

**BULLITT  
COUNTY  
PUBLIC  
SCHOOLS**

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

**TO:** Dr. Jesse Bacon, Superintendent

**FROM:** Sarah Smith, Director of School Safety and Mental Health

**DATE:** May 27, 2026

**SUBJECT:** Request for Board Approval - SHINE Ky Grant Job Creation and Job Description- Behavioral Health Administrator

This memo formally requests the Board of Education's approval for the creation of a new district-level position, the Behavioral Health Administrator (BHA). This position is fully funded for its initial year through the \$81,000 Strengthening Health Integration in Education for Kentucky Students (SHINE KY) grant, which was officially awarded to Bullitt County Public Schools on May 1, 2026.

The core purpose of the BHA is to establish a financially sustainable and equitable system for student mental health services. By managing and overseeing the Kentucky Expanded Access billing process, the BHA will transition the district's capability from no reimbursement to full capacity. The resulting revenue stream is projected to be sufficient to cover the position's salary and benefits for the following year, allowing it to be integrated into the district's operating budget as a self-funded role while expanding our capacity for direct student care.

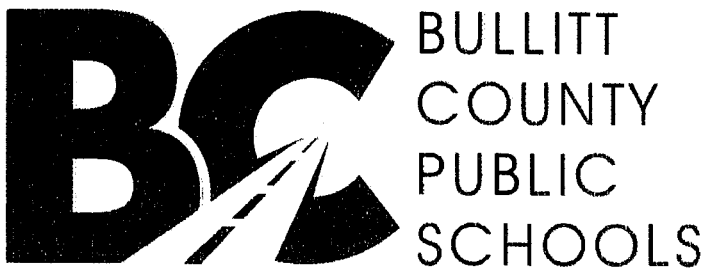
The Behavioral Health Administrator (BHA) reports to the Director of Safe and Drug Free Schools. This 10-month, 187-day position for the 2026-2027 school year requires a preferred Master's Degree (Master Level Social Worker base). Intended hiring date is July 2026. The total grant funding is \$81,000, with \$74,134.05 allocated for personnel costs during the grant period.

Dinsmore legal counsel has reviewed this request.

cc: Troy Wood, Chief Operations Officer  
Adrienne Usher, Deputy Superintendent  
Lisa Lewis, Director of Finance

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## **JOB DESCRIPTION**

**POSITION:** Behavioral Health Administrator

**POSITION SUMMARY:** The Behavioral Health Administrator (BHA) is a new, district-level position responsible for establishing a financially sustainable and equitable system for student mental health services by leveraging the Kentucky Expanded Access program. This role is crucial for creating a new funding stream, expanding the district's capacity for direct student care, and strengthening community partnerships. This position is funded through the SHINE KY grant, funded for the 2026-2027 school year.

**REPORTS TO:** Director of Safe and Drug Free Schools

## **QUALIFICATIONS**

- Bachelor's degree in Social Work, Psychology, Education, Public Health, or a related field (Master's preferred).
- Experience working in educational settings, particularly with special education populations and mental health initiatives.
- Strong understanding of the opioid epidemic, mental health issues, and community resources.
- Excellent communication, organizational, and interpersonal skills.
- Ability to analyze data and produce reports for varying audiences.
- Proficient in Microsoft Office Suite / Google Suite and data management software.

## **KEY RESPONSIBILITIES**

- Establish, manage, and oversee the Expanded Access billing system for district mental health clinicians (5 total).
- Monitor all aspects of Expanded Services billing in collaboration with the special education and district finance departments to ensure a minimum of 90% claims submission rate for eligible services.
- Ensure the new revenue generated through Expanded Access billing is projected to be sufficient to cover the BHA's salary and benefits for the subsequent year, securing the position's integration into the district's operating budget.

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- Schedule and oversee all necessary trainings for district staff providing eligible Expanded Services, including compliant billing, documentation, and use of the district's billing extension (EzEdMed by Info Handler).
- Implement comprehensive training for all district staff on student identification and referral systems.
- Train school-level administrators on student identification and referral protocols.
- Create a framework for the identification of underserved populations (e.g., non-English speaking, students with disabilities, preschool students) and breaking down barriers to care.
- Increase the number of students receiving direct mental health support from district clinical staff.
- Formalize and implement a referral process to provide a substance use assessment and counseling within 48 hours of a disciplinary incident.
- Strengthen and expand community partnerships with mental health agencies, establishing at least two new Memorandums of Agreement (MOAs) with agencies.
- Attend preschool registration, kindergarten orientation, and family events to provide communication and outreach regarding available services.
- Work with district staff to provide parent training and assistance on applying for Medicaid services.

**PHYSICAL DEMANDS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting/Movement	Occasionally lift and/or move up to 25 pounds
Vision Abilities	Close vision, distance vision, and the ability to adjust focus
Frequent Activities	Stand, walk, sit, use hands to finger, handle, or feel, and reach with hands and arms
Occasional Activities	Stoop, kneel, crouch, or crawl and talk or hear
Essential Requirement	Ability to move quickly throughout the school facility to respond to student behavioral needs

**TERMS OF EMPLOYMENT:** 10-month salary schedule for BCPS, 187 days for the 2026-2027 School Calendar Year

**EVALUATION:** Performance of this job will be evaluated in accordance with the 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.