



**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:** October 7, 2025

**RE:** Item for the OCTOBER Board Meeting - Instructional Tutor at SES

Jason Baragary, principal of Shepherdsville Elementary School, requests to hire one Instructional Tutor to support the needs of students for the 2025-2026 school year. The tutor will be tasked with providing reading and math interventions to struggling students. The position will be 3 hours per day for 140 days. This position will be entirely funded from ESS funds that have been allocated.

Attachment: Memo from Principal Baragary

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**



**Shepherdsville Elementary School**

*527 West Blue Lick Road  
Shepherdsville, KY 40165  
502-869-7000*

Samantha Crumbacker, Assistant Principal

Jason Baragary, Principal

Sarah Eaton, Counselor

Date: October 6th, 2025

To: Ms. Thea Hurt, HR Director

From: Jason Baragary, Principal, Shepherdsville Elementary

Re: ESS Instructional Tutor

I am requesting permission to post an Instructional Tutor Position for 140 days for 3 hours per day to support the needs of students in intervention. This position will be paid from ESS funds that have been allocated.

The following will be included in the posting, once approved:

**Instructional Tutor Position:** Shepherdsville Elementary School is seeking a highly qualified instructional tutor to provide reading and math interventions to our struggling students. The position is 3 hours per day for 140 days per year. Hours will be decided upon hire, but will start mid-morning and end in early afternoon. The successful candidate must:

- Assist in the implementation of education programs by providing comprehensive assessments, evaluations and instruction to meet the needs of children.
- Believe that all students can learn
- Believe in supporting the needs of the whole child
- Knowledgeable of and able to implement best instructional practices used at SES
- Able to partner with the instructional coach, certified classroom teachers, a second instructional tutor, and other classified instructional assistants in a collaborative setting to support the learning of struggling students
- Self-initiating and able to instruct and work independently without direct supervision
- Regular in attendance and punctual
- Organized
- Supportive of the total school program

For more information or clarification, please contact me.