



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

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

FROM: Althea Hurt, Director of Human Resources 

DATE: March 14, 2023

RE: Item for the APRIL Board Meeting - Emergency Substitute Application

Attached, please find the Emergency Substitute Application. Approval of this application is necessary in order for HR to be able to apply to emergency certify candidates that have at least the minimum requirement of 64 college credits. This is for the 2023-2024 school year. *(The process is now automated.)*

Attachments: Emergency Substitute Application

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

EDUCATION PROFESSIONAL STANDARDS BOARD
Division of Certification, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601
Telephone (502) 564-4606 (888) 598-7667 www.epsb.ky.gov

EMERGENCY SUBSTITUTE APPLICATION

Verification and Signoff

Prerequisites for Approval (pursuant to KRS 161.100; 16 KAR 2:030):

1. Diligent efforts have been made to recruit a qualified teacher, and the need to fill this position has been made known locally by appropriate means.
2. No Qualified teachers have applied for this position, and, as best as can be determined, a qualified teacher is not available for this position. For purpose of this regulation, "qualified" shall mean a teacher who holds appropriate certification unless the superintendent of the employing school district has documented evidence that the teacher is unsuitable for appointment.
3. This position will be filled by the best qualified person available, giving preference to the factors of academic preparation, prior teaching experience or related educational work, and personal attributes compatible with the demands of the teaching profession.
4. The person named in this application sustains good moral character and is at least 18 years of age.
5. The applicant has complied with the criminal records check required in KRS 160.380.
6. The district shall comply with the priority selection process for employment established in 16 KAR 2:030, Section 2, for substitute teachers.
7. Applicant must have 2.5 cumulative GPA or 3.0 on last 60 hours.

I verify that the aforementioned prerequisite conditions/requirements have been met.

Signed _____ Date _____
Superintendent of Schools

Board Order Number: _____

Date of Board Order Number: _____

District: Bullitt County Public Schools

School Year: _____