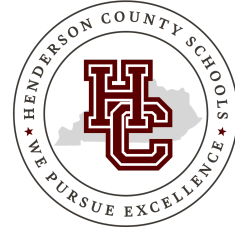


HENDERSON COUNTY SCHOOLS

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June 23, 2025

To: Henderson County Board of Education

From: Jinger Carter, Director of Human Resources

RE: Approval of Adjunct Instructor

This is a request for approval for one (.2) (part-time) adjunct instructor for the Henderson County High School Fire Service Technology Program.

This position will receive no benefits and will not receive pay from Henderson County Schools. We have an individual who is currently working in fire service. This will be considered part-time and teach two class periods for the 2025-26 school year.

In order to have an adjunct instructor certificate, the following must be verified for each individual each year:

Pursuant to the requirements of KRS 161.046 and KRS 161.048 (5) we, the local school superintendent and the board of education, request approval for the issuance of an adjunct instructor certificate for the person and for the part-time position indicated below. In support of this request, we declare the following statements to be true and correct:

1. The part-time position will be filled by the best qualified person available, as determined by the factors of academic preparation, prior teaching experience or related educational work, exceptional work experience, and personal attributes compatible with the demands of the teaching profession, and the specialty area for which certification is sought. (Note: A portfolio will be required when using exceptional life/work experience in lieu of the degree or academic requirements.)
2. The employment of this person in this part-time position will not result in the displacement of a qualified teacher with a regular certificate who is already employed in the district.
3. The person will be employed for part-time services only. The adjunct instructor certificate shall not be used for employment in a full-time teaching position.
4. To the best of our knowledge and belief, the person named in this application sustains good moral character and is at least 18 years of age.
5. A criminal records check has been conducted for this applicant under provisions of KRS 160.380 (7). This requirement applies to all applicants for initial employment after July 15, 1988, and includes first time applicants and former employees who have not been employed by the district for six (6) months. Applicant must fill out Section V and VI on the reverse side of this form.
6. The person and part-time position have met all the demands of KRS 161.046, KRS 161.048, and 16 KAR 9:040.