**Board Memo**

**DATE:** 5/25/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources, Learning Support Services

**Product Vendor or Grant Issuer**

Not Applicable

**Product or Grant Name**

Revision of Coordinator of Preschool Services Job Description

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

July 1, 2022

**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 Human Resources are requesting the revision of the Coordinator of Preschool Services position to better support the students, families, and staff members of the preschool program.

From March 1, 2021 through March 1, 2022 there were 560 ARC meetings for Preschool. Each meeting last approximately 1 hour and requires additional time for preparation and documentation filing. Additionally, the district is required to conduct transition meetings for students moving from First Steps to our preschool program. There were approximately 180 transition meetings. Combined with the ARC meetings over 750 total meetings were required for preschool students.

Most of these meetings must be chaired by the Director of Preschool Services and the Coordinator of Preschool Services. Due to the number of ARC and transition meetings it is imperative that the district be able to fill the position with a candidate that has extensive experience with ARC meetings.

The revisions to the Coordinator of Preschool Services job description would ensure that the district is able to recruit an individual for the position that has experience in leading ARC’s ensuring compliance with all Federal, state, local and district laws, policies, and procedures.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

No budgetary impact

**Funding Source**

N/A

 **\*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 Coordinator of Preschool Services job description in order to more accurately reflect the responsibilities of the position and allow for a greater number of highly qualified candidates to apply for the position.

**CONTACT PERSON: (submitter)**

Jenny Watson, Assistant Superintendent of Elementary Teaching and Learning; Eric Ball, Director of Human Resources