

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

TO: Dr. Jesse Bacon
Dr. Adrienne Usher

FROM: Dr. Althea Hurt, Director of Human Resources

DATE: May 13, 2026

RE: **Item for the JUNE Board Meeting - IT Apprenticeship Mentor Job Description and Position**

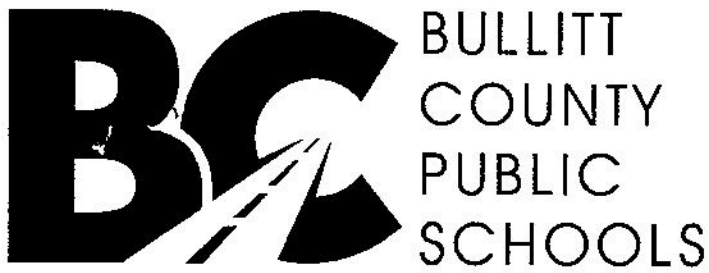
Dr. Lee Barger (Director of CCR/Innovation) is seeking approval for the IT Apprenticeship Mentor position and job description. These mentors will oversee student progress within the DataSeam program, using standardized rubrics to provide feedback and facilitate professional growth.

The stipend is set at \$800, with the number of positions scaled to meet student enrollment. Funding for these stipends will be allocated from the General Fund.

Attachment: Memo from Director Barger

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TO: Dr. Althea Hurt, Director of Human Resources
Dr. Adrienne Usher, Deputy Superintendent

FROM: Dr. Lee Barger, Director of CCR/Innovative

Date: May 13, 2026

RE: IT Apprenticeship Mentor Job Description & Stipend Position

The attached position of the IT Apprenticeship Mentor, which is part of the DataSeam program, will provide the direct supervision, technical instruction, and professional guidance necessary for students to master industry-recognized skills while delivering vital technical support to the district. This role is responsible for ensuring administrative compliance by monitoring and verifying student work hours within required reporting systems. Additionally, the mentor will utilize established competency rubrics to evaluate student progress and provide the regular, actionable feedback essential for professional growth. Approval is requested for this job description of an IT Apprenticeship mentor position beginning the 2026-2027 school year, with the number based on student enrollment in the program.

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Information Technology (IT) Apprentice Mentor

Position Summary: Extra Duty

To provide professional mentorship, technical supervision, and instructional leadership for student apprentices participating in the Dataseam IT Apprenticeship program. The IT Mentor ensures that students gain industry-aligned competencies while maintaining the integrity and security of the district's technology infrastructure.

REPORTS TO: Deputy Superintendent and/or Director of Technology

Stipend: \$800

PERFORMANCE RESPONSIBILITIES:

- Supervise student apprentices in the performance of daily IT tasks, including hardware repair, software imaging, network troubleshooting, and help-desk support.
- Provide one-on-one technical coaching to help students master the Dataseam curriculum and industry-standard certifications.
- Audit and approve student work to ensure it meets Bullitt County Public Schools (BCPS) quality and security standards.
- Monitor and verify student work hours within the required reporting systems.
- Evaluate student progress based on the apprenticeship's competency rubrics and provide regular feedback.
- Ensure all student activities comply with Kentucky Labor Cabinet apprenticeship standards and district liability policies.
- Serve as the primary point of contact between the school-based IT department and the College and Career Readiness department regarding apprentice performance.
- Manage the distribution and care of specialized equipment provided by the Dataseam partnership.
- Assist students in building a professional portfolio and refining "soft skills" (communication, punctuality, and professionalism) required in the IT industry

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