



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

March 20, 2019

AGENDA ITEM (ACTION ITEM):

Consider/Approve Revisions to the "Exceptional Children Lead Teacher" job description and the corresponding stipend structure.

APPLICABLE BOARD POLICY:

03.133 "Duties": Job Description

HISTORY/BACKGROUND:

In the 2018-19 school year, 13 KCSD schools were designated as Targeted Support and Improvement (TSI), causing the District to develop a district wide disability gap plan. Closing achievement gaps amongst special education students requires a systemic and concentrated effort on behalf of all employees who serve this student population. To assist with this effort, the District is proposing a revision to the job description for the supplemental position of "Exceptional Children Lead Teacher". The proposed changes will allow the performance responsibilities to capture more leadership and training responsibilities, ensuring all faculty and staff are aware of and utilizing the best techniques and strategies for supporting special education students.

FISCAL/BUDGETARY IMPACT:

The 2018-19 "Exceptional Children Lead Teacher" stipend is based on student enrollment by building and ranges from \$1,378 to \$1,743 per year. Given the proposed increase in responsibilities, as well as time needed to successfully perform this position, the proposed stipend for the lead teacher will be a standard rate of \$3,000 per lead teacher. The number of lead teachers would be based on total special education enrollment within the building instead of the current method of total student enrollment per building. This proposed structure would reduce the total number of lead teachers in the District by two (2), from 28 to 26. Currently, total cost for Exceptional Children Lead Teacher is \$46,288 paid out of District Funds: Special Education General Funds. With the recommended increase, the total cost would be \$78,000 to be paid out of District Funds: Special Education General Fund. This is a difference of \$31, 712.

RECOMMENDATION:

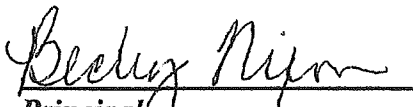
It is recommended the Kenton County Board of Education approve the revised job description and corresponding stipend structure for the position of Exceptional Children Lead Teacher beginning with the 2019-2020 school year.

CONTACT PERSON:

Becky Nixon, Director of Special Education and Matt Rigg, Executive Director Human Resources

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"


Principal


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
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CODE: E11.300f

TITLE: Lead Teacher Exceptional Children (Supplemental)

QUALIFICATIONS: 1. Valid teaching certificate in Special Education
2. **Minimum of 3 years Special Education** teaching experience.

REPORTS TO: Principal/**Director of Special Education**

JOB GOAL: To provide leadership & coordination of special education services in the school so that each student may benefit from specially designed instruction in the least restrictive environment.

PERFORMANCE RESPONSIBILITIES:

1. Assist in implementing district-wide objectives **and attend district special education trainings.**
2. **Assist administration in assigning teacher caseloads.**
3. Attend district lead teacher meetings and disseminates information to administrators and staff **during monthly special education Professional Learning Communities (PLCs) and other requested meetings.**
4. **Record minutes for school level meetings, maintain attendance logs, and communicate questions/concerns to assigned district consultant.**
5. Assist **administration in determining department needs,** inventory, ordering, and distribution of all departmental instructional materials.
6. **Assist administration in monitoring student due process records/binders to ensure compliance.**
7. Maintain up-to-date, accurate information in Student Information System (Infinite Campus) **for caseloads, December 1 Child Count, etc.**
8. **Assist teachers with progress data system and monitoring caseload timelines (initial evaluation, annual review, reevaluation).**
9. Provide information and resources for **administration and** school staff on special education related questions.
10. **Provide information/training on targeted instructional strategies in monthly special education PLCs.**
11. Provide information data and school input for district, state and federal reports as requested by the Director of Special Education.
12. **Perform other responsibilities as assigned by the Principal/Director of Special Education.**

Recommendation: By Principal and Director of Special Education.

Salary: Salary determined by supplemental salary schedule

Evaluation: Performance will be evaluated annually by the Principal with input from the Director of Special Education.

Date Approved: 5/23/01

Date Revised: 4/22/02

Date Revised: 5/2/11

Monthly Lead Teacher

Duties and Responsibilities Include but are NOT Limited to:

***Monthly Lead Agenda will be emailed to Principals prior to monthly Lead meetings**

Month	Duties and Responsibilities
August	<p>Attend District Lead Meeting & train/disseminate information per principal structure (PLC, faculty meeting, special education meeting)</p> <p>Schedule behavior observation training</p> <p>Schedule How to Complete Protocol training</p> <p>Ensure caseloads are set up in IC</p> <p>Ensure all ezEdMed accounts are set up</p> <p>Ensure all IEP Confirmation sheets are completed and collected</p> <p>Review progress monitoring expectations with staff</p> <p>Assist staff with schedules and collect schedules</p> <p>Assist staff with completing spreadsheets of monthly timelines</p> <p>Assist staff with any new students and getting records from previous district</p> <p>Support teachers to provide guidance/support, planning and instruction</p> <p>Support administrators on monthly compliance reviews</p> <p>Organize binder cabinets</p>
September	<p>Attend District Lead Meeting & train/disseminate information per principal structure (PLC, faculty meeting, special education meeting)</p> <p>Review Restraint/Seclusion and Suspension Data in Monthly Sp. Ed. PLC</p> <p>Review Assistive Technology Procedures/Needs</p> <p>Support teachers to provide guidance/support, planning and instruction</p> <p>Support administrators on monthly compliance reviews</p>
October	<p>Attend District Lead Meeting & train/disseminate information per principal structure (PLC, faculty meeting, special education meeting)</p> <p>Review Restraint/Seclusion and Suspension Data in Monthly Sp. Ed. PLC</p> <p>Support teachers to provide guidance/support, planning and instruction</p> <p>Support administrators on monthly compliance reviews</p> <p>Ensure all IEP Confirmation sheets are completed and collected (if on quarters)</p> <p>Dec. 1 Child Count</p> <ul style="list-style-type: none"> ● Run IC Error List - Work with staff to schedule any meetings necessary to correct errors ● Work with staff to correct errors as needed, addressing CO for support ● Run IC Extract Summary ● Ensure ALL eligible special education students are included in count
November	<p>Attend District Lead Meeting & train/disseminate information per principal structure (PLC, faculty meeting, special education meeting)</p> <p>Review Restraint/Seclusion and Suspension Data in Monthly Sp. Ed. PLC</p> <p>Support teachers to provide guidance/support, planning and instruction</p> <p>Support administrators on monthly compliance reviews</p> <p>Ensure all IEP Confirmation sheets are completed and collected (if on trimesters)</p> <p>Dec. 1 Child Count</p> <ul style="list-style-type: none"> ● Run IC Error List - Work with staff to schedule any meetings necessary to correct errors ● Work with staff to correct errors as needed, addressing CO for support

	<ul style="list-style-type: none"> • Run IC Extract Summary • Ensure ALL eligible special education students are included in count
December	<p>Attend District Lead Meeting & train/disseminate information per principal structure (PLC, faculty meeting, special education meeting)</p> <p>Review Restraint/Seclusion and Suspension Data in Monthly Sp. Ed. PLC (PLC, faculty meeting, special education meeting)</p> <p>Make Dec 1 corrections as needed</p> <p>Verify all Dec 1 Child Count is accurate</p> <p>Support teachers to provide guidance/support, planning and instruction</p> <p>Support administrators on monthly compliance reviews</p>
January	<p>Attend District Lead Meeting & train/disseminate information per principal structure (PLC, faculty meeting, special education meeting)</p> <p>Review Restraint/Seclusion and Suspension Data in Monthly Sp. Ed. PLC</p> <p>Support teachers to provide guidance/support, planning and instruction</p> <p>Support administrators on monthly compliance reviews</p> <p>Ensure all IEP Confirmation sheets are completed and collected (if on quarters)</p>
February	<p>Attend District Lead Meeting & train/disseminate information per principal structure (PLC, faculty meeting, special education meeting)</p> <p>Review Restraint/Seclusion and Suspension Data in Monthly Sp. Ed. PLC</p> <p>Support teachers to provide guidance/support, planning and instruction</p> <p>Support administrators on monthly compliance reviews</p> <p>Ensure all IEP Confirmation sheets are completed and collected (if on trimesters)</p> <p>Work with staff to schedule transition meetings (ARC's held after March 1st)</p>
March	<p>Attend District Lead Meeting & train/disseminate information per principal structure (PLC, faculty meeting, special education meeting)</p> <p>Review Restraint/Seclusion and Suspension Data in Monthly Sp. Ed. PLC</p> <p>Work with administrators on accommodations for state testing</p> <p>Work with administrators on schedules for following school year</p> <p>Support teachers to provide guidance/support, planning and instruction</p> <p>Support administrators on monthly compliance reviews</p> <p>Submit Yes I Can Award Applications</p> <p>Ensure Transition Meetings are scheduled</p>
April	<p>Attend District Lead Meeting & train/disseminate information per principal structure (PLC, faculty meeting, special education meeting)</p> <p>Review Restraint/Seclusion and Suspension Data in Monthly Sp. Ed. PLC</p> <p>Support teachers to provide guidance/support, planning and instruction</p> <p>Support administrators on monthly compliance reviews</p> <p>Work with administrators on schedules for following school year</p> <p>Collect completed ESY paperwork and submit to district SPED Consultant</p> <p>Ensure transition Meetings are scheduled and held</p>
May	<p>Attend District Lead Meeting & train/disseminate information per principal structure (PLC, faculty meeting, special education meeting)</p> <p>Support administrators on monthly compliance reviews</p> <p>Ensure all End of Year Checklists are completed and signed</p> <p>Ensure all ESY materials are delivered to district special education staff.</p>

	<p>Deliver due process folders to receiving schools</p> <p>Ensure binder cabinets are organized and locked for the summer</p> <p>Caseloads are assigned for the upcoming school year</p>
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Kenton County School District
Exception Children Lead Teacher
Proposal for 2019-20

Stipend Amt
\$3,000 Stipend Amt
\$0

School	2020 Enrollment Projection-Sp Ed	Current # Excep Lead	Current # District Unit Excep Lead	Current Excep Lead \$	Current District Unit Excep Lead \$	# Proposed Excep Lead	# Proposed District Unit Excep Lead	Proposed Excep Lead \$	Proposed District Unit Excep Lead \$
Beechgrove	692-87	1	0	1,540		2		\$6,000	\$0
Caywood	579-46	1		1,540		1		\$3,000	\$0
Ft. Wright	479-56	1	1	1,378	1,743	1		\$3,000	\$0
Hinsdale	581-33	1		1,540		1		\$3,000	\$0
Kenton	595-43	1		1,540		1		\$3,000	\$0
Piner	329-27	1		1,378		1		\$3,000	\$0
River Ridge	929-97	2	1	3,486	1,743	2		\$6,000	\$0
Ryland Heights	506-44	1		1,378		1		\$3,000	\$0
Taylor Mill	567-52	1		1,540		1		\$3,000	\$0
Whites Tower	614-50	1	0	1,540		1		\$3,000	\$0
Summit View Ac	1458-154	2	0	3,486	-	2		\$6,000	\$0
Turkey Foot	1106-110	2	1	3,486	1,743	2		\$6,000	\$0
Twenhofel	859-123	1	1	1,743	1,743	2		\$6,000	\$0
Woodland	653-107	1	1	1,540	1,743	2		\$6,000	\$0
Dixie Heights	1377-142	2	1	3,486	1,743	2		\$6,000	\$0
Scott	930-151	1		1,743		2		\$6,000	\$0
Simon Kenton	1622-193	2		3,486		2		\$6,000	\$0
Total		22	6	\$ 35,830	\$ 10,458	26	0	\$ 78,000	\$ -

TOTAL \$ 46,288 \$ 78,000

Difference < 1,000 = 1 \$ 31,712
> 1,000 = 2

Goals:

KCSD TSI Schools % will go from 71% in 2018 to 30% by 2020 and to 0% by 2022

KCSD SPED students will rank in the top 50% of all KY Schools in Graduation Rate and Transition Readiness by 2020

Strategy:	<u>Resource Needed</u>	<u>Person Responsible for Implementation</u>	<u>Responsible Person for Oversight</u>	<u>Fiscal Impact</u>	<u>How Will Strategy be Measured</u>	<u>Impact of Implementation</u>
MTSS	Staff- Training/Monitoring/Feedback	Kim Banta, Shawna Harney, Malina Owens, Martha Setters	Shawna Harney	TBD	Data Collected/Analyzed: Data Dashboard, school site visits with feedback	
District will collect data from each school 1X per grading period. Data shall be the tracking of all SPED students NAPD % in R/M & Transition/Graduation Readiness (MAP, CERT, Common Assessment, Weekly Assessment, etc.)	Recommended Data Sheet	Shawna Harney, Becky Nixon, Malina Owens, Martha Setters	Kim Banta	N/A	Data Dashboard	

Compliance of ALL Due Process Folders/IEP's. School admin teams will review and collect data on 10% of due process folders monthly using the record review compliance document. Data shall be the % of SPED binders in each school that is compliant. Additionally, timeline to correct any deficiencies must accompany this data.

Recommended Data Sheet

Becky Nixon- District Special Education Department

Kim Banta

N/A

Data Dashboard

District will review 2% currently audited and unaudited school Due Process Folders 1X per month.

Recommended Data Sheet

Becky Nixon- District Special Education Department

Shawna Harney

NA

Data Dashboard

(Tier I)--Walks of all special education staff who teach SPED students. District Consultant Walkthrough with feedback to teacher/school leadership for growth. 1X per semester

N/A

Special Education Department Academic Program Consultants

Becky Nixon Gary McCormick

N/A

Feedback Reports

School leadership will engage in PLC meetings with special education staff to discuss progress monitoring and NAPD achievement for students with disabilities. This work should be documented in the PLC data sheets.

Recommended PLC Sheet	Shawna Harney, Malina Owens, Martha Setters	Kim Banta	N/A	Review and Discussion once per grading period with supervisor and principal
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The district will develop a systemic professional learning plan to improve learning for students with disabilities to include: cycle of quality instruction, progress monitoring, IEP development, effective collaborative instruction, high quality instructional strategies, parent engagement, student understanding of disability/advocating, etc. The district will develop a cohort specifically around special education instruction.

Recommended Professional Learning Plan	Academic Program Consultants, District Special Education Department, Shawna Harney, Malina Owens, Martha Setters	Kim Banta	\$20,000	Data Dashboard
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Revision to Lead Teacher Roles/Responsibilities/Pay to enhance the school special education program

Update Job Description/Responsibilities	Becky Nixon	Shawna Harney	\$70,000	Data Dashboard Monthly Data Sheets
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