



To: Harlem #122 BOE

From: Mike Flanagan, incoming Superintendent

RE: Coordinator of Career and Technical Education Position

Date: 2/8/2021

Tonight, I am requesting approval of a new administrative position for a Coordinator of Career and Technical Education. This will be a full-time position that will initially report to me or my designee, and the individual will start on July 1, 2021, alongside my transition into the Superintendent role. The target salary will range from \$78,000-\$85,000, which is congruent with similar positions in the district.

Thanks to the work of Shelley Wagner, our Director of Secondary Education (under Dr. Erb's guidance), the Career Endorsement Pathways have greatly expanded in the last several years. At the conclusion of the update that Shelley provided to the Board last month, an informal proposal for this position will allow us to dedicate more opportunities and educational resources to our students in this much needed area.

The need for a full-time coordinator is three-fold:

- *Industry:* We need a liaison between our schools, students, programs, and industry; we are proposing in the job description bringing on somebody who has significant industry-related experience in order to strengthen our footprint within the community and secure jobs post-secondary for our students in the spirit of transition out of public school.
- *Programming:* Thanks to the partnership with CEANCI, research and resources are available to take our programs to the next level; including, but not limited to programming at the elementary level, medical (physical, mental, behavioral, psychological, social), specialty trades, expanded birth+ child care, and hospitality – few of which currently bountifully exist in our curriculum and can work in tandem with what we currently offer.
- *Facility Space:* As proposed in the recent Facility Study, we will need to address our programs in light of existing and future facilities, as our current facilities are overwhelmed and maxed out in regards to our CTE programming.

Over the course of the last month, I have met with Shelley, Mickie, Jeremy Bois, and Jen Curless (Secondary Associate Principals) in order to draft this job description proposal. Tonight, we are recommending the approval of the position so that we can begin the search process. As always, I welcome any questions you may have regarding this exciting proposal. Thanks for your consideration!

--Mike



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8605 N. Second St., Machesney Park, IL 61115 • (815) 654-4500 • (815) 654-4600 (fax) • [www.harlem122.org](http://www.harlem122.org)