



FLOYD COUNTY BOARD OF EDUCATION
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Issue Paper

Consent Agenda Item (Action Item): Consider and approve a restructure of the staffing at the Floyd County Virtual Academy. The new structure would eliminate the current teaching staff assigned to the Virtual Academy and would create the following positions:

1. Three (3) Facilitators (Certified Teacher Positions) – See Job description
2. One (1) Secretary – School Level

Applicable Statue or Regulations: KRS 162.90 Powers and Duties of the Local Board of Education

Fiscal/Budgetary Impact: All expenses associated with the Floyd County Virtual Program are being paid from ESSER Funding. No financial impact to the District's General Fund. The restructuring requested will reduce the cost of salary for operating of the Virtual Academy by an estimated \$500,000.

History/Background: The Floyd County Board of Education will continue to offer a full-time virtual option for all students K-12. After researching the various options that have been used throughout the Commonwealth, it is more sustainable to utilize online learning management systems to provide instruction. By creating the position(s) of facilitator (certified) and a secretary-school level for the Virtual Academy the district is meeting all requirements outlined by the Kentucky Department of Education for virtual instruction while maintaining that local personal communication with students and families. Other duties aligned to the facilitator position may be viewed with the attached job description. The secretary will work to coordinate schedules and related tasks associated with Infinite Campus and maintain frequent contact with the students and families of the Virtual Academy.

Recommended Action: Approve the changes to staffing at the Floyd County Virtual Academy and create: three facilitators and one secretary-school based position.

Contact Person(s): Serena Anderson
Angela Duncan

N/A
Principal

Angela Duncan
Director

Anna Whitaker Shepherd
Superintendent

Date: May 12, 2022

The Floyd County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title IX & VI, and in Section 504.

FLOYD COUNTY SCHOOLS

Certified Job Description

TITLE: **Facilitator**

QUALIFICATIONS: Valid teaching certification as determined by the Kentucky Department of Education, Division of Educator Licensure and Quality.

REPORTS TO: Principal, Directors

JOB GOAL: To create supportive virtual experience environment favorable to learning and personal growth; to establish effective rapport with pupils; communicate with families to lead students toward fulfillment of their potential for intellectual growth and maturation; to establish good relationships with parents and other staff.

TERMS OF EMPLOYMENT: Salary and terms of employment according to approved salary schedules.

EVALUATIONS: Performance will be evaluated in accordance with provisions of the district evaluation plan.

PERFORMANCE RESPONSIBILITIES:

- Facilitate and monitor online classes
- Monitor student progress
- Monitor and post attendance
- Grade and post grades to IC
- Conduct weekly conferences with students and parents/guardians/families
- Attend/assist with ARC meetings
- Provide some interventions and supports
- Conference with school based and online program teachers
- Assist with lesson planning
- Assist students and families with goal setting
- Assist with administering benchmark assessments (or other assessments as necessary)
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
- Identifies pupil's needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems, including but not limited to development and implementation of Section 504 Plans, Individual Education Plans (IEP) and Gifted Student Service Plans (GSSP).
- Maintains competence through professional growth activities as identified by individual or school needs.
- Administers assessments in accordance with district and state guidelines.
- Reports to their designate classroom/work location at least fifteen (15) minutes prior to the opening of school and remains at least fifteen (15) minutes after official closing time.

- Maintains reports and records required by regulations of the Floyd County Board of Education and Kentucky Revised Statutes.
- Performs other duties as assigned.