

Bullitt County Public Schools**Extra Duty Job Description****Position Title:** “After the Tassel” School-based assistants**Department:** College and Career Readiness**Reports To:** Director of College and Career Readiness/Designated Administrator**Stipend:** \$2,500 funded by KentuckianaWorks for a total of \$10,000**Total Positions:** 4 (Bullitt East, Bullitt Central, North Bullitt, Specialized Programs)**Contract Length:** September 1, 2025 - June 30, 2026**Project Overview:**

The “After the Tassel” project supports at least 40 Bullitt County Public School seniors in the Class of 2026 in establishing post-graduation plans and securing employment that offers a minimum wage of \$15.00 per hour with benefits. This position works in conjunction with existing high school Work-Based Learning Coordinators, Director of College and Career Readiness or Designated Administrator, College and Career Coaches, Counselors, Engage Kentucky College Coaches and KentuckianaWorks to enhance and expand comprehensive work-based learning opportunities and placement into full time jobs immediately following graduation.

Responsibilities:

- **Student Support (40 Students):**
 - Identify and recruit 40 senior students from the Class of 2026 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.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**

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

- Collaborate with existing Work-Based Learning District Coordinator
- 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.
- Assist in developing employer partnerships.
- 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.