



Bullitt County Public Schools

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

FROM: Althea Hurt, Director of Human Resources *AH*

DATE: April 14, 2021

RE: Item for the April Board Meeting - Special Education Teacher Job Description

Approval is requested for the attached BCPS Special Education Teacher Job Description. In the past, all new certified teachers employed by the Bullitt County Public Schools were given the BCPS Teacher Job Description upon hire. Going forward, beginning with the 2021-2022 school year, we would like to utilize a more specific and targeted job description to give our certified Special Education teachers a better understanding of their position and expectations. The job description has been reviewed by Mr. Troy Kolb, Director of Special Education and his department, as well as by BCPS special education teachers in elementary, middle, and high schools.

Attachment: Special Education Teacher Job Description

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POSITION: 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 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 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.

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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.
12. Aids in the administration of group standardized tests in accordance with the district or state regulations.
13. Shall 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.

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 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.	✓			

***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: _____