

MENIFEE COUNTY SCHOOLS

POSITION: Superintendent of Schools

POSITION SUMMARY: To provide leadership in developing and maintaining the best possible educational programs and services for the students of the Meniffee County System. Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, and an ever-present, overriding concern for their impact upon each individual student's education; and to support the Mission Statement of the Meniffee County School System.

REPORTS TO: Board of Education

SUPERVISES: The Superintendent or designee supervises all employees hired in the

district. PERFORMANCE RESPONSIBILITIES:

1. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
2. Serves as chief school executive.
3. Administers the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
4. Advises the Board on the need to develop or revise policies and sees that all policies of the Board are implemented.
5. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
6. Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy to provide guidance in the future.
7. Supervises the implementation of all state laws, regulations, and Board policies.
8. Makes administrative decisions necessary to the proper function of the school district.
9. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.

10. Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
11. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees communications to be made to the Board.
12. Employs all personnel of the Board except professional officers of the Board, assigns, transfers, and dismisses any and all personnel of the Board except professional officers of the Board.
13. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
14. Directs the preparation of the annual budget for adoption and administers the budget as enacted by the Board, acting at all times in accordance with federal, state, and local statutes, regulations or policies.
15. Recommends to the Board sales of all property no longer required by the Board and supervises the proper execution of such sales.
16. Files, or causes to be filed, all reports required by the state and local Board.
17. Represents the district in its dealings with other school systems, institutions, agencies, and community organizations.
18. Represents the Board as liaison between the school district and the community.
19. The Secretary to the Board prepares the agenda for board meetings.
20. Keeps current with information relating to educational practices, state/federal statutes and/or regulations or other matters that help the district be fully compliant and provide the best educational programs possible for the benefit of its students.
21. Maintains confidentiality of students and/or staff.
22. Performs such other tasks as may, from time to time, be assigned by the Board.

EDUCATION: State certificate for Superintendent issued by EPSB; complete one year of Beginning Superintendent Training.

EVALUATION: Performance of this job will be evaluated by the Board of Education.

MENIFEE COUNTY SCHOOLS

POSITION: Chief Academic Officer

POSITION SUMMARY: To coordinate and facilitate the implementation of the state-required assessment and accountability programs.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Serves as the primary contact between the school district and KDE for: EXPLORE, PLAN, EL (W-APT, ACCESS for ELLs, Alternate ACCESS for ELLs, EXPLORE, PLAN, NAEP, KOSSA, K-PREP grades 3-8, 10 and 11, ACT, Alternate K-PREP, Transition Attainment Record, K-PREP EOC 9-12, Alternate K-PREP (Attainment Tasks), COMPASS, ASVAB, KYOTE, field tests, pilot projects, grant projects, test development projects
2. Assists teachers, principals, and counselors with questions, problems, and concerns regarding the assessment process
3. Facilitates the implementation of all assessment and accountability activities throughout the district.
4. Provides analysis and interpretation of assessment results to the staff, councils, and the school board.
5. Orders, receives, and distributes assessment materials including rosters, tests, teacher guides, and assessment results; collects tests to send for scoring.
6. Takes responsibility for monitoring and certifying data used in academic, vocational, career, non-cognitive indicators.
7. Communicates to appropriate staff definitions, timelines, etc. for completing assessment activities and compiling data.
8. Demonstrates positive interpersonal relationships with fellow administrators, staff, parents, and community.
9. Punctual in the performance of duties.
10. Attends KDE sponsored assessment and accountability meetings and trainings.

11. Promotes appropriate and ethical assessment practices within the district.
12. Facilitates the dissemination of information regarding the connections between assessment and curriculum.
13. Coordinate district and school comprehensive plans using assessment data to inform and support strategies.
14. Other duties as assigned by the Superintendent.

EDUCATION:

Minimum Qualification

1. Master's Degree with Kentucky Department of Education Certification as a school psychologist or instructional supervisor
2. Experience in school system

Desirable Qualifications

1. Three (3) years of successful professional experience in appropriate areas
2. Knowledge of federal and state laws and regulations regarding assessment

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

MENIFEE COUNTY SCHOOLS

POSITION: School Psychologist

POSITION SUMMARY: Functions as a psych educational consultant to all students through consultation, counseling, assessment, staff development and program development/evaluation activities.

REPORTS TO: Director of Special Education

SUPERVISES: Students and Clerical Personnel

PERFORMANCE RESPONSIBILITIES:

1. Acts as a psych educational consultant to teachers and other school personnel in developing preventive and early intervention strategies.
2. Consults with general and exceptional teachers about the effects of various teaching techniques and methods of classroom instruction.
3. Confers with teachers and parents about the child's learning abilities, achievement levels, social/emotional development and learning needs.
4. Provides assistance to students who need group or individual counseling.
5. Provides crisis intervention services to students and school personnel upon request.
6. Administers accurately scores, interprets individual assessments and provides, within specified timelines, reports of obtained results in a manner consistent with professional standards and state/district policies.
7. Attends ARC meetings as needed.
8. Organizes and conducts staff development activities for school personnel.
9. Leads in parent education or training groups.
10. Participates in the implementation of research and evaluation projects to benefit the district.
11. Assists with testing for special education program.
12. Assists with early childhood assessments and intervention.

13. Assists in beginning programs for students who are found to be "at risk" and provides for parent training as needed.
14. Aids in the construction and selection of evaluation procedures and instruments and assists in the development evaluation of programs, materials and educational strategies for the district.
15. Interprets the school psychologists' role to the community.
16. Works to implement the programs and activities in the schools and community.
17. Performs such other tasks and assumes such other responsibilities as may be assigned by the principal or superintendent.

EDUCATION:

Minimum Qualification

1. Master's Degree with Kentucky Department of Education Certification as a school psychologist
2. Expertise in psycho-educational consultation and assessment
3. Experience in school system
4. Willingness to review psychological literature and translate into practice

Desirable Qualifications

1. Training and experience in leading parent groups
2. Expertise in group/individual psychological counseling
3. Three (3) years of successful professional experience in appropriate areas
4. Knowledge of federal and state laws and regulations regarding assessment

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

MENIFEE COUNTY SCHOOLS

POSITION: Director of Support Services

POSITION SUMMARY: Assures that all students will gain full advantage from his educational opportunities and will not suffer as a result of attendance problems.

REPORTS TO: Superintendent

SUPERVISES: Clerical Staff/Homebound Teacher/Nurses/FRYSC/ FRAM/ Safe Crisis Management/ Community Education Director/ Save the Children Site Coordinator/ District health Coordinator/Health and Wellness Data Specialist/Health Clerk/ Guidance Counselors/ Student Advocates

PERFORMANCE RESPONSIBILITIES:

1. Organizes, administers and coordinates all phases of the system-wide pupil personnel services.
2. Acquaints the school with the home conditions of the child and the home with the work and advantages of the school.
3. Ascertains the causes of irregular attendance and truancy, seeks the elimination of these causes and informs school personnel of the circumstances.
4. Secures the enrollment in school of all children who should be enrolled and keeps all enrolled children in reasonably regular attendance.
5. Visits the homes of children who are absent from school or who are reported to be in need of books, clothing or parental care.
6. Coordinates with family resource center/youth service center staff about the cost of books and school supplies needed by any child whose parent; guardian or custodian does not have sufficient income to furnish the child with the necessary books and school supplies.
7. Keeps records and makes reports that are required by law, by regulation of Superintendent and Board of Education (Safe Schools, SAAR, Calendars, Homeless, etc.)
8. Prepares, submits, executes and amends the school calendar.
9. Works with and through the state student information system (Infinite Campus) in every aspect of pupil accounting.
10. Conducts out of district student forms, prepares pupil contracts (RR22) for and to the

board of education, collects attendance and figures ADA of these students.

11. Responsible for the enrollment/withdrawal and modification of student records in the student information system (Infinite Campus) of all students attending Menifee County Academy.
12. Provides to the schools certificates, diplomas, and any other special recognition forms when necessary.
13. Prepares and submits Annual Growth Factor Report.
14. Coordinates with other school districts and school staff to keep track of any student who has transferred into/out of our district to maintain children's continual educational progress and provide/acquire important about the student.
15. Assists schools in scheduling and supervising pre-registration.
16. Prepares yearly civil rights commission reports.
17. Prepares monthly attendance reports as required for use in school program documentation.
18. Researches and certifies school records for court cases, custody issues, driver licensing, etc.
19. Receive and maintain documentation for all students educated in home schools and report instances of educational neglect in Menifee County.
20. Serves as liaison between the schools and the parents, the courts, community agencies, state agencies and the police authorities.
21. Maintains visibility throughout the community during school hours and provides immediate service to students.
22. Coordinates with schools to insure follow-up services for all students who have dropped out.
23. Plans and supervises the conducting of the annual school census and works with private and parochial schools in checking the whereabouts of students reported in the census but not present in the schools.
24. Prepares annual reports on attendance and related matters in the district for the Superintendent.
25. Keeps abreast of developments in the field, participates in professional organizations, and attends conferences at the local and state levels pertaining to D.P.P. services.

26. Coordinates with the Community Designated Worker (CDW) to identify and track students in the Truancy Diversion Program.
27. Supervises and oversees Homebound/Hospital Instruction.
28. Coordinate with the schools during times when a student may have a communicable disease (i.e. head lice).
29. Performs any other such duties as designated by the Superintendent.

EDUCATION: Master's degree required with graduate courses in administration and supervision, counseling, general education, special education and related service area; 5 years of experience in education; director of pupil personnel certification required.

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

MENIFEE COUNTY SCHOOLS

POSITION: Principal

POSITION SUMMARY: Directs and coordinates educational, administrative, and counseling activities of primary, middle, or secondary schools' and promotes the educational development of all students.

REPORTS TO: Superintendent and Assistant Superintendent

SUPERVISES: Building level administrators, classroom teachers, instructional assistants, food service personnel, custodians, and students.

PERFORMANCE RESPONSIBILITIES:

1. Provides effective instructional leadership and has the primary responsibility for instruction in the schools to which they are assigned.
2. Establishes high expectations for all. Implements new programs as needed to comply with state regulations.
3. Plans, organizes, and directs or delegates implementation of all school activities.
4. Evaluates educational programs to insure conformity to state and school board standards and to assist in the implementation of curricula in accordance with Kentucky's Curriculum Frame Work.
5. Coordinates and administers educational policies established by the school council for school based decision-making.
6. Assumes responsibility for the implementation and observance of all board policies and regulations.
7. Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration.
8. Keeps the Superintendent informed of school activities and events.
9. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and to solicit support for overall school goals and programs; to interpret board policies and administrative directives, and to discuss and resolve individual student problems.
10. Establishes and maintains standards of mutually respectful behavior.

11. Supervises and attends special events held to recognize student achievement, school Sponsored and extra-curricular functions, and athletic events.
12. Assumes responsibility for the maintenance of accurate records for attendance, conduct, and progress of all students.
13. Assumes responsibility for his/her own professional growth and development through membership and participation in professional organizations at the regional, state, and/or national level.
14. Keeps abreast of appropriate research-based instructional strategies and processes by attending professional meetings and by reading professional journals and other publications.
15. Assumes responsibility for completing an intensive training program approved by the State Board for Elementary and Secondary Education to include no less than forty-two (42) participant hours of instruction every two (2) years.
16. Supervises and recommends to the superintendent the selection of school personnel.
17. Conducts orientation of all school personnel of state and local board policies.
18. Serves as the immediate supervisor for all certified staff and is designated as the primary evaluator of performance, also may use additional trained personnel to gather data for evaluations.
19. Evaluates and assists in developing professional improvement plans for all certified staff that model/teach Kentucky's learning goal.
20. Conducts meetings of the staff as necessary for the proper functions of the school.
21. Assists in the planning and implementation of in-service training of staff at the districts or building level.
22. Makes arrangements when necessary for special conferences between parents and teachers.
23. Assumes responsibilities for the safety and administration of the school plant concerning emergency preparedness of all staff and students.
24. Maintains adequate inventories of property under his jurisdiction to insure security and accountability of that property.
25. Attends and participates in principals' meetings and other such meetings as required or appropriate.

26. Serves on supervisory committees as required by the beginning teacher internship program.
27. Responds to written and oral requests for information after validation of the request.
28. Assumes responsibility for all official school correspondence and news releases.
29. Serves as a member of such committees and attends such meetings as directed by the Superintendent.
30. Delegate's authority to responsible personnel to assume responsibilities for the school in the absence of the principal.
31. Provides supervision of pupil transportation and monitoring of student conduct and enforces Board policies in matters of discipline.
32. Cooperates with all supervisory personnel in consideration of school-related matters.
33. Directs and assists in the development of School Transformational and Professional Development Plans.
34. Serves as Chairman of the School-Based Decision Making Council.
35. Conducts himself/herself in an ethical professional manner.
36. Performs professional responsibilities and duties as outlined in Board policy, such as regular attendance, punctuality, attending staff meetings, and cooperates in the development of the individual professional growth plan.
37. Performs any other such duties as designated by the Superintendent.

EDUCATION: Teacher Certificate and Appropriate Administrative Certificate.

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

MENIFEE COUNTY SCHOOLS

POSITION: Assistant Principal

POSITION SUMMARY: To relieve the principal of such impediments as to prevent him/her from fulfilling his/her chief responsibility of promoting the educational well-being of each student in the school; and to support the Mission Statement of the school system.

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in daily administration of the school.
2. Assumes responsibility as chief administrator for the school in absence of the principal.
3. Provides supervision of after-hours school events and extra-curricular activities.
4. Assists the principal and faculty in developing and implementing the school consolidated plan.
5. Supervises and maintains records of Extended School Services.
6. Performs duties of SBARC designee for the school as assigned by the principal, and also responsible for being familiar with law and Board policy and procedure pertaining to special education students.
7. Assists the principal in data collection for evaluation of staff.
8. Assists the principal in enforcing the Student Code of Acceptable Behavior and Discipline from Board policy and school rules for student conduct.
9. Meets and serves with parents, faculty and student groups as requested in advancing education and related activities and objectives.
10. Assists the principal in supervising the implementation of professional development activities.
11. Assists the principal with performance evaluation responsibilities.
12. Maintains confidentiality of students and/or staff.
13. Performs other tasks and assumes other responsibilities as assigned by the principal.

EDUCATION: Teacher Certificate and Appropriate Administrative Certificate.

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

MENIFEE COUNTY SCHOOLS

POSITION: Technology Integration Specialist

POSITION SUMMARY: Under the direction of the Superintendent this position of Technology Integration Specialist promotes the use of technologies to support student achievement in the pre K-12 classroom. The Technology Integration Specialist provides leadership, staff development, and instructional support to all instructional and administrative staff. In addition, the Technology Integration Specialist serves as a liaison between school and district technology Initiatives and school based implementation and support for administrators and teachers. The Technology Integration Specialist develops and offers district wide instructional technology education for teachers and administrative staff. He/she also assists in the development and implementation of curriculum and technology integration projects. The Technology Integration Specialist provides instructional staff with the essential support needed to complete technology based instructional management and productivity functions. The Technology Integration Specialist collaborates with appropriate instructional and technical staff to support, manage, optimize the use of instructional and technical staff to support, manage, optimize the use of instructional software, and network resources to support quality teaching and learning. This skill professional works independently and collaboratively with colleagues.

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with teachers in composing effective technology infused, content based lessons, and supports the teachers as they implement the lessons in their classroom.
2. Promotes model instructional technology practices as described in technology standards for students, and teachers.
3. Articulates appropriate instructional technology practices as described in technology standards for students, and teachers.
4. Provides assistance and training to building instructional staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups. Collaborates in the evaluation, selection and implementation of instructional technology materials and software.
5. Assists with technology training as part of collaborative school district staff development initiative supports regional and statewide initiatives such as NCLB, and the Technology Standards for teachers and students.
6. Works with curriculum staff to develop and implement technology enhancing curriculum integration projects.

7. Provides leadership in developing and implementing technology plans and serves on the Building technology committee (s).
8. Provides leadership in developing and implementing technology plans and serves on the building technology committee (s).
9. Collaborates with School Administrators, Library Media Specialists, and staff to ensure infrastructure and tools are available to carry out school and technology initiatives.
10. Conducts research about advancements in technology tools and resources to inform decision making.
11. Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to instructional technology.
12. Coordinates technology related grant projects, community outreach projects and fundraisers.
13. Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field.
14. Participates in workshops and meetings required by the Department of Instructional Technology and Information Service.
15. Conducts staff development and supports community awareness initiatives.
16. Performs other duties as assigned.

EDUCATION: Holds valid Kentucky certification; experience in using technology in the classroom (prefer at least three years); experience with a variety of software and internet based educational resources and experience in conducting staff development.

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

MENIFEE COUNTY SCHOOLS

POSITION: Guidance Counselor

POSITION SUMMARY: Directs and coordinates pupil services at the building level. Helps students in overcoming problems that impede learning and to assist them in making educational, occupational, and life plans.

REPORTS TO: Principal

SUPERVISES: Students and Clerical Personnel

PERFORMANCE RESPONSIBILITIES:

1. Assists students in developing their abilities to become self-sufficient individuals and to become responsible members of family, work/group or community.
2. Aids students in course and subject selection as needed.
3. Registers new students and provides orientation to them to policies and procedures of the school and district when applicable.
4. Obtains and disseminates occupational information to students and classes studying occupations.
5. Maintains student records and protects their confidentiality.
6. Assists students in evaluation of their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data.
7. Works to discover abilities of students and to resolve student's educational handicaps.
8. Administers programs for dropout prevention as needed.
9. Aids students in evaluation careers, interests, and choices; provides student information to universities and makes recommendations for potential employers, industry for interested students as needed.
10. Plans guidance field trips to universities, potential employers, industry for interested students as needed.
11. Organizes and conducts career days when necessary.

12. Works with students on an individual basis in the solution of personal problems related to school, home, and family relation
13. Organizes and directs programs that provide assistance to students with special needs, student assistance programs, and drug education.
14. Promotes and guides students to participate in school and community activities.
15. Conferences and confers with parents and teachers when necessary.
16. Provides in-service training and/or staff development in areas of guidance for parents and teachers.
17. Serves as an advisor to administrators and teachers in matters of student discipline.
18. Works to implement the programs and activities in the school and community.
19. Performs any other duties as assigned by the principal.

EDUCATION: Valid Kentucky Certification for guidance counseling; preferred three years of teaching experience.

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

MENIFEE COUNTY SCHOOLS

POSITION: Primary Teacher

POSITION SUMMARY: Plans, organizes and delivers programs of instruction in the Primary program that support the premise that high expectations for all students are possible.

REPORTS TO: Principal

SUPERVISES: Students, instructional, and/or clerical assistants

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates proficiency in planning developmentally appropriate, research-based instruction that address Kentucky's learning goals and outcomes for students.
2. Creates and maintains a learning climate that supports student learning outcomes; assists in planning and implementation of program and activities involving parents.
3. Implements developmentally appropriate, teaching and learning activities.
 - a) Applying basic communication and mathematics skills
 - b) Applying core concepts from all major subject areas
 - c) Becoming a self-sufficient individual
 - d) Becoming a responsible member of a family, work group or community
 - e) Thinking and problem solving
 - f) Connecting and integrating new experiences and knowledge
4. Assists the administrating in implementing Board policies, and administrative regulations, and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedure.
5. Evaluates specific teaching/learning situations and communicates to students and parents (documents progress through anecdotal records, student-teacher conferences, and portfolios).
6. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
8. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupil solve health, attitude, and learning problems.

9. Performs professional responsibilities and duties as outlined in board policy, such as regular attendance, punctuality, attending staff meetings, serving on committees, and accepts a share of responsibility for extracurricular activities, in-service education and professional growth.
10. Demonstrates effective collaboration skills among peers, subordinates, supervisors, students and parents.
11. Demonstrates teaching conduct consistent with missions to which school council, local board, and State Board of Education for Elementary and Secondary Education are committed.
12. Plans and supervises purposefully for instructional assistants and volunteers and cooperatively with department heads or leaders, instructional and guidance facilitators, evaluates his/her job performance.
13. Evaluates own overall performance to model/teach; keep learning goal, and implements a program of professional development.
14. Promotes self-discipline and self-control.
15. Aids in the administration of group standardized tests in accordance with the district or state regulations.
16. Develop and implement instructional programs that will meet the individual needs, interests and abilities of students to include IEP'S of special needs students.
17. Provide individual guidance to assist each child toward his/her behavioral objectives.
18. Help the child recognize and satisfy his physical development needs.
19. Help the child maintain, develop and improve a positive self-concept.
20. Plan interest area including story and music, creative art activities, and academic learning centers.
21. Attend staff meetings, serve on staff committees and participate in the sponsorships of pupil activities.
22. Create an effective environment for learning through functional and attractive displays, bulletin board and learning centers.
23. Assists in carrying out procedures in the Emergency Procedure Guide in the event of such occurrences.
24. Performs any other such duties as so designated by the immediate supervisor/Principal.

EDUCATION: Employee shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position; hold a Kentucky teacher certificate for assigned position through Education Professional Standards Board.

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

MENIFEE COUNTY SCHOOLS

POSITION: Secondary Teacher

POSITION SUMMARY: Plans, organizes and delivers programs of instruction in the Primary program that support the premise that high expectations for all students are possible.

REPORTS TO: Principal

SUPERVISES: Students, instructional, and/or clerical assistants

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates proficiency in planning developmentally appropriate, research-based instruction that address Kentucky's learning goals and outcomes for students.
2. Creates and maintains a learning climate that supports student learning outcomes; assists in planning and implementation of program and activities involving parents.
3. Implements developmentally appropriate, teaching and learning activities.
Applying basic communication and mathematics skills, applying core concepts from all major subject areas, becoming a self-sufficient individual, becoming a responsible member of a family, work group or community thinking and problem solving, connecting and integrating new experiences and knowledge
4. Assists the administrating in implementing Board policies, and administrative regulations, and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedure.
5. Evaluates specific teaching/learning situations and communicates to students and parents (documents progress through anecdotal records, student-teacher conferences, and portfolios).
6. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
8. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.

9. Performs professional responsibilities and duties as outlined in board policy, such as regular attendance, punctuality, attending staff meetings, serving on committees, and accepts a share of responsibility for extracurricular activities, in-service education and professional growth.
10. Demonstrates effective collaboration skills among peers, subordinates, supervisors, students and parents.
11. Demonstrates teaching conduct consistent with missions to which school council, local board, and State Board of Education for Elementary and Secondary Education are committed.
12. Plans and supervises purposefully for instructional assistants and volunteers and cooperatively with department heads or leaders, instructional and guidance facilitators, evaluates his/her job performance. -
13. Evaluates own overall performance to model/teach; keep learning goal, and implements a program of professional development.
14. Promotes self-discipline and self-control.
15. Aids in the administration of group standardized tests in accordance with the district or state regulations.
16. Develop and implement instructional programs that will meet the individual's needs, interests and abilities of students to include IEP'S of special needs students.
17. Attend staff meetings, serve on staff committees and participate in the sponsorships of pupil activities.
18. Create and effective environment for learning through functional and attractive displays, bulletin board and learning centers.
19. Assists in carrying out procedures in the Emergency Procedure Guide in the event of such occurrences.
20. Performs any other such duties as so designated by the immediate supervisor/Principal.

EDUCATION: Employee shall hold a bachelor's degree or higher and the required Kentucky Certificate for the assigned position; hold a Kentucky teacher certificate for assigned position Through Education Professional Standards Board.

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

MENIFEE COUNTY SCHOOLS

POSITION: Middle Grades Teacher

POSITION SUMMARY: Plans, organizes and delivers programs of instruction in the Primary program that support the premise that high expectations for all students are possible.

REPORTS TO: Principal

SUPERVISES: Students, instructional, and/or clerical assistants

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates proficiency in planning developmentally appropriate, research-based instruction that address Kentucky's learning goals and outcomes for students.
2. Creates and maintains a learning climate that supports student learning outcomes; assists in planning and implementation of program and activities involving parents.
3. Implements developmentally appropriate, teaching and learning activities.
 - a) Applying basic communication and mathematics skills
 - b) Applying core concepts from all major subject areas
 - c) Becoming a self-sufficient individual
 - d) Becoming a responsible member of a family, work group or community
 - e) thinking and problem solving
 - f) Connecting and integrating new experiences and knowledge
4. Assists the administrating in implementing Board policies, and administrative regulations, and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedure.
5. Evaluates specific teaching/learning situations and communicates to students and parents (documents progress through anecdotal records, student-teacher conferences, and portfolios).
6. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
8. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupil solve health, attitude, and learning problems.

9. Performs professional responsibilities and duties as outlined in board policy, such as regular attendance, punctuality, attending staff meetings, serving on committees, and accepts a share of responsibility for extracurricular activities, in-service education and professional growth.
10. Demonstrates effective collaboration skills among peers, subordinates, supervisors, students and parents.
11. Demonstrates teaching conduct consistent with missions to which school council, local board, and State Board of Education for Elementary and Secondary Education are committed.
12. Plans and supervises purposefully for instructional assistants and volunteers and cooperatively with department heads or leaders, instructional and guidance facilitators, evaluates his/her job performance.
13. Evaluates own overall performance to model/teach; keep learning goal, and implements a program of professional development.
14. Promotes self-discipline and self-control.
15. Aids in the administration of group standardized tests in accordance with the district or state regulations.
16. Attend staff meetings, serve on staff committees and participate in the sponsorships of pupil activities.
17. Create an effective environment for learning through functional and attractive displays, bulletin board and learning centers.
18. Assists in carrying out procedures in the Emergency Procedure Guide in the event of such occurrences.
19. Performs any other such duties as so designated by the immediate supervisor/Principal.

EDUCATION: Employee shall hold a bachelor's degree or higher and the required Kentucky

Certificate for the assigned position; hold a Kentucky teacher certificate for assigned position through the Education Professional Standards Board.

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

MENIFEE COUNTY SCHOOLS

Created Effective July 1, 2025

POSITION: Assistant Director of Personalized Learning

POSITION SUMMARY: Assists the Director of Personalized Learning with directing, coordinating, and/or monitoring programs for exceptional children, Preschool, Medicaid, English Learners (EL), and Section 504 services. Assists in directing, coordinating, and/or monitoring programs and services for students ages 3–21.

REPORTS TO: Director of Personalized Learning

PERFORMANCE RESPONSIBILITIES:

1. Supports the administration and coordination of comprehensive educational programs and services for students with disabilities, English learners, and preschool-age children in accordance with federal and state laws.
2. Assists in interpreting and implementing legal and regulatory requirements across Special Education, Preschool, Medicaid, EL, and Section 504 services programs while serving as a consultant to administrators, educators, and families.
3. Assists in the coordination and evaluation of procedures for the identification, placement, and reevaluation of students eligible for Special Education, Preschool, Medicaid, EL, and Section 504 services in alignment with SEA and IDEA guidelines.
4. Collaborates with school and district staff to ensure that instructional practices and policies accommodate the diverse needs of students in special populations, including ELs and preschoolers with disabilities, and Section 504 services.
5. Provides guidance on the development and implementation of individualized education plans (IEPs), Individual Learning Plans (ILPs), and service plans, ensuring legal compliance and best practices.
6. Assists in the preparation, monitoring, and oversight of budgets, grant applications, and Medicaid billing processes for Special Education, EL, and Preschool programs.
7. Develops, maintains, and audits accurate student records, reports, and documentation required for compliance, funding, and instructional purposes across all program areas.

8. Collaborates with internal departments and external agencies to coordinate transportation, healthcare services, family outreach, and early childhood interventions for eligible students.
9. Supports recruitment, hiring, and evaluation of instructional and support personnel working in Preschool, Special Education, EL, and Medicaid-related services, as requested.
10. Develops and implements staff development activities and provides instructional resources related to the effective operation of Preschool, Special Education, Medicaid, EL services, and 504 services.
11. Maintains up-to-date knowledge of state and federal regulations, program funding changes, and instructional trends affecting Special Education, EL, Preschool, Section 504, and Medicaid programs.
12. Ensure confidentiality and safeguard the privacy of all students receiving specialized services, while fostering strong communication with parents and guardians.
13. Coordinates the establishment of policies and procedures for procurement, inventory, and use of materials, equipment, and facilities across all specialized programs.
14. Acts as a liaison and point of contact for agencies, advocacy groups, and community service organizations related to the delivery of Preschool, EL, Special Education, Section 504, and Medicaid services.
15. Participates actively in professional development, conferences, and meetings to remain current with best practices and ensure alignment of district services to evolving educational needs.
16. Performs other related duties as assigned to support the effective operation and integration of all programs.

EDUCATION: Master's degree in special education; Preferred Director of Special Education Certification or 15 years' experience teaching in special education.

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

Menifee County Schools

Position Title: Academic and Support Coach

Reports To: Principal

Certification Required: Teaching Certification and administrative leadership/school counseling (preferred)

Position Summary:

The Academic and Support Coach serves as a key instructional leader and student support advocate, working collaboratively with teachers, staff, and administration to enhance student achievement and promote academic success for all learners. This role supports Tier I instruction, intervention efforts, and the school-wide implementation of all academic initiatives, while also contributing to data-driven decisions and whole-school planning.

Performance Responsibilities:

- Serve as an Instructional Coach with a focus on high-quality, standards-based instruction across all grade levels (PreK–7).
- Provide targeted support in all academic and behavioral areas, supporting both core instruction and intervention strategies.
- Monitor and support the implementation of Tier I instruction, ensuring alignment with district and state expectations.
- Develop and monitor Academic Plans for students not meeting proficiency, in collaboration with teachers and interventionists.
- Assist with the school's master scheduling to support academic goals and student services.
- Provide leadership in Infinite Campus (IC) data accuracy and utilization for student achievement tracking.
- Participate in and lead PLC and student data meetings, offering insights grounded in data and student needs.
- Provide support for academic and behavior interventions for targeted small-group or individual instruction based on student performance.

- Analyze school-wide data to identify trends, gaps, and strategies for continuous improvement.
 - Serve as ARC Chair, facilitating meetings and ensuring compliance with IEP/504 timelines and documentation.
 - Act as a liaison between students, families, and staff to support academic and social-emotional growth.
 - Perform other duties as assigned by the supervisor or administration.
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Required Qualifications:

- Administrative/School Counseling Certification preferred (**Instructional leadership certification**)
 - Preferred 10 years or more of teaching experience with a focus on coaching.
 - Strong knowledge of instructional best practices and data-informed decision-making
 - Demonstrated experience in coaching teachers and facilitating professional learning
 - Effective organizational and communication skills
 - Familiarity with state accountability systems, Infinite Campus, and RTI/MTSS frameworks
 - Experience with literacy frameworks and interventions preferred
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Evaluation:

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

MENIFEE COUNTY SCHOOLS

POSITION: Middle Grades Teacher

POSITION SUMMARY: Plans, organizes and delivers programs of instruction in the Primary program that support the premise that high expectations for all students are possible.

REPORTS TO: Principal

SUPERVISES: Students, instructional, and/or clerical assistants

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates proficiency in planning developmentally appropriate, research-based instruction that address Kentucky's learning goals and outcomes for students.
2. Creates and maintains a learning climate that supports student learning outcomes; assists in planning and implementation of program and activities involving parents.
3. Implements developmentally appropriate, teaching and learning activities.
 - a) Applying basic communication and mathematics skills
 - b) Applying core concepts from all major subject areas
 - c) Becoming a self-sufficient individual
 - d) Becoming a responsible member of a family, work group or community
 - e) thinking and problem solving
 - f) Connecting and integrating new experiences and knowledge
4. Assists the administrating in implementing Board policies, and administrative regulations, and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedure.
5. Evaluates specific teaching/learning situations and communicates to students and parents (documents progress through anecdotal records, student-teacher conferences, and portfolios).
6. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
8. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupil solve health, attitude, and learning problems.

9. Performs professional responsibilities and duties as outlined in board policy, such as regular attendance, punctuality, attending staff meetings, serving on committees, and accepts a share of responsibility for extracurricular activities, in-service education and professional growth.
10. Demonstrates effective collaboration skills among peers, subordinates, supervisors, students and parents.
11. Demonstrates teaching conduct consistent with missions to which school council, local board, and State Board of Education for Elementary and Secondary Education are committed.
12. Plans and supervises purposefully for instructional assistants and volunteers and cooperatively with department heads or leaders, instructional and guidance facilitators, evaluates his/her job performance.
13. Evaluates own overall performance to model/teach; keep learning goal, and implements a program of professional development.
14. Promotes self-discipline and self-control.
15. Aids in the administration of group standardized tests in accordance with the district or state regulations.
16. Attend staff meetings, serve on staff committees and participate in the sponsorships of pupil activities.
17. Create an effective environment for learning through functional and attractive displays, bulletin board and learning centers.
18. Assists in carrying out procedures in the Emergency Procedure Guide in the event of such occurrences.
19. Performs any other such duties as so designated by the immediate supervisor/Principal.

EDUCATION: Employee shall hold a bachelor's degree or higher and the required Kentucky

Certificate for the assigned position; hold a Kentucky teacher certificate for assigned position through the Education Professional Standards Board.

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

MENIFEE COUNTY SCHOOLS

POSITION: Art Teacher

POSITION SUMMARY: Provides leadership and instruction in Art area and works to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for Art students.

REPORTS TO: Principal SUPERVISES:

Art Students PERFORMANCE

RESPONSIBILITIES:

1. Manages and operates the Art program.
2. Assumes responsibility for scheduling Art displays, and in arranging for necessary transportation.
3. Purchases Art equipment and supplies as appropriate and provided in budget.
4. Assists in preparing budget for Art program.
5. Maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
6. Assumes responsibility for supervising Art students in classroom and outside classroom art projects.
7. Assumes responsibility for storage maintenance of art supplies and equipment.
8. Develops daily lesson plans and provides individualized and small group instruction in order to meet the needs of each student.
9. Assists in promoting the art program in the school and community.
10. Translate lesson plans into learning experiences to best utilize the available time for instruction.
11. Evaluate pupil's progress, keep appropriate records and prepare progress reports.
12. Communicate with parents through report cards, notes, conferences and other means to discuss pupil's progress and interpret the art program.

13. Create an effective environment for learning through attractive displays.

14. Establish and maintain standards of pupil behavior needed to achieve success in the classroom and appropriate behavior in other school related activities.

15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

16. Maintain professional competence through in-service education activities provided by the district and other professional growth activities.

17. Assist in carrying out procedures outlined in the Emergency Procedure Guide in the event of such occurrences.

18. Performs professional responsibilities and duties as outlined in Board policy, such as regular attendance, punctuality, attending staff meetings, serving on committees, and accepts a share of responsibility for extracurricular activities.

19. Performs any other such duties designated by the Principal.

EDUCATION: Employee shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position; hold a Kentucky teacher certificate for assigned position through Education Professional Standards Board.

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

MENIFEE COUNTY SCHOOLS

Updated effective July 1, 2025

POSITION: Band Director

POSITION SUMMARY: Provides leadership and instruction in specific Band/Music areas and works to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for Band students.

REPORTS TO: Principal

SUPERVISES: Band/Instructional Music Students

PERFORMANCE RESPONSIBILITIES:

1. Manages and operates the Band/Instructional Music program and works with the parents in a Band Booster program.
2. Oversees and runs the Pep Band program, collaborating with the Athletic Director, coaches, and school administration to ensure participation in sporting events, including, but not limited to, district and regional tournaments.
3. Organize and oversee summer camps for high school and middle school band students, in coordination with district and school administrative staff..
4. Assumes responsibilities for scheduling Band events, and in arranging for necessary transportation.
5. Purchases Band/Instrumental Music equipment supplies and uniforms as appropriate and provided in budget.
6. Assists the Principal in preparing the budget for the Band/Instrumental Music program.
7. Maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
8. Assumes responsibility for supervising Band students in both practice and competition.
9. Assumes responsibility for storage and maintenance of Band/Instructional Music equipment.
10. Develop daily lesson plans and provide individualized and small group instruction in order to meet the needs of each student.

11. Assist in promoting Band/Instrumental Music programs in the school and community.
12. Translate lesson plans into learning experiences to best utilize the available time for instruction.
13. Evaluate pupil's progress, keep appropriate records and prepare progress reports.
14. Communicate with parents through report cards, notes, conferences and other means to discuss pupil's progress and interpret the Bank/Instrumental Music program.
15. Create an effective environment for learning through attractive displays.
16. Establish and maintain standards of pupil behavior in other school related activities.
17. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
18. Maintain professional competence through in-service education activities provided by the district and other professional growth activities.
19. Performs professional responsibilities and duties as outlined in Board policy, such as regular attendance, punctuality, attending staff meetings, serving on committees, and accepts a share of responsibility for extra-curricular activities.
20. Assists in carrying out procedures outlined in the Emergency Procedure Guide in the event of such occurrences.
21. Performs any other such duties designated by the Principal.

EDUCATION: Employee shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position; hold a Kentucky teacher certificate for assigned position through Education Professional Standards Board.

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

MENIFEE COUNTY SCHOOLS

POSITION: Home/Hospital Teacher

POSITION SUMMARY: Plans, organizes and delivers programs of instruction that support the premise that high expectations for all students are possible, also implements activities that promote the six learning goals, and seventy-five learning outcomes as required.

REPORTS TO: Director of Pupil Personnel

SUPERVISES: Students

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates proficiency in planning developmentally appropriate, research-based instruction that addresses Kentucky's learning goals and outcomes for students.
2. Creates and maintains a learning climate that supports student learning outcomes.
3. Implements developmentally appropriate, teaching and learning activities that will implement the six learning goals.
 - a.) Applying basic communication and mathematics skills;
 - b.) Applying core concepts from all major subject areas;
 - c.) Becoming a self-sufficient individual'
 - d.) Becoming a responsible member of a family, work group or community;
 - e.) Thinking and problem-solving; and
 - f.) Connecting and integrating new experiences and knowledge.
4. Provides instruction a minimum of two (2) visits every five (5) days with one (1) hour of instruction per visit.
5. Works cooperatively with teachers who have students on homebound to provide appropriate instruction to each homebound student based on instructional activities being taught in the regular classroom setting during the students absence from school.
6. Assist the homebound student with regular classroom assignments (checks all work and maintains folder with all work while on the homebound program).
7. Provides regular classroom teacher feedback on progress of the homebound student work.
8. Evaluates specific teaching/learning situations and communicates to students and others (document progress through anecdotal records, student-teacher conferences, and portfolios).

9. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
10. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
11. Performs professional responsibilities and duties as outlined in Board policy, such as regular attendance and punctuality.
12. Demonstrates effective collaboration skills among peers, subordinates, supervisors, students, and parents.
13. Demonstrates teaching conduct consistent with missions to which school council, local Board, and State Board of Education for Elementary and Secondary Education are committed.
14. Promotes self-discipline and self-control.
15. Aids in the administration of group standardized tests in accordance with the district or state regulations...
16. Performs any other such duties as so designated by the immediate supervisor/Principal. Since, the enrollment varies on home bound; staff may be assigned various other duties.

EDUCATION: Employee shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position; hold a Kentucky teacher certificate for assigned position through Education Professional Standards Board.

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

MENIFEE COUNTY SCHOOLS

POSITION: Library Media Specialist

POSITION SUMMARY: Maintains an enriched library environment containing a wide variety of materials that invites intellectual growth and aids all students in acquiring the skills needed to take full advantage of media center resources.

REPORTS TO: Principal

SUPERVISES: Library Assistant/Clerk and Students

PERFORMANCE RESPONSIBILITIES:

1. Develops short and long-range goals, which guide the development of the LMC.
2. Develops and implements policies and procedures for the operations of the LMC.
3. Maintains a technologically advanced facility and program.
4. Coordinates the school's implementation of KETS.
5. Trains and supervises clerks, student assistants, and adult volunteers to perform duties efficiently.
6. Selects materials and technology which support the school's curriculum and educational philosophy.
7. Withdraws obsolete materials.
8. Classifies, catalogs, processes, and organizes for circulations he educational media and technology.
9. Establishes and follows procedures for maintenance and repair of all media.
10. Maintains a current inventory of holdings.
11. Prepares and submits reports to administrators as needed to promote short and long-term goals.
12. Prepares and administers budgets according to the needs to the LMC.
13. Evaluates LMC programs, services, facilities and materials to ensure optimum use.

14. Maintains the LMC to be functional, attractive, and orderly environment which encourages maximum use.
15. Manages student behavior in a constructive manner.
16. Serves as an instructional resource consultant and media specialist to teachers and students.
17. Establishes methods for flexible scheduling of classes and students to promote use by individuals, small groups, and whole classes.
18. Serves on committees involved with designing learning activities for students, curriculum revision, and/or textbook adoption.
19. Plans and /other participates in special projects or proposals.
20. Plans cooperatively with the teacher to incorporate research, information retrieval skills, and literature appreciation.
21. Plans units with teachers which stress the whole language and interdisciplinary strategies.
22. Provides professional development and LMC orientation.
23. Provides access to professional materials and information for school staff.
24. Adheres to established laws, policies, rules, and regulations.
25. Submits accurate reports promptly.
26. Participates in various professional organizations which relate to library media and technology.
27. Utilizes current research and methods in areas of technology, teaching, learning, and library and information science.
28. Promotes a positive relationship with students, staff, and community.
29. Publicizes the LMC programs, services and materials through newsletter, announcements, and in other innovative ways.
30. Networks with other libraries and share resources.
31. Submits to administrators/SBDM and faculty statistical reports which support LMC goals and programs.

32. Performs any other such duties as so designated by the Principal.

EDUCATION: Employee shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position; hold a Kentucky teacher certificate for assigned position through Education Professional Standards Board.

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

MENIFEE COUNTY SCHOOLS

POSITION: Speech/Language Pathologist/Therapist

POSITION SUMMARY: Assists students to reduce or eliminate communication disorders that interfere with the individual student's ability to benefit from the district's educational program.

REPORTS TO: Building Principal and Director of Special Education

SUPERVISES: Students and Clerical Personnel

PERFORMANCE RESPONSIBILITIES:

1. Provides diagnostic services and therapy to students and preschool children to meet individual needs in dealing with communication disorders.
2. Keep ongoing records for individual students receiving Therapy.
3. Assists and guides teachers in observing, describing, and referring children with suspected communication disorders.
4. Assists the Admissions/Release committee in interpreting educational assessment results, developing Individual Education Programs and determining appropriate placements as needed.
5. Locates and secures instructional materials for special education itinerant and regular education teachers as appropriate.
6. Conducts in-service for district staff and community early childhood program staff.
7. Coordinates and/or participates in parental involvement, staff development and community agency activities.
8. Provides information, support and counseling to parents and families when appropriate.
9. Follows due process as stated in Kentucky regulations.
10. Maintains license by earning continuing education units as required by state law.
11. Keeps abreast of up-to-date research-based strategies, attends professional meetings, and conferences concerning communication disorders and therapy.
12. Works to implement the programs and activities in the schools and community.

EDUCATION: 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 and language therapy; hold a Kentucky teacher certificate for assigned position

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

MENIFEE COUNTY SCHOOLS

POSITION: Teacher of Exceptional Children

POSITION SUMMARY: Plans, organizes and delivers programs of instruction that support the premise that high expectations for all students are possible.

REPORTS TO: Principal and Director of Special Education

SUPERVISES: Students and Instructional Assistants

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates proficiency in planning developmentally appropriate, research-based Instruction that addresses Kentucky's learning goals and outcomes for students.
2. Coordinates and supervises work experience and on-campus job training programs involving the mentally retarded.
3. Works cooperatively with classroom teachers who have special needs students in regular classes, interpreting the abilities and disabilities of these students to the entire staff, and assisting the student with regular class assignments.
4. Collaborates frequently with parents and professionals staff members regarding the education, social, and personal problems of such students.
5. Collaborates with professional staff members in resolving the unique psychological or disciplinary problems of each student.
6. Assists in screening, evaluating, and recommending placements of applicants in the school special needs program.
7. Counsels individuals and groups of special needs students with educational, occupational, and personal problems.
8. Assists the special needs students in making a realistic assessment of his abilities and in establishing educational and occupational goals in keeping with these abilities.
9. Provides motivation to students who have short attention span.
10. Undertakes continuing professional study in the psychology of the mentally retarded student in teaching methods related to this field.
11. Keeps attendance records and all other records pertinent to the special needs programs required by state and local regulations.

12. Includes comprehensive and appropriate resources for teaching and learning situations.
13. Makes efficient use of human, physical and time resources.
14. Performs such other tasks as may be requested by the immediate supervisor.

EDUCATION: Employee shall hold a bachelor's degree or higher and the required Kentucky Certificate for the assigned position; hold a Kentucky teacher certificate for the assigned position through the Education Professional Standards Board.

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

MENIFEE COUNTY SCHOOLS

POSITION: Vocational Education Teacher

POSITION SUMMARY: Provides leadership and instruction in Vocational Educational area And works to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation in the Vocational Educational area.

REPORTS TO: Principal SUPERVISES:

Vocational Students PERFORMANCE

RESPONSIBILITIES:

1. Manages and operates the Vocational Educational program and sponsors vocational clubs for specific vocational areas.
2. Assumes responsibility for scheduling vocational competition events and in arranging for necessary transportation.
3. Purchase vocational education equipment and supplies as appropriate and provided in budget.
4. Assists in preparing a budget for vocational educational program.
5. Maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
6. Assumes responsibility for supervising students in vocational work release program.
7. Assumes responsibility for storage and maintenance of vocational education supplies and equipment.
8. Develops daily lesson plans and provide individualized and small group instruction in order to meet the needs of each student.
9. Assists in promoting the vocational education program in the school and community.
10. Translate lesson plans into learning experiences to best utilize the available time for instruction.
11. Evaluate pupil's progress, keep appropriate records and prepare progress reports.

12. Communicate with parents through report cards, notes, conferences and other means to discuss pupil's progress and interpret vocational education program.
13. Create an effective environment for learning through attractive displays.
14. Establish and maintain standards of pupil behavior needed to achieve success in the classroom and appropriate behavior in other school related activities.
15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
16. Maintain professional competence through in-service education activities provided by the district and other professional growth activities.
17. Implements developmentally appropriate, teaching and learning activities that will implement the six learning goals.
18. Assist in carrying out procedures outlined in the Emergency Procedure Guide in the event of such occurrences.
19. Performs professional responsibilities and duties as outlined in Board policy, such as regular attendance, punctuality, attending staff meetings, serving on committees, and accepts a share responsibility for extracurricular activities.
20. Performs any other such duties designated by the Principal.

EDUCATION: Employee shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position; hold a Kentucky teacher certificate for assigned position through Education Professional Standards Board.

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

MENIFEE COUNTY SCHOOLS

POSITION: District Athletic Director

POSITION SUMMARY: Coordinates and monitors all students' during athletic participation including planning the contests, locations, and student requirements for participation.

REPORTS TO: Principals and Superintendent

SUPERVISES: Assistant Athletic Director, Student Workers, and Game Staff

PERFORMANCE RESPONSIBILITIES:

1. Ensure that all head and assistant coaches have updated CPR certification.
2. Monitor all coaches for the completion of the annual rules clinics for each sport.
3. Confirm that all coaches have current sports safety course certification (every 2 years).
4. Comply with KHSAA requirement that all coaches with less than 64 college credit hours must have a waiver applied for and received and completed an online Coaching Education Course.
5. Obtain rosters from coaches at the beginning of each season and enter them in the KHSAA database.
6. Maintain roster changes during the season to ensure accurate Title IX reports.
7. Monitor coaches during the completion of the athletic schedules, discuss and verify schedules with the Principal, and ensure that those are entered onto the KHSAA website.
8. Monitor coaches in rescheduling contests that are under contract or additional games, if necessary, due to weather cancellations.
9. Coordinate with the Principal on changes so that contests are not scheduled during district events.
10. Communicate as needed with coaches.
11. Coordinate and/or verify departure times for away trips with transportation director.
12. Maintain contracts for required sports.

13. Maintain and ensure that physical forms, accident forms, and requisitions are completed in correct fashion.
14. Complete student transfer forms and submit them to KHSAA.
15. Check student-athlete grades on a weekly basis to verify academic eligibility for participation.
16. Track student-athlete attendance to ensure athletic eligibility.
17. Maintain athletic supplies and order when needed.
18. Maintain updated Title IX files and Athletic handbook information.
19. Attend athletic director meetings and trainings provided by KHSAA.

Attend 16th Region athletic council and Class A athletic meeting

21. Coordinate and chair three Gender Equity (Title IX) Committee meetings each year.
22. Ensure that coaches maintain accurate heat indexes and submit to KHSAA each year.
23. Notify assigning secretaries of each sport when changes occur athletic contests.
24. Notify game officials when there are changes and cancellations of games.
25. Help coordinate, along with the Principal, senior nights for different sports and order senior night gifts.
26. Assist in planning end of season banquets and award ceremonies and order awards for athletes as needed.
27. Monitor athletic spending during the course of the school year,
28. Schedule and ensure that students complete yearly athletic surveys.
29. Make a schedule of admission workers for all soccer and basketball games.
30. Coordinate gym schedules and practice times for all soccer and basketball games.
31. Assist with middle school and elementary school athletic events when needed.
32. Obtain clock operators, scorekeepers, and public address announcers for home games.
33. Coordinate team pictures with the journalism teacher and coaches and ensure pictures are uploaded to the KHSAA website.
34. Assist with pep rallies during the course of the year.
35. Submit Title IX Report by April 15 each school year.

36. Monitor uniform rotation and the ordering process.
37. Obtain start up monies for concessions and admissions gates.
38. Distribute money boxes to concessions and gate workers, take up when contest is completed, and submit money and paperwork to school bookkeeper.
39. Obtain paperwork and checks for game officials and game works, have each to sign game invoices, and submit to school bookkeeper.
40. Forward all correspondence from KHSAA and other sources to the appropriate coaches.
41. Assist and supervise game setup (water and cups, clock, scorers' table, team seating, etc.)
42. Attend away district games and other away games as needed.
43. Order KHSCA Coaches Cards for use by coaches for scouting, etc.
44. Maintain athletic records for each scholastic year.
45. Coordinate district and Class A region contests in soccer, basketball, baseball, and softball according to the rotation cycle.

EDUCATION: 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 education.

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

Menifee County Schools

POSITION: Instructional Supervisor

POSITION SUMMARY: Provides leadership for effective management dealing with district needs for instruction and curriculum coordinates the adoption of textbooks, coordinates the scheduling of professional development.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

Title I

Title I Preliminary planning of the Title I program:

1. Administer needs assessment tests for both public and private schools.
2. Establish priorities for Title I activities (reading, math, etc.)
3. Consult with principals and Central Office staff concerning greatest needs of all disadvantaged children.
4. Look closely at funds available in terms of program needs.

Collection of data needed for Title I program:

1. School lunch data needed to determine severity of need.
2. Census data needed to find numbers of pupils in need.
3. Determining number of children from low-income families.
4. Determining membership of Advisory councils and their functions.

Writing the proposal for the Title I program:

1. Establishing eligibility of schools for participation in Title I activities.
2. Appropriately use census and enrollment data.
3. Develop descriptions of how Advisory councils will function.
4. Make a plan for the budgeting of operation and maintenance funds using the approved formula.
5. Prepared Budget Detail using approved format and coding of all items.
6. Prepare a schedule of extended service for personnel who will be employed more than 9 Months.

Administer Title I fiscal arrangement:

1. Work completely under the framework of Federal Regulation.
2. Observe State Laws and Board Policies when not inconsistent with federal Statutes and Regulations.
3. Prepare payroll and other disbursements.
4. Examine all invoices before approval for payment.

Visits Title I personnel at their work stations:

1. Offer advice and technical help for Title I.
2. Determine whether sufficient materials and equipment are physically present in the classroom of the teacher to do successful teaching.
3. Encourage teachers and build morale as well as a good and wholesome attitude toward their work.

Involve parents in the planning, implementation, and evaluation of Title I program:

1. Cause School Advisory Councils to be organized at each school consistent with Federal regulations and inform each member of the role he/she is to play.
2. Organize a District Advisory Council with representatives from each school advisory councils including representatives from the Parochial schools.
3. Call meeting for district Advisory Council and assume the role of Executive Secretary for the council.
4. Attend meetings of school Advisory Councils when invited.

Dissemination of information concerning the Title I program:

1. Prepare and send to parents via schools where child attends, newsletters containing news of the Title I program in general and of a particular school or schools.

2. Send notices of Educational television in-service program schedules to teachers who will view the program designed to help teachers do better teaching.
3. Conduct orientation meeting for Title I personnel to acquaint them with the most recent information concerning these procedures.
4. Release any significant news concerning the Title I program to the press and radio. Speak to civic clubs and other groups concerning the purpose and operation of Title I.

Supervisor of Instruction:

1. Assumes responsibility for all district wide instructional programs.
2. Prepares reports for the district based on data from instructional programs.
3. Keeps abreast of up-to-date research based instructional practices and provides that information to principals and teachers.
4. Informs principals and teachers of new state regulations regarding state mandates, i.e. Program Reviews and other state mandated instructional requirements.
5. Works with principals and teachers to develop program reviews throughout the year.
6. Works with principals and teachers to develop curriculum strategies that enhance student performance based on student data, i.e. MAP/K-PREP reports.
7. Develops check sheets and other forms/documents that enhance teachers' ability to track student data and other data to inform instructional practices and standards.
8. Prepares instructional supply orders for district.
9. Assists principals by providing walkthrough information that informs them of instructional practices being used in building.

Title II

Preliminary planning of the Title II program:

1. Administer needs assessment tests to both public and private schools.
2. Establish priorities for Title II activities.
3. Consult with principals and Central Office staff concerning greatest needs of all disadvantaged children.

4. Look closely at funds available in terms of program needs.

Collection of data needed for Title II program:

1. School lunch data needed to determine severity of need.
2. Census data needed to find numbers of pupils in need.
3. Determining number of children from low-income families.

Writing the proposal for the Title II program:

1. Establishing eligibility of schools for participation in Title II activities.
2. Develop descriptions of how Advisory councils will function.
3. Make a plan for the budgeting of operation and maintenance funds using the approved Formula.
4. Prepared Budget Detail using approved format and coding of all items.

Administer Title II fiscal arrangement:

1. Work completely under the framework of Federal Regulation.
2. Observe State Laws and Board Policies when not inconsistent with federal Statutes and Regulations.

Visits Title II personnel at their work stations:

1. Offer advice and technical help for Title II.
2. Determine whether sufficient materials and equipment are physically present in the classroom of the teacher to do successful teaching.

Involve parents in the planning, implementation and evaluation of Title II program:

1. Cause School Advisory Councils to be organized at each school consistent with regulations and inform each member of the role he/she is to play.
2. Attend meetings of the Advisory Council.
3. Organize a District Advisory Council with representatives from each school advisory councils including representatives from the Parochial schools.

4. Call meetings for district Advisory Council and assume the role of Executive Secretary for the council.

Dissemination of information concerning the Title II program:

1. Prepare and send to parents via schools where child attends, newsletters containing news of the Title II program in general and of a particular school or schools.
2. Send notices of Educational television in-service program schedules to teachers who will view the program designed to help teachers do better teaching.
3. Conduct orientation meeting for Title II personnel to acquaint them with the most recent information concerning these procedures.
4. Release any significant news concerning the Title II program to the press and radio.
5. Speak to clubs and other groups concerning the purpose and operation of Title II.

Title VI

Preliminary planning of the Title VI program:

1. Administer needs assessment tests to both public and private schools.
2. Establish priorities for Title VI.
3. Consult with principals and Central Office staff concerning greatest needs of all disadvantaged children.
4. Look closely at funds available in terms of program needs.

Collection of data needed for Title VI program:

1. School lunch data needed to determine severity of need.
2. Census data needed to find numbers of pupils in need.
3. Determining number of children from low-income families.

Writing the proposal for the Title VI program:

1. Make a plan for the budgeting of operation and maintenance funds using the approved Formula.
2. Prepared Budget Detail using approved format and coding of all items.

Administer Title VI fiscal arrangement:

1. Work completely under the framework of Federal Regulation.
2. Observe State Laws and Board Policies when not inconsistent with federal Statutes and Regulations.

Professional Development Coordinator

1. Tracks all **PD** hours for teachers.
2. Tracks all EILA hours for administrators.
3. Provides PD for teachers and administrators based on identified needs and state mandated requirements.
4. Recruits PD presenters for district for requested topics.
5. Provides additional PD for new teachers in order to develop better understanding of new standards and other instructional practices/curriculum information necessary for Career and College Readiness and Teaching in the 21st Century.

Textbook Coordinator

1. Evaluates instructional programs and materials for school administration. Prepares textbook orders for schools during adoption year. Assists with textbook plans by getting appropriate resource information to school administrators and teachers.
2. Assists in the ordering of resource materials for schools.
3. Presents textbook plans to the school board for approval.

Odyssey ware Coordinator

1. Coordinates PD for Odyssey.
2. Maintains resources materials for students for program.

CIITS Coordinator

1. Coordinates PD for teachers for CIITS.
2. Assists teachers in navigating the CIITS website.

Professional Growth and Evaluation System Coordinator

1. Responsible for the coordination of the new teacher and principal evaluation system being implemented by KDE and piloted in district.

Grant Writer/Coordinator

1. Assist with grant writing when necessary.

EDUCATION: Employee shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position; hold a Kentucky teacher certificate for assigned position through Education Professional Standards Board. Three years' experience with School Finance. Superintendent Certification preferred.

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

MENIFEE COUNTY SCHOOLS

POSITION: Director of Personalized Learning

POSITION SUMMARY: Directs, coordinates and/or monitors programs for exceptional children. Utilizes Preschool funding opportunities that promote a positive atmosphere for students and personnel so that the implementation of programs will support the predetermined objectives of the school system. Directs, coordinates and/or monitors programs for students ages 3-21 who have English as a second language

REPORTS TO: Superintendent

SUPERVISES: School Psychologists and Secretaries, Preschool Personnel, Occupational Therapist and the Assessment and Data Specialist; assists Principals with Special Education Personnel

PERFORMANCE RESPONSIBILITIES:

1. Administers and coordinates a comprehensive education program for the exceptional school age child which includes education for the physically disabled, communication disorders, the mentally disabled, specific learning disabilities, the emotionally disturbed, multiple disabled and traumatic brain injured, autistic and any other disability that according to federal and state laws and regulations would qualify a child for Special Education services.
2. Assumes responsibility for the operation of special education programs to the extent required by and pursuant to a plan which has been approved by the State Department of Education.
3. Interprets regulations and serves as a consultant to special education teacher, principals, guidance counselors, parents and regular teachers.
4. Serves as a liaison to the Director of Transportation regarding requirements for transportation of special education students.
5. Assists in the adaptation of school, school system policies and procedures to meet special education needs and to ensure adherence to federal and state legal requirements for Special education students.
6. Develops and initiates programs for continuous identification of exceptional children.
7. Evaluates existing programs as an ongoing responsibility and recommends changes and additions as needed.
8. Establishes procedures for placement, evaluation, assignment and reevaluations of students with regard to the special education services program according to SEA guidelines and federal legal requirements.

9. Evaluates and makes recommendations for personnel serving in the special education area if the special education director has been designated as primary supervisor.
10. Assumes responsibility for compiling, maintaining and filing all reports, records and other documents legally required or administratively useful.
11. Develops and monitors a system for maintenance of complete, accurate, and cumulative individual records of all children receiving special services or enrolled in special classes.
12. Develops budget and provides expenditure control and an approved audit trail on established budgets for special education.
13. Interprets regulations and objectives of the programs of special education to the board, administration, staff, and the public.
14. Maintains a permanent inventory and location record of equipment purchased for special education, also establishes procedures for the ordering and purchasing of said equipment and approves and makes recommendations on equipment and/or facilities.
15. Maintains open communication with parents of students enrolled in the program.
16. Assumes responsibility for own professional growth and development, for keeping current with new research findings and attending appropriate professional meetings and conventions.
17. Assures confidentiality of all students being served.
18. Develops implements and monitors local due process policies and procedures and pursues local Board of Education approval of policies.
19. Serves as primary contact person in communication with other service programs, agencies and other advocacy groups, etc.
20. Works to implement the programs and activities of the school and community.
21. Sees to the development of specific policies, procedures, and programs to implement Preschool programs.
22. Subject to affirmation by the Board of Education, authorizes the appointment of certified and non-certified Preschool personnel.
23. Coordinates Preschool budget operations.
24. Guides Preschool staff in planning and implementation of Preschool programs.

25. Compiles and submits Preschool grant applications.
26. Coordinates activities with local and state agencies.
27. Establishes standard practices and procedures for receiving and processing requests of materials and supplies.
28. Aids in planning for staff development for Preschool programs.
29. Keeps abreast of changing regulations regarding Preschool funds available to schools.
30. Serves as a consultant and instructional resource to staff members relative to the operation of Preschool programs
31. Guides screening, evaluation and program development for students with English as a second language.
32. Administers and coordinates an education program for the school age child that includes education for the students with English as a second language according to federal and state laws and regulations.
33. Assists principals, assistant principals, District Assessment Coordinator, teachers and guidance counselors with documentation required for the EL program.
34. Assumes responsibility for the operation of EL education programs to the extent required by and pursuant to a plan which has been approved by the State Department of Education.
35. Interprets regulations and serves as a consultant to the District Assessment Coordinator, principals, guidance counselors, parents, and regular teachers.
36. Develops and initiates programs for continuous identification of students with English as a second language such as ensuring that the required questions are on each school's registration forms.
37. Establishes procedures for placement, evaluation, assignment, and reevaluations of students with regard to the EL services program according to SEA guidelines and federal legal requirements.
38. Assists in recruitment, and screening of any education personnel, considered for hiring upon request of authorized personnel.
39. Assumes responsibility for compiling, maintaining, and filing all reports, records and other documents legally required.
40. Develops and monitors a system for maintenance of complete, accurate, and cumulative individual records of all children receiving EL services or has an EL plan.

41. Maintains open communication with parents of students enrolled in the program.
42. Assumes responsibility for own professional growth and development, for keeping current with new research findings and attending appropriate professional meetings and conventions.
43. Assures confidentiality of all students being served.
44. Serves as primary contact person in communication with other service programs, agencies, and other advocacy groups, etc.
45. Sees to the development of specific policies, procedures, and programs to implement ELA programs.
46. Compiles and submits required reports for the program.
47. Establishes standard practices and procedures for receiving and processing requests of materials and supplies.
48. Keeps abreast of changing regulations regarding EL funds available to schools.
49. Serves as a consultant and instructional resource to staff members relative to the operation of EL programs
50. Attends appropriate meetings and training opportunities relevant to the operation of preschool programs and those programs for students with disabilities.
51. Performs such other tasks as may be requested by the Superintendent.

EDUCATION: Director of Special Education Certification; Rank 1 in Special Education; Master's degree in special education; Bachelor's Degree in Regular Education K-4 and Special Education FMD and LBD grades K-12. Preferred Superintendent Certification

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

MENIFEE COUNTY SCHOOLS

Created Effective July 1, 2025

POSITION: Assistant Director of Personalized Learning

POSITION SUMMARY: Assists the Director of Personalized Learning with directing, coordinating and/or monitoring programs for exceptional children. Assist to Utilize Preschool funding opportunities that promote a positive atmosphere for students and personnel so that the implementation of programs will support the predetermined objectives of the school system. Assists in Directing, coordinating and/or monitoring programs for students ages 3-21 who have English as a second language

REPORTS TO: Director of Personalized Learning

SUPERVISES: School Psychologists and Secretaries, Preschool Personnel, Occupational Therapist and the Assessment and Data Specialist; assists Principals with Special Education Personnel

PERFORMANCE RESPONSIBILITIES:

1. Assists the Administration and coordination of a comprehensive education program for the exceptional school age child which includes education for the physically disabled, communication disorders, the mentally disabled, specific learning disabilities, the emotionally disturbed, multiple disabled and traumatic brain injured, autistic and any other disability that according to federal and state laws and regulations would qualify a child for Special Education services.
2. Assists in Interpretation of regulations and serves as a consultant to special education teacher, principals, guidance counselors, parents and regular teachers.
3. Serves as a liaison to the Director of Transportation regarding requirements for transportation of special education students.
4. Assists in the adaptation of school, school system policies and procedures to meet special education needs and to ensure adherence to federal and state legal requirements for Special education students.
5. Assists in the Development and initiation of programs for continuous identification of exceptional children.
6. Evaluates existing programs as an ongoing responsibility and recommends changes and additions as needed.
7. Assists in the establishment of procedures for placement, evaluation, assignment and reevaluations of students with regard to the special education services program according to SEA guidelines and federal legal requirements.

8. Assists in the Evaluation and makes recommendations for personnel serving in the special education area if the special education director has been designated as primary supervisor.
9. Assists with the compiling, maintaining and filing all reports, records and other documents legally required or administratively useful.
10. Assists in the Development and monitors a system for maintenance of complete, accurate, and cumulative individual records of all children receiving special services or enrolled in special classes.
11. Assists in the Development of budget and provides expenditure control and an approved audit trail on established budgets for special education.
12. Assists in the Interpretation of regulations and objectives of the programs of special education to the board, administration, staff, and the public.
13. Assists in the Maintenance of a permanent inventory and location record of equipment purchased for special education, also assists in the establishment of procedures for the ordering and purchasing of said equipment and approves and makes recommendations on equipment and/or facilities.
14. Maintains open communication with parents of students enrolled in the program.
15. Assumes responsibility for own professional growth and development, for keeping current with new research findings and attending appropriate professional meetings and conventions.
16. Assures confidentiality of all students being served.
17. Assists in the Development and implementation and monitoring of local due process policies and procedures and pursues local Board of Education approval of policies.
18. Serves as primary contact person in communication with other service programs, agencies and other advocacy groups, etc.
19. Works to implement the programs and activities okra in the school and community.
20. Assists in the development of specific policies, procedures, and programs to implement Preschool programs.
21. Subject to affirmation by the Board of Education, authorizes the appointment of certified and non-certified Preschool personnel.
22. Assists in the Coordination of Preschool budget operations.
23. Guides Preschool staff in planning and implementation of Preschool programs.
24. Compiles and submits Preschool grant applications.
25. Coordinates activities with local and state agencies.

26. Assists in the Establishment of standard practices and procedures for receiving and processing requests of materials and supplies.
27. Aids in planning for staff development for Preschool programs.
28. Keeps abreast of changing regulations regarding Preschool funds available to schools.
29. Serves as a consultant and instructional resource to staff members relative to the operation of Preschool programs
30. Guides screening, evaluation and program development for students with English as a second language.
31. Administers and coordinates an education program for the school age child that includes education for the students with English as a second language according to federal and state laws and regulations.
32. Assists principals, assistant principals, District Assessment Coordinator, teachers and guidance counselors with documentation required for the EL program.
33. Assumes responsibility for the operation of EL education programs to the extent required by and pursuant to a plan which has been approved by the State Department of Education.
34. Interprets regulations and serves as a consultant to the District Assessment Coordinator, principals, guidance counselors, parents, and regular teachers.
35. Assists in the Development and initiation of programs for continuous identification of students with English as a second language such as ensuring that the required questions are on each school's registration forms.
36. Assist in the Establishment of procedures for placement, evaluation, assignment, and reevaluations of students with regard to the EL services program according to SEA guidelines and federal legal requirements.
37. Assists in recruitment, and screening of any education personnel, considered for hiring upon request of authorized personnel.
38. Assumes responsibility for compiling, maintaining, and filing all reports, records and other documents legally required with the guidance of the Director of Personalized Learning.
39. Assists in the Development and monitoring of a system for maintenance of complete, accurate, and cumulative individual records of all children receiving EL services or has an EL plan.
40. Maintains open communication with parents of students enrolled in the program.
41. Assumes responsibility for own professional growth and development, for keeping current with new research findings and attending appropriate professional meetings and conventions.

42. Assures confidentiality of all students being served.
43. Serves as primary contact person in communication with other service programs, agencies, and other advocacy groups, etc under the guidance of the Director of Personalized Learning.
44. Assists the development of specific policies, procedures, and programs to implement ELA programs.
45. Compiles and submits required reports for the program.
46. Establishes standard practices and procedures for receiving and processing requests of materials and supplies, under the guidance of the Director of Personalized Learning/
47. Keeps abreast of changing regulations regarding EL funds available to schools.
48. Serves as a consultant and instructional resource to staff members relative to the operation of EL programs
49. Attends appropriate meetings and training opportunities relevant to the operation of preschool programs and those programs for students with disabilities.
50. Performs such other tasks as may be requested by the Superintendent.

EDUCATION: Master's degree in special education; Bachelor's Degree in Regular Education K-4 and Special Education FMD and LBD grades K-12. Preferred 20 years experience teaching in special education.

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

MENIFEE COUNTY SCHOOLS

POSITION: Kentucky Educational Collaborative for State Agency Children (KECSAC)
Coordinator

POSITION SUMMARY: Directs, coordinates and/or monitors programs for students ages 10-21 who have been placed in state custody through the Department of Juvenile Justice (DJJ)

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Serves as a liaison between KECSAC and the school regarding requirements for educating state agency children.
2. Assists principals, assistant principals, teachers and guidance counselors with documentation required for the KECSAC program.
3. Assumes responsibility for the operation of programs for KECSAC students to the extent required by and pursuant to a plan which has been approved by the State Department of Education.
4. Interprets regulations and serves as a consultant to special education teacher, principals, guidance counselors, parents and regular teachers.
5. Evaluates existing programs as an ongoing responsibility and recommends changes and additions as needed.
6. Assists in recruitment, and screening of any personnel considered for hiring upon request of authorized personnel.
7. Assumes or delegates responsibility for compiling, maintaining and filing all reports, records and other documents legally required.
8. Interprets regulations and objectives of the program to the board, administration, staff, and the public.
9. Maintains open communication with parents of students enrolled in the program.
10. Works cooperatively with the local group home facility in which the KECSAC students are housed.
11. Assumes responsibility for own professional growth and development, for keeping current with new research findings and attending appropriate professional meetings and conventions.

12. Assures confidentiality of all students being served.
13. Develops implements and monitors local due process policies and procedures and pursues local Board of Education approval of policies.
14. Serves as primary contact person in communication with other service programs, agencies and other advocacy groups, etc.
15. Compiles and submits (or delegates the responsibilities of compiling and submitting) Required reports for the KECSAC program.
16. Coordinates activities with local and state agencies.
17. Establishes standard practices and procedures for receiving and processing requests of materials and supplies.
18. Keeps abreast of changing regulations regarding KECSAC funds available to schools.
19. Serves as a consultant and instructional resource to staff members relative to the operation of the KECSAC program.
20. Attends or delegates attendance at the two required KECSAC meetings annually.
21. Performs other duties as assigned by the Superintendent.

EDUCATION: Bachelor's Degree in Regular Education K-4 and Special Education FMD and LBD grades K-12.

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

MENIFEE COUNTY SCHOOLS

POSITION: Medicaid Liaison (Position includes Medicaid billing for direct services and acting as Coordinator for the School Based Administrative Claiming (SBAC) program through Medicaid)

POSITION SUMMARY: Oversees Medicaid billing for Medicaid-eligible students with parental permission; administers the administrative claiming program.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Interprets regulations and serves as a consultant to related service personnel and parents.
2. Assumes responsibility for compiling, maintaining and filing all reports, records and other documents legally required.
3. Develops and monitors a system for maintenance of complete, accurate, and cumulative individual records of all children for whom Medicaid billing occurs.
4. Maintains responsibility for updating parental permission each year for billing of direct services in children's IEPs.
5. Maintains open communication with parents of students enrolled in a special education program and who have given permission to bill for related services in their child's IEP.
6. Assures confidentiality of all students being served.
7. Serves as primary contact person in communication with other service programs, agencies and other advocacy groups, etc.
8. Compiles and submits reports requested by the Medicaid program at specified intervals through the year.
9. Keeps abreast of changing regulations regarding Medicaid funds available to schools.
10. Attends appropriate meetings and training opportunities relevant to the Medicaid programs in which the district participates.
11. completes prior authorizations for each student who is Medicaid-eligible, has a related service in his/her IEP and whose parent has granted billing permission each school year.

12. Conducts annual peer reviews with representatives from each related service area for the Medicaid program.
13. Keeps related service providers updated on requirements of service logs.
14. Figures cost of services indicated on providers' service logs and submits individual billing electronically for related services provided to Medicaid-eligible students with parental consent.
15. Reconciles claims billed electronically with the remittance advices and checks sent by Medicaid.
16. Ensures that participants in the SBAC program submit Random Moment Samples in a timely fashion.
17. Performs other duties as assigned by the Superintendent.

EDUCATION: Director of Special Education Certification; Rank 1 in Special Education; Master's degree in special education; Bachelor's Degree in Regular Education K-4 and Special Education FMD and LBD grades K-12.

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

MENIFEE COUNTY SCHOOLS

POSITION: ACADEMIC LEARNING SPECIALIST

POSITION SUMMARY: Provide administrative service and technical assistance to staff as well as other stakeholders. Assist schools in strengthening instructional programs through strategically planned, standards-based approach with a focus on narrowing achievement gaps. This position will provide leadership in the areas of curriculum, instruction, assessment and planning.

REPORTS TO: Superintendent/Designee

PERFORMANCE RESPONSIBILITIES:

1. Assists with data organization from all assessments and diagnostic instruments and develops strategies for intervening with students who are experiencing difficulties.
2. Engages staff in intensive data analysis and results planning.
3. Implements and supports the goals determined by the district/schools' School Improvement Plan.
4. Works collaboratively with other educators to integrate educational initiatives and resources.
5. Assists in program implementation and curriculum development.
6. Assists schools in developing and implementing School Improvement Plans designed to meet individual schools' student achievement needs.
7. Assists schools in determining effective methods for the integration of curriculum standards.
8. Models a variety of instructional strategies designed to be rigorous and mirror assessment.
9. Assists in identifying professional development needs and developing long-range professional developmental plans.

DUTIES AND Responsibilities:

1. Coaches and models research based instruction strategies
2. Mentors teachers.
3. Maintains regular attendance
4. Performs other duties as assigned

ABILITY TO:

1. Work is performed while standing, sitting and/or walking.
2. Requires the ability to communicate effectively using speech, vision and hearing.
3. Requires the use of hands for simple grasping and fine manipulatives.
4. Requires bending, squatting, crawling, climbing, and reaching.
5. Requires the ability to lift, carry, push or pull light weights.

EDUCATION: Any combination equivalent to: bachelor's degree. Master's degree in Education. Minimum of five (5) years of professional teaching experience and holds a valid teaching certificate. Minimum of two (2) years' experience as a successful leader in instruction, curriculum and assessment (Department Chair, District Committee work, KTIP resource teacher, SBDM member, etc.)

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky Teaching Certificate and Supervisor of instruction or Consultant Certificate (Teacher Leader). National Board Certificate Preferred

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

MENIFEE COUNTY SCHOOLS POSITION:

Literacy Coach

POSITION SUMMARY: (1) Assisting schools in planning, coordinating, and implementing a comprehensive birth-12th grade comprehensive literacy program which facilitates learning; (2) modeling of best practice lessons which use literacy-based learning strategies; (3) coaching teachers in all curriculum areas on how to enhance students' literacy skills; (4) identifying staff development needs of the school and providing staff development related to literacy as part of the problem solving process; (5) working with school and community groups, such as the District and School Leadership Teams, District and School Literacy Teams, learning communities, and partners to help all students reach their highest potential.

REPORTS TO: Superintendent/Designee

PERFORMANCE RESPONSIBILITIES:

Instructional Program

1. Create a literacy environment conducive to effective instruction
2. Facilitate instruction based on current reading/writing//thinking/learning research throughout the total instructional program
3. Demonstrate (model) reading/learning strategies in classrooms
4. Evaluate literacy needs within various subject areas and collaborate with teachers and administrators to interpret, use assessment data to improve instruction, and problem solve
5. Analyze assessment data to assist administrators with placement of students in appropriate instructional or intervention programs
6. Lead faculty in the selection and use of a range of assessment tools as a means to make sound decisions about student literacy needs as related to the curriculum and to instruction
7. Facilitate regular meetings with classroom teachers to examine student work and monitor progress in order to support teacher reflection and action
8. Assist classroom teachers with analysis of formal and informal assessment data on their students to determine student response to instruction
9. Provide, upon request, individual diagnostic testing
10. Assist instructional leadership team in planning for and implementing the accountability goals associated with the School Improvement Plan

11. Work with the school's Leadership Team, District Literacy Team, and other constituent groups to determine the school's strengths and needs for improvement in the area of literacy in order to improve students' reading, writing, and communication skills and content area achievement
12. Assist teachers with planning, sequencing, and scaffolding of instruction
13. Participate in team reviews concerning academic progress of at-risk students who are not responding to interventions
14. Work with feeder pattern staff to assure articulation from preschool to elementary, elementary to middle, and From middle to high school
15. Attend scheduled meetings and parent conferences
16. Assist the school in providing services to special populations
17. Complete walkthroughs and provide coaching, feedback, and supports that align with the district instructional process, collaborate with district administration, and monitor implementation.

Professional Learning

1. Provide training and follow-up coaching to assist classroom teachers in the use of reading/learning strategies in their classrooms
2. Work with teachers individually, in collaborative teams, and/or with district and school leadership, providing practical support on a full range of reading, writing, and communication strategies
3. Observe and provide feedback to teachers on instruction related to literacy development and content area knowledge
4. Participate in district-level training and assisting in the coordination of district level training offerings
5. Continue professional growth and strengthen professional teaching knowledge, skills, and strategies through an ongoing program of workshops, seminars, conferences, and/or advanced course work.
6. Maintain a collection of professional and reading/learning materials related to reading and which reflect current research
7. Provide staff development for teachers, volunteers, parents, paraprofessionals, administrators, partners, and other appropriate personnel as needed.

8. Facilitate district professional learning targeting specific school based needs in reading aligned with the K12 Research-based literacy plan and district professional development plan.

Professional Responsibilities

1. Encourage literacy and life-long learning
2. Maintain and promptly submit accurate, complete, and correct records and reports as required by law, by grant regulations, by district policy, and by administrative directives
3. Facilitate or serve as a member on school literacy groups and committees
4. Establish rapport with faculty and staff
5. Work to promote productive relationships with and among school staff
6. Attend and participating in all required meetings
7. Uphold school rules, administrative regulations, and Board policies
8. Provide support to ensure District and School Literacy Plans are followed with fidelity and integrity

Public Relations

1. Interpret the school's reading/learning program for staff, parents, and members of the community
2. Serve as part of a countywide committee in developing activities and programs to disseminate information
3. Publicize the school's reading/learning program

ABILITY TO:

1. Perform work while standing, sitting and/or walking.
2. Communicate effectively using speech, vision and hearing.
3. Use hands for simple grasping and fine manipulatives.
4. Bend, squat, crawl, climb, and reach.
5. Lift, carry, push or pull lightweights.

EDUCATION: Any combination equivalent to: bachelor's degree. Master's degree in Education.
Minimum of five (5) years of professional teaching experience and holds a valid teaching

certificate. Minimum of two (2) years' experience as a successful leader in instruction, curriculum and assessment (Department Chair, District Committee work, KTIP resource teacher, SBDM member, etc.)

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky Teaching Certificate and Supervisor of Instruction or Consultant Certificate (Teacher Leader). National Board Certification and/or Endorsement for Teaching Reading and Writing Preferred

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy and Menifee County Certified Evaluation Plan.

Menifee County Schools

Position: Intervention Instructor (Interventionist)

REPORTS TO: Principal

SUPERVISES: N/A

JOB FUNCTION: Provide direct intervention services to students performing below grade level to ensure accelerated student growth. Provide intervention support to school staff.

PERFORMANCE RESPONSIBILITIES:

- Implement with fidelity research based intervention strategies and intervention programs designed to improve the achievement of targeted students.
- Provide intervention in small group and/or one-on-one instructional settings.
- Provide strong leadership to the school in curriculum, instruction, assessment, and standards.
- Serve on appropriate school level team(s)/committees(s) and provide support to other teachers when planning/implementing interventions.
- Administer and analyze data from diagnostic assessments as well as assist school with administration of universal screeners and other assessments as required by the school.
- Maintain and analyze progress-monitoring data collection on students.
- Report and provide progress-monitoring data, as well as, beginning, middle and end of year documentation of student progress to appropriate school, district and state stakeholders.
- Coordinate intensive assistance plans and resources for students receiving services.
- Participate in professional learning activities related to the adopted research based intervention as well as other professional learning opportunities to further develop knowledge/skills.
- Collaborates with teacher cadre/committee to develop and update the components of the Comprehensive School Improvement Plan (CSIP).
- Maintain regular attendance
- Develop and maintain a positive rapport with families and staff

- Perform other duties as specified by the supervisor

PHYSICAL DEMANDS:

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

EDUCATION AND EXPERIENCE:

- Bachelor's degree required
- Preferred Master's degree or National Board Certification
- Five (5) years of successful classroom teaching

LICENSES AND OTHER REQUIREMENTS:

- Must hold a valid Kentucky Teaching Certificate

Menifee County Schools

Abolish June 30, 2025

POSITION: Achievement and Compliance Coach

POSITION SUMMARY: Coordinate and assist the school based special education team to support student achievement; administer, score and interpret assessment; and maintain special education compliance. The Achievement and Compliance Coaches (ACC) will provide technical assistance, professional development training and support for the implementation of the Kentucky Administration Regulations and the Individuals with Disabilities Education Act (IDEA)

REPORTS TO: Director of Personalized Learning

PERFORMANCE RESPONSIBILITIES:

1. Provide professional development on special education issues including due process, eligibility, specific areas of disabilities, etc.
2. Supports, mentors, and models best practice instructional strategies and techniques
3. Exhibits a strong commitment to improving academic and social achievement for students with disabilities.
4. Ensures that students with disabilities are receiving a free and appropriate education in The least restrictive environment.
5. Assists parents in problem solving and acquiring the necessary knowledge and skills to support the development and implementation of their child's Individualized Education Plan (IEP).
6. Provide input for effective and efficient scheduling to maximize student access to general curriculum
7. Guide and coach teams to implement appropriate evidence based practices based on Data
8. Effectively selects assessment instrument appropriate for the students age, needs and suspected disability
9. Competently administers, scores, and interprets assessments
10. Analyzes student performance in relation to progress in general education curriculum and links recommendations to strengths and weaknesses to increase college, career and citizenship readiness.
11. Monitors, on a regularly scheduled basis, confidential folders and IEPs to ensure Accuracy, completeness, and compliance.
12. Develop and maintain a positive rapport with families and staff
13. Participates in decision making for program planning and development of individual education programs aimed at improving individual student achievement.

14. Adheres to policies for completing reports within specified timelines and prepares reports in conjunction with the evaluation team
15. Chairs ARC meetings
16. Collect data at the school level and assist with on-going review and analysis of school data related to achievement gaps of special education population
17. Complete due process forms correctly and accurately, assist with scheduling and chairing ARCs according to policies and procedures/timelines
18. Assist staff, parents, etc. in referral procedures, collecting required information prior to ARC to discuss referral (updated screenings, documentation interventions, etc.)
19. Perform other duties as specified by the supervisors

EDUCATION:

- Special Education teaching certification
- Master's Degree in education or similar
- Three years of successful teaching experience
- Must have working knowledge of the requirements of the Individuals with Disabilities Education Act
- Must be knowledgeable in the various areas of due process including referral, timelines, ARC procedures
- Experience in administering and interpreting educational assessments preferred but not required

EVALUATION:

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

Menifee County Schools

POSITION: Mathematics Coach MAF grant

Reports to: School Principal and Chief Academic Officer

Role and Responsibilities

As provided in KRS 158.842, a "mathematics coach" is defined as a mathematics leader whose primary responsibility is to provide ongoing support for mathematics teachers. The role of the coach is to improve mathematics teaching practices by working with teachers in their classrooms:

- observing and providing feedback to them.
- modeling appropriate evidence based instructional practices.
- conducting workshops or institutes.
- establishing professional learning communities; and
- ensuring high quality instructional resources are aligned to the *Kentucky Academic Standards for Mathematics* in order to meet the needs of primary students and other students who are struggling to meet grade level standards in mathematics.
- Other duties as assigned

Education and Skills

- Has at least five years of certified primary/intermediate mathematics teaching experience
- Hold a bachelor's degree and valid Kentucky Teaching Certificate
- Demonstrates leadership skills regarding coaching adult learners.
- Exhibits the ability to design professional learning aligned to the characteristics of High-Quality Professional Learning (HQPL); and
- Demonstrates the ability to determine whether instructional resources are Aligned to the *KAS for Mathematics* (please see High Quality Instructional Resources) and, based on that determination, support teachers with next instructional steps.

Physical Demands

- Work is performed while standing, sitting, or walking
- Requires the ability to communicate effectively
- Requires the use of hands for simple grasping
- Requires bending, squatting, climbing, crawling, and reaching
- Requires the ability to lift, carry, push or pull lightweight objects

EVALUATION:

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

Menifee County Schools

POSITION: English Language Arts Coach

Role and Responsibilities:

Defined as a leader in Literacy and English/Language Arts whose primary responsibility is to provide ongoing support for ELA teachers. The role of the coach is to improve instructional practices by working with teachers in their classrooms:

- observing and providing feedback to them;
- modeling appropriate evidence based instructional practices;
- conducting workshops or institutes;
- establishing professional learning communities; and
- Ensuring high quality instructional resources are aligned to the Kentucky Academic Standards in order to meet the needs of middle and high school students who are struggling to meet grade level standards.
- other duties as assigned
-

Education and Skills:

- Has at least five years of certified middle or high school English/Language Arts teaching experience
- Hold a Bachelor's Degree and valid Kentucky Teaching Certificate
- Demonstrates leadership skills regarding coaching adult learners;
- Exhibits the ability to design professional learning aligned to the characteristics of High Quality Professional Learning (HQPL); and
- Demonstrates the ability to determine whether instructional resources are aligned to the KAS (please see High Quality Instructional Resources) and, based on that determination, support teachers with next instructional steps.

Physical Demands:

- Work is performed while standing, sitting, or walking
- Requires the ability to communicate effectively
- Requires the use of hands for simple grasping? Requires bending, squatting, climbing, crawling, and reaching
- Requires the ability to lift, carry, push or pull lightweight objects Years one and two the ELA coach shall:
- Serve on the MTSS team to:
- Align the school's systems, data and practices to the essential six elements of KYMTSS in order to provide reliable and valid data to the KDE at least twice per year (see Annual Evaluation).
- Provide more detailed information about individual students to inform next steps for instruction or intervention; and
- Provide guidance on diagnostic assessment, intervention selection, implementation fidelity and progress monitoring for tier two and tier three services. (Consider resources that earn positive and/or potentially positive effectiveness ratings according to the Academic Intervention Tools Chart and/or high ratings from other reliable studies, which can be accessed on the Elevating Evidence Clearinghouses and Databases resources
- Meet regularly (at least once per month) with the school principal to address the school's vision and the coach's work (coach will not evaluate classroom teachers)

EVALUATION:

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

Menifee County Schools

POSITION: Mathematics Coach 6/12

Role and Responsibilities:

As provided in KRS 158.842, a "mathematics coach" is defined as a mathematics leader whose primary responsibility is to provide ongoing support for mathematics teachers. The role of the coach is to improve mathematics teaching practices by working with teachers in their classrooms:

- observing and providing feedback to them;
- modeling appropriate evidence based instructional practices;
- conducting workshops or institutes; establishing professional learning communities;
- And ensuring high quality instructional resources are aligned to the Kentucky Academic Standards for Mathematics in order to meet the needs of middle and high school students who are struggling to meet grade level standards in mathematics.
- other duties as assigned

Education and Skills:

- Has at least five years of certified middle or high school mathematics teaching experience
- Hold a Bachelor's Degree and valid Kentucky Teaching Certificate
- Demonstrates leadership skills regarding coaching adult learners;
- Exhibits the ability to design professional learning aligned to the characteristics of High Quality Professional Learning (HQPL); and
- Demonstrates the ability to determine whether instructional resources are aligned to the KAS for Mathematics (please see High Quality Instructional Resources) and, based on that determination, support teachers with next instructional steps. Physical Demands
- Work is performed while standing, sitting, or walking
- Requires the ability to communicate effectively
- Requires the use of hands for simple grasping
- Requires bending, squatting, climbing, crawling, and reaching
- Requires the ability to lift, carry, push or pull lightweight objects Years one and two the mathematics coach shall:
- Serve on the MTSS team to: Align the school's systems, data and practices to the essential six elements of KYMTSS in order to provide reliable and valid data to the KDE at least twice per year (see Annual Evaluation).
- Provide more detailed information about individual students to inform next steps for instruction or intervention; and
- Provide guidance on diagnostic assessment, intervention selection, implementation fidelity and progress monitoring for tier two and tier three services. (Consider resources that earn positive and/or potentially positive effectiveness ratings according to the Academic Intervention Tools Chart and/or high ratings from other reliable studies, which can be accessed on the Elevating Evidence Clearinghouses and Databases resources
- Meet regularly (at least once per month) with the school principal to address the school's mathematics vision and the coach's work (coach will not evaluate classroom teachers)

EVALUATION:

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

Menifee County Schools

POSITION: Behavioral Specialist

Role and Responsibilities:

- Provide coaching for teachers to support school-wide and classroom positive behavior interventions and supports.
- Provide training and support to teachers to ensure expectations are taught, reinforced, and monitored at the school wide level.
- Provide training and support to teachers on the critical features and essential practices of behavior management in classroom settings.
- Communication of positive behavioral interventions and support activities at faculty meetings.
- Collect, maintain and analyze behavior data
- Communicate with parents
- Support teachers to implement with fidelity research based intervention strategies and intervention programs designed to improve the behavior of targeted student's at all three tiers of intervention.
- Provide tiers 2 and 3 targeted behavior interventions in small group and/or one-on-one instructional settings.
- Provide strong leadership to the school in positive behavioral interventions and supports.
- Coordinate intensive intervention plans and resources for students requiring tier 3 behavioral interventions. Participate in professional learning activities related to research based behavioral interventions, as well as other professional learning opportunities to further develop knowledge/skills. Maintain regular attendance
- Develop and maintain a positive rapport with families and staff Perform other duties as specified by supervisor
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Education and Skills Bachelor's degree required

PREFERRED QUALIFICATIONS: Knowledge of the research and practices related to school wide behavioral support, including applied behavioral analysis, and the ability to use a variety of observational and interviewing skills Previous experience with PBIS – Positive Behavioral Interventions & Supports, including universal training LICENSES Kentucky Teaching Certificate PREFERRED

Physical Demands

- Work is performed while standing, sitting, or walking
- Requires the ability to communicate effectively
- Requires the use of hands for simple grasping
- Requires bending, squatting, climbing, crawling, and reaching
- Requires the ability to lift, carry, push or pull lightweight objects

EVALUATION:

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

Menifee County Schools

POSITION: Assessment and Data Specialist

POSITION SUMMARY: Under the direction of the Director of Personalized Learning, the Assessment and Data Specialist conducts comprehensive psychoeducational evaluations; consults with school personnel and parents regarding planning, implementing, and evaluating individual and group interventions. The Assessment and Data Specialist will collect and analyze district-wide Social Emotional Learning programming, Mental Health data, conduct threat assessments as needed, and analyze/assist with enrollment procedures.

REPORTS TO: Director of Personalized Learning or Director of Support Services

PERFORMANCE RESPONSIBILITIES:

1. Conducts comprehensive psycho-educational evaluations of students referred for potential special education services.
2. Administer, score, analyze and interpret intellectual, academic, social/emotional/behavioral, and other psychometric assessments.
3. Conduct systematic observations and functional assessments.
4. Interview parents, teachers, and others to gather relevant data regarding student performance.
5. Integrates all elements of assessment data into a cohesive whole for the purpose of resolving initial referral question(s) and determining eligibility for special education.
6. Edits and finalizes the evaluation team written report.
7. Communicates test results, conclusions, and recommendations clearly and concisely through oral and written reporting to school staff, parents, and other service providers, as appropriate.
8. Consults with teachers, school administration, parents, and others, as appropriate, regarding the planning, implementation, and evaluation of individual and group interventions designed to address students' learning and behavioral problems.
9. Consults with school staff, administration and parents in resolving students' academic, social, emotional and behavioral concerns.
10. Collaborates with school staff and/or parents in developing, implementing, evaluating and maintaining behavioral and other interventions.
11. Consults and collaborates with mental health, medical, social services, and other community providers, as appropriate.
12. Provides technical assistance to school staff and parents regarding behavior management, child development, and special education procedures, as necessary and appropriate.
13. Functions as a member of the building-level special education team in providing special education services to students with disabilities
14. Provides information to parents regarding the referral/assessment process, special education services available within the district, and their rights relative to special education.
15. Functions as a member of the building-level Student Intervention Team for the purpose of reviewing referrals and determining appropriate actions.
16. Provides direct and indirect services specified within students' IEPs.
17. Maintains an accurate record of student, parent and other contacts.
18. Performs other comparable duties of a like or similar nature as apparent or assigned.
19. Attends training sessions, conferences, seminars, department and district meetings.

20. Serves on District committees, task forces, workgroups, etc., as requested.
21. Keeps abreast of changing developments, trends, instructional and educational technologies
22. Assists parents in problem-solving and acquiring the necessary knowledge and skills to support the development and implementation of their child's Individualized Education Plan (IEP).
23. Effectively selects assessment instrument appropriate for the students age, needs and suspected disability
24. Assist in the implementation of special education laws, rules and regulations, and of district policies and procedures; and the ability to apply these to help ensure District compliance.
25. Assist with enrollment for students initially or transferring into the district
26. Chair ARC/504 meetings
27. Collect and analyze district-wide Social Emotional Learning programming, Mental Health data, conduct threat assessments as needed, and analyze/assist with enrollment procedures.
28. Perform other duties as specified by the supervisors

EDUCATION:

- School Counselors Certification with an Endorsement for Individual Intellectual Assessment
- Five years of successful school counseling experience
- Must have working knowledge of the requirements of the Individuals with Disabilities Education Act
- Must be knowledgeable in the various areas of due process including referral, timelines, ARC procedures
- Experience in administering and interpreting educational assessments
- Experience in analyzing and interpreting school and district data

EVALUATION:

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

Menifee County Schools

POSITION: JAG KY SPECIALIST

EDUCATION

1. Have a valid teaching certificate or adjunct certification.
2. Be assigned 100% of an ordinary workday to implementing the Jobs for America's Graduates model.
3. Have 3-4 scheduled JAG KY classes daily.
4. Have at least TWO (2) class periods per day for planning, coordinating services, completing required daily ENDMS documentation, marketing, business communications and home-visits, as necessitated.
5. Complete special projects and duties as assigned by program management.
6. Basic knowledge of computer technology and data input.
7. Ensure positive perceptions of the JAG KY program within schools by developing and maintaining effective working relationships with school personnel including teachers, administrators, students, and Advisory Committee.
8. Advocate for the program and develops a pool of effective community support resources by working with employers, parents, civic groups, and legislators to build awareness of and support for JAG KY.

ENROLLMENT & RECRUITMENT

9. Maintain a classroom enrollment of no less than 45 students and no more than 65 per site comprised of only registered JAG KY students.
10. Identify and recruit students in grades 9-12 with a minimum of four (4) barriers who will benefit from the program model.
11. Coordinate activities with community agencies to assist in meeting individual student needs.
12. Provide individual, group and career counseling for all students served.

PROFESSIONAL DEVELOPMENT

13. Participate in ALL required JAG KY meetings, trainings, professional development workshops, and the JAG National Training Seminar (NTS).
14. Complete ALL necessary forms for enrollment and participation in JAG KY.
15. Create an Advisory Committee for the purpose of recommending and referring participants to the JAG KY program.

CURRICULUM & INSTRUCTION

16. Provide instruction for all students utilizing the JAG program model
17. Implement JAG model curriculum and ensures students achieve specific competencies through classroom instruction including lecture, hands-on activities, team teaching, project-based learning.
18. Utilize leadership, teamwork, soft-skills development, community service, competitive events, PBL to effectively deliver the JAG model.
19. Tailor instruction and intervention strategies to the individual needs of each student.

20. Conduct parent-teacher conferences twice yearly (can be held in conjunction with school-sponsored PT conference).
21. Administer the Jobs for America's National Pre and Post-Test to all JAG KY participants in order to determine progress.
22. Provide follow-up services in finding and maintaining quality employment and/or post-secondary educational opportunities upon graduation.
23. Develop a plan for success with non-graduates to ensure effective transition to GED, employment or additional educational services.

SITE/STUDENT DOCUMENTATION

1. Submit all required JAG force programmatic documentation (i.e., student profiles, model services, Pre-ETS, Medicaid) in a timely manner. Failure to do so may result in specialist or program suspension.
2. Commit to documenting daily model services on the JAG force National Data Management System for every JAG KY participant, including correct attendance, allocation of time, competencies taught and classroom instruction.
3. Commit to providing twelve (12) months of communication and follow-up contact with every program graduate.
4. Secure and properly file all student records.
5. Compile data and complete reports necessary for program operation.

CAREER ASSOCIATION

1. Commit to establishing and coordinating a functional JAG KY Student Career Association.
2. Provide students with opportunities for field trips and guest speakers.
3. Host a JAG KY Officer Initiation and Installation Program.
4. Participate in local, regional, state and national student competitive and leadership events, as available.
5. Market JAG KY to local employers, business and industry through one-on-one communication, student/specialist presentations, classroom speaker opportunities, and news and social media.
6. Task a two-member site-specific Tech Team with the responsibility of taking and submitting weekly photos to the JAG KY Social Media Manager.
7. Administer at least ONE site specific JAG KY Social Media Site (i.e., FB, Twitter, Instagram).

EVALUATION:

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

MENIFEE COUNTY SCHOOLS

POSITION: Director of Analytics and Academic Programs

POSITION SUMMARY: Provide administrative service and technical assistance to staff as well as other stakeholders. Assist schools in strengthening instructional programs through strategically planned, standards-based approaches with a focus on narrowing achievement gaps. This position will provide leadership in the areas of curriculum, instruction, assessment and planning.

REPORTS TO: Superintendent/Designee

PERFORMANCE RESPONSIBILITIES:

1. Assists with data organization from all assessments and diagnostic instruments and develops strategies for intervening with students who are experiencing difficulties.
2. Engages staff in intensive data analysis and results planning.
3. Implements and supports the goals determined by the district/schools' School Improvement Plan.
4. Works collaboratively with other educators to integrate educational initiatives and resources.
5. Assists in program implementation and curriculum development.
6. Assists schools in developing and implementing School Improvement Plans designed to meet individual schools' student achievement needs.
7. Assists schools in determining effective methods for the integration of curriculum standards.
8. Models a variety of instructional strategies designed to be rigorous and mirror assessment.
9. Assists in identifying professional development needs and developing long-range professional developmental plans.
10. Leads, coordinates and oversees academic programming within the district such as the Gifted and Talented Program and Career and Technical Education.

DUTIES AND RESPONSIBILITIES:

1. Coaches and models research-based instruction strategies.
2. Mentors teachers.
3. Maintains regular attendance.

4. Performs other duties as assigned

ABILITY TO:

1. Work is performed while standing, sitting and/or walking.
2. Requires the ability to communicate effectively using speech, vision and hearing.
3. Requires the use of hands for simple grasping and fine manipulatives.
4. Requires bending, squatting, crawling, climbing, and reaching.
5. Requires the ability to lift, carry, push or pull light weights.

EDUCATION: Any combination equivalent to: bachelor's degree. Master's degree in Education. Minimum of five (5) years of professional teaching experience and holds a valid teaching certificate. Minimum of two (2) years' experience as a successful leader in instruction, curriculum and assessment (Department Chair, District Committee work, KTIP resource teacher, SBDM member, etc.)

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky Teaching Certificate and Supervisor of Instruction or Consultant Certificate (Teacher Leader). National Board Certificate Preferred. Gifted Education Endorsement.

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

MENIFEE COUNTY SCHOOLS

Position: Executive Coach

Position Overview: Executive coach will guide the new superintendent and will provide a continuum of support and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The responsibilities of the Executive Coach:

1. Engage new superintendent in discussions leading to understanding the district's profile, needs, and possible action items
2. Be available in person to support the new superintendent
3. Assist the new superintendent in developing his or her goals
4. Apply a reasonable timeline to the plans and set expectations for accountability to complete the plans
5. Effectively guide the superintendent growth over time

Qualifications

- Must be a sitting or recently serving superintendent with successful experience in Kentucky for two or more years in two or more districts.
- Must demonstrate detailed knowledge of District programs, initiatives, personnel, budget, facilities, and operations.
- Must maintain active superintendent certification from the EPSB and remain in good standing with the EPSB throughout employment.
- Must maintain confidential information on behalf of the new superintendent and his or her district.

Salary

- Notwithstanding any other provision of the Board-adopted single salary schedule for certified employees, this position will be compensated at the same annual rate and with the same benefits as the Executive Coach's most recent salary as superintendent

