



JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent *JB*

FROM: Dr. Adrienne Usher, Assistant Superintendent (*Thea Hurt*)
Dr. Lee Barger, Director of CCR and Innovative Programs

DATE: April 2, 2024

RE: Middle School Position: College, Career, and Life-Readiness
Teacher

The attached job description will be utilized as part of staffing for each middle school connected to the Paxton Patterson career exploration labs that were approved by the Board in February 2024. This job description was developed from review of other school district job descriptions with a similar role, as well as, personalizing it to meet the needs of our program purposes in BCPS. In addition, consultation with EPSB occurred to ensure legal certification requirements are met as well. Approval is requested for College, Career, and Life-Readiness Teacher position that will begin the 2024-2025 school year.

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POSITION: College, Career, and Life-Readiness Exploration Teacher

POSITION SUMMARY: Plans, organizes, and delivers programs of instruction that support the premise that high expectations for all students are possible.

QUALIFICATIONS: Kentucky certificate required

TERMS OF EMPLOYMENT: 187 Days

REPORTS TO: Principal or Building Level Administrator and/or Director of College and Career Readiness and Innovative Programs in consultation with the Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Provides college/career instruction and research for all middle school students utilizing the Paxton Pattern labs, kits, and additional resources.
2. Helps students understand and build their interests, passions, strengths, dislikes, skills, etc. to connect their personal characteristics and traits to a potential occupational field of interest
3. Completes all trainings and other compliance requirements as assigned and by the designated deadline
4. Coordinates, helps develops, and monitors Individual Learning Plans (ILP) implementation via district selected college and career readiness platforms
5. Tracks students as they progress through the ILP process, maintains accurate records, reviews reports, and provides data to appropriate personnel.
6. Schedules student trips to regional universities/colleges, regional industries, vocational schools to provide students with on-site visits.
7. Schedule times for regional industry and higher education representatives to meet with students to discuss employment opportunities and job skills.
8. Assists school counselors and youth coordinators with 5th-grade and 8th-grade transition planning and implementation; work with school counselors on career programming aligned to college, career, and life readiness standards of the American School Counseling Association (ASCA)
9. Plans and meets regularly with college, career, and life-readiness teachers from all middle schools and Director of College and Career Readiness and Innovative Programs

BULLITT COUNTY PUBLIC SCHOOLS

10. Plans and meets regularly with college and career high school coaches from feeder schools.
11. Establishes an active Career and Technical Middle School Student Organization and participates in regional, state, and national competitions. (Skills USA, FBLA, etc.)
12. Participates in specialized trainings specific to program implementation in summer, Bullitt Days, and/or professional development days
13. Collaborates for teaching and learning purposes with other middle school personnel in a similar position for unit planning, assessment development, etc.
14. Meets and instructs assigned classes in the locations and times designated.
15. Performs related duties as assigned.

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

BULLITT COUNTY PUBLIC SCHOOLS

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: _____