

School Board Agenda Item CC-5

April 15, 2014

Executive Summary

New Job Description for the Coordinator, Performance Management Position

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

Position Title: **Coordinator, Performance Management**

Division/Department: Strategy & Continuous Improvement/ Performance Management

Salary Band: **C** **Range: \$68,829 - \$111,667** **Point Range: 945 - 1044**

Salary Schedule: **2012-2013 ESMAB Salary Schedule**

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

Rationale: The job description for the Coordinator, Performance Management has been created to formally document an existing role within the Strategy and Continuous Improvement division. The recommended salary band aligns with the current performance responsibilities and minimum qualifications required for the position.

The purpose of this job is to oversee the implementation of Performance Management action plans to achieve desired outcomes. Synthesize large amounts of data across District departments into presentations for strategic decision-making purposes.

The position is vacant and will follow the standard advertising and selection process.

Cost: There is no financial impact to the District.