


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 20, 2025

RE: Item for the SEPTEMBER Board Meeting - 2025-2026 Part-Time Teacher

Dionna Bickley, principal of Pleasant Grove Elementary School, requests the addition of a part-time teacher to the school's staffing for the 2025-2026 school year. This person will provide targeted literacy and math instruction to students needing additional support. The position will be for 3 days a week for 57 days. The funding source will be Extended School Services (ESS) funds.

Attachment: Memo from Principal Bickley

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PLEASANT GROVE

Elementary School

DIONNA BICKLEY, PRINCIPAL
ERICA HARBIN, ASSISTANT PRINCIPAL
ELIZABETH BARNETT, SCHOOL COUNSELOR

Date: August 18, 2025

To: Dr. Althea Hurt, HR Director

From: Dionna Bickley, Principal, Pleasant Grove Elementary

Re: Request to Hire Part-Time Certified Teacher Using Extended School Services (ESS) Budget

This memo is to request the approval and assistance of the Human Resources department in hiring a **part-time certified teacher** to be funded through the Extended School Services (ESS) budget.

The purpose of this position is to provide **targeted literacy and mathematical instruction** to students needing additional support. This need has been identified through analysis of data, including **iReady assessments, phonemic awareness surveys, and other classroom data**. The interventionist will be crucial in addressing academic gaps and providing the necessary interventions to help our students achieve proficiency.

The details for this position are as follows:

- **Position Title:** Part-Time Certified Teacher (3 days a week for 57 days)
- **Funding Source:** Extended School Services (ESS) Budget
- **Job Responsibilities:** Provide small group and one-on-one instruction in literacy and mathematics; use data to inform instruction; collaborate with classroom teachers; track and report student progress.
- **Start Date:** October 21, 2025

For more information or clarification, please contact me.

Sincerely,

Dionna Bickley

Dionna Bickley
Principal