

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** April 18, 2025

TOPIC/TITLE: Job description approval of District Wide consultant for Admissions and Release Committee (ARC) Chair

PRESENTER: Tracey Francis

28

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
☒ ACTION REQUESTED AT THIS MEETING
☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
☐ BOARD OF EDUCATION POLICY
☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
☐ ACTION:

BACKGROUND INFORMATION:

Job was created and approved by board members on the March 20, 2024 board meeting. Created due to the increase in the number of students within out district that require services under IDEA/FAPE Woodford County Public Schools has a duty to ensure compliance under federal and state regulations; Compliance includes an increase in services, consultations, and Admission and Release Committee Meetings (ARCs). These job duties are specific to understanding federal and state regulations.

SUMMARY OF MAJOR ELEMENTS:

See attached job description for approval.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

Darryl Ashby



Fwd: Pending Approval - Job Posting Requisition #2557 - Special Education Consultant

1 message

Francis, Tracey <tracey.francis@woodford.kyschools.us>
To: Jessica Mueller <jessica.mueller@woodford.kyschools.us>

Thu, Apr 17, 2025 at 2:12 PM

I need to get this job description approved for the District Wide Special Education Consultant position.



----- Forwarded message -----

From: Francis, Tracey <tracey.francis@woodford.kyschools.us>
Date: Thu, Apr 17, 2025 at 2:05 PM
Subject: Re: Pending Approval - Job Posting Requisition #2557 - Special Education Consultant
To: Wells, Garett <garett.wells@woodford.kyschools.us>

Description:

To help special needs students and progress in subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

Job Summary:

- Serves as the Admissions and Release Committee (ARC) Chair to meet the compliance for following IDEA and district policy and procedures for special education services/law.
- Meets and instructs assigned classes in the locations and at the times designated.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Consults with staff/teachers:
 - to prepare for classes assigned, and shows written evidence of preparation upon request of immediate superior.
- Encourages students to set and maintain standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.

- Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Seeking the assistance of district specialists as required.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Plans and supervises purposeful assignments for instructional teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
- Strives to maintain and improve professional competence.
- Attends staff meetings and serves on staff committees as required.
- Maintains regular attendance.
- Performs other duties as assigned.

Qualifications:

- Bachelor's Degree in field of assignment (minimum requirement)
- Valid Kentucky Teaching Certification for Special Education

Working Conditions:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision, and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weight

Salary:

Based on Teacher Salary Schedule determined by education/experience level



Tracey Francis Director of Special Education/504 Services

WOODFORD COUNTY PUBLIC SCHOOLS

☎ (859) 879-4600

✉ tracey.francis@woodford.kyschools.us

🌐 www.woodford.kyschools.us

📍 330 Pisgah Pike, Versailles, KY 40383

On Thu, Apr 17, 2025 at 1:55 PM Francis, Tracey <tracey.francis@woodford.kyschools.us> wrote:
Did you locate it?



Tracey Francis Director of Special Education/ 504 Services

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On Thu, Apr 17, 2025 at 1:45 PM Francis, Tracey <tracey.francis@woodford.kyschools.us> wrote:

I can NOT find it in my google...it would be uploaded to the board meeting from last year...I have been looking for it for hours.



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On Thu, Apr 17, 2025 at 1:44 PM Wells, Gareth <garet.wells@woodford.kyschools.us> wrote:

Got it. I'll get it posted. Do you have a job description that you'd like me to include?

On Thu, Apr 17, 2025 at 1:43 PM Francis, Tracey <tracey.francis@woodford.kyschools.us> wrote:

We just reviewed this with Shane. It is listed as **Exceptional Child Consultant for ARC Chair**. I feel like it was last May or June's board meeting.



Tracey Francis Director of Special Education/ 504 Services

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On Thu, Apr 17, 2025 at 1:38 PM Wells, Gareth <garet.wells@woodford.kyschools.us> wrote:

Do you remember which meeting it was approved and if it is on the salary schedule?

----- Forwarded message -----

From: <mailbot@applitrack.com>

Date: Thu, Apr 17, 2025 at 1:35 PM

Subject: Pending Approval - Job Posting Requisition #2557 - Special Education Consultant

To: <garet.wells@woodford.kyschools.us>

Hello Garett Wells,

Requisition #2557 - Special Education Consultant at District is pending your approval. To review this requisition, from the "Job Postings" section in applicant tracking do the following:

1. Click the "Requisition Inbox" link on the left.
2. Select the requisition from the list.

Login here: <http://www.applitrack.com/woodford/adminsignin.aspx?reqid=2557>

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Garett Wells
Assistant Superintendent
Student Services and Human Resources
Woodford County Public Schools



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Assistant Superintendent
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