



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: August 7, 2025

RE: Item for the AUGUST Board Meeting - Request for the creation of an Extra Duty STLP Coordinator position and approval of the job description.

Dr. Usher, Deputy Superintendent, requests to add a **Student Technology Leadership Program (STLP) District Coordinator** position to the district's staffing. The rationale for this role is to establish a dedicated leader who will manage all aspects of the STLP, act as the liaison between schools and state agencies, and provide essential guidance to STLP coaches. Funding for this extra duty position will be sourced through a **Title IV** grant. The position will be non-renewed each year due to the funding source.

Attachment: STLP Coordinator Job Description

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District Student Technology Leadership Program (STLP) Coordinator
Job Description (Non-renewed Yearly Due to Funding Source)

Position Summary: Extra Duty

As the District Coordinator for the Student Technology Leadership Program (STLP), this individual will be the primary driver behind fostering a culture of innovation and digital citizenship across the district through school-based programs. This position will serve as the crucial link between schools, the district, and state agencies, providing essential guidance to STLP coaches and managing all aspects of the program to ensure its success. This role requires a dedicated and organized leader who can effectively secure community support and champion the program to guarantee every student's success.

REPORTS TO: Deputy Superintendent and/or Director of Technology

Stipend: \$2800 (Title IV Grant Funded)

PERFORMANCE RESPONSIBILITIES:

- Lead district-wide initiatives to promote the Student Technology Leadership Program (STLP), fostering awareness, acceptance, and celebration of student achievements.
- Act as the primary liaison between local schools, the district, and state agencies to ensure clear communication and program alignment.
- Recruit and encourage student participation in STLP, working closely with coaches and administrators.
- Cultivate a culture of innovation and digital citizenship, serving as an enthusiastic advocate for technology-driven learning.
- Provide guidance and support to STLP coaches, encouraging their professional development and leadership growth.
- Secure support from school staff, parents, and the wider community to strengthen the program's foundation.
- Demonstrate a strong understanding of ISTE and Kentucky Student Technology Standards to guide program development and projects.
- Coordinate all STLP activities, including community service projects, regional competitions, and state events.
- Manage the STLP application process to ensure official state recognition for the district and its schools.

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- Plan and schedule regular meetings for STLP coaches and participants to facilitate collaboration.
- Demonstrate strong leadership and organizational skills to manage all facets of the program.
- Be adaptive and innovative in fulfilling duties and implementing new strategies.
- Assume responsibility for school equipment and facilities when they are used by STLP participants, as appropriate.