



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: *AH* Dr. Althea Hurt, Director of Human Resources

DATE: March 12, 2025

RE: **Item for the MARCH Board Meeting - Job Description & AP Position (½ SP & ½ ATC)**

To enhance leadership capacity and instructional support, approval is requested for the addition of a part-time Assistant Principal position, with responsibilities shared between Specialized Programs and the Area Technology Center. This role will provide crucial support to both principals by ensuring strong leadership, fostering collaboration, and enhancing instructional effectiveness in both settings. By strategically dividing time between these areas, the Assistant Principal will help meet the unique needs of each program, promote student success, and strengthen overall operational efficiency.

Attachments: Job Description for th Assistant Principal (SP/ATC)

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

BULLITT COUNTY PUBLIC SCHOOLS



POSITION: Assistant Principal (SP/ATC)

POSITION SUMMARY: Directs and coordinates education, administrative, and counseling activities of schools and promotes the educational development of all students at Specialized Programs and the Area Technical Center (ATC).

QUALIFICATIONS: Appropriate Kentucky Administrative Certification

TERMS OF EMPLOYMENT: 210 Days

REPORTS TO: Principal at Specialized Programs and/or Area Technical Center

SUPERVISES: Certified and classified personnel assigned full or part-time to the school.

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal(s) in providing effective leadership and assists in responsibility for instruction in the schools where assigned.
2. Assists the principal(s) in the overall administration of the school.
3. Helps to evaluate educational programs to insure conformance to state and school board standards.
4. Supports the Principal(s) with the implementation and observance of all Board policies and procedures.
5. Assists in the coordination and administration of educational policies established by the school council for school based decision making.
6. Assists in planning, organizing and directing implementation of all school activities.
7. Assists in responsibility for the maintenance of accurate records for attendance, conduct, and progress of all students. Assists in the preparation of supervision of reports, records, lists and all other paperwork required.
8. Maintains high standards of student conduct and enforces Board and school discipline policies.
9. Assumes responsibility for the maintenance of accurate records for attendance
10. Assumes responsibilities for the safety and administration of the school.
11. Assists in the supervision and attends special events held to recognize student achievement. Attends extracurricular functions and athletic events.
12. Serves as a member of school committees and attends such meetings as directed by the Principal(s).

BULLITT COUNTY PUBLIC SCHOOLS

13. Helps to conduct orientation of school personnel regarding state and local board policies and procedures.
14. Assumes responsibility for his/her own professional growth and development by completing the training program approved by the State Board for Elementary and Secondary Education to include no less than forty-two (42) hours of instruction every two (2) years.
15. Assists in the coordination and supervision of student transportation.
16. Cooperates with all supervisory personnel in consideration of school related matters.
17. Serves as principal in the absence of the Principal(s).
18. Helps to establish and maintain favorable relationships with local communities and individuals to foster understanding and solicit support for overall school objectives and programs.
19. May be asked to perform health related services for students after receiving appropriate training.
20. Performs such other tasks and assumes such other responsibilities as the principal(s) may assign from time to time.
21. Is regular in attendance and punctual.

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 2/3 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.	✓			

BULLITT COUNTY PUBLIC SCHOOLS

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

Print Name: _____ Date: _____

Signature: _____