# This is a decision paper

**MEMO TO:** Members of the Board of Education

**FROM:** Nannette Johnston, Superintendent

**DATE:** June 16, 2015

**RE:** Changing Literacy Volunteer Services Coordinator Classified Position to Instructional Services Clerk due to increased responsibilities

The Literacy Volunteer Services Coordinator classified position in the Instructional Services Department at Central Office is currently is a Level 5 on the classified salary table, consisting of 195 working days. Over the past year, a great deal of responsibility has been added to this position, including overseeing the Extended School Services (ESS) federal program. For the upcoming year and moving forward, the responsibility of coordinating the district-wide credit recovery program will also need to be added to this position. This addition will require this position to manage and effectively monitor 1,500 district-wide licenses for the Apex Learning program, as well as train instructional staff at each of the participating schools in use of the software. The training needed for both the coordinator and the staff members using the program is most effectively administered during the summer months. It will also require this person to effectively communicate with all of our schools at multiple times throughout each day and when the need arises to roster, schedule, and transfer students in and out of the program to ensure proper implementation and use of the credit recovery software. The position that currently coordinates this work is a grant-funded position that pays approximately $38,000 per year. The grant is ending, as is the funding for the position. We are proposing to revise the Literacy Services Coordinator position from a level 5, 195-day position to a level 6, 261-day position, changing its title to “Instructional Services Clerk.” Moving from a level 5, 195-day position to a level 6, 261-day position will cost the district approximately $8,000 per year in salary and benefits. Since ¾ of this position’s salary is funded from Title I, the total cost to the district general fund will be approximately $2,000 per year (approximately $6,000 per year will be funded through Title I). Monitoring the credit recovery program is essential to ensuring improved graduation rates and lower dropout rates district wide. This program is also used throughout the summer in summer school and in Hardin County High School, necessitating the need to increase the number of days for this position. By revising the Literacy Services Coordinator position to incorporate the coordination of the credit recovery program, the district will be able to monitor this essential work in a very efficient way, saving approximately $30,000 off of the current cost of these services to the district.

**Recommendation**

I recommend the Board change the Literacy Volunteer Services Coordinator classified position from a Level 5 on the classified salary schedule with 195 days to a Level 6 on the classified salary schedule with 261 days, with the new title ‘Instructional Services Clerk.”

# Recommended motion

I move that the Board change the Literacy Volunteer Services Coordinator classified position from a Level 5 on the classified salary schedule with 195 days to a Level 6 on the classified salary schedule with 261 days, with the new title ‘Instructional Services Clerk.”