



JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, DEPUTY SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent

FROM: Dr. Adrienne Usher, Deputy Superintendent

Date: May 7, 2026

RE: Job Description: Director of Early Childhood and Specialized Learning

The attached position of Director of Early Childhood and Specialized Learning position is included in the 2026-2027 budget to provide strategic leadership and administrative oversight for early childhood and specialized learning programs. This role is responsible for the full lifecycle of program management, including budget administration, staff evaluation, and the implementation of rigorous, equitable curricula designed for diverse learners. As the primary liaison for state and community partners, the Director ensures fiscal and legal compliance. This position will provide more focused support for early childhood and other specialized programs to enhance the development of these programs. Approval is requested for the job description of a Director of Early Childhood and Specialized Learning beginning the 2026-2027 school year.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

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POSITION: Director of Early Childhood and Specialized Learning

POSITION SUMMARY: Provides strategic leadership and administrative oversight for early childhood and specialized learning programs. This role is responsible for the full lifecycle of program management, including budget administration, staff evaluation, and the implementation of rigorous, equitable curricula designed for diverse learners. As the primary liaison for state and community partners, the Director ensures fiscal and legal compliance.

QUALIFICATIONS:

- 1) Kentucky Professional Certification for Instructional Leadership required
- 2) At least five years of classroom teaching experience
- 3) Proven experience serving as a school-level principal

TERMS OF EMPLOYMENT:

- 240 Days
- Salary based on the approved salary schedule
- Contract is renewable yearly based on satisfactory evaluation and recommendation from the Superintendent

REPORTS TO: Superintendent/Deputy Superintendent Designee

SUPERVISES: Staff members designated by the Deputy Superintendent/Superintendent

PERFORMANCE RESPONSIBILITIES:

- Oversees early childhood and other specialized instructional district program budgets.
- Monitors, supervises, and evaluates early childhood and other specialized instructional district program staff.
- Monitors implementation of consistent early childhood and specialized instructional curriculum, pacing guides, high-quality instructional resources, etc.
- Represents the district at local, regional, and state collaborative meetings to advocate for and advance the interests of early childhood and other specialized instructional programs.
- Oversees all mandatory data collection and reporting cycles to ensure district-wide compliance and state professional standards; this includes maintaining accurate student records and facilitating the timely submission of all required state and federal reports to the Kentucky Department of Education.
- Directs the implementation of high-level curricula and specialized frameworks to ensure equitable access and rigor for students enrolled in early childhood programs and specialized instructional district programs.
- Administers state and federal categorical funding and grants, ensuring strict programmatic compliance and fiscal accountability.

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- Leads the development of specialized instructional scaffolds for high-performing learners and those with diverse linguistic profiles.
- Serves as the district liaison for initiatives supporting cognitive and linguistic diversity, aligning local practices with state and national standards.
- Coordinates professional learning opportunities focused on high-leverage differentiation and evidence-based strategies for specialized student populations.
- Coordinates district-wide mass screening for children with possible delayed development in speech, language, cognitive, motor, social, or adaptive skills.
- Serves as the Admissions and Release Committee (ARC) Chairperson when necessary to lead the special education process, including managing referrals, obtaining evaluation permissions, and overseeing the development of Individual Education Programs (IEPs) for students requiring specially designed instruction.
- Lead the implementation of policies that prioritize emotional safety and student stability.
- Oversee a comprehensive professional development strategy that equips staff with the tools necessary to manage complex student needs.
- Ensure the programs are maintained as a supportive and predictable environment conducive to learning and regulation.
- Act as the primary liaison between programs and external partners, ensuring a collaborative approach to student success.
- Ensure all educational and behavioral programs align with the philosophy of trauma-informed care and restorative practices.
- Acts as the official Local Education Agency (LEA) Representative for all eligible 3- and 4-year-old residents enrolled in community-based programs—including Head Start and local childcare centers—to ensure the district fulfills its legal obligation to provide special education services.
- Coordinates needed services for birth-to-kindergarten children and families; develops partnerships with community early childhood providers and families to promote Kindergarten Readiness.
- Coordinates strategic outreach and engagement initiatives, including community-based "Child Find" activities and home visits, to educate families on early learning opportunities and establish proactive developmental partnerships.
- Evaluates disaggregated student performance data to monitor growth trends and determine the efficacy of specialized instructional interventions.
- Carries out other duties as assigned by the deputy superintendent/superintendent designee.

PHYSICAL DEMANDS:

	Seldom/ Rare	Occasional (Up to 1/3 of Work Day)	Frequent (Up to 1/3 to 2/3 of Work Day)	Repetitive (Up to 2/3 of Work Day)
Standing/Walking				✓
Sitting			✓	

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Handle/Finger/Feel			✓	
Reach/Push/Pull			✓	
Bend/Stoop/Crouch			✓	
Kneel/Crawl			✓	
Climb/Balance	✓			
Lift/Carry (Check Frequency)				
Up to 10 lbs.			✓	
Up to 20 lbs.			✓	
Up to 50 lbs.		✓		
Up to 100 lbs.	✓			
Over 100 lbs.	✓			

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Certified Personnel.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

Print Name: _____ Date: _____

Signature: _____