



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: Dr. Althea Hurt, HR Director *AH*

DATE: January 9, 2025

RE: Item for the JANUARY Board Meeting - Request For Job Description Approval

Dr. Adrienne Usher, Assistant Superintendent, requests approval for the extra duty job description of **“After the Tassel” Work-Cased Learning Coordinator**. The person in this position would work with existing high school Work-Based Learning Coordinators and KentuckianaWorks to enhance and expand comprehensive work-based learning opportunities. *(The “After the Tassel” project supports at least 40 Bullitt County Public School seniors in the Class of 2025 in establishing post-graduation plans and securing employment that offers a minimum wage of \$15.00 per hour with benefits.)* The position would be grant-funded.

Attachment: Job Description

(Signature)
1.15.25

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

BULLITT COUNTY PUBLIC SCHOOLS



POSITION: "After the Tassel" Work-Based Learning Coordinator - Extra Duty Position

POSITION SUMMARY: This position works with existing high school Work-Based Learning Coordinators and KentuckianaWorks to enhance and expand comprehensive work-based learning opportunities. *(The "After the Tassel" project supports at least 40 Bullitt County Public School seniors in the Class of 2025 in establishing post-graduation plans and securing employment that offers a minimum wage of \$15.00 per hour with benefits.)*

QUALIFICATIONS: 1) Kentucky certificate required
2) Experience and such alternatives to the above qualifications as deemed appropriate and acceptable by the Kentucky Professional Standards Board.

TERMS OF EMPLOYMENT: Extra Duty - \$15,000 - funded by KentuckianaWorks

REPORTS TO: Director of College and Career Readiness/Designated Administrator

SUPERVISES: Students

PERFORMANCE RESPONSIBILITIES:

- **Student Support (40 Students):**

- Identify and recruit 40 senior students from the Class of 2025 interested in direct entry into the workforce after graduation.
- Connect students with local employers offering jobs meeting project criteria (\$15.00/hour with benefits).
- Facilitate job shadowing, internships, and other work-based learning experiences.
- Provide ongoing support and mentorship throughout the job search and onboarding process.
- Track student progress and outcomes, including job placement rates, wages, and benefits.

- **Collaboration with School-Based WBL Coordinators:**

- Collaborate with existing Work-Based Learning Coordinators at each high school to ensure alignment and coordination.
- Assist in developing and implementing comprehensive work-based learning programs.
- Share best practices and resources.
- Support the expansion of work-based learning opportunities for all students.

BULLITT COUNTY PUBLIC SCHOOLS

- Assist in developing employer partnerships.
- Assist in developing and delivering professional development for school staff related to work-based learning.
- Execute the BCPS short-term internship strategy designed to facilitate seniors securing full-time employment after graduation.
- **Collaboration with KentuckianaWorks:**
 - Work with the KentuckianaWorks point person to design, deliver, and evaluate real-world relevant services and events supporting graduating seniors.
 - Ensure student/participant information is accurately captured in the KentuckianaWorks Launchpad software system.
 - Participate in monthly in-person/virtual progress meetings to report updates and identify senior participants receiving services.
 - Provide a monthly program summary with highlights and progress toward securing jobs for the 40 seniors.
 - Provide quarterly written financial reports to the KentuckianaWorks Board summarizing the expenditure of key workforce development funds.
 - Be available as required to make presentations to the KentuckianaWorks Board or its committees.
- **Project Administration:**

Maintain accurate records of student participation, activities, and outcomes.

 - Prepare regular reports on project progress and outcomes for the Director of College and Career Readiness.
 - Participate in project evaluation activities.
 - Manage project resources effectively.