

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: KTIP Coordinator
Job Class Code: 0120
Pay Scale: per salary schedule

Reports to: Superintendent
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Maintain knowledge and understanding of the on-line KTIP training program: have a thorough understanding of all KTIP regulations, policies and procedures; attend KTIP training as required.
- Maintain accurate data-base of all KTIP committees; build and distribute KTIP packets for each internship committee; ensure that committee members are aware of required time-lines; maintain a positive working relationship with all committee members, university contact and the EPSB.
- Collect and complete Statement of Eligibility (on-line) for first year teachers (fall and spring).
- Work with the EPSB division of Internship, Certification, and Technology as needed to facilitate the efficient operation of district KTIP processes.
- Serve as a liaison as necessary between the intern, their college/university and the Education Professional Standards Board (EPSB) to obtain the appropriate certification (Statement of Eligibility).
- Develop a thorough understanding of certification issues and knowledge of certification requirements.
- Collect, copy and file all intern materials each semester and submit originals to the EPSB; retain internship files for 5 years.
- Maintain KTIP records regarding update training for principals/resource teachers.
- Work with the universities to appropriately match teacher educators to interns; assign students from surrounding colleges/universities requesting placement.
- Coordinate committee assignments with principals to appropriately match interns and resource teachers.
- Coordinate pay for resource teachers with EPSB, working with Payroll Department.
- Assist in the preparation of the LEAD report, especially with issues relating to Statements of Eligibility and Confirmations of Employment.
- Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.
- Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
- Observe health and safety regulations; maintain assigned area in a clean, safe and orderly condition.
- Compile information and data for a variety of reports; organize, type, and print reports and other written materials related to assigned office functions.
- Respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations.
- Type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.
- Maintain professional office standards and conduct.
- Perform other duties as assigned.
- Maintain regular attendance.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree

Certification/Licensure: Holds a Valid Kentucky Teacher Certification

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.