

JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, ASSISTANT SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent
Mrs. Adrienne Usher, Assistant Superintendent

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

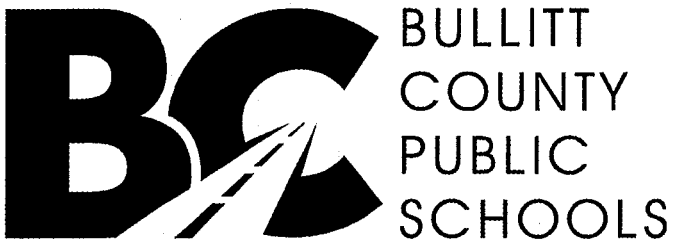
DATE: July 8, 2024

RE: Item for the July Board Meeting - Revision of Social Worker Job Descriptions

Steve Smallwood, DPP, requests to revise the current Social Worker job description within the DPP department. The request is to rename the title to Social Worker I which is an 187 day position with 15 extended days and Social Worker II which is a 187 day position with 5 extended days.

Attachments: Memo from DPP Steve Smallwood
Proposed Job Descriptions

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STEVE SMALLWOOD, DIRECTOR

DEPARTMENT OF PUPIL PERSONNEL

To: Dr. Jesse Bacon
Superintendent

From: Steve Smallwood
Director of Pupil Personnel

Date: July 1, 2024

Re: Request to make changes to the following Job Titles and for 10 Extended Days to be added to the District Social Worker 1 Position Contract

This is a request to change the following job title to make it more aligned with its job description.

- 1.) Supervisor of Social Services (4 positions within the DPP Department)

The DPP Department currently employs 4 Social Workers in which their job title is "Supervisor of Social Services." As we look to restructure the Title IX position and McKinney-Vento position, I would ask that we also restructure the other two positions to meet some of our needs within the DPP Department.

I recommend that we change their job title to "**District Social Worker**", as they do not have any supervision responsibilities within their job description and thus the job title is misleading and does not reflect their main responsibilities.

The new titles would be:

- 1.) District Social Worker 1 (Receives 15 Extended Days) 10 additional extended days
- 2.) District Social Worker 2 (Receives 5 Extended Days) No change in extended days

The reason for the District Social Worker 1 receiving 10 additional days would be to help the Director of Pupil Personnel cover court cases over summer, fall, winter, and spring breaks as needed along with several other responsibilities to include attending community agency meetings that impact our students, which are discussed in the June memo to the Board that was approved in June of 2024.

This will prevent us from requesting additional days each year, as it has been requested for the past several years and will allow for me to always have someone to cover our court cases in the summer and other breaks.

I appreciate your consideration of this request.

Respectfully submitted,
Steve Smallwood

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

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BULLITT COUNTY PUBLIC SCHOOLS

POSITION: ~~SUPERVISOR OF SOCIAL SERVICES~~/DISTRICT SOCIAL
WORKER I

POSITION SUMMARY: To help students resolve such personal, emotional and social problems that interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered to them.

187 day position with 15 extended days

QUALIFICATIONS:

- 1.) Appropriate Kentucky School Social Worker Certificate
- 2.) Experience and such alternatives as the Superintendent may find appropriate and acceptable.

REPORTS TO: ~~Superintendent~~/Director of Pupil Personnel

SUPERVISES: Students and support personnel as needed

PERFORMANCE RESPONSIBILITIES:

1. Is regular in attendance and punctual.
2. Maintains good grooming.
3. Handles confidential matters or information in a professional manner.
4. Works with and through the organization ladder when solving problems or seeking change.
5. Maintains a proper student/staff relationship at all times.
6. Adheres to regulations and board policies.
7. Maintains accurate, complete and legible records submitted on time.
8. Helps parents and/or pupils identify and find ways to overcome barriers to school attendance, achievement and social functioning.
9. Evaluates the need for agency intervention, initiates referrals for agency intervention where applicable and organizes intervention strategies.
10. Receives, records, and follows through with referrals.

32. Helps with crises situations when standard procedures begin to break down.
33. Collaborates with community agencies in the development of alternative education programs and support services.
34. Assists in development of preventive social services to meet needs of child or target groups.
35. Assists in collaborative planning to provide a full range of services to the target group.
36. Refers to appropriate community resources for social and mental health services. Sets objectives, monitors progress and measures outcomes of service.
37. Evaluates conditions related to student's health and hygiene to determine medical and/or physical needs of students.
38. Initiates an annual update of the Bullitt County community referrals agencies list.
39. Arranges transportation services if needed.
40. Serves as an advocate for students in the court system.
41. Completes student assessments regarding potential for violent behaviors.
42. Serves on the Expulsion Review Committee when requested.
43. Develops procedures regarding Harassment and Discrimination.
44. Assist Assistant Superintendent of Personnel in securing training, psychological assessment and counseling for employees as needed.
45. Provides training in Gender Equality, Sexual Harassment for staff as requested by Assistant Superintendent for Personnel.
46. Provides assistance in development of the Employee Assistance Program.
47. Cover truancy and educational neglect cases in the absence of the Director of Pupil Personnel.
48. Attend community agency meetings as a representative of BCPS when is school is not in session.
49. Performs other duties as designated by the Superintendent.

BULLITT COUNTY PUBLIC SCHOOLS

POSITION: ~~SUPERVISOR OF SOCIAL SERVICES/DISTRICT SOCIAL~~
WORKER II

POSITION SUMMARY: To help students resolve such personal, emotional and social problems that interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered to them.

187 day position with 5 extended days

QUALIFICATIONS:

- 1.) Appropriate Kentucky School Social Worker Certificate
- 2.) Experience and such alternatives as the Superintendent may find appropriate and acceptable.

REPORTS TO: ~~Superintendent~~/Director of Pupil Personnel

SUPERVISES: Students and support personnel as needed

PERFORMANCE RESPONSIBILITIES:

1. Is regular in attendance and punctual.
2. Maintains good grooming.
3. Handles confidential matters or information in a professional manner.
4. Works with and through the organization ladder when solving problems or seeking change.
5. Maintains a proper student/staff relationship at all times.
6. Adheres to regulations and board policies.
7. Maintains accurate, complete and legible records submitted on time.
8. Helps parents and/or pupils identify and find ways to overcome barriers to school attendance, achievement and social functioning.
9. Evaluates the need for agency intervention, initiates referrals for agency intervention where applicable and organizes intervention strategies.
10. Receives, records, and follows through with referrals.

32. Helps with crises situations when standard procedures begin to break down.
33. Collaborates with community agencies in the development of alternative education programs and support services.
34. Assists in development of preventive social services to meet needs of child or target groups.
35. Assists in collaborative planning to provide a full range of services to the target group.
36. Refers to appropriate community resources for social and mental health services. Sets objectives, monitors progress and measures outcomes of service.
37. Evaluates conditions related to student's health and hygiene to determine medical and/or physical needs of students.
38. Initiates an annual update of the Bullitt County community referrals agencies list.
39. Arranges transportation services if needed.
40. Serves as an advocate for students in the court system.
41. Completes student assessments regarding potential for violent behaviors.
42. Serves on the Expulsion Review Committee when requested.
43. Develops procedures regarding Harassment and Discrimination.
44. Assist Assistant Superintendent of Personnel in securing training, psychological assessment and counseling for employees as needed.
45. Provides training in Gender Equality, Sexual Harassment for staff as requested by Assistant Superintendent for Personnel.
46. Provides assistance in development of the Employee Assistance Program.
47. Performs other duties as designated by the Superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Approved by: _____ Date _____

Review and agreed by: _____ Date _____