



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

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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 *AH*

DATE: April 21, 2021

RE: Item for the April Board Meeting - Virtual Learning Positions and Job Descriptions

Attached is a request from Assistant Superintendent Usher for approval of the positions for the Virtual Learning Academy:

Approximately: 17 Virtual Classroom Teachers, 2 Virtual Special Education Teachers, 1 School Secretary, and 1 Instructional Coach. Positions will be utilized based on student enrollment.

Approval is also requested for the job descriptions of **Virtual Classroom Teacher** and **Virtual Special Education Teacher**. These new positions arise from the need to move forward with the Virtual Learning Academy. All positions will be funded through ESSER funding.

Please see the attached memo and job descriptions.

Attachment: Memo

Job Descriptions: Virtual Classroom Teacher
Virtual Special Education Teacher



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TO: Althea Hurt, Director of Human Resources
Jesse Bacon, Superintendent

FROM: Danny Clemens, Principal of Specialized Programs
Adrienne Usher, Assistant Superintendent for Student Learning

RE: Bullitt Virtual Learning Academy Teacher Positions and Job Descriptions

DATE: April 13, 2021

The Bullitt County Public Schools Virtual Learning Academy, Grades 2-12 which will be housed at Riverview Opportunity Center will start the beginning of the 2021-2022 school year. The following positions are needed to staff the Virtual Learning Academy to serve up to 210 students in Grades 2-5, up to 600 students in Grades 6-8, and up to 300 students for Grades 9-12:

- 17 Virtual Classroom Teachers
- 2 Virtual Special Education Teachers
- 1 Instructional Coach
- 1 School Secretary Position

All positions will be funded through ESSER funding and the above positions will only be utilized, as needed, based on student enrollment. Approval is requested for the above positions for the Bullitt Virtual Learning Academy housed at Riverview Opportunity Center.

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POSITION: Virtual Special Education 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. Provides appropriate educational services aligned with the Kentucky Core Content and Program of Studies and Specially Designed Instruction to students with identified disabilities based on each student's Individual Education Program (IEP). This includes case management of assigned students, required data collection, effective classroom teaching practices, and collaboration as needed with other school staff.

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

GENERAL DUTIES & PERFORMANCE RESPONSIBILITIES:

1. Demonstrates proficiency in planning developmentally appropriate, research-based online instruction that addresses Kentucky's learning goals and outcomes for students.
2. Creates and maintains a virtual learning climate that supports student learning outcomes while utilizing social and emotional learning strategies.
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) in the virtual program.
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. Demonstrates operational knowledge of internet and web related technologies.
8. Assist students and parents with technical support requests relating to the course interface and student information systems.
9. Uses a variety of programs and software applications, as appropriate, to complete instructional and administrative tasks.

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10. Identifies pupil needs and collaborates with other professional staff members in assessing pupil health, attitude and learning problems.
11. Performs professional responsibilities and duties as outlined in BCPS 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.
12. Demonstrates effective collaboration skills among peers, subordinates, supervisors, students and parents.
13. Directs the work of instructional assistants and/or other para educators.
14. Evaluates own overall performance and develops a yearly plan for professional growth and development in accordance with state regulations.
15. Aids in the administration of group standardized tests in accordance with the district or state regulations.
16. Shall be asked to perform health related services for students after receiving appropriate training.
17. Performs any other such duties as designated by the immediate supervisor/principal.

SPECIFIC DUTIES & PERFORMANCE RESPONSIBILITIES

1. Acts as a member of the Admissions and Release Committee (ARC) for each assigned and served student.
2. Plans and implements Specially Designed Instruction that meets individual needs, interests, and abilities and is aligned with the district's curriculum as well as the Individualized Education Program (IEP) for each student.
3. Works in a cooperative manner with the principal, Director of Special Education, planning teams, and committees in order to achieve "Continuous Monitoring Process" as specified by KDE and the BCPS school district.
4. Communicates objectives to students in a well-planned, organized manner in clear and concise terms.
5. Follows BCPS district policies and procedures as related to Special Education.
6. Respects the dignity of each student and attempts to gain an adequate understanding of his/her needs, interests, abilities, aptitudes, temperament, and environmental influences while ensuring confidentiality is maintained.
7. Monitors and assesses student progress and provides feedback on a regular basis to students, parents/guardians, and other school staff as appropriate.
8. Maintains accurate, complete, legible, and correct records as required by law, BCPS board policies, procedures, and administrative regulations.
9. Completes training and administers medication as required by the student's Individual Education Program.
- 10. Ensures confidentiality is maintained under FERPA guidelines.**

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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 1/3 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.	✓			

***Safe Crisis Management Training may be a requirement.**

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

Print Name: _____ Date: _____

Signature: _____

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POSITION: Virtual 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 online instruction that addresses Kentucky's learning goals and outcomes for students.
2. Creates and maintains a virtual learning climate that supports student learning outcomes while utilizing social and emotional learning strategies .
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) in the virtual program.
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. Demonstrates operational knowledge of internet and web related technologies.
8. Assist students and parents with technical support requests relating to the course interface and student information systems.
9. Uses a variety of programs and software applications, as appropriate, to complete instructional and administrative tasks.
10. Identifies pupil needs and collaborates with other professional staff members in assessing pupil health, attitude and learning problems.
11. Performs professional responsibilities and duties as outlined in Board policy, such as regular attendance, punctuality, attending staff meetings, serving on committees, and

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accepts a share of responsibility for extra-curricular activities, professional development and professional growth.

12. Demonstrates effective collaboration skills among peers, subordinates, supervisors, students and parents.
13. Directs the work of instructional assistants and/or other para educators.
14. Evaluates own overall performance and develops a yearly plan for professional growth and development in accordance with state regulations.
15. Aids in the administration of group standardized tests in accordance with the district or state regulations.
16. May be asked to perform health related services for students after receiving appropriate training.
17. 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 1/3 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.	✓			

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

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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: _____