

Exhibit 1

School Board Agenda Item

July 24, 2018

Executive Summary

Proposed **Revised** Job Description for the Supervisor, Head Start Family Services Position

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

Position Title: **Specialist Supervisor**, Head Start Family Services

Division/Department: Chief Academic Officer

Salary Band: **B C** Range: **\$64,617 - \$108,532** Range: ~~\$74,407 – \$123,734~~

Salary Schedule: 2017-2018 ESMAB Salary Schedule

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

Rationale: The job description for the Supervisor, Head Start Family Services, is being revised to better align the title, qualifications and primary performance responsibilities of the position, based upon the expected scope of work. The position is responsible for coordinating and overseeing the activities of family services personnel to ensure the effective implementation of a comprehensive program of services, monitor the services provided to ensure students and the school system receive maximum benefits, and families are enrolled in designated programs. The revisions include updates to the job title to provide a better description of the work performed, edits to existing performance responsibilities, the addition of new duties to better clarify work expectations, and updates to the minimum education and experience requirements to improve the attraction of qualified job applicants. This is a single incumbent position that is currently vacant.

An evaluation of the job description was conducted which included internal peer job comparisons and an external market competitiveness review. Based on findings from the job study, it is requested that this position be reclassified as Specialist, Head Start Family Services, with a decreased pay band assignment of B.

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 ESMAB was provided a copy of the job description via e-mail on July 10, 2018. Additional feedback was not received prior to submission of this document for approval.

Cost: The revision to this job description represents no additional financial impact to the District. The salary expense associated with staffing this position ranges from \$84,336 to \$136,156, which reflects the salary range minimum and maximum values and fringe expense (18% variable + \$8,088 fixed). Note that actual incumbent salary will be determined at time of hire, upon approval of the School Board, and will reflect the candidate's job qualifications, the Employment & Salary Administration Handbook provisions and pay analysis conducted by Human Resources.