

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

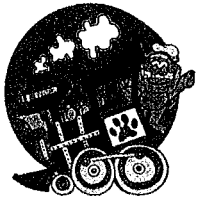
DATE: July 15, 2026

RE: **Item for the JULY Board Meeting - Request to add two Instructional Assistants - Lebanon Junction ES**

Dr. Jessica Emerson, Principal at Lebanon Junction Elementary School, requests to add two Instructional Assistants to the school's staffing for the 2026-2027 school year. The persons in the position will work with teachers to provide targeted support to small groups of students to strengthen Tier 1 instruction. The request has been approved by the school's SBDM council, and funding will come from Title I allocations.

Attachment: Memo from Principal Emerson

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



LEBANON JUNCTION
ELEMENTARY SCHOOL

Principal Dr. Jessica Emerson

To: Bullitt County Board of Education

From: Jessica Emerson, Principal, Lebanon Junction Elementary School

Date: July 15, 2026

Subject: Request for Approval of Title I Instructional Assistant Position for the 2026–2027 School Year

I respectfully request approval to post and fill two **Title I Instructional Assistant** positions for Lebanon Junction Elementary School for the **2026–2027 school year**.

This position will be funded entirely through the school's **Title I allocation** and is approved for the **2026–2027 school year only**. No local district funds will be required to support this position.

The instructional assistant will work under the direction of certified classroom teachers to provide targeted instruction to small groups of students, monitor and document student progress, support intervention efforts, and assist in implementing evidence-based instructional practices. The position is intended to strengthen Tier I instruction while providing additional academic support for students who need targeted intervention in reading and mathematics.

I respectfully request the Board's approval to post and fill this Title I-funded Instructional Assistant position for the 2026–2027 school.

Sincerely,

Jessica Emerson

Principal

Lebanon Junction Elementary