




Bullitt County Public Schools


1040 Highway 44 East
Shepherdsville, Kentucky 40165

Phone: 502-869-8000

Fax: 502-869-8019

www.bullittschools.org

TO: Dr. Jesse Bacon, Superintendent 
Mrs. Adrienne Usher, Assistant Superintendent
Ms. Becky Sexton, Assistant Superintendent

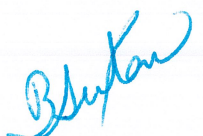
FROM: Althea Hurt, Director of Human Resources 

DATE: September 28, 2020

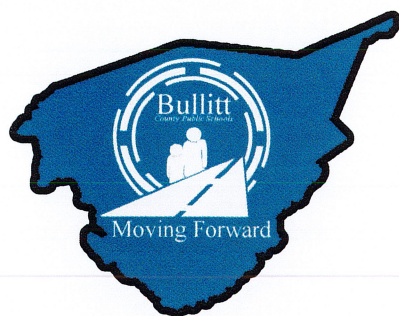
RE: Item for the October Board Meeting - Updated Job Descriptions (Teacher, Principal, Assistant Principal, Guidance Counselor)

Attached are updated job descriptions for the positions of Principal, Assistant Principal, Classroom Teacher, and Guidance Counselor. Updates/Revisions include: removal of KERA, addition of a Physical Demands chart, addition of the Terms of Employment for each position, addition of an Evaluation Statement, and addition of the BCPS logo.

Attachment: Updated Job Descriptions



BULLITT COUNTY PUBLIC SCHOOLS



POSITION: Guidance Counselor

POSITION SUMMARY: Directs and coordinates a comprehensive program, in person or virtually, which promotes and enhances academic, personal, social and career development for students. Provides individual counseling, crisis intervention and the formation and facilitation of groups. Provides students, faculty, parents, and staff with supportive services. Maintains comprehensive records and reports.

QUALIFICATIONS: Kentucky Guidance Counselor Certificate

TERMS OF EMPLOYMENT: 210 Days for Middle/High School, 195 Days for Elementary School

REPORTS TO: Principal and/or Designated Supervisor

SUPERVISES: Students

PERFORMANCE RESPONSIBILITIES:

1. Major Domain: Counseling

- 1.1. Ensures that the school counseling program is comprehensive in design and is delivered systematically to all students.
- 1.2. Uses appropriate assessment and diagnostic procedures for determining and structuring individual and group counseling services.
- 1.3. Uses appropriate counseling processes and techniques for individual and group sessions to meet developmental, preventive, and remedial needs of students.
- 1.4. Provides individual and group counseling to students to address ongoing student issues.
- 1.5. Follows up individual and group counseling to monitor students.
- 1.6. Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- 1.7. Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
- 1.8. Assists students in selecting programs of study to enhance career planning.
- 1.9. Assists students in building self-esteem and developing decision-making, problem-solving, and positive human relations skills.
- 1.10. Implements direct interventions and prevention programs.
- 1.11. Provides interventions and support in crisis situations.

BULLITT COUNTY PUBLIC SCHOOLS

2. Major Domain: Consulting

- 2.1. Consults and collaborates effectively with parents, staff, and community resources regarding students with identified needs and concerns.
- 2.2. Is available and makes timely responses to students, parents, and teachers.
- 2.3. Assists staff and parents in understanding and responding to developmental levels of students.
- 2.4. Uses school newsletter, handouts, memos, web pages, etc. to inform teachers and parents about upcoming events, services offered, resources available, etc.
- 2.5. Maintains current and appropriate resources for students, parents, and teachers.
- 2.6. Presents instructional/informational programs to groups of students, parents, and teachers.
- 2.7. Uses an effective process when referring students, parents, and others to special programs and services.
- 2.8. Interprets achievement and aptitude test data to assist school staff with curriculum planning.
- 2.9. Helps teachers and parents understand test performance in relation to student development.

3. Major Domain: Coordinating

- 3.1. Communicates effectively with students, parents, staff and community.
- 3.2. Assists with coordination of student services in the school.
- 3.3. Registers, orients, and schedules students into appropriate classes and makes necessary schedule adjustments to meet individual needs.
- 3.4. Works to improve student attendance by counseling students and making referrals to in-district and outside resources..
- 3.5. Makes appropriate referrals of students to school and community programs.
- 3.6. Assists with placement and follow-up services for students.
- 3.7. Informs and assists students and parents about career opportunities, post-secondary application procedures, financial aid, etc.
- 3.8. Assists teachers with integration of guidance activities into the curriculum.
- 3.9. Meets annually with feeder school counselors to coordinate the transition of students.
- 3.10. Prepares students for transition to next level (elementary to middle, middle to high school, high school to post high school).Maintains comprehensive records and reports.
- 3.11. Directs the maintenance of the school permanent record system and interprets permanent record data to students, parents, and teachers.

BULLITT COUNTY PUBLIC SCHOOLS

- 3.12. Provides recommendations to colleges, post-secondary schools, scholarship sources, and employers.

4. Major Domain: Professionalism

- 4.1. Demonstrates professionalism, including a commitment to professional development.
- 4.2. Establishes and maintains professional relationships with administrators, teachers, other school personnel, parents, students, and community members.
- 4.3. Demonstrates professional and responsible work habits; maintains professional appearance.
- 4.4. Uses professional written and oral communication skills.
- 4.5. Promotes and follows ethical standards for school counselors.
- 4.6. Maintains confidentiality of information.
- 4.7. Adheres to local, state, and federal policies, regulations, and standards.
- 4.8. Performs other duties as assigned.

5. Major Domain: Building Assessment Coordinator (*If Assigned)

- 5.1. Works collaboratively with the District Assessment Coordinator to coordinate and facilitate the implementation of the state-required assessment and accountability programs.
- 5.2. Attends district sponsored assessment and accountability meetings.
- 5.3. Holds meetings with school principals and/or teachers to disseminate information from assessment meetings.
- 5.4. Communicates to appropriate principal and school staff assessment definitions, timelines, and procedures as necessary for compiling data and other information.
- 5.5. Meets district and state assessment timelines.
- 5.6. Assists principal, teachers, and parents with questions, problems, or concerns regarding the assessment process.
- 5.7. Facilitates the implementation of all assessment and accountability activities throughout the school.
- 5.8. Verifies the receipt of all testing materials, which include, but are not limited to, test booklets, student response booklets, reference sheets, student questionnaires, administration manuals, and return shipping materials.
- 5.9. Prepares accountability rosters for each testing window for submission to the District Assessment Coordinator and the Office of Assessment and Accountability.
- 5.10. Obtains materials needed for assessments (calculators, large print tests, etc.).

BULLITT COUNTY PUBLIC SCHOOLS

- 5.11. Trains the principal and staff on the Administration Code for Appropriate Assessment Practices prior to testing. Keeps on file at the school a dated agenda and a participant's sign-in sheet. Submits copy to District Assessment Coordinator.
- 5.12. Ensures that all special education staff has attended training sessions about the Administration Code and Inclusions document regarding accommodations.
- 5.13. Ensures that each individual involved with testing at the school level has read and signed the Administration Code document and the Appropriate Practices Form. Collects these forms and maintains records at school.
- 5.14. Plans and arranges training sessions for school personnel, parent and/or community volunteers who will serve as scribes and readers during the assessment window.
- 5.15. Ensures all students are tested as required by the Kentucky Department of Education.
- 5.16. Completes, signs, and files medical exemption, medical emergency and allegation paperwork with the District Assessment Coordinator.
- 5.17. Provides staff development for principal, teachers and parents concerning assessment processes and the understanding, interpreting, and use of assessment results.

PHYSICAL DEMANDS:

	Seldom/ Rare	Occasional (Up to 1/3 of Work Day)	Frequent (Up to 1/3 to 2/3 of Work Day)	Repetitive (Up to 2/3 of Work Day)
Standing/Walking				✓
Sitting			✓	
Handle/Finger/Feel			✓	
Reach/Push/Pull			✓	
Bend/Stoop/Crouch			✓	
Kneel/Crawl		✓		
Climb/Balance	✓			
Lift/Carry (Check Frequency)				
Up to 10 lbs.			✓	
Up to 20 lbs.			✓	
Up to 50 lbs.		✓		
Up to 100 lbs.	✓			
Over 100 lbs.	✓			

BULLITT COUNTY PUBLIC SCHOOLS

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

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

Print Name: _____ Date: _____

Signature: _____

BULLITT COUNTY PUBLIC SCHOOLS



POSITION: **Building Principal**

POSITION SUMMARY: Directs and coordinates education, administrative, and counseling activities of schools and promotes the educational development of all students.

QUALIFICATIONS: Appropriate Kentucky Administrative Certification

TERMS OF EMPLOYMENT: 240 Days (230 Days for Alternative Principal)

REPORTS TO: Superintendent/Designee

SUPERVISES: Certified and classified personnel assigned full or part-time to the school.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school.
2. Initiates, designs, and implements programs to meet specific needs of the school.
3. Evaluates educational programs to insure conformity to state and school board standards.
4. Assumes responsibility for the implementation and observance of all board policies and procedures.
5. Assumes responsibility for the maintenance of accurate records for attendance.
6. Implements and supervises the school's special education program including the implementation of the student Individual Education Plan and chairing the School Based Admission and Release Committee meetings.
7. Evaluates all staff members regarding their individual performance.
8. Evaluates and assists in developing professional improvement plans for all certified staff.
9. Serves as chairperson of the School Based Decision-Making Council and assumes responsibility for the development, implementation and communication of all School Council business within Council guidelines, district policy and state laws.
10. Coordinates and administers educational policies established by the school council for school based decision-making.
11. Supervises the guidance program to enhance individual student education and development.
12. Plans, organizes and directs or delegates implementation of all school activities.
13. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.

BULLITT COUNTY PUBLIC SCHOOLS

14. Keeps the Superintendent informed of the school's successes, activities, events and problems.
15. Prepares and administers the school budget and supervises all school finances.
16. Coordinates and supervises support services such as maintenance, food service, recreational and community programs.
17. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and to solicit support for the school goals and programs.
18. Supervises and attends special events held to recognize student achievement, school-sponsored and extracurricular functions and athletic events.
19. Supervises the operations of the building and school grounds for the health, safety and well being of pupils, staff and members of the community.
20. Responsible for the cleanliness and upkeep of the school facility and grounds.
21. Responsible for the organization and supervision of all school schedules.
22. Assume responsibility for the safety and administration of the school.
23. Plans and supervises fire drills, tornado drills and an emergency preparedness program.
24. Provides supervision of pupil transportation and monitoring of student conduct and enforces Board policies in matters of discipline.
25. Directs and assists in the development of Consolidated and Professional Development Plans.
26. Plans, organizes and conducts staff meetings on a regular basis.
27. Conducts orientation of all school personnel on state and board policies and procedures.
28. Provides for the proper supervision of pupils at all times.
29. Deals with students, parents and all school groups in a positive and constructive manner.
30. Promotes proper pupil conduct and discipline in accordance with the school and district discipline code.
31. Keeps abreast of change and developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others.
32. Assumes responsibility for his/her own professional growth.
33. Develops a handbook for students, staff and parents.
34. Assumes responsibility for all official school correspondence.
35. Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
36. Cooperates with college and university officials regarding teacher training and preparation.

BULLITT COUNTY PUBLIC SCHOOLS

37. 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 growth plans.
38. May be asked to perform health related services for students after receiving appropriate training.
39. Performs any other duties as designated by the Superintendent.

PHYSICAL DEMANDS:

	Seldom/ Rare	Occasional (Up to 1/3 of Work Day)	Frequent (Up to 2/3 to 3/4 of Work Day)	Repetitive (Up to 3/4 of Work Day)
Standing/Walking				✓
Sitting			✓	
Handle/Finger/Feel			✓	
Reach/Push/Pull			✓	
Bend/Stoop/Crouch			✓	
Kneel/Crawl		✓		
Climb/Balance	✓			
Lift/Carry (Check Frequency)				
Up to 10 lbs.			✓	
Up to 20 lbs.			✓	
Up to 50 lbs.		✓		
Up to 100 lbs.	✓			
Over 100 lbs.	✓			

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

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

Print Name: _____ Date: _____

Signature: _____

BULLITT COUNTY PUBLIC SCHOOLS



POSITION: **Assistant Principal**

POSITION SUMMARY: Directs and coordinates education, administrative, and counseling activities of schools and promotes the educational development of all students under the direction of the Principal.

QUALIFICATIONS: Appropriate Kentucky Administrative Certification

TERMS OF EMPLOYMENT: 210 Days for Middle/High School, 200 Days for Elementary School

REPORTS TO: Principal

SUPERVISES: Certified and classified personnel assigned full or part-time to the school.

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in providing effective leadership and assists in responsibility for instruction in the schools where assigned.
2. Assists the principal in the overall administration of the school.
3. Helps to evaluate educational programs to insure conformance to state and school board standards.
4. Supports the Principal with the implementation and observance of all Board policies and procedures.
5. Assists in the coordination and administration of educational policies established by the school council for school based decision making.
6. Assists in planning, organizing and directing implementation of all school activities.
7. Assists in responsibility for the maintenance of accurate records for attendance, conduct, and progress of all students. Assists in the preparation of supervision of reports, records, lists and all other paperwork required.
8. Maintains high standards of student conduct and enforces Board and school discipline policies.
9. Assumes responsibility for the maintenance of accurate records for attendance
10. Assumes responsibilities for the safety and administration of the school.
11. Assists in the supervision and attends special events held to recognize student achievement. Attends extracurricular functions and athletic events.
12. Serves as a member of school committees and attends such meetings as directed by the Principal.

BULLITT COUNTY PUBLIC SCHOOLS

13. Helps to conduct orientation of school personnel regarding state and local board policies and procedures.
14. Assumes responsibility for his/her own professional growth and development by completing the training program approved by the State Board for Elementary and Secondary Education to include no less than forty-two (42) hours of instruction every two (2) years.
15. Assists in the coordination and supervision of student transportation.
16. Cooperates with all supervisory personnel in consideration of school related matters.
17. Serves as principal in the absence of the Principal.
18. Helps to establish and maintain favorable relationships with local communities and individuals to foster understanding and solicit support for overall school objectives and programs.
19. May be asked to perform health related services for students after receiving appropriate training.
20. Performs such others tasks and assumes such other responsibilities as the principal may assign from time to time.
21. Is regular in attendance and punctual.

PHYSICAL DEMANDS:

	Seldom/ Rare	Occasional (Up to 1/3 of Work Day)	Frequent (Up to 1/3 to 2/3 of Work Day)	Repetitive (Up to 2/3 of Work Day)
Standing/Walking				✓
Sitting			✓	
Handle/Finger/Feel			✓	
Reach/Push/Pull			✓	
Bend/Stoop/Crouch			✓	
Kneel/Crawl		✓		
Climb/Balance	✓			
Lift/Carry (Check Frequency)				
Up to 10 lbs.			✓	
Up to 20 lbs.			✓	
Up to 50 lbs.		✓		
Up to 100 lbs.	✓			
Over 100 lbs.	✓			

BULLITT COUNTY PUBLIC SCHOOLS

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

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Responsibilities and duties assigned are at the discretion of the supervisor.

Print Name: _____ Date: _____

Signature: _____

BULLITT COUNTY PUBLIC SCHOOLS



POSITION: Classroom Teacher

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

QUALIFICATIONS: 1) Kentucky certificate required
2) Experience and such alternatives to the above qualifications as deemed appropriate and acceptable by the Kentucky Professional Standards Board.

TERMS OF EMPLOYMENT: 187 Days (some teaching positions have extended days)

REPORTS TO: Principal or Building Level Administrator

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 Board policies, administrative regulations, school rules governing student life and conduct and develops reasonable rules of classroom behavior and procedure.
4. Evaluates specific teacher/learning situations and communicates to students and others (e.g. progress reports, parent-teacher conferences and portfolios).
5. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
6. Maintains accurate, complete and correct records as required by the law and district policy.
7. Identifies pupil needs and collaborates with other professional staff members in assessing pupil health, attitude and learning problems.
8. 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, professional development and professional growth.
9. Demonstrates effective collaboration skills among peers, subordinates, supervisors, students and parents.
10. Directs the work of instructional assistants and/or other para educators.
11. Evaluates own overall performance and develops a yearly plan for professional growth and development in accordance with state regulations.

BULLITT COUNTY PUBLIC SCHOOLS

12. Aids in the administration of group standardized tests in accordance with the district or state regulations.
13. May be asked to perform health related services for students after receiving appropriate training.
14. Performs any other such duties as designated by the immediate supervisor/principal.

PHYSICAL DEMANDS:

	Seldom/ Rare	Occasional (Up to 1/3 of Work Day)	Frequent (Up to 1/2 to 2/3 of Work Day)	Repetitive (Up to 2/3 of Work Day)
Standing/Walking				✓
Sitting			✓	
Handle/Finger/Feel			✓	
Reach/Push/Pull			✓	
Bend/Stoop/Crouch			✓	
Kneel/Crawl			✓	
Climb/Balance	✓			
Lift/Carry (Check Frequency)				
Up to 10 lbs.			✓	
Up to 20 lbs.			✓	
Up to 50 lbs.		✓		
Up to 100 lbs.	✓			
Over 100 lbs.	✓			

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

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

Print Name: _____ Date: _____

Signature: _____