently with little direction.
* Plan and organize work.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in public relations, communications or related field and one year experience in a related field.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7302

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: RESEARCH TECHNICIAN

**BASIC FUNCTION:**

Assist with designing, implementing and reporting District, State and federal program evaluations; assist local schools and District program units in monitoring goal attainment by identifying and developing appropriate instruments to perform evaluations.

**REPRESENTATIVE DUTIES:**

* Assist with designing evaluations for District, State and federal programs.
* Assist with developing instruments used to perform evaluation; assist local school and District program personnel with designing methods and instruments for evaluating goals.
* Maintain data and records for evaluating program compliance with federal, State and local regulations and policies; submit status of compliance reports as requested.
* Assist with coordinating testing requirements for District and State programs with appropriate personnel.
* Supervise the distribution and processing of various evaluation instruments.
* Maintain data and conduct analysis of data for evaluations utilizing electronic data processing equipment.
* Prepare annual and interim evaluation reports for District, State and federal programs.
* Assist with compliance regarding District and community requests for special data requirements.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Program evaluation instruments, tests and design.
* Research methods and report writing techniques.
* Operation of a computer terminal and data entry techniques.
* District organization, operations, policies and objectives.
* Oral and written communication skills.
* Record-keeping techniques.

**ABILITY TO:**

* Assist local schools and District program units in monitoring goal attainment by identifying and developing appropriate instruments to perform evaluations.
* Assist with designing, implementing and reporting District, State and federal program evaluations.
* Utilize computer software and operate a computer terminal.
* Communicate effectively both orally and in writing.
* Maintain records and prepare reports.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Work independently with little direction.
* Perform work utilizing numbers, tables and graphics.

**Research Technician - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

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

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7312

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INSTRUCTOR I

**BASIC FUNCTION:**

Assist in the implementation of education programs by providing comprehensive assessments, evaluations and instruction to meet the needs of parents and children, including home visitation and instruction.

**DISTINGUISHING CHARACTERISTICS:**

The levels of Instructor are distinguished by independence of action and degree of judgment exercised. The Instructor I receives closer supervision while Instructor II provides assistance to others and serves as a resource. The Instructor III provides leadership as well as assisting in program design.

**REPRESENTATIVE DUTIES:**

* Implement a comprehensive education program for eligible participants.
* Provide instruction, counseling, appropriate learning materials and experiences for the participants and provide continuous evaluation of students' progress and achievement.
* Plan and implement parent and child interactions and activities.
* Provide and arrange adult supports, activities and sessions.
* Plan and implement a parent involvement program which includes home visitation as appropriate.
* Promote program, interpret purpose of program to potential clients and interested persons in the community.
* Maintain accurate records on the program and provide data to appropriate personnel.
* Plan regularly with staff and participate in appropriate school meetings and activities.
* Comply with policies, rules and regulations of the School District and State or federal regulatory agencies where appropriate.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Basic instructional methods and techniques.
* Basic learning theory applicable to the student group served.
* Students with special needs, multi-cultural and multi-ethnic backgrounds.
* Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Classroom procedures and appropriate student conduct.
* Policies and objectives of assigned program and activities.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Health and safety regulations.

**Instructor I – continued Page 2**

**ABILITY TO:**

* Provide instruction working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds.
* Monitor and evaluate student progress.
* Communicate effectively both orally and in writing.
* Maintain routine records.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Analyze situations accurately and adopt an effective course of action.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and some instructional experience in a classroom environment working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds.

**LICENSES AND OTHER REQUIREMENTS:**

Education levels increase as required by the assignment and are recognized accordingly on the salary schedule.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7313

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INSTRUCTOR II

**BASIC FUNCTION:**

Assist in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children including home visitation and instruction; provide technical assistance to support functions; serve as a resource to support staff.

**DISTINGUISHING CHARACTERISTICS:**

The levels of Instructor are distinguished by independence of action and degree of judgment exercised. The Instructor I receives closer supervision while Instructor II provides assistance to others and serves as a resource. The Instructor III provides leadership as well as assisting in program design.

**REPRESENTATIVE DUTIES:**

* Assist in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children including home visitation and instruction; provide technical assistance to support functions; serve as a resource to support staff.
* Implement a comprehensive education program for eligible participants.
* Provide instruction, counseling, appropriate learning materials and experiences for the participants and provide continuous evaluation of students' progress and achievement.
* Plan and implement parent and child interactions and activities.
* Provide and arrange adult supports, activities and sessions.
* Plan and implement a parent involvement program which includes home visitation as appropriate.
* Promote program, interpret purpose of program to potential clients and interested persons in the community.
* Maintain accurate records on the program and provide data to appropriate personnel.
* Plan regularly with staff and participate in appropriate school meetings and activities.
* Comply with policies, rules and regulations of the School District and State or federal regulatory agencies where appropriate.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Basic instructional methods and techniques.
* Basic learning theory applicable to the student group served.
* Students with special needs, multi-cultural and multi-ethnic backgrounds.
* Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.
* Correct English usage, grammar, spelling, punctuation and vocabulary.

**Instructor II – Continued Page 2**

**KNOWLEDGE OF - continued:**

* Classroom procedures and appropriate student conduct.
* Policies and objectives of assigned program and activities.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Health and safety regulations.

**ABILITY TO:**

* Provide instruction working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds.
* Monitor and evaluate student progress.
* Communicate effectively both orally and in writing.
* Maintain routine records.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Analyze situations accurately and adopt an effective course of action.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree and one year successful teaching experience at least at the level of an Instructor I.

**LICENSES AND OTHER REQUIREMENTS:**

Education levels increase as required by the assignment and are recognized accordingly on the salary schedule.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7314

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INSTRUCTOR III

**BASIC FUNCTION:**

Assist in the implementation of education programs by providing comprehensive assessments, evaluations and instruction to meet the needs of parents and children including home visitation and instruction; provide leadership and assistance to support functions with a minimum of supervision.

**DISTINGUISHING CHARACTERISTICS:**

The levels of Instructor are distinguished by independence of action and degree of judgment exercised. The Instructor III provides leadership as well as assisting in program design. The Instructor I receives closer supervision while Instructor II provides assistance to others and serves as a resource.

**REPRESENTATIVE DUTIES:**

* Assist in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children including home visitation and instruction; provide leadership and assistance to support functions with a minimum of supervision.
* Implement a comprehensive education program for eligible participants.
* Provide instruction, counseling, appropriate learning materials and experiences for the participants and provide continuous evaluation of students' progress and achievement.
* Plan and implement parent and child interactions and activities.
* Provide and arrange adult supports, activities and sessions.
* Plan and implement a parent involvement program which includes home visitation as appropriate.
* Promote program, interpret purpose of program to potential clients and interested persons in the community.
* Maintain accurate records on the program and provide data to appropriate personnel.
* Plan regularly with staff and participate in appropriate school meetings and activities.
* Comply with policies, rules and regulations of the School District and State or federal regulatory agencies where appropriate.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Basic instructional methods and techniques.
* Basic learning theory applicable to the student group served.
* Students with special needs, multi-cultural and multi-ethnic backgrounds.
* Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.
* Correct English usage, grammar, spelling, punctuation and vocabulary.

**Instructor III - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Classroom procedures and appropriate student conduct.
* Policies and objectives of assigned program and activities.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Health and safety regulations.

**ABILITY TO:**

* Provide instruction working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds.
* Monitor and evaluate student progress.
* Communicate effectively both orally and in writing.
* Maintain routine records.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Analyze situations accurately and adopt an effective course of action.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree and three years successful teaching experience at the level of an Instructor I.

**LICENSES AND OTHER REQUIREMENTS:**

Education levels increase as required by the assignment and are recognized accordingly on the salary schedule.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7315

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PERFORMANCE SPECIALIST

**BASIC FUNCTION:**

Perform a variety of professional student instruction in an assigned area of the performing arts such as dance, singing, acting, costumes, voice, piano or orchestra; direct or assist with classroom instruction and with the development of curriculum, goals, objectives to teaching and reinforce the assigned performing art(s).

**REPRESENTATIVE DUTIES:**

* Perform professional student instruction in an assigned area of the performing arts; direct or assist with classroom instruction and with the development of curriculum, goals, objectives to teaching and reinforce the assigned performing art(s).
* Direct and instruct students in the areas of dance, singing and acting, including jazz, musical theatre, tap dance, fundamentals of theatre movement and musical theatre vocal techniques; develop a musical theatre touring show, including curriculum, concept development, musical arrangements, staging, choreography, vocal coaching and other technical aspects; coordinate overall activities such as public relations, bookings and budgets.
* Develop and maintain course curriculum, goals and objectives for lessons and projects related to voice, diction and dialect instruction; implement the Skinner and International Phonetic Alphabet techniques, Shakespearean texts, musical comedies and a variety of dialects; instruct students in the use of various acting techniques and styles.
* Direct the operation of a costume shop; provide direction in the design, development and construction of costumes for such areas as dance, music and theatre; train students in facets of costume design; develop and maintain a school/community costume support system.
* Develop dance, piano and orchestra course curriculum, goals and objectives; provide direction and instruction in areas of dance and music, including classical, modern, jazz and other styles; provide co-curricular experiences for piano and orchestral students such as touring opportunities, school and public concerts and school musical productions.
* Advise students in cooperation with school counselors; assure performance instruction complies with Board of Education policies; provide direction at after-school rehearsals and performances.
* Coordinate performing arts with other acting, music and performing arts groups; correct and improve the technical competence of students.
* Prepare and maintain records and reports related to students, curriculum, practices, performances, budgets, goals and objectives.
* Perform related duties as assigned.

**Performance Specialist - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Preparation and conduct of practices and live performances.
* Professional techniques, instruments and styles in the assigned performing art(s).
* Principles of training and providing direction.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Oral and written communication skills.
* Policies and objectives of assigned program and activities.
* District organization, operations, policies and objectives.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Perform a variety of professional student instruction in an assigned area of the performing arts such as dance, singing, acting, costumes, voice, piano or orchestra.
* Direct or assist with classroom instruction and with the development of curriculum, goals, objectives to teaching and reinforce the assigned performing art(s).
* Provide direction and leadership to individuals, ensembles and large groups.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Prioritize and schedule instruction, practices and performances.
* Plan and organize work.
* Train and provide direction to others.
* Apply and explain policies, procedures, rules and regulations.
* 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.
* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in the related performing arts area and three years increasingly responsible experience in the assigned performing arts.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7316

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INSTRUCTIONAL ASSISTANT - BILINGUAL

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**Instructional Assistant-Bilingual - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Confer with teachers concerning programs and materials to meet student needs; arrange for guest speakers and field trips as assigned.
* Assure the health and safety of students by following health and safety practices and procedures; provide immediate basic first aid and comfort to students as needed.
* Direct group activities of students as assigned.
* Participate in meetings, in-service training programs and field trips as assigned.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**Instructional Assistant-Bilingual - Continued Page 3**

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Must pass the ABLE test in accordance with State regulations.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7317

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INSTRUCTIONAL MONITOR I

**BASIC FUNCTION:**

Assist an on-site director, classroom teacher, or other responsible staff member in providing a safe and quality environment for students.

**REPRESENTATIVE DUTIES:**

* Monitor students on a one-to-one basis, in small groups or in large groups to ensure their safety; follow procedures to safeguard the health and safety of students.
* Assist the on-site director, classroom teacher or other responsible staff members in planning various activities for the students.
* Assist with organizing materials for conducting special training activities.
* Promote positive parent and child interactions and activities.
* Participate in staff activities and in special training programs.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Safe practices in classroom and playground activities.
* Interpersonal skills using tact, patience, and courtesy.
* Basic record-keeping techniques.
* Health and safety regulations.

**ABILITY TO:**

* Learn child guidance principles and practices.
* Communicate and maintain effective relationships with students, parents, and staff, both orally and in writing.
* Print and write legibly.
* Understand and follow oral and written instructions.
* Learn procedures, functions and limitations of assigned duties.
* Monitor, observe and report student’s behavior according to approval policies and procedures.
* Learn and apply safety procedures and regulations.

**EDUCATION AND EXPERIENCE:**

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

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7318

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INSTRUCTIONAL ASSISTANT II

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

* Tutor individuals or small groups of students typically with a disability or handicap, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
* Participate as member of an instructional team including remediation teams; develop appropriate relationships with parents and team members; serve as a resource person to the student personnel evaluation team.
* Transport students to and from activities and assist in preparation for treatment as required.
* Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students.
* Assist in administering diagnostic and other tests; score and record test information; read, understand and assist in implementing, recording and monitoring student's IEP.
* Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary.
* Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
* Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
* Assist in overseeing students while in labs 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.

**Instructional Assistant II - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* 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, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in working with children in an organized setting.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7319

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INSTRUCTIONAL MONITOR II

**BASIC FUNCTION:**

Serve as the lead instructional monitor in charge of providing a safe and quality environment for students.

**REPRESENTATIVE DUTIES:**

* Monitor students on a one-to-one basis, in small groups or in large groups to ensure their safety; follow procedures to safeguard the health and safety of students.
* Plan, organize and implement various training activities for students.
* Recommend materials needed to carry out activities planned.
* Confer with teachers, when needed, concerning student behavior.
* Promote positive parent and child interactions and activities.
* Participate in staff activities and in special training programs.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Safe practices in classroom and playground activities.
* Interpersonal skills using tact, patience, and courtesy.
* Basic record-keeping techniques.
* Health and safety regulations.

**ABILITY TO:**

* Learn child guidance principles and practices.
* Communicate and maintain effective relationships with students, parents, and staff, both orally and in writing.
* Print and write legibly.
* Understand and follow oral and written instructions.
* Learn procedures, functions and limitations of assigned duties.
* Monitor, observe and report student’s behavior according to approval policies and procedures.
* Learn and apply safety procedures and regulations.

**EDUCATION AND EXPERIENCE:**

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

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7320

**LOCAL DISTRICT CLASSIFICATION PLAN**

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

**Instructional Assistant I – Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

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

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7321

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INSTRUCTIONAL ASSISTANT - HIGH SCHOOL

**BASIC FUNCTION:**

Participate as an integral member of an instructional unit under the direction of a supervising teacher including tutoring students, assisting in documentation of pupil progress, attendance and preparing and organizing materials and equipment at a high school level.

**REPRESENTATIVE DUTIES:**

* Implement instructional techniques and learning activities as required by the Kentucky Department of Education and local District.
* Provide tutoring, counseling, appropriate learning material and experiences for the participants and assist in continuous evaluation of students' progress and achievement.
* Assist with the documentation of pupil progress and attendance on a continuous basis.
* Maintain accurate program records and provide data to appropriate personnel.
* Plan regularly with staff and participate in appropriate school meetings and activities.
* Prepare and organize materials and equipment for remedial instruction.
* Participate as an integral member of the remediation and instructional team.
* Comply with policies, rules and regulations of the District and of State and federal regulatory agency where appropriate.
* Promote program, interpret purpose of program to potential clients and interested persons in the community.
* 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.

**Instructional Assistant - High School – continued Page 2**

**ABILITY TO - continued:**

* 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: two years of college-level training and demonstrated ability to work with pupils who have not been successful in the regular classroom and three years of experience in working with students with multi-cultural and multi-ethnic backgrounds.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7322

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: CHILD DEVELOPMENT CENTER SUPERVISOR - MEDICAL

**BASIC FUNCTION:**

Plan, implement and administer a Medical and Child Development Center; implement and interpret policies and procedures established by grants, contracts and licensing agencies.

**REPRESENTATIVE DUTIES:**

* Supervise and evaluate the operations and maintenance of a Medical and Child Development Center; assure compliance with contract, grant and licensing agency requirements.
* Plan, organize and establish the type of physical facility necessary to meet licensure requirements; provide appropriate classes and resources as needed.
* Implement medical and child development center programs and assist in updating and reviewing procedures and policies as needed.
* Supervise, monitor and evaluate performance of assigned medical and child development center staff; provide consultation, training and resource information as needed.
* Prepare regular reports of Medical and Child Development Center activities, special events and progress toward goals as required; compile and submit proposals, progress reports, evaluation and statistics according to established time lines.
* Participate on the management team representing program components.
* Monitor the Medical and Child Development Center budget.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Current concepts used in Early Childhood Development.
* Medical terminology and equipment.
* Basic child psychology and principles and theories of child growth and development.
* Grant, contract and license requirements.
* Policies, procedures and philosophy of a medical and child development center.
* Principles of supervision and training.
* Health and safety requirements of children.
* Appropriate safety precautions and procedures.
* Budget preparation and control.
* Equipment, materials and supplies used in a medical and child development center.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Plan and direct the activities of the Medical and Child Development Center.
* Plan, develop, organize and evaluate learning programs and experiences.

**Child Development Center Supervisor-Medical - Continued Page 2**

**ABILITY TO - continued:**

* Develop and maintain effective relationships with employees, children, students and parents.
* Provide work direction and guidance to Medical and Child Development Center employees, volunteers and students.
* Work independently with little direction.
* Analyze situations accurately and adopt an effective course of action.
* Complete work with many interruptions.
* Maintain current knowledge of technological advances in the field.
* Maintain a healthy and safe learning environment.
* Apply and explain policies, procedures, rules and regulations.
* Establish and maintain cooperative and effective working relationships with others, including a variety of ages and cultures.
* Plan and organize work.
* Meet schedules and time lines.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in nursing or related field and five years related experience including one year experience as a supervisor of a primary health care center involved in providing adolescent health care services.

**LICENSES AND OTHER REQUIREMENTS:**

Current Kentucky Registered Nurse Registration.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7324

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: CHILD DEVELOPMENT CENTER SUPERVISOR

**BASIC FUNCTION:**

Plan, implement and administer a Child Development Center operations and activities to meet the established requirements of the District and the Kentucky Day Care Licensure Board.

**REPRESENTATIVE DUTIES:**

* Supervise the total operations and maintenance of a Child Development Center.
* Plan, organize and establish the type of physical facility necessary to meet licensure requirements.
* Implement Center programs and assist in curriculum development.
* Supervise, monitor and evaluate performance of center staff.
* Develop and implement procedures for recording progress of infants and for reporting progress to parents to include organizing parent meetings and informing parents of Center policies and events.
* Prepare regular reports of center activities, special events and progress toward goals as required.
* Prepare, submit and maintain Center budgets.
* Oversee the Center's special programs such as a food program including maintenance of inventory to maximize efficient and effective operation.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Current concepts used in Early Childhood Development.
* Subject matter and curriculum planning for a child development program.
* Basic child psychology and principles and theories of child growth and development.
* Principles and theories of parent-child relationships.
* Policies, procedures and philosophy of a child development center.
* Principles of supervision and training.
* Health and safety requirements of children.
* Appropriate safety precautions and procedures.
* Methods of observing, evaluating and recording child behavior.
* Budget preparation and control.
* Equipment, materials and supplies used in a preschool children's center.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Plan and direct the activities of the Child Development Center.
* Plan, develop, organize and evaluate learning programs and experiences for the development of infants, toddlers and children in a learning lab environment.

**Child Development Center Supervisor - Continued Page 2**

**ABILITY TO - continued:**

* Explain principles, theories and practical application of growth and development of children.
* Develop and revise instructional materials appropriate for assigned age levels.
* Purchase, inventory, store and maintain supplies and equipment for the Center.
* Develop and maintain effective relationships with employees, preschool children, students and parents.
* Provide work direction and guidance to Center employees, volunteers and students.
* Work independently with little direction.
* Analyze situations accurately and adopt an effective course of action.
* Complete work with many interruptions.
* Maintain current knowledge of technological advances in the field.
* Maintain a healthy and safe learning environment.
* Apply appropriate first aid.
* Apply and explain policies, procedures, rules and regulations.
* Establish and maintain cooperative and effective working relationships with others, including a variety of ages and cultures.
* Lift heavy objects.
* Plan and organize work.
* Meet schedules and time lines.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Child Development Associate or Associate of Arts with emphasis in child development and two years satisfactory full-time experience in working with young children in a group setting and two years of experience in supervision and training of a day care center staff.

**LICENSES AND OTHER REQUIREMENTS:**

Certification in Pediatric First Aid, CPR and six hours of State approved childcare training annually.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7326

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: CHILD DEVELOPMENT CENTER ASSISTANT SUPERVISOR

**BASIC FUNCTION:**

Assist the Child Development Center Supervisor in planning, implementing and administering to meet the established requirements of the District and the Kentucky Day Care Licensure.

**REPRESENTATIVE DUTIES:**

* Assist with the operation and maintenance of a Child Development Center.
* Maintain physical facilities necessary to meet licensure requirements.
* Assume the responsibilities of the Supervisor when assigned.
* Assist in supervising and monitoring the performance of center staff and co-op students.
* Maintain records and prepare reports as directed by the supervisor.
* Assure that infants receive age appropriate activities and stimulation.
* Respond to individual child's basic needs.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Current concepts used in Early Childhood Development.
* Basic child psychology and principles and theories of child growth and development.
* Principles and theories of parent-child relationships.
* Policies, procedures and philosophy of a child development center.
* Health and safety requirements of children.
* Appropriate safety precautions and procedures.
* Methods of observing, evaluating and recording child behavior.
* Equipment, materials and supplies used in a preschool children's center.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Model and explain principles, theories and practical application of growth and development of children.
* Develop and revise instructional materials appropriate for assigned age levels.
* Purchase, inventory, store and maintain supplies and equipment for the Center.
* Develop and maintain effective relationships with employees, preschool children, students and parents.
* Provide work direction and guidance to Center employees, volunteers and students.
* Work independently with little direction.
* Analyze situations accurately and adopt an effective course of action.
* Complete work with many interruptions.
* Maintain current knowledge of technological advances in the field.
* Maintain a healthy and safe learning environment.

**Child Development Center Assistant Supervisor - Continued Page 2**

**ABILITY TO - continued:**

* Apply appropriate first aid.
* Apply and explain policies, procedures, rules and regulations.
* Establish and maintain cooperative and effective working relationships with others, including a variety of ages and cultures.
* Lift equipment and children weighing up to 50 pounds.
* Plan and organize work.
* Meet schedules and time lines.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of experience in a licensed day care center working with infants.

**LICENSES AND OTHER REQUIREMENTS:**

Certification in Pediatric First Aid, CPR and six hours of State approved childcare training annually.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7328

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DIAGNOSTIC/ASSESSMENT COUNSELOR

**BASIC FUNCTION:**

Assess needs of parents and students referred to the Center; administer and interpret diagnostic instruments; complete and maintain appropriate records and reports and make referrals as necessary.

**REPRESENTATIVE DUTIES:**

* Interview students and parents to assess client needs.
* Administer, record, interpret and report on results of personality inventories, dependency inventories and other designated diagnostic instruments.
* Prepare written assessment reports and case-recording documents.
* Identify alternative community resources available to meet the various needs of clients; communicate with community resources to develop and implement other resources as needed.
* Analyze alternative approaches to meeting client needs and determine appropriate action.
* Coordinate referrals to and communicate with community alcohol and other substance abuse resources to exchange information, coordinate activities and resolve issues and concerns.
* Monitor progress of clients referred to community services and perform follow-up services.
* Participate in community meetings and speaking engagements as assigned.
* Maintain confidentiality of clients information.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Diagnostic and assessment procedures.
* Appropriate diagnostic instruments.
* Various community resources.
* Record-keeping techniques.
* Alcohol and drug dependency signs and assessment.
* Oral and written communication skills.
* Interviewing techniques.

**ABILITY TO:**

* Assess needs of parents and students referred to the Center.
* Administer and interpret diagnostic instruments.
* Complete and maintain appropriate records and reports and make referrals as necessary.
* Work confidentially with discretion.
* Analyze situations accurately and adopt an effective course of action.

**Diagnostic/Assessment Counselor - Continued Page 2**

**ABILITY TO - continued:**

* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Plan and organize work.
* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in social work, psychology, counseling or related field and five years responsible experience in the field of chemical dependency.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7330

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: HEAD START COORDINATOR

**BASIC FUNCTION:**

Develop and supervise the implementation of a specialized program to meet the Department of Health and Human Services' performance standards for a specific clientele of students and parents.

**REPRESENTATIVE DUTIES:**

* Formulate and implement one or more components of the Head Start Program and update periodically; demonstrate materials for employees to take into the home and to center meetings.
* Visit classrooms regularly to demonstrate effective teaching methods or procedures; review plans and make suggestions for improvement; work with teachers and other staff to determine equipment and supplies needed for classroom and other uses.
* Assess training needs of staff and develop in-service training covering assigned components.
* Provide management with periodic reports on the progress of the assigned components.
* Provide the Director with a copy of his/her weekly plan of work and schedule of classroom visits.
* Coordinate activities with other Head Start components.
* Maintain current centralized files for Head Start component.
* Provide training opportunities to parents and volunteers according to performance standards; inform staff and parents of available scholarships and educational assistance grants opportunities.
* 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.

**Head Start Coordinator - Continued Page 2**

**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 and three years of experience in the component area served.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7332

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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 the specialty, and the nature or type and frequency of contacts outside the unit.

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Subject matter in area of assignment.
* Short and long-range planning techniques applicable to area of specialty.
* In-service materials, subject matter and methods in area of specialty.

**Program Specialist I - Continued Page 2**

**KNOWLEDGE OF - continued:**

* 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.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7333

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PROGRAM SPECIALIST II

**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; interpret standard practices and procedures.

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Subject matter in area of assignment.
* Short and long-range planning techniques applicable to area of specialty.
* In-service materials, subject matter and methods in area of specialty.

**Program Specialist II - Continued Page 2**

**KNOWLEDGE OF - continued:**

* 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 four years instructional experience in area of assignment.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7334

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PROGRAM ASSISTANT I

**BASIC FUNCTION:**

Perform routine clerical duties in support of a specific program; assist program specialists, coordinators, principals, and others in the implementation of program objectives and activities.

**DISTINGUISHING CHARACTERISTICS:**

Program Assistant I incumbents are assigned routine duties while the Program Assistant II incumbents perform specialized duties requiring technical knowledge of specific programs and have regular and purposeful contact with program personnel.

**REPRESENTATIVE DUTIES:**

* Perform responsible duties in support of a specific program at the District or school site level.
* Work closely with other program personnel to coordinate activities and assure compliance with program and District directives.
* Provide various services and implement functions for the program involving direct or indirect contact with students, parents, outside program officials, regulatory agencies and others.
* Provide input to District-wide reports for an assigned program; monitor program budget as directed.
* Monitor files and records regarding participants, students, parents, proper statistics and data and other matters.
* Review and monitor program as assigned at specific sites; make classroom observations, diagnose problems and provide for proper resolution.
* Represent the assigned program at District, school and community meetings and conferences as directed.
* Analyze program material and provide input for modification as required; review application from participants and determine program eligibility.
* Research, collect and compile data as directed to develop reports; analyze data and suggest implications.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Specific program to which assigned.
* Record-keeping techniques.
* Operation of a computer terminal and data entry techniques.
* Oral and written communication skills.
* Research methods and report writing techniques.
* Laws, rules and regulations related to assigned activities.
* Policies and objectives of assigned program and activities.

**Program Assistant I - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Assist with responsible duties for a specific program.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Operate a computer terminal.
* Prioritize and schedule work.
* Learn, apply and explain policies, procedures, rules and regulations.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Determine appropriate action within clearly defined guidelines.
* Work independently with little direction.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

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

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7335

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PROGRAM ASSISTANT II

**BASIC FUNCTION:**

Perform a variety of clerical and technical support duties in support of a specific program involving technical knowledge within the program; assist program specialists, coordinators, principals and others in the implementation of program objectives and activities.

**DISTINGUISHING CHARACTERISTICS:**

Program Assistant I incumbents are assigned routine duties while the Program Assistant II incumbents perform specialized duties requiring technical knowledge of specific programs and have regular and purposeful contact with program personnel.

**REPRESENTATIVE DUTIES:**

* Perform a variety of clerical and technical support duties in support of a specific program involving technical knowledge within the program; assist program specialists, coordinators, principals and others in the implementation of program objectives and activities.
* Perform responsible duties in support of a specific program at the District or school site level.
* Work closely with other program personnel to coordinate activities and assure compliance with program and District directives.
* Provide various services and implement functions for the program involving direct or indirect contact with students, parents, outside program officials, regulatory agencies and others.
* Provide input to District-wide reports for an assigned program; monitor program budget as directed.
* Monitor files and records regarding participants, students, parents, proper statistics and data and other matters.
* Review and monitor program as assigned at specific sites; make classroom observations, diagnose problems and provide for proper resolution.
* Represent the assigned program at District, school and community meetings and conferences as directed.
* Analyze program material and provide input for modification as required; review application from participants and determine program eligibility.
* Research, collect and compile data as directed to develop reports; analyze data and suggest implications.
* Perform related duties as assigned.

**Program Assistant II - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Specific program to which assigned.
* Record-keeping techniques.
* Operation of a computer terminal and data entry techniques.
* Oral and written communication skills.
* Research methods and report writing techniques.
* Laws, rules and regulations related to assigned activities.
* Policies and objectives of assigned program and activities.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Assist with responsible duties for a specific program.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Operate a computer terminal.
* Prioritize and schedule work.
* Learn, apply and explain policies, procedures, rules and regulations.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Determine appropriate action within clearly defined guidelines.
* Work independently with little direction.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

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

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7336

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: EDUCATIONAL INTERPRETER II

**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 levels 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:**

1. 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.
2. Encourage deaf and hard of hearing students to communicate with faculty, staff, administrators, students, and others.
3. Utilize planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors.
4. Prepare for demanding course material as necessary for successful interpreting and/or transliterating.
5. Participates as a professional member of the educational team in the Admission and Release Committee (ARC) process.
6. Meet with teachers and staff to coordinate efforts in achieving instructional goals of the educational team; *and*
7. Perform other duties as assigned that do not interfere with the communication accessibility of assigned student(s).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

1. American Sign Language, Signed English, Signed Exact English and other recognized modes of communication within the deaf and hard of hearing community.
2. Correct English usage, grammar, spelling, punctuation and vocabulary.
3. Kentucky Core Content and Program of Studies.

**EDUCATIONAL INTERPRETER II – Continued Page 2**

**KNOWLEDGE OF – continued:**

1. Applicable sections of the law, including Kentucky Administrative Regulations.
2. Special Education, language development of, and effective strategies for educating students with hearing loss.
3. Values, behavior, and language of the American deaf culture; *and*
4. NAD-RID Code of Professional Conduct.

**ABILITY TO:**

1. Interpret from spoken English to the IEP specified modality (ASL, Signed English, etc.) and from the IEP specified modality to spoken English.
2. Ability to fully implement knowledge of the field of interpreting.
3. Relate well to deaf and hard of hearing individuals.
4. Analyze situations accurately and adopt an effective course of action.
5. Establish and maintain cooperative and effective working relationships with others.
6. Provide instructional staff with relevant information regarding student’s functional abilities in the classroom.
7. Communicate effectively orally, in writing and across the signing continuum.
8. Work independently with little direction; *and*
9. Maintain current knowledge of school rules, regulations, requirements and restrictions.

**EDUCATION AND EXPERIENCE:**

1. Associate’s degree preferably from an Interpreter Training Program; *and*
2. Minimum of 2 years of experience interpreting.

**OR**

1. 5 years interpreting experience may be accepted.

**OR**

* Full license from the Kentucky Board of Interpreters (KBI).

**LICENSES AND OTHER REQUIREMENTS:**

1. Temporary license from the Kentucky Board of Interpreters (KBI); *and*
2. Actively working with a mentor to achieve full licensure.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7337

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PROGRAM SPECIALIST III

**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; survey system-wide needs in areas of assignment and determine effectiveness of assigned program or activity; adapt and interpret standard practices and procedures.

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Subject matter in area of assignment.
* Short and long-range planning techniques applicable to area of specialty.
* In-service materials, subject matter and methods in area of specialty.

**Program Specialist III - Continued Page 2**

**KNOWLEDGE OF - continued:**

* 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 five years instructional experience in area of assignment.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7338

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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 levels 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:**

1. 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.
2. Encourage communication and interactions between deaf/ hard of hearing students and faculty, staff, administrators, students, and others.
3. Meet with teachers and staff to coordinate efforts in achieving instructional goals of the educational team.
4. Make recommendations to instructional staff based on the learning styles of students being served.
5. Work closely with director of special education or appropriate staff to coordinate interpreting services based on the needs of students in the district.
6. Prepare for demanding course material as necessary for successful interpreting and/or transliterating.
7. Participates and makes recommendations as a professional member of the educational team in the Admission and Release Committee (ARC) process; *and*
8. Perform other duties as assigned that do not interfere with the communication accessibility of assigned student(s).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

1. American Sign Language, Signed English, Signed Exact English and other recognized modes of communication within the deaf and hard of hearing community.
2. Correct English usage, grammar, spelling, punctuation and vocabulary.

**EDUCATIONAL INTERPRETER I (Lead Interpreter) - Continued**

**KNOWLEDGE OF – continued:**

1. Kentucky Core Content and Program of Studies.
2. Applicable sections of the law, including Kentucky Administrative Regulations.
3. Special education, language development of, and effective strategies for educating students with hearing loss.
4. Values, behavior, and language of the American deaf culture.
5. NAD-RID Code of Professional Conduct;*and*
6. Effective mentoring strategies based on best practices for interpreters.

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

1. Bachelor’s Degree preferably from an Interpreter Training Program (ITP); *and*
2. Minimum of 3 years of experience interpreting.

**OR**

1. 7 years interpreting experience may be accepted.

**LICENSES AND OTHER REQUIREMENTS:**

1. Full license from the Kentucky Board of Interpreters (KBI).

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7339

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: EDUCATIONAL INTERPRETER III (Entry-Level)

**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 levels 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.
  + Allow deaf and hard of hearing students to communicate with faculty, staff, administrators, students, and others.
  + Utilize planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors.
  + Prepare for demanding course material as necessary for successful interpreting and/or transliterating.
  + Serve 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:**

1. American Sign Language, Signed English, Signed Exact English and other recognized modes of communication within the deaf and hard of hearing community.
2. Correct English usage, grammar, spelling, punctuation and vocabulary.
3. Kentucky Core Content and Program of Studies.

**EDUCATIONAL INTERPRETER III (Entry-Level) – Continued Page 2**

**KNOWLEDGE OF:**

1. Applicable sections of the law, including Kentucky Administrative Regulations.
2. Special Education, language development of, and effective strategies for educating students with hearing loss.
3. Values, behavior, and language of the American deaf culture; *and*
4. NAD-RID Code of Professional Conduct.

**ABILITY TO:**

1. Interpret from spoken English to the IEP specified modality (ASL, Signed English, etc.) and from the IEP specified modality to spoken English.
2. Implement knowledge of the field of interpreting**.**
3. Relate well to deaf and hard of hearing individuals.
4. Analyze situations accurately and adopt an effective course of action.
5. Establish and maintain cooperative and effective working relationships with others.
6. Provide instructional staff with relevant information regarding student’s functional abilities in the classroom.
7. Communicate effectively orally, in writing and across the signing continuum.
8. Work independently with little direction; *and*
9. Maintain current knowledge of school rules, regulations, requirements and restrictions.

**EDUCATION AND EXPERIENCE:**

1. High school diploma or equivalent required; *and*
2. Some experience interpreting in an educational setting or working in the deaf community with supporting documentation preferred.

**OR**

1. Graduation from an Interpreter Training Program (ITP)may be accepted.

**LICENSES AND OTHER REQUIREMENTS:**

1. Temporary license from the Kentucky Board of Interpreters (KBI); *and*
2. Actively working with a mentor to achieve full licensure.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7342

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SCHOOL/HOME/COMMUNITY LIAISON

**BASIC FUNCTION:**

Provide specialized services for a specific school or district program involving the school or district in relation to parents and/or the community at large.

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

* Coordinate assigned activities to resolve student issues or develop community programs.
* Travel to student homes and interact with parents.
* Assist with responsible duties for a specific program.
* Understand and follow oral and written directions.

**School/Home/Community Liaison - Continued Page 2**

**ABILITY TO - continued:**

* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Operate a computer terminal.
* Prioritize and schedule work.
* Learn, apply and explain policies, procedures, rules and regulations.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Determine appropriate action within clearly defined guidelines.
* Work independently with little direction.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7344

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ATHLETIC DIRECTOR

**BASIC FUNCTION:**

Plan, organize, direct and implement the District athletic activities, including recommending the purchase and rental of equipment and athletic facilities. Coach or assist coaches in various athletic programs. Serve as the district point of contact for athletic program questions from school, district and state personnel.

**REPRESENTATIVE DUTIES:**

* Promote sports in the schools and community.
* Plan or assist in planning the athletic program.
* Organize, supervise or assist in organizing and supervising with practices.
* Teach or assist in teaching individual fundamental skills, team play, team strategy and rules and regulations of the game.
* Teach or assist in teaching sportsmanship and self-control.
* Check or assist in checking eligibility of participants, including insurance coverage and parent consent.
* Provide students a proper role model, emotional support, patience, a friendly attitude and general guidance.
* Conduct or assist in conducting learning experiences, with small groups of student athletes.
* Recommend or assist in recommending the purchase of equipment, supplies and uniforms as appropriate for the health, safety and welfare of student athletes.
* Perform related duties as assigned by the Superintendent.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Fundamentals of various sports.
* Health and safety regulations.
* Oral and written communication skills
* 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.
* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.
* Work independently with little direction.
* Plan and organize work.

**Athletic Director - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or GED certificate, a minimum of 64 semester hours from an accredited college or university and one year of experience coaching in a school athletic program.

**LICENSES AND OTHER REQUIREMENTS:**

Successful completion of ABLE test, a criminal records check, AIDS awareness training, current certification in first aid and CPR. Valid Kentucky driver’s license.

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7345

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ASSISTANT COACH I

**BASIC FUNCTION:**

Assist coaches in various secondary school athletic programs.

**REPRESENTATIVE DUTIES:**

* Assist coaches in daily and long-range athletic activities.
* Assist coaches in planning the athletic program.
* Conduct learning experiences, under the direction of the head coaches, with small groups of student athletes.
* Assist coaches in guiding participants toward a harmonious team spirit.
* Assist in providing escort assistance, and supervision to athletes during periods of team travel.
* Recommend to the head coach the purchase of equipment, supplies, and uniforms as appropriate for the health, safety, and welfare of student athletes.
* Perform other non-coaching duties assigned by the principal, athletic director, or head coach.

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

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7346

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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 the 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 G.E.D. Certificate as required by Kentucky law and 64 semester hours.

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7347

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: HEAD COACH

**BASIC FUNCTION:**

Coach in various secondary school interscholastic athletic programs.

**REPRESENTATIVE DUTIES:**

* Promote sports in the schools and community.
* Plan the assigned athletic program.
* Organize and supervise practices.
* Teach individual fundamental skills, team play, team strategy and rules and regulations of the game.
* Teach good sportsmanship and self-control.
* Check eligibility of participants, including insurance coverage and parent consent.
* Provide students a proper role model, emotional support, patience, a friendly attitude and general guidance.
* Conduct learning experiences, with small groups of student athletes.
* Recommend the purchase of equipment, supplies and uniforms as appropriate for the health, safety and welfare of students 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.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a high school diploma or G.E.D. Certificate, a minimum of 64 semester hours from an accredited college or university and one year of experience coaching in a school athletic program.

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7348

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: CAMP COUNSELOR

**BASIC FUNCTION:**

Oversee activities of students in special camp programs.

**REPRESENTATIVE DUTIES:**

* Participate in staff training.
* Oversee the activities and well-being of an assigned group of students.
* Supervise daily work groups of students.
* Provide for wake-up of assigned students and supervision of clean up and inspection of bunks daily.
* Supervise evening programs and preparation for bed.
* Tutor students as assigned by teachers.
* Assist students by providing a proper role model; provide emotional support, patience, a friendly attitude and general guidance.
* Serve as an appropriate role model for younger students.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Procedures used in a camp setting.
* Health and safety regulations.

**ABILITY TO:**

* Oversee a group of students on assigned activities.
* Demonstrate an appreciation for the environment.
* Understand and follow oral and written directions.
* Work cooperatively with others.
* Assign and review the work of others.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Assist students by providing a proper role model.

**EDUCATION AND EXPERIENCE:**

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

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7349

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PRESCHOOL ASSOCIATE TEACHER I

**BASIC FUNCTION:**

The Preschool Associate Teacher I directs the daily operation of the preschool classroom. In this capacity, the Preschool Associate Teacher I organizes and implements appropriate developmental activities for preschool children including those with disabilities. The Preschool Associate Teacher I also participates in the assessment of children by observing children and contributing to the reporting and planning for individual child educational goals. The Preschool Associate Teacher I provides parents with regular information regarding child development and their individual child’s progress.

**DISTINGUISHING CHARACTERISTIC:**

The Preschool Associate Teacher series applies to trained early childhood paraprofessionals who operate preschool classrooms, under the supervision of certified or licensed professionals. The Preschool Associate Teacher series requires training in the education and development of young children, as documented by an early childhood credential, diploma and/or completion of college coursework in early childhood education and development, other than teacher certification established by the Kentucky Education Professional Standards Board. The levels in the series are distinguished by the general knowledge and educational level of the individual, the amount and intensity of professional training in early childhood and child development, and the consequent amount of responsibility for child assessment, curriculum development and special instructional services for children with disabilities.

**REPRESENTATION DUTIES:**

1. Organizes, creates and operates the preschool classroom.
2. Provides parent involvement opportunities and works individually with parents of children on child development and individual child progress; implements a home-based program under the direction of a professional.
3. Observes and records child behavior; uses appropriate child assessment tools with training; provides input into educational reports.
4. Adapts the learning environment using recommendations from professionals (teacher, occupational therapist, physical therapist, speech/language therapist, etc.); implements IEP goals under supervision of a professional; participates in the Admissions and Release Committee as the child’s regular teacher.
5. Directs the activities of instructional assistants in the classroom.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

1. General practices, policies and procedures involved in early childhood education.
2. Appropriate preschool classroom operation.
3. Parent education relating to preschool children.
4. Needs and development of preschool children.

**Preschool Associate Teacher I - Continued Page 2**

**KNOWLEDGE OF - continued:**

1. Oral and written communication skills.
2. Laws, rules and regulations related to assigned activities.
3. Interpersonal skills basic to working with adults and families.
4. Health and safety rules and regulations related to early childhood settings.

**ABILITY TO:**

1. Organize, create and operate the preschool classroom with indirect curricular supervision.
2. Provide parent involvement opportunities.
3. Work with parents and children effectively.
4. Observe and record child behavior.
5. Provide input into child education reports.
6. Adapt the learning environment to meet individual child needs.
7. Implement special instructional services under direction of a licensed or certified professional.
8. Communicate effectively both orally and in writing.
9. Work cooperatively with others and direct activities of instructional assistants.
10. Maintain classroom records.
11. Understand and work within scope of authority.

**EDUCATION AND EXPERIENCE:**

General Education: High School (GED)

Early Childhood Preparation: A minimum of one (1) year early childhood training or experience plus one of the following:

1. Child Development Associate (CDA) credential from the National Academy of Early Childhood Programs,

**OR**

1. at least 12 semester hours in early childhood education or development, OR
2. Kentucky TECH Preschool Teacher Diploma (092.227-018)

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7350

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PRESCHOOL ASSOCIATE TEACHER II

**BASIC FUNCTION:**

The Preschool Associate Teacher II directs the daily operation of the preschool classroom. In this capacity, the Preschool Associate Teacher II organizes and implements appropriate developmental activities for preschool children including those with disabilities. The Preschool Associate Teacher II also participates in the assessment of children by observing children and contributing to the reporting and planning for individual child educational goals. The Preschool Associate Teacher II provides parents with regular information regarding child development and their individual child’s progress.

**DISTINGUISHING CHARACTERISTIC:**

The Preschool Associate Teacher series applies to trained early childhood paraprofessionals who operate preschool classrooms, under the supervision of certified or licensed professionals. The Preschool Associate Teacher series requires training in the education and development of young children, as documented by an early childhood credential, diploma and/or completion of college coursework in early childhood education and development, other than teacher certification established by the Kentucky Education Professional Standards Board. The levels in the series are distinguished by the general knowledge and educational level of the individual, the amount and intensity of professional training in early childhood and child development, and the consequent amount of responsibility for child assessment, curriculum development and special instructional services for children with disabilities.

**REPRESENTATION DUTIES:**

* Organizes, creates and operates the preschool classroom.
* Provides parent involvement opportunities and works individually with parents of children on child development and individual child progress; implements a home-based program under the direction of a professional.
* Observes and records child behavior; uses appropriate child assessment tools with training; may assist in writing part of a report.
* Adapts the learning environment using recommendations from professionals (teacher, occupational therapist, physical therapist, speech/language therapist, etc.); implements IEP goals under supervision of a professional; participates in the Admissions and Release Committee as the child’s regular teacher.
* Directs the activities of instructional assistants in the classroom.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* General practices, policies and procedures involved in early childhood education.
* Appropriate preschool classroom operation.
* Parent education relating to preschool children.
* Needs and development of preschool children.

**Preschool Associate Teacher II - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Oral and written communication skills.
* Laws, rules and regulations related to assigned activities.
* Interpersonal skills basic to working with adults and families.
* Health and safety rules and regulations related to early childhood settings.

**ABILITY TO:**

* Organize, create and operate the preschool classroom with indirect curricular supervision.
* Provide parent involvement opportunities.
* Work with parents and children effectively.
* Observe and record child behavior.
* Provide input into child education reports.
* Adapt the learning environment to meet individual child needs.
* Implement special instructional services under direction of a licensed or certified professional.
* Communicate effectively both orally and in writing.
* Work cooperatively with others and direct activities of instructional assistants.
* Maintain classroom records.
* Understand and work within scope of authority.

**EDUCATION AND EXPERIENCE:**

General Education: Associate Degree, OR 64 college semester hours.

Early Childhood Preparation: A minimum of one (1) year early childhood training or experience plus one of the following:

* Child Development Associate (CDA) credential from the National Academy of Early Childhood Programs,

**OR**

* at least 12 semester hours in early childhood education or development, OR
* Kentucky TECH Preschool Teacher Diploma (092.227-018)

**AREA: INSTRUCTIONAL**

## Summary Class Code: 7351

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PRESCHOOL ASSOCIATE TEACHER III

**BASIC FUNCTION:**

The Preschool Associate Teacher III directs the daily operation of the preschool classroom. In this capacity, the Preschool Associate Teacher III organizes and implements appropriate developmental activities for preschool children including those with disabilities. The Preschool Associate Teacher III also participates in the assessment of children by observing children and contributing to the reporting and planning for individual child educational goals. The Preschool Associate Teacher III provides parents with regular information regarding child development and their individual child’s progress.

**DISTINGUISHING CHARACTERISTIC:**

The Preschool Associate Teacher series applies to trained early childhood paraprofessionals who operate preschool classrooms, under the supervision of certified or licensed professionals. The Preschool Associate Teacher series requires training in the education and development of young children, as documented by an early childhood credential, diploma and/or completion of college coursework in early childhood education and development, other than teacher certification established by the Kentucky Education Professional Standards Board. The levels in the series are distinguished by the general knowledge and educational level of the individual, the amount and intensity of professional training in early childhood and child development, and the consequent amount of responsibility for child assessment, curriculum development and special instructional services for children with disabilities.

**REPRESENTATION DUTIES:**

* Organizes, creates and operates the preschool classroom.
* Provides parent involvement opportunities and works individually with parents of children on child development and individual child progress; implements a home-based program under the direction of a professional.
* Observes and records child behavior; uses appropriate child assessment tools with training; prepares requested parts of an educational report.
* Adapts the learning environment using recommendations from professionals (teacher, occupational therapist, physical therapist, speech/language therapist, etc.); implements IEP goals under supervision of a professional; participates in the Admissions and Release Committee as the child’s regular teacher.
* Directs the activities of instructional assistants in the classroom.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* General practices, policies and procedures involved in early childhood education.
* Appropriate preschool classroom operation.
* Parent education relating to preschool children.
* Needs and development of preschool children.

**Preschool Associate Teacher III - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Oral and written communication skills.
* Laws, rules and regulations related to assigned activities.
* Interpersonal skills basic to working with adults and families.
* Health and safety rules and regulations related to early childhood settings.

**ABILITY TO:**

* Organize, create and operate the preschool classroom with indirect curricular supervision.
* Provide parent involvement opportunities.
* Work with parents and children effectively.
* Observe and record child behavior.
* Provide input into child education reports.
* Adapt the learning environment to meet individual child needs.
* Implement special instructional services under direction of a licensed or certified professional.
* Communicate effectively both orally and in writing.
* Work cooperatively with others and direct activities of instructional assistants.
* Maintain classroom records.
* Understand and work within scope of authority.

**EDUCATION AND EXPERIENCE:**

General Education: More than 64 college semester hours.

Early Childhood Preparation: A minimum of one (1) year early childhood training or experience plus one of the following:

* Child Development Associate (CDA) credential from the National Academy of Early Childhood Programs, OR Kentucky TECH Preschool Teacher Diploma (092.227-018) plus 6 additional semester hours in early childhood education or development, OR
* at least 18 semester hours in early childhood education or development.

# AREA: LIBRARY/MEDIA

## Summary Class Code: 7361

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MEDIA TECHNICIAN

**BASIC FUNCTION:**

Perform a variety of technical duties related to the circulation, distribution, processing, receipt and storage of library or media materials at the District office media resource center or an assigned high school or middle school library.

**REPRESENTATIVE DUTIES:**

* Provide media services relating to the acquisition, circulation, distribution and recovery of books, periodicals, records and tapes, textbooks, audio-visual materials and equipment and other instructional materials at the media center or an assigned middle or high school site.
* Assist faculty, students and staff in researching materials for classroom use; assist in locating and selecting materials.
* Process new library materials, including books, periodicals and other materials using the Dewey Decimal classification system.
* Check books and materials in and out at circulation desk; check out, distribute and recover media equipment and media materials.
* Receive, stamp, process and distribute textbooks to appropriate departments; maintain inventory records and notify students concerning lost textbooks and library materials.
* Assist in planning and organizing media materials and services; maintain a clean and orderly environment; report and arrange maintenance needs; monitor and maintain acceptable student conduct.
* Schedule and coordinate the use of media equipment and materials; order, repair and return software and videos; assure proper use and operation of equipment.
* Mend and repair damaged books; prepare materials to be re-bound, repaired or discarded.
* Arrange, stock, shelve and box books and other instructional materials; inspect, load and unload incoming and outgoing shipments; assure conformance to orders.
* Train and provide work direction to student assistants.
* Operate a variety of office and media equipment as required by the position.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Library technical practices, procedures and terminology.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Oral and written communication skills.
* Modern office practices, procedures and equipment.
* Interpersonal skills using tact, patience and courtesy.
* Operation of office equipment including computer equipment.
* Basic arithmetic.

**Media Technician - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Library reference materials and sources.
* Record-keeping techniques.

**ABILITY TO:**

* Provide technical library services at the media center or an assigned high school or middle school library.
* Assist students and faculty in the location of instructional materials and resources.
* Apply and explain library rules, regulations and policies.
* Receive and process textbooks, media and library materials.
* Maintain a consistently friendly and cooperative manner.
* Operate a variety of standard office equipment including a computer terminal.
* Bend, stoop and lift properly.
* Maintain records and files using alpha and numeric systems.
* Maintain library in a neat and orderly condition.
* Add, subtract, multiply and divide quickly and accurately.
* Understand and follow oral and written directions.
* Work independently with little direction.
* Meet schedules and time lines.
* Train and provide work direction to others.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

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

**AREA: LIBRARY/MEDIA**

## Summary Class Code: 7362

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LIBRARY MEDIA CLERK

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

* Assist with library activities.
* Process and shelve library materials and assist students and staff in the selection of library materials.
* Learn the operation, policies, procedures and methods of an assigned school library.
* Add, subtract, multiply and divide quickly and accurately.
* Understand and follow oral and written directions.

**Library Media Clerk - Continued Page 2**

**ABILITY TO - continued:**

* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively with children and adults.
* Maintain routine records as assigned.
* File alphabetically and numerically with speed and accuracy.
* Utilize materials for marking, mending or protecting library materials.
* Operate office equipment including typewriter and copier as required.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Must pass the ABLE test in accordance with State requirements.

**AREA: LIBRARY/MEDIA**

## Summary Class Code: 7363

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MEDIA PRODUCER/TECHNICAL COORDINATOR

**BASIC FUNCTION:**

Coordinate the technical design of school District's special media productions and the operation and maintenance of production equipment.

**REPRESENTATIVE DUTIES:**

* Provide technical direction for special media projects and television productions.
* Design multi-media school system productions as needed for special media projects.
* Edit special media projects, audio and videotapes.
* Communicate with school personnel regarding audiovisual projects.
* Coordinate activities of personnel assigned to various special media projects.
* Operate and maintain portable video equipment and multi-media projection equipment used for special media projects; operate photographic equipment as assigned.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* School system oriented multi-media production.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.
* Research methods and report writing techniques.
* Policies and objectives of assigned program and activities.

**ABILITY TO:**

* Coordinate the technical design of school District's special media productions and the operation and maintenance of production equipment.
* Operate a variety of multi-media equipment.
* Design multi-media school system productions.
* Prepare and deliver oral presentations.
* Establish and maintain cooperative and effective working relationships with others.
* Prioritize and schedule work.
* Maintain current knowledge of technological advances in the field.
* Analyze situations accurately and adopt an effective course of action.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in media, communications or related field and two years of experience in television studio production including demonstrated experience in broadcast, audio, television direction, design and photography.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

# AREA: MAINTENANCE

## Summary Class Code: 7411

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: CONSTRUCTION INSPECTOR

**BASIC FUNCTION:**

Perform on-site field inspection of contract work under special school programs including inspections involving general contracting, mechanical engineering and architectural engineering.

**REPRESENTATIVE DUTIES:**

* Inspect construction work for compliance with applicable building codes, drawings and specifications.
* Submit written reports on projects inspected stating progress, work status and contractors' compliance to contract documents.
* Advise contractors of unsatisfactory job situations and conditions.
* Coordinate inspection findings with corresponding inspectors of consulting architects and engineers of record.
* Advise superiors on validity of contractor pay requests.
* Review validity of change order requests for work and payment amounts submitted by contractors.
* Consult and advise corresponding inspectors of consulting architects and engineers and contractors regarding specific field problems.
* Maintain complete and comprehensive job files on each field project assigned.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Construction law and project administration processes.
* Applicable building codes and KDE regulations.
* Record-keeping techniques.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Health and safety regulations.
* Technical aspects of field of specialty.
* Applicable ordinances, fire regulations and safety precautions.

**ABILITY TO:**

* Read and understand contract documents, drawings and specifications.
* Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
* Compile and verify data and prepare reports.
* Prioritize and schedule work.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Analyze situations accurately and adopt an effective course of action.

**Construction Inspector - Continued Page 2**

**ABILITY TO - continued:**

* Meet schedules and time lines.
* Observe health and safety regulations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years of successful construction experience in field related to assignment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: MAINTENANCE**

## Summary Class Code: 7412

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DRAFTING SPECIALIST

**BASIC FUNCTION:**

Prepare drawings and specifications for District, in-house construction projects; maintain facility record files, coordinate filing and storage of record documents; assist in field data collection, evaluation and inspection of completed projects for both in-house and contract work; conduct research and data evaluation for construction materials and products.

**REPRESENTATIVE DUTIES:**

* Assist in the design, planning and drawing of plans and writing of specifications for new construction and renovation.
* Maintain and revise scale-size floor and site plan drawings; demonstrate changes to the facilities.
* Maintain record files of tracings, prints, blueprints, specification books and shop drawings.
* Assist architects and engineers in obtaining drawings and specifications for use in planning new construction or renovation work.
* Assist in field inspection of contract new construction and renovation work.
* Operate and maintain blueprint machine.
* Participate in project review meetings with the State Department of Education staff and maintain contact with staff for project documentation.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Architectural drafting methods and practices.
* Blueprinting involving drawings, tracings and sketches with appropriate computations.
* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* Basic research methods.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* Proper methods of storing equipment, materials and supplies.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Prepare architectural drawings according to design specifications.
* Assist in field inspection of construction projects.
* Understand and follow oral and written directions.
* Maintain routine records.
* Learn, apply and explain policies, procedures, rules and regulations.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.

**Drafting Specialist – Continued Page 2**

**ABILITY TO - continued:**

* Determine appropriate action within clearly defined guidelines.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

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

**AREA: MAINTENANCE**

## Summary Class Code: 7413

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ELECTRICAL ENGINEER

**BASIC FUNCTION:**

Direct and supervise the preparation of electrical plans and specifications for new and existing buildings; conduct inspections and coordinate the electrical requirements for construction items; assure regulations are met.

**REPRESENTATIVE DUTIES:**

* Direct the work of engineers in the preparation of electrical plans and specifications.
* Supervise the preparation of plans and specifications for new electrical projects and renovations.
* Engineer and design electrical systems as required by District needs.
* Serve as a staff resource person to management in approving electrical equipment for new installations.
* Assist other support units with drawings and specifications, cost estimates and material evaluation for work administered by other departments.
* Conduct periodic and final inspections of electrical construction items including change orders and contract payment authorizations.
* Coordinate the electrical requirements for specific projects in order to assure that the projects meet or exceed local regulations, state codes, the National Electric Code and any utility requirements.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Principles and practices of electrical engineering.
* Prepare engineering plans and specifications.
* Record-keeping techniques.
* Oral and written communication skills.
* Research methods and report writing techniques.
* Laws, rules and regulations related to assigned activities.
* Interpersonal skills using tact, patience and courtesy.
* Principles and practices of supervision and training.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Direct and review the work of professional engineers.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Compile and verify data and prepare reports.
* Train, supervise and evaluate personnel.

**Electrical Engineer - Continued Page 2**

**ABILITY TO - continued:**

* Maintain current knowledge of technological advances in the field.
* Analyze situations accurately and adopt an effective course of action.
* Plan and organize work.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in electrical engineering and two years of experience as an electrical engineer.

**AREA: MAINTENANCE**

## Summary Class Code: 7421

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ENERGY SYSTEMS SUPERVISOR

**BASIC FUNCTION:**

Assure the development, installation and maintenance of an energy management system and comfort control for the District.

**REPRESENTATIVE DUTIES:**

* Supervise, inspect and verify acceptance of the Energy Management System and controls by contractors.
* Develop software and programs to be used in the Energy Management and Security System.
* Test and approve program changes, microcomputers and components parts associated with the Energy Management and Security System.
* Develop and test programs and equipment for interfacing computer hardware and software of the Energy Management System with existing comfort controls.
* Consult with Principals and Building Managers to answer concerns with the Energy Management and Security System.
* Train, supervise, evaluate and coordinate activities of personnel in the maintenance, repair, installation and calibration of the Energy Management computers and temperature control systems.
* Assign, review and inspect work in progress and completed by assigned personnel.
* Prepare and coordinate purchasing, specifications and recommendations for equipment used with the Energy Management and Security System and Comfort Controls.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Health and safety regulations.
* Microcomputers, programming and HVAC systems.
* District organization, operations, policies and objectives.
* Principles and practices of administration, supervision and training.
* Budget preparation and control.
* Technical aspects of field of specialty.
* Interpersonal skills using tact, patience and courtesy.
* Operation of a computer terminal and data entry techniques.
* Oral and written communication skills.
* Record-keeping techniques.

**ABILITY TO:**

* Assure the development, installation and maintenance of an energy management system and comfort control for the District.
* Train, supervise and evaluate personnel.
* Prioritize and schedule work.

**Energy Systems Supervisor - Continued Page 2**

**ABILITY TO - continued:**

* Work independently with little direction.
* Communicate effectively both orally and in writing.
* Maintain records and prepare reports.
* Establish and maintain cooperative and effective working relationships with others.
* Perform heavy physical labor.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law supplemented by two years technical school in electronics or heating and air conditioning and four years of experience in Electronics or HVAC.

**AREA: MAINTENANCE**

## Summary Class Code: 7422

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ENERGY AUDITOR

**BASIC FUNCTION:**

Conduct energy audits, monitor energy use and cost data, develop energy budget and monitor the energy program for cost centers in the school district.

**REPRESENTATIVE DUTIES:**

* Collect and analyze data related to energy consumption.
* Conduct energy audits of facilities.
* Inspect new and renovated facilities to assure energy efficient systems and materials used.
* Inspect facilities to assure energy conservation policies are met.
* Recommend new products to be used in facilities to reduce energy consumption.
* Collect and maintain energy usage data.
* Prepare energy budgets.
* Prepare monthly reports on energy usage.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Energy use programs.
* Sophisticated monitoring and controlling timing devices used to measure energy use.
* Building and safety regulations.
* Rules, regulations, codes, laws and guidelines applicable to energy conservation.

**ABILITY TO:**

* Prepare federal and State grant applications.
* Apply measures to reduce energy consumption.
* Inspect buildings for energy and maintenance-related issues.
* Estimate material and labor cost.
* Read and interpret blueprints.
* Learn, apply and explain policies, procedures, rules and regulations.
* Maintain records and prepare reports.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

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

**AREA: MAINTENANCE**

## Summary Class Code: 7423

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INSULATION INSPECTOR

**BASIC FUNCTION:**

Maintain asbestos materials management program including asbestos-containing materials in District facilities; coordinate between various regular agencies, EPA offices and the Asbestos Action Program in Washington D.C., in reference to asbestos-related material.

**REPRESENTATIVE DUTIES:**

* Inspect and sample suspect materials and equipment for potential presence of asbestos.
* Perform a quarterly inspection of facilities containing asbestos material, the quarterly air sample testing for each facility and special air sample testing as required.
* Remove or otherwise provide for damaged asbestos-containing materials.
* Remove asbestos-containing materials that are removed by school personnel and clean the affected area.
* Oversee the air-sampling program conducted by private contractors and maintain a file of results, in each school affected, verifying acceptable levels of air cleanliness.
* Maintain school system record file of asbestos abatement, repairs and encapsulation of asbestos-containing material for facilities in the District.
* Complete, records and files, accurate work orders for encapsulation or repair.
* Maintain complete and accurate files at each facility to comply with EPA regulations.
* File reports with local Air Pollution Control District on regular basis advising of abatement performed.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Asbestos abatement methods including training by approved EPA instruction.
* Local, State and federal regulations concerning asbestos abatement.
* Basic record-keeping techniques.
* Research methods and report writing techniques.
* Policies and objectives of assigned program and activities.
* Health and safety regulations.
* Technical aspects of field of specialty.
* Industrial hygiene principles.

**ABILITY TO:**

* Perform inspections and sampling of material and equipment for potential presence of asbestos.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Compile and verify data and prepare reports.
* Prioritize and schedule work.
* Learn, apply and explain policies, procedures, rules and regulations.

**Insulation Inspector - Continued Page 2**

**ABILITY TO - continued:**

* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Analyze situations accurately and adopt an effective course of action.
* Plan and organize work.
* Observe health and safety regulations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of experience in the insulation of commercial heating and air conditioning equipment.

**AREA: MAINTENANCE**

## Summary Class Code: 7424

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: HVAC TECHNICIAN

**BASIC FUNCTION:**

Perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of District heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities; perform preventive maintenance and routine servicing of equipment.

**REPRESENTATIVE DUTIES:**

* Inspect, repair, modify and install HVAC equipment including refrigeration and air conditioning compressors, receivers, condensers, chillers, water cooling towers, forced air converter units, pumps, automatic and hand valves, expansion valves and capillary tubes.
* Conduct regular preventive maintenance inspections of refrigeration units, isolated heating and ventilating units, including boilers, gas and electrically operated air-conditioning equipment, and make necessary adjustments or repairs; service and repair evaporative coolers.
* Repair or replace defective parts in units and equipment and their controls, including thermostats, automatic switches, fan controls, log switches, damper motors, louvers, relays, filters, controls, belts, compressors, heat exchangers, high limit controls, pressure controls, safety valves, and automatic gas valves.
* Operate a variety of hand and power tools, welder torch, vacuum pump, test equipment utilized in the trade and a motor vehicle; maintain equipment in effective and safe working condition; maintain parts and tool inventory.
* Repair and rebuild semi-hermetic reciprocating compressors and compressors for centrifugal refrigeration machines.
* Perform skilled electrical maintenance work in the repair, installation and alteration of HVAC equipment, components, timers, motors and wiring systems as needed; connect motors to control panels.
* Test and examine boiler operations, observing meter and pressure gauges; conduct boiler water quality test and treatment; adjust boiler burner combustion.
* Lubricate and pack heating, ventilation, refrigeration, and air-conditioning motors, pumps, fans, and other equipment.
* Install and calibrate systems; install copper tubing and repair pipes and tubing as necessary; test joints and insulate pipes of refrigeration and air conditioning systems; flush boilers, descale tubing; rebuild pressure and temperature safety valves and water pumps.
* Install, rebuild, replace or repair fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets and other equipment as necessary.
* Maintain related records concerning time, labor and materials; maintain log of tasks performed and write reports as required.
* Perform related duties as assigned.

**HVAC Technician - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Standard practices of the HVAC and refrigeration trade.
* Theory of HVAC and refrigeration systems.
* Materials, methods and tools used in the operation and repair of HVAC and refrigeration systems.
* Applicable building codes, ordinances and regulations of State and local authorities pertaining to HVAC, refrigeration and boilers.
* Air compressors and pneumatic controls.
* Cooling tower and boiler water treatment.
* Manual and electrical tools and equipment applicable to the HVAC and refrigeration trade.
* Welding and soldering techniques.
* Health and safety regulations.
* Basic record-keeping techniques.
* Proper methods of storing equipment, materials and supplies.

**ABILITY TO:**

* Perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of District heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities.
* Calibrate systems.
* Perform preventive maintenance and routine servicing of equipment.
* Diagnose defects, and install, repair and maintain heating, ventilating, refrigeration, and air-conditioning units.
* Follow oral and written instructions.
* Operate specialized machinery, equipment and tools utilized in the repair, installation and maintenance of heating, ventilation, air conditioning and refrigeration systems.
* Communicate effectively both orally and in writing.
* Understand and follow oral and written directions.
* Work cooperatively with others.
* Work independently with little direction.
* Meet schedules and time lines.
* Maintain routine records and prepare reports.
* Lift objects weighing up to 70 pounds.
* Lift heavy objects.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years journey-level operation, maintenance and repair experience in the HVAC and refrigeration trade.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: MAINTENANCE**

## Summary Class Code: 7425

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ENERGY SYSTEMS OPERATOR/DISPATCHER

**BASIC FUNCTION:**

Operate and monitor an energy management system for proper operation and system malfunctions; dispatch personnel to make needed repairs.

**REPRESENTATIVE DUTIES:**

* Operate and monitor an energy management system for proper operation and system malfunctions.
* Start-up an energy management system according to established procedures.
* Review and analyze alarms received on an energy management system for proper action.
* Operate two-way radio to dispatch appropriate personnel to resolve problems or correct malfunctions.
* Operate microcomputer to maintain files on contract overtime, boilers, water heaters, compressor installation, air conditioners and others.
* Receive concerns from service technicians or others regarding HVAC and energy management systems and equipment; respond by telephone or radio.
* Process completed work orders and distribute to appropriate personnel.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Basic HVAC equipment and energy management systems.
* Operation of a microcomputer and data entry techniques.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Operate and monitor an energy management system for proper operation and system malfunctions.
* Determine appropriate action within clearly defined guidelines.
* Operate a two-way radio and a microcomputer.
* Process work orders.
* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and some experience working with an energy management system.

**AREA: MAINTENANCE**

## Summary Class Code: 7431

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MAINTENANCE MANAGER - ELECTRONICS

**BASIC FUNCTION:**

Plan, organize and coordinate the activities of electronics unit personnel.

**REPRESENTATIVE DUTIES:**

* Develop and provide general supervision through subordinate supervisory personnel to department activities and functions; assist with the development and management of unit's budget.
* Review and analyze work requests and reports; consult with supervisory personnel to plan and schedule electronic unit activities.
* Prepare plans to coordinate work of electronics unit with interrelated activities of other departments.
* Consult with Principals to resolve problems with electronic and business machines as assigned.
* Develop and maintain programs for maintaining emergency repair to District's two-way radio network and paging system.
* Prepare and coordinate purchase specifications for procurement of replacement parts and contractual service for the District.
* Assist District architects in development of specifications and recommendations of sound systems, televisions and electronic equipment that may be included in the District's new and renovation projects.
* Develop and maintain safety program and procedures for the electronics unit.
* Develop and schedule in-service seminars and state-of-the-art training in electronic systems and business machines.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Materials, methods and tools used in the operation and repair of electronic equipment.
* Modern office practices, procedures and equipment.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Principles of training and providing work direction.
* Principles and practices of administration, supervision and training.

**ABILITY TO:**

* Operate tools and equipment used in general maintenance work.
* Estimate materials and supply needs.
* Maintain routine records related to work performed.
* Order parts and supplies according to established guidelines.
* Perform skilled work in the construction, renovation, maintenance and repair of building and facilities.

**Maintenance Manager-Electronics - Continued Page 2**

**ABILITY TO - continued:**

* Assign and review work.
* Establish and maintain cooperative and effective working relationships with others.
* Prioritize and schedule work.
* Meet schedules and time lines.
* Acquire F.C.C. license.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level course work in electronics or a related field and four years journey-level experience in electronic service and engineering including one year supervisory experience.

**AREA: MAINTENANCE**

## Summary Class Code: 7432

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MAINTENANCE MANAGER - GENERAL

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Mechanical, carpentry, plumbing, masonry and other related trades.
* Maintenance, repair and operation of building and grounds equipment.
* Basic record-keeping techniques.

**Maintenance Manager - General - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Shop math.
* Methods, equipment and materials used in general maintenance work.
* Health and safety regulations and procedures.
* Proper methods of storing equipment, materials and supplies.
* Technical aspects of field of specialty.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Principles and practices of supervision and training.

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: MAINTENANCE**

## Summary Class Code: 7433

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MAINTENANCE MANAGER-MECHANICAL

**BASIC FUNCTION:**

Plan, organize and coordinate the activities of the heating, ventilating and air conditioning units.

**REPRESENTATIVE DUTIES:**

* Develop and provide supervision through subordinate supervisory personnel, to the heating and air conditioning activities and functions; assist with the development and management of the unit's budget.
* Review and analyze work requests and reports; consult with supervisory personnel to plan and schedule heating and air conditioning units activities.
* Prepare plans to coordinate work of heating and air conditioning units with interrelated activities of other departments.
* Consult with Principals to resolve problems with heating and air conditioning as assigned.
* Consult with Kentucky State Boiler Inspector and develop an effective program for inspection and repairs of the District's boilers and pressure vessels.
* Develop and supervise a program for obtaining emergency repairs to boilers and heating systems to assure safe operation.
* Prepare and coordinate with purchasing, specifications for procurement of replacement parts and contractual services for the District's needs in heating and air conditioning equipment.
* Assist District architects in development of specifications and recommendations for heating and air conditioning equipment that may be included in new and renovation projects.
* Develop and schedule in-service seminars and state-of-the-art training in mechanical systems.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Materials, methods and tools used in the operation and repair of heating, ventilation and air conditioning equipment.
* Modern office practices, procedures and equipment.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Principles of training and providing work direction.
* Principles and practices of administration, supervision and training.

**ABILITY TO:**

* Operate tools and equipment used in general maintenance work.
* Estimate materials and supply needs.
* Maintain routine records related to work performed.

**Maintenance Manager-Mechanical - Continued Page 2**

**ABILITY TO - continued:**

* Order parts and supplies according to established guidelines.
* Perform skilled work in the construction, renovation, maintenance and repair of building and facilities.
* Office environment; subject to.
* Establish and maintain cooperative and effective working relationships with others.
* Prioritize and schedule work.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level course work in area of mechanical engineering or related field and five years journey-level experience including at least one year supervisory experience.

**AREA: MAINTENANCE**

## Summary Class Code: 7434

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MAINTENANCE MANAGER - RENOVATIONS

**BASIC FUNCTION:**

Organize, plan, direct and implement renovations of District buildings and facilities.

**REPRESENTATIVE DUTIES:**

* Organize, plan, direct and implement renovations of District buildings and facilities.
* Assign duties, supervise and coordinate activities of employees.
* Review production schedule and estimate work-hour requirements for completion of job assignments.
* Evaluate and enforce policies, procedures and rules including safety regulations.
* Establish or adjust work procedures to meet production schedules; interpret specifications, blueprints and job orders.
* Assign duties, supervise and coordinate activities of employees.
* Review production schedules and estimate time and labor requirements for completion of job assignment.
* Evaluate and enforce policies, procedures, regulations and work rules including safety regulations.
* Establish or adjust work procedures to meet production schedules, knowledge of machines and equipment; interpret specifications, blueprints and job orders.
* Recommend measures to improve production methods, equipment performance and quality of product; suggest working conditions improvements.
* Analyze and resolve work issues confer with other Managers to coordinate activities of individual units and sub-units; meet with employee representatives to resolve grievances.
* Initiate or suggest plans to motivate workers to achieve work goals.
* Train, supervise and evaluate assigned staff; recommend or initiate personnel actions, such as promotions, transfers, terminations and disciplinary measures.
* Estimate, requisitions and inspect materials; assist in development of unit budget.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods, materials, and equipment used in the various building maintenance trades including carpentry, plumbing, painting, electrical, heating and ventilating, air conditioning.
* Building construction practices and laws governing the construction and repair of public buildings.
* Appropriate safety precautions and procedures.
* Health and safety regulations.
* Applicable State, County and local laws, codes and regulations related to maintenance and construction operations.

**Maintenance Manager - Renovations - Continued Page 2**

**KNOWLEDGE OF - continued:**

* District organization, operations, policies and objectives.
* Principles and practices of administration, supervision and training.
* Budget preparation and control.
* Technical aspects of field of specialty.
* Interpersonal skills using tact, patience and courtesy.
* Oral and written communication skills.
* Record-keeping techniques.

**ABILITY TO:**

* Perform a variety of responsible duties related to the supervision of maintenance and construction operations and activities.
* Plan, organize, schedule, assign and review maintenance and construction work.
* Train, supervise and evaluate personnel.
* Prioritize and schedule work.
* Read, interpret and work from construction drawings and blueprints.
* Estimate materials needs and labor costs.
* Plan, lay out, direct and control a construction and maintenance work program involving diversified activities.
* Prepare and write formal bid specifications.
* Receive and analyze bids and recommend award.
* Manage and coordinate multiple construction projects.
* Work independently with little direction.
* Communicate effectively both orally and in writing.
* Maintain records and prepare reports.
* Establish and maintain cooperative and effective working relationships with others.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level course work in business administration, one or more of the building trades or a related field and three years successful experience in the area of assignment including two years in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: MAINTENANCE**

## Summary Class Code: 7435

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MAINTENANCE SUPERVISOR

**BASIC FUNCTION:**

Plan, organize, schedule, assign and review maintenance work for one or more trades groups; train, supervise and evaluate the work of assigned employees.

**REPRESENTATIVE DUTIES:**

* Plan, organize, coordinate and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of District buildings and facilities.
* Train, supervise and evaluate the performance of assigned maintenance and skilled trades staff; assign and review work and participate in the selection of new personnel as assigned.
* Develop and prepare work schedules; review maintenance reports and work orders; prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations; coordinate responses to emergency calls.
* Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned.
* Conduct inspections of buildings and facilities to determine maintenance and repair needs and quality of work performed; recommend the removal of fire, safety or health hazards including asbestos-related issues; instruct staff in safe work practices.
* Participate in the establishment and implementation of a systematic preventive maintenance program; investigate vandalism as necessary.
* Assist in determining needed equipment, materials and supplies for the District maintenance operations; requisition a wide variety of supplies, maintenance tools and equipment.
* Communicate with vendors, contractors and inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods, materials, and equipment used in the various building maintenance trades such as carpentry, plumbing, painting, electrical, heating and ventilating and air conditioning as assigned.
* Building construction practices and laws governing the construction and repair of public buildings.
* Appropriate safety precautions and procedures.
* Health and safety regulations.
* Applicable State, County and City laws, codes and regulations related to building and grounds maintenance operations.
* District organization, operations, policies and objectives.

**Maintenance Supervisor - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Oral and written communication skills.
* Record-keeping techniques.

**ABILITY TO:**

* Perform a variety of responsible duties related to the supervision of maintenance operations and activities.
* Plan, organize, schedule, assign and review maintenance work.
* Train, supervise and evaluate personnel.
* Prioritize and schedule work.
* Read, interpret and work from construction drawings and blueprints.
* Estimate materials and labor costs.
* Plan, lay out, direct and control a maintenance work program involving diversified activities.
* Work independently with little direction.
* Communicate effectively both orally and in writing.
* Maintain records and prepare reports.
* Establish and maintain cooperative and effective working relationships with others.
* Perform heavy physical labor.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years increasingly responsible skilled maintenance experience related to assigned area of responsibility.

**AREA: MAINTENANCE**

## Summary Class Code: 7436

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MAINTENANCE SCHEDULING SPECIALIST

**BASIC FUNCTION:**

Provide for the orderly flow of District work requests including the generation, routing and follow through until work requests are completed.

**REPRESENTATIVE DUTIES:**

* Establish and manage central control of system-wide work requests for the Maintenance and Operations department.
* Assign priorities and schedules work orders for Maintenance and Operations units.
* Establish guidelines for reporting on work order completion, quality and costing.
* Establish guidelines for measuring quality of work accomplished by Maintenance and Operations units.
* Provide information from previous work orders to help establish cost for operating projections and budgeting purposes.
* Prepare reports and other input to help provide coordination between units of the Maintenance and Operations department.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods, materials, and equipment used in the various building maintenance trades such as carpentry, plumbing, painting, electrical, heating and ventilating and air conditioning as assigned.
* Building construction practices and laws governing the construction and repair of public buildings.
* Appropriate safety precautions and procedures.
* Health and safety regulations.
* Applicable State, County and City laws, codes and regulations related to building and grounds maintenance operations.
* District organization, operations, policies and objectives.
* Oral and written communication skills.
* Record-keeping techniques.
* Methods of scheduling and monitoring maintenance work order systems.

**ABILITY TO:**

* Provide for the orderly flow of work requests through a work order system.
* Establish guidelines for measuring quality of work for a variety of maintenance trades.
* Perform a variety of responsible duties related to the supervision of maintenance operations and activities.
* Plan, organize, schedule, assign and review maintenance work.
* Prioritize and schedule work.
* Read, interpret and work from construction drawings and blueprints.

**Maintenance Scheduling Specialist - Continued Page 2**

**ABILITY TO - continued:**

* Estimate materials and labor costs.
* Plan, lay out, direct and control a maintenance work program involving diversified activities.
* Work independently with little direction.
* Communicate effectively both orally and in writing.
* Maintain records and prepare reports.
* Establish and maintain cooperative and effective working relationships with others.
* Perform heavy physical labor.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years of experience in the maintenance field.

**AREA: MAINTENANCE**

## Summary Class Code: 7437

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PREVENTIVE MAINTENANCE TECHNICIAN-HVAC

**BASIC FUNCTION:**

Perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of District heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities.

**REPRESENTATIVE DUTIES:**

* Perform preventive maintenance to HVAC and refrigeration equipment; clean and adjust pilots.
* Inspect, repair, modify and install HVAC equipment including refrigeration and air conditioning compressors, receivers, condensers, water cooling towers, forced air converter units, pumps, automatic and hand valves, expansion valves and capillary tubes.
* Perform preventive maintenance and drive mechanisms to roll filters.
* Lubricate, service and clean exhaust fans.
* Operate a variety of hand and power tools, welders and test equipment utilized in the trade.
* Prepare and maintain routine records related to work performed.
* Rebuild, replace or repair bearings, valves, controls, gaskets and other equipment as necessary.
* Diagnose mechanical and electrical problems; repair or replace defective parts in units, equipment and controls.
* Purge and charge gas coolant to new and old refrigeration and air conditioning installations; test for gas leaks and repair as needed.
* Perform skilled electrical maintenance work in the repair, installation and alteration of electrical equipment and wiring systems as needed.
* Assist other skilled maintenance personnel in cooperative assignments as needed.
* Complete and maintain accurate work orders, including labor and materials used.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Standard practices of the HVAC and refrigeration trade.
* Theory of HVAC and refrigeration systems.
* Materials, methods and tools used in the operation and repair of HVAC and refrigeration systems.
* Applicable building codes, ordinances and regulations of State and local authorities pertaining to HVAC and refrigeration.
* Manual and electrical tools and equipment applicable to the HVAC and refrigeration trade.
* Welding and soldering techniques.
* Health and safety regulations.

**Preventive Maintenance Tech-HVAC - Continued Page 2**

**ABILITY TO:**

* Basic record-keeping techniques.
* Proper methods of storing equipment, materials and supplies.
* Operate specialized machinery, equipment and tools utilized in the repair, installation and maintenance of heating, ventilation, air conditioning and refrigeration systems.
* Read and work from blueprints, shop drawings and sketches.
* Diagram defects.
* Communicate effectively both orally and in writing.
* Understand and follow oral and written directions.
* Work cooperatively with others.
* Work independently with little direction.
* Meet schedules and time lines.
* Maintain routine records.
* Perform heavy physical labor.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years increasingly responsible journey-level experience in the HVAC and refrigeration trade.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: MAINTENANCE**

## Summary Class Code: 7441

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD MAINTENANCE TECHNICIAN

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**Lead Maintenance Technician - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* 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:**

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

**ABILITY TO:**

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

**Lead Maintenance Technician - Continued Page 3**

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: MAINTENANCE**

## Summary Class Code: 7442

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MAINTENANCE TECHNICIAN IV

**BASIC FUNCTION:**

Perform skilled maintenance, repair and construction of District buildings and equipment in one or more craft or trade; lead other Maintenance Technicians as necessary; work independently in advanced trades such as computer repair, electronic repair, energy system repair and telecommunication repair.

**DISTINGUISHING CHARACTERISTICS:**

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 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.

**REPRESENTATIVE DUTIES:**

* Install, repair and maintain a variety of electronics and other sophisticated equipment used in the instructional setting including telecommunications equipment editing and distribution equipment, computers and peripherals, microphones, intercoms and other electronics equipment.
* Operate a wide variety of hand and power tools, testing and measurement devices and other technical instruments used in the repair and maintenance of electronics equipment.
* Adjust, calibrate and troubleshoot assigned electronics equipment; diagnose failures and malfunctions and determine appropriate repair requirements.
* Provide assistance, information and technical expertise to faculty and students regarding the safe and proper operation and maintenance of assigned equipment.
* Disassemble faulty equipment and remove defective parts; install new parts and restore proper operation.
* Communicate with vendors and manufacturers regarding parts, pricing, purchases and product information.
* Assure compliance with a variety of codes, laws and regulations related to the use of radio broadcasting and video recording equipment; observe approved safety standards and precautions in working with high voltage.
* Maintain current knowledge of technological advancements and developments in the field of electronics; recommend the purchase of new equipment and the retirement of damaged or obsolete items.

**Maintenance Technician IV - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Assist as needed in the preparation of the annual budget for equipment repair and replacement; research the cost, technical specifications and compatibility of electronics equipment.
* Prepare and maintain a variety of records related to equipment maintenance and repair, inventory control, service manuals and wiring diagrams.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods, equipment and materials used in the repair and maintenance of electronic equipment and systems.
* Theory and practices of electronic circuitry.
* Proper procedures, materials and equipment used in the repair, overhaul and maintenance of a variety of audio-visual and other electronics equipment.
* Record-keeping techniques.
* Principles and practices of providing work direction to others.
* Health and safety regulations.
* Applicable sections of State Education Code and other applicable laws.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Repair, maintain, modify and adjust District audio, video equipment, and other electronic and electric equipment or systems as needed.
* Use service manuals and schematic diagrams to repair electronic and mechanical equipment.
* Perform preventive maintenance on assigned equipment.
* Work cooperatively with others.
* Meet schedules and time lines.
* Read, interpret and follow rules, regulations, policies and procedures.
* Use a variety of tools and test equipment utilized in the basic trade.
* Maintain records and logs.
* Communicate effectively with others.
* Operate precision tools and test equipment skillfully.
* Determine pricing, availability and compatibility of electronic parts and equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years of skilled electronic maintenance and repair experience.

**AREA: MAINTENANCE**

## Summary Class Code: 7443

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MAINTENANCE TECHNICIAN III

**BASIC FUNCTION:**

Perform skilled maintenance, repair and construction of District buildings 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 rebuilding.

**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 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 audiovisual 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 trouble-shooting to repair or replace fans and motors; perform repairs to motors, bells, clocks and lighting circuits and to communication and audio-visual equipment.
* Estimate cost of labor and materials for work orders; obtain competitive prices for equipment and supplies needed by the District.
* Perform 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.

**Maintenance Technician III - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* 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.

**Maintenance Technician III - Continued Page 3**

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: MAINTENANCE**

## Summary Class Code: 7444

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MAINTENANCE TECHNICIAN II

**BASIC FUNCTION:**

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 repair.

**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 systems 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.

**Maintenance Technician II - Continued Page 2**

**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, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. 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.

**AREA: MAINTENANCE**

## Summary Class Code: 7445

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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 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.

**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.

**Maintenance Technician I - Continued Page 2**

**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, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years general maintenance experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: MAINTENANCE**

## Summary Class Code: 7446

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD MAINTENANCE WORKER

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

* Perform semi-skilled work in the construction, renovation, maintenance and repair of building, facilities and furniture.
* Operate basic maintenance tools and equipment.
* Assist skilled personnel in the maintenance and repair of buildings and facilities.
* Use common cleaning equipment and supplies safely and efficiently.
* Move and arrange furniture and equipment for meetings and special events.
* Observe and report safety hazards and need for maintenance and repair.

**Lead Maintenance Worker - Continued Page 2**

**ABILITY TO - continued:**

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

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: MAINTENANCE**

## Summary Class Code: 7447

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MAINTENANCE WORKER II

**BASIC FUNCTION:**

Perform semi-skilled to 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; work independently in one of the less complex building trades.

**DISTINGUISHING CHARACTERISTICS:**

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. 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.

**REPRESENTATIVE DUTIES:**

* Perform semi-skilled to 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.

**Maintenance Worker II - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* 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, fork lift, 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.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**Maintenance Worker II - Continued Page 3**

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: MAINTENANCE**

## Summary Class Code: 7448

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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 judgment 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.

**Maintenance Worker I - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

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

**ABILITY TO:**

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

**Maintenance Worker I - Continued Page 3**

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: MAINTENANCE**

## Summary Class Code: 7449

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MAINTENANCE APPRENTICE

**BASIC FUNCTION:**

Perform unskilled maintenance and repair District equipment, components and systems, including electronic, HVAC, electrical and other trades areas; perform under the close supervision of a skilled trades worker.

**REPRESENTATIVE DUTIES:**

* Perform unskilled maintenance, repair and construction of District buildings and equipment in one or more of the maintenance trades, including electronics, HVAC, electrical, plumbing, carpentry, painting, locksmithing or welding; perform duties under close supervision.
* Maintain and repair a variety of electronics equipment, components and systems, including VCRs, master antenna systems, televisions, television towers, central sound systems, driver simulators and other drivers' training equipment.
* Maintain and repair a variety of heating, ventilation and air conditioning equipment, components and systems, including electronic and pneumatic controls, air handler coils, associated pneumatic accessories and air compressors; assist with the rebuilding of air conditioning compressors and with draining and flushing out boilers.
* Assist in the construction, installation and maintenance of roofs, furniture, fences, playground equipment, cabinets, shelving, chalkboards and bulletin boards; weld and braze in the repair and construction of equipment, machinery and fencing.
* Assist in the installation, repair and maintenance of gas and water lines, heating and cooling equipment, electrical outlets and irrigation system components.
* Assist in the installation, repair and replacement of carpet, floor and ceiling tiles, doors, glass, locks and closures; repair blinds and shades; install dispensers and repair or install bathroom stalls.
* Prepare surfaces for painting, mix paints, finishes and other coatings and apply to equipment, buildings, furniture and District facility structures.
* Maintain records of time, costs and materials needed in the maintenance and repair of District equipment and facilities.
* Operate a wide variety of tools and equipment used in the maintenance trades.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Tools, equipment, methods and materials used in unskilled maintenance in at least one of the trades areas, including electronics, HVAC, electrical, plumbing, carpentry, painting or locksmithing.
* Basic record-keeping techniques.
* Shop math.
* Health and safety regulations and procedures.
* Proper methods of storing equipment, materials and supplies.
* Applicable building codes, ordinances, fire regulations and safety precautions.

**Maintenance Apprentice - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Proper lifting techniques.

**ABILITY TO:**

* Perform unskilled work in the maintenance and repair of equipment, components, systems and facilities.
* Operate tools and equipment used in the specific trade to which assigned.
* Maintain routine records related to work performed.
* Understand and follow oral and written directions.
* Work cooperatively with others.
* Add, subtract, multiply and divide quickly and accurately.
* Meet schedules and time lines.
* Observe health and safety regulations.
* Lift objects weighing up to 80 pounds.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, including or supplemented by vocational course work in the assigned trades area.

**AREA: MAINTENANCE**

## Summary Class Code: 7450

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: TRADES APPRENTICE

**BASIC FUNCTION:**

Develop skills necessary to understand different trades of mechanical maintenance.

**REPRESENTATIVE DUTIES:**

1. Assist with maintenance and repair of gas and oil burners, electrical controls, pneumatic controls associated with pneumatic accessories and air compressors.
2. Assist with maintenance and repair of air conditioning compressors and related equipment.
3. Assist HVAC personnel rebuild air conditioning compressors; prepare boilers for inspection, weld pipes, repair unit ventilators and air handler coils.
4. Complete accurate work orders including labor and materials used.
5. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

1. Electrical, pneumatic controls and accessories.
2. Materials, methods and tools used in the operation and repair of air conditioning systems.
3. Operation and use of hand and power tools and equipment.
4. Methods, equipment and materials used in general maintenance work.
5. Health and safety regulations and procedures.

**ABILITY TO:**

1. Maintain routine records related to work performed.
2. Operate tools and equipment used in general maintenance work.
3. Operate, adjust and service specialized equipment used in the basic trade.
4. Learn department and program objectives and goals.
5. Operate, service and make minor repairs on equipment.

**EDUCATION AND EXPERIENCE:**

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

# AREA: MANAGEMENT

## Summary Class Code: 7460

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SCHOOL ADMINISTRATIVE MANAGER

**BASIC FUNCTION:**

Responsible for all administrative duties that are not directly related to instruction and student achievement including assisting the principal in managing school activities, supervision of classified support personnel, coordination of activities, such as special events; transportation and building maintenance.

**DISTINGUISHING CHARACTERISTICS:**

The School Administrative Manager reports to the Principal. The assigned duties and function do not distinguish positions in terms of relative size (number and level of employees), complexity (diversity and problem solving), and accountability (financial impact and freedom to act). Districts may use this class code and class title for all positions with the title at the school level.

**REPRESENTATIVE DUTIES:**

Supervises and evaluates all non-instructional classified staff at the site.

Manages all school scheduling, special events, field trips, cafeteria, transportation, maintenance, playgrounds and cleaning.

Manages community use of school site.

Manages school budget

Manages school maintenance projects

Assists the Principal with the preparation and implementation of the school safety plan: disaster preparation, fire drills, student, staff and public safety, and student health.

Maintains equipment, textbook and supply inventories.

Monitors student attendance and coordinates efforts to improve student attendance.

Coordinates with the principal to maintain a positive, safe learning environment for students by enforcing the school discipline plan.

Responsible for school public relations and communications plan: promotes the school and District through positive relations with community, business, parents and students.

Performs other duties as assigned by the Principal

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Practices, policies and procedures involved in the functional areas assigned.

Modern office practices, procedures and equipment.

Oral and written communications skills.

Research methods and report writing techniques.

Laws, rules and regulations related to assigned activities.

District organization, operations, policies, procedures and objectives.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Principles and practices of administration, supervision and training.

**SCHOOL AMINISTRATIVE MANAGER – CONTINUED Page 2**

**KNOWLEDGE OF:**

Technical aspects of field of specialty.

Budget preparation and control.

Student discipline policies, procedures, laws and regulations.

**ABILITY TO:**

Plan, organize, coordinate and control large group events, classified meetings, and community and family engagement events.

Communicate effectively using speech, vision and hearing and in writing.

Prepare and deliver oral presentations.

Work cooperatively with others.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Prioritize and schedule work.

Train, supervise and evaluate personnel.

Maintain current knowledge of technological advances in the field.

Analyze situations accurately and adopt an effective course of action.

Understand and work within the scope of authority.

Meet schedules and time lines.

Plan and organize work.

Use computer, telephone and alarm systems proficiently.

Manage conflict.

**EDUCATION AND EXPERIENCE:**

60 credit hours in a college/university program.

Experience in public school or a business of similar size and complexity.

Desirable qualifications: Bachelor’s Degree in business management, education or related field.

**LICENSES AND OTHER REQUIREMENTS:**

Desirable qualifications: Certified Public Accountant license, teaching certificate, or related licensure.

**AREA: MANAGEMENT**

## Summary Class Code: 7461

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DIRECTOR V

**BASIC FUNCTION:**

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.

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**Director V - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

* 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.
* Communicate effectively both orally and in writing.
* Prepare and deliver oral presentations.
* Work cooperatively with others.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Prioritize and schedule work.
* Train, supervise and evaluate personnel.
* Maintain current knowledge of technological advances in the field.
* Analyze situations accurately and adopt an effective course of action.
* Understand and work within scope of authority.
* Meet schedules and time lines.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in a field related to assignment and seven years related experience including at least three years in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: MANAGEMENT**

## Summary Class Code: 7462

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DIRECTOR IV

**BASIC FUNCTION:**

Plan, organize, coordinate and control a large group of functional units including one or more supervisory levels representing several occupational groups involving diverse and complex activities with substantial direct or indirect financial impact.

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

* Plan, organize, coordinate and control a large group of functional units including one or more supervisory levels representing several occupational groups involving diverse and complex activities with substantial direct or indirect 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.
* Determine and communicate departmental objectives, standards and policies; measure performance against objectives to update plans.
* Develop an organization and staffing plan to assure attainment of objectives; make or recommend changes as appropriate.
* Assure internal controls are established, maintained and documented in compliance with organization directives.
* Support the organization's Affirmative Action Program by assuring equal employment opportunity in the hiring, placement, promotion or transfer of department personnel in all job categories.
* Administer personnel policies; assure employees are equitably treated as individuals; take corrective personnel action as appropriate; develop personnel requirements forecasts; assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews; recommend specific personnel be hired; recommend salary actions, review performance and set achievement goals for subordinates.
* Coordinate the department's operations and activities; coordinate matters affecting other departments with those affected; cooperate with other departments on matters of organization-wide or mutual concern.
* Participate in internal and external organization, boards and committees as requested and authorized by appropriate management directives and specific authorities.
* Perform related duties as assigned.

**Director IV - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

* Plan, organize, coordinate and control a large group of functional units including one or more supervisory levels representing several occupational groups involving diverse and complex activities with substantial direct or indirect financial impact.
* Communicate effectively both orally and in writing.
* Prepare and deliver oral presentations.
* Work cooperatively with others.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Prioritize and schedule work.
* Train, supervise and evaluate personnel.
* Maintain current knowledge of technological advances in the field.
* Analyze situations accurately and adopt an effective course of action.
* Understand and work within scope of authority.
* Meet schedules and time lines.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in a field related to assignment and six years related experience including at least three years in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: MANAGEMENT**

## Summary Class Code: 7463

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DIRECTOR III

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**Director III - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

* Plan, organize, coordinate and control several related functional units supervised by one or more levels of supervision involving diverse activities with difficult problem solving and significant direct or indirect financial impact.
* Communicate effectively both orally and in writing.
* Prepare and deliver oral presentations.
* Work cooperatively with others.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Prioritize and schedule work.
* Train, supervise and evaluate personnel.
* Maintain current knowledge of technological advances in the field.
* Analyze situations accurately and adopt an effective course of action.
* Understand and work within scope of authority.
* Meet schedules and time lines.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in a field related to assignment and five years related experience including at least three years in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: MANAGEMENT**

## Summary Class Code: 7464

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DIRECTOR II

**BASIC FUNCTION:**

Plan, organize, coordinate and control two or more relatively small functional units involving clerical, support and paraprofessional personnel with moderate direct or indirect financial impact.

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

* Plan, organize, coordinate and control two or more relatively small functional units involving clerical, support and paraprofessional personnel with moderate direct or indirect 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.
* Determine and communicate departmental objectives, standards and policies; measure performance against objectives to update plans.
* Develop an organization and staffing plan to assure attainment of objectives; make or recommend changes as appropriate.
* Assure internal controls are established, maintained and documented in compliance with organization directives.
* Support the organization's Affirmative Action Program by assuring equal employment opportunity in the hiring, placement, promotion or transfer of department personnel in all job categories.
* Administer personnel policies; assure employees are equitably treated as individuals; take corrective personnel action as appropriate; develop personnel requirements forecasts; assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews; recommend specific personnel be hired; recommend salary actions, review performance and set achievement goals for subordinates.
* Coordinate the department's operations and activities; coordinate matters affecting other departments with those affected; cooperate with other departments on matters of organization-wide or mutual concern.
* Participate in internal and external organization, boards and committees as requested and authorized by appropriate management directives and specific authorities.

**DIRECTOR II – Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

* Plan, organize, coordinate and control two or more relatively small functional units involving clerical, support and paraprofessional personnel with moderate direct or indirect financial impact.
* Communicate effectively both orally and in writing.
* Prepare and deliver oral presentations.
* Work cooperatively with others.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Prioritize and schedule work.
* Train, supervise and evaluate personnel.
* Maintain current knowledge of technological advances in the field.
* Analyze situations accurately and adopt an effective course of action.
* Understand and work within scope of authority.
* Meet schedules and time lines.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level training in a field related to assignment and five years related experience including at least one year in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: MANAGEMENT**

## Summary Class Code: 7465

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DIRECTOR I

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**Director I - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

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

# AREA: FOOD SERVICE DIRECTORS

## Summary Class Code: 7466

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SCHOOL FOOD SERVICE DIRECTOR I

**BASIC FUNCTION:**

Oversee the functioning of a small (student enrollment of 2,499 or less) districtwide food service program, ensure cost effectiveness and compliance with district, state and federal requirements regarding nutrition, menu planning, food production, sanitation, safety, financial management, procurement and record-keeping; select, supervise and evaluate the performance of assigned personnel.

**DISTINGUISHING CHARACTERISTIC:**

School food service (SFS) Director I incumbents oversee a small (student enrollment of 2,499 or less) district­wide food service program. SFS Director II incumbents oversee a medium (student enrollment of 2,500 to 9,999) districtwide food service program. SFS Director Ill incumbents oversee a large (student enrollment of 10,000 or more) districtwide food service program.

**REPRESENTATIVE DUTIES:**

**General Management**

* Oversee a districtwide food service program; analyze effectiveness, assure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
* Select food service employees; assign, schedule and evaluate food service personnel; determine reassignments, discipline or termination as appropriate.
* Communicate program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents and community.
* Conduct training of cafeteria managers to develop work schedules and production standards, prepare quality meals and understand and use record-keeping and

ordering systems in accordance with district policy; instruct, 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.

* Consult with school principals, other administrators, parents and cafeteria managers to establish or revise operational policies; resolve problems involving food standards, labor costs and proper use of equipment and serving schedule; confer with fiscal services, purchasing, warehouse, maintenance and operations and personnel department representatives to coordinate functions with food service operations.
* Conduct employee meetings to discuss and explain operating policies; plan and direct in-service workshops and training programs for food service personnel.
* Perform related duties as assigned.

**Customer Service**

* Establish quality standards for the presentation and service of food.
* Implement a districtwide customer service driven policy that focuses on value and satisfaction.

**Sanitation, Food Safety, and Employee Safety**

* Establish procedures to ensure that food is prepared and served in a sanitary and safe environment.

**SCHOOL FOOD SERVICE DIRECTOR I – continued Page 2**

**Sanitation, Food Safety, and Employee Safety continued**

* Develop and integrateemployee safety regulations into all phases of the school foodservice program.

**Financial Management and Recordkeeping**

* Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
* Prepare a variety of food service records and reports; review time sheets, financial statements, operating reports, inventory and cost control records.

**Food Production, Nutrition and Menu Planning**

* Develop cost-effective menus that maintain nutrition integrity and meet all local, state and federal guidelines and regulations.
* Supervise and participate in food preparation and distribution to 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.
* Work with school staff, teachers, parents and physicians to plan menus for children with special dietary needs.
* Implement a plan for providing foodservice for special functions consistent with district policies.

**Procurement**

* Prepare specifications for the purchase of food supplies and equipment; review bids, make purchases and recommendations as appropriate.
* Determine equipment needs and specifications consistent with program needs and budget.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Meal production planning and scheduling.
* Applicable district, state and federal laws, rules and regulations related to food service.
* Quantity food merchandising.
* Nutrition, sanitation and operation regulations and requirements.
* Practices and procedures used in ordering, receiving, storing and inventorying food and supplies.
* Budget preparation and control.
* District organization, operations, policies and objectives.
* Record-keeping techniques.
* Principles and practices of supervision and training.

**KNOWLEDGE OF: continued**

* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Inventory methods and practices.

**ABILITY TO:**

* Plan, coordinate and manage a district food service program.
* Assure compliance with district, state and federal requirements relating to food service.
* Coordinate and supervise master menu planning.

**SCHOOL FOOD SERVICE DIRECTOR I – continued Page 3**

**ABILITY TO: continued**

* Train others in the preparation and serving of food in large quantities.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Schedule, supervise and evaluate staff.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedule and time lines.
* Establish and maintain cooperative and effective working relationships with others.
* Operate a computer 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:**

Effective July 1, 2015, a School Food Service Direction I must meet the following minimum education standards:

* Bachelor’s degree, or equivalent education experience, with academic majors in specific areas\*; OR
* Bachelor’s degree in any academic major; and state recognized certificate for school nutrition directors; OR
* Associate’s degree or equivalent educational experience, with academic major in specific areas,\* and at least one year of relevant school nutrition programs experience; OR
* High school diploma (or GED) and at least three years of relevant experience in school nutrition programs.

A Food Service Director holding this position prior to July 1, 2015 may continue to serve in the existing position without having to meet the minimum education standards pursuant to 7 CFR parts 210 and 235.

LEAs with less than 500 students: State agency may approve a candidate that meets the educational standards but has less than three years’ experience.

\* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

**LICENSES AND OTHER REQUIREMENTS:**

As prescribed in 702 KAR 6:045, the employee must complete the training course for certification of beginning school food service personnel. Pursuant to 7 CFR parts 210 and 235, at least 8 hours of food safety training is required within 30 days of the employee’s start date, or no more than 5 years prior to starting. The employee must also complete mandatory training requirements annually.

**AREA: FOOD SERVICE DIRECTORS**

## Summary Class Code: 7467

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SCHOOL FOOD SERVICE DIRECTOR II

**BASIC FUNCTION**:

Oversee the functioning of a medium (student enrollment of 2,500 to 9,999) districtwide food service program, ensure cost effectiveness and compliance with district, state and federal requirements regarding nutrition, menu planning, food production, sanitation, safety, financial management, procurement and record-keeping; select, supervise and evaluate the performance of assigned personnel.

**DISTINGUISHING CHARACTERISTIC:**

School food service (SFS) Director I incumbents oversee a small (student enrollment of 2,499 or less) district­wide food service program. SFS Director II incumbents oversee a medium (student enrollment of 2,500 to 9,999) districtwide food service program. SFS Director Ill incumbents oversee a large (student enrollment of 10,000 or more) districtwide food service program.

**REPRESENTATIVE DUTIES**:

**General Management**

* Oversee a districtwide food service program; analyze effectiveness, assure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
* Select food service employees; assign, schedule and evaluate food service personnel; determine reassignments, discipline or termination as appropriate.
* Communicate program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents and community.
* Conduct training of cafeteria managers to develop work schedules and production standards, prepare quality meals and understand and use record-keeping and

ordering systems in accordance with district policy; instruct, 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.

* Consult with school principals, other administrators, parents and cafeteria managers to establish or revise operational policies; resolve problems involving food standards, labor costs and proper use of equipment and serving schedule; confer with fiscal services, purchasing, warehouse, maintenance and operations and personnel department representatives to coordinate functions with food service operations.
* Conduct employee meetings to discuss and explain operating policies; plan and direct in-service workshops and training programs for food service personnel.
* Perform related duties as assigned.

**Customer Service**

* + Establish quality standards for the presentation and service of food.
  + Implements a districtwide customer service driven policy that focuses on value and satisfaction.

**SCHOOL FOOD SERVICE DIRECTOR II – continued Page 2**

**Safety, and Employee Safety**

* Establish procedures to ensure that food is prepared and served in a sanitary and safe environment.
* Develop and integrates employee safety regulations into all phases of the school foodservice program.

**Financial Management and Recordkeeping**

* Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
* Prepare a variety of food service records and reports; review time sheets, financial statements, operating reports, inventory and cost control records.

**Food Production, Nutrition and Menu Planning**

* Develop cost-effective menus that maintain nutrition integrity and meet all local, state and federal guidelines and regulations.
* Supervise and participate in food preparation and distribution to 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.
* Work with school staff, teachers, parents and physicians to plan menus for children with special dietary needs.
* Implement a plan for providing foodservice for special functions consistent with district policies.

**Procurement**

* Prepare specifications for the purchase of food supplies and equipment; review bids, make purchases and recommendations as appropriate.
* Determine equipment needs and specifications consistent with program needs and budget.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Meal production planning and scheduling.
* Applicable district, state and federal laws, rules and regulations related to food service.
* Quantity food merchandising.
* Nutrition, sanitation and operation regulations and requirements.
* Practices and procedures used in ordering, receiving, storing and inventorying food and supplies.
* Budget preparation and control.
* District organization, operations, policies and objectives.
* 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.

**SCHOOL FOOD SERVICE DIRECTOR II – continued Page 3**

**ABILITY TO:**

* Plan, coordinate and manage a district food service program.
* Assure compliance with district, state and federal requirements relating to food service.
* Coordinate and supervise master menu planning.
* Train others in the preparation and serving of food in large quantities.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Schedule, supervise and evaluate staff.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedule and time lines.
* Establish and maintain cooperative and effective working relationships with others.
* Operate a computer 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:**

Effective July 1, 2015, a School Food Service Director II must meet the following minimum education standards:

* Bachelor’s degree, or equivalent education experience, with academic majors in specific areas\*; OR
* Bachelor’s degree in any academic major; and state recognized certificate for school nutrition directors; OR
* Bachelor’s degree in any academic major and at least two years of relevant school nutrition programs experience; OR
* Associate’s degree or equivalent educational experience, with academic major in specific areas,\* and at least two years of relevant school nutrition programs experience.

A Food Service Director holding this position prior to July 1, 2015 may continue to serve in the existing position without having to meet the minimum education standards pursuant to 7 CFR parts 210 and 235.

LEAs with less than 500 students: State agency may approve a candidate that meets the educational standards but has less than three years’ experience.

\* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

**LICENSES AND OTHER REQUIREMENTS:**

As prescribed in 702 KAR 6:045, the employee must complete the training course for certification of beginning school food service personnel. Pursuant to 7 CFR parts 210 and 235, at least 8 hours of food safety training is required within 30 days of the employee’s start date, or no more than 5 years prior to starting. The employee must also complete mandatory training requirements annually.

**AREA: FOOD SERVICE DIRECTORS**

## Summary Class Code: 7468

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SCHOOL FOOD SERVICE DIRECTOR III

**BASIC FUNCTION:**

Oversee the functioning of a large (student enrollment of 10,000 or more) districtwide food service program, ensure cost effectiveness and compliance with district, state and federal requirements regarding nutrition, menu planning, food production, sanitation, safety, financial management, procurement and record-keeping; select, supervise and evaluate the performance of assigned personnel.

**DISTINGUISHING CHARACTERISTIC:**

School food service (SFS) Director I incumbents oversee a small (student enrollment of 2,499 or less) district­wide food service program. SFS Director II incumbents oversee a medium (student enrollment of 2,500 to 9,999) districtwide food service program. SFS Director Ill incumbents oversee a large (student enrollment of 10,000 or more) districtwide food service program.

**REPRESENTATIVE DUTIES:**

**General Management**

* Oversee a districtwide food service program; analyze effectiveness, assure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
* Select food service employees; assign, schedule and evaluate food service personnel; determine reassignments, discipline or termination as appropriate.
* Communicate program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents and community.
* Conduct training of cafeteria managers to develop work schedules and production standards, prepare quality meals and understand and use record-keeping and

ordering systems in accordance with district policy; instruct, 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.

* Consult with school principals, other administrators, parents and cafeteria managers to establish or revise operational policies; resolve problems involving food standards, labor costs and proper use of equipment and serving schedule; confer with fiscal services, purchasing, warehouse, maintenance and operations and personnel department representatives to coordinate functions with food service operations.
* Conduct employee meetings to discuss and explain operating policies; plan and direct in-service workshops and training programs for food service personnel.
* Perform related duties as assigned.

**Customer Service**

* Establish quality standards for the presentation and service of food.
* Implement a districtwide customer service driven policy that focuses on value and satisfaction.

**SCHOOL FOOD SERVICE DIRECTOR III – continued Page 2**

**Sanitation, Food Safety, and Employee Safety**

* Establish procedures to ensure that food is prepared and served in a sanitary and safe environment.
* Develop and integrates employee safety regulations into all phases of the school foodservice program.

**Financial Management and Recordkeeping**

* Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
* Prepare a variety of food service records and reports; review time sheets, financial statements, operating reports, inventory and cost control records.

**Food Production, Nutrition and Menu Planning**

* Develop cost-effective menus that maintain nutrition integrity and meet all local, state and federal guidelines and regulations.
* Supervise and participate in food preparation and distribution to 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.
* Work with school staff, teachers, parents and physicians to plan menus for children with special dietary needs.
* Implement a plan for providing foodservice for special functions consistent with district policies.

**Procurement**

* Prepare specifications for the purchase of food supplies and equipment; review bids, make purchases and recommendations as appropriate.
* Determine equipment needs and specifications consistent with program needs and budget.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Meal production planning and scheduling.
* Applicable district, state and federal laws, rules and regulations related to food service.
* Quantity food merchandising.
* Nutrition, sanitation and operation regulations and requirements.
* Practices and procedures used in ordering, receiving, storing and inventorying food and supplies.
* Budget preparation and control.
* District organization, operations, policies and objectives.
* 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.

**SCHOOL FOOD SERVICE DIRECTOR III – continued Page 3**

**ABILITY TO:**

* Plan, coordinate and manage a district food service program.
* Assure compliance with district, state and federal requirements relating to food service.
* Plan and supervise master menu planning.
* Train others in the preparation and serving of food in large quantities.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Schedule, supervise and evaluate staff.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedule and time lines.
* Establish and maintain cooperative and effective working relationships with others.
* Operate a computer 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:**

Effective July 1, 2015, a School Food Service Director III must meet the following minimum education standards:

* Bachelor’s degree, or equivalent education experience, with academic majors in specific areas\*; OR
* Bachelor’s degree in any academic major; and state recognized certificate for school nutrition directors; OR
* Bachelor’s degree in any academic major and at least five years of relevant school nutrition programs experience; LEAs with less than 500 students: State agency may approve a candidate that meets the educational standards but has less than three years’ experience.

A Food Service Director holding this position prior to July 1, 2015 may continue to serve in the existing position without having to meet the minimum education standards pursuant to 7 CFR parts 210 and 235.

\* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

**LICENSES AND OTHER REQUIREMENTS:**

As prescribed in 702 KAR 6:045, the employee must complete the training course for certification of beginning school food service personnel. Pursuant to 7 CFR parts 210 and 235, at least 8 hours of food safety training is required within 30 days of the employee’s start date, or no more than 5 years prior to starting. The employee must also complete mandatory training requirements annually.

# AREA: MANAGEMENT, CONTINUED

## Summary Class Code: 7471

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COORDINATOR VI

**BASIC FUNCTION:**

Plan, organize, implement and coordinate a major project, program or activity routinely affecting major departments or the District as a whole; involves technical or involved decisions on constantly changing problems which usually affect the entire District with major long-term impact; contact with other units, departments and outside agencies require tact and exercise of discretion on significant matters; work evaluated on basis of results.

**DISTINGUISHING CHARACTERICTIC:**

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

**KNOWLEDGE AND ABLILITIES:**

**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.

**Coordinator VI - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Record-keeping techniques.
* Oral and written communication skills.
* Public speaking techniques.
* Research methods and report writing techniques.
* Laws, rules and regulations related to assigned activities.
* Policies and objectives of assigned programs and activities.
* Interpersonal skills using tact, patience and courtesy.
* Principles of training and providing work direction.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Provide leadership to a major activity or program involving long-term substantial District-wide impact while working with considerable freedom to act.
* 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: Master’s degree and five years of experience in area of assignment.

**AREA: MANAGEMENT, CONTINUED**

## Summary Class Code: 7472

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COORDINATOR V

**BASIC FUNCTION:**

Provide leadership to coordination of a major project, program or activity routinely affecting more than one major organizational unit or department; involves difficult or complex decisions on frequently changing problems which often affect the entire District with short-term impact and sometimes long-term impact; contact outside the unit requires exercise of tact, persuasiveness and judgment to reach agreement; independence of action is stressed.

**DISTINGUISHING CHARACTERICTIC:**

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:**

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

**KNOWLEDGE AND ABLILITIES:**

**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.

**Coordinator V - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Record-keeping techniques.
* Oral and written communication skills.
* Public speaking techniques.
* Research methods and report writing techniques.
* Laws, rules and regulations related to assigned activities.
* Policies and objectives of assigned programs and activities.
* Interpersonal skills using tact, patience and courtesy.
* Principles of training and providing work direction.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Provide leadership to a major District activity involving complex decisions and extensive professional outside contact and considerable independence of action.
* 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: Master’s degree and four years successful experience in area of assignment.

**AREA: MANAGEMENT, CONTINUED**

## Summary Class Code: 7473

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COORDINATOR IV

**BASIC FUNCTION:**

Plan, organize, implement and coordinate a project, program or activity having significant impact on the District routinely affecting more than one major unit or department; involves diversified but generally standardized choice of action defined by a wide range of established rules and procedures; decisions routinely and generally have short-term impact; contact outside the unit requires judgment to modify conditions and resolve misunderstandings; refer unusual matters to supervisor.

**DISTINGUISHING CHARACTERICTIC:**

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 with significant impact on the District routinely affecting more than one more 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 ABLILITIES:**

**KNOWLEDGE OF:**

* Subject matter in area of assignment.
* Short and long-range planning techniques applicable to area of specialty.

**Coordinator IV - Continued Page 2**

**KNOWLEDGE OF - continued:**

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

**ABILITY TO:**

* Provide leadership to an activity with significant District impact routinely affecting more than one unit or department and involving diversified problem solving with significant outside contacts involving problem resolution 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: Master’s degree and three years of experience in area of assignment.

**AREA: MANAGEMENT, CONTINUED**

## Summary Class Code: 7474

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: 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 CHARACTERICTIC:**

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 ABLILITIES:**

**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.

**Coordinator III - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Oral and written communication skills.
* Public speaking techniques.
* Research methods and report writing techniques.
* Laws, rules and regulations related to assigned activities.
* Policies and objectives of assigned programs and activities.
* Interpersonal skills using tact, patience and courtesy.
* Principles of training and providing work direction.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Provide leadership to an activity having 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 years successful experience in area of assignment.

**AREA: MANAGEMENT, CONTINUED**

## Summary Class Code: 7475

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: 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 CHARACTERICTIC:**

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 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 ABLILITIES:**

**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.

**Coordinator II - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Oral and written communication skills.
* Public speaking techniques.
* Research methods and report writing techniques.
* Laws, rules and regulations related to assigned activities.
* Policies and objectives of assigned programs and activities.
* Interpersonal skills using tact, patience and courtesy.
* Principles of training and providing work direction.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Provide leadership to an activity having moderate impact on the District occasionally affecting more than one unit or department, requiring adaptation of standard practices, with limited outside contacts 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.

**AREA: MANAGEMENT, CONTINUED**

## Summary Class Code: 7476

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: 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; require routine supervision.

**DISTINGUISHING CHARACTERICTIC:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABLILITIES:**

**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.

**Coordinator I - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Public speaking techniques.
* Research methods and report writing techniques.
* Laws, rules and regulations related to assigned activities.
* Policies and objectives of assigned programs and activities.
* Interpersonal skills using tact, patience and courtesy.
* Principles of training and providing work direction.
* Technical aspects of field of specialty.

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: MANAGEMENT, CONTINUED**

## Summary Class Code: 7481

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ASSISTANT GENERAL COUNSEL

**BASIC FUNCTION:**

Assist General Counsel with legal matters related to the public school district.

**REPRESENTATIVE DUTIES:**

* Process and file liability claims and lawsuits including contact and coordination with claimants, school staff, insurance agents, insurance carriers and adjusters and assigned counsel.
* Assist in provision of legal advice to staff.
* Maintain current docket of pending claims and status of litigation; assist in monitoring current litigation; provide assistance to retained law firm as necessary.
* Assist in the preparation and review of contracts, leases and other legal documents.
* Prepare updates and analyses of new education laws; assist in the interpretation of federal and State statutes affecting the school district.
* Attend depositions, hearings, Board meetings and meetings with staff as assigned.
* Assist and coordinate legal processes concerning school-related criminal complaints with administrative staff.
* Assist with preparation for litigation and other hearings including arbitrations, due process hearings and employee discharge tribunals.
* Provide advice to district staff and coordination of administrative procedures related to the Kentucky Education Reform Act of 1990.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Legal matters related to public school districts.
* Current education laws and regulations regarding district legal matters.
* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* Oral and written communication skills.
* Public speaking techniques.
* Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Process and file liability claims.
* Provide legal advice to staff.
* Prepare and review contracts, leases and other legal documents.
* Communicate effectively both orally and in writing.
* Prepare and deliver oral presentations.

**Assistant General Counsel - Continued Page 2**

**ABILITY TO - continued:**

* Establish and maintain cooperative and effective working relationships with others.
* Compile and verify data and prepare reports.
* Learn District organization, operations, policies and objectives.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: law degree and three years of experience in the field of education law.

**LICENSES AND OTHER REQUIREMENTS:**

Admission to the Kentucky Bar Association.

**AREA: MANAGEMENT, CONTINUED**

## Summary Class Code: 7482

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: REAL ESTATE MANAGER

**BASIC FUNCTION:**

Plan, organize, direct and implement District real estate activities, including the sale, purchase and rental of land or facilities; coordinate District land surveys, title reports and work with utility companies to secure easements on school property; secure the property to build new schools identified in the Long Range Facility Plan; supervise the procurement of property and casualty insurance plans; direct and implement District courier service.

**REPRESENTATIVE DUTIES:**

* Direct and coordinate the purchase and sale of real estate for the District; secure land to build new schools; assure rental of school district property and facilities.
* Supervise maintenance of land title files, including surveys and title reports.
* Supervise preparation and procurement of District property and casualty insurance.
* Supervise the administration of District property and casualty insurance plans, which includes fleet insurance, fire and theft insurance and fidelity bonds.
* Coordinate communications and assist in the resolution of property disputes that arise between the District and claimants.
* Assist with analysis of employee benefit plans.
* Direct and implement the courier service of the District; assist daily District financial deposits with local banks as needed.
* Train, supervise and evaluate personnel.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* District real estate purchase, sale and rental activities.
* Real estate land surveys and title reports.
* Real estate insurance plans and casualty insurance plans.
* Administration of District real estate.
* Record-keeping techniques.
* Laws, rules and regulations related to assigned activities.
* Employee benefit packages and insurance programs.
* Interpersonal skills using tact, patience and courtesy.
* Principles and practices of administration, supervision and training.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Plan, organize, direct and implement District real estate activities, including the sale, purchase and rental of land or facilities.
* Coordinate District land surveys, title reports and work with utility companies to secure easements on school property.
* Secure the property to build new schools identified in the Long Range Facility Plan.

**Real Estate Manager - Continued Page 2**

**ABILITY TO - continued:**

* Supervise the procurement of property and casualty insurance plans.
* Maintain land titles files, surveys and title reports.
* Coordinate and resolve property disputes in an effective manner.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Add, subtract, multiply and divide quickly and accurately.
* Compile and verify data and prepare reports.
* Prioritize and schedule work.
* Learn, apply and explain policies, procedures, rules and regulations.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Analyze situations accurately and adopt an effective course of action.
* Train, supervise and evaluate personnel.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level course work in business administration, real estate or related field and four years of real estate sale and management experience.

**AREA: MANAGEMENT, CONTINUED**

## Summary Class Code: 7488

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FAMILY RESOURCE CENTER COORDINATOR VI

**BASIC FUNCTION:**

Plan, organize, implement and coordinate a major project, program or activity routinely affecting major departments or the District as a whole; involves technical or involved decisions on constantly changing problems which usually affect the entire District with major long-term impact; contact with other units, departments and outside agencies require tact and exercise of discretion on significant matters; work evaluated on basis of results.

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

1. Subject matter in area of assignment.
2. Short and long-range planning techniques applicable to area of specialty.
3. In-service materials, subject matter and methods in area of specialty.
4. Record-keeping techniques.
5. Oral and written communication skills.

**Family Resource Center Coordinator VI Page 2**

**KNOWLEDGE OF - continued:**

1. Public speaking techniques.
2. Research methods and report writing techniques.
3. Laws, rules and regulations related to assigned activities.
4. Policies and objectives of assigned program and activities.
5. Interpersonal skills using tact, patience and courtesy.
6. Principles of training and providing work direction.
7. Technical aspects of field of specialty.

**ABILITY TO:**

1. Provide leadership to a major activity or program involving long-term substantial District-wide impact while working with considerable freedom to act.
2. Provide technical assistance to District and school personnel in area of proper specialty.
3. Oversee the work of committees and task forces.
4. Communicate effectively both orally and in writing.
5. Prepare and deliver oral presentations.
6. Establish and maintain cooperative and effective working relationships with others.
7. Maintain records and prepare reports.
8. Compile and verify data and prepare reports.
9. Prioritize and schedule work.
10. Maintain current knowledge of program rules, regulations, requirements and restrictions.
11. Maintain current knowledge of technological advances in the field.
12. Analyze situations accurately and adopt an effective course of action.
13. Meet schedules and time lines.
14. Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's degree and five years of experience in area of assignment.

**AREA: MANAGEMENT, CONTINUED**

## Summary Class Code: 7489

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FAMILY RESOURCE CENTER COORDINATOR V

**BASIC FUNCTION:**

Provide leadership to coordination of a major project, program or activity routinely affecting more than one major organizational unit or department; involves difficult or complex decisions on frequently changing problems which often affect the entire District with short-term impact and sometimes long-term impact; contact outside the unit requires exercise of tact, persuasiveness and judgment to reach agreement; independence of action is stressed.

**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:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

1. Subject matter in area of assignment.
2. Short and long-range planning techniques applicable to area of specialty.
3. In-service materials, subject matter and methods in area of specialty.
4. Record-keeping techniques.
5. Oral and written communication skills.

**Family Resource Center Coordinator V Page 2**

**KNOWLEDGE OF - continued:**

1. Public speaking techniques.
2. Research methods and report writing techniques.
3. Laws, rules and regulations related to assigned activities.
4. Policies and objectives of assigned program and activities.
5. Interpersonal skills using tact, patience and courtesy.
6. Principles of training and providing work direction.
7. Technical aspects of field of specialty.

**ABILITY TO:**

1. Provide leadership to a major District activity involving complex decisions and extensive professional outside contact and considerable independence of action.
2. Provide technical assistance to District and school personnel in area of proper specialty.
3. Oversee the work of committees and task forces.
4. Communicate effectively both orally and in writing.
5. Prepare and deliver oral presentations.
6. Establish and maintain cooperative and effective working relationships with others.
7. Maintain records and prepare reports.
8. Compile and verify data and prepare reports.
9. Prioritize and schedule work.
10. Maintain current knowledge of program rules, regulations, requirements and restrictions.
11. Maintain current knowledge of technological advances in the field.
12. Analyze situations accurately and adopt an effective course of action.
13. Meet schedules and time lines.
14. Plan and organize work.

**EDUCATION AND EXPERIENCE:**

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

**AREA: MANAGEMENT, CONTINUED**

## Summary Class Code: 7490

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FAMILY RESOURCE CENTER COORDINATOR IV

**BASIC FUNCTION:**

Plan, organize, implement and coordinate a project, program or activity having significant impact on the District routinely affecting more than one major unit or department; involves diversified but generally standardized choice of action defined by a wide range of established rules and procedures; decisions routinely and generally have short-term impact; contact outside the unit requires judgment to modify conditions and resolve misunderstandings; refer unusual matters to supervisor.

**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 with significant impact on the District routinely affecting more than one more 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:**

1. Subject matter in area of assignment.
2. Short and long-range planning techniques applicable to area of specialty.
3. In-service materials, subject matter and methods in area of specialty.
4. Record-keeping techniques.

**Family Resource Center Coordinator IV Page 2**

**KNOWLEDGE OF - continued:**

1. Oral and written communication skills.
2. Public speaking techniques.
3. Research methods and report writing techniques.
4. Laws, rules and regulations related to assigned activities.
5. Policies and objectives of assigned program and activities.
6. Interpersonal skills using tact, patience and courtesy.
7. Principles of training and providing work direction.
8. Technical aspects of field of specialty.

**ABILITY TO:**

1. Provide leadership to an activity with significant District impact routinely affecting more than one unit or department and involving diversified problem solving with significant outside contacts involving problem resolution while working under general supervision.
2. Provide technical assistance to District and school personnel in area of proper specialty.
3. Oversee the work of committees and task forces.
4. Communicate effectively both orally and in writing.
5. Prepare and deliver oral presentations.
6. Establish and maintain cooperative and effective working relationships with others.
7. Maintain records and prepare reports.
8. Compile and verify data and prepare reports.
9. Prioritize and schedule work.
10. Maintain current knowledge of program rules, regulations, requirements and restrictions.
11. Maintain current knowledge of technological advances in the field.
12. Analyze situations accurately and adopt an effective course of action.
13. Meet schedules and time lines.
14. Plan and organize work.

**EDUCATION AND EXPERIENCE:**

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

**AREA: MANAGEMENT, CONTINUED**

## Summary Class Code: 7491

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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:**

1. Subject matter in area of assignment.
2. Short and long-range planning techniques applicable to area of specialty.
3. In-service materials, subject matter and methods in area of specialty.
4. Record-keeping techniques.
5. Oral and written communication skills.
6. Public speaking techniques.
7. Research methods and report writing techniques.

**Family Resource Center Coordinator III Page 2**

**KNOWLEDGE OF - continued:**

1. Laws, rules and regulations related to assigned activities.
2. Policies and objectives of assigned program and activities.
3. Interpersonal skills using tact, patience and courtesy.
4. Principles of training and providing work direction.
5. Technical aspects of field of specialty.

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: MANAGEMENT, CONTINUED**

## Summary Class Code: 7492

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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 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 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:**

1. Subject matter in area of assignment.
2. Short and long-range planning techniques applicable to area of specialty.
3. In-service materials, subject matter and methods in area of specialty.
4. Record-keeping techniques.
5. Oral and written communication skills.
6. Public speaking techniques.

**Family Resource Center Coordinator II Page 2**

**KNOWLEDGE OF - continued:**

1. Research methods and report writing techniques.
2. Laws, rules and regulations related to assigned activities.
3. Policies and objectives of assigned program and activities.
4. Interpersonal skills using tact, patience and courtesy.
5. Principles of training and providing work direction.
6. Technical aspects of field of specialty.

**ABILITY TO:**

1. 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.
2. Provide technical assistance to District and school personnel in area of proper specialty.
3. Oversee the work of committees and task forces.
4. Communicate effectively both orally and in writing.
5. Prepare and deliver oral presentations.
6. Establish and maintain cooperative and effective working relationships with others.
7. Maintain records and prepare reports.
8. Compile and verify data and prepare reports.
9. Prioritize and schedule work.
10. Maintain current knowledge of program rules, regulations, requirements and restrictions.
11. Maintain current knowledge of technological advances in the field.
12. Analyze situations accurately and adopt an effective course of action.
13. Meet schedules and time lines.
14. Plan and organize work.

**EDUCATION AND EXPERIENCE:**

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

**AREA: MANAGEMENT, CONTINUED**

## Summary Class Code: 7493

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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; require 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 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:**

1. Subject matter in area of assignment.
2. Short and long-range planning techniques applicable to area of specialty.
3. In-service materials, subject matter and methods in area of specialty.
4. Record-keeping techniques.
5. Oral and written communication skills.
6. Public speaking techniques.
7. Research methods and report writing techniques.
8. Laws, rules and regulations related to assigned activities.

**Family Resource Center Coordinator I Page 2**

**KNOWLEDGE OF - continued:**

1. Policies and objectives of assigned program and activities.
2. Interpersonal skills using tact, patience and courtesy.
3. Principles of training and providing work direction.
4. Technical aspects of field of specialty.

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

High school graduate, G.E.D., Associates 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.

# AREA: MIS

## Summary Class Code: 7501

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: CHIEF INFORMATION OFFICER, CIO

**Recommended Functional Requirements for:**

**Leader of the District’s Instructional, Administrative, and Pure Technology Services**

**(based on ISLLC Standards)\* as approved by the KATC, Pikeville, KY**

**Standard 1: Vision**

* Demonstrates understanding of the use and integration of technology tools in instruction
* Provides leadership in the development, implementation, monitoring, evaluation, and updating of the District plan for instructional use of technology
* Serves as chair of the District technology committee and participates at the District leadership level in all activities related to Instruction and long-range planning
* Continues to grow as a professional technology educator and educational leader
* Supports and assists school technology committees
* Serves as instructional technology representative on the District Consolidated Planning Committee and ensures the instructional technology is integrated into School Consolidated Plan strategies and activities
* Demonstrates knowledge of the KETS Master Plan budget, standards, and vision

**Standard 2: School Culture and Learning**

* Facilitates the training of teachers in the integration of technology tool use into core content instruction and learning
* Empowers Student Technology Leadership Programs
* Provides support and assistance to technology resource teachers to ensure instructional integration and impact on student achievement
* Provides support and assistance to school technology coordinators and assists in the selection and monitoring of personnel in the role.
* Facilitates the integration of technology tool use into the development, implementation, and evaluation of all professional development
* Assis Special Education (Programs) Director in the appropriate acquisition of assistive/adaptive technologies

**Standard 3: Management**

* Ensures that the impact of technology use is evaluated and that all consolidated plans District-wide are amended in conjunction with recommendations related to technology issues
* Understands District and building-level budgeting and spending processes and works within this system to secure adequate resources for instructional computing
* Directs the development and implementation of District-wide plans for the acquisition and maintenance of hardware and software
* Coordinates routing preventative maintenance as well as more general repair and replacement
* Develops, disseminates, and monitors a District procedure for the evaluation of software, hardware, and courseware.

**CHIEF INFORMATION OFFICER, CIO – continued Page 2**

**Standard 3: Management - continued**

* Ensures the maintenance of an accurate inventory of technology hardware and software that belongs to the District and to individual schools in the District
* Coordinates the installation, implementation, and evaluation of District-wide administrative technology systems
* Oversees technology staff at District and school levels
* Identifies sources of funding
* Collaborates with District finance officer regarding technology budgets, purchasing standards, commodity codes, and fixed asset accounting
* Completes state technology reports as required
* Oversees applications for state and federal technology grants
* Approves all school and district expenditures for technology items

**Standard 4: Collaboration**

* Communicates and promotes technology-related information District-wide and throughout the community
* Assists the District in obtaining outside funding by participating in proposal planning and writing
* Demonstrates positive interpersonal relationships with staff, parents, and community
* Identifies and assists the District in obtaining additional sources of funding

**Standard 5: Integrity, Fairness, Ethics**

* Coordinates the development and dissemination of the District Acceptable Use Policy
* Ensures that all software is appropriately licensed
* Informs school personnel of the appropriate licensing requirements for all workstation software
* Ensures appropriate Internet monitoring through proxy logs or other filtering software

**Standard 6: Political, Economic, Legal**

* Serves as the primary technology contact between the District and KDE
* Attends monthly regional meetings with the KETS engineer and KETS coordinator
* Conducts periodic District technology meetings and attends school technology committee meetings as requested
* Knowledgeable about student, teacher, administrators, KETS, and core content standards
* Participates in professional organizations

**Standard 7: Technology Standard (Proposed)**

* Models and encourages exemplary technology tool use
* Demonstrates skills and capabilities which comprise the draft Technology Standards for School Administrators ([ISTE Standards Professional Development Resources](http://cnets.iste.org/tssa/framework.html))

**Standard 8: Licensure**

* The Interstate School Leaders Licensure Consortium (ISLLC) was established in 1994, under the guidance of the Council of Chief State School Officers (CCSSO).
* Kentucky is a member state. The Consortium’s vision of leadership is based on the premise that the criteria
* And standards for the professional practice of school leaders must be grounded in the knowledge and understanding of teaching and learning.

**AREA: MIS**

## Summary Class Code: 7502

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ADMINISTRATIVE ANALYST

**BASIC FUNCTION:**

Analyze data, develop data collection instruments and procedures, determine data needs, develop data presentations and prepare reports at District, program and project levels; coordinate local, State and federal guidelines requirements.

**REPRESENTATIVE DUTIES:**

* Plan and design new systems and modify existing systems to meet special data requirements.
* Analyze, validate and compile data and write reports based on the analysis of the data.
* Determine appropriate statistical analysis and conduct the statistical analysis of testing and evaluation data and provide technical assistance on research activities.
* Assist superiors in planning and conducting the District testing program; conduct the analysis of the data and write the District achievement test report.
* Assist the designated specialist in providing in-service at the District and local school levels on use and interpretation of test information for instructional improvement.
* Provide data analysis assistance to Directors in planning and developing the District's and individual schools' goals and objectives.
* Consult with the District federal program directors and with the State and federal official in writing program needs assessments.
* Design and write program evaluations.
* Consult with computer support personnel to produce reports for special requests.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Computerized statistical methods and analysis.
* Research methods and report writing techniques.
* Operation of a computer terminal and data entry techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Oral and written communication skills.
* District organization, operations, policies and objectives.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Develop and interpret statistical data.
* Develop research methods and analytical tools.
* Analyze situations accurately and adopt an effective course of action.
* Communicate effectively both orally and in writing.
* Compile and verify data and prepare reports.
* Prioritize and schedule work.
* Maintain current knowledge of technological advances in the field.

**Administrative Analyst - Continued Page 2**

**ABILITY TO - continued:**

* Meet schedules and time lines.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in education, psychology or related field and three years of experience in designing and conducting research involving computerized statistics, statistical procedures and statistical analysis.

**AREA: MIS**

## Summary Class Code: 7503

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ASSISTANT DIRECTOR OF SYSTEMS DEVELOPMENT AND USER SUPPORT

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

* Plan, direct and control the development and implementation of software applications and the evaluation, purchase and installation of third-party software; provide life-cycle management of software applications.
* Assist the department head in managing department activities; assist in departmental long- and short-range planning to meet department and District goals and objectives.
* Interact with school administrators, District management and State personnel in determining software needs and computer services priorities and implementation schedules; allocate resources to meet school and District goals and objectives.
* Assist in determining personnel and equipment needs to meet District goals.
* Provide leadership in the development and protection of District software assets.
* Coordinate efforts and areas of responsibility with other departmental and District personnel.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**Assistant Director of Systems Development & User Support - Continued Page 2**

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: MIS**

## Summary Class Code: 7504

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: TECHNICAL SUPPORT MANAGER

**BASIC FUNCTION:**

Organize, coordinate, direct and implement system-wide equipment and software research and acquisition; coordinate mainframe and peripherals, terminals and office automation; supervise technical services and the design of central and remote computer systems software which interfaces with the telecommunications system; train, supervise and evaluate assigned staff.

**REPRESENTATIVE DUTIES:**

* Organize, coordinate, direct and implement system-wide equipment and software research and acquisition.
* Coordinate mainframe and peripherals, terminals and office automation.
* Supervise the central and remote computer systems software and hardware optimization and utilization; interface with systems programming and operations.
* Provide technical guidance and assistance to the District and unit staff for long-range and intermediate planning.
* Coordinate the interface between central, remote and the telecommunications systems; assist with the back up in the absence of the supervisor.
* Coordinate with management present and future needs; implement software development tools and data base designs.
* Supervise technical services and the design of central and remote computer systems software which interfaces with the telecommunications system; provide technical support between the remote microcomputers and the mainframe; provide technical support to the Computer Education Support Unit.
* Train, supervise and evaluate personnel.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Applications of software, peripherals and other office automation.
* Software development tools and data base designs.
* Record-keeping techniques.
* Operation of a computer terminal and data entry techniques.
* Public speaking techniques.
* Interpersonal skills using tact, patience and courtesy.
* Inventory methods and practices.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Organize, coordinate, direct and implement system-wide equipment and software research and acquisition.
* Coordinate mainframe and peripherals, terminals and office automation.

**Technical Support Manager - Continued Page 2**

**ABILITY TO - continued:**

* Supervise technical services and the design of central and remote computer systems software which interfaces with the telecommunications system.
* Train, supervise and evaluate assigned staff.
* Work cooperatively with others.
* Operate a computer terminal to enter data, maintain records and generate reports.
* Maintain current knowledge of technological advances in the field.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in computer science or equivalent including three years electronic data processing and data communications.

**AREA: MIS**

## Summary Class Code: 7505

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: USER SUPPORT MANAGER

**BASIC FUNCTION:**

Direct and coordinate ad hoc reporting related to existing computer systems; maintain and produce documentation for the existing computer systems in the District; maintain records and coordinate efforts for processing user efforts and problem resolution; control administrative computer hardware and software applications for the District.

**REPRESENTATIVE DUTIES:**

* Direct and coordinate ad hoc reporting efforts related to existing computer systems; maintain and produce documentation for the existing computer systems in the District.
* Maintain records and coordinate efforts to process and correct user computer problems involving hardware and software; advise systems development personnel and assist in troubleshooting user problems.
* Assist in determining information services objectives and priorities related to needs assessment and information gathering efforts.
* Assure adherence to standards relating to applications, programming, job control language, documentation, operation procedures and production activities.
* Coordinate the systems design and implementation of a resource usage and user request accounting system.
* Monitor user training needs to assure effective system utilization by the user.
* Control administrative computer hardware and software applications for the District.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Instructional level understanding of COBOL, database structures and on-line applications.
* Systems design involving various systems applications.
* Advanced principles and techniques of systems analysis and computer programming.
* Technical aspects of field of specialty.
* Operation of a computer terminal and data entry techniques.
* Policies and objectives of assigned program and activities.
* District organization, operations, policies and objectives.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Direct and coordinate ad hoc reporting related to existing computer systems.
* Maintain and produce documentation for the existing computer systems in the District.
* Maintain records and coordinate efforts for processing user efforts and problem resolution.
* Control administrative computer hardware and software applications for the District.

**User Support Manager - Continued Page 2**

**ABILITY TO - continued:**

* Observe machine in operation, analyze stoppages and take corrective action.
* Provide technical assistance to District computer systems users.
* Apply principles and techniques of computer programming to specific user needs and problems.
* Demonstrate proficiency in designated computer programming languages.
* Maintain current knowledge of technological advances in the field.
* Analyze situations accurately and adopt an effective course of action.
* Plan and organize work.
* Meet schedules and time lines.
* Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in computer information science or related field and three years increasingly responsible systems design and programming experience involving database structures and on-line applications.

**AREA: MIS**

## Summary Class Code: 7506

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COMPUTER OPERATIONS MANAGER

**BASIC FUNCTION:**

Plan, organize, direct and schedule computer operations, data control and data entry; coordinate unit operations with department head in determining hardware needs and development plans to meet District objectives and needs; assist in long- and short-range planning for the information services department.

**REPRESENTATIVE DUTIES:**

* Plan, organize, schedule and supervise work of computer operations, data entry and data control sections; coordinate unit operations with department head in determining hardware needs and development plans to meet District objectives and needs.
* Allocate technical and operational resources to meet District and school goals.
* Assist in long- and short-range planning for the information services department; assist in determining future needs in personnel, equipment and supplies for the operations section.
* Direct the technical software environment to assure adequate and continued operational support in a mainframe environment; provide structure to assure adequate hardware and software capabilities in a production environment.
* Provide consultation in the design and implementation of new or modified systems; develop, modify and maintain procedures and controls to assure the accuracy of a variety of data.
* Prepare annual and monthly production schedules, establishing cut-off dates for input data, computer utilization schedules and report output dates; establish priorities and controls and flow of data to data entry, data control and the computer; confer with user departments to schedule special runs, to modify production schedules and resolve input/output problems.
* Prepare new jobs for production by setting up job control language job streams, moving development programs to production work space, setting up report distribution instructions, and setting up run instructions.
* Coordinate with vendor to maintain system, both hardware and software, to assure accessibility by terminal users; schedules preventive and corrective maintenance; review attempted accesses to the system to assure security.
* Plan, coordinate and schedule the use of computer facilities; prepare and maintain hardware use records and provide for maintenance and repair as required.
* Respond to emergency calls as necessary regarding computer system failures or environmental system problems.
* Order and maintain supplies used in data entry, computer operations and telecommunications.
* Prepare periodic production schedules establishing cut-off dates for input data, computer utilization schedules and report output dates.
* Communicate with vendors to resolve hardware and software problems; communicate with users to assure accuracy and timeliness of data needs and to resolve hardware or software problems.
* Perform related duties as assigned.

**Computer Operations Manager - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Data processing terminology and procedures related to data entry and control.
* Computer programming including testing and debugging, flow charts, job control, data set preparation and manipulation and software utilities.
* Database construction and use.
* Computer operating systems software and its relationship to applications programs.
* Record-keeping techniques.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Plan, organize, direct and schedule computer operations, data control and data entry.
* Coordinate unit operations with department head in determining hardware needs and development plans to meet District objectives and needs.
* Assist in long- and short-range planning for the information services department.
* Communicate effectively orally and in writing.
* Establish and maintain effective working relationships with administrators, instructors, students and employees.
* Learn new computer techniques and programs from documentation and oral descriptions.
* Plan and organize work.
* Work under strict time lines.
* Maintain records and prepare reports.
* Prioritize and schedule work.
* Maintain current knowledge of technological advances in the field.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree in computer science or related field and four years increasingly responsible computer operations experience.

**AREA: MIS**

## Summary Class Code: 7507

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: OPERATING SYSTEM ADMINISTRATOR

**BASIC FUNCTION:**

Coordinate and control operating system software for the District mainframe computer, including transaction processing, security administration, relational data base software, file system usage and time sharing administration; write specialized software to support a multi-processing environment.

**REPRESENTATIVE DUTIES:**

* Coordinate and control operating system software for the District mainframe computer; coordinate the installation of operating system software, including the installation of new releases.
* Maintain utility programs and job control language to create boot tapes for mainframe hardware configuration.
* Maintain transaction processing system software, including system generation, configuration and throughput monitoring.
* Determine and implement security requirements of the mainframe computer, including transaction processing, time-sharing and file system.
* Monitor efficient use of hardware and software through use of statistical accounting reports.
* Identify and report software malfunctions and bugs to software vendor; obtain and install corrections to system software.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Operating system software.
* Hardware configuration of mainframe computer.
* Technical control and coordination of mainframe operating system software and operations.
* Manual instructions, sufficient to enable quick and accurate diagnosis of errors.
* Basic elements of programming.
* Oral and written communication skills.
* Policies and objectives of assigned program and activities.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Coordinate and control operating system software for District mainframe computer.
* Write specialized software to support the mainframe computer in a multi-processing environment.
* Install operating system software.
* Maintain utility programs and Job Control Language.
* Identify and explain software malfunctions to vendors.

**Operating System Administrator - Continued Page 2**

**ABILITY TO:**

* Maintain current knowledge of technological advances in the field.
* Analyze situations accurately and adopt an effective course of action.
* Learn, apply and explain policies, procedures, rules and regulations.
* Maintain records and prepare reports.
* Plan and organize work.
* Meet schedules and time lines.
* Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in data processing, computer information science or a related field and three years data processing and systems software experience.

**AREA: MIS**

## Summary Class Code: 7508

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INSTITUTIONAL RESEARCH MANAGER

**BASIC FUNCTION:**

Perform institutional research functions; utilize computer-programming techniques to provide statistical data management systems.

**REPRESENTATIVE DUTIES:**

* Perform institutional research functions; utilize computer-programming techniques to provide statistical data management systems.
* Coordinate systems development efforts of ad hoc reporting relating to existing systems.
* Maintain and document existing systems.
* Develop and coordinate new systems and modify existing systems to meet special data requirements; consult with computer support personnel to produce reports for special requests.
* Consult with principals and school staff for creating custom software for administration and instructional management; produce customer software for building personnel and maintain current knowledge of trends and technical improvements in the industry.
* Assist in determining objectives and priorities related to needs assessment surveys.
* Assure control of microcomputer software and hardware for administrative use; train staff to utilize equipment and software.
* Supervise the extraction of program evaluation-related data from source documents and reduction of the data into a functional format.
* Assist special project evaluation, data management or other procedures as determined by local school, district, State or federal programs.
* Perform institutional research statistical studies as assigned.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Specified programming language, data base structures and on-line applications.
* Educational system applications.
* Detailed computer programming functions.
* Statistical research and methods related to field of specialty.
* Custom software development and implementation.
* Modern office practices, procedures and equipment.
* Operation of a computer terminal and data entry techniques.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Principles and practices of supervision and training.
* Technical aspects of field of specialty. **Institutional Research Manager - Continued Page 2**

**ABILITY TO:**

* Perform institutional research functions.
* Utilize computer-programming techniques to provide statistical data management systems.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Operate a computer terminal to enter data, maintain records and generate reports.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Analyze situations accurately and adopt an effective course of action.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree and five successful years of experience in research design with computer applications.

**AREA: MIS**

## Summary Class Code: 7511

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD SYSTEMS ANALYST

**BASIC FUNCTION:**

Plan and control the computer system analysis and development for assigned areas; train, schedule and provide lead direction to Systems Analyst staff; confer with and advise use departments; evaluate user requests and needs, estimate cost and time of implementation and recommend program methodology to be followed, assuring programming compliance with established documentation standards; provide technical guidance and recommendations concerning existing computer programs and systems.

**REPRESENTATIVE DUTIES:**

* Plan and control the computer system analysis and development for assigned areas; confer with and advise use departments; evaluate user requests and needs, estimate cost and time of implementation.
* Train, schedule and provide lead direction to Systems Analyst staff; serve as Project Leader on major projects; evaluate project requirements and time lines; coordinate and direct project phases; evaluate success of project accomplish and initiate project modifications as needed.
* Assist in system studies in programming for various applications; recommend program methodology to be followed, assuring programming compliance with established documentation standards.
* Analyze problems outlined by users and potential users of data processing; study existing systems and procedures and the introduction of potential data processing systems.
* Develop detailed data flow charts of existing system, documenting the work process according to installation standards; assist with the development of system objectives and comprehensive plans to organize work methodology; establish controls to assure desired output in new and modified applications.
* Provide technical support, assistance and information to users; train users in system operations as necessary; coordinate communication and activities with users to review and analyze user problems and needs; provide work direction to assigned programmers.
* Assist department staff by advising on applications development and the best approach to system design relative to software capabilities and hardware features; review or determine application proposals and requirements as required.
* Compile information and data and prepare various reports related to computer systems and functions; document system software and hardware as necessary.
* Maintain a variety of records, accounts, logs and files related to systems; prepare and purge records as necessary.
* Write or modify programs as necessary to meet user needs; prepare block diagrams and flow charts; write or modify program source code; prepare sample test data; test, correct and revise programs as necessary.
* Perform related duties as assigned.

**Lead Systems Analyst - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Advanced principles and techniques of systems analysis, design and programming.
* Advanced principles of internal system maintenance.
* Analysis project coordination requirements.
* Principles of training and providing work direction.
* Database structures, on-line applications and system capabilities of the District.
* Database telecommunications design.
* Programming languages such as COBOL and Job control language concepts.
* Principles and concepts involved in computer programming and maintenance.
* Structured programming practices and techniques.
* Programming and computer operation documentation.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Coordinate, oversee, analyze and maintain computer systems.
* Direct and coordinate major analysis and programming projects.
* Assign and review the work of others.
* Train and provide work direction to others.
* Provide technical guidance and recommendations concerning existing computer programs and systems.
* Apply principles and techniques of computer programming to specific problems and processes.
* Research, analyze and recommend new system software and hardware.
* Write or modify programs to meet user needs.
* Code data into machine language.
* Initiate procedural modifications.
* Demonstrate proficiency in appropriate program languages.
* Anticipate system space capacity requirements.
* Provide assistance to other data processing personnel regarding technical problems.
* Plan and organize work.
* Meet schedules and time lines.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in computer information science or related field and five years increasingly responsible programming and systems design experience.

**AREA: MIS**

## Summary Class Code: 7512

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SYSTEMS ANALYST I

**BASIC FUNCTION:**

Plan and control the computer system analysis and development for assigned areas; confer with and advise user departments; evaluate user requests and needs, estimate cost and time of implementation and recommend program methodology to be followed, assuring programming compliance with established documentation standards; provide technical guidance and recommendations concerning existing computer programs and systems.

**DISTINGUISHING CHARACTERISTICS:**

The Systems Analyst I is the entry-level class and performs responsible systems analysis, development, documentation and user interaction. The Systems Analyst II classification is the experienced level and performs systems analysis and development of greater complexity and functions as a project leader for major projects.

**REPRESENTATIVE DUTIES:**

* Plan and control the computer system analysis and development for assigned areas; confer with and advise user departments; evaluate user requests and needs, estimate cost and time of implementation.
* Assist in system studies in programming for various applications; recommend program methodology to be followed, assuring programming compliance with established documentation standards.
* Analyze problems outlined by users and potential users of data processing; study existing systems and procedures and the introduction of potential data processing systems.
* Develop detailed data flow charts of existing system, documenting the work process according to installation standards; assist with the development of system objectives and comprehensive plans to organize work methodology; establish controls to assure desired output in new and modified applications.
* Provide technical support, assistance and information to users; train users in system operations as necessary; coordinate communication and activities with users to review and analyze user problems and needs; provide work direction to assigned programmers.
* Assist department staff by advising on applications development and the best approach to system design relative to software capabilities and hardware features; review or determine application proposals and requirements as required.
* Compile information and data and prepare various reports related to computer systems and functions; document system software and hardware as necessary.
* Maintain a variety of records, accounts, logs and files related to systems; prepare and purge records as necessary.
* Write or modify programs as necessary to meet user needs; prepare block diagrams and flow charts; write or modify program source code; prepare sample test data; test, correct and revise programs as necessary.
* Perform related duties as assigned.

**Systems Analyst I - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Advanced principles and techniques of systems analysis, design and programming.
* Advanced principles of internal system maintenance.
* Database structures, on-line applications and system capabilities of the District.
* Database telecommunications design.
* Programming languages such as COBOL and Job control language concepts.
* Principles and concepts involved in computer programming and maintenance.
* Structured programming practices and techniques.
* Programming and computer operation documentation.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Coordinate, oversee, analyze and maintain computer systems.
* Provide technical guidance and recommendations concerning existing computer programs and systems.
* Apply principles and techniques of computer programming to specific problems and processes.
* Research, analyze and recommend new system software and hardware.
* Write or modify programs to meet user needs.
* Code data into machine language.
* Initiate procedural modifications.
* Demonstrate proficiency in appropriate program languages.
* Anticipate system space capacity requirements.
* Provide assistance to other data processing personnel regarding technical problems.
* Plan and organize work.
* Meet schedules and time lines.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level training in computer information science or related field and four years increasingly responsible programming and systems analysis experience.

**AREA: MIS**

## Summary Class Code: 7513

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SYSTEMS ANALYST II

**BASIC FUNCTION:**

Plan and control the computer system analysis and development for assigned areas; serve as Project Leader on major projects; confer with and advise use departments; evaluate user requests and needs, estimate cost and time of implementation and recommend program methodology to be followed, assuring programming compliance with established documentation standards; provide technical guidance and recommendations concerning existing computer programs and systems.

**DISTINGUISHING CHARACTERISTICS:**

The Systems Analyst II classification is the experienced level and performs systems analysis and development of greater complexity and functions as a project leader for major projects. The Systems Analyst I is the entry-level class and performs responsible systems analysis, development, documentation and user interaction.

**REPRESENTATIVE DUTIES:**

* Plan and control the computer system analysis and development for assigned areas; confer with and advise use departments; evaluate user requests and needs, estimate cost and time of implementation.
* Serve as Project Leader on major projects; evaluate project requirements and time lines; provide guidance and direction to assigned personnel and coordinate project phases.
* Assist in system studies in programming for various applications; recommend program methodology to be followed, assuring programming compliance with established documentation standards.
* Analyze problems outlined by users and potential users of data processing; study existing systems and procedures and the introduction of potential data processing systems.
* Develop detailed data flow charts of existing system, documenting the work process according to installation standards; assist with the development of system objectives and comprehensive plans to organize work methodology; establish controls to assure desired output in new and modified applications.
* Provide technical support, assistance and information to users; train users in system operations as necessary; coordinate communication and activities with users to review and analyze user problems and needs; provide work direction to assigned programmers.
* Assist department staff by advising on applications development and the best approach to system design relative to software capabilities and hardware features; review or determine application proposals and requirements as required.
* Compile information and data and prepare various reports related to computer systems and functions; document system software and hardware as necessary.
* Maintain a variety of records, accounts, logs and files related to systems; prepare and purge records as necessary.

**Systems Analyst II - Continued Page 2**

**REPRESENTATIVE DUTIES – continued:**

* Write or modify programs as necessary to meet user needs; prepare block diagrams and flow charts; write or modify program source code; prepare sample test data; test, correct and revise programs as necessary.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Advanced principles and techniques of systems analysis, design and programming.
* Advanced principles of internal system maintenance.
* Analysis project coordination requirements.
* Database structures, on-line applications and system capabilities of the District.
* Database telecommunications design.
* Programming languages such as COBOL and Job control language concepts.
* Principles and concepts involved in computer programming and maintenance.
* Structured programming practices and techniques.
* Programming and computer operation documentation.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Coordinate, oversee, analyze and maintain computer systems.
* Direct and coordinate major analysis and programming projects.
* Provide technical guidance and recommendations concerning existing computer programs and systems.
* Apply principles and techniques of computer programming to specific problems and processes.
* Research, analyze and recommend new system software and hardware.
* Write or modify programs to meet user needs.
* Code data into machine language.
* Initiate procedural modifications.
* Demonstrate proficiency in appropriate program languages.
* Anticipate system space capacity requirements.
* Provide assistance to other data processing personnel regarding technical problems.
* Plan and organize work.
* Meet schedules and time lines.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level training in computer information science or related field and five years increasingly responsible programming and systems design experience.

**AREA: MIS**

## Summary Class Code: 7514

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COMPUTER PROGRAMMER I

**BASIC FUNCTION:**

Design, code and implement computer programs for a variety of District data processing needs; write maintenance and user documentation to support programs; test and de-bug programs for accuracy and reliability; instruct program users in proper operation.

**DISTINGUISHING CHARACTERISTICS:**

Computer Programmer I incumbents perform responsible programming duties. Computer Programmer II incumbents perform program analysis and modification of greater complexity and independence.

**REPRESENTATIVE DUTIES:**

* Design and modify existing programs and data structures; provide for proper maintenance of assigned programs.
* Design, program, code and analyze new computer programs and data structures in accordance with specifications and user needs, including screen formats and job control language procedures in accordance with programming standards.
* Maintain file structures used in programs; maintain flow charts or narrative description of program flow, purpose and operation.
* Examine output data from program operations to verify and assure accuracy and completeness of data; test and de-bug programs to assure reliability of program operations.
* Maintain contact with users to analyze system performance and efficiency; provide training support and consult with users to discuss desired output and user expectation.
* Write and maintain program and system operations documentation for users and operators; assure documentation contains steps to initiate programs and routines to remedy interruptions in program runs.
* Consult with information systems staff regarding system design, problems and developments and other related matters.
* Maintain current knowledge of developments, issues and advancements in data processing equipment and software.
* Operate a variety of computer equipment including mainframe/minicomputers, microcomputers and other peripheral devices and equipment.
* Respond to questions and issues from faculty and students concerning programming languages and applications.
* Perform related duties as assigned.

**Computer Programmer I - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Principles and techniques of database structures and computer programming.
* Complex data base management techniques.
* Computer program languages.
* Data base theory and maintenance.
* Program coding and testing.
* Techniques of interactive and structured programming.
* Record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.
* Oral and written communication skills.

**ABILITY TO:**

* Design and implement computer programs for a variety of District data processing needs.
* Create and maintain interactive integrated data base programs and systems.
* Apply techniques of programming and data structuring to specific problems or requests.
* Program using standardized computer-programming language.
* Maintain records.
* Operate a variety of computer equipment including mainframe/minicomputers, microcomputers and other peripheral devices and equipment.
* Analyze situations accurately and adopt an effective course of action.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.
* Plan and organize work.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level course work in computer information systems and two years programming experience with the operating system utilized by the District.

**AREA: MIS**

## Summary Class Code: 7515

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COMPUTER PROGRAMMER II

**BASIC FUNCTION:**

Design, code and implement computer programs for a variety of District data processing needs; perform analysis and modification of existing programs and operations to meet changing needs and to provide for system enhancements; write maintenance and user documentation to support programs; test and de-bug programs for accuracy and reliability; instruct program users in proper operation.

**DISTINGUISHING CHARACTERISTICS:**

Computer Programmer II incumbents perform program analysis and modification of greater complexity and independence. Computer Programmer I incumbents perform responsible programming duties.

**REPRESENTATIVE DUTIES:**

* Design and modify existing programs and data structures; provide for proper maintenance of assigned programs; perform analysis and modification of existing programs and operations to meet changing needs and to provide for system enhancements.
* Design, program, code and analyze new computer programs and data structures in accordance with specifications and user needs, including screen formats and job control language procedures in accordance with programming standards.
* Assist other programmers with complex programming projects and needs; serve as Project Leader as assigned.
* Maintain file structures used in programs; maintain flow charts or narrative description of program flow, purpose and operation.
* Examine output data from program operations to verify and assure accuracy and completeness of data; test and de-bug programs to assure reliability of program operations.
* Maintain contact with users to analyze system performance and efficiency; provide training support and consult with users to discuss desired output and user expectation.
* Write and maintain program and system operations documentation for users and operators; assure documentation contains steps to initiate programs and routines to remedy interruptions in program runs.
* Consult with information systems staff regarding system design, problems and developments and other related matters; assist other staff with system design phase of new applications.
* Maintain current knowledge of developments, issues and advancements in data processing equipment and software.
* Operate a variety of computer equipment including mainframe/minicomputers, microcomputers and other peripheral devices and equipment.

**Computer Programmer II - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Respond to questions and issues from faculty and students concerning programming languages and applications.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Principles and techniques of database structures and computer programming.
* Complex data base management techniques.
* Computer program languages.
* Data base theory and maintenance.
* Program coding and testing.
* Techniques of interactive and structured programming.
* Record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.
* Oral and written communication skills.

**ABILITY TO:**

* Design, code and implement computer programs for a variety of District data processing needs.
* Perform analysis and modification of existing programs and operations to meet changing needs and to provide for system enhancements.
* Write maintenance and user documentation to support programs.
* Test and de-bug programs for accuracy and reliability.
* Instruct program users in proper operation.
* Create and maintain interactive integrated data base programs and systems.
* Apply techniques of programming and data structuring to specific problems or requests.
* Program using standardized computer-programming language.
* Maintain records.
* Operate a variety of computer equipment including mainframe/minicomputers, microcomputers and other peripheral devices and equipment.
* Analyze situations accurately and adopt an effective course of action.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.
* Plan and organize work.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in computer information systems and three years increasingly responsible programming experience with the operating system utilized by the District.

**AREA: MIS**

## Summary Class Code: 7516

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DATABASE ADMINISTRATOR

**BASIC FUNCTION:**

Design, implement and maintain the telecommunication and database structure; maintain the database dictionary, applications software and develop technical training; control data security and integrity; control the installation and maintenance of mainframe software.

**REPRESENTATIVE DUTIES:**

* Design, develop, implement and maintain the telecommunication and database structure; maintain the database dictionary, logical file structure, passwords, other database characteristics and applications software.
* Control data security and integrity of data files; control the installation and maintenance of mainframe software; develop data base security mechanisms for communications networks.
* Design and develop transaction-processing systems.
* Assist in the formulation of project objectives and systems development requirements.
* Control the relational database computer end-user administration.
* Provide technical guidance and assistance to project staff; develop technical training.
* Coordinate with systems analysts and programmers to assess the impact of various projects on computer operations and other areas of the District; confer with staff and district personnel on information systems processes, their feasibility, efficiency or problems.
* Coordinate with information systems management to determine and recommend present and future needs and objectives.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Operating systems and database concepts.
* Advanced principles of computer technology.
* Design and implementation principles and practices for telecommunication networks and database structures.
* Database dictionaries, applications software and data security and integrity procedures.
* Technical aspects of field of specialty.
* Policies and objectives of assigned program and activities.
* District organization, operations, policies and objectives.

**ABILITY TO:**

* Design, implement and maintain the telecommunication and database structure.
* Maintain the database dictionary, applications software and develop technical training.
* Control data security and integrity; control the installation and maintenance of mainframe software.
* Develop data base security mechanisms for communications networks.

**Database Administrator - Continued Page 2**

**ABILITY TO - continued:**

* Maintain the database dictionary, applications software.
* Assist in the formulation of project objectives and systems development requirements.
* Provide technical guidance and assistance to project staff; develop technical training.
* Analyze situations accurately and adopt an effective course of action.
* Maintain current knowledge of technological advances in the field.
* Plan and organize work.
* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in computer information science or a related field and two years of experience in programming and systems analysis.

**AREA: MIS**

## Summary Class Code: 7517

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DATA DICTIONARY SPECIALIST

**BASIC FUNCTION:**

Maintain and monitor the District's data dictionary; assist in development of user documentation of systems developed by District information systems personnel.

**REPRESENTATIVE DUTIES:**

* Maintain and monitor the District's data dictionary; assist in the design of the system-wide data dictionary.
* Assemble, maintain and update in-house database information relative to the data dictionary.
* Develop and disseminate relevant data dictionary user information to District personnel.
* Interact with information systems staff to coordinate data base modifications affecting systems development.
* Assist system developers with definition and compilation of user documentation.
* Assist users in developing documentation for functional areas and coordinate this process with appropriate information systems units.
* Assist information systems personnel in documentation effort of user information flows.
* Coordinate the user forms development process; maintain the documentation for this effort.
* Assist in the development of user documentation standards.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Basic data processing concepts, principles and practices.
* Information systems environment and databases.
* Data dictionary concepts and principles.
* MIS and user-level concepts of on-line computer systems.
* Technical aspects of field of specialty.
* Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

* Maintain and monitor the District's data dictionary.
* Develop and write user documentation of information systems.
* Communicate data processing procedures and requirements to users.
* Develop user documentation standards and the user forms development process.
* Communicate effectively both orally and in writing.
* Meet schedules and time lines.
* Establish and maintain cooperative and effective working relationships with others.

**Data Dictionary Specialist - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree in computer information science or related field and three years increasingly responsible data processing experience.

**AREA: MIS**

## Summary Class Code: 7521

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: VOICE AND DATA COMMUNICATIONS SPECIALIST

**BASIC FUNCTION:**

Coordinate the maintenance and operation of terminal and telephone equipment and associated networks within the District; coordinate the maintenance and operation of microwave and land line systems within the District; design and implement modifications to existing networks, including new construction projects.

**REPRESENTATIVE DUTIES:**

* Manage the maintenance and operation of voice and data communications equipment for the District, including microwave, PBX and Key systems, data multiplexers, terminals and printers.
* Specify voice and data facilities for locations within the District.
* Remain current with the actions of the Public Service Commission to determine the District's response to new tariff filings.
* Maintain a working relationship with vendors of common carriage services to determine which offerings may influence modification to the voice or data communications systems.
* Serve as a consultant regarding the purchase of voice or data communications equipment.
* Remain current with applicable building and fire codes.
* Design and implement modifications to existing networks, including new construction projects; serve as a construction supervisor for voice and data systems in new building construction.
* Remain current on new technology, including fiber, video and satellite communications to determine how new offerings may assist the District to accomplish its goals.
* Utilize statistics available to measure the performance of the various networks and the technicians' job performances and productivity.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Telephone, microwave, landline and other voice and data communications systems and networks.
* Communication equipment including telephones, modems and terminals.
* System performance measures of performance and productivity.
* Current technology of voice and data communications systems.
* Interpersonal skills using tact, patience and courtesy.

**Voice and Data Communications Specialist - Continued Page 2**

**ABILITY TO:**

* Coordinate the maintenance and operation of terminal and telephone equipment and associated networks within the District.
* Coordinate the maintenance and operation of microwave and landline systems within the District.
* Design and implement modifications to existing networks, including new construction projects.
* Maintain current knowledge of technological advances in the field.
* Coordinate construction and new installation projects of voice or data communication system.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Establish and maintain cooperative and effective working relationships with others.
* Plan and organize work.
* Analyze situations accurately and adopt an effective course of action.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in electronic technology, telecommunications or related field and two years voice and data communications experience, including experience with the installation of communications networks.

**AREA: MIS**

## Summary Class Code: 7522

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DATA COMMUNICATIONS SPECIALIST

**BASIC FUNCTION:**

Plan and coordinate the system development and maintenance of the data and data communications computers interfacing with the District telecommunications network; develop special in-house routines and assure proper interface with purchased software products; direct and coordinate the installation, maintenance and operation of terminals, interfaces and multiplexing equipment for data communications; maintain knowledge of current technology requiring modifications to the existing data communications system.

**REPRESENTATIVE DUTIES:**

* Plan and coordinate the system development and maintenance of the data and data communications computers interfacing with the District telecommunications network; direct and coordinate the operation of data communications processors.
* Direct and coordinate the installation, maintenance and operation of terminals, interfaces and multiplexing equipment for data communications.
* Install new programs needed by users of the system; assist users in the selection of the most efficient equipment for their needs; develop special in-house routines and assure proper interface with purchased software products.
* Interface with information services personnel and maintenance technicians to determine the most efficient methods of implementing system and application software and to determine appropriate preventive maintenance procedures for terminals and interfaces.
* Implement program changes to the communication program as necessary; interact with District personnel to determine program changes needed to support existing data communications equipment.
* Define, design, implement and maintain reports and statistics that measure operating conditions of the data communication system.
* Maintain a working relationship with other units within the District to inform them of services provided by the information services department.
* Maintain a working relationship with other District personnel on new technology and systems for future enhancements to the data communications system.
* Maintain knowledge of current technology requiring modifications to the existing data communications system.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Data communications networks.
* Equipment and software of data communications networks.
* Testing and measurement equipment used for data communications networks maintenance, repair and modification.
* Technical aspects of field of specialty.
* District purchasing policies and requirements.
* Interpersonal skills using tact, patience and courtesy.

**Data Communications Specialist - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Policies and objectives of assigned program and activities.
* Laws, rules and regulations related to assigned activities.
* Inventory methods and practices.
* Record-keeping techniques.

**ABILITY TO:**

* Plan and coordinate the system development and maintenance of the data communications computers in the telecommunications network.
* Develop special in-house routines and assure proper interface with purchased software products.
* Maintain knowledge of current technology requiring modifications to the existing data communications system.
* Install, maintain and repair data communications equipment and networks.
* Order parts and equipment according to established procedures.
* Operate a computer terminal to enter data, maintain records and generate reports.
* Analyze situations accurately and adopt an effective course of action.
* Plan and organize work.
* Meet schedules and time lines.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in data communications or a related field and three years data communications and data systems design experience.

**AREA: MIS**

## Summary Class Code: 7523

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LAN TECHNICIAN

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

* Install and configure various software applications on Local Area Networks (LANs) and microcomputers for instructional and administrative purposes; research software to determine hardware and configuration requirements to assure system compatibility.
* Study software manuals to learn installation procedures and basic application functions; test applications following installation to assure proper operation; orient and demonstrate users to new software.
* Interact with District network users to determine system needs and to assure integrity of LANs; assure proper connectivity interfaces with microcomputers and the mainframe.
* Respond to user requests for assistance and malfunction correction; provide technical information and assistance by phone or by visiting District sites; research software manuals and contact software and hardware manufacturers for information and assistance; explain and demonstrate source of error to user to avoid repeated malfunction.
* Reconfigure and upgrade software as appropriate; perform repairs or refer hardware repairs to appropriate technical electronics personnel.
* Provide individual and group training in software application operation as needed, including report generation, query use, word processing and desktop publishing; provide technical training to District users in hardware and software malfunction diagnosis and correction.
* Assist skilled systems programming personnel with programming and maintenance of systems networks; design and write programs of moderate difficulty for the proper interaction between multi-system hardware and software applications.
* Prepare and maintain a variety of logs and records, including software and hardware inventories.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Advanced DOS commands and general principles of C, Pascal and BASIC.
* Various LAN operating systems.
* Various software applications including word processing, spreadsheets, database management, telecommunications and graphics programs.

**LAN Technician - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Basic principles and techniques of computer programming with languages used by the District.
* Principles of data communications and computer operations and capabilities.
* System utilities and design and program applications.
* Principles of data management, organization and flow.
* Technical aspects of LAN maintenance, operation and programming.
* Capabilities of the District's operating systems.
* Data file organization, structure and access methodology.

**ABILITY TO:**

* Install and configure various software applications on Local Area Networks (LANs) and microcomputers for instructional and administrative purposes.
* Respond to user requests for assistance and malfunction correction and provide technical support.
* Troubleshoot and repair basic system malfunctions and maintain system operation.
* Design microcomputer programs to enhance LAN system operation.
* Operate LANs, microcomputers and peripheral equipment.
* Assist and train users possessing varying degrees of skill in using LANs and related software.
* Prepare and write computer programs of moderate difficulty and maintain job control language and system documentation.
* Communicate effectively both orally and in writing.
* Read, interpret and apply detailed and technical written and oral instructions.
* Plan and organize work.
* Understand and follow oral and written directions.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.
* Lift heavy objects.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate degree in Computer Information Science or related field and two years of experience in computer programming or microcomputer technical support.

**AREA: MIS**

## Summary Class Code: 7524

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD COMPUTER MAINTENANCE TECHNICIAN

**BASIC FUNCTION:**

Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment; train and provide work direction to computer and data communications maintenance technicians.

**REPRESENTATIVE DUTIES:**

* Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment; schedule repairs or installations.
* Train, schedule and provide work direction to computer and data communications maintenance technicians; review work to assure compliance with quality standards and work orders.
* Inspect, isolate and diagnose system malfunctions and determine appropriate repair procedures; replace defective parts and restore to proper operation of equipment; analyze and resolve general software malfunctions.
* Perform preventive maintenance on printers including cleaning, lubricating, adjusting mechanical parts and checking cables and connectors as necessary; dust circuit boards and disk drives.
* Install mainframe equipment including terminals, printers and modems; determine appropriate location for installation; install cables and connect devices and test device for proper operation.
* Maintain and repair data terminals and a variety of data communications equipment, including multiplexer equipment, span equipment, modems and interfacing equipment.
* Move equipment to new locations as requested; reroute and install communication cables for new location; test system to assure proper operation.
* Perform component level equipment repair; remove defective components and replace and initiate test procedures according to established procedures; locate and request replacement components.
* Operate multimeters, oscilloscopes, signal injectors, and digital logic probes to test circuiting by signal injection method; operate hand tools, protocol analyzers, floppy disk analyzer, diagnostic software, soldering iron and cable testing equipment.
* Communicate with a variety of departments regarding the repair and installation of computer equipment; communicate with vendors and manufacturers regarding parts, pricing, purchases and product information to find best source of supply.
* Provide assistance, information and technical expertise to faculty, administrators and students regarding the safe and proper operation, care and maintenance of computerized equipment.
* Maintain records of computer repairs, materials used, moving and installation activities and work orders; maintain records of maintenance supplies used.
* Perform related duties as assigned.

**Lead Computer Maintenance Technician – Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Computerized and electronic equipment including microcomputers, computer terminals, peripherals and other data communication equipment.
* Methods, equipment and tools used in the skilled repair and servicing of computer equipment.
* Principles of training and providing work direction.
* Electronic and electrical theory and practices.
* Analog and digital communications equipment and maintenance techniques.
* Safety practices and precautions used in working with computer equipment.
* Operation of a variety of testing equipment, hand and power tools and measuring instruments.
* Basic DOS commands and computer operations.
* Technical aspects of the computer field.
* Diagnostic techniques and procedures used in computer and electronics repair.
* Basic record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.
* Health and safety regulations.

**ABILITY TO:**

* Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers, modems, multiplexers, span equipment and other data communications equipment.
* Plan and organize work.
* Assign and review the work of others.
* Train and provide work direction to others.
* Install computers and related equipment at District sites.
* Operate electronic measuring instruments, testing equipment and tools in a safe and proper manner.
* Read and interpret schematics and blueprints.
* Read, interpret and implement technical service manuals and schematic diagrams to repair assigned computer and peripheral equipment.
* Plan and lay out installation and repair work including estimating labor and material costs.
* Maintain records related to work performed.
* Establish and maintain cooperative and effective working relationships with others.
* Analyze situations accurately and adopt an effective course of action.
* Work independently with little direction.
* Lift heavy objects.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in electronics and three years increasingly responsible experience repairing and servicing computer terminals, microcomputers and data communications equipment.

**AREA: MIS**

## Summary Class Code: 7525

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COMPUTER MAINTENANCE TECHNICIAN

**BASIC FUNCTION:**

Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment; train District personnel in use of microcomputers and related software operation.

**REPRESENTATIVE DUTIES:**

* Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment; schedule repairs or installations.
* Develop and conduct one-on-one and group training of District personnel in use of microcomputers and related software.
* Inspect, isolate and diagnose system malfunctions and determine appropriate repair procedures; replace defective parts and restore to proper operation of equipment; analyze and resolve general software malfunctions.
* Develop and maintain cable location diagrams for local area networks, device sharing and computer terminals.
* Install microcomputer hardware systems and software, including upgrades and enhancements.
* Perform preventive maintenance on printers including cleaning, lubricating, adjusting mechanical parts and checking cables and connectors as necessary; dust circuit boards and disk drives.
* Install mainframe equipment including terminals, printers and modems; determine appropriate location for installation; install cables and connect devices and test device for proper operation.
* Maintain and repair data terminals and a variety of data communications equipment, including multiplexer equipment, span equipment, modems and interfacing equipment.
* Move equipment to new locations as requested; reroute and install communication cables for new location; test system to assure proper operation.
* Perform component level equipment repair; remove defective components and replace and initiate test procedures according to established procedures; locate and request replacement components.
* Operate multimeters, oscilloscopes, signal injectors, and digital logic probes to test circuiting by signal injection method; operate hand tools, protocol analyzers, floppy disk analyzer, diagnostic software, soldering iron and cable testing equipment.
* Communicate with a variety of departments regarding the repair and installation of computer equipment; communicate with vendors and manufacturers regarding parts, pricing, purchases and product information to find best source of supply.
* Provide assistance, information and technical expertise to faculty, administrators and students regarding the safe and proper operation, care and maintenance of computerized equipment.

**Computer Maintenance Technician – Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Maintain records of computer and network repairs, materials used, moving and installation activities and work orders; maintain records of maintenance supplies used; maintain an adequate spare parts inventory.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Computerized and electronic equipment including microcomputers, computer terminals, peripherals and other data communication equipment.
* Methods, equipment and tools used in the skilled repair and servicing of computer equipment.
* Electronic and electrical theory and practices.
* Analog and digital communications equipment and maintenance techniques.
* Safety practices and precautions used in working with computer equipment.
* Operation of a variety of testing equipment, hand and power tools and measuring instruments.
* Basic DOS commands and computer operations.
* Technical aspects of the computer field.
* Diagnostic techniques and procedures used in computer and electronics repair.
* Basic record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.
* Health and safety regulations.

**ABILITY TO:**

* Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers, modems, multiplexers, span equipment and other data communications equipment.
* Install computers and related equipment at District sites.
* Operate electronic measuring instruments, testing equipment and tools in a safe and proper manner.
* Read and interpret schematics and blueprints.
* Read, interpret and implement technical service manuals and schematic diagrams to repair assigned computer and peripheral equipment.
* Plan and lay out installation and repair work including estimating labor and material costs.
* Maintain records related to work performed.
* Establish and maintain cooperative and effective working relationships with others.
* Analyze situations accurately and adopt an effective course of action.
* Work independently with little direction.
* Lift heavy objects.

**Computer Maintenance Technician – Continued Page 3**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in electronics and two years increasingly responsible experience repairing and servicing computer terminals, microcomputers and data communications equipment.

**AREA: MIS**

## Summary Class Code: 7526

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COMPUTER LAB TECHNICIAN

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**Computer Lab Technician - Continued Page 2**

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: MIS**

## Summary Class Code: 7527

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COMPUTER TRAINING SPECIALIST

**BASIC FUNCTION:**

Plan, develop and coordinate training programs for District personnel in the use of on-line computer terminals; provide resource assistance to District personnel in the use of computer applications; develop training and technology materials related to computer operations and applications.

**REPRESENTATIVE DUTIES:**

* Plan, develop and coordinate training programs for District personnel related to office automation and the use of on-line computer terminals.
* Provide technical resource consulting to certificated and classified personnel in the use of computers and computer applications.
* Develop training materials and technology materials related to computer operations and applications.
* Coordinate end-user training related to information services and mainframe applications.
* Coordinate the development and maintenance of computer resource files.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Developing and conducting training programs.
* Mainframe computer operations and related applications, including on-line terminal use.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Oral and written communication skills.
* Public speaking techniques.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Plan, develop and coordinate training programs for on-line terminal users.
* Provide technical training and assistance with mainframe applications and hardware.
* Operate mainframe terminals and peripheral equipment.
* Prepare and deliver oral presentations.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain current knowledge of technological advances in the field.
* Work independently with little direction.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in mainframe computer operations and applications and two years increasingly responsible mainframe computer operations and end-user training, including some procedures writing.

**AREA: MIS**

## Summary Class Code: 7531

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MICROCOMPUTER SOFTWARE TECHNICIAN I

**BASIC FUNCTION:**

Perform networking and software installation on microcomputers as assigned; write specialized software to support microcomputers in a networking environment.

**DISTINGUISHING CHARACTERISTICS:**

The Microcomputer Software Technician I classification is responsible for software installation and networking of District microcomputers. The Microcomputer Software Technician II is the lead classification in the series and performs more complex duties involving the entire communications network.

**REPRESENTATIVE DUTIES:**

* Evaluate performance characteristics of microcomputers for possible inclusion in the communications network as assigned.
* Write specialized microcomputer software based on application requirements.
* Assist with networking microcomputers into the existing communication network.
* Evaluate new business software for potential use in the educational and business areas of the District.
* Interface with other District personnel regarding any hardware or software problems relating to microcomputers.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Numerous software applications used within the District.
* Numerous microcomputer brands used within the District.
* Microcomputer networking systems and data communications networks.
* Modern office practices, procedures and equipment.
* Oral and written communication skills.
* Policies and objectives of assigned program and activities.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Install, configure and network microcomputer software.
* Research and evaluate various software applications applicable to District use and needs.
* Write specialized software to support microcomputers in a network environment.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Learn District organization, operations, policies and objectives.

**Microcomputer Software Technician I – Continued Page 2**

**ABILITY TO - continued:**

* Maintain current knowledge of technological advances in the field.
* Analyze situations accurately and adopt an effective course of action.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level course work in microcomputer and network operations and two years increasingly responsible microcomputer and related software applications experience, including at least one year in a network environment.

**AREA: MIS**

## Summary Class Code: 7532

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MICROCOMPUTER SOFTWARE TECHNICIAN II

**BASIC FUNCTION:**

Perform networking and software installation on microcomputers; write specialized software to support microcomputers in a networking environment; train, schedule and provide work direction to assigned microcomputer software technicians.

**DISTINGUISHING CHARACTERISTICS:**

The Microcomputer Software Technician II is the lead classification in the series and performs more complex duties involving the entire communications network. The Microcomputer Software Technician I classification is responsible for software installation and networking of District microcomputers.

**REPRESENTATIVE DUTIES:**

* Evaluate performance characteristics of microcomputers for possible inclusion in the communications network.
* Train, schedule and provide work direction to assigned microcomputer software technicians.
* Write specialized microcomputer software based on application requirements.
* Coordinate the networking of microcomputers into the existing communication network.
* Evaluate and recommend new business software for potential use in the educational and business areas of the District.
* Interface with other District personnel regarding any hardware or software problems relating to microcomputers.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Principles of training and providing work direction.
* Numerous software applications used within the District.
* Numerous microcomputer brands used within the District.
* Microcomputer networking systems and data communications networks.
* Modern office practices, procedures and equipment.
* Oral and written communication skills.
* Policies and objectives of assigned program and activities.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.

**Microcomputer Software Technician II - Continued Page 2**

**ABILITY TO:**

* Install, configure and network microcomputer software.
* Research and evaluate various software applications applicable to District use and needs.
* Train and provide work direction to others.
* Assign and review the work of others.
* Coordinate the networking of microcomputers into the existing communication network.
* Evaluate and recommend new business software.
* Write specialized software to support microcomputers in a network environment.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain current knowledge of technological advances in the field.
* Analyze situations accurately and adopt an effective course of action.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level course work in microcomputer and network operations and three years increasingly responsible microcomputer and related software applications experience, including at least two years in a network environment.

**AREA: MIS**

## Summary Class Code: 7533

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MICROCOMPUTER TECHNOLOGY SPECIALIST

**BASIC FUNCTION:**

Coordinate the operation of microcomputer maintenance for the District; research and remain current on microcomputer technology; provide consultation to users within the District on a variety of issues related to microcomputers; assist other personnel with microcomputer-related responsibilities.

**REPRESENTATIVE DUTIES:**

* Coordinate the operation of microcomputer maintenance for the District; research and remain current on microcomputer technology; direct the installation and maintenance of microcomputers and Local Area Networks (LANs).
* Evaluate computer labs for appropriate layout and configuration of equipment.
* Provide consultation to users within the District on a variety of issues related to microcomputers; evaluate microcomputers and peripheral equipment for purchase or upgrade.
* Design microcomputer systems for specific uses; design and interpret statistics which measure performance levels of microcomputers and activities of technicians.
* Assist other personnel with microcomputer-related responsibilities, including personnel responsible for District data communications functions.
* Maintain records and prepare regular and special reports as assigned, including technical, statistical and financial reports.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Various microcomputer brands and LAN operating systems.
* Various software applications including word processing, spreadsheets, database management, telecommunications and graphics programs.
* Current microcomputer hardware technology.
* Advanced DOS operating system commands.
* District organization, policies and objectives related to microcomputers, LANs and data communication.
* Principles of data communications and computer operations and capabilities.
* System utilities and design and program applications.
* Principles of data management, organization and flow.
* Technical aspects of LAN maintenance, operation and programming.
* Capabilities of the District's operating systems.
* Data file organization, structure and access methodology.

**Microcomputer Technology Specialist - Continued Page 2**

**ABILITY TO:**

* Coordinate the operation of microcomputer maintenance for the District.
* Research and remain current on microcomputer technology.
* Provide consultation to users within the District on a variety of issues related to microcomputers.
* Research and evaluate hardware and software for District purchase.
* Interact with vendors to research and negotiate pricing of microcomputer technology.
* Assist other personnel with microcomputer-related responsibilities.
* Install and configure various software applications on Local Area Networks (LANs) and microcomputers for instructional and administrative purposes.
* Troubleshoot and repair system malfunctions and maintain system operation.
* Operate LANs, microcomputers and peripheral equipment.
* Assist and train users possessing varying degrees of skill in using LANs and related software.
* Communicate effectively both orally and in writing.
* Read, interpret and apply detailed and technical written and oral instructions.
* Plan and organize work.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in microcomputers, computer information science or related field and five years increasingly responsible microcomputer and LAN experience.

**AREA: MIS**

## Summary Class Code: 7534

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MICROCOMPUTER SPECIALIST

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

* Install microcomputer hardware and software.
* Plan, develop and coordinate training programs in the use of microcomputers, scanners, printers and other peripheral equipment.
* Develop and present training programs for operation of computer hardware and software applications.
* Provide assistance and technical knowledge of various software applications.
* Develop and present training programs.

**Microcomputer Specialist - Continued Page 2**

**ABILITY TO - continued:**

* Maintain current knowledge of technological advances in the field.
* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.
* Work independently with little direction.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

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

**AREA: MIS**

## Summary Class Code: 7535

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MICROCOMPUTER RESOURCE TECHNICIAN

**BASIC FUNCTION:**

Plan, develop and coordinate training programs in the use of microcomputer and computer applications and programs; evaluate projects and recommend appropriate programs and applications to users for utilizing computers and computer programs; prepare graphics, format, layout and coordinate professional production of transparencies, bulletins, schedules, pamphlets and booklets using desk top publishing.

**REPRESENTATIVE DUTIES:**

* Serve as a technical consultant on various microcomputers and programs to certified and classified personnel.
* Train certified and classified personnel in the area of microcomputer utilities, applications and programs.
* Train certified and classified personnel in the use of microcomputers, programs, scanners, laser printers and related technology.
* Analyze projects and recommend appropriate computers and computer programs to staff for the completion of projects and for the efficient utilization of computers.
* Develop computer programs for specific applications for certified and classified staff.
* Coordinate the preparation of graphics, format, layout and final professional production of bulletins, schedules, pamphlets and booklets using desktop publishing and other computer applications.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Operation of microcomputers and related peripheral computer equipment.
* Numerous software applications related to District projects and activities.
* Proper methods of storing equipment, materials and supplies.
* Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.
* Technical aspects of field of specialty.
* Public speaking techniques.
* Oral and written communication skills.

**ABILITY TO:**

* Plan, develop and coordinate training programs in the use of microcomputers, scanners, printers and other peripheral equipment.
* Provide assistance and technical knowledge of various software applications.
* Develop and present training program.
* Maintain current knowledge of technological advances in the field.
* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.
* Work independently with little direction.

**Microcomputer Resource Technician - Continued Page 2**

**ABILITY TO - continued:**

* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

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

**AREA: MIS**

## Summary Class Code: 7536

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: STUDENT DATA SPECIALIST

**BASIC FUNCTION:**

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

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

* Install the student data software.
* Plan, develop and coordinate training programs in the use of the student data applications.
* Develop and present training programs for the operation of the student data applications.
* Provide assistance and technical knowledge of various software applications related to student data.
* Maintain current knowledge of technological advances in the field of student data.

**ABILITY TO - Continued:**

* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.
* Work independently with little direction.
* Plan and organize work.

**Student Data Specialist - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver’s license

**AREA: MIS**

## Summary Class Code: 7537

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COMPUTER OPERATIONS SUPERVISOR

**BASIC FUNCTION:**

Plan, schedule, coordinate and supervise the District's computer and data control operations, including peripheral equipment to process various regular and special reports; control priorities and computer output in accordance with workload; train, assign, supervise and evaluate the work of assigned computer operations staff.

**REPRESENTATIVE DUTIES:**

* Plan, schedule, coordinate and supervise the District's computer and data control operations, including peripheral equipment to process various regular and special reports; control priorities and computer output in accordance with workload.
* Operate a mainframe computer and peripheral equipment including tape and disk drives, microcomputers, line and laser printers, consoles, data communications processors, decollators and bursters.
* Assure proper and efficient operation of the computer room during assigned shift; control and minimize system disruptions; develop and control priorities and computer output in accordance with workload; control daily, weekly and monthly scheduling of jobs to be completed.
* Train, assign, supervise and evaluate the work of assigned computer operations and data control staff; discipline as appropriate according to established guidelines.
* Develop and implement control procedures to assure the accuracy of data processed and reports produced.
* Assure proper and timely logging and processing of data and the completeness of input and output data.
* Direct and coordinate the tape library operations, including maintaining the tape control log book, selection of tape of computer processing and pulling and returning tapes to the scratch pool as appropriate.
* Identify and determine nature and cause of machine problems and job issues; take corrective action as necessary.
* Maintain back up system files and disks assuring accuracy in case of hardware or software problems; develop and maintain procedures relating to file backups and retention cycle for tapes and disk media; perform file restoration as requested.
* Monitor usage of system resources and reconfigure the computer to compensate for component malfunction to minimize disruptions to users.
* Revise, modify and maintain Job Control Language for batch job.
* Program and process daily reports; schedule and implement production programs; assure timely and efficient completion of production jobs; review completed work and deliver reports to data control; utilize utility programs as necessary.
* Perform preventive and minor maintenance on equipment.
* Set up microcomputers including installation of software and minor repairs as necessary; check, alter and fabricate new cables as necessary; maintain an adequate supplies inventory.

**Computer Operations Supervisor - Continued Page 2**

**REPRESENTATIVE DUTIES -continued:**

* Maintain tape library, files and reports related to computer operations; set up, load and change tapes and forms.
* Communicate with users to assist in answering questions, resolving problems and providing information concerning computer program operation and jobs; determine the appropriate menu for each user; maintain user security features.
* Prepare and provide operational documentation; read manuals and product update sheets; read and interpret work plans and schedules; coordinate, schedule and run production jobs; balance report input totals; distribute printed reports.
* Monitor inventory of computer forms and reorder as needed to maintain established inventory levels.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods and procedures of operating electronic computers and peripheral equipment.
* Advanced principles and practices of data processing, entry and control functions.
* Principles and practices of supervision and training.
* Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.
* Proper methods of storing equipment, materials and supplies.
* Policies and objectives of assigned program and activities.
* Oral and written communication skills.
* Record-keeping techniques.

**ABILITY TO:**

* Plan, schedule, coordinate and supervise the District's computer and data control operations, including peripheral equipment to process various regular and special reports.
* Control priorities and computer output in accordance with workload.
* Train, assign, supervise and evaluate the work of assigned computer operations staff.
* Operate a computer terminal and peripheral equipment properly and efficiently.
* Perform a variety of computer operation duties to assure the proper and efficient operation of the computer room.
* Diagnose and understand reasons for system failures.
* Detect errors in the material and data being processed.
* Work independently with little direction.
* Understand and follow oral and written directions.
* Maintain records and prepare reports.
* Communicate effectively both orally and in writing.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and time lines.
* Plan and organize work.
* Operate, service and make minor repairs on equipment.
* Establish and maintain cooperative and effective working relationships with others.

**Computer Operations Supervisor - Continued Page 3**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in computer systems and three years increasingly responsible computer operations experience.

**AREA: MIS**

## Summary Class Code: 7538

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD COMPUTER OPERATOR

**BASIC FUNCTION:**

Operate mainframe computers and peripheral equipment to process various regular and special reports; perform a variety of computer operation duties to assure the proper and efficient operation of the computer room; control priorities and computer output in accordance with workload; train and provide work direction to assigned computer operations staff.

**REPRESENTATIVE DUTIES:**

* Operate a mainframe computer and peripheral equipment including tape and disk drives, microcomputers, line and laser printers, consoles, data communications processors, decollators and bursters.
* Assure proper and efficient operation of the computer room during assigned shift; control and minimize system disruptions; develop and control priorities and computer output in accordance with workload; control daily, weekly and monthly scheduling of jobs to be executed.
* Train and provide work direction to assigned computer operations staff.
* Identify and determine nature and cause of machine problems and job execution issues; take corrective action as necessary.
* Maintain back up system files and disks assuring accuracy in case of hardware or software problems; perform file restoration as requested.
* Program and process daily reports; schedule and implement production programs; assure timely and efficient completion of production jobs; review completed work and deliver reports to data control; utilize utility programs as necessary.
* Perform preventive and minor maintenance on equipment.
* Set up microcomputers including installation of software and minor repairs as necessary; check, alter and fabricate new cables as necessary; maintain an adequate supplies inventory.
* Maintain tape library, files and reports related to computer operations; set up, load and change tapes and forms.
* Communicate with users to assist in answering questions, resolving problems and providing information concerning computer program operation and jobs; determine the appropriate menu for each user; maintain user security features.
* Prepare and provide operational documentation; read manuals and product update sheets; read and interpret work plans and schedules; coordinate, schedule and run production jobs; balance report input totals; distribute printed reports.
* Monitor inventory of computer forms and reorder as needed to maintain established inventory levels.
* Perform related duties as assigned.

**Lead Computer Operator - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods and procedures of operating electronic computers and peripheral equipment.
* Principles and practices of data processing, entry and control functions.
* Principles of training and providing work direction.
* Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.
* Proper methods of storing equipment, materials and supplies.
* Oral and written communication skills.
* Record-keeping techniques.

**ABILITY TO:**

* Operate a computer terminal and peripheral equipment properly and efficiently.
* Assign and review the work of others.
* Train and provide work direction to others.
* Perform a variety of computer operation duties to assure the proper and efficient operation of the computer room.
* Control priorities and computer output in accordance with workload.
* Diagnose and understand reasons for system failures.
* Detect errors in the material and data being processed.
* Work independently with little direction.
* Understand and follow oral and written directions.
* Maintain records and prepare reports.
* Communicate effectively both orally and in writing.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and time lines.
* Plan and organize work.
* Operate, service and make minor repairs on equipment.
* Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

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

**AREA: MIS**

## Summary Class Code: 7539

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COMPUTER OPERATOR

**BASIC FUNCTION:**

Operate mainframe computers and peripheral equipment to process various regular and special reports; perform a variety of computer operation duties to assure the proper and efficient operation of the computer room.

**REPRESENTATIVE DUTIES:**

* Operate a mainframe computer and peripheral equipment including tape and disk drives, microcomputers, line and laser printers, consoles, data communications processors, decollators and bursters; assure proper and efficient operation of the computer room during assigned shift.
* Identify and determine nature and cause of machine problems; take corrective action as necessary.
* Maintain back up system files and disks assuring accuracy in case of hardware or software problems.
* Program and process daily reports; schedule and implement production programs; assure timely and efficient completion of production jobs; review completed work and deliver reports to data control; utilize utility programs as necessary.
* Perform preventive and minor maintenance on equipment.
* Set up microcomputers including installation of software and minor repairs as necessary; check, alter and fabricate new cables as necessary; maintain an adequate supplies inventory.
* Maintain tape library, files and reports related to computer operations; set up, load and change tapes and forms.
* Communicate with users to assist in answering questions, resolving problems and providing information concerning computer program operation and jobs; determine the appropriate menu for each user; maintain user security features.
* Prepare and provide operational documentation; read manuals and product update sheets; read and interpret work plans and schedules.
* Coordinate, schedule and run production jobs; balance report input totals; distribute printed reports.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods and procedures of operating electronic computers and peripheral equipment.
* Principles and practices of data processing, entry and control functions.
* Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.
* Proper methods of storing equipment, materials and supplies.
* Record-keeping techniques.

**Computer Operator - Continued Page 2**

**ABILITY TO:**

* Operate a computer terminal and peripheral equipment properly and efficiently.
* Diagnose and understand reasons for system failures.
* Detect errors in the material and data being processed.
* Work independently with little direction.
* Understand and follow oral and written directions.
* Maintain records and prepare reports.
* Communicate effectively both orally and in writing.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and time lines.
* Plan and organize work.
* Operate, service and make minor repairs on equipment.
* Work cooperatively with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience operating a computer console.

**AREA: MIS**

## Summary Class Code: 7541

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: WORD PROCESSING SUPERVISOR

**BASIC FUNCTION:**

Plan and direct the operations and activities of a word processing center to produce and revise a variety of materials; analyze requirements for specific projects, select appropriate procedures and formats, review and modify current operations and produce accurate and complete documents; train, schedule, supervise and evaluate the performance of assigned word processing personnel.

**REPRESENTATIVE DUTIES:**

* Plan and direct the operations and activities of a word processing center to produce and revise a variety of materials; analyze requirements for specific projects, select appropriate procedures and formats, review and modify current operations and produce accurate and complete documents.
* Train, schedule, supervise and evaluate the performance of assigned word processing personnel; discipline staff as appropriate according to established guidelines.
* Schedule work to assure best use of staff and equipment; analyze production data and procedures to identify area of needed improvement; communicate with District personnel to coordinate the planning and scheduling of projects.
* Operate word processing equipment to record, store and revise information to produce a wide variety of materials; create, revise and retrieve documents as requested; provide training on equipment operation and develop and maintain the procedures manual.
* Analyze requirements for specific projects, select appropriate procedures and formats.
* Determine methods by which confidential information is processed and stored.
* Establish formats, layout and design of curriculum guides, stored letters, reports, forms and other documents.
* Coordinate and schedule maintenance on equipment; maintain staff production records; maintain records of inventory supplies; requisition supplies as needed to maintain adequate supply levels.
* Assist in preparing budgets and equipment replacement schedules; assist other Center personnel in coordinating the District typesetting and publication processes.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Operation of computers and software used in skilled word processing operations.
* Principles and practices of supervision and training.
* Proofreading marks and their meaning.
* Purpose, functions, operation and applications of word processing equipment and supplies.
* Formatting techniques and procedures.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Interpersonal skills using tact, patience and courtesy.

**Word Processing Supervisor - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Record-keeping techniques.

**ABILITY TO:**

* Plan and direct the operations and activities of a word processing center to produce and revise a variety of materials.
* Analyze requirements for specific projects, select appropriate procedures and formats, review and modify current operations and produce accurate and complete documents.
* Operate a word processor and related equipment in the Word Processing Center to produce and revise a variety of materials.
* Schedule and assign the work of others.
* Train, supervise and evaluate personnel.
* Operate a word processor at an acceptable rate of speed and produce a variety of finished copy formats.
* Operate a variety of equipment and machines including computer terminal, typewriter and copier.
* Recognize and correct grammatical errors.
* Maintain records of work accomplished.
* Edit for clarity and correctness.
* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.
* Meet schedules and time lines.
* Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

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

**AREA: MIS**

## Summary Class Code: 7542

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD WORD PROCESSING OPERATOR

**BASIC FUNCTION:**

Operate a word processor and related equipment in the Word Processing Center to produce and revise a variety of materials; analyze requirements for specific projects, select appropriate procedures and formats, review and modify current operations and produce accurate and complete documents; train, review and provide work direction to assigned word processing personnel.

**REPRESENTATIVE DUTIES:**

* Operate word processing equipment to record, store and revise information to produce a wide variety of materials; create, revise and retrieve documents as requested.
* Train, review and provide work direction to assigned word processing personnel; supervise word processing personnel in the absence of the supervisor; develop and maintain a procedures manual.
* Analyze requirements for specific projects, select appropriate procedures and formats, review and modify current operations and produce accurate and complete documents.
* Assist supervisor and other word processing personnel with proofreading major documents as needed to assure accuracy and completeness of materials and production workflow.
* Lay out and enter text in desktop publishing and photocomposition equipment.
* Format, enter, revise and produce complicated documents, charts and reports using text-editing functions.
* Transcribe and manipulate complex text from various sources, including dictation, handwritten, typed and edited copy.
* Independently interpret instructions and assure accuracy and completeness of work orders by proofing completed work; edit and revise materials as appropriate; process revisions as requested.
* Perform text editing procedures and functions with expertise; utilize advanced information processing functions, abbreviations and electronic mail.
* Complete work orders in a timely manner and prepare production records for word processing staff; provide assistance to department staff including substituting for other clerical personnel as assigned.
* Maintain back-up system for storage of materials submitted to the word processing center.
* Provide information to users both in person and by telephone regarding procedures and time lines.
* Operate a variety of equipment and machines including computer terminal, typewriter and copier.
* Prepare and mount graphics, drawings and charts to printed copy using manual and/or software graphics capabilities.
* Log or post appropriate information concerning incoming and outgoing material; maintain related production records.
* Perform related duties as assigned.

**Lead Word Processing Operator - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Operation of computers and software used in skilled word processing operations.
* Principles of training and providing work direction.
* Proofreading marks and their meaning.
* Purpose, functions, operation and applications of word processing equipment and supplies.
* Formatting techniques and procedures.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Interpersonal skills using tact, patience and courtesy.
* Basic record-keeping techniques.

**ABILITY TO:**

* Operate a word processor and related equipment in the Word Processing Center to produce and revise a variety of materials.
* Assign and review the work of others.
* Train and provide work direction to others.
* Operate a word processor at 50 words net per minute and produce a variety of finished copy formats.
* Operate a variety of equipment and machines including computer terminal, typewriter and copier.
* Analyze requirements for specific projects, select appropriate procedures and formats, review and modify current operations and produce accurate and complete documents.
* Learn to proficiently operate technical word processing, desktop publishing and phototypesetting equipment.
* Recognize and correct grammatical errors.
* Maintain records of work accomplished.
* Edit for clarity and correctness.
* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.
* Understand and follow oral and written directions.
* Meet schedules and time lines.
* Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

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

**AREA: MIS**

## Summary Class Code: 7543

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: WORD PROCESSING OPERATOR I

**BASIC FUNCTION:**

Operate a word processor and related equipment in the Word Processing Center to produce a variety of materials; assist with duplications requests and activities as required.

**DISTINGUISHING CHARACTERISTICS:**

The Word Processing Operator I is the entry-level class in the series. Incumbents perform responsible word processing duties. Word Processing Operator II is the experienced classification, and incumbents perform duties of greater complexity and operate with greater independence.

**REPRESENTATIVE DUTIES:**

* Operate word processing equipment to record, store and revise information to produce a wide variety of materials; create, revise and retrieve documents as requested.
* Format, enter, revise and produce complicated documents, charts and reports using text-editing functions.
* Transcribe and manipulate text from various sources, including dictation, handwritten, typed and edited copy.
* Interpret instructions and assure accuracy and completeness of work orders by proofing completed work; edit and revise materials as appropriate; process revisions as requested.
* Provide information to users both in person and by telephone regarding procedures and time lines.
* Collate and assemble processed materials as necessary.
* Complete work orders in a timely manner; provide assistance to department staff including substituting for other clerical personnel as assigned.
* Operate a variety of equipment and machines including computer terminal, typewriter and copier.
* Prepare and mount graphics, drawings and charts to printed copy using manual and/or software graphics capabilities.
* Log or post appropriate information concerning incoming and outgoing material; maintain related production records.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Proofreading marks and their meaning.
* Purpose, functions, operation and applications of word processing equipment and supplies.
* Formatting techniques and procedures.
* Correct English usage, grammar, spelling, punctuation and vocabulary.

**Word Processing Operator I - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Interpersonal skills using tact, patience and courtesy.
* Basic record-keeping techniques.

**ABILITY TO:**

* Type at an acceptable rate of speed.
* Operate a variety of equipment and machines including computer terminal, typewriter and copier.
* Recognize and correct grammatical errors.
* Maintain records of work accomplished.
* Edit for clarity and correctness.
* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.
* Understand and follow oral and written directions.
* Meet schedules and time lines.
* Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

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

**AREA: MIS**

## Summary Class Code: 7544

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: WORD PROCESSING OPERATOR II

**BASIC FUNCTION:**

Operate a word processor and related equipment in the Word Processing Center to produce and revise a variety of materials; analyze requirements for specific projects, select appropriate procedures and formats, review and modify current operations and produce accurate and complete documents.

**DISTINGUISHING CHARACTERISTICS:**

Word Processing Operator II is the experienced classification, and incumbents perform duties of greater complexity and operate with greater independence. Word Processing Operator I is the entry-level class in the series. Incumbents perform responsible word processing duties.

**REPRESENTATIVE DUTIES:**

* Operate word processing equipment to record, store and revise information to produce a wide variety of materials; create, revise and retrieve documents as requested.
* Analyze requirements for specific projects, select appropriate procedures and formats, review and modify current operations and produce accurate and complete documents.
* Assist supervisor and other word processing personnel with proofreading major documents as needed to assure accuracy and completeness of materials and production workflow.
* Lay out and enter text in desktop publishing and photocomposition equipment.
* Format, enter, revise and produce complicated documents, charts and reports using text-editing functions.
* Transcribe and manipulate complex text from various sources, including dictation, handwritten, typed and edited copy.
* Independently interpret instructions and assure accuracy and completeness of work orders by proofing completed work; edit and revise materials as appropriate; process revisions as requested.
* Perform text editing procedures and functions with expertise; utilize advanced information processing functions, abbreviations and electronic mail.
* Complete work orders in a timely manner and prepare production records as required; provide assistance to department staff including substituting for other clerical personnel as assigned.
* Provide information to users both in person and by telephone regarding procedures and time lines.
* Operate a variety of equipment and machines including computer terminal, typewriter and copier.
* Prepare and mount graphics, drawings and charts to printed copy using manual and/or software graphics capabilities.
* Log or post appropriate information concerning incoming and outgoing material; maintain related production records.
* Perform related duties as assigned.

**Word Processing Operator II - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Operation of computers and software used in skilled word processing operations.
* Proofreading marks and their meaning.
* Purpose, functions, operation and applications of word processing equipment and supplies.
* Formatting techniques and procedures.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Interpersonal skills using tact, patience and courtesy.
* Basic record-keeping techniques.

**ABILITY TO:**

* Type at an acceptable rate of speed.
* Operate a variety of equipment and machines including computer terminal, typewriter and copier.
* Analyze requirements for specific projects, select appropriate procedures and formats, review and modify current operations and produce accurate and complete documents.
* Learn to proficiently operate technical word processing, desktop publishing and phototypesetting equipment.
* Recognize and correct grammatical errors.
* Maintain records of work accomplished.
* Edit for clarity and correctness.
* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.
* Understand and follow oral and written directions.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years increasingly responsible experience operating word processing equipment.

**AREA: MIS**

## Summary Class Code: 7546

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DATA ENTRY SUPERVISOR

**BASIC FUNCTION:**

Train, assign, supervise and evaluate the work of assigned data entry staff; operate computer terminals to enter data from a number of sources; operate other data processing equipment as directed; balance batch totals to assure input data is accurate and complete; maintain accurate and current files, records and data base files.

**REPRESENTATIVE DUTIES:**

* Assign, supervise and evaluate the work of assigned data entry staff; conduct on-the-job training of assigned personnel; assist with the selection of data entry staff; discipline as appropriate according to established District guidelines.
* Operate on-line computer terminals and stand-alone microcomputers to enter data from a number of sources; prepare and review source documents to assure the accuracy and appropriateness of data to be entered.
* Prepare and batch incoming data for data entry; balance batch totals to assure input data is accurate and complete; create programs for new data entry jobs; maintain logs and records of data input and output.
* Create programs for new production jobs as needed; assist in the design of data collection forms and worksheets.
* Maintain accurate and current files, records and data base files; maintain a variety of records related to such areas as payroll, budgets, attendance, transportation or census information.
* Perform a variety of support functions, including answering the telephone, updating manuals and maintaining files and reports.
* Assist users as necessary in identifying and retrieving information.
* Assist in the operation of the tape drive, printer, scantron, decollator, burster and a variety of other ancillary data processing equipment.
* Provide for proper update of data processing manuals to assure appropriate documentation and user information.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Operation of data entry terminals and data processing ancillary equipment.
* Principles and practices of supervision and training.
* Policies and objectives of assigned program and activities.
* Methods and techniques of data entry.
* Modern office practices, procedures and equipment including filing systems.
* Telephone techniques and etiquette.
* Correct English usage, grammar, spelling, punctuation and vocabulary.

**Data Entry Supervisor - Continued Page 2**

**ABILITY TO:**

* Operate an electronic computer terminal and computer software systems and generate reports.
* Assign and review the work of others.
* Train, supervise and evaluate personnel.
* Determine appropriate action within clearly defined guidelines.
* Perform general clerical and record-keeping duties of average difficulty.
* Type at 50 words net per minute from clear copy.
* Operate standard office equipment.
* Understand and follow oral and written directions.
* Learn and apply District policies concerning registration and enrollment.

**EDUCATION AND EXPERIENCE:**

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

**AREA: MIS**

## Summary Class Code: 7547

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD DATA ENTRY ASSISTANT

**BASIC FUNCTION:**

Operate computer terminals to enter data from a number of sources; operate other data processing equipment as directed; balance batch totals to assure input data is accurate and complete; maintain accurate and current files, records and data base files; train and provide work direction to assigned Data Entry Assistants.

**REPRESENTATIVE DUTIES:**

* Operate on-line computer terminals and stand-alone microcomputers to enter data from a number of sources; prepare and review source documents to assure the accuracy and appropriateness of data to be entered.
* Train and provide work direction to assigned Data Entry Assistants.
* Prepare and batch incoming data for data entry; balance batch totals to assure input data is accurate and complete; create programs for new data entry jobs; maintain logs and records of data input and output.
* Maintain accurate and current files, records and data base files; maintain a variety of records related to such areas as payroll, budgets, attendance, transportation or census information.
* Perform a variety of support functions, including answering the telephone, updating manuals and maintaining files and reports.
* Assist users as necessary in identifying and retrieving information.
* Assist in the operation of the tape drive, printer, scantron, decollator, burster and a variety of other ancillary data processing equipment.
* Provide for proper update of data processing manuals to assure appropriate documentation and user information.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Operation of data entry terminals and data processing ancillary equipment.
* Principles of training and providing work direction.
* Policies and objectives of assigned program and activities.
* Methods and techniques of data entry.
* Modern office practices, procedures and equipment including filing systems.
* Telephone techniques and etiquette.
* Correct English usage, grammar, spelling, punctuation and vocabulary.

**Lead Data Entry Assistant – Continued Page 2**

**ABILITY TO:**

* Operate an electronic computer terminal and computer software systems and generate reports.
* Assign and review the work of others.
* Train and provide work direction to others.
* Determine appropriate action within clearly defined guidelines.
* Perform general clerical and record-keeping duties of average difficulty.
* Type at 45 words net per minute from clear copy.
* Operate standard office equipment.
* Understand and follow oral and written directions.
* Learn and apply District policies concerning registration and enrollment.

**EDUCATION AND EXPERIENCE:**

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

**AREA: MIS**

## Summary Class Code: 7548

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DATA ENTRY ASSISTANT

**BASIC FUNCTION:**

Operate computer terminals to enter data from a number of sources; operate other data processing equipment as directed; balance batch totals to assure input data is accurate and complete; maintain accurate and current files, records and data base files.

**REPRESENTATIVE DUTIES:**

* Operate on-line computer terminals and stand-alone microcomputers to enter data from a number of sources; prepare and review source documents to assure the accuracy and appropriateness of data to be entered.
* Balance batch totals to assure input data is accurate and complete.
* Maintain accurate and current files, records and data base files; maintain a variety of records related to such areas as payroll, budgets, attendance, transportation or census information.
* Perform a variety of support functions, including answering the telephone, updating manuals and maintaining files and reports.
* Assist users as necessary in identifying and retrieving information.
* Assist in the operation of the tape drive, printer, scantron, decollator, burster and a variety of other ancillary data processing equipment.
* Provide for proper update of data processing manuals to assure appropriate documentation and user information.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Operation of data entry terminals and data processing ancillary equipment.
* Methods and techniques of data entry.
* Modern office practices, procedures and equipment including filing systems.
* Telephone techniques and etiquette.
* Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

* Operate an electronic computer terminal and computer software systems and generate reports.
* Perform general clerical and record-keeping duties of average difficulty.
* Type at an acceptable rate of speed.
* Operate standard office equipment.
* Understand and follow oral and written directions.
* Learn and apply District policies concerning registration and enrollment.

**Data Entry Assistant - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year of experience in general clerical or data entry work.

**AREA: MIS**

## Summary Class Code: 7549

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DATA CONTROL CLERK

**BASIC FUNCTION:**

Operate data control equipment and process job runs for District users; maintain input data logs and prepare data for input; log, process and deliver input and output data; scan documents to assure accuracy and to detect errors; operate off-line support equipment and maintain magnetic tapes.

**REPRESENTATIVE DUTIES:**

* Receive and process job run requests from users; maintain input data logs and prepare input data for data entry and computer operations staff.
* Separate, decollate and package computer generated reports for distribution to user departments District-wide.
* Maintain on-site and off-site tape libraries by accurately logging, pulling and returning tapes to the scratch pool.
* Load optical scanner programs, scan documents and detect errors; perform preventive maintenance on equipment as required.
* Maintain payroll totals and employee Master File posting totals to assure that file is in balance with transaction postings and various computer-generated listings.
* Maintain encumbrance and disbursement totals along with Master Budget file and yearly budget file posting totals to assure that files are in balance with transactions postings and various computer-generated listings.
* Receive telephone calls and take messages for other department staff; assist and substitute for other department staff as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Operation of data control and data entry equipment.
* Methods and techniques of data control.
* Modern office practices, procedures and equipment.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Policies and objectives of assigned program and activities.
* Data input procedures and record-keeping procedures and requirements.

**ABILITY TO:**

* Operate computers and peripheral equipment properly and efficiently.
* Detect errors in the material and data being processes.
* Perform technical data control duties.
* Review and verify input and output data to assure accuracy and efficiency.
* Receive and process job run requests from users.
* Maintain tape libraries.
* Type at 40 words net per minute from clear copy.

**Data Control Clerk - Continued Page 2**

**ABILITY TO - continued:**

* Understand and follow oral and written directions.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

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

# AREA: OPERATIONS

## Summary Class Code: 7602

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: CUSTODIAL SERVICES MANAGER

**BASIC FUNCTION:**

Plan, organize and direct the District's custodial services; communicate with District administrators and outside vendors to coordinate an efficient and effective program; select, train, assign, supervise and evaluate custodians and related personnel as assigned.

**REPRESENTATIVE DUTIES:**

* Plan, organize and direct District custodial services including cleaning of school and office sites.
* Supervise and inspect the cleaning and care of rooms, restrooms, halls, buildings, fixtures and equipment to assure compliance with established procedures.
* Coordinate, direct and participate in the selection, training, assignment and evaluation of custodial staff and other assigned personnel; perform promotions, reassignments, discipline and terminations as needed.
* Analyze District custodial related building services needs; schedule and assign personnel to meet custodial needs.
* Communicate with District staff, faculty and administrators to discuss custodial needs, procedures, scheduling and projects; research and resolve questions, concerns and related issues.
* Communicate with vendors to research, test and evaluate products, equipment and techniques; select and purchase supplies, equipment and other custodial materials; maintain and control an adequate inventory of custodial materials and equipment.
* Develop, evaluate and prepare performance standards and procedures for custodial services; monitor program for effectiveness and compliance.
* Prepare and maintain a variety of records and reports including schedules, inventories, cost estimates, time reports and personnel records; prepare bid specifications as appropriate.
* Plan, conduct and provide in-service training programs and seminars as assigned; instruct custodial staff in the proper use of supplies, equipment and pesticides.
* Plan and coordinate a variety of special projects as requested by the faculty.
* Plan and coordinate a variety of related functions including pest control, furniture repair, moving of furniture and equipment, trash disposal, cleaning and refinishing of gym floors.
* Attend meetings and participate as a committee member as directed.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods, materials, supplies and equipment used in custodial work.
* Methods of planning, organizing, prioritizing and scheduling work.
* Requirements for maintaining offices and buildings in a clean, safe and orderly condition.

**Custodial Services Manager - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Principles and practices of administration, supervision and training.
* Laws, rules and regulations related to assigned custodial activities.
* District organization, operations, policies and objectives.
* Interpersonal skills using tact, patience and courtesy.
* Health and safety regulations and precautions.
* Basic inventory methods and practices.
* Proper methods of storing equipment, materials and supplies.
* Local vendors and sources of supply.
* Basic bid preparation procedures.
* Record-keeping techniques.

**ABILITY TO:**

* Plan, organize, schedule and direct District custodial and building services.
* Establish goals and standards and monitor compliance.
* Evaluate the effectiveness of various supplies and equipment.
* Estimate quantity and types of supplies and materials needed.
* Train, supervise and evaluate personnel.
* Prioritize and schedule work.
* Maintain records and prepare reports.
* Assign and review the work of others.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Analyze situations accurately and adopt an effective course of action.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Plan and organize work.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years custodial experience including one year in a lead or supervisory capacity.

**AREA: OPERATIONS**

## Summary Class Code: 7603

**LOCAL DISTRICT CLASSIFICATION PLAN**

## SUMMARY CLASS TITLE: CUSTODIAL SERVICES TRAINER

**BASIC FUNCTION:**

Train custodial services personnel; evaluate the quality of custodial services delivered; oversee assigned trainee and substitute custodian programs.

**REPRESENTATIVE DUTIES:**

* Develop and implement a training program for plant operators, plant operator trainees, leads, custodians and substitute custodians.
* Direct the production of professional training films, instructional programs, and prepare the written custodial services manual.
* Supervise and evaluate the performance of assigned custodial personnel; monitor the need for progressive disciplinary action.
* Coordinate the interviewing program for plant operator trainees and substitute custodians.
* Evaluate the custodial services program; establish professional standards and procedures for various schools and monitor the implementation.
* Supervise the quarterly evaluations of the quality of custodial services delivered at each facility according to established procedures.
* Conduct custodial services workshops and seminars for custodial services personnel annually to provide remedial training to correct detected inefficiencies.
* Participate as a member in the Housekeeping Advisory Committee and the SEIU employer relations meetings as assigned.
* Evaluate and propose custodial equipment.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Custodial training techniques.
* Effective media ideas.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Policies and objectives of assigned program and activities.
* Interpersonal skills using tact, patience and courtesy.
* Public speaking techniques.

**ABILITY TO:**

* Professionally train custodial services personnel.
* Manage assigned trainee and substitute custodian programs.
* Communicate effectively both orally and in writing.
* Implement successful training program.
* Set goals and standards and monitor compliance
* Train, supervise and evaluate personnel.
* Prepare and deliver oral presentations.

**Custodial Services Trainer - Continued Page 2**

**ABILITY TO - continued:**

* Work independently with little direction.
* Plan and organize work.
* Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: OPERATIONS**

## Summary Class Code: 7605

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: CUSTODIAL SUPERVISOR

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**Custodial Supervisor - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**LICENSE AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: OPERATIONS**

## Summary Class Code: 7606

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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 preventive maintenance for custodial equipment.
* Schedule and oversee the mobile repair operation for on-site repairs of custodial equipment.
* Plan and implement cleaning of bus compound buildings.
* Assure safe and proper operating condition 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.
* Plans 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.
* Operation 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 cooperatively with others.
* Work independently with little direction.

**Lead Custodian Service Worker - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: OPERATIONS**

## Summary Class Code: 7607

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD CUSTODIAN

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**Lead Custodian - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Proper methods of storing equipment, materials and supplies.
* Basic record-keeping techniques.

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: OPERATIONS**

## Summary Class Code: 7609

**LOCAL DISTRICT CLASSIFICATION PLAN**

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

**Custodian - Continued Page 2**

**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, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**AREA: OPERATIONS**

## Summary Class Code: 7612

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FURNITURE AND EQUIPMENT MANAGER

**BASIC FUNCTION:**

Coordinates the activities related to furniture, equipment and property records; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

* Advise appropriate personnel regarding furniture and administrative equipment requirements; assist with the preparation of bids and requisitions.
* Plan, budget and supervise the furniture program including new furniture and the furniture warehouse; assist in bidding process as required.
* Assist with the administrative equipment program for local schools and District-wide service offices.
* Assist with monitoring expenditures for codes relating to furniture and administrative equipment.
* Assure accuracy of information on forms requesting transfer, pick-up or delivery of furniture and administrative equipment; coordinate delivery, transfer and pick-up activities.
* Supervise and evaluate the performance of assigned personnel.
* Supervise storage and movement of new and used furniture and administrative equipment; maintain an accurate inventory and record of distribution.
* Plan, arrange and supervise auctions of surplus equipment and materials for the District.
* Communicate with security regarding stolen furniture and equipment.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Furniture and equipment utilized in a school district.
* Bid procedures and budget preparation and control.
* Policies and objectives of assigned program and activities.
* Interpersonal skills using tact, patience and courtesy.
* Proper lifting techniques.
* Inventory methods and practices.
* Principles and practices of supervision and training.

**ABILITY TO:**

* Coordinates the activities related to furniture, equipment and property records.
* Maintain accurate records and prepare reports.
* Organize, plan and direct activities related to furniture and administrative equipment.
* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.
* Train, supervise and evaluate personnel.

**Furniture and Equipment Manager - Continued Page 2**

**ABILITY TO - continued:**

* Meet schedules and time lines.
* Work independently with little direction.
* Lift heavy objects.
* Perform mathematical calculations.

**EDUCATION AND EXPERIENCE:**

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

**AREA: OPERATIONS**

## Summary Class Code: 7614

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: FACILITY ASSISTANT

**BASIC FUNCTION:**

Oversee the day-to-day operation of an assigned district facility and the assurance of appropriate surroundings for the occupants.

**REPRESENTATIVE DUTIES:**

* Maintain property records for the assigned site.
* Provide for a safe and aesthetically pleasing environment for the building occupants.
* Assure that the reception area creates a favorable first impression to the public.
* Act as a contact person for the building occupants to request modifications of office areas, moves and changes for the telephone facilities.
* Provide for the general appearance and safety of the perimeter areas of the facility.
* Contact vendors regarding equipment types for the facility vending machine areas.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods, equipment and materials used in general maintenance work.
* Requirements of maintaining school buildings in a safe, clean and orderly condition.
* Proper methods of storing equipment, materials and supplies.
* Basic record-keeping techniques.

**ABILITY TO:**

* Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
* Move and arrange furniture and equipment for meetings and special events.
* Report safety hazards and need for maintenance and repair.
* Perform minor maintenance and repair.
* Work cooperatively with others.
* Observe health and safety regulations.
* Maintain routine records.

**EDUCATION AND EXPERIENCE:**

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

**AREA: OPERATIONS**

## Summary Class Code: 7621

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: GROUNDS MANAGER

**BASIC FUNCTION:**

Plan, prioritize, coordinate and supervise District grounds maintenance activities; assign, train, review and evaluate the work of assigned personnel; research and select contractors for various grounds maintenance projects; assure strict compliance with federal, State and local health and safety regulations.

**REPRESENTATIVE DUTIES:**

* Plan, coordinate and supervise the landscaping and maintenance of District grounds; plan and prioritize the work of District maintenance crews to assure safe and proper condition of District landscaped areas, grounds facilities and related tools and equipment.
* Assure strict compliance with federal, State and local health and safety regulations.
* Coordinate District grounds maintenance activities with lead workers, supervisors, school administrators and other governmental jurisdictions; prepare and maintain Division budget.
* Write and prepare various operations safety manuals and procedures.
* Inspect and assure work of District personnel is performed in compliance with safety standards, specifications and time lines.
* Plan and implement pest control programs.
* Design, lay out and implement renovation, landscaping and tree trimming programs; design and coordinate planting.
* Schedule and assign work concerned with mowing, edging, weeding, sweeping, pruning, planting, trimming, chemical applications and related grounds maintenance activities including the installation, maintenance and repair of sprinkler systems, lawns and shrubbery.
* Communicate with supervisor regarding grounds maintenance procedures, feasibility and timing of projects and operational cost estimates.
* Inspect work in progress to assure proper grounds maintenance methods and standards are maintained; supervise, inspect and evaluate work of grounds maintenance and special project work crews.
* Approve requisitions for materials, equipment and supplies.
* Prepare special planning, preventive maintenance and administrative reports; prepare maintenance, safety, work, personnel and payroll records and reports; conduct safety meetings.
* Develop, recommend and monitor grounds budgets.
* Perform related duties as assigned.

**Grounds Manager - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Principles, methods, practices, materials, supplies, equipment and techniques used in various grounds maintenance activities including mowing, edging, weeding, sweeping, pruning, planting, trimming, and maintaining trees and shrubs.
* Principles and practices of administration, supervision and training.
* Plant and tree diseases, pests common to the area, and methods used in their control and eradication.
* Design, layout and repair of irrigation systems.
* Health and safety regulations relating to power equipment and toxic chemical application.
* Plants and ground cover materials.
* Playing field layout and asphalt parking areas.
* District organization, operations, policies and objectives.
* Record-keeping techniques.
* Oral and written communication skills.
* Budgetary practices.

**ABILITY TO:**

* Estimate materials and labor costs.
* Plan, schedule, budget, direct, and control a diversified grounds maintenance work program.
* Instruct others in the use of proper methods, tools, materials, chemicals and equipment used in grounds maintenance.
* Maintain records and prepare administrative, operational and activity reports.
* Establish and maintain effective working relationships with others.
* Select, train, supervise, coordinate and evaluate the work of assigned employees.
* Analyze situations accurately and adopt an effective course of action.
* Communicate effectively both orally and in writing.
* Meet schedules and time lines.
* Work independently with little direction.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years of increasingly responsible grounds maintenance work including two years of lead or supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: OPERATIONS**

## Summary Class Code: 7622

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: GROUNDS SUPERVISOR

**BASIC FUNCTION:**

Train, assign, coordinate and supervise grounds maintenance crews and personnel; review work on school grounds; oversee performance of skilled grounds maintenance work.

**REPRESENTATIVE DUTIES:**

* Plan, assign and review work activities of assigned grounds maintenance crews and personnel; train grounds maintenance personnel in proper techniques and procedures in the use of tools, equipment and chemical applications.
* Organize spraying, mowing, pruning and fence work; inspect work in progress and upon completion for quality, accuracy and timeliness; supervise and evaluate assigned personnel; provide feedback and discipline as needed.
* Oversee assembly, maintenance and safety code compliance for installation and maintenance of playground equipment.
* Oversee operation of power equipment; verify equipment is in safe and proper operating condition; assist in completing grounds maintenance work as needed.
* Assist in reviewing work order requests and recommend proper methods, tools, equipment and personnel for completing jobs.
* Plan overall watering schedules and check for proper water coverage; establish, maintain and adjust automatic sprinkler timers.
* Supervise crews and oversee skilled work in planting, fertilizing, pruning, spraying and maintaining shrubs, trees and landscaped areas; coordinate and participate in pesticide applications, planting and fertilizing activities.
* Oversee snow removal operations, salt, pumice and other applications on district property.
* Advise irrigation personnel in planning, installing and repairing automatic sprinkler systems; assist in the repair of surface sprinkler line heads.
* Prepare and maintain a variety of records related to personnel, time records, work orders, equipment operation and repair, sprinkler timers and site inspections.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods, materials, procedures, techniques, tools and equipment used in various grounds maintenance activities including mowing, edging, trimming, and weed and pest control.
* Plants, trees and ground cover materials.
* Principles and practices of supervision and training.
* Health and safety regulations related power equipment and toxic chemical applications.
* Operation of a forklift and other assigned equipment.
* Record-keeping techniques.

**Grounds Supervisor - Continued Page 2**

**ABILITY TO:**

* Organize, coordinate, assign, inspect, supervise and evaluate activities of multiple work crews.
* Supervise the work of others and recommend work methods.
* Perform skilled grounds maintenance and repair work.
* Maintain and repair sprinklers and watering systems.
* Apply specialized chemicals to control and eradicate weeds, insects and other pests.
* Explain safe work practices, methods and procedures.
* Operate and demonstrate the use of equipment and power and hand tools.
* Communicate effectively with others.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years of grounds maintenance work including at least one year in a lead capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: OPERATIONS**

## Summary Class Code: 7623

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD GROUNDS EQUIPMENT MECHANIC

**BASIC FUNCTION:**

Maintain, repair and adjust a variety of power-driven and other grounds maintenance equipment; provide work direction and guidance to assigned personnel.

**REPRESENTATIVE DUTIES:**

* Lead and participate in the maintenance, repair and adjustment of a variety of power-driven and other grounds maintenance equipment; perform major repair of low horsepower engines.
* Schedule and perform maintenance, repair and adjustments to mechanical and electrical attachments to power grounds equipment; troubleshoot, identify and repair electrical malfunctions of grounds equipment and attachments.
* Requisition parts and supplies and maintain inventory.
* Assist with delegating work assignments to grounds maintenance personnel including mowing, raking and digging.
* Plan and assist in implementing operational rules and policies.
* Maintain routine records related to equipment maintenance and repair activities.
* Operate a variety of grounds maintenance tools and equipment including power and hand tools, drills, grinders, compressor, mowers, gauges, meters and impact tools; operate heavy grounds equipment as needed including a gang mower, dump truck and skip loader.
* Schedule and perform preventive maintenance and tune-ups to equipment; replace tires, bearings, plugs and filters; clean and sharpen mower cutting reels and blades.
* Plan and assist in repair of snow removal equipment, mowers and tractors.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods, materials, tools and equipment used in the repair of grounds maintenance equipment.
* Operation and maintenance of hand and power tools and equipment used in grounds maintenance.
* Operation, maintenance and repair of gasoline-powered and air-cooled ground maintenance equipment.
* Proper methods of storing equipment, materials and supplies.
* Principles of training and providing work direction.
* Basic record-keeping techniques.
* Proper lifting techniques.

**Lead Grounds Equipment Mechanic - Continued Page 2**

**ABILITY TO:**

* Maintain, repair and adjust a variety of power-driven and air-cooled grounds maintenance equipment.
* Perform general grounds maintenance duties including mowing, edging and weeding.
* Operate hand and power tools and other tools used in ground maintenance.
* Plan, organize and schedule grounds keeping activities and personnel.
* Train and provide work direction to others.
* Plan and organize work.
* Maintain records.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of experience in maintenance and repair of grounds keeping equipment.

**AREA: OPERATIONS**

## Summary Class Code: 7624

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: GROUNDS EQUIPMENT MECHANIC

**BASIC FUNCTION:**

Maintain, repair and adjust a variety of power-driven grounds maintenance equipment.

**REPRESENTATIVE DUTIES:**

* Maintain, repair and adjust a variety of power-driven and other grounds maintenance equipment; perform major repair of low-horsepower engines.
* Maintain, repair and rebuild air-cooled engines, hydrostatic drive trains, hydraulic pump units and carburetors.
* Perform preventive maintenance and tune-ups to equipment; replace tires, bearings, plugs and filters; clean and sharpen mower cutting reels and blades.
* Perform maintenance, repair and adjustments to mechanical and electrical attachments to power grounds equipment; troubleshoot, identify and repair electrical malfunctions of grounds equipment and attachments.
* Requisition parts and supplies and maintain inventory.
* Assist grounds maintenance personnel with a variety of grounds maintenance duties including mowing, raking and digging.
* Perform maintenance on snow removal equipment as needed; operate snowplow and other related equipment for snow removal.
* Operate a variety of grounds maintenance tools and equipment including power and hand tools, drills, grinders, compressor, mowers, gauges, meters and impact tools; operate heavy grounds equipment as needed including a gang mower, dump truck and skip loader.
* Maintain routine records related to equipment maintenance and repair activities.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods, materials, tools and equipment used in the repair of grounds maintenance equipment.
* Operation, maintenance and repair of gasoline-powered and air-cooled grounds maintenance equipment.
* Proper methods of storing equipment, materials and supplies.
* Health and safety regulations.
* Basic record-keeping techniques.
* Proper lifting techniques.

**ABILITY TO:**

* Maintain, repair and adjust a variety of power-driven and air-cooled grounds maintenance equipment.
* Perform general grounds maintenance duties including mowing, edging and weeding.
* Operate hand and power tools and other equipment used in grounds maintenance.

**Grounds Equipment Mechanic - Continued Page 2**

**ABILITY TO - continued:**

* Lift heavy objects.
* Understand and follow oral and written directions.
* Work cooperatively with others.
* Maintain routine records.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of experience in maintenance and repair of grounds keeping equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: OPERATIONS**

## Summary Class Code: 7625

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD GROUNDS WORKER I

**BASIC FUNCTION:**

Train, assign, review and coordinate the work of assigned grounds personnel; perform a variety of skilled grounds keeping duties on school grounds, maintain grounds, trees, shrubs and flowers; perform routine maintenance of grounds keeping tools, supplies and equipment.

**DISTINGUISHING CHARACTERISTICS:**

The Lead Grounds Worker I provides direction to a crew of grounds workers and performs routine maintenance to grounds equipment and vehicles. The Lead Grounds Worker II provides training and direction to a grounds crew and performs more extensive repairs to grounds equipment.

**REPRESENTATIVE DUTIES:**

* Train, assign, and review the work of assigned grounds workers; develop daily work schedules and assign grounds personnel.
* Review requests for grounds keeping and gardening and recommend best procedures or methods for completing jobs; request needed equipment, tools, supplies and materials; recommend and assist in ordering sod, plants, hedges and equipment.
* Oversee and perform skilled grounds maintenance work involved in planting, cultivating, trimming, pruning, fertilizing and irrigating flowers, trees, shrubs hedges and lawns; water lawns and plants by hand as needed.
* Operate grounds keeping power equipment as necessary.
* Coordinate and participate in the sweeping, raking and picking up of trash and other debris from District grounds.
* Coordinate and participate in the maintenance of District parking lots, walks, driveways, asphalt play areas, fences and tennis courts; operate street sweeper and blow off sidewalks and quad areas with power blowers.
* Coordinate and participate in the moving of furniture, the set up for classrooms and public areas for meetings and special events.
* Inspect and assure maintenance and safe operating conditions of grounds keeping power equipment, and tools; perform routine maintenance of grounds equipment; maintain grounds areas in a safe, clean and orderly condition.
* Prepare and maintain a variety of records and reports including vehicle maintenance, attendance, work orders and inventory.
* Perform related duties as assigned.

**Lead Grounds Worker I - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods, materials, tools and equipment used in grounds keeping, gardening and the maintenance and installation of irrigation systems.
* Methods used in planting, pruning, cultivating, fertilizing and caring for plants, flowers, shrubs, trees and lawns.
* Principles of training and providing work direction.
* Operation and use of assigned grounds equipment.
* Appropriate safety precautions and procedures.
* Basic record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Perform grounds keeping duties in the care and maintenance of District grounds.
* Train and provide work direction to others.
* Inspect and verify proper and safe work practices and procedures.
* Operate hand and power tools and other equipment used in grounds maintenance.
* Operate heavy power equipment used in grounds keeping.
* Schedule and assign grounds keeping activities and personnel.
* Lift heavy objects.
* Understand and follow oral and written directions.
* Establish and maintain cooperative and effective working relationships with others.
* Add, subtract, multiply and divide quickly and accurately.
* Work independently with little direction.
* Meet schedules and time lines.
* Observe legal and defensive driving practices.
* Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: OPERATIONS**

## Summary Class Code: 7626

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: GROUNDS WORKER III

**BASIC FUNCTION:**

Operate grounds-related equipment to perform grounds construction and landscaping; perform advanced grounds maintenance duties and lead grounds maintenance personnel as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Grounds Worker III class is the advanced level in the classification. Incumbents operate grounds equipment, perform landscape construction and lead other grounds personnel as assigned. Grounds Worker I incumbents are assigned routine grounds keeping duties. The Grounds Worker II incumbents perform semi-skilled gardening and grounds maintenance duties on school grounds and landscaped areas and involves specialized duties such as concrete work and installing and maintaining playground equipment.

**REPRESENTATIVE DUTIES:**

* Operate back hoe, roller, forklift, dump truck, concrete grinder, drills, snow and ice removal equipment, farm tractors, jack hammer and other related heavy equipment for grounds construction, maintenance and landscaping.
* Assist in general maintenance of buildings and grounds, trash removal, emergency clean up, graffiti removal and flagpole installation.
* Perform grounds maintenance duties such as mowing, trimming, sod applications, stump, tree and shrub removal as required.
* Deliver materials such as coal, cinders, rock salt, sand and gravel, school equipment and furniture.
* Maintain and repair heavy equipment.
* Sweep parking lots and playground areas.
* Repair and maintain fences for District-wide facilities.
* Assist in moving heavy equipment and portables.
* Maintain routine records as directed.
* Oversee and participate in playground equipment installations; maintain existing playground equipment; transport playground equipment as needed.
* Assist in snow and ice removal.
* Repair, grade and resurface walks and driveways.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Proper operation of heavy grounds equipment.
* Operation and maintenance of hand and power tools and equipment used in grounds maintenance.
* Interpersonal skills using tact, patience and courtesy.

**Grounds Worker III - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Proper lifting techniques.

**ABILITY TO:**

* Operate grounds-related equipment to perform grounds construction and landscaping.
* Assist others in specialized grounds keeping activities.
* Operate hand and power tools and other equipment used in grounds maintenance.
* Operate heavy power equipment used in grounds maintenance.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Lift heavy objects.
* Observe legal and defensive driving practices.
* Operate, service and make minor repairs on equipment.
* Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of experience in grounds maintenance including operation of grounds equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: OPERATIONS**

## Summary Class Code: 7627

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: GROUNDS WORKER II

**BASIC FUNCTION:**

Perform semi-skilled grounds maintenance duties; perform specialized duties such as concrete work and installing and maintaining playground equipment.

**DISTINGUISHING CHARACTERISTICS:**

Grounds Worker II incumbents perform semi-skilled gardening and grounds maintenance duties on school grounds and landscaped areas and involve specialized duties such as concrete work and installing and maintaining playground equipment. The Grounds Worker III class is the advanced level in the classification. Incumbents operate grounds equipment, perform landscape construction and lead other grounds personnel as assigned. Grounds Worker I incumbents are assigned routine grounds keeping duties.

**REPRESENTATIVE DUTIES:**

* Perform semi-skilled grounds maintenance services; train and provide work direction to personnel as assigned.
* Perform gardening, pruning and grounds work on school grounds and landscaped areas.
* Operate power equipment, hand tools and snow removal equipment; make routine adjustments and repairs to equipment.
* Mix and apply herbicides and pesticides as directed.
* Sweep parking lots and playground areas.
* Repair and maintain fences for District-wide facilities.
* Assist in moving heavy equipment and portables.
* Maintain routine records as directed.
* Oversee and participate in playground equipment installations; maintain existing playground equipment; transport playground equipment as needed.
* Assist in snow and ice removal.
* Repair, grade and resurface walks and driveways.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Grounds maintenance equipment and materials.
* Operation and maintenance of hand and power tools and equipment used in grounds maintenance.
* Methods and materials used in controlling pests, insects and weeds.
* Methods, equipment and materials used in gardening and grounds maintenance work.
* Health and safety regulations.
* Proper methods of storing equipment, materials and supplies.
* Requirements of maintaining school grounds in a safe, clean and orderly condition.

**Grounds Worker II - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Basic math.

**ABILITY TO:**

* Perform general grounds maintenance duties including mowing, edging and weeding.
* Assist others in specialized grounds keeping activities.
* Operate hand and power tools and other equipment used in grounds maintenance.
* Apply specialized chemicals to control and eradicate weeds, insects and other pests.
* Communicate effectively both orally and in writing.
* Observe legal and defensive driving practices.
* Perform semi-skilled grounds maintenance services.
* Train and provide work direction to others.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: OPERATIONS**

## Summary Class Code: 7628

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: GROUNDS WORKER I

**BASIC FUNCTION:**

Perform routine grounds maintenance duties.

**DISTINGUISHING CHARACTERISTICS:**

Grounds Worker I incumbents are assigned routine grounds keeping duties. The Grounds Worker II incumbents perform semi-skilled gardening and grounds maintenance duties on school grounds and landscaped areas and involves specialized duties such as concrete work and installing and maintaining playground equipment. The Grounds Worker III class is the advanced level in the classification. Incumbents operate grounds equipment, perform landscape construction and lead other grounds personnel as assigned.

**REPRESENTATIVE DUTIES:**

* Perform routine grounds maintenance duties as directed.
* Prune and trim trees, hedges and shrubs; weed and rake grounds; apply fertilizers, pesticides and sod conditioners as needed.
* Operate hedge trimmer, hand and power tools and snow removal equipment; make routine adjustments and minor repairs to equipment.
* Rake leaves and remove trash; sweep walkways.
* Perform general custodial duties incidental to grounds keeping activities.
* Assist in the preparation and lining of athletic fields as assigned.
* Assist in the installation of playground equipment.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Operation of hand and power tools and equipment used in grounds keeping.
* Basic grounds maintenance procedures including mowing, edging, raking and weeding.
* Methods, equipment and materials used in gardening and grounds keeping work.
* Health and safety regulations.

**ABILITY TO:**

* Perform general grounds maintenance duties including mowing, edging and weeding.
* Perform routine and semi-skilled grounds maintenance duties.
* Lift heavy objects.
* Use a variety of tools and machines utilized in the basic trade.
* Safely operate power equipment.
* Perform heavy physical labor.
* Mow, edge, water, weed, fertilize, rake and cultivate lawns, flowerbeds, athletic fields and other landscaped areas.

**Grounds Worker I - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: OPERATIONS**

## Summary Class Code: 7629

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD GROUNDS WORKER II

**BASIC FUNCTION:**

Train, assign, review and coordinate the work of assigned grounds personnel; perform a variety of skilled grounds keeping duties on school grounds, maintain grounds, trees, shrubs and flowers; perform semi-skilled repair and maintenance of grounds keeping tools, supplies and equipment, including rebuilding grounds maintenance equipment and tools.

**DISTINGUISHING CHARACTERISTICS:**

The Lead Grounds Worker II provides training and direction to a grounds crew and performs more extensive repairs to grounds equipment. The Lead Grounds Worker I provides direction to a crew of grounds workers and performs routine maintenance to grounds equipment and vehicles.

**REPRESENTATIVE DUTIES:**

* Train, assign, review and coordinate the work of assigned grounds maintenance personnel; develop daily work schedules and assign grounds personnel.
* Review requests for grounds keeping and gardening and recommend best procedures or methods for completing jobs; request needed equipment, tools, supplies and materials; recommend and assist in ordering sod, plants, hedges and equipment.
* Oversee and perform skilled grounds maintenance work involved in planting, cultivating, trimming, pruning, fertilizing and irrigating flowers, trees, shrubs hedges and lawns; water lawns and plants by hand as needed.
* Perform semi-skilled maintenance and repair of grounds equipment, tools and vehicles, including vans, pickups, gang and push lawn mowers, weed eaters and blowers; repair and replace carburetors and condensers; perform general tune-ups; change oil, fans, belts and lights.
* Prepare and maintain a variety of records and reports including vehicle maintenance, attendance, work orders and inventory; maintain records and prepare reports of time and materials used; recommend and purchase needed equipment, tools and supplies for mechanical, grounds and irrigation maintenance and repair.
* Operate grounds keeping power equipment as necessary.
* Coordinate and participate in the sweeping, raking and picking up of trash and other debris from District grounds.
* Coordinate and participate in the maintenance of District parking lots, walks, driveways, asphalt play areas, fences and tennis courts; operate street sweeper and blow off sidewalks and quad areas with power blowers.
* Coordinate and participate in the moving of furniture, the set up for classrooms and public areas for meetings and special events.
* Inspect and assure maintenance and safe operating conditions of grounds keeping power equipment, and tools; repair and maintain equipment; maintain grounds areas in a safe, clean and orderly condition.
* Perform related duties as assigned.

**Lead Grounds Worker II - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Semi-skilled principles, equipment and methods of maintaining and repairing gas-powered engines and related equipment.
* Plant and tree diseases and pest common to the area.
* Herbicides and other chemicals used in grounds maintenance.
* Methods, materials, tools and equipment used in grounds keeping, gardening and the maintenance and installation of irrigation systems.
* Methods used in planting, pruning, cultivating, fertilizing and caring for plants, flowers, shrubs, trees and lawns.
* Principles of training and providing work direction.
* Basic shop math.
* Operation and use of power and electrical ground equipment.
* Appropriate safety precautions and procedures.
* Basic record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Perform semi-skilled repair of mechanical equipment including engine repairs and tune-ups.
* Plan, organize and schedule grounds keeping activities and personnel.
* Perform grounds keeping duties in the care and maintenance of District grounds.
* Train and provide work direction to others.
* Inspect and verify proper and safe work practices and procedures.
* Operate hand and power tools and other equipment used in grounds maintenance.
* Operate heavy power equipment used in grounds keeping.
* Schedule and assign grounds keeping activities and personnel.
* Lift heavy objects.
* Understand and follow oral and written directions.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Add, subtract, multiply and divide quickly and accurately.
* Work independently with little direction.
* Meet schedules and time lines.
* Observe legal and defensive driving practices.
* Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: OPERATIONS**

## Summary Class Code: 7631

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: UTILITY SERVICES SUPERVISOR

**BASIC FUNCTION:**

Organize, schedule, supervise and participate in a variety of general maintenance and custodial duties related to maintaining and repairing District buildings, facilities and grounds; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

* Schedule, assign, supervise and participate in a variety of general maintenance and custodial duties related to maintaining and repairing District buildings, facilities and grounds;
* Schedule, train, assign and supervise crews; select and evaluate assigned personnel.
* Inspect and assure proper operation of furnace, air conditioning and other mechanical systems as assigned; report and schedule needed repairs.
* Communicate with staff, administrators, vendors and others regarding general maintenance and custodial needs.
* Operate a variety of tools, machinery and equipment and a variety of power and hand tools used in custodial services and grounds maintenance.
* Open and secure facilities daily as assigned.
* Prepare and maintain a variety of records including logs, work orders, time sheets, employee files, and equipment and supply inventories; evaluate and determine needed supplies and equipment; complete and submit purchase requisitions.
* Inspect facilities to assure compliance with established procedures; meet with employees to discuss issues or concerns.
* Report repair and maintenance needs to proper maintenance personnel and assist District maintenance personnel as assigned.
* Set up meeting rooms, classrooms and other school facilities for special events and meetings as assigned.
* Maintain assigned tools and equipment in a clean, orderly and safe working condition.
* Clean and maintain grounds and athletic fields for practice and competition.
* Spray for pest control as assigned.
* Oversee and participate in snow removal activities.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Principles and practices of supervision and training.
* Policies and objectives of assigned program and activities.
* Methods, equipment and materials used in general maintenance work.
* Requirements of maintaining school buildings in a safe, clean and orderly condition.
* Cleaning materials, disinfectants and equipment used in custodial work.
* Interpersonal skills using tact, patience and courtesy.
* Proper methods of storing equipment, materials and supplies.

**Utility Services Supervisor - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Operation and use of hand and power tools and equipment.
* Basic record-keeping techniques.

**ABILITY TO:**

* Perform general maintenance and repair on District grounds, buildings and facilities.
* Operate tools and equipment used in general maintenance and custodial work.
* Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
* Use specialized cleaning equipment and supplies safely and efficiently.
* Train, supervise and evaluate personnel.
* Determine appropriate action within clearly defined guidelines.
* Move and arrange furniture and equipment for meetings and special events.
* Observe and report safety hazards and need for maintenance and repair.
* Perform minor maintenance and repair.
* Plan, schedule and assign work.
* Meet schedules and time lines.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.
* Observe health and safety regulations.
* Understand and follow oral and written directions.
* Maintain routine records related to employees, and grounds and custodial activities.
* Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years custodial, grounds or general maintenance experience, including some experience in a lead capacity.

**AREA: OPERATIONS**

## Summary Class Code: 7632

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD UTILITY WORKER

**BASIC FUNCTION:**

Train and provide work direction to utility workers; perform a variety of responsible maintenance, grounds and custodial duties related to maintaining and repairing District buildings, facilities and grounds, such as pest control, turf management, ornamental plant maintenance, custodial equipment maintenance, fence installation, pavement installation and repair or wastewater treatment.

**REPRESENTATIVE DUTIES:**

* Perform a variety of general maintenance, grounds and custodial duties related to maintenance and repair of District facilities, grounds and buildings, such as pest control, turf management, ornamental plant maintenance, custodial equipment maintenance, fence installation, pavement installation and repair or wastewater treatment.
* Clean and maintain grounds and athletic fields for practice and competition.
* Train, assign and provide work direction to assigned utility workers.
* Assure proper operation of furnace, air conditioning and other mechanical systems as assigned; report need for repair.
* Recommend general maintenance and custodial needs to appropriate personnel; assist with snow removal as needed.
* Mix and apply chemicals for the eradication and control of pests and plant diseases; assure chemicals are applied in accordance with State and federal safety standards.
* Operate heavy or specialized equipment; operate a variety of tools, machinery and equipment and a variety of power and hand tools used in custodial services and grounds maintenance.
* Prepare and maintain records including logs and equipment and supply inventories; order equipment and supplies according to established policies and procedures.
* Report repair and maintenance needs to proper maintenance personnel and assist District maintenance personnel as assigned.
* Set up meeting rooms, classrooms and other school facilities for special events and meetings as assigned; move and arrange furniture and equipment as assigned.
* Maintain various tools and equipment used in the course of work in a clean, orderly and safe working condition.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Principles of training and providing work direction.
* Policies and objectives of assigned program and activities.
* Methods, equipment and materials used in general maintenance work.
* Requirements of maintaining school buildings in a safe, clean and orderly condition.
* Cleaning materials, disinfectants and equipment used in custodial work.
* Proper methods of storing equipment, materials and supplies.

**Lead Utility Worker - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Operation and use of hand and power tools and equipment.
* Basic record-keeping techniques.

**ABILITY TO:**

* Perform a variety of responsible maintenance, grounds and custodial duties related to maintaining and repairing District buildings, facilities and grounds
* Assign and review the work of others.
* Train and provide work direction to others.
* Operate heavy and specialized equipment.
* Operate tools and equipment used in general maintenance and custodial work.
* Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
* Use specialized cleaning equipment and supplies safely and efficiently.
* Move and arrange furniture and equipment for meetings and special events.
* Report safety hazards and need for maintenance and repair.
* Perform minor maintenance and repair.
* Meet schedules and time lines.
* Work cooperatively with others.
* Observe health and safety regulations.
* Understand and follow oral and written directions.
* Maintain routine records.
* Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this class may require a valid Wastewater Treatment Plant Operators License or a Kentucky Certified Commercial Applicator's License; valid Kentucky driver's license.

**AREA: OPERATIONS**

## Summary Class Code: 7633

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: UTILITY WORKER II

**BASIC FUNCTION:**

Perform a variety of responsible maintenance, grounds and custodial duties related to maintaining and repairing District buildings, facilities and grounds, such as pest control, turf management, ornamental plant maintenance, custodial equipment maintenance, fence installation, pavement installation and repair or wastewater treatment.

**DISTINGUISHING CHARACTERISTICS:**

Utility Worker II incumbents perform duties of greater complexity and operate with greater independence. Utility Worker I incumbents perform general and varied maintenance and custodial duties.

**REPRESENTATIVE DUTIES:**

* Perform a variety of general maintenance, grounds and custodial duties related to maintenance and repair of District facilities, grounds and buildings, such as pest control, turf management, ornamental plant maintenance, custodial equipment maintenance, fence installation, pavement installation and repair or wastewater treatment.
* Assure proper operation of furnace, air conditioning and other mechanical systems as assigned; report need for repair.
* Mix and apply chemicals for the eradication and control of pests and plant diseases; assure chemicals are applied in accordance with State and federal safety standards.
* Operate heavy or specialized equipment; operate a variety of tools, machinery and equipment and a variety of power and hand tools used in custodial services and grounds maintenance.
* Prepare and maintain records including logs and equipment and supply inventories as assigned; order equipment and supplies according to established procedures.
* Report repair and maintenance needs to proper maintenance personnel and assist District maintenance personnel as assigned.
* Set up meeting rooms, classrooms and other school facilities for special events and meetings as assigned; move and arrange furniture and equipment as assigned.
* Maintain various tools and equipment used in the course of work in a clean, orderly and safe working condition.
* Clean and maintain grounds and athletic fields for practice and competition.
* Assist with snow removal as needed.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Policies and objectives of assigned activities.
* Methods, equipment and materials used in general maintenance work.
* Requirements of maintaining school buildings in a safe, clean and orderly condition.

**Utility Worker II - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Cleaning materials, disinfectants and equipment used in custodial work.
* Proper methods of storing equipment, materials and supplies.
* Operation and use of hand and power tools and equipment.
* Basic record-keeping techniques.

**ABILITY TO:**

* Perform a variety of responsible maintenance, grounds and custodial duties related to maintaining and repairing District buildings, facilities and grounds.
* Operate tools and heavy and specialized equipment used in general maintenance and custodial work.
* Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
* Use specialized cleaning equipment and supplies safely and efficiently.
* Move and arrange furniture and equipment for meetings and special events.
* Report safety hazards and need for maintenance and repair.
* Perform minor maintenance and repair.
* Meet schedules and time lines.
* Work cooperatively with others.
* Observe health and safety regulations.
* Understand and follow oral and written directions.
* Maintain routine records.
* Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this class may require a valid Wastewater Treatment Plant Operators License or a Kentucky Certified Commercial Applicator's License; valid Kentucky driver's license.

**AREA: OPERATIONS**

## Summary Class Code: 7634

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: UTILITY WORKER I

**BASIC FUNCTION:**

Perform a variety of general maintenance, grounds and custodial duties related to maintaining and repairing District buildings, facilities and grounds.

**DISTINGUISHING CHARACTERISTICS:**

Utility Worker I incumbents perform general and varied maintenance and custodial duties. Utility Worker II incumbents perform duties of greater complexity and operate with greater independence.

**REPRESENTATIVE DUTIES:**

* Perform a variety of general maintenance, grounds and custodial duties related to maintenance and repair of District facilities, grounds and buildings.
* Assure proper operation of furnace, air conditioning and other mechanical systems as assigned; report need for repair.
* Operate a variety of tools, machinery and equipment and a variety of power and hand tools used in custodial services and grounds maintenance.
* Prepare and maintain routine records as assigned; order equipment and supplies according to established procedures.
* Report repair and maintenance needs to proper maintenance personnel and assist District maintenance personnel as assigned.
* Set up meeting rooms, classrooms and other school facilities for special events and meetings as assigned.
* Maintain various tools and equipment used in the course of work in a clean, orderly and safe working condition.
* Clean and maintain grounds and athletic fields for practice and competition.
* Assist with snow removal as needed.
* Spray for pest control as assigned.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Policies and objectives of assigned program and activities.
* Methods, equipment and materials used in general maintenance work.
* Requirements of maintaining school buildings in a safe, clean and orderly condition.
* Cleaning materials, disinfectants and equipment used in custodial work.
* Proper methods of storing equipment, materials and supplies.
* Operation and use of hand and power tools and equipment.
* Basic record-keeping techniques.

**Utility Worker I - Continued Page 2**

**ABILITY TO:**

* Perform general maintenance and repair on District grounds, buildings and facilities.
* Operate tools and equipment used in general maintenance and custodial work.
* Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
* Use specialized cleaning equipment and supplies safely and efficiently.
* Move and arrange furniture and equipment for meetings and special events.
* Report safety hazards and need for maintenance and repair.
* Perform minor maintenance and repair.
* Meet schedules and time lines.
* Work cooperatively with others.
* Observe health and safety regulations.
* Understand and follow oral and written directions.
* Maintain routine records.
* Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

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

**AREA: OPERATIONS**

## Summary Class Code: 7641

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: WASTE MANAGEMENT COORDINATOR

**BASIC FUNCTION:**

Develop, maintain and assist with designing a District-wide recycling program to meet the needs of the District; manage the waste disposal program; manage and oversee sewage treatment facilities for assigned schools.

**REPRESENTATIVE DUTIES:**

* Develop, maintain and assist with designing a District-wide recycling program to meet the needs of the District.
* Monitor the recycling program to assure compliance of established federal, State and local rules, regulations and guidelines.
* Manage the waste disposal program; monitor the program at assigned District facilities; contract work with waste disposal organizations.
* Manage, oversee and monitor sewage treatment facilities within the school District.
* Assure compliance with federal, State and local regulations related to sewage treatment facilities.
* Develop, prepare, maintain and submit records and reports related to waste disposal and recycling.
* Evaluate and recommend changes of established District programs.
* Provide in-service and training seminars to inform employees of recycling benefits.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Federal, State and local regulations and guidelines related to sewage treatment facilities and waste disposal.
* Training and instructional methods.
* District recycling and waste disposal programs.
* Record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.
* Health and safety regulations.
* Public speaking techniques.

**ABILITY TO:**

* Develop, maintain and assist with designing a District-wide recycling program.
* Manage and oversee the District waste disposal program and sewage treatment facilities.
* Communicate effectively both orally and in writing.
* Maintain records and prepare reports.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.

**Waste Management Coordinator - Continued Page 2**

**ABILITY TO - continued:**

* Work independently with little direction.
* Plan and organize work.
* Observe health and safety regulations.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: OPERATIONS**

## Summary Class Code: 7642

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: CHEMICAL APPLICATIONS TECHNICIAN

**BASIC FUNCTION:**

Provide pest control services for school structures and grounds assuring protection, health and comfort of occupants; periodically renew service before substantial health or comfort hazards develop.

**REPRESENTATIVE DUTIES:**

* Service school structures for pest control assuring protection, health and comfort of occupants; periodically renew service before substantial health or comfort hazards develop.
* Maintain current knowledge, characteristics, toxicity and proper use of chemicals.
* Develop, prepare and submit daily reports and service tickets.
* Maintain an adequate amount of needed chemicals and supplies; order chemicals and supplies according to established guidelines and procedures.
* Maintain equipment and tools in proper working condition.
* Utilize systematic inspection techniques.
* Attend courses necessary for maintaining State license; assist in addressing call-in requests for assistance.
* Assist with snow removal as needed.
* Assist with moving school equipment and supplies as needed.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Characteristics, toxicity and proper use of chemicals.
* Inspection techniques.
* Common pests and types of control.
* Equipment and tools used in chemical applications.
* Basic record-keeping techniques.
* Health and safety regulations.

**ABILITY TO:**

* Service school structures for pest control assuring protection, health and comfort of occupants.
* Maintain records and prepare reports.
* Operate and maintain equipment and tools used in chemical applications.
* Work cooperatively with others.
* Observe health and safety regulations.
* Work independently with little direction.
* Prioritize and schedule work.
* Determine appropriate action within clearly defined guidelines.

**Chemical Applications Technician - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year grounds keeping experience including some experience with chemical applications.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

# AREA: PERSONNEL

## Summary Class Code: 7651

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INSURANCE CLERK I

**BASIC FUNCTION:**

Audit insurance deductions data for effective, accurate, payment of employees according to established timelines; compute insurance premium payments and adjust billings based on employee leaves.

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

* Perform insurance deduction activities for personnel and reconcile data printouts.
* Coordinate personnel actions with payroll deductions and data processing for insurance deductions.
* Compile data and prepare various reports relative to insurance benefits.
* Receive, screen and direct incoming telephone calls and walk-ins; answer questions regarding benefit coverage, costs and payroll information as necessary.
* Update and maintain employee files regarding changes in benefits and employment as necessary.
* Maintain and process various insurance billings.
* Utilize computer to add, delete, or change employee insurance information.
* Distribute insurance materials to staff and department supervisors.
* Maintain and update payroll files and records of a confidential nature with insurance emphasis, COBRA, TEFRA and leaves of absences.
* Process and maintain records of staff leaves and absences.
* Reconcile worker's compensation and unemployment benefits with insurance benefits and leaves.
* Notify and assist employees regarding medical coverage.
* Prepare various correspondence, forms, reports and other materials as needed.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**Insurance Clerk I - Continued Page 2**

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: PERSONNEL**

## Summary Class Code: 7652

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INSURANCE CLERK II

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**Insurance Clerk II - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: PERSONNEL**

## Summary Class Code: 7655

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: HUMAN RESOURCES MANAGER

**BASIC FUNCTION:**

Organize, plan, direct and implement the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits and employee assistance; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

* Organize, plan, direct and implement the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits and employee assistance; direct and supervise District Personnel Services, business affairs and employee relations programs.
* Develop and recommend Human Resources policies and objectives for the District; develop recruiting and placement practices and procedures.
* Determine and recommend employee relations and contract administration practices to establish positive employer-employee relationships and to promote a high level of employee morale.
* Develop, process and implement job design, job evaluation and performance appraisal programs.
* Assure compliance with wage and hour policies, compensation schedules and procedures and other policies related to human resources.
* Administer and oversee the District's employee benefits programs and services, employee assistance programs and pre-employment physical screening activities.
* Provide in-service management training programs for employees; design training programs to meet District-wide Human Resources programs policies and procedures; assure responsibilities and accountabilities are understood and assure coordination of activities within the Division are accomplished.
* Supervise and evaluate the performance of assigned personnel.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Job analysis techniques.
* Classification and compensation methodologies.
* Oral and written communication skills.
* District organization, operations, policies and objectives.
* Interpersonal skills using tact, patience and courtesy.
* Basic public speaking techniques.
* Principles and practices of supervision and training.
* Employee benefits and assistance programs.**Human Resources Manager - Continued Page 2**

**ABILITY TO:**

* Organize, plan, direct and implement the District's Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits and employee assistance.
* Supervise and evaluate the performance of assigned personnel.
* Explain and apply rules, regulations, policies and procedures related to classified and/or certificated personnel.
* Provide technical information and assistance to others concerning employment policies and personnel transactions.
* Establish and maintain cooperative and effective working relationships with others.
* Communicate effectively both orally and in writing.
* Work independently with little direction.
* Determine appropriate action within clearly defined guidelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in personnel, business administration or related field and five years increasingly responsible experience in human resources, personnel or employee relations including at least two years in a lead or supervisory capacity.

**AREA: PERSONNEL**

## Summary Class Code: 7660

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PERSONNEL SPECIALIST

**BASIC FUNCTION:**

Assist in the planning, coordination and implementation of recruitment, processing of applications, interviewing, hiring, assignment, processing of leaves and transfer of permanent and part-time and temporary employees of the District; coordinate the personnel component of the automated data management system.

**REPRESENTATIVE DUTIES:**

* Recruit, screen, interview and assign regular and special certified personnel to secondary schools, vocational schools and other special projects, programs or schools of the District; staff summer programs as needed.
* Administer personnel procedures in accordance with employee agreements including regular and special secondary certified teacher transfers, assignments and returns from leave.
* Meet with regular and special certified teachers of school centers to be closed or relocated; reassign teachers from over staffed sites to other school centers.
* Assist with the implementation of Affirmative Action/Equal Opportunity goals established by the District and comply with federal, State and other District guidelines of personnel procedures.
* Communicate with division and department heads and employees regarding personnel matters including salaries, employee benefits, certification, retirement, complaints and the completion of forms for certified staff.
* Monitor certification and expiration dates to assure that staff have valid licenses; advise staff regarding certification and recommend appropriate action when licenses expire.
* Provide statistical information on regular and special certified teachers and submit data for Board and personnel meetings.
* Coordinate the planning and implementation activities of the personnel services component of the automated data management system.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* District personnel policies and procedures.
* Practices and procedures related to certificated and classified employment.
* Kentucky credential requirements.
* Methods of statistical analysis.
* Principles and techniques of recruitment and selection of personnel.
* Duties performed in various occupational fields.
* Operation of a computer terminal and data entry techniques.
* Interpersonal skills using tact, patience and courtesy.

**Personnel Specialist - Continued Page 2**

**ABILITY TO:**

* Interpret, apply and explain District policies, procedures, rules and regulations regarding classified and certified personnel.
* Perform complex assignments independently.
* Perform a variety of specialized and technical duties concerning the employment of classified and certificated personnel.
* Communicate effectively both orally and in writing.
* Plan and organize work.
* Meet schedules and time lines.
* Operate the personnel services component of the automated data management system.
* Analyze situations accurately and adopt an effective course of action.
* Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in human resources, business administration or related field and three years professional-level experience in a personnel office.

**AREA: PERSONNEL**

## Summary Class Code: 7661

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PERSONNEL ASSISTANT

**BASIC FUNCTION:**

Perform a wide variety of responsible personnel clerical duties in the areas of recruitment, substitute employees, orientation and worker's compensation; prepare and maintain personnel records, files and related reports; provide information and assistance in person and on the telephone to District personnel, staff and the public regarding personnel matters.

**REPRESENTATIVE DUTIES:**

* Perform a wide variety responsible personnel and clerical duties related to recruitment, placement of substitute employees, orientation and worker's compensation.
* Provide information and assistance in person or on the telephone to District personnel, staff and the public regarding a variety of personnel matters such as position vacancies, fringe benefits, and personnel regulations, policies and procedures.
* Receive and document messages and correspondence regarding teacher and classified employee absences; notify school or office of absences and respective substitutes.
* Arrange for teacher substitutes as necessary; maintain records regarding teacher substitutes.
* Distribute, receive, record and maintain files on job applications, transcripts, fingerprints, examinations, credentials and other information; review for completeness and compliance; schedule necessary interviews and appointments.
* Recruit and place advertisements for substitute and certificated personnel; place ads in appropriate media; obtain background information and review for compliance.
* Orient new employees and provide necessary information; assist in the enrollment in fringe benefits programs and in the completion of necessary documentation; process salary placement forms making changes as required.
* Process worker's compensation claims; assure compliance and completion of required documentation; provide information and explain regulations to District personnel.
* Prepare, type, update, maintain and process a variety of forms, reports, bulletins, records, schedules, lists and files according to established policies, procedures, regulations; verify and post information as necessary to assure completeness and accuracy.
* Compose and type letters, memoranda, lists and other materials according to established procedures.
* Operate office equipment, such as a typewriter, computer terminal, printer, calculator, answering machine, copier and multi-line telephone.
* Order and maintain office supply inventories.
* Perform related duties as assigned.

**Personnel Assistant - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Personnel office methods, practices and procedures.
* District organization, operations, policies and objectives relating to personnel activities.
* Applicable sections of State Education Code and other applicable laws regarding assigned personnel activities.
* Record-keeping techniques.
* Operation of a computer terminal and other office equipment.
* Oral and written communication skills.
* Telephone techniques and etiquette.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Perform responsible personnel clerical duties in the areas of teacher substitutes, recruitment, placement, and workers compensation.
* Maintain personnel records and files and prepare related reports.
* Learn and apply rules, regulations involved in assigned activities.
* Learn and apply applicable sections of State Education Code and other applicable laws.
* Maintain the security of confidential materials.
* Appropriately apply personnel rules and related procedures.
* Determine appropriate action within clearly defined guidelines.
* Communicate effectively both orally and in writing.
* Maintain records and prepare reports.
* Type at an acceptable rate of speed.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.
* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

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

**AREA: PERSONNEL**

## Summary Class Code: 7665

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: EMPLOYEE BENEFITS SPECIALIST

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

* Counsel principals, division and department heads, employees and employee representatives of certified and classified benefit and retirement plans.
* Coordinate the implementation of the retirement benefit compensation programs including preparation, processing and maintenance of appropriate applications, reports and records; calculate Early Retirement Benefit Compensation.
* Supervise the distribution of employee benefits information and assist employees and applicants with processing enrollments and forms for various benefits.
* Coordinate the processing of unemployment insurance and assist with workers' compensation claims pertaining to loss of benefits.
* Analyze employee separations and terminations and prepare documentation and information for unemployment hearings; attend hearings as required.
* Organize and attend benefit workshops and seminars to maintain current knowledge of statutes, regulations, rules and District policies for coverage’s pertaining to employee benefits; update benefit information for employees pertaining to employee benefits; update benefit information for employees as needed.
* Coordinate activities with Personnel Services and division and department heads in the information and completion of paper work related to employee benefits; coordinate the implementation of various benefits.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

* Supervise the implementation and maintenance of the employee benefits program.
* Coordinate enrollment for employee benefits.
* Assist employees and applicants with processing enrollments and forms.

**Employee Benefits Specialist - Continued Page 2**

**ABILITY TO - continued:**

* Analyze situations accurately and adopt an effective course of action.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Work independently with little direction.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

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

**AREA: PERSONNEL**

## Summary Class Code: 7670

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: WORKERS' COMPENSATION SPECIALIST

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**Workers' Compensation Specialist - Continued Page 2**

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: PERSONNEL**

## Summary Class Code: 7675

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DATA MANAGEMENT TECHNICIAN

**BASIC FUNCTION:**

Plan, develop and implement training programs for users in personnel services in the use of computer systems; plan and develop automated data systems to provide services for personnel needs.

**REPRESENTATIVE DUTIES:**

* Plan, develop and implement training programs for users in personnel services in the use of computer systems; provide information as needed.
* Monitor services, coordinate communication and resolve issues between personnel services and MIS.
* Assist in assessing data processing needs for various personnel applications.
* Develop system specifications; analyze user evaluations of software and provide appropriate recommendations.
* Assist with the development of databases and data retrieval systems; coordinate activities with data processing specialists for implementation.
* Prepare flow charts of user processes and procedures.
* Design input and output formats and documents; maintain user documentation.
* Prepare specifications for various reports and mass updates.
* Develop and prepare informational bulletins and training materials.
* Operate computer terminal and other office equipment as needed.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Telecommunication skills.
* Data processing concepts, techniques and terminology.
* Operation of a computer terminal and data entry techniques.
* Modern office practices, procedures and equipment.
* Interpersonal skills using tact, patience and courtesy.
* Software related to assigned duties.
* District organization, operations, policies and objectives.
* Effective training methods.
* Oral and written communication skills.

**ABILITY TO:**

* Plan, develop and implement training programs for instruction in computer use.
* Prepare flow charts, reports and updates.
* Develop system specifications and design input and output formats.
* Operate a computer terminal to enter data, maintain records and generate reports.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.

**Data Management Technician - Continued Page 2**

**ABILITY TO - continued:**

* Plan and organize work.
* Analyze situations accurately and adopt an effective course of action.
* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years personnel experience including two years of experience related to data processing applications.

**AREA: PERSONNEL**

## Summary Class Code: 7680

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INSURANCE TECHNICIAN

**BASIC FUNCTION:**

Coordinate various liability insurance programs including vehicle and school program, fire and extended coverage program, boiler insurance program, and others; communicate with staff and vendors.

**REPRESENTATIVE DUTIES:**

* Maintain financial reports, follow-up and disposition of claims and losses in various non-personnel related insurance programs.
* Assist in the preparation of bid specifications and bid analysis for insurance and benefits programs.
* Communicate with staff and vendors regarding insurance claims and their disposition.
* Process vendor invoices for premium payments for the various insurance programs.
* Maintain files for each of the insurance programs and the status of their associated claims.
* Maintain schedules of vehicles and other property covered by the various insurance programs.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Insurance contract language.
* Various non-personnel related insurance programs.
* Related bid specifications and analysis.
* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* Oral and written communication skills.
* Applicable sections of the State Education Code and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Coordinate various liability insurance programs including vehicle and school program, fire and extended coverage program, boiler insurance program, and others.
* Prepare bid specifications.
* Add, subtract, multiply and divide quickly and accurately.
* Maintain financial records and files.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.

**EDUCATION AND EXPERIENCE:**

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

**AREA: PERSONNEL**

## Summary Class Code: 7685

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SUBSTITUTE TEACHER CENTER SUPERVISOR

**BASIC FUNCTION:**

Recruit, interview and monitor the performance of substitute teachers and recommend employment status; supervise the activities of assigned personnel and center staff.

**REPRESENTATIVE DUTIES:**

* Recruit, interview, recommend employment and assign substitute teachers; provide in-service orientation for substitute teachers.
* Supervise the Substitute Teacher Center staff and assigned personnel.
* Recommend renewal or non-renewal of substitute teacher employment including termination during the school year to appropriate personnel.
* Coordinate substitute teacher needs with instructional staff, principals and other center heads.
* Assist with the assignment of substitute principals, counselors, pupil personnel staff and other school-related administrators as directed.
* Receive, monitor and maintain evaluations of substitute teacher performance.
* Provide information verbally and in writing regarding substitute teacher center operations and procedures.
* Prepare and update the Substitute Teacher Handbook, the Substitute Utilization Report and other communications and publications.
* Prepare reports and maintain daily and weekly records on substitute teacher usage and placement.
* Works with substitute teacher representation organization as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Recruitment and interviewing techniques.
* Practices and procedures related to certificated personnel.
* District personnel policies and procedures.
* Record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.
* Proper methods of storing equipment, materials and supplies.

**ABILITY TO:**

* Recruit, interview and monitor the performance of substitute teachers and recommend employment status.
* Supervise the activities of assigned personnel and center staff.
* Prepare reports and written materials.
* Determine appropriate action within clearly defined guidelines.
* Communicate effectively both orally and in writing.
* Work independently with little direction.

**Substitute Teacher Center Supervisor - Continued Page 2**

**ABILITY TO - continued:**

* Assign and review the work of others.
* Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level training in business administration, human resources or a related field and three years of experience in personnel or a related field.

# AREA: PURCHASING

## Summary Class Code: 7711

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ASSISTANT DIRECTOR OF BIDS AND SPECIFICATIONS

**BASIC FUNCTION:**

Assist the procurement process with particular emphasis on bidding, contracts and tabulations assuring the integrity of the bidding and contract process.

**REPRESENTATIVE DUTIES:**

* Monitor and control centralized bids and specifications assuring the integrity of bidding, contracting and tabulating.
* Conduct seminars and workshops on model procurement and bidding.
* Represent assigned supervisor or administrator at bid openings and meetings as assigned.
* Assure contracts originating in the Bids and Specifications Unit comply with Board regulations, federal regulations and State laws.
* Assist in the negotiation of contracts.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Bidding, contracts and tabulation of the procurement process.
* Proper negotiation techniques.
* Record-keeping techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Public speaking techniques.
* Laws, rules and regulations related to assigned activities.
* Interpersonal skills using tact, patience and courtesy.
* Kentucky purchasing laws.

**ABILITY TO:**

* Assist the procurement process with particular emphasis on bidding, contracts and tabulations assuring the integrity of the bidding and contract process.
* Develop specifications.
* Communicate effectively both orally and in writing.
* Prepare and deliver oral presentations.
* Add, subtract, multiply and divide quickly and accurately.
* Maintain records and prepare reports.
* Conduct seminars and workshops.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Implement department objectives and goals.

**Assistant Director of Bids & Specifications - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level course work in procurement, business administration or related field and three years of increasingly responsible experience in public procurement.

**AREA: PURCHASING**

## Summary Class Code: 7721

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: BUYER

**BASIC FUNCTION:**

Perform a variety of duties related to the acquisition of supplies, equipment, materials and services for the district; purchase quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines.

**REPRESENTATIVE DUTIES:**

* Receive, review and process requisitions, determine appropriate methods and procurement in accordance with policies and procedures.
* Prepare formal bids and quotations; analyze bid items and conditions; contact vendors regarding purchases and bids.
* Interview and correspond with vendors; coordinate demonstrations of vendor materials, products and services.
* Maintain records necessary to document a history of vendors.
* Evaluate quotations for cost effectiveness.
* Develop information for and monitor data input in automated purchasing system.
* Assist in preparing contract documents as assigned.
* Provide technical expertise and assistance to administrators and staff regarding and status of purchased materials, equipment and supplies; resolve problems or complaints.
* Operate data entry equipment to input, update and maintain budget, vendor and related purchasing information.
* Review trade publications and journals; maintain files of vendors, catalogs and listings; maintain bid calendar and other records as assigned.
* Train and provide work direction to clerical personnel as assigned.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Public purchasing and procurement principles, practices and procedures.
* Methods and procedures used in purchasing of District supplies and equipment.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Basic purchasing policies, practices and terminology.
* Operation of a computer terminal.
* Warehouse operations, procedures, equipment and terminology.
* Financial and statistical record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.
* Oral and written communication skills.
* Modern office practices, procedures and equipment.

**Buyer - Continued Page 2**

**ABILITY TO:**

* Perform a variety of duties related to the acquisition of supplies, equipment, materials and services for the district.
* Purchase quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines.
* Read, interpret, apply and explain laws, rules and regulations affecting the purchase of District supplies and equipment.
* Evaluate prices, items, discounts and quantities to purchase items cost-effectively.
* Obtain verbal and written price quotations.
* Meet schedules and time lines.
* Plan and organize work.
* Train and provide work direction to others.
* Add, subtract, multiply and divide quickly and accurately.
* Operate a computer terminal.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level course work in procurement, business administration or related field and two years of increasingly responsible experience in public procurement.

**AREA: PURCHASING**

## Summary Class Code: 7722

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PURCHASING SUPERVISOR

**BASIC FUNCTION:**

Plan, organize and direct the daily activities of the purchasing function; process bids to purchase materials, equipment and services; assure that District purchases are made in accordance with applicable laws, codes and policies; train, assign and supervise the work of assigned personnel; perform a variety of purchasing-related special projects.

**REPRESENTATIVE DUTIES:**

* Plan, organize and direct the daily activities of the purchasing function; review and assure that District purchases are made in accordance with applicable laws, codes and policies.
* Perform auditing duties relating to vendor pricing and discounts on list price bids.
* Review requisitions and determine proper sources of supply; perform or delegate buying assignments, conduct bid openings and award or recommend awarding of purchase contracts.
* Process purchase orders and approve invoices for payment.
* Perform complex and technical purchases of services, materials, equipment and supplies; prepare legal bid documents and formulate specifications in compliance with established requirements; assist District schools and departments with large purchase requests.
* Perform product research, testing and evaluation to determine best buy for price and satisfaction of purchase specifications; perform and follow up on special projects and research as assigned.
* Train, assign and evaluate the performance of assigned personnel; develop, coordinate and conduct in-service training to District personnel on laws, regulations and District policies and procedures related to purchasing; communicate with District administrators to resolve issues and improve the purchasing function.
* Review and evaluate purchasing methods, assignments, policies and procedures to increase efficiency and effectiveness of District purchasing operations; plan and organize files, forms and staff assignment and projects; maintain records and generate reports using a computer terminal.
* Investigate and develop new sources of supply; interview vendors regarding new or improved products, trade practices and methods; assist in establishing District standard products, sources of supply and specifications.
* Assure the timely follow-up and expediting of deliveries of District orders; research and resolve issues with vendors regarding delivery and product quality and quantity.
* Assure maintenance of current and adequate bidder lists and vendor files; assure timely and accurate production of reports and annual purchasing calendar; assure proper maintenance of files in accordance with established record retention policies.
* Authorize emergency pick-up orders for expenditures within established guidelines.
* Perform additional supervisory duties in the absence of the supervisor or as assigned.
* Perform related duties as assigned.

**Purchasing Supervisor - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Governmental purchasing principles and practices, material and equipment commonly used in a school district.
* Sources of supply, general business conditions and specific commodity trends related to school district purchasing.
* Writing skills to prepare clear concise specifications and reports.
* Purchasing terminology and practices.
* Marketplace and commodity prices and practices.
* Policies and objectives of purchasing program and activities.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Laws, rules, regulations involved in assigned purchasing activities.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Interpersonal skills using tact, patience and courtesy.
* Principles and practices of supervision and training.
* Oral and written communication skills.
* Telephone techniques and etiquette.

**ABILITY TO:**

* Interpret and apply laws, rules and regulations affecting school district purchasing operations.
* Prepare and write complex formal bid specifications.
* Recommend new or revised purchasing procedures.
* Train, supervise and evaluate personnel.
* Prepare and present oral specifications and reports.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Plan and organize work.
* Meet schedules and time lines.
* Maintain records and prepare reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level course work in accounting or business administration or related field and five years increasingly responsible government purchasing experience including one year in a computerized purchasing environment.

**AREA: PURCHASING**

## Summary Class Code: 7723

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PURCHASING ASSISTANT

**BASIC FUNCTION:**

Purchase equipment, supplies, textbooks, library books and other materials for the District; perform related clerical duties involving the processing and expediting of purchasing orders.

**REPRESENTATIVE DUTIES:**

* Perform a variety of duties in the purchasing of equipment, supplies, textbooks, library books and other materials for schools and District Offices.
* Examine requisitions and purchase orders for completeness, accuracy and clarity; verify the accuracy of item description, units and prices; obtain missing or corrected information and perform necessary calculations.
* Input data into the computer for preparation of purchase orders; process purchase orders according to established procedures.
* Contact vendors for information as to availability, changes in specifications, prices and other information; assist in determining sources for purchase of materials as necessary.
* Communicate with school personnel and others; answer questions concerning pricing and availability of materials; inform school personnel of errors, changes and discrepancies and assist in the resolution of related issues as appropriate.
* Maintain current information concerning vendors and price changes.
* Maintain and update computer files including additions, corrections, deletions and vendor changes.
* Expedite orders and resolve issues with suppliers as appropriate.
* Perform receiving duties; verify materials received against purchase orders; send orders to appropriate locations.
* Process books and other materials as required.
* Assist with clerical duties in support of departmental operations.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Basic purchasing principles, practices, procedures and terminology.
* Sources of supplies and deliveries.
* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* District organization, operations, policies and objectives.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* Telephone techniques and etiquette.
* Operation of a computer terminal.

**Purchasing Assistant - Continued Page 2**

**ABILITY TO:**

* Purchase equipment, supplies textbooks, library books and other materials for the District within the scope of authority.
* Make arithmetic calculations quickly and accurately.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.
* Determine appropriate action within clearly defined guidelines.
* Meet schedules and time lines.
* Communicate effectively both orally and in writing.
* Read, interpret and follow rules, regulations, policies and procedures.
* Maintain records and files.
* Operate a variety of office equipment including computer terminal.
* Type at an acceptable rate of speed.
* Work effectively with constant interruptions.

**EDUCATION AND EXPERIENCE:**

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

**AREA: PURCHASING**

## Summary Class Code: 7724

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PURCHASING TECHNICIAN

**BASIC FUNCTION:**

Purchase a variety of non-bid supplies, lumber, instruments, equipment, furniture and services; receive, inspect and process requisitions; obtain written and verbal quotes on large requisitions and maintain vendor lists for assigned products and services; perform duties related to processing, expediting and follow-up of requisitions, orders and deliveries; operate a large volume copy center.

**REPRESENTATIVE DUTIES:**

* Purchase a variety of supplies, instruments, equipment, furniture, appliances, office supplies, musical instruments, memberships and other non-bid items; process and distribute requisition and purchase documents according to established procedures; reorder items under existing contracts and purchasing agreements.
* Receive and inspect requisitions for clarity, accuracy and completeness; secure missing or inaccurate data and resolve issues; assign vendor numbers and enter information into computer terminal; verify account balances for sufficient funds.
* Communicate with vendors and obtain written and telephone quotes for large requisitions and process smaller requisitions without quotes according to established procedures; compare and evaluate quotes and specifications and award orders on non-bid items; expedite orders and resolve issues with suppliers as appropriate.
* Maintain vendor lists for assigned items; contact vendors for clarification of issues related to product availability, prices, timing and specifications; revise vendor lists and maintain current library of catalogs and supply lists.
* Maintain and update computer files including corrections, deletions and vendor changes.
* Receive and process bids for excess or surplus District equipment and supplies; assist in the preparation of bid specifications and packets for a variety of bid purchases; attend bid openings and participate as directed.
* Communicate with accounting to assure proper funding amounts, account numbers, authorization and payment; provide and receive information on purchasing-related matters with accounting, warehouse, other District personnel and vendors.
* Purchase a variety of special orders; assure proper hand stamps, authorization and funding for special orders; process confirmation documents for hand stamp purchase orders.
* Complete purchasing documents and revolving cash vouchers to assure proper payments for items, shipping and changes in previously-placed orders; receive and review completed purchase orders, match with requisition and forward to accounts payable for payment.
* Operate a variety of equipment including a computer terminal, typewriter, copier, adding machine, paper drill and cutter and a fax machine.
* Assist other purchasing personnel in purchasing and duplication duties as assigned.
* Prepare and maintain a variety of related records, lists and reports.
* Perform related duties as assigned.

**Purchasing Technician - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* District and department purchasing policies, procedures and operations.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Types and sources of supplies, materials and equipment used in a school district.
* Technical aspects of researching, comparing and purchasing District supplies, materials and equipment.
* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* Operation of a computer terminal.
* Interpersonal skills using tact, patience and courtesy.
* Telephone techniques and etiquette.
* Oral and written communication skills.
* Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

* Perform responsible duties in the purchase of District supplies, materials, equipment and services.
* Learn to interpret, apply and explain rules, regulations, policies and procedures related to purchasing supplies and equipment.
* Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.
* Prepare and process non-advertised bids and one-time purchases.
* Perform complex clerical work in the review and correction of purchasing documents.
* Operate a variety of office equipment including computer terminal, typewriter, and calculator.
* Establish and maintain cooperative and effective working relationships with others.
* Understand and follow oral and written directions.
* Plan and organize work.
* Communicate effectively both orally and in writing.
* Maintain records and prepare reports.
* Meet schedules and time lines.
* Work independently with little direction.
* Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of experience assisting with the purchase of supplies and equipment.

**AREA: PURCHASING**

## Summary Class Code: 7725

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PRODUCT EVALUATION TECHNICIAN

**BASIC FUNCTION:**

Provide technical services to system-wide and school center staff in the areas of purchasing, supply services and equipment evaluation; assist superior with the evaluation of product bids.

**REPRESENTATIVE DUTIES:**

* Communicate with system-wide and school center staff and provide technical assistance and advice regarding the delivery of support services related to purchasing, supply services and product and equipment evaluation.
* Assist superior with product evaluation activities; provide technical advice regarding product quality and compliance with specifications.
* Maintain communication with system-wide offices, school center offices and vendors regarding the products requiring competitive bids.
* Prepare correspondence, reports, forms and other materials for signature, duplication and distribution.
* Maintain records relating to the evaluation of product services that are bid.
* Operate office machines and equipment as required.
* Perform clerical functions such as typing, duplications and answering telephones.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Kentucky purchasing laws and regulations.
* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Communicate effectively both orally and in writing.
* Type at an acceptable rate of speed.
* Add, subtract, multiply and divide quickly and accurately.
* Maintain records and prepare reports.
* Learn District organization, operations, policies and objectives.
* Analyze situations accurately and adopt an effective course of action.
* Plan and organize work.

**Product Evaluation Technician - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

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

**AREA: PURCHASING**

## Summary Class Code: 7731

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: EXPEDITOR

**BASIC FUNCTION:**

Expedite the correct and timely shipment of supplies, materials and equipment to the District; assist in receiving and inspecting shipments and follow-up on shipment issues and concerns with vendors and District personnel; package and prepare shipments for return.

**REPRESENTATIVE DUTIES:**

* Follow-up and expedite past due orders making frequent contacts with vendors and suppliers as necessary.
* Maintain a chronological file of promised shipping dates for orders placed for the schools, offices and operations areas.
* Communicate with vendors regarding issues and concerns regarding timely and accurate shipment of supplies, materials and equipment; provide vendors with information regarding missing or incomplete data on purchase orders, delivery instruction acceptability of partial shipments and non-conforming orders.
* Oversee the warehousing and storage of specified items such as vehicle parts.
* Communicate with vendors and delivery companies to obtain information on delays in delivery, incomplete shipments or substitution of items.
* Assist buyers and warehouse personnel in correcting shipping and materials problems that may occur; inspect damaged poor quality and incorrect materials.
* Assist in maintaining and updating a vendor performance file to guarantee that vendors maintain acceptable delivery performance.
* Inspect receiving documents for accuracy and process; forward documents to accounting for payment.
* Prepare and maintain a variety of files and records of merchandise received in District warehouse, delivered to District sites and returned to vendors.
* Assist in filling stock and food requisitions and orders.
* Make periodic visits to vendors' business locations to establish positive and cooperative vendor/shipping relationships as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* District purchasing policies, procedures, operations and terminology.
* Modern techniques and procedures used in the shipping and receiving of materials, supplies and equipment.
* Supplies, materials and equipment used at district sites and stored warehouse.
* Postal and shipping procedures and regulations.
* Operation of equipment and machines used in the receipt, storage and shipping of supplies, materials and equipment.
* Inventory methods and practices.

**Expeditor - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Proper methods of storing equipment, materials and supplies.
* Basic record-keeping techniques.
* Proper lifting techniques.
* Interpersonal skills using tact, patience and courtesy.
* Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

* Expedite delivery of items and reconcile discrepancies in quality and quantity.
* Examine purchasing documents and obtain necessary data to correct insufficient or inaccurate data.
* Learn, apply and explain policies, procedures rules and regulations.
* Observe legal and defensive driving practices.
* Meet schedules and time lines.
* Operate a computer terminal.
* Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this class may require a valid Kentucky driver's license.

**AREA: PURCHASING**

## Summary Class Code: 7732

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SHIPPING AND RECEIVING CLERK

**BASIC FUNCTION:**

Perform shipping, receiving and other related duties for a district warehouse or warehouse on a secondary school site; issue and deliver food, school materials, supplies and equipment; maintain budget information for school principal.

**REPRESENTATIVE DUTIES:**

* Receive, verify and store a variety of incoming materials, equipment and supplies.
* Inspect incoming stock for conformity to purchase orders and report shortages, damage and other discrepancies.
* Assist in budget preparation, requests and of an opening school.
* Coordinate record-keeping system to implement budget control via codes and departments.
* Review and fill requisitions; package and mark orders for delivery; assist in delivery as necessary.
* Prepare price list of instructional and office supplies for the instructional personnel; distribute request forms to departments and teachers.
* Distribute and sort supplies for proper site, department or classroom; verify damages reports, shortages and incorrect merchandise.
* Prepare and maintain routine records as assigned; assist in maintenance of inventory.
* Operate a variety of equipment such as forklifts, pallet jacks, dollies and trucks.
* Receive orders from department chairperson; verify proper control codes, bid list and procurement laws; write and type acquisitions to be delivered to purchasing department.
* Load and unload trucks and other District or school vehicles.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
* Health and safety regulations.
* Proper methods of storing equipment, materials and supplies.
* Basic inventory methods and practices.
* Safe driving techniques.
* Record-keeping techniques.
* Oral and written communication skills.

**ABILITY TO:**

* Participate in the District warehouse operations.
* Understand and follow oral and written directions.
* Lift heavy objects.
* Work cooperatively with others.

**Shipping and Receiving Clerk - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law one year experience in a warehouse or stores environment involving receiving, storing, issuing and delivery of supplies.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

# AREA: SECRETARIAL/CLERICAL

## Summary Class Code: 7761

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SECRETARY TO THE SUPERINTENDENT

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

* Assist the Superintendent with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators.
* Coordinate preparation of the Board of Education agenda; assure proper content, format, order and supporting documentation; confer with submitting departments as needed regarding revisions and corrections; incorporate materials into resolution form for presentation to the Board; attend Board meetings.
* Oversee and coordinate the preparation of official minutes of Board meetings; maintain official record of the minutes.
* Provide assistance to the Board of Education as needed, including research of policy questions and coordination of Board requests and activities; maintain subject indexes of Board actions for historical and reference purposes; maintain other records required by policy, regulations or law.
* Maintain Superintendent's calendar; arrange for meetings of the Superintendent with various groups both within and outside the District.
* Conduct initial interviews on the phone or in person with students, teachers and parents; answer questions, refer to appropriate staff member and schedule appointment with the Superintendent; receive and resolve complaints as appropriate or refer matters to proper personnel.
* Screen and route the Superintendent's incoming correspondence; indicate coverage and action required; follow up to assure prompt response or action, consulting, as necessary, with legal advisors and other administrators.
* Take and transcribe dictation including information regarding confidential matters; attend a variety of meetings and record proceedings in a prescribed manner.
* Organize and coordinate the work of office staff; establish and revise clerical priorities in accordance with schedules and time lines; assure conformance with established procedures and standards of quality.
* Remain current concerning issues, situations and conditions of special interest to the Superintendent and Board members.
* Attend and participate in a variety of administrative meetings.
* Exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Superintendent in personal and telephone contacts and meetings.

**Secretary to the Superintendent - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Research records and obtain information from other offices and agencies as necessary to perform assigned duties.
* Compose effective correspondence independently; reference policies, rules and regulations in preparing correspondence; review and edit material prepared by others.
* Conduct research of problems and situations, consulting with involved staff members, investigating policies and procedures and gathering background materials; prepare reports involving research as directed for use by the Superintendent.
* Consult with District personnel and others concerning specific issues and situations.
* Perform a variety of general secretarial duties including sorting and routing mail; receive and refer telephone calls; operate computer, copier, dictation equipment, electronic typewriter and recording machines and equipment as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**Secretary to the Superintendent - Continued Page 3**

**ABILITY TO - continued:**

* Meet schedules and time lines.
* Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7762

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ADMINISTRATIVE SECRETARY I

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**Administrative Secretary I - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Modern office practices, procedures and equipment.
* Record keeping and report writing techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* District organization, operations, policies and objectives.
* Oral and written communication skills.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* Telephone techniques and etiquette.
* Operation of a computer terminal and a variety of other office equipment including typewriter, calculator, copiers and dictation equipment.

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**Administrative Secretary I - Continued Page 3**

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7763

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEGAL SECRETARY

**BASIC FUNCTION:**

Perform responsible and complex administrative legal office coordination for the General Counsel to assure smooth, timely and efficient legal office operations; relieve the General Counsel of technical clerical and administrative duties having department-wide impact; research, collect, analyze and compile data and information for inclusion in reports; maintain technical legal and financial records, files and budgets related to departmental operations, programs and expenditures.

**REPRESENTATIVE DUTIES:**

* Perform responsible and complex administrative legal office coordination for the General Counsel to assure smooth, timely and efficient legal office operations; relieve the General Counsel of technical clerical and administrative duties; assist other professional staff in the department as assigned.
* Compose, prepare and type a variety of correspondence, memos, legal documents, contracts, ordinances, resolutions, pleadings, briefs and reports; prepare documents for the General Counsel's signature.
* Maintain comprehensive department law records; open, maintain and track general, litigation, claims and administrative files; maintain special project and topic files; process, docket and monitor newly-filed lawsuits and other legal documents; establish docketing system for monitoring timely answers to pleadings.
* Prepare and maintain financial records and files pertaining to departmental expenditures and budget balances; coordinate and assure the proper review, routing and completion of documents for approval.
* Organize and coordinate legal office functions, activities and communications with departmental and District staff; supply District administrators with various legal documents, reference materials, codes, laws and regulations as qualified.
* Prepare a variety of statistical, financial and narrative reports and records as necessary; monitor and control assigned budget accounts and line items; prepare and coordinate purchase of office supplies, equipment.
* Schedule meetings and travel arrangements; register attorneys for seminars and conventions; maintain office calendar of attorneys' schedules.
* Assist General Counsel with special projects as assigned; compile statistics and materials; provide secretarial assistance for outside committee responsibilities of the General Counsel.
* Index and maintain a law library, including ordering books, supplements and periodicals.
* Greet visitors in person and on the phone; provide information, receive requests and complaints and route individuals to proper department or individuals as appropriate; provide procedural and local code information to parents and citizens.
* Operate business and office machines including personal computers, word processors, typewriter, copiers, FAX machine, calculator and transcription equipment.
* Provide secretarial assistance and back-up for other department administrative legal assistants.

**Legal Secretary - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Organization, functions and activities of a legal department.
* Legal office and secretarial procedures and requirements.
* Financial and statistical record-keeping techniques.
* Basic Kentucky State law issues and protocol.
* Criminal and civil law functions of the legal office.
* Processing requirements and procedures for public documents.
* Basic budget preparation and control techniques.
* Modern office practices, procedures and equipment including a personal computer.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Interpersonal skills using tact, patience and courtesy.
* Applicable laws, codes, regulations, policies and procedures.
* District and department organization, operations, policies and objectives.
* Office management techniques.
* Telephone techniques and etiquette.

**ABILITY TO:**

* Perform responsible and complex administrative legal office coordination for the General Counsel to assure timely and efficient legal office operations.
* Relieve the General Counsel of technical clerical and administrative duties having department-wide impact.
* Plan and perform complex administrative legal office coordination to assure smooth, timely and efficient legal office operations.
* Plan and organize work.
* Operate a computer terminal to enter data, maintain records and generate reports.
* Evaluate and recommend improvements in operations, systems, procedures, policies and methods.
* Research and analyze data and information and develop, evaluate and present alternative recommendations.
* Work confidentially with discretion.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.
* Prepare, monitor and control assigned budgets and financial records.
* Types transcribe materials at 80 words per minute.
* Type at an acceptable rate of speed.
* Answer telephones and greet the public courteously.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years of increasingly responsible secretarial or administrative office support experience, including at least two years in a legal office environment.

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7764

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MEDICAL SECRETARY

**BASIC FUNCTION:**

Perform a variety of responsible secretarial and clerical duties to assist with a District medical program; relieve supervisor of routine administrative details, general secretarial and clerical tasks and general medical activities.

**REPRESENTATIVE DUTIES:**

* Perform a variety of responsible secretarial and clerical duties to assist with a District medical program; relieve supervisor of routine administrative details, general secretarial and clerical tasks and general medical activities.
* Assist with office activities and communications related to District medical and clinical activities; serve as office receptionist and register new students; assure the compliance with District policies and procedures.
* Type and prepare a variety of reports, correspondence, logs and statistical information; 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 individual to appropriate department or service.
* Schedule clinic appointments and follow up on missed appointments.
* Assist with infirmary or clinic activities; monitor blood pressure, weight and other body health and life signs.
* Assist nurses with ordering medical supplies and equipment; maintain equipment and supply inventory records.
* 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:**

* Medical terminology and procedures.
* Procedures for taking and measuring blood pressure and body weight.
* Modern office practices, procedures and equipment.
* Receptionist and telephone techniques and etiquette.
* Financial and statistical record-keeping techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Oral and written communication skills.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* Operation of office machines including computer equipment.

**Medical Secretary - Continued Page 2**

**ABILITY TO:**

* Perform a variety of responsible secretarial and clerical duties to assist with a District medical program.
* Relieve supervisor of routine administrative details, general secretarial and clerical tasks and general medical activities.
* Learn, interpret, apply and explain school and District policies, rules and objectives of the medical 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 statistical and 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, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of increasingly responsible and varied secretarial and clerical experience involving medical terminology.

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7765

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ADMINISTRATIVE SECRETARY II

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**Administrative Secretary II - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Operate a computer terminal and microcomputer to maintain records and generate reports, lists and other materials; utilize word processing and other software as required.
* Receive, process and route mail; order, issue and maintain department supplies, forms and equipment.
* Train and provide work direction to departmental clerical support staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Modern office practices, procedures and equipment.
* Record keeping and report writing techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* District organization, operations, policies and objectives.
* Oral and written communication skills.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* Telephone techniques and etiquette.
* Operation of a computer terminal and a variety of other office equipment including typewriter, calculator, copiers and dictation equipment.

**ABILITY TO:**

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

**Administrative Secretary II - Continued Page 3**

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7766

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ASSISTANT SECRETARY TO THE BOARD

**BASIC FUNCTION:**

Provide specialized secretarial and administrative support to the Board of Education; prepare Board meeting agenda material, minutes and correspondence; maintain official records of Board meetings.

**REPRESENTATIVE DUTIES:**

* Attend school Board meetings.
* Prepare Board meeting agenda materials for Superintendent's Cabinet meeting and Board meetings.
* Prepare booklet of agenda topics to be considered at each Board meeting for the year.
* Prepare rough draft of Board minutes for Superintendent's approval and proofread final form of Board minutes; prepare index sheet and sheet showing actions and motions on each item acted on at Board meeting.
* Notarize legal documents and requests for leaves of absence from official minutes.
* Type and maintain records of business transactions at Board meetings and locate daily requests for information from past Board meetings.
* Prepare Executive Session meetings; assist principals at schools hosting Board of Education meetings.
* Draft correspondence for signature of Superintendent; prepare invoices for per diem for Board members.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Modern office practices, procedures and equipment.
* Functions, programs and organizational policies of the District.
* Function and procedures of board meetings.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Applicable sections of State Education Code and other applicable laws.
* Record-keeping techniques.
* Telephone techniques and etiquette.

**ABILITY TO:**

* Perform a variety of complex and responsible secretarial duties in support of the Board including preparing Board agenda, taking, transcribing and distributing official Board minutes and maintaining related records and files.
* Communicate effectively both orally and in writing.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Work independently with little direction.

**Assistant Secretary to the Board - Continued Page 2**

**ABILITY TO: -continued:**

* Type at an acceptable rate of speed.
* Take and transcribe dictation at an acceptable rate of speed.
* Secure and maintain confidence of officials, employees and the general public.
* Plan and organize work.
* Meet schedules and time lines.
* Maintain records and prepare reports.
* Work confidentially with discretion.
* Understand and work within scope of authority.
* Understand and follow oral and written directions.
* Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years increasingly responsible secretarial experience including two years in an educational administrative office.

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7767

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: COMMUNITY LIAISON/ADMINISTRATIVE ASSISTANT

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**Community Liaison/Administrative Assistant - Continued Page 2**

**ABILITY TO - continued:**

* Prioritize and schedule work.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7771

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SECRETARY II

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

* Serve as secretary to a District-level Director or administrator of a large, complex program or function; plan, organize and coordinate activities to relieve the administrator of routine clerical details.
* Interview and screen callers and visitors, including students, teachers, administrators, parents, vendors and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning District policies, procedures and established regulations.
* Communicate with parents and District personnel on confidential or sensitive issues; screen incoming calls to gather and exchange information.
* Assure timely communications between office and District employees; make phone calls to receive and transmit information; type memos, bulletins, letters and notices; prepare Board agenda items and related materials as assigned; compose correspondence or prepare from rough draft.
* Coordinate enrollment of elementary and secondary school students; during summer months process and register students for fall classes; coordinate the inter-district transfer of students into and out of the District; coordinate registration of foreign students into District schools and assure proper immigration documents are completed.
* Type a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents and other materials; establish, modify and maintain project and confidential filing systems.
* Train and provide work direction to other clerical personnel as assigned.
* Research and compile information and compute statistical data for federal, State and District reports and special projects as assigned.
* Schedule meetings, conferences and appointments for the Director; maintain Director's calendar; arrange for conference rooms and refreshments; arrange and schedule travel accommodations as necessary.

**Secretary II - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Assist in the maintenance of department budgets; enter data into computer to charge appropriate accounts; review invoices, requisitions and purchase orders for accuracy, completeness and compliance with department and District policies; inspect and verify accuracy of District financial reports with office records; research and resolve discrepancies as needed.
* Review or prepare a variety of materials and documents, including financial documents, invoices, inventory records and statistics; order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations.
* Attend a variety of meetings; prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops; prepare and distribute minutes.
* Take and transcribe dictation of letters, reports, bulletins, meetings and memoranda as required; transcribe materials from dictation equipment as required; provide secretarial and clerical assistance to other staff as necessary.
* Maintain a variety of complex personnel records, time sheets, lists, files and records, including confidential materials.
* Compile data for budget; post and maintain budget and financial records of a variety of programs; monitor account balances and record expenditures.
* Receive, open and screen incoming mail and independently compose replies according to established procedures.
* Operate a variety of office equipment such as typewriter, computer terminal, FAX machine, copier and calculator.
* Coordinate communications between supervisor and other District staff and the public.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

* Perform advanced-level secretarial duties requiring independent judgment and analysis.
* Plan, organize and coordinate office activities and communications to relieve the Director of routine administrative and clerical details.
* Work independently with little direction.

**Secretary II - Continued Page 3**

**ABILITY TO - continued:**

* 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, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of increasingly responsible secretarial and clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7772

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SECRETARY I

**BASIC FUNCTION:**

Perform advanced-level secretarial duties requiring independent judgment 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 projects, 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.

**Secretary I - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Review or prepare a variety of materials and documents, including financial documents, invoices, inventory records and statistics; order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations.
* Attend a variety of meetings; prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops; prepare and distribute minutes.
* Take and transcribe dictation of letters, reports, bulletins, meetings and memoranda as required; transcribe materials from dictation equipment as required; provide secretarial and clerical assistance to other staff as necessary.
* Maintain a variety of complex personnel records, time sheets, lists, files and records, including confidential materials.
* Compile data for budget; post and maintain budget and financial records of a variety of programs; monitor account balances and record expenditures.
* Receive, open and screen incoming mail and independently compose replies according to established procedures.
* Operate a variety of office equipment such as typewriter, computer terminal, FAX machine, copier and calculator 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 judgment and analysis.
* Plan, organize and coordinate office activities and communications to relieve the Director of routine administrative and clerical details.
* Work independently with little direction.
* Type at an acceptable rate of speed.
* Analyze situations accurately and adopt an effective course of action.
* Compose independently or from oral instructions letters, memos, bulletins or other material.
* Read, interpret, apply and explain rules, regulations, policies and procedures.

**Secretary I - Continued Page 3**

**ABILITY TO - continued:**

* 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, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. 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.

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7773

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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, meetings and conferences.
* Coordinate and facilitate communications between District and site personnel, parents, students, school and community organizations and the general public.
* Communicate with a variety of site and District personnel and administrators to coordinate school operations and maintenance, resolve conflicts and issues and exchange information as appropriate.
* Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and other materials.
* Assist the Principal in the preparation and maintenance of financial, statistical and narrative reports; research, compile and organize information.
* Initiate budget preparation; work with Department Chairpersons in preparing individual budgets to meet needs; prepare forms and assist the Principal in preparing and monitoring budget.
* Process purchase orders; assist Department Chairpersons with adjustments and with making transfers; review computer printout and balance accounts to assure accuracy.
* Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, bulletins, memoranda, calendars, requisitions, records, reports and evaluations.
* Maintain daily teacher attendance log and records of substitute teachers.
* Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort, review and route mail.

**School Secretary I - High School - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Coordinate and assist with special events for the high school; assist in selection of personnel and program; assure adherence to legal requirements and Board policies; maintain budget; work with and assist personnel assigned to the event.
* Train and provide work direction to clerical personnel, student assistants and others as assigned.
* Operate a variety of business and office machines including typewriter, calculator, computer, copiers, and communications equipment.
* Order a wide variety of equipment, materials, supplies and special items requested by faculty; assure receipt and proper distribution.
* Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel; interpret, apply and explain District policies and school procedures and regulations.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**School Secretary I - High School - Continued Page 3**

**ABILITY TO - continued:**

* 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, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of increasingly responsible office or secretarial experience involving public contact and record-keeping experience.

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7774

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SCHOOL SECRETARY I - MIDDLE

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**School Secretary I - Middle - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel.
* Operate a variety of office machines such as typewriter, copiers, calculator and computer equipment.
* Utilize a mimeograph machine for forms, certificates, passes, slips and a variety of other items.
* Perform First Aid according to established guidelines and procedures.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* School office terminology, practices and procedures.
* Modern office practices, procedures and equipment.
* Financial and statistical record-keeping techniques.
* Receptionist and telephone techniques and etiquette.
* Letter and report writing skills.
* Health and safety regulations.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Oral and written communication skills.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* District organization, operations, policies and objectives.
* First Aid practices.

**ABILITY TO:**

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

**School Secretary I - Middle - Continued Page 2**

**ABILITY TO - continued:**

* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7775

**LOCAL DISTRICT CLASSIFICATION PLAN**

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

**School Secretary I - Elementary - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7776

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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.
* Prepare and maintain financial records and budgets; process or prepare budgetary documents, requisitions and other financial or purchasing documents.
* Greet visitors and answer phone calls; answer questions, provide information or direct individual to appropriate department or District employee; open, sort and distribute mail and other written communications.
* Schedule appointments and meetings with students, parents, teachers, vendors and the general public.
* Assist students with registration, orientation and student records; request records for new students and distribute records of withdrawn students to appropriate school.
* Perform research, compute and compile information and prepare statistical reports.
* Prepare and maintain records, reports, files and lists related to students, personnel, budgets, student records and attendance as required.
* Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data; proofread and edit materials.
* Coordinate schedules and meetings; serve as receptionist and a contact and reference source for staff, students, parents and the public.
* Provide information over the phone or in personal contacts with parents, students or school personnel as appropriate; route calls to appropriate personnel as necessary.
* Operate a variety of office machines, including a microcomputer or computer terminal, typewriter, copiers and calculator.
* Perform related duties as assigned.

**Staff Support Secretary - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7777

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SCHOOL SECRETARY II - ELEMENTARY

**BASIC FUNCTION:**

Perform a wide variety of clerical and secretarial duties to organize, coordinate and schedule school office activities; assist the Principal of a large elementary school in routine administrative tasks; perform public relations and coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel as assigned.

**DISTINGUISHING CHARACTERISTICS:**

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. School Secretary I - Elementary incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school.

**REPRESENTATIVE DUTIES:**

* Organize, coordinate and schedule a variety of office activities to assist the Principal of a large elementary school with administrative tasks; prepare and accurately maintain a variety of reports, records and files relating to students, staff, budgets, operations and activities.
* Serve as secretary to the Principal; compose routine correspondence independently; prepare, type and distribute communications and minutes of meetings; schedule appointments and meetings as requested; receive, open and route mail.
* Train and provide work direction to clerical personnel and student workers as assigned; monitor workflow and adjust duties to complete assignments in a timely manner as assigned.
* Provide information concerning school policies, procedures, actions, activities and schedules as appropriate; maintain school calendar and serve as a coordinator of events.
* Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities; prepare and maintain related records, files and logs.
* Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures.
* Administer first aid to ill and injured students; contact the nurse, parents or public safety agencies as appropriate.
* Register, release or transfer students; complete enrollment information.
* 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.

**School Secretary II - Elementary - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7778

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SCHOOL SECRETARY II - HIGH SCHOOL

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

* Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a large high school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.
* Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences; take and transcribe dictation as required.
* Coordinate and facilitate communications between District and site personnel, parents, students, school and community organizations and the general public.
* Communicate with a variety of site and District personnel and administrators to coordinate school operations and maintenance, resolve conflicts and issues and exchange information as appropriate.
* Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and other materials.
* Assist the Principal in the preparation and maintenance of financial, statistical and narrative reports; research, compile and organize information.
* Initiate budget preparation; work with Department Chairpersons in preparing individual budgets to meet needs; prepare forms and assist the Principal in preparing and monitoring budget.
* Process purchase orders; assist Department Chairpersons with adjustments and with making transfers; review computer print-out and balance accounts to assure accuracy.
* Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, bulletins, memoranda, calendars, requisitions, records, reports and evaluations.
* Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort, review and route mail.

**School Secretary II - High School - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Coordinate and assist with special events for the high school; assist in selection of personnel and program; assure adherence to legal requirements and Board policies; maintain budget; work with and assist personnel assigned to the event.
* Train and provide work direction to clerical personnel, student assistants and others as assigned.
* Operate a variety of business and office machines including typewriter, calculator, computer, copiers, and communications equipment.
* Order a wide variety of equipment, materials, supplies and special items requested by faculty; assure receipt and proper distribution.
* Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel; interpret, apply and explain District policies and school procedures and regulations.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**School Secretary II - High School - Continued Page 3**

**ABILITY TO - continued:**

* 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, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of increasingly responsible office or secretarial experience involving public contact and record-keeping experience.

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7779

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SCHOOL SECRETARY II - MIDDLE

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

* Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a large middle school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.
* Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences; independently compose letters, memoranda and bulletins as directed; take and transcribe dictation as required.
* Organize budget and financial material to maintain accurate fiscal records; record expenditures and transfer funds as appropriate; assist in the preparation of annual budgets and other annual reports.
* Coordinate the Principal's office, acting as receptionist, and contact and reference source for staff, students, parents and the public; perform public relations and communications services for the Principal.
* Provide information over the phone or in personal contacts with parents, students or school personnel as appropriate; route calls to appropriate personnel as necessary; coordinate and maintain the school calendar of events.
* Train and provide work direction to clerical personnel, students and others as assigned.
* Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data.
* Collect and account for money collected in conjunction with student body funds, last lost or damaged books and other school activities; account for and maintain the cash fund as assigned; prepare student body financial report.

**School Secretary II - Middle - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Process the certificated and classified payroll including the completion and submission of time sheets to the supervisor and District Office; maintain accurate records with respect to personnel; assist substitute teachers and classified personnel by providing them with keys and materials; secure period substitutes and prepare substitute time sheets.
* Initiate office and general school supply purchase orders; receive, store and distribute supplies and office materials; maintain materials and equipment inventory; maintain department purchase orders.
* Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel.
* Operate a variety of office machines such as typewriter, copiers, calculator and computer equipment.
* Utilize a mimeograph machine for forms, certificates, passes, slips and a variety of other items.
* Perform First Aid according to established guidelines and procedures.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* School office terminology, practices and procedures.
* Modern office practices, procedures and equipment.
* Financial and statistical record-keeping techniques.
* Receptionist and telephone techniques and etiquette.
* Letter and report writing skills.
* Health and safety regulations.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Oral and written communication skills.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* District organization, operations, policies and objectives.
* First Aid practices.

**ABILITY TO:**

* Perform office, secretarial and clerical work to assist the Principal with a variety of administrative tasks.
* Learn, interpret, apply and explain school and District policies, rules and objectives.
* Understand and perform duties within scope of authority.
* Establish and implement revised office procedures as needed and according to established guidelines.
* Understand and interpret rules and written direction and apply to specific situations.
* Compose correspondence independently.
* Perform duties effectively with many demands on time and constant interruptions.
* Type at an acceptable rate of speed.
* Establish and maintain effective working relationships with others.
* Operate a variety of office machines including computer equipment.
* Meet schedules and time lines.

**School Secretary II - Middle - Continued Page 3**

**ABILITY TO - continued:**

* Plan and organize work.
* Train and provide work direction to others.
* Maintain records and prepare reports.
* Work confidentially with discretion.
* Add, subtract, multiply and divide quickly and accurately.
* Communicate effectively both orally and in writing.
* Understand and follow oral and written directions.
* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7781

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: CLERICAL ASSISTANT III

**BASIC FUNCTION:**

Perform a variety of responsible and technical clerical work in support of an assigned school or District program or function, including instructional programs, personnel, insurance, taxes, benefits, financial services or other specialized area; apply and explain procedures and policies of assigned program or department; provide work direction and guidance to student assistants and other clerical personnel as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Clerical Assistant III incumbents perform specialized clerical duties or provide sole clerical support for an assigned function. Incumbents are required to exercise independent judgment and may be assigned lead duties. 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 I incumbents are assigned routine and repetitive general clerical duties requiring no previous experience.

**REPRESENTATIVE DUTIES:**

* Perform technical clerical duties related to assigned function such as compiling information from a variety of sources and preparing complex reports as required by District, County, State or federal regulations; communicate with other agencies or departments to provide or obtain a wide variety of information.
* Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide technical information concerning policies and procedures of assigned program or office according to established guidelines.
* Compose correspondence independently or from oral instructions; prepare letters, memos and forms, requesting, providing or verifying information; receive, screen and route mail.
* Prepare, format, type, proofread and duplicate a variety of items including proposals, contracts, reports, agendas, minutes and student records.
* Coordinate schedules and communicate with others regarding meetings, appointments, activities or announcements; schedule appointments, meetings, conferences and arrange interviews for supervisor and others.
* Operate computers and peripheral equipment to enter, revise and update information; generate records, reports, lists and summaries as needed; utilize various software as required by the position.
* Collect and account for fees and other monies received as assigned; monitor and maintain office or program budget according to established guidelines; type requisitions and process invoices according to established procedures.

**Clerical Assistant III - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Prepare and maintain detailed and complex logs, files and records; maintain inventory; order supplies and materials as assigned; maintain confidentiality of materials and information.
* Assure timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy.
* Train and provide work direction and guidance to student assistants and other clerical personnel as assigned.
* Operate a variety of office machines such as typewriter, computer terminal, calculator, copiers and other equipment as required.
* Receive and verify applications for services; recommend status of eligibility for prospective program participants as assigned; maintain records such as enrollment, attendance and absence verification.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Laws, regulations, policies and procedures of assigned program or department.
* Modern office practices, procedures and equipment.
* Basic financial and statistical accounting and record keeping.
* Record-keeping techniques, filing systems and information management.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Operation of office machines, including a microcomputer and computer terminal.
* Telephone techniques and etiquette.
* Interpersonal skills using tact, patience and courtesy.
* Oral and written communication skills.

**ABILITY TO:**

* Perform a variety of responsible and technical clerical work in support of an assigned District or school function or program.
* Provide work direction and guidance to student assistants and other clerical personnel as assigned.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Add, subtract, multiply and divide quickly and accurately.
* Meet schedules and time lines.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Perform duties effectively with many demands on time and constant interruptions.
* Plan and organize work.
* Maintain records and prepare reports.
* Type at 45 words net per minute from clear copy.
* Understand and follow oral and written directions.
* Operate a variety of office equipment such as typewriter, computer terminal, copiers and others as required by the position.

**Clerical Assistant III - Continued Page 3**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of increasingly responsible clerical experience involving the use of automated office equipment and software.

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7782

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: CLERICAL ASSISTANT II

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

Clerical Assistant II incumbents perform a variety of responsible clerical support duties including typing, filing, recording and processing information, answering telephones and providing information to parents, students, faculty and others. Clerical Assistant I incumbents are assigned routine and repetitive general clerical duties requiring no previous experience. Clerical Assistant III incumbents perform specialized clerical duties or provide sole clerical support for an assigned function. Incumbents are required to exercise independent judgment and may be assigned lead duties.

**REPRESENTATIVE DUTIES:**

* Perform a variety of clerical duties including typing, filing, record keeping, proofreading and processing information.
* Type letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft on a typewriter or computer terminal.
* Maintain a variety of logs, records and files related to assigned office; compile information from a variety of sources and prepare summaries and reports including attendance and enrollment data.
* Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer questions and provide information and directions or explain policies and procedures; schedule meetings and appointments.
* Assist the public and District employees in completing forms, applications and other District, State and federal forms and documents.
* Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents and equipment; compile and verify information; produce periodic reports, lists and records as assigned.
* Maintain attendance, academic and health records; update computer information databases.
* Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct research duties as assigned.
* Maintain supply and material inventory of assigned area as required; assist with ordering, receiving and distributing materials, equipment and supplies according to established procedures; coordinate purchasing efforts with the Purchasing department.

**Clerical Assistant II - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Receive shipments of materials; inspect and verify for accuracy of quality, quantity and type of materials; notify vendors or supervisor of discrepancies or damage.
* Operate a variety of office equipment, such as typewriter, calculator, copiers, computer terminal and other machines as required; enter data in a computer terminal or microcomputer as assigned.
* Provide first aid to ill and injured students as assigned; contact parents, guardians, nurse or public service agencies in accordance with established guidelines.
* Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
* Schedule appointments, conferences and meetings; maintain various schedules and calendars.
* Perform clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources.
* Sort and distribute incoming U.S. and intra-District mail.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**Clerical Assistant II - Continued Page 3**

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7783

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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 judgment 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 detailed copy; post records; proof completed typing assignments.
* Make telephone calls as directed; take and relay messages.
* Operate a variety of office equipment including typewriter, calculator, copier and other machines pertinent to the assignment.
* Provide work direction to student aides as assigned.
* Collect monies and maintain related financial records as required by the assignment.
* Perform related duties as assigned.

**Clerical Assistant I - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7784

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: CLERK

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**Clerk - Continued Page 2**

**ABILITY TO - continued:**

* Complete work with many interruptions.

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7785

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MAIL CLERK

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7786

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PROJECT CLERK

**BASIC FUNCTION:**

Provide clerical functions for the project including typing, filing, reports, answering telephones, compiling data, and maintaining project records.

**REPRESENTATIVE DUTIES:**

* Type correspondence, memorandums, stencils, purchase orders, vouchers and letters.
* Prepare, complete and maintain appropriate records and files.
* Maintain on-going records of program expenditures, budgets, including cost details and line item balances.
* Answer telephones and assist others as needed.
* Operate standard office equipment and machines.
* Lift, push and pull heavy objects as needed.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Modern office practices, procedures and equipment.
* Basic record-keeping techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Telephone techniques and etiquette.

**ABILITY TO:**

* Perform clerical duties such as filing, typing, duplicating and maintaining routine records.
* Operate copier and adding machine.
* Understand and follow oral and written directions.
* Meet schedules and time lines.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7787

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MAIL SERVICE SUPERVISOR

**BASIC FUNCTION:**

Supervise District mail distribution.

**REPRESENTATIVE DUTIES:**

* Receive, sort and distribute mail from a variety of school centers and system-wide office complexes.
* Operate the centralized District mailroom.
* Account for the use and operation of the mail metering machines used for mail going through the U.S. Postal System.
* Provide for proper servicing of mail and packages for delivery by drivers to schools and the locations in the District.
* Train, supervise and evaluate personnel.
* Maintain routine records.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Postal regulations and requirements.
* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* Policies and objectives of assigned program and activities.
* Health and safety regulations.
* Proper lifting techniques.
* Proper methods of storing equipment, materials and supplies.

**ABILITY TO:**

* Provide for a District-wide mail distribution system.
* Understand and follow oral and written directions.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain routine records.
* Train, supervise and evaluate personnel.
* Maintain current knowledge of rules, regulations, requirements and restrictions.
* Determine appropriate action within clearly defined guidelines.
* Work independently with little direction.
* Meet schedules and time lines.
* Plan and organize work.
* Lift heavy objects.
* Operate, service and make minor repairs on postal equipment.

**Mail Service Supervisor - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7788

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: STUDENT WORKER

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7789

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SUPPORT SERVICES AIDE

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: SECRETARIAL/CLERICAL**

## Summary Class Code: 7791

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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.

**Receptionist - Continued Page 2**

**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, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year of general clerical experience, including typing, public contact and the operation of a switchboard.

# AREA: SECURITY/LAW ENFORCEMENT

## Summary Class Code: 7811

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ASSISTANT DIRECTOR OF INVESTIGATIONS

**BASIC FUNCTION:**

Coordinate activities of an Investigations Office with District personnel, community agencies, court and police departments; maintain contact with community representatives, parents, students and local staff; train, supervise and evaluate personnel.

**REPRESENTATIVE DUTIES:**

* Coordinate activities of an Investigations Office with District personnel, community agencies, court and police departments.
* Maintain contact with community representatives, parents, students and local staff.
* Train, supervise and evaluate personnel.
* Supervise the performance of the investigations unit; perform investigations involving allegations against staff, involving students as requested.
* Assist in program planning and evaluation of the investigations unit.
* Develop, plan and supervise training of investigation units.
* Provide services and personnel to local administrators to assist with routine and crisis situations.
* Assist supervisor in holding formal hearings, investigations and appeals by parents of suspended students.
* Coordinate activities between Pupil Personnel staff, juvenile court and CHR staff.
* Maintain records and reports for the investigations unit.
* Participate on various committees as assigned.
* Coordinate investigative activities with Child Protective Services.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Kentucky Penal Code and State statutes.
* Juvenile Court and related agencies.
* Investigation techniques and procedures.
* Control and disposition of evidence.
* Filing criminal complaints.
* Social behavior sciences of psychology or sociology.
* Criminal codes and laws.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Laws, rules and regulations involved in investigations, questioning and making arrests.
* Criminal record keeping.
* Search and seizure and civil rights laws.
* Report writing techniques.

**Assistant Director of Investigations - Continued Page 2**

**ABILITY TO:**

* Coordinate activities of an Investigations Office with District personnel, community agencies, court and police departments.
* Maintain contact with community representatives, parents, students and local staff.
* Train, supervise and evaluate personnel.
* Plan, organize and conduct investigations.
* Maintain records and prepare reports.
* Interview suspects, witnesses and others with information about crimes.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Analyze situations accurately and adopt an effective course of action.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Work independently with little direction.
* Work confidentially with discretion.
* Establish and maintain cooperative and effective working relationships with others.
* Restrain and subdue suspects.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in criminal science or related field and three years of experience in juvenile court or related agencies.

**AREA: SECURITY/LAW ENFORCEMENT**

## Summary Class Code: 7821

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LAW ENFORCEMENT SUPERVISOR

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**Law Enforcement Supervisor - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Principles and practices of supervision and training.
* Oral and written communication skills.
* Public relations techniques.
* Interpersonal skills using tact, patience and courtesy.
* Laws, rules and regulations related to assigned activities.
* Basic first aid procedures.

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: SECURITY/LAW ENFORCEMENT**

## Summary Class Code: 7822

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LAW ENFORCEMENT INVESTIGATIVE OFFICER

**BASIC FUNCTION:**

Coordinate a restitution and recovery program involving lost, stolen or recovered property and evidence for court appearance; process and follow through on District court cases.

**REPRESENTATIVE DUTIES:**

* Investigate criminal activity to school property and employees; seek restitution when appropriate.
* Prepare cases for juvenile court in cooperation with appropriate personnel.
* Assist offended parties relative to appropriate procedures in District court.
* Conduct pawnshop detail in conjunction with police department concerning recovery of District property.
* Investigate and preserve evidence in cases of vandalism and theft of District property; take photos as necessary.
* Patrol, answer school alarms, prepares preliminary break-in vandalism and accident reports.
* Assist police in matters pertaining to security of the school system.
* Coordinate equipment recovery or loss with the office of inventory control.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Evidence rules and procedures for presentation in court.
* Court juvenile system.
* Record-keeping techniques.
* Oral and written communication skills.
* Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
* Policies and objectives of assigned program and activities.
* Interpersonal skills using tact, patience and courtesy.
* Research methods and report writing techniques.
* Basic photography.

**ABILITY TO:**

* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Work cooperatively with others.
* Maintain records and prepare reports.
* Compile and verify data and prepare reports.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Understand and work within scope of authority.
* Observe health and safety regulations.

**Law Enforcement Investigative Officer - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of experience in advanced investigative techniques including fingerprinting and photography.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license. Must meet qualifications for a commission as a Special Law Enforcement Officer.

**AREA: SECURITY/LAW ENFORCEMENT**

## Summary Class Code: 7823

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INVESTIGATOR

**BASIC FUNCTION:**

Plan, organize and conduct investigations and criminal and non-criminal cases involving students and staff of the District; consult with students, parents, court and local school personnel; make arrests and prepare reports.

**REPRESENTATIVE DUTIES:**

* Investigate incidents of criminal nature which occur in District schools.
* Provide assistance to students, parents, local administrators, faculty, and others and provide consultation pertaining to school incidents as appropriate.
* Assist juvenile courts in processing youths who are a danger to the schools, themselves or the community; conduct follow-up investigations on court referrals.
* Communicate with neighborhood youths who have come to the attention of the school for minor neighborhood disputes that interrupt the well-being of the school.
* Assist in investigating student suspensions and other matters as necessary.
* Assist administrators and school staff in developing and implementing disciplinary policies which affect students.
* Assist City and county police in cases involving sexual misconduct as assigned.
* Maintain records of investigations according to established guidelines; prepare oral and written reports.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Kentucky Penal Code and State statutes.
* Juvenile Court and related agencies.
* Investigation techniques and procedures.
* Control and disposition of evidence.
* Filing criminal complaints.
* Social behavior sciences of psychology or sociology.
* Criminal codes and laws.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Laws, rules and regulations involved in investigations, questioning and making arrests.
* Criminal record keeping.
* Search and seizure and civil rights laws.
* Report writing techniques.

**ABILITY TO:**

* Plan, organize and conduct investigations.
* Maintain records and prepare reports.
* Interview suspects, witnesses and others with information about crimes.

**Investigator - Continued Page 2**

**ABILITY TO - continued:**

* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Analyze situations accurately and adopt an effective course of action.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Work independently with little direction.
* Work confidentially with discretion.
* Establish and maintain cooperative and effective working relationships with others.
* Restrain and subdue suspects.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: SECURITY/LAW ENFORCEMENT**

## Summary Class Code: 7824

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LAW ENFORCEMENT OFFICER

**BASIC FUNCTION:**

Perform a variety of law enforcement activities for an assigned school District including enforcing state statutes, protection of life and property, suppression of criminal activity, apprehension and prosecution of offenders, regulation of non-criminal conduct, preservation of public peace, enforcement of traffic and parking regulations and conduct investigations.

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**Law Enforcement Officer - Continued Page 2**

**ABILITY TO - continued:**

* Maintain confidentiality of records and information.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: SECURITY/LAW ENFORCEMENT**

## Summary Class Code: 7825

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LAW ENFORCEMENT MONITOR

**BASIC FUNCTION:**

Participate in monitoring student activities; maintain order and acceptable conduct among students; provide protection for students and faculty by patrolling school grounds.

**REPRESENTATIVE DUTIES:**

* Participate in monitoring student activities; maintain order and acceptable conduct among students.
* Prevent trespassers from entering or remaining in school buildings without proper authorization according to established guidelines and procedures.
* Monitor student activities in hallways, cafeterias and smoking areas; escort persons exhibiting undesirable behavior to school office or out of the building as necessary.
* Assist school administration in developing and implementing policies and procedures for student discipline.
* Consult with office administration and recommend security plans as assigned.
* Report incidents to appropriate personnel; prepare reports of incidents which occur on school grounds.
* Monitor loading and unloading of school buses.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

* Participate in monitoring student activities.
* Maintain order and acceptable conduct among students.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Prepare routine reports.
* Learn related District policies and objectives.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Must meet qualifications for a commission from the Department of Justice.

**AREA: SECURITY/LAW ENFORCEMENT**

## Summary Class Code: 7830

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SCHOOL GROUND MONITOR

**BASIC FUNCTION:**

Participate in monitoring students entering and leaving school grounds; check student’s passes; provide protection for students and faculty by patrolling school grounds.

**REPRESENTATIVE DUTIES:**

* Participate in monitoring students entering and leaving the school grounds.
* Prevent students from leaving school grounds without proper authorization according to established guidelines and procedures.
* Prevent trespassers from entering or remaining on school grounds without proper authorization according to established guidelines and procedures.
* Consult with office administration if a problem should arise.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Rules and regulations related to assigned activities.

**ABILITY TO:**

* Participate in monitoring students entering and leaving school grounds.
* Maintain order and acceptable conduct among students.
* Communication effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Learn related District policies and objectives.

**EDUCATION AND EXPERIENCE:**

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

**AREA: SECURITY/LAW ENFORCEMENT**

## Summary Class Code: 7831

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SAFETY INSPECTOR

**BASIC FUNCTION:**

Perform responsible inspections and evaluate safety to assure adequate precautions and protection for employees and students; prepare and submit reports to appropriate personnel.

**REPRESENTATIVE DUTIES:**

* Inspect District facilities for fire, electrical and Kentucky OSHA safety violations.
* Assist in the evaluation of assigned construction projects to assure compliance with State and local statutes.
* Initiate the development of specialized safety training programs and materials for lift truck, tractor and utility truck in-service programs.
* Prepare and submit appropriate safety inspection forms to the assigned supervisor.
* Assist in the evaluation, selection and inspection of appropriate safety apparel and equipment for departments.
* Assist appropriate personnel in determining proper ventilation, lighting and custodial procedures.
* Conduct in-service safety programs for employees.
* Evaluate tornado, fire and bomb treat emergency planning procedures for facilities.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Inspection techniques.
* Mechanical and blueprint reading.
* Industrial chemical use and disposal.
* General shop mechanical maintenance.
* Laws, rules and regulations related to assigned activities.
* Health and safety regulations.
* Kentucky OSHA.

**ABILITY TO:**

* Interpret mechanical drawings and blueprints.
* Communicate effectively both orally and in writing.
* Apply and explain policies, procedures, rules and regulations.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Analyze situations accurately and adopt an effective course of action.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of experience interpreting federal, State and local health safety codes as they apply to the local school District.

# AREA: STUDENT SERVICES

## Summary Class Code: 7861

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ATTENDANCE SUPERVISOR

**BASIC FUNCTION:**

Plan, schedule and assign the duties of attendance clerical personnel; coordinate communications between attendance and Management Information Systems; assist in developing the implementation of an on-line student data base system.

**REPRESENTATIVE DUTIES:**

* Plan, schedule and assign the duties of attendance clerical personnel; coordinate communications between attendance and Management Information Systems.
* Coordinate work schedule between an assigned supervisor or administrator and attendance clerks.
* Plan, develop and implement database programs related to suspensions, retention and dropouts.
* Maintain entry-withdrawal forms for special schools.
* Consult with local authorities including legal and governmental agencies and parents requesting student information.
* Respond to procedural questions of school personnel as to proper course of action to solve problems in the computerized attendance system.
* Assist with statistical reports and census reports.
* Assist school implementation of the on-line student data base; plan, develop and implement training for school attendance personnel on the on-line student data base system.
* Serve as back up for attendance clerks at peak workload times.
* Serve as department liaison with the State Department of Education concerning attendance report development and production.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* Operation of a computer terminal and data entry techniques.
* Oral and written communication skills.
* Principles of training and providing work direction.
* Principles and practices of administration, supervision and training.

**ABILITY TO:**

* Plan, schedule and assign the duties of attendance clerical personnel.
* Coordinate communications between attendance and Management Information Systems.
* Assist in developing the implementation of an on-line student data base system.
* Communicate effectively both orally and in writing.

**Attendance Supervisor - Continued Page 2**

**ABILITY TO - continued:**

* Work cooperatively with others.
* Compile and verify data and prepare reports.
* Train, supervise and evaluate personnel.
* Add, subtract, multiply and divide quickly and accurately.
* Understand statistical reporting.

**EDUCATION AND EXPERIENCE:**

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

**AREA: STUDENT SERVICES**

## Summary Class Code: 7862

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ATTENDANCE SPECIALIST

**BASIC FUNCTION:**

Assist in enforcing attendance laws and requirements; process and maintain attendance referrals.

**REPRESENTATIVE DUTIES:**

* Assist in enforcing attendance laws.
* Work with juvenile court in matters involving school children.
* Process attendance referrals and send final notices as required.
* Visit homes of students to determine cause of non-attendance.
* Assist in investigation of new school employees for crime file check as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
* Modern office practices, procedures and equipment.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Oral and written communication skills.

**ABILITY TO:**

* Assist in enforcing attendance laws and requirements.
* Process and maintain attendance referrals.
* Understand and follow oral and written directions.
* Work cooperatively with others.
* Maintain records and prepare reports.
* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: STUDENT SERVICES**

## Summary Class Code: 7863

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: ATTENDANCE DATA TECHNICIAN

**BASIC FUNCTION:**

Coordinate the Dual Integrated Map Encoding (DIME) system; file corrections with Management Information Services (MIS); audit student membership; provide and maintain information; prepare maps and assist with the historical information of schools.

**REPRESENTATIVE DUTIES:**

* Audit student membership to verify correct school attendance by students.
* Maintain the DIME file and coordinate corrections with MIS.
* Operate computer terminal for boundary changes, population reports and student membership projections.
* Provide information to schools and parents regarding school assignments in coordination with appropriate personnel.
* Assist with maintaining historical information regarding the school boundary lines and statistical data.
* Assist with preparation and composition of charts and documents.
* Assist with map preparation of the school board districts and school attendance areas as required.
* Assist with the preparation of annual projections of student membership.
* Assist school personnel and others in the use of DIME file and map reading information.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Track and block information on census maps.
* Record-keeping techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Oral and written communication skills.
* Research methods and report writing techniques.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.
* Operation of a computer terminal and data entry techniques.

**ABILITY TO:**

* Read track and block information and census maps.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Work cooperatively with others.
* Add, subtract, multiply and divide quickly and accurately.
* Maintain records and prepare reports.
* Plan and organize work.
* Operate a computer terminal to enter data, maintain records and generate reports.

**Attendance Data Technician - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years general clerical experience involving the use of automated systems.

**AREA: STUDENT SERVICES**

## Summary Class Code: 7864

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DEMOGRAPHICS ANALYST

**BASIC FUNCTION:**

Analyze student membership on short- and long-term bases; assist with placement of students to schools using school census, race, grade, facilities and input related data; assist with planning facility needs; consult with pupil personnel, transportation, program placement and other staff; provide information to the general public regarding student school assignment, Board member Districts and other boundary lines.

**REPRESENTATIVE DUTIES:**

* Maintain and record school attendance boundary lines, sub-zones and satellites for the student assignment plan; maintain data documentation file for each school; perform studies and prepare reports for changes in school attendance boundary lines.
* Maintain and record Board member and other District school attendance boundary lines and feeder patterns; update files and coordinate data functions with Management Information Services (MIS).
* Provide information for control of student assignment to schools including monitoring school magnet and special programs.
* Assist in projecting student membership on long- and short-range bases; prepare reports related to membership and attendance including mobility and other related data.
* Develop and maintain database and technology appropriate to function of department.
* Assist in auditing and documenting student database programs in student services and MIS.
* Collect and maintain a record of new housing starts and other information which may reflect changes in housing patterns.
* Communicate with the Census Bureau regarding County planning and zoning, economic development, Kentuckian Regional Planning and Development Agency, and other agencies dealing with population and other pertinent data.
* Supervise and evaluate assigned staff.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Data management programs.
* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* Operation of a computer terminal and data entry techniques.
* Oral and written communication skills.
* Public speaking techniques.
* Research methods and report writing techniques.
* District organization, operations, policies and objectives.
* Principles and practices of administration, supervision and training.
* Technical aspects of field of specialty.

**Demographics Analyst - Continued Page 2**

**ABILITY TO:**

* Maintain current knowledge of demographic trends.
* Assist groups, agencies and organizations concerned with census data and projections.
* Communicate effectively both orally and in writing.
* Prepare and deliver oral presentations.
* Establish and maintain cooperative and effective working relationships with others.
* Add, subtract, multiply and divide quickly and accurately.
* Compile and verify data and prepare reports.
* Operate a computer terminal to enter data, maintain records and generate reports.
* Train, supervise and evaluate personnel.
* Analyze situations accurately and adopt an effective course of action.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in social sciences, economics or a related field and three years responsible experience in the analysis and management of technical demographic data.

**AREA: STUDENT SERVICES**

## Summary Class Code: 7865

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DEMOGRAPHICS TECHNICIAN

**BASIC FUNCTION:**

Assist in the maintenance of school District attendance boundaries, population reports, student membership projections and demographics studies.

**REPRESENTATIVE DUTIES:**

* Assist in maintaining and updating boundary lines for the schools and the sub-zones for the desegregation plan.
* Provide information to the community and schools about school District boundaries and student addresses.
* Review data sources as assigned to maintain data population and housing information pertaining to the Dual Integrated Map Encoding (DIME) file.
* Assist in the preparation of maps and geographical areas as required.
* Prepare demographic studies for departments, offices and agencies as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* School District boundaries at an assigned District.
* Record-keeping techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Work cooperatively with others.
* Add, subtract, multiply and divide quickly and accurately.
* Maintain records and prepare reports.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

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

**AREA: STUDENT SERVICES**

## Summary Class Code: 7871

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: CAREER PLANNER

**BASIC FUNCTION:**

Coordinate programs to assist school staff to identify eligible students for career programs; coordinate job placement for students and maintain follow-up for successful work experience; coordinate similar programs to meet student needs.

**REPRESENTATIVE DUTIES:**

* Coordinate programs to assist school staff to identify eligible students for career programs; coordinate job placement for students and maintain follow-up for successful work experience.
* Recruit, identify and select eligible participants for programs.
* Certify high school students for participation in programs and complete records as required.
* Conduct pre-assessment to determine student needs and post assessment to measure growth.
* Provide instruction to program participants in various modules of extensive career education programs.
* Monitor and coordinate participants' education and work experiences and provide support as needed.
* Assist participants with preparation for job placement.
* Contact and recruit area employers for the purpose of securing commitments of part-time, summer and full-time jobs for selected participants; maintain an active file of job availabilities.
* Serve as a liaison with employers; conduct worksite visits at work locations.
* Maintain a follow-up system to assist participants who leave the program
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Goals and objectives of career programs.
* Rules, regulations, requirements and restrictions related to an assigned student services program.
* Interviewing and advisement techniques.
* Correct oral and written usage of English and a designated second language.
* Record-keeping techniques.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.

**Career Planner - Continued Page 2**

**ABILITY TO:**

* Coordinate programs to assist school staff to identify eligible students for career programs.
* Coordinate job placement for students and maintain follow-up for successful work experience.
* Provide specialized assistance and information to students and others concerning student services areas.
* Determine program eligibility based on applications and supporting documentation.
* Assess student needs and develop viable plans and alternatives.
* Record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree and one year experience in counseling, social work, personnel administration or a related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: STUDENT SERVICES**

## Summary Class Code: 7872

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: EMPLOYMENT TRAINING SPECIALIST

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Applicable State and federal laws and requirements.
* Principles and techniques of vocational training and employee selection.
* Sources and methods of labor market research, data analysis and job search techniques.
* Oral and written communication skills.
* Laws, rules and regulations related to assigned activities.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Promote and develop private and public employment opportunities for students and graduates.
* Encourage and recruit prospective employers.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Compile and verify data and prepare reports.
* Prioritize and schedule work.

**Employment Training Specialist - Continued Page 2**

**ABILITY TO – continued:**

* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: STUDENT SERVICES**

## Summary Class Code: 7873

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: EMPLOYMENT TRAINING ASSISTANT

**BASIC FUNCTION:**

Promote and develop private and public employment opportunities for students and graduates; consult with area businesses for potential employment opportunities.

**REPRESENTATIVE DUTIES:**

* Promote vocational training programs to public and private sector employers, community and professional groups and the general public.
* Contact, schedule and meet with prospective employers to promote job opportunities for students and graduates.
* Conduct job market, placement and student follow-up surveys.
* Assist employers in developing and reviewing job standards to provide employment opportunities; determine student and employer needs and recommend job placement as appropriate.
* Assist employers in identifying jobs that can be occupied effectively by vocational training program participants.
* Assist employers in the development of appropriate community training sites for students; visit student-training sites regularly.
* Prepare and maintain related records and payroll documentation as assigned.
* Prepare regular oral and narrative reports; present oral reports to local education, civic and business groups on a regular basis.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Survey and promotional techniques and methods.
* Principles and techniques of vocational training and employee selection.
* Sources and methods of labor market research, data analysis and job search techniques.
* Record-keeping techniques.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Public speaking techniques.
* Policies and objectives of assigned program and activities.

**ABILITY TO:**

* Promote and develop private and public employment opportunities for students and graduates.
* Prepare and present logical and clear oral and written reports.
* Conduct placement and follow-up surveys.
* Encourage and recruit prospective employers.
* Establish, prepare and maintain records supportive of program goals.

**Employment Training Assistant - Continued Page 2**

**ABILITY TO - continued:**

* Relate effectively with employers, teachers, administrators and students.
* Establish and maintain cooperative and effective working relationships with others.
* Compile and verify data and prepare reports.
* Learn department and program objectives and goals.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in public administration, business administration, personnel administration or closely related field and three of increasingly responsible experience in job placement, employment development, personnel administration, or a closely related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: STUDENT SERVICES**

## Summary Class Code: 7881

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: STUDENT ASSISTANCE COORDINATOR

**BASIC FUNCTION:**

Provide comprehensive student assistance service to students with chemical dependencies; develop and implement a variety of programs for rehabilitation and awareness.

**REPRESENTATIVE DUTIES:**

* Provide assistance to students, parents and faculty regarding drug and alcohol abuse; provide resources for student and parent education.
* Counsel and educate teachers and staff to identify and refer students under the influence of drugs or alcohol.
* Encourage counselors and staff to reduce drug and alcohol use by students.
* Assist student groups in planning drug free programs; develop and implement a variety of student programs to educate peers and others about drug and alcohol use.
* Maintain contact with students who are referred to agencies for treatment; ensure follow-up with students.
* Prepare and maintain list of reliable local treatment centers.
* Consult families of drug and alcohol preventive therapy resources.
* Conduct regularly scheduled meeting with team members, administration and other staff to maintain current knowledge of program progress.
* Establish and maintain working relationships with treatment centers, social services, law enforcement agencies and other community service groups.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Substance abuse programs.
* Treatment centers, social services agencies and community service groups.
* Methods of detecting substance abuse.
* Training methods and techniques.
* Public speaking techniques.
* Record-keeping techniques.
* Oral and written communication skills.
* Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Provide comprehensive student assistance service to students with chemical dependencies.
* Develop and implement a variety of programs for rehabilitation and awareness.
* Provide specialized assistance and information to students and others concerning student services areas.

**Student Assistance Coordinator - Continued Page 2**

**ABILITY TO - continued:**

* Communicate effectively both orally and in writing.
* Prepare and deliver oral presentations.
* Establish and maintain cooperative and effective working relationships with others.
* Analyze situations accurately and adopt an effective course of action.
* Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in social sciences or a related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: STUDENT SERVICES**

## Summary Class Code: 7882

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SOCIAL WORKER

**BASIC FUNCTION:**

Provide individual, group and family counseling services; provide school-related social service needs of the students enrolled in assigned program; coordinate activities with administration to implement program and District policies and objectives; assist the community and communicate with school and community groups.

**REPRESENTATIVE DUTIES:**

* Establish and lead group counseling and instructional sessions in evening family programs; provide instructional and individual, group and family counseling during school day and summer programs; coordinate the guidance class with the appropriate personnel and schedule social service counseling.
* Deliver academic instructional packets and distribute to students; arrange hospital tours, provide transportation and supervision for field trips and visit homes as assigned.
* Drive District vehicle or personal car to conduct work as assigned.
* Develop the assigned center's registration requirements and infant care scholarship procedures and committee meetings.
* Conduct student intakes, assess assistance needs, make referrals to community resources and maintain and manage a personal case load; perform record-keeping duties and maintain accurate documentation of records.
* Participate in public relation activities representing social services to community and other social agencies.
* Establish and maintain good cross-component relationships and develop supportive relationships with students and their families.
* Meet regularly with appropriate personnel to assess needs and plan social service component operation and reporting system (accountability records).
* Participate in Management Team meetings providing designing counseling instructional units.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Community agencies and resources.
* Individual, group and family counseling techniques.
* Oral and written communication skills.
* Record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.
* Laws, rules and regulations related to assigned activities.
* Policies and objectives of assigned program and activities. **Social Worker - Continued Page 2**

**ABILITY TO:**

* Provide individual, group and family counseling services.
* Conduct intakes, assess assistance needs and make referrals.
* Drive a District vehicle or personal car to conduct work as assigned.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Work independently with little direction.
* Plan and organize work.
* Maintain records and prepare reports.
* Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in social work and two years successful experience in individual counseling with adolescents and in social service delivery.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: STUDENT SERVICES**

## Summary Class Code: 7885

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: REGISTRAR

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**Registrar - Continued Page 2**

**KNOWLEDGE OF - continued:**

* State regulations regarding competency tests, health records and confidentiality.

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**AREA: STUDENT SERVICES**

## Summary Class Code: 7886

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MIGRANT RECRUITER

**BASIC FUNCTION:**

Identify, recruit and enroll eligible migrant students residing in the assigned District; maintain communication between migrant families and the schools.

**REPRESENTATIVE DUTIES:**

* Apply and explain federal regulations pertaining to the migrant education program.
* Attend recruiter meetings and other training sessions sponsored by the State Department of Education.
* Abide by standard procedures and practices contained in the State Identification and Recruitment Handbook and other directives issued by the State Department of Education.
* Identify eligible migrant students residing within the boundaries of the assigned school District.
* Complete Certificate of Eligibility and Health Data Entry Forms; obtain a parent signature for documentation of eligibility for eligible students; submit completed and signed Certificates of Eligibility and Health Data Entry forms to the assigned clerk.
* Work under the supervision of an assigned director; assist school principals, teachers, secretaries and nurses in maintaining related records.
* Communicate between home and school, continually striving to maintain positive communication.
* Assist an assigned administrator with the recruitment of parents for membership in the Parent Advisory Council and with related activities.
* Provide or facilitate supportive services to migrant children or to their families as necessary; enable migrant children to receive a sound education.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Federal regulations pertaining to the migrant education program.
* Correct oral and written usage of English and a designated second language.
* Oral and written communication skills.
* Public speaking techniques.
* Laws, rules and regulations related to assigned activities.
* Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Read, write, translate and interpret English and a designated second language.
* Prepare and deliver oral presentations.
* Establish and maintain cooperative and effective working relationships with others.

**Migrant Recruiter - Continued Page 2**

**ABILITY TO - continued:**

* Maintain routine records.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience working with multi-cultural clientele.

# AREA: TRANSPORTATION

## Summary Class Code: 7902

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: TRANSPORTATION MANAGER

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

* Plan and direct training programs.
* Plan and approve transportation routes and bus stops.
* Assure department meets legal requirements concerning student transportation.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.

**Transportation Manager - Continued Page 2**

**ABILITY TO - continued:**

* Train, supervise and evaluate personnel.
* Analyze situations accurately and adopt an effective course of action.
* Communicate effectively with those contacted in the course of work within and outside the District.
* Coordinate and disseminate information.
* Prepare and deliver oral presentations.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: TRANSPORTATION**

## Summary Class Code: 7903

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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.

**Transportation Area Coordinator - Continued Page 2**

**KNOWLEDGE OF - continued:**

* 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.

**AREA: TRANSPORTATION**

## Summary Class Code: 7904

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: TRANSPORTATION AREA ASSISTANT

**BASIC FUNCTION:**

Coordinate the activities and operations of student transportation in an assigned geographical area of the school District; transfer regular, advance, traditional, extracurricular and handicapped students.

**REPRESENTATIVE DUTIES:**

* Develop knowledge of areas assigned including location of streets, new developments, schools, and school District boundaries; develop an awareness of traffic patterns within the area.
* Assist other personnel in establishing and preparing routes.
* Instruct drivers on individual route assignments; maintain current records of routes and route changes within the area.
* Consolidate routes and other route changes within an assigned area.
* Assist drivers, principals and the public in solving routing issues; resolve student transportation issues with parents, principals and other school administrators.
* Assign substitute and stand-by drivers; assure bus routes are covered.
* Assist in training and retraining bus drivers.
* Assist in attendance and payroll procedures.
* Assist in compiling statistical records.
* 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.
* 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.
* 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 issues with parents, principals and other school administrators.

**Transportation Area Assistant - Continued Page 2**

**ABILITY TO - continued:**

* Coordinate, develop and implement an efficient student transportation system and develop and schedule efficient bus route systems.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.
* Maintain records and prepare reports.
* Modern office practices, procedures and equipment.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law including three years of responsible experience in student transportation or related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial Class B driver's license.

**AREA: TRANSPORTATION**

## Summary Class Code: 7906

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: TRANSPORTATION DATA ASSISTANT

**BASIC FUNCTION:**

Process transportation route and operation data for input and retrieval; train transportation staff in the use of computer terminals.

**REPRESENTATIVE DUTIES:**

* Compile and input data; generate and retrieve reports from computer database.
* Receive and process route and operations data.
* Update route information and maintain accurate route records; remain current concerning routes and area assignments.
* Assist in compiling statistical records.
* Perform clerical support duties as assigned.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Record-keeping techniques.
* Operation of a computer terminal and data entry techniques.
* Oral and written communication skills.
* Health and safety regulations.
* Methods and procedures of operating electronic computers and peripheral equipment.

**ABILITY TO:**

* Understand and follow oral and written directions.
* Work cooperatively with others.
* Maintain routine records.
* Operate a computer terminal.

**EDUCATION AND EXPERIENCE:**

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

**AREA: TRANSPORTATION**

## Summary Class Code: 7907

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: VEHICLE OPERATIONS CONTROL ANALYST

**BASIC FUNCTION:**

Control District vehicle identification information; review, evaluate and schedule preventive maintenance schedules for District vehicles; analyze cost information and records to assure economical operating costs.

**REPRESENTATIVE DUTIES:**

* Control District vehicle identification numbers to assure accurate State reimbursements; monitor and determine need to add or delete vehicle identification information.
* Review, evaluate and schedule preventive maintenance program for garage operation from a computer printout.
* Tabulate, summarize and analyze cost information and records for lowering operation cost; analyze proposed cost reduction projects; develop and design related computer software program.
* Coordinate work of assigned personnel, maintain payroll records; compute garage labor productivity.
* Answer telephone and direct callers; provide information and schedule appointments for the preventive maintenance program.
* Purchase or requisition office supplies according to established guidelines and procedures.
* Check, index and file important records and correspondence.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* State and District regulations and guidelines governing vehicle inventory.
* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* Principles of providing work direction.
* Methods of analyzing cost information and records.
* Methods of developing and designing computer software programs.

**ABILITY TO:**

* Control District vehicle inventory information.
* Review, evaluate and schedule preventive maintenance schedules for District vehicles.
* Analyze cost information and records to assure economical operating costs.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Prioritize and schedule work.
* Work independently with little direction.
* Plan and organize work.
* Develop and design related computer software programs.

**Vehicle Operations Control Analyst - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years of experience in an analytical function including extensive use of computer software programs.

**AREA: TRANSPORTATION**

## Summary Class Code: 7908

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DISPATCHER

**BASIC FUNCTION:**

Perform dispatching and clerical support duties for assigned department.

**REPRESENTATIVE DUTIES:**

* Operate two-way radio base stations; operate paging system as required; record radio communications as required.
* Communicate with department employees, dispatching to needed locations to respond to routine requests or emergency situations.
* Monitor special equipment as assigned and maintain appropriate records.
* Maintain or assist in maintaining assigned files and records; receive and process information according to established guidelines and procedures.
* Communicate with outside organizations, businesses, government organizations, local police and others as appropriate; communicate with Board members as necessary.
* Communicate with parents, supervisors, school administrators and department employees; receive requests, questions, concerns and suggestions and provide routine information and assistance or route to appropriate personnel.
* Maintain current knowledge of routes and locations to assure timely services and accurate information.
* Perform a variety of clerical support duties as assigned; type correspondence, memos and other items; compile data from clearly defined sources and prepare reports; answer telephone, route calls or messages; prepare and process requisitions; distribute mail.
* Operate standard office machines.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Modern office practices, procedures and equipment.
* Basic record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.
* Health and safety regulations.
* Operation of a two-way radio and standard office machines.
* Telephone techniques and etiquette.

**ABILITY TO:**

* Perform dispatching and clerical support duties for assigned department.
* Speak clearly and distinctly.
* Learn and apply applicable department rules, regulations, policies and procedures.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Type at an acceptable rate of speed.
* Work cooperatively with others.

**Dispatcher - Continued Page 2**

**ABILITY TO - continued:**

* Maintain routine records.
* Analyze situations accurately and adopt an effective course of action.
* Operate standard office equipment.

**EDUCATION AND EXPERIENCE:**

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

**AREA: TRANSPORTATION**

## Summary Class Code: 7909

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: PARTS CLERK

**BASIC FUNCTION:**

Organize and maintain authorized stock age of repair parts and materials as directed by the Transportation Manager.

**REPRESENTATIVE DUTIES:**

* Receive and stock repair parts from authorized stock age list.
* Establish and plan reorder points and authorized stock age based on demands.
* Maintain location files, stock age lists and receipt documents.
* Conduct complete inventories and reconcile records of shortages and overages.
* Prepare reports on usage rates.
* Provide accounting and budget information to the supervisors.
* Maintain contact with authorized suppliers.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Laws, rules, regulations and policies regarding procurement of repair parts.
* Stocking procedures, inventory control procedures and stock accounting.
* Suppliers, supply catalogs and cross-references.
* Basic record-keeping techniques.
* Inventory methods and practices.
* Proper methods of storing equipment, materials and supplies.

**ABILITY TO:**

* Plan and execute repair parts stock age and procurement procedures.
* Keep current repair part stock age listing and establish reorder points.
* Recommend additions to the authorized stock age list based on demand.
* Pull and process parts for issue.
* Maintain good relations with suppliers, supervisors and mechanics.
* Maintain routine records.
* Cross-reference and procure non-stock parts and supplies.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in a parts related job.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: TRANSPORTATION**

## Summary Class Code: 7911

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: VEHICLE MAINTENANCE MANAGER

**BASIC FUNCTION:**

Plan, organize, coordinate and direct the repair and servicing of school buses, trucks and other gas and diesel-powered automotive equipment; coordinate purchasing, dispersing and accounting functions.

**REPRESENTATIVE DUTIES:**

* Plan, organize, coordinate and direct activities of assigned personnel; perform additional supervisory duties in the absence of the Director.
* Assign, supervise and participate in major and minor mechanical repairs on buses and other light motorized equipment; diagnose diesel internal combustion engine maintenance problems.
* Supervise scheduling for preventive maintenance of vehicles.
* Diagnose, supervise and participate in skilled and semi-skilled repairs of mechanical defects in buses, automobiles, trucks and other gas and diesel-powered automotive equipment.
* Determine priority of work orders and their assignment to personnel; plan, organize and schedule workflow of trades employees as assigned; advise and assist assigned personnel; assure timely completion of work.
* Maintain records and reports as necessary; coordinate purchasing, dispersing and accounting functions; monitor and control budget as assigned.
* Conduct in-service training programs for employees and equipment suppliers for new techniques in mechanical repairs.
* Assist in the selection of new employees; train, supervise and evaluate assigned employees; recommend disciplinary action or promotion when appropriate; review completed work and provide feedback as necessary.
* Attend meetings, seminars, training classes and maintenance clinics.
* Initiate requisition for materials and equipment; authorize small purchases from local vendors; maintain adequate inventory of parts, equipment and supplies used in repairing and servicing motorized vehicles.
* Assure proper use of tools, tool room equipment, maintenance and safety practices.
* Establish and implement prudent shop safety policies and procedures.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Tools, equipment and procedures used in the general overhaul, repairs and maintenance of automotive equipment.
* Principles of internal combustion engines.
* Basic technologies involved in electrical, hydraulics and fuel systems.
* Record-keeping techniques.
* Complete bus, truck and cab vehicle maintenance operation.

**Vehicle Maintenance Manager - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Health and safety regulations.
* Technical aspects of field of specialty.
* Interpersonal skills using tact, patience and courtesy.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Gasoline and diesel engines.
* Principles and practices of supervision and training.

**ABILITY TO:**

* Coordinate, supervise and participate in the repair and servicing of school buses, trucks and other automotive equipment.
* Diagnose malfunctions of and make mechanical repairs to a variety of vehicle equipment.
* Operate equipment used in repairing or servicing motorized equipment.
* Coordinate activities with other maintenance sections.
* Supervise, train and evaluate others.
* Evaluate quality of work performed by subordinates.
* Set priorities, schedule and assign work.
* Make arithmetic calculations quickly and accurately.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.
* Maintain records and prepare reports.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years increasingly responsible experience in the repair and maintenance of light and heavy automotive and power-driven equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial Class B driver's license; ASE Certification.

**AREA: TRANSPORTATION**

## Summary Class Code: 7912

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: VEHICLE MAINTENANCE SUPERVISOR

**BASIC FUNCTION:**

Coordinate, supervise and participate in the repair and servicing of school buses, trucks and other gas and diesel-powered automotive equipment.

**REPRESENTATIVE DUTIES:**

* Supervise and coordinate activities of assigned personnel.
* Assign, supervise and participate in major and minor mechanical repairs on buses and other light motorized equipment; diagnose diesel internal combustion engine maintenance problems.
* Diagnose, supervise and participate in skilled and semi-skilled repairs of mechanical defects in buses, automobiles, trucks and other gas and diesel-powered automotive equipment.
* Determine priority of work orders and their assignment to personnel; plan, organize and schedule work flow of employees as assigned; advise and assist assigned personnel; assure timely completion of work.
* Maintain records and reports as necessary.
* Conduct in-service training programs for employees and equipment suppliers for new techniques in mechanical repairs.
* Assist in the selection of new employees; train, supervise and evaluate assigned employees; recommend disciplinary action or promotion as appropriate; review completed work and provide feedback as necessary.
* Initiate requisition for materials and equipment; authorize purchases from local vendors; maintain adequate inventory of parts, equipment and supplies used in repairing and servicing motorized vehicles.
* Monitor tools, tool room equipment, maintenance and safety practices.
* Establish and implement prudent shop safety policies and procedures.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Tools, equipment and procedures used in the general overhaul, repairs and maintenance of automotive equipment.
* Principles of internal combustion engines.
* Basic technologies involved in electrical, hydraulics and fuel systems.
* Record-keeping techniques.
* Complete bus, truck and cab vehicle maintenance operation
* Health and safety regulations.
* Technical aspects of field of specialty.
* Interpersonal skills using tact, patience and courtesy.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Gasoline and diesel engines.

**Vehicle Maintenance Supervisor - Continued Page 2**

**ABILITY TO:**

* Coordinate, supervise and participate in the repair and servicing of school buses, trucks and other automotive equipment.
* Diagnose malfunctions of and make mechanical repairs to a variety of vehicle equipment.
* Operate equipment used in repairing or servicing motorized equipment.
* Coordinate activities with other maintenance sections.
* Supervise, train and evaluate others.
* Evaluate quality of work performed by subordinates.
* Set priorities, schedule and assign work.
* Make arithmetic calculations quickly and accurately.
* Work independently with little direction.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.
* Maintain records and prepare reports.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years of experience in the repair and maintenance of light and heavy automotive and power-driven equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial Class B driver's license.

**AREA: TRANSPORTATION**

## Summary Class Code: 7913

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: VEHICLE MAINTENANCE ASSISTANT

**BASIC FUNCTION:**

Perform unskilled to semi-skilled maintenance, preventative maintenance and general repairs to District vehicles as assigned as needed.

**REPRESENTATIVE DUTIES:**

* Perform basic vehicle maintenance duties for District vehicles as directed; assist with transmission service, pack wheel bearings, change oil, filters and tires as necessary.
* Repair and replace wheels, tires, hubs and rims.
* Assist with storing repair parts, supplies, tools, equipment and materials.
* Process work orders for parts used on District vehicles as assigned.
* Assure quality and completion of work assigned.
* Attend required training classes and seminars.
* Assist in starting vehicles.
* Assure proper use of tools, equipment, standard maintenance and safety practices.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Basic mechanical repairs required to maintain District vehicles in proper operating condition.
* Maintenance and operation hazards of District vehicles and safety precautions for related vehicles.
* Record-keeping techniques.
* Oral and written communication skills.
* Health and safety regulations.
* Proper methods of storing equipment, materials and supplies.
* Proper lifting techniques.
* Applicable sections of the Kentucky Administrative Regulations and other applicable laws.

**ABILITY TO:**

* Understand and follow oral and written directions.
* Work cooperatively with others.
* Maintain routine records.
* Observe health and safety regulations.
* Lift heavy objects.
* Observe legal and defensive driving practices.
* Operate, service and make minor repairs on equipment.

**Vehicle Maintenance Assistant - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year general vehicle servicing experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial Class B driver's license.

**AREA: TRANSPORTATION**

## Summary Class Code: 7914

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD VEHICLE MECHANIC

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**Lead Vehicle Mechanic - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial Class B driver's licenses.

**AREA: TRANSPORTATION**

## Summary Class Code: 7915

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: VEHICLE MECHANIC II

**BASIC FUNCTION:**

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

**DISTINGUISHING CHARACTERISTICS:**

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

**REPRESENTATIVE DUTIES:**

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

**Vehicle Mechanic II - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* Perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
* Process work orders and maintain records of time worked and materials used; recommend purchase of needed parts, supplies and tools.
* Maintain work area, equipment and tools in a safe, clean and orderly condition.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky commercial driver's license; course work toward ASE Certification.

**AREA: TRANSPORTATION**

## Summary Class Code: 7916

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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 repair, adjust and replace parts; recondition and adjust ignition and carburetor systems; repair, fit and adjust valves, pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
* Repair mechanical defects in a variety of vehicles.
* Repair and replace alternators, generators, starters, voltage regulators, distributors and lighting systems; install a variety of parts including batteries, brakes, glass and door handles.
* Grind valves and perform welding; rebuild equipment as needed.
* Repair and replace heating and ventilation systems on District Vehicles; repair and maintain exhaust and fuel systems.
* Operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changers, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches and welding equipment and a variety of power and hand tools.
* Respond to service calls and perform emergency repairs as needed.
* Perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
* Assist in starting buses as needed; assist other mechanics as directed; assist in inventory maintenance as required.
* Complete work orders and maintain records of time worked and materials used; recommend purchase of needed parts, supplies and tools.
* Maintain work area, equipment and tools in a safe, clean and orderly condition.

**Vehicle Mechanic I - Continued Page 2**

**REPRESENTATIVE DUTIES - continued:**

* 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 parts catalogues.
* Maintain routine records.
* Plan and organize work.
* Understand and follow oral and written directions.
* Work cooperatively with others.
* Lift heavy objects.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky commercial driver's license.

**AREA: TRANSPORTATION**

## Summary Class Code: 7917

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: VEHICLE MAINTENANCE ATTENDANT

**BASIC FUNCTION:**

Perform duties to assure school buses are fueled, cleaned and perform minor servicing such as checking and maintaining tire pressure, oil and water levels.

**REPRESENTATIVE DUTIES:**

* Perform general maintenance to include, fueling, cleaning and checking fluid levels for proper operation requirements to school buses.
* Wash District vehicles and clean interior; operate bus wash and steam cleaning equipment as assigned.
* Maintain fuel and mileage records of District vehicles; maintain daily task checklists.
* Maintain assigned area in a clean and safe manner; perform general maintenance of grounds including trash clean up, clear, shovel, blow and sand walkways, steps and parking areas as assigned.
* Check vehicle tires and maintain proper pressure.
* Check and maintain oil level and radiator and automatic transmission fluid levels; maintain related records.
* Assure proper procedures are followed when receiving fuel.
* Transport van and other vehicles to outside agencies for repair.
* Assure safety procedures are followed; provide information of any unsafe conditions to supervisor.
* Notify appropriate District personnel of need for more extensive repair or maintenance.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Basic automotive service techniques.
* Basic record-keeping techniques.
* Health and safety regulations.

**ABILITY TO:**

* Perform duties to assure assigned District vehicles are cleaned and perform minor servicing such as checking and maintaining tire pressure, oil and water levels.
* Maintain routine records.
* Understand and follow verbal instructions.
* Maintain assigned area in a clean and safe manner.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

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

**Vehicle Maintenance Attendant - Continued Page 2**

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial Class B driver's license.

**AREA: TRANSPORTATION**

## Summary Class Code: 7922

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: AUTO BODY WORKER II

**BASIC FUNCTION:**

Perform advanced auto body repair; fabricate metal and straighten body frames.

**DISTINGUISHING CHARACTERISTICS:**

The Auto Body Worker II is the advanced classification in the series. Incumbents perform specialized duties such as strengthening vehicle body frames, fabricating metal parts for vehicles and preparing accident estimates as required. Auto Body Worker I incumbents perform basic body repairs on District Vehicles.

**REPRESENTATIVE DUTIES:**

* Perform advanced auto body repair; fabricate metal vehicle parts for District vehicles according to established quality standards.
* Perform duties of supervisor in absence of supervisor.
* Process work orders for District vehicle parts.
* Utilize tools and equipment safely and effectively; maintain tools and equipment in safe working order.
* Assist in starting District vehicles and make service calls as required.
* Prepare accident estimates of parts and labor for District and insurance companies.
* Repair interior and exterior damage as required; paint body of vehicles as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods, procedures and techniques used in skilled body repair and painting.
* Health and safety regulations.
* Proper lifting techniques.
* Proper methods of storing equipment, materials and supplies.
* Operation and use of hand and power tools and equipment.

**ABILITY TO:**

* Prepare and paint vehicles.
* Perform advanced auto body repair.
* Utilize tools and equipment safely and effectively.
* Maintain tools and equipment in safe working order.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Work cooperatively with others.
* Maintain routine records as assigned.
* Observe health and safety regulations.
* Lift heavy objects.

**Auto Body Worker II - Continued Page 2**

**ABILITY TO - continued:**

* Observe legal and defensive driving practices.
* Operate, service and make minor repairs on equipment.
* Provide work direction to others as required.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial Class B driver's license; ASE Certification Body Worker, Painting and Refinishing.

**AREA: TRANSPORTATION**

## Summary Class Code: 7923

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: AUTO BODY WORKER I

**BASIC FUNCTION:**

Perform basic repairs and maintenance to body frame of District vehicles.

**DISTINGUISHING CHARACTERISTICS:**

Auto Body Worker I incumbents perform basic body repairs on District Vehicles. The Auto Body Worker II is the advanced classification in the series. Incumbents perform specialized duties such as strengthening vehicle body frames, fabricating metal parts for vehicles and preparing accident estimates as required.

**REPRESENTATIVE DUTIES:**

* Perform basic auto body repair duties according to established quality standards; repair and sand dents in District vehicles; remove rust and oxidation; prepare vehicle parts for painting.
* Process work orders for parts used on District vehicles.
* Repair and paint replaced parts or dents.
* Utilize tools and equipment safely and effectively; maintain tools and equipment in safe working order.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods, procedures and techniques used in basic body repair.
* Health and safety regulations to include handling of hazardous chemicals.
* Proper lifting techniques.
* Proper methods of storing equipment, materials and supplies.
* Operation and use of hand and power tools and equipment.

**ABILITY TO:**

* Perform basic repairs and maintenance to body frame of District vehicles.
* Understand and follow oral and written directions.
* Work cooperatively with others.
* Learn and apply policies, procedures, rules and regulations.
* Meet schedules and time lines.
* Lift heavy objects.
* Operate and maintain tools and equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and some experience performing general auto body repair.

**Auto Body Worker I - Continued Page 2**

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial Class B driver's license.

**AREA: TRANSPORTATION**

## Summary Class Code: 7924

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: VEHICLE UPHOLSTERY AND GLASS WORKER

**BASIC FUNCTION:**

Inspect and repair District vehicle seats and glass installation; manufacture upholstery to specifications.

**REPRESENTATIVE DUTIES:**

* Inspect and repair District vehicle seats and glass installation; manufacture upholstery to specifications.
* Lay out, cut and sew vinyl material for upholstery specification; repair seats, frames and make repairs to vinyl covers and foam seats.
* Replace glass in District buses, trucks and cars as required; comply with specifications necessary for vehicle maintenance department standards.
* Maintain daily work schedules and accurate records on assigned vehicles to be repaired; process work orders for parts, material and labor used on vehicles to be repaired.
* Assure quality control and accurate evaluation of damage for safety.
* Perform light electric and acetylene welding; assure proper use of tools, equipment and standard maintenance and safety practices.
* Perform compound inspection and on-site repair; coordinate requested repair with compound coordinators and drivers.
* Provide instruction to drivers on at compounds and garages on maintenance and procedures.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods, materials and procedures involving upholstery and glass repair.
* Health and safety regulations.
* Basic record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Inspect and repair District vehicle seats and glass installation.
* Manufacture upholstery to specifications.
* Communicate effectively both orally and in writing.
* Work cooperatively with others.
* Maintain routine records.
* Prioritize and schedule work.
* Meet schedules and time lines.
* Observe legal and defensive driving practices.

**Vehicle Upholstery and Glass Worker - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and experience in seat repair and glass replacement.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: TRANSPORTATION**

## Summary Class Code: 7931

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: BUS DRIVER TRAINING COORDINATOR

**BASIC FUNCTION:**

Coordinate, plan and conduct bus driver training programs; perform field investigations of accidents involved with District vehicles.

**REPRESENTATIVE DUTIES:**

* Coordinate training programs in accordance with the curriculum developed by the Division of Pupil Transportation.
* Coordinate, plan and implement training programs for Basic School Bus Driving Courses; assist and coordinate in-service programs for school bus drivers to assure State certification renewal; conduct safe driving and safe working methods and procedures training programs as specifically required.
* Train and assist new drivers concerning student behavior management issues and situations.
* Assist in the selection and evaluation of bus drivers.
* Drive buses of varying sizes and complexity over designated routes in accordance with time schedules.
* Prepare and maintain a variety of bus driver records, including driver’s license and certificate expiration, medical expiration and training hours required for the renewal of the bus driver certificate; prepare transportation reports.
* Conduct field investigations of vehicular accidents involving school buses and other District owned vehicles as requested; participate as a member of the Accident Review Committee.
* Assist and maintain records and statistics of District vehicle bus accidents.
* Attend and conduct safety meetings and attend workshops to remain current concerning driving regulations and laws.
* Assist supervisor as required; dispatch drivers; provide work direction to Bus Drivers; set up routes for special education students, perform the duties of the supervisor in the supervisor's absence.
* Assist writing traffic safety curriculum for District drivers.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Safe driving practices and methods.
* Principles, methods, techniques and strategies for the training of school bus drivers.
* Provisions of the State Motor Vehicle Code and applicable laws to the operation of vehicles in the transportation of students and in the training of school bus drivers.
* Principles methods and procedures related to a large pupil transportation system.
* Technical aspects of field of specialty.
* Laws, rules and regulations related to assigned activities.
* Interpersonal skills using tact, patience and courtesy.

**Bus Driver Training Coordinator - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Principles and practices of supervision and training.

**ABILITY TO:**

* Coordinate and conduct bus driver training and safety programs.
* Conduct investigations of accidents.
* Maintain accurate records.
* Understand and follow oral and written directions.
* Establish and maintain cooperative and effective working relationships with others.
* Observe legal and defensive driving practices.
* Attend meetings and remain current concerning rules, regulations, policies and laws.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Maintain current knowledge of program rules, regulations, requirements and restrictions as assigned.
* Maintain routine records.
* Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial driver's license; maintain current certification as a Kentucky School Bus Driver Instructor.

**AREA: TRANSPORTATION**

## Summary Class Code: 7932

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: BUS DRIVER TRAINING ASSISTANT

**BASIC FUNCTION:**

Assist the Bus Driver Trainer to assure that new and experienced Bus Drivers are properly trained and educated regarding Federal, State and local laws and regulations; drive on routes as assigned.

**REPRESENTATIVE DUTIES:**

* Assist the Bus Driver Training Coordinator in accordance with the curriculum developed by the Division of Pupil Transportation; assist in evaluation of experienced drivers and trainees as assigned; administer road tests to prospective school bus drivers.
* Conduct the annual eight-hour update as required by Kentucky Administration Regulations.
* Assist with preparation and maintain a variety of bus driver records, including driver's license and certificate expiration, medical expiration and training hours required for the renewal of bus driver's certificates; assist road testing to prospective school bus drivers.
* Attend and conduct safety meetings and workshops to remain current on applicable laws and regulations.
* Assist bus driver dispatcher as assigned; serve as a relief bus driver as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* General methods, techniques and strategies for this training of school bus drivers.
* Laws applicable to the operation of vehicles in the transportation of students and training school bus drivers.
* Technical aspects of field of specialty.
* Basic record-keeping techniques.
* Proper lifting techniques.

**ABILITY TO:**

* Assist Bus Driver Trainer in safety program, training courses and evaluation of bus drivers.
* Operate school bus over designated routes.
* Maintain accurate records.
* Understand and follow oral and written directions.
* Establish and maintain cooperative and effective working relationships with others.
* Observe legal and defensive driving practices.

**Bus Driver Training Assistant - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: TRANSPORTATION**

## Summary Class Code: 7933

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: BUS DRIVER TRAINER

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Safe driving practices and methods.
* Principles, methods, techniques and strategies for training of school bus drivers.

**Bus Driver Trainer - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Provisions of the Kentucky Motor Vehicle Code and laws applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers.
* Principles methods and procedures related to a large pupil transportation system.
* Technical aspects of field of specialty.

**ABILITY TO:**

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

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

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

**AREA: TRANSPORTATION**

## Summary Class Code: 7934

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: THIRD PARTY EXAMINER

**BASIC FUNCTION:**

Administer the Commercial Driver License (CDL) Skills Test to qualified drivers in several counties as assigned by the State.

**REPRESENTATIVE DUTIES:**

* Schedule and administer the Commercial Driver License Skills Test to qualified drivers.
* Assure proper compliance with federal, State and local laws related to bus transportation; assist local school official in meeting the requirements of laws, regulations and policies.
* Prepare and maintain information, records and data related to assigned activities; report information, records and data to proper authorities as assigned; maintain confidentiality of records and information concerning the CDL and personnel records.
* Communicate with County Schools Divisions of Transportation, Kentucky Department of Education and the Kentucky State Police to resolve issues or concerns, exchange information or coordinate activities.
* Attend professional development meetings related to assigned activities as directed; travel to school systems as directed.
* Advise school authorities in the assigned school districts of potential issues and concerns.
* Serve as a liaison between the assigned school systems and various state agencies.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Federal, State and local laws, rules and regulations related to assigned activities.
* Commercial Driver License requirements.
* Record-keeping techniques.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Administer the Commercial Driver License Skills Test to qualified drivers.
* Communicate effectively both orally and in writing.
* Work cooperatively with others.
* Maintain routine records.
* Prioritize and schedule work.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Maintain confidentiality of personnel and CDL records. **Third Party Examiner - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license; obtain a Commercial Driver License. Successful completion of Third Party Examiner Test. Successful passing of criminal record check. Meet State-mandated requirements for school bus drivers.

**AREA: TRANSPORTATION**

## Summary Class Code: 7940

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: MID-DAY 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 all students as necessary.

**REPRESENTATIVE DUTIES:**

* Provide transportation for all programs requiring mid-day transportation to include, but not limited to the following programs:
  1. Preschool
  2. Kindergarten
  3. PACE
  4. Special Education
  5. Vocational School Shuttle
* 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 records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports.
* Attends safety and preventive emergency meetings when required.
* Maintain order and discipline among students on bus following district policies and procedures.
* 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.
* Utilize two-way radio for bus to bus and bus to base communication.
* Perform first aid according to established guidelines and procedures.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Safe driving practices.
* First aid practices.
* Provisions of the State Motor Vehicle Code and Kentucky Administration.

**Mid-Day Bus Driver – Continued Page 2**

**KNOWLEDGE OF - continued:**

* Regulations applicable to the operation of vehicles transporting students.
* Interpersonal skills using tack, patience and courtesy.

**ABILITY TO:**

* Operate a school bus over designated routes in accordance with the 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, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. 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.

**AREA: TRANSPORTATION**

## Summary Class Code: 7941

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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.
* Utilize two-way radio for bus to bus and bus to base communication.
* Perform first aid according to established guidelines and procedures.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Safe driving practices.
* Provisions of the State Motor Vehicle code and Kentucky Administration Regulations applicable to the operation of vehicles transporting students.

**Bus Driver - Continued Page 2**

**KNOWLEDGE OF - continued:**

* 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, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. 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.

**AREA: TRANSPORTATION**

## Summary Class Code: 7942

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY 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 wheel chair clamps are secured as required.
* Assist parents and school personnel with safe loading and unloading of students; coordinate seating of pre-kindergarten students as required by State Transportation Guidelines.
* Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
* Maintain current knowledge of Emergency Evacuation procedures.
* Assist handicapped children on and off the bus and escort children across street upon return home; lift children as required; assure responsible adult meets students leaving the bus.
* Attend in-service meetings and training courses as assigned.
* 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.

**Bus Monitor - Continued Page 2**

**EDUCATION AND EXPERIENCE:**

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

**AREA: TRANSPORTATION**

## Summary Class Code: 7943

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: BUS MONITOR - EXCEPTIONAL CHILD

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

* Assist exceptional children on and off the bus and escort children across street upon return home; lift children as required; assure responsible adult meets students leaving the bus.
* Operate equipment, including wheelchairs, tie-downs, seat belts, harnesses, mechanical lift and other adaptive equipment as necessary.
* Assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
* Assist parents and school personnel with safe loading and unloading of students; coordinate seating of exceptional students as required by State Transportation Guidelines.
* Consult with and assist bus driver in documentation of student information, record-keeping and completing route surveys.
* Attend in-service meetings and training courses as assigned.
* Monitor and assist students while bus is in operation.
* Maintain current knowledge of Emergency Evacuation procedures.
* Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

* Drive a school bus for children with special needs and assist school bus driver in maintaining discipline while bus is in operation assuring safety of students.
* Maintain proper records and documentation.
* Assist student loading, unloading and seating arrangements as required.
* Understand and relate to children with special needs.

**Bus Monitor - Exceptional Child - Continued Page 2**

**ABILITY TO -continued:**

* 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, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**LICENSES AND OTHER REQUIREMENTS:**

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

# AREA: WAREHOUSE

## Summary Class Code: 7961

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: SUPPLY SERVICES SUPERVISOR

**BASIC FUNCTION:**

Assist in the basic procurement process, anticipating materials requirements, dispersing materials and monitoring the status of materials as a current asset; supervise maintenance of property records and textbook distribution; train and supervise assigned personnel.

**REPRESENTATIVE DUTIES:**

* Assist in each phase of centralized purchasing and warehouse functions; warehousing inventory in compliance with applicable rules and regulations subject to the State Procurement codes.
* Assist in the supervision of warehouse operations, receiving, storing, distribution and inventory items for all operations including annual inventory.
* Supervise mailroom and courier service functions as assigned.
* Oversee the maintenance of the warehouse to assure clean, orderly, safe and secure operations; arm and disarm alarms; lock and unlock doors.
* Train, supervise and evaluate assigned personnel; assist in the selection of new employees; recommend promotions and disciplinary action.
* Maintain a variety of records and records pertaining to warehouse operations, personnel, mail deliveries and the budget.
* Assist in planning, designing and implementing MIS system to maintain and improve Purchasing and Warehouse Processing system.
* Coordinate sale and disposition of surplus materials and equipment.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Modern warehousing and store-keeping procedures including shipping and receiving materials.
* Proper and orderly storage, optimum space utilization and stock inventory procedures.
* Business practices related to the purchase, shipment and receipt of goods.
* Applicable sections of State procurement rules and regulations.
* Space utilization and inventory techniques.
* Materials, equipment and supplies commonly used in a school district.
* Use and processing of requisitions, purchase orders, invoices and related documents.
* Record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.
* Health and safety regulations.
* Inventory methods and practices.

**Supply Services Supervisor - Continued Page 2**

**ABILITY TO:**

* Purchase goods and services in compliance with specifications and financial constraints.
* Organize and supervise warehouse operations and personnel.
* Learn and apply established rules, regulations, policies and procedures related to the purchasing function.
* Evaluate product capability and cost-effectiveness.
* Communicate effectively both orally and in writing.
* Analyze situations accurately and adopt an effective course of action.
* Operate warehouse and office equipment.
* Perform heavy physical labor.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Establish and maintain cooperative and effective working relationships with others.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years of experience in warehouse storekeeping and stock control, purchasing or a related field.

**AREA: WAREHOUSE**

## Summary Class Code: 7962

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: STOCK CLERK

**BASIC FUNCTION:**

Receive, store, ship and deliver supplies and equipment to various locations and facilities in the District; maintain storage areas in the warehouse or bookstore in a clean and orderly condition.

**REPRESENTATIVE DUTIES:**

* Receive and verify incoming materials and equipment; check goods received for conformance with invoices and packing slips; note and report shortages and discrepancies.
* Issue supplies and tools; maintain accurate records of transactions as needed.
* Pick up, deliver and unload material, supplies, furniture and equipment; transfer materials, furniture and equipment and supplies when necessary.
* Maintain inventory of supplies and tools on trucks; engrave tools for identification.
* Receive, inspect, store and shelve textbooks, instructional materials, custodial supplies and merchandise for sale in the bookstore.
* Maintain records on chemical products.
* Fill stock orders; locate, pull and prepare items for delivery.
* Report pricing and availability of stock information to staff.
* Operate forklifts, hand trucks and other storekeeping equipment.
* Assist in maintaining storage facilities in a clean and orderly condition.
* Participate in periodic inventory procedures as assigned.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Methods and practices used in receiving, storing, disbursing and delivering supplies and equipment.
* Operation of storekeeping equipment.
* Record-keeping techniques.
* Proper methods of storing equipment, materials and supplies.
* Health and safety regulations.

**ABILITY TO:**

* Receive, store, ship and deliver materials, supplies and equipment to various locations in the District.
* Perform clerical work related to warehouse operations.
* Operate motor vehicles, forklifts and other storekeeping equipment.
* Lift and move heavy objects.
* Work cooperatively with others.
* Maintain routine records.

**Stock Clerk - Continued Page 2**

**ABILITY TO - continued:**

* Understand and follow oral and written directions.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year of experience in warehouse work.

**LICENSE AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: WAREHOUSE**

## Summary Class Code: 7963

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: DELIVERY DRIVER

**BASIC FUNCTION:**

Provide system-wide service for the unloading, loading, delivery, transfer and placement of food, supplies, textbooks, furniture, mail and equipment; transport specified items in a safe, efficient manner.

**REPRESENTATIVE DUTIES:**

* Provide for vehicle maintenance and operate assigned vehicles.
* Deliver mail, food, supplies, textbooks, furniture and equipment to schools and offices in the District; transport specified items in a safe, efficient manner.
* Load and unload incoming and outgoing freight.
* Place food commodities in specified areas in individual schools as assigned.
* Assist in a variety of warehouse operations including receiving, storage, stock issue and maintenance of inventory.
* Assist with moving materials, supplies, commodities, furniture and equipment for the schools and offices as requested.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Traffic laws, defensive driving techniques and rules of the road.
* Interpersonal skills using tact, patience and courtesy.
* Proper lifting techniques.
* Map reading techniques.

**ABILITY TO:**

* Drive an assigned District vehicle to pick-up and deliver parts, supplies, equipment, materials and other items.
* Receive requests, prioritize and prepare daily work schedules.
* Plan routes for destination.
* Understand and follow oral and written directions.
* Work cooperatively with others.
* Observe legal and defensive driving practices.
* Lift heavy objects.
* Work independently with little direction.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

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

**Delivery Driver - Continued Page 2**

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license and a safe driving record.

**AREA: WAREHOUSE**

## Summary Class Code: 7964

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD DELIVERY DRIVER

**BASIC FUNCTION:**

Operate heavy warehouse equipment and assist a Warehouse Supervisor in providing lead direction to warehouse and delivery personnel; provide system-wide service for the unloading, loading, delivery, transfer and placement of food, supplies, textbooks, furniture, mail and equipment; transport specified items in a safe, efficient manner.

**REPRESENTATIVE DUTIES:**

* Operate heavy warehouse equipment, including vans, forklift, dump truck, light-duty trucks and other warehouse vehicles; perform routine maintenance and care of assigned vehicles and equipment.
* Assist a Warehouse Supervisor in providing lead direction to warehouse and delivery personnel; train, assign and review the work of assigned crewmembers; load and unload incoming and outgoing freight.
* Deliver mail, food, supplies, textbooks, furniture and equipment to schools, offices and community sites within the District; assemble furniture and equipment as needed; transport specified items in a safe, efficient manner.
* Transport meals, supplies and equipment for Food Services; place food commodities in specified areas in individual schools as assigned.
* Assist in a variety of warehouse operations including receiving, storage, stock issue and maintenance of inventory.
* Assist with moving materials, supplies, commodities, furniture and equipment for the schools and offices as requested.
* Assist with new school and renovation projects as assigned.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Principles of training and providing work direction.
* Policies, objectives and procedures of warehouse programs and activities.
* Operation of trucks, forklift and other warehouse vehicles and equipment.
* Warehouse operations, procedures, equipment and terminology.
* Proper methods of transporting and storing equipment, materials and supplies.
* Traffic laws, defensive driving techniques and rules of the road.
* Interpersonal skills using tact, patience and courtesy.
* Proper lifting techniques.
* Applicable health and safety regulations.
* Map reading techniques.

**ABILITY TO:**

* Train and provide work direction to others.
* Assign and review the work of others.

**Lead Delivery Driver - Continued Page 2**

**ABILITY TO - continued:**

* Apply and explain rules, regulations, policies and procedures.
* Determine appropriate action within clearly defined guidelines.
* Operate heavy warehouse vehicles and equipment.
* Drive an assigned District vehicle to pick-up and deliver parts, supplies, equipment, materials and other items.
* Receive requests, prioritize and prepare daily work schedules.
* Plan routes for destination.
* Understand and follow oral and written directions.
* Work cooperatively with others.
* Observe legal and defensive driving practices.
* Lift heavy objects.
* Work independently with little direction.
* Meet schedules and time lines.\

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license and a safe driving record.

**AREA: WAREHOUSE**

## Summary Class Code: 7971

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: TEXTBOOK SERVICES SUPERVISOR

**BASIC FUNCTION:**

Coordinate, distribute and purchase District textbooks; supervise and evaluate the performance of assigned clerical, warehouse and part-time personnel.

**REPRESENTATIVE DUTIES:**

* Coordinate the administration of the State textbook for grades K-12 according to established rules and regulations of the State department of Education.
* Supervise full and part-time personnel in the textbook clerical section.
* Prepare annual report and requisition textbooks for individual schools as required by the State Department of Education; supervise the physical inventory of the annual and textbooks.
* Coordinate the management of requisitions for supplementary textbooks and materials; file claims for reimbursement with the State Department of Education according to established procedures.
* Plan and assign textbook allocations to individual schools.
* Coordinate and assist with the computerized inventory; order, process and distribute State and County funded textbooks and subsequent information reports.
* Supervise the distribution of sample textbooks to the adoption committees.
* Contact publishing companies concerning defective books or shortages in shipments and to request teachers' editions to accompany textbooks.
* Monitor assigned textbook budget accounts and the purchasing and processing of the additional textbooks and instructional materials.
* Maintain records and prepare reports as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Computerized inventory systems and printouts.
* Record-keeping techniques.
* Interpersonal skills using tact, patience and courtesy.
* Policies and objectives of assigned program and activities.
* Inventory methods and practices.
* Budget preparation and control.

**ABILITY TO:**

* Perform warehouse duties related to the coordination, distribution and procurement of District textbooks.
* Supervise and evaluate the performance of assigned clerical, warehouse and part-time personnel.
* Effectively allocate textbooks to individual schools.
* Maintain computerized inventory.

**Textbook Services Supervisor – continued Page 2**

**ABILITY TO - continued:**

* Learn State Textbook Program.
* Communicate effectively both orally and in writing.
* Operate a computer terminal.
* Learn, apply and explain policies, procedures, rules and regulations.
* Maintain and organize accurate records.
* Work independently with little direction.
* Meet schedules and time lines.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level course work in business administration, purchasing or a related field and three years warehousing or purchasing services including some textbook related experience.

**AREA: WAREHOUSE**

## Summary Class Code: 7981

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: WAREHOUSE SUPERVISOR

**BASIC FUNCTION:**

Plan, organize, supervise and participate in the operations and activities of the District Warehouse; train, assign, supervise and evaluate assigned staff.

**REPRESENTATIVE DUTIES:**

* Plan, organize, supervise and participate in daily warehouse operation and activities, including the receipt, documentation, storage, safety and distribution of equipment and supplies and maintenance of inventory.
* Train, supervise and evaluate the performance of assigned warehouse employees; assign workloads to warehouse workers.
* Receive, unpack, pack, load, issue, store and deliver materials, textbooks, supplies or equipment; complete packing slips for shipments as assigned.
* Route, schedule, pack and prepare orders for delivery; load vehicles; schedule and oversee deliveries and pick-ups.
* Supervise the processing of requisitions and request to invoices for reimbursements of warehouse codes; complete requisitions for needed materials to assure adequate stock levels.
* Prepare and maintain a variety of records and logs and prepare reports as required; maintain inventory of items in the warehouse; file records as required; supervise the assembly of inventory printouts and catalogs as required.
* Monitor automated warehousing system; operate a computer to enter data, correct errors and control key screens as required.
* Operate and demonstrate use of specialized warehouse equipment as necessary; assure proper and routine maintenance and servicing of warehouse vehicles and equipment.
* Observe health and safety regulations; maintain warehouse in a clean, safe and orderly condition.
* Assist management in establishing warehouse standards and procedures; advise of budget-related needs; assist in the bid process for various supplies as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Warehousing and stock control methods and procedures.
* Methods of receiving, inspecting and issuing materials.
* Materials, equipment and supplies used in a school district.
* Operation of a forklift and other assigned vehicle and equipment.
* Warehouse operations, procedures, equipment and terminology.
* Space utilization and inventory techniques.
* Proper methods of storing equipment, materials and supplies.
* Health and safety regulations.

**Warehouse Supervisor - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Record-keeping techniques.
* Inventory methods and practices.
* Principles and practices of training and providing work direction.
* Interpersonal skills using tact, patience and courtesy.
* Automated warehouse inventory system.

**ABILITY TO:**

* Plan, organize, supervise and participate in the operations and activities of the District Warehouse.
* Train, supervise and evaluate personnel.
* Utilize space efficiently and effectively.
* Maintain inventory.
* Communicate effectively both orally and in writing.
* Operate warehouse vehicles, machines and equipment.
* Receive, issue, store and return warehouse stock and supplies.
* Lift, move, sort and store objects.
* Plan and schedule work.
* Maintain accurate records of stock transactions.
* Learn to operate a computer terminal and warehouse-related software.
* Work independently with little direction.
* Observe health and safety regulations.
* Read, interpret, apply and explain rules, regulations, policies and procedures.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: WAREHOUSE**

## Summary Class Code: 7982

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: LEAD WAREHOUSE WORKER

**BASIC FUNCTION:**

Plan, oversee and participate in the warehouse operations and activities of the District; train and provide work direction to assigned personnel.

**REPRESENTATIVE DUTIES:**

* Plan, oversee and participate in the warehouse operations and activities of the District; receive, process and issue warehouse stock; assure stock and warehouse facility is maintained in a safe, clean and orderly condition.
* Receive, identify, mark and place materials sent to the warehouse according to established procedures.
* Process requisitions for supplies; prepare various merchandise for delivery; prepare packages for shipping according to established procedures.
* Assist with providing necessary security within the warehouse.
* Communicate with various District personnel, departments, vendors and others to provide and receive information, resolve questions and issues, and coordinate activities.
* Pick up and deliver items utilizing District vehicles as required.
* Maintain a variety of records, files and reports; maintain records of stock and order supplies as necessary.
* Operate variety warehouse equipment and vehicles and utilize a variety of hand tools as required; arrange for the maintenance and repair of warehouse equipment as needed.
* Train, provide work direction and coordinate the schedules and activities of assigned personnel; assist in training workers in computer operations and filling, shipping and stocking supplies.
* Operate a computer to process reports and forms, and maintain inventory of warehouse materials as required.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Modern warehousing and storekeeping procedures including shipping, receiving and issuing materials, proper and orderly storage, optimum space utilization and stock inventory procedures.
* Materials, equipment and supplies used in a school district.
* Proper lifting techniques.
* Record-keeping techniques.
* Health and safety regulations.
* Interpersonal skills using tact, patience and courtesy.
* Inventory methods and practices.

**Lead Warehouse Worker - Continued Page 2**

**ABILITY TO:**

* Plan, oversee and participate in the warehouse operations and activities of the District.
* Receive, store, pick-up and distribute supplies, materials and equipment.
* Maintain appropriate stock levels.
* Establish and maintain effective storekeeping procedures.
* Train and provide work direction to others.
* Add, subtract, multiply and divide quickly and accurately.
* Operate a computer terminal.
* Communicate effectively both orally and in writing.
* Lift heavy objects.
* Maintain records, inventory and prepare reports.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: WAREHOUSE**

## Summary Class Code: 7983

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: WAREHOUSE WORKER II

**BASIC FUNCTION:**

Receive and inspect shipments and verify accurate deliveries against purchase orders; inspect for damages, shortages, wrong items and other concerns.

**DISTINGUISHING CHARACTERISTICS:**

Warehouse Worker II incumbents receive and inspect shipments, verify deliveries against purchase orders and assure proper inventory levels. The Warehouse Worker I incumbents perform general warehouse duties including pick-up and delivery of materials and other items.

**REPRESENTATIVE DUTIES:**

* Receive and inspect shipments and verify accurate deliveries against purchase orders; verify shipments to schools against packing slips.
* Assist in loading and unloading shipments; assist with loading dock duties as assigned.
* Inspect for damages, shortages, wrong items and other concerns; notify appropriate person or vendor.
* Maintain inventory and budget records; assess department or warehouse needs and order supplies as appropriate; maintain stock records.
* Receive and inspect shipments and verify accurate deliveries against purchase orders; verify shipments to schools against packing slips.
* Assist in inventory procedures including the actual total count of stock items and spot check as needed.
* Pick up and deliver school mail, U.S. mail, paychecks, textbooks, films, media supplies, materials or other items as assigned.
* Communicate with District personnel to exchange information, coordinate deliveries and pick-ups, and resolve questions and issues.
* Perform custodial duties to maintain the warehouse in a clean, safe and orderly manner.
* Pull, stamp, pack and prepare items for shipment to schools as assigned.
* Operate a variety of warehouse vehicles and equipment; perform basic maintenance on warehouse vehicles as needed.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Policies and objectives of assigned program and activities.
* Record-keeping techniques.
* Health and safety regulations.
* Basic methods, practices and terminology used in warehouse operations.
* Basic math skills.
* Proper methods of lifting.
* Methods and procedures of storing and loading supplies and equipment.
* Basic inventory methods.

**Warehouse Worker II - Continued Page 2**

**ABILITY TO:**

* Receive and inspect shipments and verify accurate deliveries against purchase orders. Inspect for damages, shortages, wrong items and other concerns.
* Load and unload shipments.
* Perform custodial duties.
* Perform physical duties involved in packing, storing and shipping supplies, equipment and other items.
* Drive a District truck and operate a forklift as required.
* Lift and move heavy objects.
* Maintain basic routine records.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Learn District locations.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in warehouse work.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.

**AREA: WAREHOUSE**

## Summary Class Code: 7984

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: WAREHOUSE WORKER I

**BASIC FUNCTION:**

Perform general warehouse stocking, pulling orders and loading trucks; drive a vehicle to deliver materials and other items as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Warehouse Worker I incumbents perform general warehouse duties including pick-up and delivery of materials and other items. Warehouse Worker II incumbents receive and inspect shipments, verify deliveries against purchase orders, and assure proper inventory levels.

**REPRESENTATIVE DUTIES:**

* Pack, unpack, load, receive and store books, supplies, materials, furniture, equipment and other items; shelve, arrange and label stock.
* Participate in the warehouse operations including maintaining an accurate inventory of warehouse stock.
* Deliver and pick-up a variety of items to schools and other sites within the District; pick-up items for storage, repair and disposal.
* Operate forklifts, pallet jacks and dollies in loading and unloading vehicles, moving materials and storing items as required; provide for proper maintenance of assigned vehicles as needed.
* Observe safety and health regulations.
* Maintain basic routine records related to warehouse stock and deliveries.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Basic methods, practices and terminology used in warehouse operations.
* Basic math skills.
* Proper methods of lifting.
* Methods and procedures of storing and loading supplies and equipment.
* Health and safety regulations.

**ABILITY TO:**

* Perform physical duties involved in packing, storing and shipping supplies, equipment and other items.
* Drive a District truck and operate a forklift as required.
* Lift and move heavy objects.
* Maintain basic routine records.
* Understand and follow oral and written directions.

**Warehouse Worker I - Continued Page 2**

**ABILITY TO - continued:**

* Communicate effectively both orally and in writing.
* Learn District locations.
* Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.