



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KSB/KSD RESIDENTIAL PROGRAM COORDINATOR

Job Number: 20000973

Job Code: 41420V240316

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 11/01/1986

Job Revised: 03/16/2024

Grade: 11 Salary (MIN - MID):

\$16,984-\$25,476 - Hourly

\$2,759.90-\$4,139.86 - 37.5 Hr. Monthly Salary

\$2,943.90-\$4,415.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides care, supervision and instruction of a program for residential students at the Kentucky School for the Blind or the Kentucky School for the Deaf; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Three years of experience working with individuals in an instructional or institutional setting..

Substitute EDUCATION for EXPERIENCE:

College may substitute for the work experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience working with individuals in an instructional or institutional setting will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops and implements a program to encourage independence among high school students. Supports students on a journey to become more independent. Develops and adjusts the program based on data and student needs. Maintains records pertinent to dorm operations, student safety, and discipline. Documents topics and activities to support independent living. Collaborates with classroom teachers, specialists, and therapists to coordinate instruction, share progress, and ensure consistency across settings. Communicates with student's guardians as needed to discuss progress, goals, and concerns. Modifies educational materials, assignments, and assessments to ensure accessibility and accommodates the unique learning needs of students. Trains new and current staff how to properly operate a dorm program. Acts as a resource to assist in training students adapted life skills. Acts as supervisor in the event the supervisor on shift is absent or the position is vacant. Provides input into policies and procedures. Supervises and teaches daily living skills to students. Enforces and applies agency policies and procedures pertaining to discipline, daily living techniques, and personal habits of students within the program. Responsible for safety as it applies to a particular programs. Teaches students to maintain family contact through written and/or other communication. Maintains records and files on each student and logbook entries on the day-to-day operation of the program and submits reports on student progress and program results as required. Routinely communicates with student families and instructional personnel. Monitors student locations at all times. Participates in staffings on students and serves as a resource person for student personal problems. Performs informal counseling with students about social, personal, and behavioral problems. Helps students with homework. Takes students to off campus events such as movies, circus, etc.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents must be able to exert physical effort in the restraint of students based on behavior. May perform other physical efforts in assisting students. Work may involve substantial walking and standing. Must be able to communicate with and understand student in individual student's communication mode.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a school dormitory setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.