



## Bullitt County Public Schools

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**TO:** Jesse Bacon, Superintendent *JB*  
Adrienne Usher, Assistant Superintendent for Student Learning  
Becky Sexton, Assistant Superintendent for Support Services  
Jennifer Wooley, Director of Human Resources  
Lisa Lewis, Director of Finance

**FROM:** Troy Kolb, Director of Special Education *TK*

**DATE:** April 10, 2019

**RE:** Special Education Department Restructure Proposal

The BCPS Department of Special Education currently has seven Consultants on staff to provide support for 23 schools. What follows is an account of these staff assignments and their roles:

**Stacy Coogle** PGES, MWES, OMES, CES, RES

**Kristi Mudd** HMS, ZMS, SES, MES, FES, BES

**Leah Riggs** BLMS, CGES, LJES, OES, EMS, BMS

These three consultants each provide support to 5-6 elementary and middle schools. Stacy Coogle oversees the Alternate Assessment/MSD programming for 20 classrooms districtwide, while Leah Riggs facilitates the Trauma Informed Care Initiative in collaboration with the University of Kentucky in (13 schools). A breakdown of their time over a school year shows they are available to offer support to teachers and administrators in their assigned schools between 19-21 days throughout the entire school year:

[170 days – 54 PLC days (1 day per month, per school) = 116 days/6 schools = 19 days per school, per year]

**Jennifer Fletcher** is our High School/Transition Consultant that works to provide post-secondary connections to support services for students with disabilities. She works to bring transition activities to special education students in 6<sup>th</sup>-12<sup>th</sup> grades as required by regulations. She also provides school level support to all three high schools (NBHS, BEHS, BCHS).

**Stephanie Porter** is our Behavior Consultant that provides support to students and staff for all schools in the district. Her duties also include serving as the districtwide trainer and primary support person for Safe Crisis Management. She also serves as the school level support for the Alternative School programs.

Equal Education and Employment Institution

**Mary Faulhaber** is our Assistive Technology Consultant that provides support with implementation of technology for special education students and teachers districtwide.

**Debbie Williams** serves as the building level consultant for MWMS and NES. She serves as our districtwide 504 Coordinator and Child Find Coordinator. Her duties also encompass providing districtwide support to ensure compliance with special education regulations; as well as, providing districtwide specialized support in the area of Autism.

In consideration of the recent Diagnostic Reviews of the Bullitt County Public School System, Shepherdsville Elementary School, and Bullitt Lick Middle School, there is an evident need for more focused instructional supports in the area of special education throughout the district. Also noted in the AdvancED Diagnostic Review of BCPS (Improvement Priority #1) is the need to “establish procedures to analyze outcomes of district-level support programs and practices to improve student learning and performance.

As a result, the Department of Special Education is requesting the following changes to our staffing plan: (See attached Job Descriptions for *Special Education Instructional Coach* and *Special Education Compliance Coordinator*.)

- Change the current job title of “Special Education Consultant” to “Special Education Instructional Coach.”
- Adopt the attached job description for “Special Education Instructional Coach” to replace the current job description for “Special Education Consultant.”
- Approve an additional **Special Education Instructional Coach** position (see attached job description) to allow for more intense focus on instructional supports and programming for our teachers of students with disabilities.
- Approve the addition of a **Special Education Compliance Coordinator** position (see attached job description) to oversee and ensure our department continues to remain at a high level of compliance with Kentucky and Federal Regulations. This position will help to address the needs identified in Improvement Priority #1 of the Diagnostic Review. The terms of employment for this position will include 15 extended days and a supplement of \$8200.

The plans listed in this restructuring proposal would be effective beginning in the 2019-2020 school year. Funding for these two additional positions will come from the General Budget. Please let me know if I can answer any additional questions on this matter.

Bullitt County Public Schools

**Special Education Instructional Coach**

**Responsible To:** Director of Special Education

**Job Description:**

The instructional coach position is a critical lever in improving student achievement. The purpose of this role is to increase the capacity of teachers of students with disabilities to understand and effectively implement research-based and best practice instructional strategies to increase student learning for ALL students related to the areas of pedagogical planning/preparation, the classroom environment and daily classroom instruction. An instructional coach models continuous improvement, a growth mindset, professional leadership and goes above and beyond for student success. Instructional coaches will promote reflection, provide guidance and structure where needed and focus on strengths, collaboration and common issues of concern. This role is responsible for high-quality instruction in classrooms servicing students with disabilities through modeling, co-planning, co-teaching, coaching cycles, providing professional learning opportunities and providing feedback to teachers. All instructional coaches will work collaboratively with the Department of Special Education and the Student Learning Department to promote and implement district goals and initiatives, as necessary, along with supporting the mission and goals of schools. **This is NOT a supervisory position and DOES NOT include evaluation of teachers.**

**Qualifications:**

- Kentucky Special Education Teacher Certification, Rank II/Masters Degree, with a minimum of five years of successful teaching experience in special education
- Approval for Teacher Consultant in Program for Exceptional Children
- Demonstration of exemplary teaching skills, teacher leadership and high student learning growth using data
- Demonstration of excellent written and oral communication skills and the ability to work positively and cooperatively with others

**Essential Functions:**

- Support the Bullitt County Public Schools' mission, vision and goals
- Create positive relationships with teachers and administrators
- Assist with district and school improvement planning
- Facilitate the intentional and professional development of teachers of students with disabilities
- Gather, analyze and interpret data at the district, school and classroom level

- Promote, support and facilitate the professional learning community process across the district and schools within collaborative teams
- Assist with congruency and alignment of district and school-based initiatives as a liaison between the Student Learning Department and building level administrators

**Performance responsibilities:**

- Support the instructional development of teachers of students with disabilities through modeling, co-teaching, coaching cycles, co-planning related to instructional strategies, classroom/behavior management, student engagement, intervention strategies, etc.
- Work with teachers of students with disabilities to problem solve and develop appropriate learning experiences/modifications; including differentiating instruction in resource and co-teaching settings.
- Assists in adapting instructional and behavioral support materials for students with disabilities
- 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
- Informally observe (non-evaluative) lessons and provide specific feedback for a teacher's professional growth and students' success
- Observe teachers of students with disabilities in a non-evaluative manner, looking for data related to critical teaching behaviors, fidelity to scientifically proven best practice, student behavior and performance and additional specific teacher concerns.
- Provide direction and coordination for how the curriculum is to be taught consistent with District Initiatives and Instructional Expectations
- Contribute to the development of systems and structures to improve teacher practice at the district and within schools
- Support teachers of students with disabilities in their use of instructional and assessment programs
- Assist teachers of students with disabilities with resources materials, tools, information, etc. to support classroom instruction and planning new resources
- Assist teachers of students with disabilities in developing standards-based units of study and standards-based lessons
- Support teachers of students with disabilities and administrators in using data to improve instructional on all levels
- Work with school level collaborative teams in their efforts to deconstruct standards, analyze student work, create common assessments, analyze interim assessment results, and develop watch lists for at risk students
- Collaborate effectively with school and necessary district personnel on the response to intervention process

- Serve as a resource for response to intervention at the district and school level to ensure effective implementation of interventions and data collection
- Collaborate with district instructional technology staff for the improvement of teaching with technology
- Consistently demonstrate knowledge of current best practices related to coaching teachers and utilizes these best practice instructional coaching methodologies/strategies when working with teachers
- Develop the teacher knowledge, skills, attitudes, and behaviors through a variety of professional development at both school and district level
- Serve as a resource for teachers of students with disabilities on assistance or corrective action plans, as requested
- Attend meetings or conferences as needed to grow own professional growth for position
- Perform such other duties as assigned by the Superintendent/designee

**Terms of Employment:**

- 187 days plus 6 extended days and supplement according to district pay scale
- Contract renewable each year with satisfactory evaluation and recommendation from the Director of Special Education
- School placement decided by Director of Special Education

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and Agreed by: \_\_\_\_\_ Date: \_\_\_\_\_

## **Bullitt County Public Schools**

### **Special Education Compliance Coordinator**

#### **Qualifications:**

- Kentucky Special Education Teacher Certification, Rank II/Masters Degree, with a minimum of five years successful teaching experience
- Knowledge of special education laws, regulations, and requirements related to their implementation
- Demonstrated skills in educational program design and implementation
- Demonstration of excellent written and oral communication skills and the ability to work positively and cooperatively with others

#### **Performance Responsibilities:**

- Establish procedures to analyze outcomes of district-level supports and practices (Diagnostic Review Improvement Priority #1).
- Facilitate compliance and implementation of special education regulations and corresponding district policies, and completion of special education forms.
- Support district special ed staff regarding compliance and regulatory issues.
- Develop and implement professional development activities for district staff regarding compliance and regulatory issues in special education
- Serve as the district Child Find and 504 coordinator
- Assist the Director of Special Education in the completion of KDE reports, communication with appropriate agencies, and with providing an annual report to the Assistant Superintendent of Student Learning outlining the effectiveness of district level supports and practices including evidences and monitoring.
- Engage in professional development to enhance personal professional knowledge and to keep current with compliance and regulatory issues.
- Perform other duties as assigned by the Director of Special Education

#### **Terms of Employment:**

- 187 days plus 15 extended days and supplement according to district pay scale
- Contract renewable each year with satisfactory evaluation and recommendation from the Director of Special Education

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and Agreed by: \_\_\_\_\_ Date: \_\_\_\_\_