

Exhibit 1  
School Board Agenda Item  
October 20, 2020  
**Executive Summary**

<b>Title:</b>	Proposed New Job Description for the Program Coordinator, Homeless Education (HEART) Position
<b>Background:</b>	This item is being recommended for School Board approval to meet requirements for new job description.
<b>Position Title:</b>	Program Coordinator, Homeless Education (HEART)
<b>Division/Department:</b>	Student Support Initiatives & Recovery / Student Services
<b>Pay Grade:</b>	24
<b>Range:</b>	\$67,584 - \$96,772
<b>Salary Schedule:</b>	BTU-TSP
<b>Recommended Policy Status:</b>	Non-Chart Job Description – <u>First</u> Reading
<b>Rationale:</b>	<p>The job description for the Program Coordinator, Homeless Education (HEART) is being created in support of the Student Services departmental operations. This position is responsible for providing comprehensive management assistance and contribution to establish a framework for effective implementation of the Homeless Education Assistance Resource Team Program, to ensure the educational stability of affected students. Responsibilities also include assisting in planning and facilitating the effective implementation of programs and ensure compliance with state and federal regulations, as outlined by the McKinney-Vento Homeless Assistance Act. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job.</p> <p>An evaluation of the job description was conducted to determine the pay grade assignment of 24 in the BTU-TSP Bargaining Unit.</p>
<b>Cost / Financial Impact:</b>	The creation of this job description represents an additional financial impact of \$26,111, which reflects the cost to reclassify existing staff, and is inclusive of fringe (18.25% variable + \$8,295 fixed). This is a Federal grant funded position and the source of funding has been encumbered as part of the Federal Title IX, Grant funds.
<b>Union Notification</b>	As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet & 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-TSP was provided a copy of the job description via e-mail on October 1, 2020. Additional feedback was not received prior to submission of this document for approval.