

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/27/21



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- Recognition:** Students Staff Parents
- Information:** Building Report Old Business Superintendent's Report
- Action:** Resignation Hiring Contract Service Agreements
- Travel Out-of-State Travel In State Approvals
- Termination Legal Matters Other:
- This action request pertains to Elementary (only) High School/District Wide
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Date: 10/27/21

To: **Browning School Board**

From: Corrina Guardipee

Title: Superintendant

Subject: **Office Support Technician-Special Education 2021**

Description: Additional Office Support

As the years have progressed, the caseload within the Special Education Department has grown as has the staff that is supervised by the department. Currently, this year we are lower on staff and lighter in caseload than a typical year due to COVID. Currently, the SpEd department has a total of 57 staff members and 221 students. However, these student numbers will change significantly due to child find, special education referrals in the primary grades, and efforts to become compliant in the special services department upon resuming a more normal year and recovering from the loss of access to students due to COVID restrictions during the 19-20 and 20-21 school years. Managing the SpEd Office, staying up with daily regular office duties, phone calls, correspondence, parent contacts, teacher support scheduling meetings for the director, SLP's, schools' psychologists ordering supplies and curriculum, and creating POs for all teachers and programs is more than one Confidential Secretary can do on their own. At this time, I propose that the Special Education Department create an Office Support Technician position to support the current Confidential Special Education Department Secretary.

Financial Impact: Professional Technical (\$22.00/Hour)

Funding Source (Budget/grant, etc.): Special Services Department

Attachment(s): Job Description Attached

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____