Memorandum for the Elizabethtown Independent Schools Board of Education

From: Cora Wood

 Director of Personnel

Date: November 6, 2015

Subject: Approve Job Descriptions and Salary Schedules for the Following Positions

* District Assessment Coordinator/Community Liaison
* Director of Technology
* District Technician/Network Engineer

I am requesting that the Board of Education approve each of the job descriptions listed above. The first two job descriptions are new ones. They are separate job descriptions to replace what used to be the classified position of Director of Technology and Assessment. (The person holding this position is retiring effective January 1, 2016.)

The District Assessment Coordinator (DAC)/Community Liaison will be a certified job description. Our former DAC was a classified administrator, but he was grandfathered into the certified role when regulations changed and required it to be held by a certified administrator. Anyone hired for a DAC role at this time, however, must possess Kentucky certification as a school administrator.

The Director of Technology will be a classified position, and the person selected will have administrative oversight on every aspect of technology within the district.

The District Technician/Network Engineer’s job description has been revised and updated to better reflect the actual responsibilities associated with this position. In addition, the person in this role will assume supervisory responsibility for district technology in the absence of the Director of Technology. Along with the revision to the job description, a small increase in salary is requested to compensate the additional duties required of the employee.

Each of these job descriptions is enclosed for your review and approval. *[To assist you with your review, please note the following: anything highlighted in yellow is directly from the former job description; anything highlighted in teal is a revised portion from the former job description; anything with no highlighting at all is new for the job description.]*

If approved, the salary schedules for each position will also need your review and approval.

Your approval of the job descriptions and corresponding salary schedules would be greatly appreciated.