



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

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

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

DATE: August 16, 2024

RE: Item for the **AUGUST Board Meeting - Job Descriptions for Apprenticeship Teaching and Learning Program**

Approval is requested for the addition of two stipend positions (**Teacher Apprenticeship Apprentice Teacher Mentor** and **Teaching and Learning Apprenticeship Coordinator**), and one student worker position (**Teacher Apprenticeship Apprentice**), which are integral to the successful implementation of our new Teacher Apprenticeship Program. The Mentor will be paid \$800 yearly and the Coordinator will be paid a \$2,000 stipend. The student worker will be paid \$7.25 an hour for year one, \$7.50 an hour for year two, and \$7.75 an hour for years three and four for 345 hours per school year.

Attachments: Job Descriptions

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POSITION: Teacher Apprenticeship Apprentice Teacher Mentor

POSITION SUMMARY: The Apprentice Teacher Mentor plays a pivotal role in guiding, supporting, and mentoring apprentice teachers within the Teacher Apprenticeship Program. This role involves providing professional development, feedback, and resources to help apprentice teachers develop their instructional skills and classroom management techniques. The mentor fosters a collaborative and supportive environment to ensure the success and growth of apprentice teachers as they transition into fully licensed educators.

Pay: \$800 yearly stipend

QUALIFICATIONS: .

- Teacher Certification with EPSB
- Minimum of 5 years of successful teaching experience in a K-12 setting.
- Experience in mentoring, coaching, or professional development preferred.
- Strong interpersonal and communication skills.
- Ability to build positive and supportive relationships with colleagues
- Expertise in instructional strategies, classroom management, and curriculum development.
- Ability to provide constructive feedback and facilitate professional growth.
- Excellent organizational and time-management skills.
- Bullitt County Public Schools employee

REPORTS TO: Director of College and Career Readiness and Innovative Programs/Superintendent designee

Commitment and Responsibilities

- Provide consistent, individualized mentorship and support to apprentice teachers
- Conduct regular observations of apprentice teachers' classroom instruction, followed by detailed feedback sessions.
- Assist apprentice teachers in developing effective lesson plans, instructional strategies, and classroom management techniques.
- Offer guidance on curriculum development, assessment, and differentiation to meet diverse student needs.
- Encourage and model best practices in teaching and continuous improvement.
- Provide resources and materials to support apprentice teachers in their professional growth.

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- Foster a collaborative relationship between US Department of Labor representatives, district postsecondary partners, high school Teaching and Learning teachers, and the apprentice teacher to share experiences, challenges, and strategies.
- Work closely with school administrators, lead teachers, and other stakeholders to ensure a cohesive and supportive environment for apprentice teachers.
- Participate in regular meetings and professional learning communities to discuss progress, challenges, and best practices.
- Monitor and assess the progress of apprentice teachers, providing constructive feedback and actionable recommendations.
- Assist in the evaluation process by documenting observations and providing detailed reports on apprentice teachers' performance.
- Help apprentice teachers set and achieve professional goals and objectives.
- Contribute to the continuous improvement of the Teacher Apprenticeship Program by providing insights and recommendations based on experiences and feedback from apprentice teachers.

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 1/3 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 assignment will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

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POSITION: Teaching and Learning Apprenticeship Coordinator

POSITION SUMMARY: The Teaching and Learning Apprenticeship Coordinator plays a critical role in supporting and enhancing the apprenticeship programs within Bullitt County Public Schools and in partnership with all external partners. This position is responsible for coordinating the development, implementation, and evaluation of apprenticeship programs, ensuring all requirements/documentation are effective and efficient. The Coordinator works closely with faculty, students, parents, and postsecondary partners to facilitate effective teaching and learning experiences that prepare apprentices for a successful transition from high school to college to the workforce.

Pay: \$2,000 Stipend

QUALIFICATIONS: .

- *Certified teacher in the Teaching and Learning Pathway
- *Preferred experience working with dual credit and workforce development partners

REPORTS TO: Director of College and Career Readiness and Innovative Programs/Superintendent designee

***Note:** Teacher Apprenticeship Coordinator will be required to apply yearly to demonstrate they are on track and maintaining enrollment in the program.

Commitment and Responsibilities

- Oversee the day-to-day operations of apprenticeship programs, including student recruitment, completion of required paperwork, tracking of completion of coursework, scheduling and communication.
- Serve as the primary point of contact for apprentices, providing guidance, mentorship, and support throughout their training.
- Monitor apprentice progress, identifying and addressing any challenges or barriers to success.
- Coordinate with academic advisors to ensure apprentices receive appropriate academic support and career guidance.
- Facilitate parent and student nights to promote and other events to promote the apprenticeship model to all stakeholders.
- Work with postsecondary faculty to design and deliver high-quality instructional content that meets the needs of apprentices and aligns with industry requirements.
- Support faculty in the use of innovative teaching methods and technologies to enhance the apprenticeship learning experience.
- Collect and analyze data on apprentice performance and program outcomes, providing regular reports to leadership.

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- Promote apprenticeship programs to prospective students, industry partners, and the broader community.
- Organize and participate in events, such as career fairs, open houses, and industry roundtables, to raise awareness of apprenticeship opportunities.
- Collaborate with marketing and communications teams to develop promotional materials and strategies for apprenticeship programs.
- Manage program budgets, tracking expenses and ensuring efficient use of resources.
- Maintain accurate records of apprentice progress, program activities, and stakeholder interactions.
- Stay informed of developments in apprenticeship education, industry trends, and regulatory requirements.
- Strong organizational and project management skills, with the ability to manage multiple priorities.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
- Ability to analyze data and use it to inform decision-making and program improvements.

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 1/3 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 assignment will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Student Worker Job Description: Teacher Apprenticeship Apprentice

Overview

Join our dynamic team as a Teacher Apprenticeship Apprentice, embarking on a rewarding journey to become an educator while focusing on professionalism, environment, planning and instruction. This unique opportunity offers a structured pathway starting in Bullitt County Schools and progressing to Jefferson Community and Technical College (JCTC) and the University of Louisville (UofL). Gain hands-on experience, mentorship, and academic training to build a strong foundation in teaching.

Commitment and Requirements

If selected to be a Teacher Apprenticeship Apprentice, students understand they are expected to commit to the following:

- Committing to the apprenticeship experience for a total of 3 to 4 years which includes high school and college
- Enrolling in the school district's postsecondary partner teaching and learning dual credit courses throughout high school
- Register as an apprentice with the US Department of Labor and complete the apprentice agreement
- Complete a voluntary disability disclosure through the US Department of Labor
- Attend the school district's postsecondary partner for Related Technical Instruction (RTI)
- Demonstrate proficiency within the work process called The Danielson Framework for Teaching and Learning
- Maintain satisfactory academic performance throughout the apprenticeship program which is graduating from high school, passing all college courses, and meet required assessment benchmarks
- Meet the required apprenticeship hours each year in the program

Responsibilities Collaborating with Mentor Teacher

- Plans developmentally appropriate, research-based instruction aligned with Kentucky's learning goals and outcomes, while creating a supportive learning climate.

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

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- implements and adheres to Board policies, administrative regulations, and school rules, establishing reasonable classroom behavior and procedures.
- Evaluate teaching and learning situations, communicate progress to students and parents, and take necessary precautions to protect students and resources.
- Maintains accurate records, identifies student needs, collaborates with professional staff, and fulfills professional responsibilities, including regular attendance, punctuality, and participation in staff meetings and committees.
- Demonstrates effective collaboration skills, directs the work of instructional assistants, and evaluates their performance for continuous growth.
- Administering assessments and other administrative tasks as directed.
- Participate in workshops, training sessions, and seminars to enhance teaching skills and knowledge.
- Work with students one-on-one or in small groups to reinforce learning concepts and provide additional support.
- Support lead teachers in managing classrooms, preparing materials, and assisting with instruction.
- Receive guidance and feedback from mentor teachers to develop effective teaching strategies and classroom management skills.

Pay Scale

- Year 1: \$7.25 an hour (345 hours per school year)
- Year 2: \$7.50 an hour (345 hours per school year)
- Year 3/4: \$7.75 an hour (345 hours per school year)

*Teacher Apprenticeship Apprentices will be required to apply yearly to demonstrate they are on track and maintaining enrollment in the program.