

School Board Agenda Item CC-9  
July 23, 2013

**Executive Summary**

Proposed New Job Description and Minimum Qualifications for the Coordinator, Homeless Education Program Position

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

Position Title: **Coordinator, Homeless Education Program**

Division/Department: Chief Academics/ Student Support Initiatives

Pay Grade: **24**      Range: **\$58,036 - \$83, 100**      Point Range: **795 -844**

Salary Schedule: **2011-2012 BTU-TSP Salary Schedule**

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

Rationale: The job description for the Coordinator, Homeless Education Program has been created to formally document an existing role within the Student Support Initiatives department. The recommended pay grade aligns with the current performance responsibilities and minimum qualifications required for the position.

The purpose of this job is to provide management and direction for the Homeless Education Program and ensure effective implementation and compliance of State and Federal regulations.

Prior to the recommendation to the School Board for approval, the BTU-TSP Unit was notified of the new job description.

The position is filled and will not require any staffing changes.

Cost: There is no financial impact to the District.