

Exhibit 1

School Board Agenda Item CC-3

August 22, 2017

Executive Summary

Proposed New Job Description for the Specialist, Homeless Education Program (HEART) Position

Background: This item is being recommended for School Board **approval** to meet requirements for new job description.

Position Title: **Specialist, Homeless Education Program (HEART)**

Division/Department: **Chief Academic Officer**

Pay Grade: **18** Range: **\$41,629 - \$59,609**

Salary Schedule: **2016-2017 BTU-TSP Salary Schedule**

Recommended Policy Status: Non-Chart Job Description – **First** Reading

Rationale: The job description for the Specialist, Homeless Education Program (HEART) position, is being created as a result of a job study request by the Academics, Student Support Initiatives department. The job study concluded that a new job description is necessary to better reflect the actual responsibilities of the Specialist, Homeless Education Program position, as a compatible job description does not exist in the current list of SBBC job descriptions.

The purpose of this job is to support the delivery of high quality services under the MVA/HEART initiative. This role also helps to promote District and school-based strategies that increase the Homeless Student Identification Rate, and post-secondary college and career readiness, which are consistent with performance requirements delineated within the Title IX, Part A grant.

The position is currently occupied, and upon Board approval and adoption, the incumbent will assume the new title.

As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet and Confer Representative with a copy of the new or revised job description prior to the first reading. Any feedback received from the Representative is reviewed for consideration and, where applicable, incorporated as part of the job description. The Representative for BTU was provided a copy of the Specialist, Homeless Education Program (HEART) job description via e-mail on August 10, 2017. Additional feedback was not received prior to submission of this document for approval.

Cost: There is an additional financial impact of \$4,708. The source of funding is the Title I, Part A, Homelessness Grant.