



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

To: Mr. Jesse Bacon, Superintendent *[Signature]*
Ms. Becky Sexton, Assistant Superintendent for Support Services

From: Jennifer Wooley, Director of Human Resources *[Signature]*

Date: November 28, 2018

RE: Item for December Board Agenda ~ Special Education Consultant
Job Description Revisions

Attached please find a revised version of the job description for Special Education Consultant. You will note the suggested revisions in red.

I recommend revision of this job description. If you have any questions or suggestions, please feel free to contact me.

[Signature]



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TO: Jennifer Wooley, Director of Human Resources
FROM: Troy Kolb, Director of Special Education (TK)
DATE: November 28, 2018
RE: Updated Job Description – Special Education Consultant

*Received
11/28/18
JW*

Please find attached my recommendation of an updated job description for the position of Special Education Consultant. These changes reflect a more accurate picture of the duties and responsibilities expected in this role. As the needs of students and teachers have evolved throughout the years, so too has the operations of our consultants. This update will help refine and make more efficient the services provided from our consultants to their assigned schools.

Please let me know if I can answer any questions concerning this matter.

BULLITT COUNTY PUBLIC SCHOOLS

POSITION: **SPECIAL EDUCATION CONSULTANT**

POSITION SUMMARY: Serves as a consultant to teachers, school staff and administration who serve students with disabilities.

QUALIFICATIONS: Kentucky Special Education Certification and
**Approval for Teacher Consultant in Program for
Exceptional Children**

REPORTS TO: Director of Special Education

PERFORMANCE RESPONSIBILITIES:

1. Acts as consultant to teachers, school staff and administration who serve students with disabilities:
 - A. Works with teachers to problem solve and develop appropriate learning experiences/modifications for students with disabilities, **including differentiating instruction in resource and co-teaching settings.**
 - B. Assists in adapting **instructional and behavioral support** materials for students with disabilities.
 - C. Assists **with data review for** IEP development/revision for students with disabilities.
 - D. **Reviews IEP documents to ensure compliance with State Regulations and provides feedback to teachers**
 - E. **Provides training to special education teachers, with a focus on the IEP Guidance Document, KDE Record Review for Compliance Document, progress monitoring and data collection, behavior strategies for classroom management, strategies for working with students with Autism, etc.**
 - F. Trains/assists teachers in on-going progress data collection.
 - G. Trains/assists teachers and ARC chairs with completion of other necessary special education paperwork (i.e. Functional Behavior Assessments, Behavior Support and/or Intervention Plans).
2. **Ensures due process folders are organized and complete, and** assists with dissemination of due process folders to the schools.
3. Works closely with teachers, **school psychologists, and instructional coaches to analyze intervention/progress data and make recommendations for school data review teams prior to or during** the referral process.

4. Assists teachers with the transition of students with disabilities from elementary to middle school, middle to high school, and high school to post-secondary programs.
5. Trains/assists teachers and ARC Chairs **in maintaining compliance with Federal, State, and District** policies and procedures, including confidentiality.
6. Assists school personnel in adherence to timelines.
7. Monitors teacher data collection as needed.
8. Provides input and information to principal regarding **school specific needs**.
9. **Attends ARC meetings and** acts as ARC Chair when properly designated.
10. **Attends Special Education staff meetings and PLC meetings throughout the district, as needed, to provide updates and address teacher questions or concerns.**
11. Performs other duties as assigned by the Director of Special Education.
12. Is regular in attendance and punctual.

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

Approved by: _____ Date _____

Review and agreed by: _____ Date _____