
BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action_____

Item: Request for Additional Staff for Center Programs

Submitted by: Kirsten Myers

Date: 12/9/24

Recommended by: Dave Rodgers

Board Meeting Date: 12/16/24

RECOMMENDATION:

We would like to recommend the addition of the following position:

- Center Program Employee Coordinator (final title to be determined)

RATIONALE:

We have identified a need for a new position in Center Programs that will support development and retention of non-certified and certified positions within Center Programs. Due to hiring continuously throughout the year, this new position will be responsible for designing, implementing and leading a comprehensive onboarding and training program that supports a variety of program functions and needs, including but not limited to: initial essentials for new teaching and instructional support staff, transitional support for those staff transitioning across programs.

This role focuses on equipping staff with foundational knowledge of various disabilities, provides a clear understanding of responsibilities and expectations and provides de-escalation techniques including verbal strategies and physical intervention methods (e.g., Ukeru and Safety Care) when necessary. This position works in collaboration with program administrators and other key staff to support a range of training, safety and compliance functions essential to maintaining a safe and supportive environment for staff and students. This new position plays a critical role in ensuring staff are well-prepared to foster safe, supportive, and effective learning environments.

The need for extensive onboarding and training support of center program staff goes well beyond the basic onboarding that is provided via Human Resources.