




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: September 2, 2025

RE: Item for the SEPTEMBER Board Meeting - Bullitt Virtual Night School Facilitator
- Extra Duty Position

Dominic McCamish, principal of Specialized Programs, requests to add the extra duty position of "Bullitt Virtual Night School Facilitator." The extra duty position is to support the credit recovery program for students who have dropped out, helping them earn a high school diploma. The facilitator will be responsible for recruiting and enrolling these students into credit recovery courses, monitoring their progress, and providing necessary support. The funding source will be the General Fund.

Attachment: Memo from Principal McCamish
Job Description

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DOMINIC MCCAMISH, PRINCIPAL
VALARIE MOORE, COUNSELOR

TO: Althea Hurt

FROM: Dominic McCamish- Principal of Specialized Programs

DATE: September 1, 2025

RE: Creation of Bullitt Virtual Night School Facilitator

REQUEST: I am requesting the addition of an extra duty position titled "Bullitt Virtual Night School Facilitator" to the Salary Schedule. Details are below:

- Funding of \$4,000 is from the General Fund and has already been included in the Bullitt Alternative Center FY25 budget.
- [The Job Description is linked here.](#)
- This position was previously an hourly position financed by ESSER funds. Changing the position to extra duty is fiscally responsible and allows for a clear description of duties.

Please feel free to reach out to me for additional information.

Sincerely,

Dominic McCamish
Principal of Specialized Programs
Bullitt County Public Schools

Bullitt Virtual Night School (BVNS) Facilitator



Reports To: Principal

Contract Terms: Extra Duty

Qualifications: Current Bullitt Alternative Center or Spring Meadows Certified Employee

Position Summary:

This position is for a Facilitator for Bullitt Virtual Night School, which is a credit recovery program for students ages 18 - 21. The program allows students that have dropped out to recover credits and earn a high school diploma upon completion.

Performance Responsibilities Include:

1. Work with the DPP's office and administration to recruit students for the program.
2. Work with students to enroll them into BCPS and enroll them into credit recovery courses.
3. Monitor student progress and encourage progress.
4. Support students as needed with credit recovery courses.