**Board Memo**

**DATE:** 8/27/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources, Learning Support Services, Jones Middle School

**Product Vendor or Grant Issuer**

Not Applicable

**Product or Grant Name**

Creation of School-Based Community Education Program job descriptions

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

Upon Approval

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board”; 03.233 “Duties”: Job Description

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

Learning Support Services and Jones Middle School have partnered to propose a community engagement program named JET Academy. To support this program, it is necessary to create two new extra duty job descriptions: School-Based Community Education Program Coordinator and School-Based Community Education Instructor.

JET Academy (**J**oining **E**veryone **T**ogether) is a community outreach program in which Jones Middle School staff will provide workshops for parents to learn English, to encourage parent engagement, and provide resources and strategies for parents to help their children become successful in an academic setting. The program will consist of bi-weekly meetings for up to 16-weeks per school year. Topics to be presented by Jones Middle staff to community members will cover items such as literacy skills, sight words, literature, letter of the week, modeling, and resources to ensure successful learning at home in addition to school. Additional topics may be offered and will be based on parent/student/teacher feedback and the school’s needs assessment.

Additionally, the JET Academy program will support the work outlined in the CDIP and potentially serve as a model for other schools to develop similar community engagement strategies or programs.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

* School-Based Community Education Program Coordinator: $4,184 annual stipend;
* School-Based Community Education Program Instructor:
  + Classified Employee’s Hourly Rate of Pay, plus applicable benefit costs, for Classified Instructors and $27.02
  + Certified Tutor Rate of Pay, plus applicable benefit costs, for Certified Instructors (equates to 32.03/hour for certified tutors)

**Funding Source**

School Improvement Funds (SIF) Grant for the 2021-2022 School Year

**\*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:**

$15,000

**RECOMMENDATION:**

It is recommended the Board approve the revision of the “Community Education Program Coordinator” and "Community Education Instructor" job descriptions as presented.

**CONTACT PERSON: (submitter)**

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