**Board Memo**

**DATE:** 12/18/2023

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources & Technology

**Product Vendor or Grant Issuer**

Not Applicable

**Product or Grant Name**

Technology Department Job Description Revision, Position Addition, and Salary Schedule Revision

**Date/Term (Beginning and End Dates/Year)**

Job Description Revisions – Upon Approval; Position Addition - July 1, 2024

**APPLICABLE BOARD POLICY & STRATEGIC PLAN GOAL:**

01.11 General Powers and Duties of the Board”; 03.133 “Duties”: Job Description; Goal 2: Empowered Workforce 2B

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

To respond to the everchanging needs of the technology department serving a school district, and multiple anticipated vacancies within the technology department, we are recommending changes to the structure of the department and revision to current job descriptions. These changes would include a revision of the current Director of Technology, Instructional Technology Coordinator, and Secretary to the Director of Technology job descriptions, elimination of both Technology Resource Teacher allocations, and addition of the Assistant Director of Instructional Technology position.

The revision of the Director of Technology, Instructional Technology Coordinator, and Secretary to the Director of Technology job descriptions is necessary to better reflect the current, and anticipated, performance responsibilities of these positions. The revised duties of the Director of Technology will include technology strategy and planning, infrastructure management, educational technology integration, budgeting and resource allocation, team leadership and management, vendor relations, data management and privacy, troubleshooting and support, and strategic partnerships. Additionally, the changes to the qualifications for the Director of Technology position would create a scenario in which we could consider both certified and classified individuals for this position. This change increases the number of qualified candidates that could be considered for the position while providing another opportunity for our current classified employees to seek a promotional opportunity.

The addition of the Assistant Director of Instructional Technology position, and subsequent elimination of the two Technology Resource Teacher allocations, will meet the growing need to collaborate with school and District leadership to develop and implement a robust and cohesive instructional technology plan that will benefit all students and ensure the effective and efficient use of the District’s resources (both human and capital.) While the job description of the Assistant Director of Instructional Technology thoroughly outlines the responsibilities that this position will fulfill, below is a list of the general duties of the Assistant Director of Instructional Technology:

1. Technology Integration Strategy

2. Professional Development

3. Curriculum Enhancement

4. Data Security and Online Safety

5. Technology Evaluation

6. Collaboration and Communication

7. Purchasing

The certified salary index would be adjusted to reflect an index of 1.40 for all certified Assistant Director positions. The adjusted certified salary index is attached.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

Savings of approximately $56,240

**Funding Source**

General Fund

**\*If more than one funding source, list below along with amount or percent for each source**

Click or tap here to enter text.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

Click or tap here to enter text.

**RECOMMENDATION:**

It is recommended that the Board approve the revision of the Director of Technology, Instructional Technology Coordinator, and Secretary to the Director of Technology job descriptions, addition of the Assistant Director of Instructional Technology position, and revision of the certified salary index.

**CONTACT PERSON: (submitter)**

Eric Ball, Director of Human Resources; Mary Ann Rankin, Director of Technology