



**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, Director of Human Resources

**DATE:** May 14, 2025

**RE:** Item for the MAY Board Meeting - Change from Assistant Superintendent to Deputy Superintendent

Superintendent Bacon requests to change the title of the position currently designated as *Assistant Superintendent* to *Deputy Superintendent*. This change is intended to more accurately reflect the scope and level of responsibility associated with the role.

Attachments: Job Description with new title

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## **POSITION: Deputy Superintendent**

**POSITION SUMMARY:** Assists in ensuring effective operations of the district office; provides comprehensive support to assigned areas; provides strategic communications counsel to the Superintendent; serves as a credible representative of the Superintendent within the District, in the community, and at state and national levels; Assists with supervising and evaluating the instructional components of the district; Assists with supervising and evaluating the support service components of the district.

### **MINIMUM QUALIFICATIONS:**

- 1) Rank I in School Administration
- 2) Superintendent Certification
- 3) Minimum five years administrative experience of which three years are in the Central Office or as a Principal.
- 4) Written and oral communication; overall knowledge of the total operation of the school system; organization; ability to deal with and communicate effectively with individuals and groups.

### **DESIRABLE QUALIFICATIONS:**

- 1) Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large school district.
- 2) Advanced preparation of doctorate
- 3) Experience in a diverse workplace

### **TERMS OF EMPLOYMENT:**

- 1) 240 days
- 2) Salary based on approved salary schedule
- 3) Contract renewable on a yearly basis based on satisfactory evaluation and recommendation from the Superintendent

**REPORTS TO:** Superintendent

**SUPERVISES:** District personnel as assigned by the Superintendent

### **PERFORMANCE RESPONSIBILITIES:**

- 1) Assists the Superintendent and other executive leaders in the preparation and delivery of communications necessary to advance the District's vision, mission, and strategic goals
- 2) Supports the superintendent in his/her overall administrative efforts, interprets his/her ideas and decisions to staff and public, keeps him/her informed of pertinent developments and events, and seeks his/her counsel on decisions when necessary.

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- 3) Serves as frontline advocate for the Superintendent's strategic initiatives and priorities within the District and the community
- 4) Serves as a confidential advisor to the Superintendent on District issues
- 5) Assists with Facilitating communication and cooperation among district leadership related to the successful, timely completion of work assigned
- 6) Represents the Superintendent at functions and on committees as assigned
- 7) When needed, accompanies the Superintendent and supports his/her participation as a member of various local, state, and federal commissions, task forces, and coalitions dealing with public education issues
- 8) Serves as a member of the Superintendent's Executive Cabinet
- 9) Attends all meetings of the Board of Education and provides input
- 10) Provides leadership in all areas assigned by the Superintendent
- 11) Completes all trainings and other compliance requirements as assigned and by the designated deadline
- 12) Is aware of current school laws and regulations and insuring that schools perform their duties in a legal and ethical manner.
- 13) Effectively supervises and evaluates district staff assigned by the Superintendent
- 14) Works with Directors and Chiefs to prepare reports to the Superintendent, the Board of Education and the Kentucky Department of Education as required by board policy or KAR/KRS.
- 15) Recommending/reviewing policy and procedure amendments as assigned by the Superintendent
- 16) Is visible in schools and at school and community events.
- 17) Coordinates and monitors the Comprehensive District Improvement Plan.
- 18) Works with elementary and secondary school directors to coordinate school SBDM progress reports and gap reports to the board.
- 19) Serves as the district Extended School Service and Professional Development coordinator



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- 20) Serves as the Superintendent designee when working with BCEA in regards to contract and salary negotiations.
- 21) Serves as District contact for School Based Decision Making councils (SBDM).
- 22) Training SBDM councils in the principal selection process.
- 23) Works with the Director of Human Resources to develop training programs for all school staff (certified and classified) including substitute teachers and new teacher orientation.
- 24) Completes other duties assigned by the Superintendent.

### 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 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.

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Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_