

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** April 23, 2025

TOPIC/TITLE: Job description approval of current District Wide Virtual Special Education teacher

PRESENTER: Tracey Francis



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 at the September 23, 2024 board meeting. This position is a Learning and Behavior Disorders (LBD) virtual position to support students with special needs to have access and make progress in subject matter and skills that will contribute to their development as mature, able, and responsible men and women. This position will work virtually with students that receive special education services via the online options offered through Woodford Virtual Learning Academy and/or as assigned by administration for other online service options for students (i.e. Home/Hospital).


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



Position: District Position - Teacher of Learning and Behavior Disorders (LBD) - virtual position

Description:

This position is a Learning and Behavior Disorders (LBD) virtual position to support students with special needs to have access and make progress in subject matter and skills that will contribute to their development as mature, able, and responsible men and women. This position will work virtually with students that receive special education services via the online options offered through Woodford Virtual Learning Academy and/or as assigned by administration for other online service options for students (i.e. Home/Hospital).

Job Summary:

- 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.
- Creates an online classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares 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
- Requires the ability to attend district trainings as assigned by administration
- Requires the ability to complete minimal in building duties as assigned by administrator

Salary:

Based on Teacher Salary Schedule determined by education/experience level