



GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304
FROM THE OFFICE OF HUMAN RESOURCES

TO: Board of Education

FROM: Craig Collins
Assistant Superintendent - Human Resources

RE: 2013/2014 Staffing Plan - Personnel Reorganization/Job Description Updates

DATE: April 18, 2013

On April 8, 2013, the Administration presented the Board with proposed changes to several existing positions. We have concluded that that these positions require reorganization or “re-purposing” to ensure that they are aligned with our District goals and strategic initiatives. In this period of fiscal austerity, every position must contribute to the overall educational mission of the District.

Based on Board feedback from the April 8 meeting, we are providing additional information about each position for the Board’s consideration, including a more complete job description.

1. Safety/Security Supervisor (1.0 FTE – Operations & Maintenance Fund)

The Safety/Security Supervisor would continue to lead the security initiatives begun the past two and a half years to make District 304 a safer place for students, staff, and parents. In light of Newtown and other recent school shootings, we can never take school security for granted. A job description for this position is attached as Appendix A.

In order to continue these security initiatives, we want to use resources from the Operations & Maintenance Fund to support this full-time Safety/Security position. We have planned for this position and have actually allocated money to fund this position for the past two years. Due to staff changes and the securing of a Federal grant, we have not filled the position.

Our intent would be to post this position by the end of this month and fill the position prior to the beginning of the 2013/2014 school year. We expect that the salary for this position would be between \$50,000 and \$60,000 with benefits commensurate with a 12 month position.

2. Student Prevention Coordinator (.50 FTE – Education Fund)

In partnership with our parents, we have an obligation to shield our students when necessary from destructive influences and empower our students when appropriate to make healthy and informed life choices.

The District has for many years contracted with Williams & Associates to provide drug and alcohol testing, substance abuse education for parents and members of the community, and addiction counseling for families. As our contract with Williams & Associates comes to an end, the District seeks to continue and expand prevention efforts to include a wider array of adolescent mental health issues including suicide, depression, violence, and bullying. The Student Prevention Coordinator job description is attached as Appendix B.

Our plan would be to fill the position by the fall. We expect that the salary for this position would be between \$25,000 and \$30,000 with benefits commensurate with a .50 FTE position. The cost of this position would be offset with the ending of the contract with Williams & Associates at the end of this fiscal year. The cost of this contract is \$23,000.

3. Early Childhood Coordinator (1.0 FTE – Education Fund)

The Early Childhood Coordinator will be responsible for leading the educational program at the pre-school level including curriculum development, hiring of all staff, certified and non-certified staff evaluations, professional development, and program coordination with the Park District. For the last six years, the daily operations of the District 304 preschool have been managed by a Student Assistance Coordinator (a certified staff member) who also teaches or serves as a school psychologist. We also compensate our Student Assistance Coordinator to coordinate an extended year summer school program which is required by law. While this arrangement during the school year and the summer has proven satisfactory, it is not optimal given the complex physical, emotional, and social challenges manifested in students who are now entering our pre-school program. Furthermore, we believe the increasing certificated staff evaluation responsibilities now shouldered by our Director and Assistant Director of Student Services necessitates moving to a full-time, full-year administrative position at the pre-school level. The job description for this position is attached as Appendix C.

We anticipate that the cost of this 12-month administrative position would be in the \$70,000 - \$80,000 range and would be offset substantially by the current salary of the Student Assistance Coordinator/Psychologist, resulting in a small net cost to the District. With Board authorization, we would post this position by the end of April with the hope of filling the position by mid-June.

4. Coordinator of Business Services (1.0 FTE – Education Fund)

With the July retirement of our Accounting Specialist, we believe it is an appropriate time to redefine this support staff position into a 12 month administrative position in order to add more management depth to our business services department and to allow Ms. Oberg the time to do the fiscal analysis and long-term projections required by the Board. The job description for this position is attached as Appendix D. An organization chart of the Business/Human Resources Office is attached as Appendix E.

Our intent would be to post this position immediately to ensure that we have a large candidate pool to draw from. We anticipate that the total cost of this position would be in the \$90,000 -

\$95,000 range (including benefits) and would be offset substantially by the compensation package paid to the Accounting Specialist. We estimate the net cost to the District would be in the \$14,000 to \$16,000 range.

5. Bus Mechanic (1.0 FTE – Transportation Fund)

At the present time we employ one bus mechanic to service 55 large school buses (71 passenger capacity) and 9 smaller school buses (35 passenger capacity). When we kept our busses for only one school year, this staffing level was adequate. Now that we keep our school busses for two years, there is additional maintenance required such as brake inspections and oil changes as well as minor warranty repairs. We also want our more experienced mechanic to start working on the District fleet of trucks, reducing the cost of outsourcing repairs. We spent over \$3,000 in labor alone last year sending various vehicles outside the District for repairs. For these reasons, we are asking for an additional mechanic.

Our intention is to secure the services of an intern, apprentice, or entry level mechanic to assist our current mechanic by next August. We anticipate paying this new person in the range of \$18.00 to \$20.00 an hour. To offset this cost, we will eliminate an existing bus mechanic support position. The net cost of this second mechanic position is expected to be approximately \$16,500 per year.

A cost summary of each of these positions is provided below:

Cost Summary – Personnel Reorganization – 2013/2014				
	Projected Cost of Position	Position Offset	Net Cost	Fund
Safety/Security Supervisor	\$72,500	\$60,000	\$12,500	O & M
Prevention Coordinator	\$40,000	\$23,000	\$17,000	Education
Early Childhood Coordinator	\$75,000	\$70,000	\$5,000	Education
Coord. of Business Services	\$92,500	\$77,000	\$15,500	Education
Bus Mechanic	\$33,000	\$16,500	\$16,500	Trans.

The Administration recommends the approval of these five positions as presented, with the concurrent elimination of the positions specified in each of the job categories above.

APPENDIX A

SECURITY/SAFETY SUPERVISOR

DUTIES AND RESPONSIBILITIES:

Under direction of the Director of Facility Operations, and in cooperation with other District administrators, the Security/Safety Supervisor provides leadership in developing and administering a comprehensive program of security that contributes to the safety of students, staff, parents, and the larger community in and around all District buildings and facilities.

In order to meet the District goals supporting the success of all District 304 students, the Security/Safety Supervisor:

- Serves as a liaison with city and county law enforcement and emergency response agencies
- Supervises the use of security cameras, access control systems, safety lighting, and emergency notification systems
- Chairs the District Safety Committee and updates all security plans on an annual basis
- Monitors monthly school safety inspections and safety drills
- Coordinates Threat Assessment Teams at the building level
- Purchases and maintains equipment and supplies critical to the safety and security of District students and staff
- Monitors, assists, and evaluates Building Emergency Response Teams
- Provides ongoing emergency response training to all District staff, including NIMS training to staff to insure compliance with State and Federal standards
- Works with architects and contractors to comply with building codes that are safety related
- Represents the District at all local, regional, and State safety seminars and conferences
- Maintains AED/CPR Training documentation, including AED logs, for the District, and facilitates staff training with District nurses
- Develops and executes a safety and security communication plan with key stakeholders within and outside the District

APPENDIX B

STUDENT PREVENTION COORDINATOR

DUTIES AND RESPONSIBILITIES:

Under direction of the Director of Student Services, and in cooperation with other District administrators, the Student Prevention Coordinator provides leadership in developing and implementing prevention, intervention, and support components of a comprehensive student assistance program.

In order to meet the District goals supporting the success of all District 304 students, the Student Prevention Coordinator:

- Coordinates all district-wide prevention efforts in collaboration with all District staff
- Coordinates district-wide prevention programs in collaboration with community agencies, hospitals, and organizations (e.g., Geneva Coalition for Youth)
- Consults with District/building administrators and assists school teams in monitoring at-risk behavior in students and intervening when appropriate
- Develops and monitors a student prevention referral process
- Serves as a liaison for coordination of referrals to appropriate outside agencies regarding mental health services
- Assists school teams in the development of a transition plan when students return from long-term absences
- Collaborates with Security/Safety Supervisor to oversee the District Threat Assessment Teams
- Coordinates the delivery of professional development to District staff regarding a wide array of student mental health issues
- Oversees groups for at risk students throughout the District and provides assistance as needed at the middle school and high school levels
- Maintain accurate records and conducts case reviews as necessary
- Evaluate student prevention activities and prepares annual reports to the Director of Student Services as requested

APPENDIX C

EARLY CHILDHOOD COORDINATOR

DUTIES AND RESPONSIBILITIES:

Under direction of the Director of Student Services, and in cooperation with other District administrators, the Early Childhood Coordinator provides leadership to the early childhood program, including the Friendship Station Pre-school.

In order to meet the District goals supporting the success of all District 304 students, the Early Childhood Coordinator:

- Coordinates, implements, and evaluates all early childhood programming
- Serves as the lead administrator at the Friendship Station Pre-School
- Coordinates and facilitates the Early Childhood Extended School Year program
- Evaluates staffing needs at Friendship Station and oversees the recruitment and assignment of all certified and non-certified staff
- Supervises and evaluates all Friendship Station certified and non-certified staff
- Schedules and coordinates screenings and assessments to fulfill Child Find obligations
- Coordinates an effective assessment team to determine eligibility and entitlement for special education services
- Schedules and chairs Individualized Education Plan meetings including Annual Review, Initial Evaluation, and triennial evaluation meetings
- Collaborates with Geneva Park District regarding curricular and staffing needs
- Represents the District at quarterly Early Childhood Coordinators Meetings
- Provides professional development opportunities for certified and non-certified staff aligned to the Early Childhood learning standards
- Manages IDEA Part B Early Childhood Grant funds
- Develops and manages Friendship Station budget
- Represents Friendship Station on the Student Services Advisory Council
- Coordinates Friendship Station enrollment procedures and transportation
- Collaborates with District administrators to coordinate appropriate student visits to Friendship Station
- Schedules and plans promotion meetings to Kindergarten
- Collaborates with Mid-Valley Special Education Cooperative for related services and programming needs

APPENDIX D
COORDINATOR OF BUSINESS SERVICES

DUTIES AND RESPONSIBILITIES:

Under direction of the Assistant Superintendent for Business Services, and in cooperation with other District administrators, the Coordinator of Business Services provides leadership for all business operations in the District.

In order to meet the District goals supporting the success of all District 304 students, the Coordinator of Business Services:

Financial Management

- Assists in the preparation of the annual budget
- Prepares the Annual Statement of Affairs for publication
- Assists in the development of bids for financial services such as audits, food services, and banking services
- Assists in the annual property tax levy process
- Prepares and submits quarterly Federal and State reports
- Monitors the procurement card process
- Monitors student activity accounts in all District schools

Grants – State and Federal

- Prepares and submits quarterly expenditure reports
- Prepares and submits monthly reimbursement reports to Mid Valley Special Education Cooperative and Perkins/CTEI

Daily Bank Reconciliation

- Clears checks and deposits
- Reconciles credit card payments

Monthly Bank Reconciliation

- Balances general ledger cash accounts with bank statements
- Makes general ledger adjustments as necessary

Prepare Financial Reports

- Treasurer's report
- Board of Education monthly financial report

Supervision of Staff

- Assists the Assistant Superintendent for Business Services in the hiring and supervision of all Business Office staff

Miscellaneous Duties

- Assists in fiscal year end rollover of all accounts.
- Assists in yearly reports to the Illinois State Board of Education
- Acts as Business Office liaison to independent auditors
- Keeps informed on legal updates and assists in the implementation of these updates

APPENDIX E

BUSINESS/HUMAN RESOURCES OFFICE ORGANIZATION CHART

