



Bullitt County Public Schools

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TO: Jesse Bacon, Superintendent *JB*
Adrienne Usher, Assistant Superintendent
Althea Hurt, Director of Human Resources
Lisa Lewis, Director of Finance

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

DATE: September 7, 2021

RE: Middle School ARC Chairperson

The job description for the position of *Middle School ARC Chairperson Designee, Special Education Facilitator* presently identifies this to be a 100 day position. When the position was created in 2018, this accurately reflected the number of days this position would be needed for the remainder of that school year; however, the job description has not been updated since that time. The attached updated job description reflects the actual Terms of Employment of 187 days, as well as identifies Performance Responsibilities in line with our other ARC Chairperson positions. Presently, this position is unfilled. We are requesting approval of the updated job description in order to post this position for hire.

Usher

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POSITION: Middle School ARC Chairperson Designee, Special Education Facilitator

POSITION SUMMARY: Assists middle school administrators in meeting responsibilities of District Representative for Admission and Review Committee (ARC) meetings. This position requires travel between schools.

QUALIFICATIONS: Special education teaching certification with Master's Degree in education, or certification in School Administrator, and five years of successful teaching of administrative experience.

TERMS OF EMPLOYMENT: 187 Days, 8 hours a day

REPORTS TO: Director of Special Education

PERFORMANCE RESPONSIBILITIES:

1. Communicates with parents and documents contacts with parents in the Student Information System.
2. Schedule ARC meetings according to procedures and timelines.
3. Chairs ARC meetings as the district representative.
4. Assists school administrator in facilitating ARC meetings when there is a need for the administrator to be in attendance at the meeting.
5. Assists with document management of referrals for individual evaluation.
6. Completes due process forms completely and accurately in accordance with state and local policies and procedures.
7. Assists school and district personnel in adherence to timelines.
8. Assists school and district personnel in obtaining records for students who transfer to the District from districts outside of Bullitt County School District.
9. Assists in documenting adherence to compliance indicators using the Kentucky Compliance Record Review Document.
10. Adheres to Professional Code of Ethics as established by the Educational Professional Standards Board.
11. Maintains professional competency through professional development activities.
12. Performs other duties as assigned by the Director of Special Education.
13. Is regular in attendance and punctual.

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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: _____