

School Board Agenda Item

December 18, 2018

Executive Summary

Proposed **Revised** Job Description for the Parent Educator Position

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

Position Title: **Parent Educator**

Division/Department: **Chief Academic Officer**

Pay Grade: **Level 1 Range: \$19.82 - \$29.94**

Salary Schedule: **2017-2018 BTU-ESP Program Assistant Salary Schedule**

Recommended Policy Status: Non-Chart Job Description - **Final** Reading

Rationale: The job description for the Parent Educator is being revised to better align the qualifications and primary performance responsibilities of the position, based upon the expected scope of work. The position is responsible for assisting in meeting the social service needs of families with Early Childhood Education students by providing targeted services, including encouraging parental involvement in their children's education, explaining programs and procedures, providing support in locating community resources, participating constructively in parental group meetings, and performing other related duties. The revisions include updates to the minimum education and experience requirements based on the language from the Performance Standards that require valid certification in one of the following discipline(s): social work, human services, family services, or counseling. Certification must be obtained within the first eighteen (18) months of employment. This is a multi-incumbent position, which there are no vacancies.

An evaluation of the revised job description does not result in a pay grade change.

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-ESP was provided a copy of the job description via e-mail on October 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 this position ranges from \$42,544 to \$60,061, which reflects the salary range minimum and maximum values and fringe expense (17.78% variable + \$8,232 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, BTU-ESP contract provisions.