



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

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www.bullittschools.org

TO: Dr. Jesse Bacon, Superintendent *JB*
Ms. Adrienne User, Assistant Superintendent

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

DATE: November 9, 2021

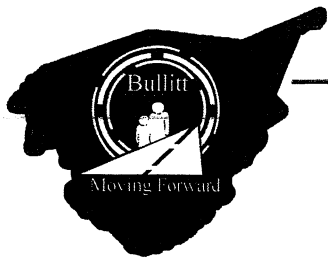
RE: Item for the November Board Meeting - Request to Add Early Literacy Staff Positions & Approval of Job Descriptions

Assistant Superintendent Adrienne Usher is requesting approval of two job descriptions:
Literacy Teacher for Grades 1-2 and Literacy Instructional Assistant I.

Also requested is approval of those positions, full-time and part-time, for thirteen (13) of our elementary schools. Based on feedback from teachers, principals, district leadership, Superintendent Bacon, and Board Members, these positions will provide needed hands-on core instructional support in first and second grades to help with learning loss due to the pandemic. These positions will be for the remainder of the 2021-2022 school year only.

Each school's request is detailed in the attached memo. The total cost for all requested positions is approximately \$971,042.53 which includes fringe benefits. ESSER money is the funding source.

Attachment: Memo from Assistant Superintendent Usher




Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

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www.bullittschools.org

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

FROM: Adrienne Usher, Assistant Superintendent 

DATE: November 8, 2021

RE: Early Literacy Staff Positions for Elementary Schools and Job Descriptions

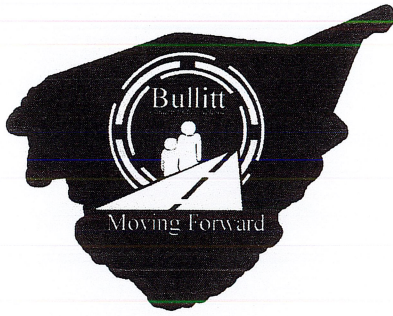
The pandemic has created an increase in needs for students related to early reading skills due to a variety of factors. Based on feedback from teachers, principals, district leadership, the Superintendent, and Board Members to have more hands-on support in first and second grade classrooms, schools have requested the following positions to provide teachers and students with additional support in core instruction due to uninterrupted instruction:

- Brooks Elementary: (1) Part-Time Certified Literacy Teacher
- Crossroads Elementary: (1) Full-Time Certified Literacy Teacher
- Freedom Elementary: (1) Full-Time Certified Literacy Teacher
- Cedar Grove Elementary: (1) Part-Time Certified Literacy Teacher (60 days)
- Lebanon Junction Elementary: (1) Full-Time Certified Literacy Teacher
- Maryville Elementary: (1) Full-Time Certified Literacy Teacher
- Mt. Washington Elementary: (1) Full-Time Certified Literacy Teacher
- Nichols Elementary: (1) Literacy Assistant (6 hours)
- Overdale Elementary: (1) Full-Time Certified Literacy Teacher
- Old Mill Elementary (2) Part-Time Certified Literacy Teachers (100 days for each position)
- Pleasant Grove Elementary: (1) Full-Time Certified Literacy Teacher
- Roby Elementary: (1) Full-Time Certified Literacy Teacher
- Shepherdsville Elementary: (1) Full-Time Certified Literacy Teacher

The attached job descriptions include a description for a Literacy Teacher, Grades 1-2 and Literacy Instructional Assistant I. These job descriptions are based on our existing certified classroom teacher and classified instructional assistant position with specific focus on providing literacy instruction (phonemic awareness, phonics, vocabulary, fluency, and comprehension) and support in core and remediation instruction in first and second grade classrooms. The total cost for all above positions is approximately \$971,042.53 including estimated fringe benefits.

Approval is requested for attached job descriptions and the staff positions listed above for each elementary school for the remainder of the 2021-2022 school year to serve students and teachers in first and second grade classrooms.

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POSITION: Literacy Teacher, Grades 1-2

POSITION SUMMARY: Plans, organizes and delivers early literacy 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: Based on individual specific needs until end of 2021-2022 school year

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 in early literacy related to phonemic awareness, phonics, vocabulary, fluency, and comprehension.
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) as necessary.
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.

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10. Supports classroom teachers in providing core instruction in the areas of early literacy; 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. 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 1/3 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 complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

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Print Name: _____ Date: _____

Signature: _____

POSITION DESCRIPTION

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LITERACY INSTRUCTIONAL ASSISTANT I

Responsible To: Principal

Contract Terms: Instructional student days for the remainder of the 2021-2022 school year

Qualifications:

Certification: High School Diploma or equivalent

Experience: Experience in working with children in an organized setting

Basic Function:

Assist a first and/or second grade certificated teacher in providing literacy instruction (phonemic awareness, phonics, vocabulary, fluency, and comprehension) to individual or small groups; monitor and report student progress.

Duties:

1. Tutors individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintains records of student progress.
2. Participates as a member of an instructional core team including remediation teams.
3. Prepares and organizes lessons as directed by the teacher; administers and scores a variety of tests according to established guidelines; assists in determining English proficiency of identified students.
4. Assists in administering diagnostic and other tests; scores and records test information.
5. Monitors and reports behavior of students according to approved procedures; reports progress regarding student performance and behavior; checks and assists students with lab work as necessary.
6. Performs routine clerical duties such as preparation of instructional and classroom materials; operates copy machines; maintains classroom records; maintains attendance records.
7. Provides support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
8. Assists in overseeing students while in labs; provides for supplies inventory as necessary.
9. Assists students by providing proper examples, emotional support, a friendly attitude and general guidance.
10. Confers, as needed, with teachers concerning programs and materials to meet student needs.

11. Contacts parents of students who are absent.
12. Assures the health and safety of students by following health and safety practices and regulations.
13. Directs group activities of students as assigned; assists in monitoring lunchroom and playground activities as assigned; assists in emergency drills, assemblies, play periods and field trips.
14. Participates in meetings and in-service training programs as assigned.
15. Carries out bus monitor duties according to bus monitor job description.
16. May be asked to perform health related services for students after receiving appropriate training.
17. Performs related duties as assigned.

Knowledge of:

- Basic subjects taught in the district schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively with others.
- Monitor, observe and report students behavior according to approved policies and procedures.
- Operate instructional and office equipment.
- Keep certain information confidential.