

AGENDA

Special Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Monday, April 25, 2016**, at 6:00 p.m., in the Cheryl Selman Room, Ground Floor, at the Charles C. Mason Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

A. OPENING EXERCISES

A-1. Call to order and confirm that a quorum of the Board is present.

A-2. Flag salute.

B. PRESENTATION OF SUPERINTENDENT'S RECOMMENDATION FOR A REDUCTION IN FORCE AND DUE PROCESS HEARINGS FOR EMPLOYEES WHO REQUESTED A HEARING – LINDA PICKENS, ROGER SHIDELER AND ASHLEE WHITEHEAD

B-1. Statement of procedures by Board President.

B-2. Public comment regarding proposed reduction in force (speakers must sign up with Board Clerk and are limited to 5 minutes).

B-3. Opening statement by Superintendent, Superintendent's designee or representative (limited to 35 minutes).

B-4. Opening statement by Linda Pickens or her designee or representative (limited to 35 minutes).

B-5. Opening statement by Roger Shideler or his designee or representative (limited to 35 minutes).

B-6. Opening statement by Ashlee Whitehead or her designee or representative (limited to 35 minutes).

B-7. Presentation of Superintendent's evidence, followed by cross-examination of witnesses by each employee or each employee's designee or representative, and questions by members of the Board of Education.

B-8. Presentation of each employee's evidence, followed by cross-examination of witnesses by Superintendent, Superintendent's designee or representative, and questions by members of the Board of Education.

B-9. Presentation of rebuttal evidence, if any, by Superintendent or Superintendent's designee or representative.

- B-10.** Presentation of surrebuttal evidence, if any, by each employee or each employee's designee or representative.
 - B-11.** Closing arguments by each employee or each employee's designee or representative.
 - B-12.** Closing arguments by Superintendent or Superintendent's designee or representative.
 - B-13.** Discussion, consideration and possible motion and vote to convene in executive session to discuss and deliberate on the possible elimination of positions and possible non-reemployment of the individuals holding those positions, pursuant to Title 25, Section 307(B)(1) of the Oklahoma Statutes.
 - B-14.** Motion and vote to acknowledge return to open session.
 - B-15.** Statement by Board President of executive session minute.
 - B-16.** Discussion, consideration and possible motion and vote to accept or reject the Superintendent's recommendation to eliminate or defund the positions identified on Exhibit A and non-renew the employment of the individuals, if any, holding those positions for the 2016-2017 school year, and recitation of findings of fact upon which the decision is based.
- C.** RECOMMENDATION: Approve the elimination of seven (7) Instructional Technology Coach positions and fourteen (14) Instructional Coach positions. These positions are extra duty assignments.
 - D.** RECOMMENDATION: Authorize the superintendent to eliminate up to twelve (12) bus driver positions that become vacant in the future as a result of normal attrition.
 - E.** RECOMMENDATION: Approve the creation and funding of new positions identified in the supporting information, effective July 1, 2016.
 - F.** RECOMMENDATION: Approve title changes for the positions identified in the supporting information.
 - G.** Motion and vote on motion to accept any employee resignations that have been submitted since the posting of the agenda. (The Board of Education reserves the right, pursuant to Title 25, Section 307(B)(1), to vote to go into executive session to discuss any tendered resignation.)
 - H. ANNOUNCEMENTS**

The next regularly scheduled meeting of the Board of Education will be held on Monday, May 2, 2016, at 6:30 p.m. in the Cheryl Selman Room at the Charles C. Mason Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.
 - I. MOTION AND VOTE TO ADJOURN**

Exhibit A**Deleted Positions**

<i>Position</i>	<i>Employee</i>
Chief Academic Officer	Resignation or Retirement
Director of Early Childhood Services	Vacant
Director of Instructional Implementation	Vacant
Director of Instructional Media and Library Services	Earon Cunningham
Executive Director of Organizational Learning and Professional Learning	Resignation or Retirement
Technology Integration Specialists	4 positions
Data Fellow	Vacant
Achieving Classroom Excellence (ACE) Student Coordinator	Eschelle Gilkey
Accounts Payable Clerk	Vacant
Senior Accountant	Vacant
Energy Analyst Coordinator	Vacant
Budget Technician	Debbie Whittiker
Administrative Assistant III	Charlet Keen
Assistant to the Chief of Staff for Planning and Policy	Vacant
Director of School and Community Relations	Paula Wood
Executive Director of Communications	Chris Payne
Journalist/ Multimedia Design Specialist	Erin Webb
Manager of Television Studio/Distance Learning	Lisa Ruffin
Multimedia Specialist	Tracy Kouns
Publications Editor	Thomas Gerlach
Television Manager	Roger Shideler
Web Developer	Vacant
Data Analyst	Vacant

Instructional Leadership Director	Resignation or Retirement
Lead ILD, Secondary Schools	Oliver Wallace
Principal Coach for Leadership Development	Vacant
Principal, ILD Pipeline Manager	Vacant
Budget Analyst	Brenda Estes
Requisition Clerk	Vacant
School Support Specialist	Jan Smith
School Support Specialist	Maribeth Dean
School Support Specialist	Resignation or Retirement
Title I Administrator	Vacant
Human Capital Recruiter	Ashlee Whitehead
Talent Initiatives Manager	Sean Berkstresser
Assistant Superintendent for General Administrative Services	Vacant
Chief Support Services Officer	Vacant
Audio/Video Technician	William Cardwell
Lead PC Technician	David Wolfe
Newtork Technician	Robert Hunt
PC Technician TS-09	Andrew Johnson
PC Technician TS-10	Chase Ray
Telecommunications Engineer I	Will Myers
Carpentry Craftperson	Vacant
Carpentry Craftperson	Vacant
Electric Shop Craftsperson	Vacant
Electrical Stadium Craftperson	Vacant
Grounds Light Mechanic Craftsperson	Randall Smith
Grounds Supervisor	David Feedback
Heavy Equipment Craftsperson	Jimmie Waller
HVAC Foreperson	Vacant
HVAC Shop - Lead	Robert Wilson
HVAC Shop Craftsperson	Vacant
Machine Shop Lead	Charles Hacker
Machinest Craftsperson	Rodney Edwards
Machinest Craftsperson	Ross Kerschner
Maintenance Projects Supervisor	John Olson
Maintenance Shop Supervisor	Vacant
Operator - Journeyperson	Ronald McIntyre

Sheet Metal - Lead	Vacant
Sheet Metal Craftsperson	Sydney Patrick
Sheet Metal Craftsperson	Vacant
Buyer, Instructional Software	Bonnie Collier
Mail Center Assistant	Vacant
Purchasing Technician	Beverely Brewer
Purchasing Technician	Vacant
Wrhs Dist Spelst 3	Vacant
Payroll Accounting Supervisor	Vacant
Payroll Analyst	Linda Pickens
Payroll Customer Service Specialist	David Hulford
Medicaid Program Supervisor	Dale Snow
Occupational Therapy Assistant	Resignation or Retirement
Administrative Assistant I	Renee Weygandt
Coordinator, Positive Behavior Support	Linda Geier
Director of Constituent and Student Services, Elementary	Jean Swanson
Director of Constituent and Student Services, Secondary	Vacant
Director of Health Services	Pamela Butler
Executive Administrative Assistant	Lynda Russell
Safe Schools and Student Services Coordinator, Elementary	Stephanie Andrews
Safe Schools and Student Services Coordinator, Secondary	Tenna Whitsel
Administrative Assistant to the Superintendent	Emma Garrett Nelson
Chief Accountability Officer	Vacant
Chief of Staff	Paula Shannon
Director of Data Quality and Data Use	Stephen Hoch
Executive Director of TLE	Jana Burk
Receptionist	Vacant
Special Assistant to the Superintendent	Amanda Morrall
Data Analyst, Project Manager	Sam Davidson

Project Manager, Strategic Partnerships	Mark Modrcin
Data Fellow	Raghu Menon
TLE Project Manager	Nathaniel Howland
Apprentice Transportation	Vacant
Area Lead Bus Driver	Vacant
Bus Driver	Vacant
Bus Driver	Vacant
Bus Driver	Vacant
Bus Driver	Vacant
Bus Driver	Vacant
Bus Driver	Vacant
Bus Driver	Vacant
Bus Driver	Vacant
Bus Driver	Vacant
Bus Driver	Vacant
Bus Driver	Vacant
Coach Bus Driver	Vacant
Coach Bus Driver	Vacant
Master Craftsperson	Vacant
Master Craftsperson	Vacant
Master Craftsperson	Vacant
School Lead Bus Driver	Vacant
School Lead Bus Driver	Vacant
School Lead Bus Driver	Vacant
Special Needs Bus Driver	Vacant
Special Needs Bus Driver	Vacant
Special Needs Bus Driver	Vacant
Special Needs Bus Driver	Vacant
Special Needs Bus Driver	Vacant
Special Needs Bus Driver	Vacant
Special Needs Bus Driver	Vacant
Special Needs Bus Driver	Vacant
Special Needs Bus Driver	Vacant
Special Needs Bus Driver	Vacant
Special Needs Bus Driver	Vacant
Special Needs Bus Driver	Vacant
Team Driver	Vacant
Team Driver	Vacant
Team Driver	Vacant
Team Driver	Vacant
SAF Bookkeeper Technician	Patti Lee

Positions To Be Defunded

Web Designer	Vacant
Human Capital Partner	Vacant
Administrative Assistant IV	Vacant
Police Officer - 740	Vacant
Police Officer - 049	Vacant
Evening Police Officer	Vacant
Campus Security - 003	Vacant
Campus Security - 725	Vacant
Campus Security - 730	Vacant
Police Officer - 12 months	Vacant
Campus Sec - 601/606	Vacant
Physical Therapist Assistant	Vacant

Delete:

Position	Salary/Grade	Duties
Administrative Assistant to the Superintendent-ESC/Office of the Superintendent <i>Annual Budget Impact:</i> \$ 35,443 min.- \$ 48,110 max. <i>Funding Source:</i> 11-0000-2321-501210- 000-000000-690-09-091 Note: To be effective July 1, 2016	CA-16 \$17.04/hr. to \$23.13/hr. 12 months	Provide administrative assistance to the superintendent in the efficient management of the district; must be proficient in general office duties; maintain confidentiality in school/business matters; able to assume responsibility without direct supervision, exercise initiative and good judgment in making decisions; provide supervision to administrative staff working in the office of the superintendent; and perform other duties as assigned by the superintendent.

Delete:

Position	Salary/Grade	Duties
Special Assistant to the Superintendent-ESC/Office of the Superintendent <i>Annual Budget Impact:</i> \$ 33,800 min.- \$ 45,843 max. <i>Funding Source:</i> 11-0000-2321-501210- 000-000000-609-09-091 Note: To be effective July 1, 2016	CA-15 \$16.25/hr. to \$22.04/hr. 12 months	Perform critical functions to support the Superintendent's activities, including scheduling, attendance at meetings and follow-up, special project coordination, and other functions related to providing effective administrative support to the Superintendent.

Delete:

Position	Salary/Grade	Duties
Receptionist- ESC/Superintendent	CA-9 \$12.26/hr. to \$16.46/hr. 12 months	Provide translation and interpretation assistance with internal and external customers. Ensure accuracy. Assist with research projects as may be required. Communicate on a positive basis with patrons and school personnel and students.
<i>Annual Budget Impact:</i> \$ 25,501 min.- \$ 34,237 max.		
<i>Funding Source:</i> 11-0000-2340-501210- 000-000000-615-09-091		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Executive Director of TLE-ESC/Office of the Superintendent	XG-1 12 months	Work closely with district leads, the Executive Director of Teacher and Leader Effectiveness provides leadership and oversight to develop and implement change management initiatives for the district with a special focus on teacher and leader effectiveness and performance management.
<i>Annual Budget Impact:</i> \$ 93,500 min.- \$ 140,300 max.		
<i>Funding Source:</i> 11-0000-2490-501210- 000-000000-109-09-087		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Data Analyst, Project Manager-ESC/Teacher and Leadership Effectiveness <i>Annual Budget Impact:</i> \$ 39,600 min.- \$ 59,400 max. <i>Funding Source:</i> 11-0224-2542-501210- 000-000000-350-05-087- 0224 Note: To be effective July 1, 2016	BG-5 12 months	Analyze and manage the production of Value Added, Tripod Student Surveys, Teacher Perception Surveys and Multiple Measures Documents for teachers and leaders. Through the ongoing analysis and management of these projects, responsible for collecting, maintaining and continuously improving fair and accurate teacher and leader evaluation components. Provide key stakeholders, including teachers/leaders and the district's professional learning, human capital and ILD teams with actionable performance data to facilitate successful decision-making.

Delete:

Position	Salary/Grade	Duties
Data Fellow-ESC/Teacher and Leadership Effectiveness <i>Annual Budget Impact:</i> \$ 63,000 min.- \$ 94,400 max. <i>Funding Source:</i> 11-0224-2490-501210- 000-000000-109-05-087- 0224 Note: To be effective July 1, 2016	BG-9 12 months	Conduct research and analysis required to produce key district performance data to support quality decision making. Provide information and analytic support in order to facilitate strategic planning, policy-making, resource allocations, program evaluation, and other processes requiring sound strategic analysis. Meet with key district stakeholders to both gather input for research and then help ensure that research is put into practice. Conduct statistical analysis of district data which may include student achievement and growth data, teacher evaluation data, and strategic performance data. Analyze, synthesize, and summarize dense and complex information accurately, clearly, and within a short time-frame. Conduct research and write briefs and reports for a range of audiences. Work collaboratively across departments to support change management initiatives and promote valid and reliable data analysis in decision-making. Compile reports, charts, or graphs that describe and interpret findings of analyses.

Delete:

Position	Salary/Grade	Duties
TLE Project Manager- ESC/Teacher and Leadership Effectiveness	BG-7 12 months	Implement, manage, coordinate, and ensure successful and timely completion of TLE projects in coordination with multiple departments and perform other related assigned duties.

Annual Budget Impact:
\$ 50,000 min.-
\$ 75,000 max.

Funding Source:
11-0224-2490-501210-
000-000000-109-05-087-
0224

**Note: To be effective
July 1, 2016**

Delete:

Position	Salary/Grade	Duties
Project Manager, Strategic Partnerships- ESC/Teacher and Leadership Effectiveness	BG-8 12 months	Oversee all aspects of the implementation and management of the Charter Collaboration Compact and other related projects.

Annual Budget Impact:
\$ 56,000 min.-
\$ 84,000 max.

Funding Source:
11-0000-2340-501110-
000-000000-109-09-087

**Note: To be effective
July 1, 2016**

Delete:

Position	Salary/Grade	Duties
Energy Analyst Coordinator- ESC/Financial Services <i>Annual Budget Impact:</i> \$ 44,500 min.- \$ 66,700 max. <i>Funding Source:</i> 11-0000-2620-501210- 000-000000-109-08-037 Note: To be effective July 1, 2016	BG-6 12 months	Perform reconciliations of district communications billings. Prepare account distribution and reporting for district energy and water use; perform reconciliation of district payroll bank account. Retrieve vendor downloads and prepares journal entry uploads to book transactions from purchasing card program; catalogs and monitor all district lease payments and perform other accounting tasks upon request.

Delete:

Position	Salary/Grade	Duties
Budget Technician- ESC/Financial Services <i>Annual Budget Impact:</i> \$ 29,390 min.- \$ 39,707 max. <i>Funding Source:</i> 11-0000-2511-501210- 000-000000-615-08-098 Note: To be effective July 1, 2016	CA-12 \$14.13/hr. to \$19.09/hr. 12 months	Use Excel and Microsoft Word to assist with budget office duties such as revision forms, carryover reports, district financial calendars, the school budgeting and financing plan, school site proposed budget worksheets and any other worksheets or assignments as directed by the budget director or chief financial officer. Utilize Excel and Microsoft Word in preparation of carry-over reports, proposed budget worksheets, Financial Workshop materials and other budget reports as directed. Prepare worksheets to analyze sub teachers, optional special assignment expenditures and other analytical needs. Update the Financial Division's Master Financial Calendar and distributes to all sites.

Delete:

Position	Salary/Grade	Duties
Senior Accountant-ESC/Accounting <i>Annual Budget Impact:</i> \$ 50,000 min.- \$ 75,000 max. <i>Funding Source:</i> 11-0000-2511-501210- 000-000000-301-08-052 Note: To be effective July 1, 2016	BG-7 12 months	Responsible for system administration of payroll system, processing off-cycle payrolls and manual checks, and calculating and recording all payroll encumbrances.

Delete:

Position	Salary/Grade	Duties
Accounts Payable Clerk-ESC/Accounting <i>Annual Budget Impact:</i> \$ 24,419 min.- \$ 32,614 max. <i>Funding Source:</i> 11-0000-2511-501210- 000-000000-601-08-052 Note: To be effective July 1, 2016	CA-8 \$11.74/hr. to \$15.68/hr. 12 months	Process accounts payable invoices and other duties. Verify and approve invoicing. Scan invoices or pertinent data for invoice backup. Separate invoices per payment method. Update account coding on bank mapper for travel related procurement card transactions. Research vendor info for Athletic Dept. & others. Open mail & distribute.

Delete:

Position	Salary/Grade	Duties
Requisition Clerk- ESC/Federal Programs and Special Projects	CA-6 \$10.68/hr. to \$14.24/hr. 12 months	Enter all requisitions for the department. Check in and receive all deliveries for the department. Oversee material backorder until order is complete. Rectify any discrepancies as needed. Maintains files. Other duties as assigned.
<i>Annual Budget Impact:</i> \$ 22,214 min.- \$ 29,619 max.		
<i>Funding Source:</i> 11-7860-2511-501210- 000-000000-609-05-093- 7860		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Title I Administrator- ESC/Federal Programs and Special Projects	EG-6 12 months	Under the general guidance from the Director of Title I, work in a team oriented environment to monitor program implementation and provide technical assistance to improve school-wide planning, budgeting, and needs analysis to support school improvement strategies and evaluation measures to meet the requirements of the No Child Left Behind Legislation.
<i>Annual Budget Impact:</i> \$ 60,900 min.- \$ 91,300 max.		
<i>Funding Source:</i> 11-7860-2330-501110- 000-000000-110-05-093- 7860		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
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Budget Analyst- ESC/Federal Programs and Special Projects	BG-5 12 months	Maintain budget expenditures of grants, tracking all claims, working with state, federal and district staff as it relates to budgets.
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Annual Budget Impact:
\$ 39,600 min.-
\$ 59,400 max.

Funding Source:
11-7860-2511-501210-
000-000000-305-05-093-
7860

**Note: To be effective
July 1, 2016**

Delete:

Position	Salary/Grade	Duties
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School Support Specialist-ESC/Federal Programs and Special Projects 3 positions	Teacher's Salary Schedule 195 days	Provide technical assistance and school improvement efforts at sites receiving Title I funds. Extensive knowledge of school improvement strategies and processes is required. Assist sites with writing and implementing school improvement plans and spend seventy-five percent of their time in school buildings or providing professional development.
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Annual Budget Impact:
\$ 109,353 min.-
\$ 200,010 max.

Funding Source:
11-7860-2330-501110-
000-000000-110-05-093-
7860

**Note: To be effective
July 1, 2016**

Delete:

Position	Salary/Grade	Duties
SAF Bookkeeper Technician-ESC/ Treasury	CA-13 \$14.76/hr. to \$20.00/hr. 12 months	Maintain a complete set of books for several sites. Ensures that expenditures meet all requirements of the school activity fund (SAF) policy manual. Must be willing and able to cover additional sites as needed.
<i>Annual Budget Impact:</i> \$ 30,700 min.- \$ 41,600 max.		
<i>Funding Source:</i> 11-0000-2511-501210- 000-000000-601-08-097		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Warehouse Distribution Specialist III-Warehouse/ Materials Management	MT-8 \$11.74/hr. to \$15.68/hr. 12 months	Drive warehouse vehicle and deliver requested items and meals to sites on route. Transport dry goods, baked goods from warehouse or centralized bakery to school site kitchens. Transport food from production sites to serving sites. Clean work area as needed. Complete additional duties as assigned.
<i>Annual Budget Impact:</i> \$ 24,419 min.- \$ 37,794 max.		
<i>Funding Source:</i> 22-3850-3130-501210- 700-0000000-902-03-054		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Mail Center Assistant-ESC/ Materials Management <i>Annual Budget Impact:</i> \$ 25,500 min.- \$ 34,236 max. <i>Funding Source:</i> 22-3850-3130-501210- 700-0000000-802-03-054 Note: To be effective July 1, 2016	MT-9 \$12.26/hr. to \$16.46/hr. 12 months	Drive a daily scheduled (timed) route to assigned sites throughout the District for mail pickup and delivery in addition to time sensitive cafeteria business and banking needs. Sort incoming US mail and interoffice from external sites, in addition to processing UPS, FedEx shipments and certified mail. Provide assistance to the print shop in completion of printing services.

Delete:

Position	Salary/Grade	Duties
Purchasing Technician-ESC Materials Management 2 positions <i>Annual Budget Impact:</i> \$ 56,118 min.- \$ 75,587 max. <i>Funding Source:</i> 11-0000-2520-501210- 000-0000000-609-08-054 Note: To be effective July 1, 2016	CA-11 \$13.49/hr. to \$18.17/hr. 12 months	Work with vendors and users to expedite receipt of goods, reconcile invoices to purchase orders, resolve discrepancies and make appropriate system entries. Lead responsibility for the purchasing card program which includes training problem solving and cardholder liaison.

Delete:

Position	Salary/Grade	Duties
Buyer, Instructional Software-ESC/ Materials Management <i>Annual Budget Impact:</i> \$ 35,400 min.- \$ 53,000 max. <i>Funding Source:</i> 11-0000-2520-501210- 000-000000-511-08-054 Note: To be effective July 1, 2016	BG-4 12 months	Evaluate bid responses, alternatives, and select best bid. Interview vendors and evaluate product lines for pertinent items. Identify market trends, sources. Interpret district bidding and purchasing procedures to vendors and staff. Maintain sound relations with vendors and work with them to improve value of items purchased while seeking to develop new and improved sources of supply. Assure that suppliers deliver as contracted, investigate, field questions/problems with materials, and arbitrate discrepancies. Utilize sound purchasing practices; adhere to strict code of ethics. Display objectivity as well as good organizational and exceptional analytical skills.

Delete:

Position	Salary/Grade	Duties
Payroll Accounting Supervisor- ESC/Payroll <i>Annual Budget Impact:</i> \$ 50,000 min.- \$ 75,000 max. <i>Funding Source:</i> 11-0000-2511-501210- 000-000000-301-08-052 Note: To be effective July 1, 2016	BG-7 12 months	Responsible for system administration of payroll system, processing off-cycle payrolls and manual checks, and calculating and recording all payroll encumbrances.

Delete:

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
Payroll Analyst- ESC/Payroll	CA-15 \$16.25/hr. to \$22.04/hr. 12 months	Customer service including Kronos inquiries. Process garnishments and tax levies on employees in a timely manner. Process payroll with complete accuracy.
<i>Annual Budget Impact:</i> \$ 33,800 min.- \$ 45,843 max.		
<i>Funding Source:</i> 11-0000-2511-501210- 000-000000-312-08-054		
Note: To be effective July 1, 2016		

Delete:

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
Payroll Customer Service-ESC/Payroll	CA-12 \$14.13/hr. to \$19.96/hr. 12 months	Customer service including Kronos inquiries. Process garnishments and tax levies on employees in a timely manner.
<i>Annual Budget Impact:</i> \$ 29,390 min.- \$ 41,516.80 max.		
<i>Funding Source:</i> 11-0000-2511-501210- 000-000000-301-08-054		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Talent Initiatives Manager-ESC/ Human Capital <i>Annual Budget Impact:</i> \$ 56,000min.- \$ 84,000 max. <i>Funding Source:</i> 11-0000-2572-501110- 000-000000-337-04-041 Note: To be effective July 1, 2016	BG-8 12 months	Lead the strategic talent management initiatives related to expanding teacher leadership opportunities, cross-departmental performance management and other key human capital functions. Provide analytical and strategic data that supports the recruitment and retention of our certified and non-certified talent.

Delete:

Position	Salary/Grade	Duties
Human Capital Recruiter-ESC/Human Capital <i>Annual Budget Impact:</i> \$ 50,000 min.- \$ 75,000 max. <i>Funding Source:</i> 11-0000-2572-501210- 000-000000-109-04-041 Note: To be effective July 1, 2016	BG-7 12 months	Perform recruitment and retention activities that support the staffing needs for the district. Must possess working knowledge and ability to utilize a variety of technology software products. Ability to make public presentations regarding the organization and opportunities

Delete:

Position	Salary/Grade	Duties
Chief Support Services Officer-ESC/Information and Operations <i>Annual Budget Impact:</i> \$ 99,700 min.- \$ 149,500 max. <i>Funding Source:</i> 11-0000-2620-501210- 000-000000-109-03-025 Note: To be effective July 1, 2016	BG-13 12 months	Provide administration and supervision in the areas of Child Nutrition, Maintenance, Plant Operations, Transportation, Facilities Specialist, and clerical staff; maintain and monitor managed services programs, develop annual operations budget; monitors and maintains insurance policies, contracts and agreements; coordinates and supports activities regarding school elections and millage and bond elections; respond to and perform other tasks as assigned by the Chief Information and Operations Officer.

Delete:

Position	Salary/Grade	Duties
Assistant Superintendent for General Administrative Services-ESC/Information and Operations <i>Annual Budget Impact:</i> \$ 76,000 min.- \$ 114,000 max. <i>Funding Source:</i> 11-0000-2340-501110- 000-000000-107-03-084 Note: To be effective July 1, 2016	BG-9 12 months	Member of Superintendent's Staff and Cabinet. Administration and supervision provided in seven major areas: Child Nutrition, Maintenance, Plant Operations, Transportation, Printing and Mail Services, Energy Management and Electronic Security, Facilities Specialist and clerical staff; develops annual Operations budget; monitors and maintains insurance policies, contracts and agreements; coordinates activities regarding school elections and millage and bond elections; responds to and performs other tasks as assigned by the Superintendent of Schools.

Delete:

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
Lead PC Technician- ESC/Information Technology <i>Annual Budget Impact:</i> \$ 35,400min. - \$ 53,000 max. <i>Funding Source:</i> 11-0000-2580-5012 10- 000-000000-332-02-028 Note: To be effective July 1, 2016	BG-4 12 months	Provide daily supervision of the PC Group (10 technicians). Manage and direct daily assignments for PC Technicians. Provide inventory management. Provide consultation, assistance and management of vendors. Provide engineering, maintenance and consultation on PC related hardware and software.

Delete:

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
Network Technician- ESC/Information Technology <i>Annual Budget Impact:</i> \$ 31,500min. - \$ 47,300 max. <i>Funding Source:</i> 11-0000-2230-5012 10- 000-000000-332-02-028 Note: To be effective July 1, 2016	BG-3 12 months	Perform high level network engineering tasks including design, installation, configuration, troubleshooting, research and operations in a large Microsoft Active Directory environment.

Delete:

Position	Salary/Grade	Duties
PC Technician ESC/Information Technology	TS-10 \$16.25/hr. to \$22.04/hr. 12 months	Provide daily technical support for student, teachers and staff. Install and support of district hardware and software at administrative and school sites. Interface with vendors on third party support or maintenance agreements. Troubleshoot advanced hardware and software problems. Assist in making recommendations for District hardware and software support level.
<i>Annual Budget Impact:</i> \$ 33,800 min.- \$ 45,843 max.		
<i>Funding Source:</i> 11-0000-2230-501210- 000-000000-603-02-028		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
PC Technician- ESC/Information Technology	TS-9 \$15.50/hr. to \$21.00/hr. 12 months	Provide daily technical support for student, teachers and staff. Duties include installation and support of district hardware and software at administrative and school sites. Interface with vendors on third party support or maintenance agreements. Troubleshooting advanced hardware and software problems. Assist in making recommendations for District hardware and software support level.
<i>Annual Budget Impact:</i> \$ 32,240 min.- \$ 43,380 max.		
<i>Funding Source:</i> 11-0000-2230-501210- 000-000000-603-02-028		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Audio/Video Technician-ESC/Information Technology	TS-9 \$15.50/hr. to \$21.00/hr. 12 months	Provide technical, functional and procedural support to district staff concerning all aspects of audio visual systems. Maintain and repair all audio/video production and classroom equipment. Setup and engineering functions for all local/remote audio and video productions. Implementation, operation and maintenance of all teleconferencing and distance learning applications
<i>Annual Budget Impact:</i> \$ 32,240 min.- \$ 43,380 max.		
<i>Funding Source:</i> 21-0000-2640-501210- 000-000000-607-02-028		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Telecommunications Engineer I - ESC/Information Technology	BG-7 12 months	Perform intermediate to advanced telecom tasks including system monitoring, operations, configuration, design, and installation in a large Nortel environment. Administer systems with optivity telephone manager (OTM)-Alarm Reporting, Call tracking, add move changes, and provide system reports. Monitor private branch exchange (PBX) and associate systems and perform diagnostic activities for all voice communication problems. Maintain telephony network documentation and develop documentation formats and templates. Track and report telecommunication system utilization and capacity.
<i>Annual Budget Impact:</i> \$ 50,000min.- \$ 75,000max.		
<i>Funding Source:</i> 11-0000-2580-501210- 000-000000-603-02-026		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Maintenance Projects Supervisor-Maintenance <i>Annual Budget Impact:</i> \$ 35,400 min.- \$ 53,000 max. <i>Funding Source:</i> 21-0000-2620-501210- 000-000000-513-01-002 Note: To be effective July 1, 2016	BG-4 12 months	Coordinate and be the District's liaison with contractors, staff, site principals, and management. Provide assistance and supervise project installer's work on large and small projects. Manage shop personnel, train and staff, timekeeping, etc. Staff and site safety compliance. Screen, coordinate and prioritize work orders and requisition requests. Quality control inspections. Study cost, analyze jobs/projects, Confer and interpret specifications & coordinate efforts with outside and internal crafts.

Delete:

Position	Salary/Grade	Duties
Heavy Equipment Craftsperson-Maintenance and Plant Operations <i>Annual Budget Impact:</i> \$ 28,059 min.- \$ 37,794 max. <i>Funding Source:</i> 21-0000-2620-501210- 000-000000-901-01-002 Note: To be effective July 1, 2016	MT-11 \$13.49/hr. to \$18.17/hr. 12 months	Maintain heavy equipment in order to maintain district roadways, parking lots, maintain ditches & natural water courses. Equipment includes; gasoline or diesel equipment such as sweepers, graders, flushers, loaders, bulldozers, aerial trucks and backhoes. Assist with other crafts and complete all assigned work orders. Must report labor, cost and any pertinent notes/information regarding all work orders assigned and return to the foreperson daily.

Delete:

Position	Salary/Grade	Duties
Heavy Equipment Operator-Maintenance and Plant Operations <i>Annual Budget Impact:</i> \$ 32,240 min.- \$ 43,680 max. <i>Funding Source:</i> 21-0000-2620-501210- 000-000000-901-01-002 Note: To be effective July 1, 2016	MT-14 \$15.50/hr. to \$21.00/hr. 12 months	Operate heavy equipment in order to maintain district roadways, parking lots, maintain ditches & natural water courses. Equipment includes; gasoline or diesel equipment such as sweepers, graders, flushers, loaders, bulldozers, aerial trucks and backhoes. Assist with other crafts in the complete all assigned work orders. Must report labor, cost and any pertinent notes/information regarding all work orders assigned and return to the foreperson daily.

Delete:

Position	Salary/Grade	Duties
Grounds Supervisor-Maintenance and Plant Operations <i>Annual Budget Impact:</i> \$ 35,400 min.- \$ 53,000 max. <i>Funding Source:</i> 21-0000-2630-501210- 000-000000-905-01-002 Note: To be effective July 1, 2016	BG-4 12 months	Assist the grounds manager in the day-to-day planning, operation and maintenance of all district grounds and athletic turf. Issue job assignments, perform quality assurance inspections to ensure workmanship meets standards, and provides feedback on job progress and status to school principals and staff.

Delete:

Position	Salary/Grade	Duties
Grounds Light Mechanic-Maintenance <i>Annual Budget Impact:</i> \$26,728 min. - \$35,942 max. <i>Funding Source:</i> 21-0000-2630-501210- 000-000000-905-01-002 Note: To be effective July 1, 2016	MT-10 \$12.85/hr. to \$17.28/hr. 12 months	Perform all duties related to the repair and regular maintenance of combustion powered grounds maintenance equipment. Responsibilities include, but are not limited to changing fluids, replacing parts, completely overhauling engines, sharpening blades, cleaning equipment, servicing and replacing drive systems, repairing flat tires, and mechanical diagnosis of all equipment.

Delete:

Position	Salary/Grade	Duties
HVAC Foreperson- Maintenance <i>Annual Budget Impact:</i> \$35,443 min. - \$48,110 max. <i>Funding Source:</i> 21-0000-2620-501210- 000-000000-705-01-002 Note: To be effective July 1, 2016	MT-16 \$17.04/hr. to \$23.13/hr. 12 months	Coordinate projects with other crafts and manage work crews in a manner that promotes a high job completion rate and ensures quality workmanship. Assign tasks/ work orders to the employees and specify methods to coordinate the workflow to facilitate completion of all jobs.

Delete:

Position	Salary/Grade	Duties
HVAC Shop Lead-Maintenance <i>Annual Budget Impact:</i> \$33,800 min. - \$45,843 max. <i>Funding Source:</i> 21-0000-2620-501210- 000-000000-705-01-002 Note: To be effective July 1, 2016	MT-15 \$16.25/hr. to \$22.04/hr. 12 months	Provide prompt quality service to every school every day. Provide a variety of tasks necessary to maintain the district's HVAC building systems. Must be willing to work outside in all types of weather conditions and follow all safety requirements. Must report day-today operations to shop foreperson, report and track material costs and maintain a daily time sheet.

Delete:

Position	Salary/Grade	Duties
HVAC Shop Craftsperson-Maintenance <i>Annual Budget Impact:</i> \$32,240 min. - \$43,680 max. <i>Funding Source:</i> 21-0000-2620-501210- 000-000000-705-01-002 Note: To be effective July 1, 2016	MT-14 \$15.50/hr. to \$21.00/hr. 12 months	Provide prompt quality service to every school every day. Provide a variety of tasks necessary to maintain the district's HVAC building systems. Must be willing to work outside in all types of weather conditions and follow all safety requirements. Must report day-today operations to shop foreperson, report and track material costs and maintain a daily time sheet.

Delete:

Position	Salary/Grade	Duties
Machine Shop Lead-Maintenance	MT-15 \$16.25/hr. to \$22.04/hr. 12 months	Demonstrate knowledge and skills in proper application of fencing, cut fencing poles, and work closely with sheet metal shop and electric shop, using correct procedures and materials and leading machine jobs.
<i>Annual Budget Impact:</i> \$33,800 min. - \$45,843 max.		
<i>Funding Source:</i> 21-0000-2620-501210- 000-000000-704-01-002		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Machine Craftsperson-Maintenance 2 positions	MT-14 \$15.50/hr. to \$21.00/hr. 12 months	Demonstrate knowledge and skills in proper application of fencing, cut fencing poles, and work closely with sheet metal shop and electric shop, using correct procedures and materials.
<i>Annual Budget Impact:</i> \$64,480 min. - \$87,360 max.		
<i>Funding Source:</i> 21-0000-2620-501210- 000-000000-704-01-002		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Maintenance Shop Supervisor-Maintenance <i>Annual Budget Impact:</i> \$35,400 min.- \$53,000max. <i>Funding Source:</i> 21-0000-2620-501210- 000-000000-513-01-002 Note: To be effective July 1, 2016	BG-4 12 months	Supervise and oversight of the Maintenance shops. The Responsible for understanding all aspects of maintenance operations. Projects may include: new facility construction, relocation, renovation, and/or maintenance. The employee will manage multiple assigned projects from award through project closeout. Work cohesively with Bond office, Director of Facilities, Staff, Site Principals, Management, Subcontractors, Suppliers, Engineers, Architects, and Clients to ensure all project requirements are carried out successfully for project work regarding changes in building layout and building infrastructure for projects that fall under the maintenance department.

Delete:

Position	Salary/Grade	Duties
Sheet Metal Lead-Maintenance <i>Annual Budget Impact:</i> \$33,800min.- \$45,843max. <i>Funding Source:</i> 21-0000-2620-501210- 000-000000-705-01-002 Note: To be effective July 1, 2016	MT-15 \$16.25/hr. to \$22.04/hr. 12 months	Provide prompt quality service to every school every day. Provide a variety of tasks necessary to maintain, fabricate, assemble, install, and repair sheet metal equipment products and structure including leading the sheet metal shop. Work with precise limits and standards of accuracy; perform a variety of duties that may change often. Must be willing to work outside in all types of weather conditions and follow all safety requirements. Must report day-to-day operations to shop foreperson and/or lead-person, report and track material costs and maintain and maintain a daily time sheet.

Delete:

Position	Salary/Grade	Duties
Sheet Metal Craftsperson- Maintenance 2 positions	MT-14 \$15.50/hr. to \$21.00.hr. 12 months	Provide prompt quality service to every school every day. Provide a variety of tasks necessary to maintain, fabricate, assemble, install, and repair sheet metal equipment products and structures. Work with precise limits and standards of accuracy; perform a variety of duties that may change often. Must be willing to work outside in all types of weather conditions and follow all safety requirements. Must report day-to-day operations to shop foreperson and/or lead-person, report and track material costs and maintain and maintain a daily time sheet.
<i>Annual Budget Impact:</i> \$64,480min.- \$87,360max.		
<i>Funding Source:</i> 21-0000-2620-501210- 000-000000-705-01-002		

**Note: To be effective
July 1, 2016**

Delete:

Position	Salary/Grade	Duties
Electrical Stadium Craftsperson- Maintenance	MT-14 \$15.50/hr. to \$21.00.hr. 12 months	Perform a variety of duties including completing all assigned work orders in a timely manner. Reporting labor, cost and any pertinent notes/information regarding all assigned work orders and return to foreperson daily. Must be conscientious, have experience in all areas of job responsibilities and exhibit good workmanship
<i>Annual Budget Impact:</i> \$32,240min.- \$43,680max.		
<i>Funding Source:</i> 21-0000-2620-501210- 000-000000-704-01-002		

**Note: To be effective
July 1, 2016**

Delete:

Position	Salary/Grade	Duties
Electrical Shop Craftsperson- Maintenance	MT-14 \$15.50/hr. to \$21.00/hr. 12 months	Perform a variety of duties including completing all assigned work orders in a timely manner. Reporting labor, cost and any pertinent notes/information regarding all assigned work orders and return to foreperson daily. Provide the highest quality of service to customers at all times. Install and repair wiring, electrical fixtures and fuse boxes using hand and power tools and following blue prints, schematics, color coding, specifications and operating instructions.
<i>Annual Budget Impact:</i> \$ 32,240 min.- \$ 43,680 max.		
<i>Funding Source:</i> 21-0000-2620-501210- 000-000000-704-01-002		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Carpentry Craftsperson- Maintenance 2 positions	MT-11 \$13.49/hr. to \$18.17/hr. 12 months	Must have skill and experience level greater than a helper or laborer, but less than a lead carpenter. Complete all assigned work orders in a timely manner. Work will include hanging doors, measure and mark materials for cutting, cut and drill wood and other material using hand and power tools. This position must report labor, cost and any pertinent notes/information regarding all assigned work orders and return to the foreperson daily.
<i>Annual Budget Impact:</i> \$ 56,118 min.- \$ 75,587 max.		
<i>Funding Source:</i> 21-0000-2620-501210- 000-000000-702-01-002		
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Area Lead Bus Driver-Transportation <i>Annual Budget Impact:</i> \$23,317 min.- \$31,096 max. <i>Funding Source:</i> 11-0000-2720-501210- 000-000000-801-03-003 Note: To be effective July 1, 2016	MT-7 \$11.21/hr. to \$14.95/hr. 12 months	Drive all assigned routes as needed. Assist supervisors in various duties, including data entry. Drive all assigned routes as needed. Assist supervisors in various duties, including data entry. CDL with passenger, air brakes, and school bus endorsements. Required to pass DOT physical. Must hold State of Oklahoma school bus driving certificate. Possess the ability to drive any route assigned. Discuss problems or questions with drivers. Able to promote team player concept.

Delete:

Position	Salary/Grade	Duties
School Lead Bus Driver-Transportation 3 positions <i>Annual Budget Impact:</i> \$34,706 min.- \$46,285 max. <i>Funding Source:</i> 11-0000-2720-501210- 000-000000-801-03-003 Note: To be effective July 1, 2016	MT-7 \$11.21/hr. to \$14.95/hr. 6hrs/day 172 days	Drive all assigned routes as needed and assist Terminal Mangers and Lead drivers with various duties as needed. Drive a school bus safely in accordance with time schedules; transporting students to and from their homes, a variety of school sites and on field trips as assigned.

Delete:

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
Bus Driver- Transportation 3 positions <i>Annual Budget Impact:</i> \$69,951 min. - \$93,288 max. <i>Funding Source:</i> 11-0000-2720-501210- 000-000000-801-03-003 Note: To be effective July 1, 2016	MT-7 \$11.21/hr. to \$14.95/hr. 12 months	Drive all assigned routes as needed. Assist supervisors in various duties, including data entry. CDL with passenger, air brakes, and school bus endorsements. Required to pass DOT physical. Must hold State of Oklahoma school bus driving certificate.

Delete:

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
Bus Driver- Transportation 3 positions <i>Annual Budget Impact:</i> \$34,706 min. - \$46,285 max. <i>Funding Source:</i> 11-0000-2720-501210- 000-000000-801-03-003 Note: To be effective July 1, 2016	MT-7 \$11.21/hr. to \$14.95/hr. 6hrs/day 172 days	Drive all assigned routes as needed. Assist supervisors in various duties, including data entry. CDL with passenger, air brakes, and school bus endorsements. Required to pass DOT physical. Must hold State of Oklahoma school bus driving certificate.

Delete:

Position	Salary/Grade	Duties
Bus Driver- Transportation 5 positions <i>Annual Budget Impact:</i> \$77,125 min.- \$102,856 max. <i>Funding Source:</i> 11-0000-2720-501210- 000-000000-801-03-003 Note: To be effective July 1, 2016	MT-7 \$11.21/hr. to \$14.95/hr. 8hrs/day 172 days	Assist supervisors in various duties, including data entry. CDL with passenger, air brakes, and school bus endorsements. Required to pass DOT physical. Must hold State of Oklahoma school bus driving certificate.

Delete:

Position	Salary/Grade	Duties
Coach Bus Driver- Transportation 2 positions <i>Annual Budget Impact:</i> \$32,308.48 min.- \$43,151 max. <i>Funding Source:</i> 11-0000-2720-501210- 000-000000-801-03-003 Note: To be effective July 1, 2016	MT-8 \$11.74/hr. to \$15.68/hr. 172 days	Driver capable of leadership, great responsibility, flexibility, communications skills, and initiative. Ability to provide safe on-time driving, excellent customer service, dependability and professionalism are the cornerstones of this career. Drive all assigned routes as needed. Assist supervisors in various duties, including data entry. CDL with passenger, air brakes, and school bus endorsements. Required to pass DOT physical. Must hold State of Oklahoma school bus driving certificate. Possess the ability to drive any route assigned. Discuss problems or questions with drivers.

Delete:

Position	Salary/Grade	Duties
Special Needs Bus Driver-Transportation 7 positions <i>Annual Budget Impact:</i> \$81,452 min.- \$108,627 max. <i>Funding Source:</i> 11-0000-2720-501210- 000-000000-801-03-003 Note: To be effective July 1, 2016	MT-7 \$11.21/hr. to \$14.95/hr. 6hrs/day 173 days	Drive all assigned routes as needed. Assist supervisors in various duties, including data entry. CDL with passenger, air brakes, and school bus endorsements. Required to pass DOT physical. Must hold State of Oklahoma school bus driving certificate. Possess the ability to drive any route assigned. Discuss problems or questions with drivers.

Delete:

Position	Salary/Grade	Duties
Special Needs Bus Driver-Transportation 3 positions <i>Annual Budget Impact:</i> \$46,544min.- \$62,072max. <i>Funding Source:</i> 11-0000-2720-501210- 000-000000-801-03-003 Note: To be effective July 1, 2016	MT-7 \$11.21/hr. to \$14.95/hr. 8hrs/day 173 days	Drive all assigned routes as needed. Assist supervisors in various duties, including data entry. CDL with passenger, air brakes, and school bus endorsements. Required to pass DOT physical. Must hold State of Oklahoma school bus driving certificate. Possess the ability to drive any route assigned. Discuss problems or questions with drivers.

Delete:

Position	Salary/Grade	Duties
Team Driver- Transportation 4 positions <i>Annual Budget Impact:</i> \$61,700 min. - \$82,285 max. <i>Funding Source:</i> 11-0000-2720-501210- 000-000000-801-03-003 Note: To be effective July 1, 2016	MT-7 \$11.21/hr. to \$14.95/hr. 8hrs/day 172 days	Drive all assigned routes as needed. Assist supervisors in various duties, including data entry. CDL with passenger, air brakes, and school bus endorsements. Required to pass DOT physical. Must hold State of Oklahoma school bus driving certificate.

Delete:

Position	Salary/Grade	Duties
Apprentice- Transportation <i>Annual Budget Impact:</i> \$22,214 min. - \$29,619 max. <i>Funding Source:</i> 11-0000-2740-501210- 000-000000-712-03-003 Note: To be effective July 1, 2016	MT-6 \$10.68/hr. to \$14.24/hr. 12 months	Assist craftpersons and master craftpersons with minor repairs, preventive maintenance, tire repairs, lubrication, and oil changes. Lifting and moving supplies, equipment and materials. Wear protective clothing as required by the work environment or governmental regulations. Keep record and reports labor, costs and any pertinent notes/information regarding assigned work orders on a daily basis.

Delete:

Position	Salary/Grade	Duties
Master Craftsperson- Transportation 3 positions	MT-15 \$16.25/hr. to \$22.04/hr. 12 months	Perform advanced diagnostics, minor and major repairs on diesel, gasoline and compressed natural gas (CNG) engines as well as preventive maintenance. Assist and train other transportation personnel.

Annual Budget Impact:
\$101,400 min.-
\$137,530 max.

Funding Source:
11-0000-2740-501210-
000-000000-712-03-003

**Note: To be effective
July 1, 2016**

Delete:

Position	Salary/Grade	Duties
Chief of Staff- ESC/Office of the Superintendent-	XG-7 12 months	Ensure effective communication with the Board of Education, support the deliverables of the Executive Team, and serve as a key strategic advisor and problem-solver for the Superintendent. Support the Executive Team's daily operations and provide general professional support including policy advice, decision-making and operational assistance. Responsible for ensuring that expectations and deadlines are clearly communicated to executives and that issues that need the Superintendent's attention are dealt with in a timely way.

Annual Budget Impact:
\$ 132,600 min.-
\$ 198,800 max.

Funding Source:
11-0000-2321-501210-
000-000000-107-14-021

**Note: To be effective
July 1, 2016**

Delete:

Position	Salary/Grade	Duties
Assistant to the Chief of Staff for Planning and Policy-ESC/Chief of Staff <i>Annual Budget Impact:</i> \$ 65,600 min.- \$ 98,400 max. <i>Funding Source:</i> 11-xx-xxxx-xxxxxx-xxx- xxxxxx-xxx-xx-xxx	EG-7 12 months	Assist the Chief of Staff by providing professional support for the development and deployment of long-range plans and performance goals consistent with demographic and cultural trends that result in success for all students and the sustainability of the District. Serve as liaison to the school board on matters of policy. Respond to board member concerns. Assist in planning and providing necessary resources and information for board retreats. Assist the Chief of Staff with oversight of District operations and activities.
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Director of School and Community Relations-ESC/Chief of Staff <i>Annual Budget Impact:</i> \$ 70,500 min.- \$ 105,700 max. <i>Funding Source:</i> 11-0000-2560-501210- 000-000000-109-14-021	BG-10 12 months	Serve as community engagement director for Tulsa Public Schools with its various communities of interest. Also responsible for supporting and overseeing the ongoing efforts at TPS magnet schools as they continue to grow, flourish and attract new students.
Note: To be effective July 1, 2016		

Delete:

Position	Salary/Grade	Duties
Administrative Assistant III – ESC/Chief of Staff <i>Annual Budget Impact:</i> \$ 25,501 min.- \$ 34,237 max. <i>Funding Source:</i> 11-0000-2560-501210- 000-000000-615-14-021 Note: To be effective July 1, 2016	CA-9 \$12.26/hr. to \$16.46/hr. 12 months	Assist the Chief of Staff, compose and edit correspondence, memoranda, and forms required of the department; maintain department records and filing systems and computer databases, as required. Communicate with parents, patrons, and district personnel in a positive, professional manner. Ability to deal effectively and courteously with all members of the community and school district. Manage multiple tasks efficiently and effectively in stressful situations. Must be a self-starter, highly motivated, and have a positive attitude. The ability to plan and coordinate work to complete assignments without direct supervision is a must.

Delete:

Position	Salary/Grade	Duties
Director of Data Quality and Data Use- ESC/Chief of Staff <i>Annual Budget Impact:</i> \$ 88,900 min.- \$ 133,300 max. <i>Funding Source:</i> 11-0224-2580-501210- 000-000000-109-05-021- 0224 Note: To be effective July 1, 2016	BG-12 12 months	Lead a cross functional effort to establish, improve, monitor and train on the data management, data quality, utilization, processes, and programs for the organization. Work with the data stewards and owners within schools and departments, as well as the technology staff, to ensure data is collected, stored, shared and reported in a manner consistent with the strategic plan of Tulsa Public Schools. Responsible for convening and leading collaborative teams charged with seeking out program, process and technological improvements that will (1) foster improved data quality and reporting; (2) eliminate redundancies; (3) reduce the data reporting burden on districts through the use of better data collection methods and tools; and (4) increase data use throughout the district. Bring together individuals from multiple departments to work as a cohesive group in addition to an understanding of how data use should support and inform education policies and programs, as well as an understanding of information technology concepts and systems.

Delete:

Position	Salary/Grade	Duties
Executive Director of Communications-ESC/Communications <i>Annual Budget Impact:</i> \$ 93,500 min.- \$ 140,300 max. <i>Funding Source:</i> 11-0000-2560-501210- 000-000000-344-14-062 Note: To be effective July 1, 2016	XG-1 12 months	Serve as a principal advisor providing comprehensive and proactive communications planning, media relations, policy and news analysis to the board of education and superintendent. Counsel the superintendent of schools, chief of staff, other executive staff and the board of education on communication issues. Ensure all district events tie in with current key messages. Prepare and deliver written and oral communications to a variety of TPS stakeholders (Board of Education, State Board of Education, district employees, parents and community groups, etc.) for the purpose of identifying issues and recommendations, supporting other staff and serving as in many instances, may serve as the primary spokesperson for the news media. Take the lead on district-level crisis communications, especially events with the potential for long-term implications for the TPS district or its key constituents.

Delete:

Position	Salary/Grade	Duties
Journalist, Multimedia Design Specialist-ESC/Communications <i>Annual Budget Impact:</i> \$ 31,500 min.- \$ 47,300 max. <i>Funding Source:</i> 11-0000-2560-501210- 000-000000-508-14-062 Note: To be effective July 1, 2016	BG-3 12 months	Manage the operation of the TPS television studio and journalism pieces that support the districts achievements, school based activities and new initiatives that are being implemented. Work closely with all departments in the district to create custom graphic designs for their individual needs. Work with web development in creating the graphic design look both for our external website and our internal website.

Delete:

Position	Salary/Grade	Duties
Manager of Television Studio, Distance Learning-ESC/Communications <i>Annual Budget Impact:</i> \$ 50,000 min.- \$ 75,000 max. <i>Funding Source:</i> 11-0000-2560-501210- 000-000000-508-14-062 Note: To be effective July 1, 2016	BG-7 12 months	Produce journalism pieces that support the districts achievements, school based activities and new initiatives that are being implemented. Work closely with all departments in the district to create custom graphic designs for their individual needs. Work with web development in creating the graphic design look both for our external website and our internal website.

Delete:

Position	Salary/Grade	Duties
Multimedia Specialist-ESC/Communications <i>Annual Budget Impact:</i> \$ 44,500 min.- \$ 66,670 max. <i>Funding Source:</i> 11-0000-2573-501110- 000-000000-354-14-062 Note: To be effective July 1, 2016	BG-6 12 months	Use industry-standard computer design and database packages to support the Public Information Office (PIO). Develop and maintain computerized video and database cataloging system for Tulsa Public Schools' historical documents, books and photographs. Develop and maintain historical library and display for the district. Develop various audio/video presentations for web, network, computer, DVD, and CD delivery. Act as a liaison between clients (i.e., professional development staff, marketing, administration, etc.) and the public information technical staff. Produce, write, direct, edit and finalize multimedia presentation. Provide necessary coding for web streaming. Maintain knowledge and adherence to audio, video, web and accessibility standards.

Delete:

Position	Salary/Grade	Duties
Web Developer-ESC/ Communications <i>Annual Budget Impact:</i> \$ 39,600 min.- \$ 59,400 max. <i>Funding Source:</i> 11-0000-2560-501210- 000000-505-14-062 Note: To be effective July 1, 2016	BG-5 12 months	Produce graphic sketches, designs, layouts and elements for online content. Determine size and arrangement of illustrative material and copy, selects style and size of type, and arrange layout based upon available space, knowledge of layout principles, aesthetic design concepts and various deliveries based on user's devices and browsers/apps. Maintain and provide ongoing design of the district website, social media sites, promos, seasonal content specials, e-mail templates and document and presentation templates. Work with internal web developers and web programmers on the design, layout, and functionality of the district website and other online applications. Work with outside vendors on district branding design of provided web services.

Delete:

Position	Salary/Grade	Duties
Television Manager- ESC/Communications <i>Annual Budget Impact:</i> \$ 31,500 min.- \$ 47,300 max. <i>Funding Source:</i> 11-0000-2560-501210- 000-000000-508-14-062 Note: To be effective July 1, 2016	BG-3 12 months	Overall management and direction of all aspects of the television production operation. Manage the operation of the TPS television studio including budgets, personnel and programs. Direct the planning, development, and preparation of video programming responsive to both internal and external needs by working with staff schools, departments, cable and commercial media representatives, and community groups.

Delete:

Position	Salary/Grade	Duties
Publications Editor-ESC/Communications <i>Annual Budget Impact:</i> \$ 50,000 min.- \$ 75,000 max. <i>Funding Source:</i> 11-0000-2560-501210- 000-000000-505-14-062 Note: To be effective July 1, 2016	CA-14 \$15.50/hr. to \$21.00/hr. 12 months	Implement and help to define editorial policies that ensure the quality and accuracy of Tulsa Public Schools' publications. Support the district by proofreading Public Information Director's publications as well as creating, customizing and delivering desktop publishing documents for both internal and external public consumption.

Delete:

Position	Salary/Grade	Duties
Executive Administrative Assistant-ESC/Student and Family Support Services <i>Annual Budget Impact:</i> \$ 33,800 min.- \$ 45,843 max. <i>Funding Source:</i> 11-0000-2199-501210- 000-000000-615-14-020 Note: To be effective July 1, 2016	CA-15 \$16.25/hr. to \$22.04/hr. 12 months	Investigate, resolve and document constituent or employee complaints and issues as they arise internally or from the community. Assist in developing and communicating well-defined points of access for constituent complaints and concerns. Assist in investigating and resolving constituent complaints in a manner that contributes to a culture of customer service.

Delete:

Position	Salary/Grade	Duties
Administrative Assistant I – ESC/ Student and Family Support Services	CA-5 \$10.19/hr. to \$13.57/hr. 12 months	Ensure the smooth and efficient operation of the student and family support services department by performing a variety of complex secretarial duties.

Annual Budget Impact:
\$ 21,195 min.-
\$ 28,226 max.

Funding Source:
11-0000-2199-501210-
000-000000-615-14-020

**Note: To be effective
July 1, 2016**

Delete:

Position	Salary/Grade	Duties
Coordinator, Positive Behavior Support-ESC/Student and Family Support	EG-5 12 months	Work collaboratively with school site Child Study Teams to identify students in need of early behavioral intervention. Conduct functional behavior assessments. Develop positive behavior support plans through the Child Study Team process. Coach regular classroom teachers through positive behavior support plan implementation; model appropriate positive behavior support for the classroom teacher. Assist with crisis de-escalation in the classroom; assist parents to support positive behavior support plan implementation at home; maintain documentation of student progress collaboratively with classroom teacher. Assist with referrals for additional positive behavioral services through the Child Study Team. Assist with transition to and from off-campus therapeutic or alternative programs; provide on-going support and continuity of positive behavior plan implementation among teachers that share children within one school site, and from site to site.

Annual Budget Impact:
\$ 56,500 min.-
\$ 87,400 max.

Funding Source:
11-6230-2212-501110-
239-000000-108-05-066-
6230

**Note: To be effective
July 1, 2016**

Delete:

Position	Salary/Grade	Duties
Director of Constituent and Student Services, Secondary-ESC/Student and Family Support Services <i>Annual Budget Impact:</i> \$ 70,500 min.- \$ 105,700 max. <i>Funding Source:</i> 11-0000-2199-501110- 000-000000-110-14-020 Note: To be effective July 1, 2016	EG-8 12 months	Provide assistance to district constituents to resolve problems effectively and identify opportunities for systems improvement. Oversee support to schools and departments in the areas of crisis management, student discipline, student services, district policy and procedures, and parental and community concerns. Work under the direction of the Chief of Staff. Work in response to requests from the Deputy Supt. and the Chief Human Capital Officer, to investigate, resolve and document constituent or employee complaints and issues as they arise internally or from the community.

Delete:

Position	Salary/Grade	Duties
Director of Constituent and Student Services, Elementary-ESC/Student and Family Support Services <i>Annual Budget Impact:</i> \$ 70,500 min.- \$ 105,700 max. <i>Funding Source:</i> 11-0000-2199-501110- 000-000000-110-14-020 Note: To be effective July 1, 2016	EG-8 12 months	Provide assistance to district constituents to resolve problems effectively and identify opportunities for systems improvement. Oversee support to schools and departments in the areas of crisis management, student discipline, student services, district policy and procedures, and parental and community concerns. Work under the direction of the Chief of Staff. Work in response to requests from the Deputy Supt. and the Chief Human Capital Officer, to investigate, resolve and document constituent or employee complaints and issues as they arise internally or from the community.

Delete:

Position	Salary/Grade	Duties
Safe Schools and Student Services Coordinator, Secondary-ESC/ Student and Family Support Services <i>Annual Budget Impact:</i> \$ 56,500 min.- \$ 84,700 max. <i>Funding Source:</i> 11-0000-2199-501110- 000-000000-110-14-020 Note: To be effective July 1, 2016	EG-5 12 months	Provide leadership necessary to ensure a comprehensive and systemic implementation of student services to deliver a safe and positive learning environment in district secondary schools. This position provides direction, support and monitoring of district deans and counselors to deliver a quality student response system. Work to serve students through highly collaborative efforts with administration, teachers, parents, community constituents and law enforcement.

Delete:

Position	Salary/Grade	Duties
Safe Schools and Student Services Coordinator, Elementary-ESC/ Student and Family Support Services <i>Annual Budget Impact:</i> \$ 56,500 min.- \$ 84,700 max. <i>Funding Source:</i> 11-0000-2199-501110- 000-000000-110-14-020 Note: To be effective July 1, 2016	EG-5 12 months	Ensure a comprehensive and systemic implementation of student services to deliver a safe and positive learning environment in district elementary schools. This position provides direction, support and monitoring of district deans and counselors to deliver a quality student response system. Work to serve students through highly collaborative efforts with administration, teachers, parents, community constituents and law enforcement.

Delete:

Position	Salary/Grade	Duties
Director of Health Services-ESC/Student and Family Support Services <i>Annual Budget Impact:</i> \$ 79,100 min.- \$ 118,700 max. <i>Funding Source:</i> 11-0000-2132-501110- 000-000000-109-02-059 Note: To be effective July 1, 2016	BG-11 12 months	Oversee the District's Health Services program and provides professional leadership. Ensure compliance with Oklahoma Board of Education health policies, District health policies/procedures, State and Federal health related laws and regulations. Prepare and implements policies and procedures related to areas of responsibility. Supervise and supports over 90 Health Services' staff and students in health related programs. Assist schools and various district departments with health related issues. District's liaison on health related issues with health care providers, State and local agencies. Develop and manage associated budgets and health services' related contracts/agreements.

Delete:

Position	Salary/Grade	Duties
Lead ILD, Secondary Schools-ESC/Deputy Superintendent <i>Annual Budget Impact:</i> \$ 105,000 min.- \$ 157,600 max. <i>Funding Source:</i> 11-0000-2490-501110- 000-000000-107-16-077 Note: To be effective July 1, 2016	XG-3 12 months	Work to build exemplary instructional leadership at each of his/her assigned schools, as well as foster continuous learning and collaboration among all Instructional Leadership Director (ILD)'s in support of growing Tulsa's instructional lead. Support the induction of new ILD's, as needed. Identify collective learning needs for ILDs, as well as specific needs by school type (e.g., Elementary, Secondary Innovative, and Growing Together) support the weekly ILD meetings by co-creating agendas, providing necessary facilitation, and ensuring effective use of time Plan and facilitate differentiated learning experiences for ILD's Collaborate with central office teams and external consultants to gather and provide additional learning resources to address ILDs' needs create/revise tools to support ILDs' work, as needed solicit feedback from all principals regarding key areas of ILD support.

Delete:

Position	Salary/Grade	Duties
Instructional Leadership Director-ESC/Deputy Superintendent <i>Annual Budget Impact:</i> \$ 105,000 min.- \$ 157,600 max. <i>Funding Source:</i> 11-0000-2490-501110- 000-000000-107-16-075 Note: To be effective July 1, 2016	XG-3 12 months	Ensure that exemplary leadership is at every one of his or her assigned schools. Oversee a portfolio of schools (12-18) and will be responsible for inspiring, providing thought-partnership, coaching, holding principals accountable, and building the capacity of principals to improve the conditions of teaching and learning in each of their schools. Address day to day academic and operational school issues. Ensure that the district's missions and goals are achieved, while collaborating with department heads and the Chief Academic Officer to ensure consistency of practice and prioritization of resources. Share best practices and continuously improve the skills and knowledge base of principals they supervise.

Delete:

Position	Salary/Grade	Duties
Chief Accountability Officer-Enrollment Center/Accountability <i>Annual Budget Impact:</i> \$ 118,100 min.- \$ 177,100 max. <i>Funding Source:</i> 11-0000-2112-501110- 000-000000-110-16-058 Note: To be effective July 1, 2016	XG-5 12 months	Implement a vertically aligned curriculum and assessment system. Lead the educational performance of the district through a clear vision and strategic direction for the district's curriculum, instruction, and school improvement initiatives; designs and implements professional development that provides educators with understanding of instructional best practices; and articulates and ensures that the district's missions and goals are achieved as well as collaborating with other leaders around issues of instructional quality. Ideal candidates will demonstrate their experience in the design, integration, implementation of large complex system to improve student results, as well as knowledge of curriculum, instructional practices, school improvement and leadership development.

Delete:

Position	Salary/Grade	Duties
Achieving Classroom Excellence (ACE) Student Coordinator- Enrollment Center/ Accountability <i>Annual Budget Impact:</i> \$ 52,500 min.- \$ 78,700 max. <i>Funding Source:</i> 11-0000-2199-501110- 000-000000-110-16-058 Note: To be effective July 1, 2016	EG-4 12 months	Raise student graduation rates through remediation and interventions targeted toward proficient performance on assessments required for graduation as mandated through the ACE state legislation and district policy. Coordinate ACE compliance mandates; testing, curriculum, remediation and interventions, and all documentation pertaining to ACE compliance standards for student success toward high school graduation. Act as project coordinator for all students choosing to meet End of Instruction (EOI) requirements through State approved projects. Deliver district directives to meet compliance and student services per student services coordinator secondary schools. Work with State Board of Education Committee as required.

Delete:

Position	Salary/Grade	Duties
Data Fellow- Enrollment Center/ Accountability <i>Annual Budget Impact:</i> \$ 70,500 min.- \$ 105,700 max. <i>Funding Source:</i> 11-0844-2580-501210- 000-000000-109-05-058- 0844 Note: To be effective July 1, 2016	BG-10 12 months	Provide analytical and research support to facilitate strategic decision-making based on data. Conduct statistical analysis of various sets of data and provide recommendations to district leadership. Strong background in quantitative analysis with experience in practical data analysis and familiarity with research design. Minimum of 4 years of professional experience including a successful track record of managing projects and change initiatives.

Delete:

Position	Salary/Grade	Duties
Chief Academic Officer-ESC/Academic Services <i>Annual Budget Impact:</i> \$ 111,400 min.- \$ 167,200 max. <i>Funding Source:</i> 11-0000-2212-501110- 000-000000-109-06-070 Note: To be effective July 1, 2016	XG-4 12 months	Provide leadership and strategic direction for accountability planning, implementation of performance measurement and reporting practices for the district. Lead the District Accountability and Program Management Department in supporting timely and reliable monitoring of district, departmental and school-based administrative and instructional programs by employing data-driven decision making management practices. Lead student assessment activities, and ensure district practices remain in compliance with board, state and federal policies and provide project oversight for critical projects and maintain relationships with local, national and state agencies. Analyze assessment data for national, state and district assessment programs and prepare that data for release to the public.

Delete:

Position	Salary/Grade	Duties
Director of Instructional Media and Library Services-Wilson/Academic Services <i>Annual Budget Impact:</i> \$ 70,500 min.- \$ 105,700 max. <i>Funding Source:</i> 11-0000-2212-501110- 000-000000-109-06-069 Note: To be effective July 1, 2016	BG-8 12 months	Direct and administer the library media program based on a plan of action that is based on the district's mission statement, goals, and objectives. Responsible for evaluating and making recommendations for the improvement of the library media program, developing and administering the budget, and administering district policies and procedures. Administer policies regarding materials selection, the handling of challenged materials and copyright issues. Selection, supervision and evaluation of the district media office staff, and, along with principals, selection and evaluation of building library media staff. Development of job descriptions and the recruitment of school library media personnel. In a consulting capacity, the supervisor is actively involved in specifications for remodeling or new construction of library media centers.

Delete:

Position	Salary/Grade	Duties
Executive Director of Organizational and Professional Learning-Wilson/Academic Services <i>Annual Budget Impact:</i> \$ 93,500 min.- \$ 140,300 max. <i>Funding Source:</i> 11-0000-2213-501110- 000-000000-354-06-044 Note: To be effective July 1, 2016	XG-1 12 months	Support and enable the district's five-year strategic plan and advance TPS to the next level in educating all TPS students. Reporting to the chief academic officer, primary authority and accountability for managing and supporting the assessment of organizational development and learning the needs and the design, implementation, and evaluation of programs that facilitate the professional development and continuous learning of staff. Demonstrate experience as a strong academic leader with deep academic content knowledge coupled with extensive experience and a proven track record of designing and driving adult learning programs and initiatives.

Delete:

Position	Salary/Grade	Duties
Data Analyst-ESC/Deputy Superintendent <i>Annual Budget Impact:</i> \$ 35,400 min.- \$ 53,000 max. <i>Funding Source:</i> 11-0590-2542-501210- 000-000000-350-05-078- 0590 Note: To be effective July 1, 2016	BG-4 12 months	Analyze multiple metrics of teacher and leader evaluation data and design or manage the collection of evaluation data; conduct research and write briefs and reports for a range of audiences; compute and analyze data, using statistical formulas and computers or calculators, compile statistics from source materials, evaluation data, value added estimates and other performance data; compile reports, charts, or graphs that describe and interpret findings of analyses; participate in the publication of data or information.

Delete:

Position	Salary/Grade	Duties
Principal Coach for Leadership Development-ESC/Deputy Superintendent <i>Annual Budget Impact:</i> \$ 65,600 min.- \$ 98,400 max. <i>Funding Source:</i> 11-5410-2573-501110- 000-000000-112-05-044- 5410 Note: To be effective July 1, 2016	EG-7 12 months	Provide needed support and mentoring to novice principals, thereby accelerating their effectiveness. Support principals' development in regards to instructional leadership, school culture and climate, performance management and data-driven decision practices in alignment with Tulsa's leadership effectiveness framework.

Delete:

Position	Salary/Grade	Duties
Principal and ILD Pipeline Manager-ESC/Deputy Superintendent <i>Annual Budget Impact:</i> \$ 44,500 min.- \$ 66,700 max. <i>Funding Source:</i> 11-0190-2340-501210- 000-000000-109-05-044- 0190 Note: To be effective July 1, 2016	BG-6 12 months	Implement, manage, coordinate, and ensure successful and timely alignment and completion of the Wallace Foundation and U.S. Department of Education's School Leadership Program grant projects which relate to the principal and ILD pipeline initiatives respectively. Perform other related assigned duties

Delete:

Position	Salary/Grade	Duties
Director of Early Childhood Services- Wilson/Curriculum and Instruction	EG-10 12 months	Responsible for working with schools to implement rigorous curricula throughout early childhood classrooms in Tulsa Public Schools.

Annual Budget Impact:
\$ 81,800 min.-
\$ 122,800 max.

Funding Source:
11-0000-2490-501110-
000-000000-107-06-070

**Note: To be effective
July 1, 2016**

Delete:

Position	Salary/Grade	Duties
Director of Instructional Implementation- Wilson/Curriculum and Instruction	EG-8 12 months	Manage all instructional technology programs, including the resources, budget, operations, and staff. Provide technical assistance to schools and departments in the district. Implement, maintain, and update the technology plan.

Annual Budget Impact:
\$ 71,500 min.-
\$ 107,300 max.

Funding Source:
11-7860-2330-501110-
000-000000-108-05-093-
7860

**Note: To be effective
July 1, 2016**

Delete:

Position	Salary/Grade	Duties
Technology Integration Specialist- Wilson/Curriculum and Instruction 4 positions	Teacher's Salary Schedule 176 days	Assist teachers in elementary, middle and high schools enhance learning through improved integration of technology.

Annual Budget Impact:
\$ 131,600 min.-
\$ 237,084 max.

Funding Source:
11-5118-2213-501110-
494-000000-211-05-093-
5118

**Note: To be effective
July 1, 2016**

Delete:

Position	Salary/Grade	Duties
Medicaid Program Supervisor- ESC/Special Education and Student Services	BG-3 12 months	Responsible for managing the district's Medicaid efforts, including establishing and managing district Medicaid procedures and required forms; providing training in connection with such procedures; reviewing billing documents; and performing audits.

Annual Budget Impact:
\$ 31,500 min.-
\$ 47,300 max.

Funding Source:
11-6980-2132-501210-
239-000000-109-05-066-
6980

**Note: To be effective
July 1, 2016**

Delete:

Position	Salary/Grade	Duties
Occupational Therapy Assistant-Enrollment Center/Special Education and Student Services	BG-5 190 day	Provide intervention in the area of fine motor and sensorimotor skill development under the direction of an occupational therapist. Services are provided in a variety of school settings, ranging from preschool to high school. Provide educationally necessary intervention in the area of motor skill development, focusing primarily on fine motor and sensorimotor development, under the general supervision of a licensed occupational therapist. Services are provided in a variety of school settings, ranging from preschool to high school. Performs related work as required. Ability to drive to various schools in order to provide occupational therapy services in the neighborhood schools of students on caseload.

Annual Budget Impact:
\$ 33,292 min.-
\$ 49,938 max.

Funding Source:
11-0000-2135-501210-
239-000000-416-06-066

**Note: To be effective
July 1, 2016**

Supporting Information – Item E

Create:

Position	Salary/Grade	Duties
Administrative Services Manager-ESC/Office of the Superintendent <i>Annual Budget Impact:</i> \$ 44,500 min.- \$ 66,700 max. <i>Funding Source:</i> 11-0000-2321-501210- 000-000000-xxx-09-091 Note: To be effective July 1, 2016	BG-6 12 months	Coordinate all administrative support for the offices of the Superintendent and Deputy Superintendent including operations, logistics coordination, budget maintenance, and related duties. Support the Superintendent and Deputy Superintendent with program/project coordination, which may include planning, budgeting, leading project teams and executing project priorities. Develops necessary materials and communications for meetings and events. Lead and facilitate professional development for executive administrative support staff to maximize efficiencies in the executive team offices. Ensure strategic collaboration with appropriate internal and external personnel to accomplish organizational goals and objectives.

Create:

Position	Salary/Grade	Duties
Chief Analytics Officer-ESC/Office of the Superintendent <i>Annual Budget Impact:</i> \$ 111,400min.- \$ 167,200 max. <i>Funding Source:</i> 11-0000-2112-501110- 000-000000-110-xx-xxx Note: To be effective July 1, 2016	XG-4 12 months	Serve as TPS' catalyst to achieve innovative, district-wide informatics and analytics. Serving as the key strategist to shape and drive the transformation of TPS' core data and analytics structures, the Chief Analytics Officer will be charged with leveraging data as an asset and a means to increase student achievement and organizational performance. Develop and lead a district-wide strategy for capturing, analyzing and leveraging data across the organization to drive student performance, increase efficiencies, and improve teacher and leader engagement and satisfaction.

Create:

Position	Salary/Grade	Duties
Chief of Schools- ESC/Office of the Superintendent	XG-5 12 months	Drive educational excellence across all networks of schools in Tulsa Public Schools. Lead the educational performance of the district by establishing a clear vision and strategic direction for instructional leadership, school culture and school improvement initiatives. Lead efforts to build world-class schools that will provide for powerful, personalized learning that is engaging and joyful for all students and staff. Work in close collaboration with the Chief Learning Officer and other leaders across the organization to improve instructional quality and school cultures with the goal of creating a high-performing learning organization that ensures that ensures students will graduate ready for success in college, career and in life.
<i>Annual Budget Impact:</i> \$ 118,100min.- \$ 147,600 max.		
<i>Funding Source:</i> 11-0000-2321-501210- 000-000000-107-14-021		
Note: To be effective July 1, 2016		

Create:

Position	Salary/Grade	Duties
Chief Learning Officer- ESC/Office of the Superintendent	XG-5 12 months	Responsible for advancing a 21st century teaching and learning system to further the academic and excellence mission of Tulsa Public Schools. Lead the educational performance of the district through a clear vision and strategic direction for the district's curriculum, instruction and school improvement initiatives focused on eliminating the achievement gap and improving student achievement. A part of this overarching curriculum and instruction focus is the design and implementation of personalized blending learning inclusive of a shift to a competency-based learning system and articulation of instructional best practices grounded in learning science. Oversee the multicultural and multilingual and special education areas to ensure equity in services to all students and access to college- and career-ready learning standards. Work closely with the Chief of Schools and other leaders across the organization to improve instructional quality with the goal of creating a high-performing learning organization that ensures students will graduate ready for success in college, career and in life.
<i>Annual Budget Impact:</i> \$ 118,100 min.- \$ 147,600 max.		
<i>Funding Source:</i> 11-0000-2212-501110- 000-000000-109-xx-xxx		
Note: To be effective July 1, 2016		

Create:

Position	Salary/Grade	Duties
General Counsel-ESC/Office of the Superintendent <i>Annual Budget Impact:</i> \$ 125,100min.- \$ 187,700max. <i>Funding Source:</i> 11-0000-2317-501210-000-000000-329-xx-xxx	XG-6 12 months	Serve as a key advisor to the Superintendent and executive team in the areas of policy development and strategy. Responsible for planning, organizing, and coordinating legal services with a special focus on maximizing efficiencies and appropriately leveraging the district's legal team. Oversee and align the work of the staff attorney, worker's comp attorney and the advocacy coordinator. Oversee all charter and partnership school policies and contracts. Review existing policies and recommend revisions where appropriate to ensure they are designed to further the academic and excellence mission of Tulsa Public Schools. Represent the Superintendent and participate in districtwide initiatives and planning, providing unique insights and perspectives. Collaborate with executive team and instructional leadership team to create a high performing learning organization that ensures the success of each child in the 21st Century.

Create:

Position	Salary/Grade	Duties
Worker's Compensation Attorney-ESC/General Counsel <i>Annual Budget Impact:</i> \$ 79,100min.- \$ 118,700max. <i>Funding Source:</i> 11-0000-2317-501210-000-000000-329-xx-xxx-xxxx	BG-11 12 months	Lead district efforts to mitigate exposure to and defend worker's compensation claims. Work in collaboration with the talent operations team and risk management and prevention team to reduce district expenditures in worker's compensation claims. Duties include: representing the interests of the district at hearings, trials, depositions, oral arguments, mediations, arbitrations and other proceedings; communicate with claims representatives and administrators; monitor loss run reports for trends and increases; assist with the investigation of accidents; strategically negotiate settlements on behalf of the district.

Create:

Position	Salary/Grade	Duties
Director of Charter and Partnership Schools-ESC/General Counsel <i>Annual Budget Impact:</i> \$ 63,000min.- \$ 94,000 max. <i>Funding Source:</i> 11-xxxx-xxxx-50xxx-000-000000-xxx-05-xxx-xxxx Note: To be effective July 1, 2016	BG-9 12 months	Direct TPS' charter authorization functions and activities, implementation and management of the Tulsa Collaboration Compact and related projects, and the design and oversight of the District's partnership school processes. Design the successful execution of the organization's authorizing functions including the application review cycle and renewal and revocation process for both charter schools and partnership schools. Design and oversee school monitoring and performance evaluation processes for charter and partnership schools. Oversee the collection, analysis, use and presentation of school data for the Board, internal, school and public consumption. Design and maintain necessary information and reporting systems.

Create:

Position	Salary/Grade	Duties
Manager of District Performance-ESC/Deputy Superintendent <i>Annual Budget Impact:</i> \$ 56,000 min.- \$ 84,000 max. <i>Funding Source:</i> 11-0000-xxxx-50xxx-xxx-xxxxxx-xxx-xx-xxx Note: To be effective July 1, 2016	BG-9 12 months	Manage and coordinate cross-functional, organization-wide efforts to ensure that district priority initiatives and performance management (PM) programs are developed, managed and accomplished using a data-driven focus that sets priorities for improvements aligned to ongoing short and long-term strategic focus areas. Consult with data and analytics team and various department leaders and initiative owners to continuously develop improved performance standards and metrics.

Create:

Position	Salary/Grade	Duties
Design and Innovation Specialist-ESC/Deputy Superintendent <i>Annual Budget Impact:</i> \$ 79,100 min.- \$ 118,700 max. <i>Donor Funded</i> <i>Funding Source:</i> 11-xxxx-xxxx-501210-000-000000-xxx-xx-xxx Note: To be effective July 1, 2016	BG-11 12 months	The Design and Innovation Specialist will support the Design and Innovation Officer in all aspects of planning, refinement, and execution of the TPS innovation strategy. Manage a broad portfolio of innovation work ranging from organizational, school and classroom innovation project design, implementation, and monitoring, partner recruitment and coordination, knowledge management, continuous improvement, and best practices sharing. Responsible for driving the launch second Kickstart cohort to support teachers focused on micro-designs impacting their classrooms; The Specialist will also manage and coordinate partners providing technical assistance, training, technology coaching, and develop in-house expertise

Create:

Position	Salary/Grade	Duties
Design and Innovation Officer-ESC/Deputy Superintendent <i>Annual Budget Impact:</i> \$ 93,500 min.- \$ 140,300 max. <i>Donor Funded</i> <i>Funding Source</i> 11-xxxx-xxxx-501210-000-000000-xxx-xx-xxx Note: To be effective July 1, 2016	XG-1 12 months	Drive and oversee all innovation and design related efforts within TPS. The Officer will be responsible for both assessing the status of current innovation efforts and driving a district-wide strategy to pilot promising models teaching, learning, and central office working practices. Lead all efforts toward school, classroom, and organizational design in line with the district innovation strategy including but not limited to the following: design district-wide competitions to generate interest and capture individuals and teams who demonstrate readiness and desire to partake in design challenges; provide support for selection, guidance, and implementation of school redesigns; empower individual teachers to engage in micro-design at the classroom level to drive personalized blended learning approaches; support the district with design and launch of personalized blended learning framework and models.

Create:

Position	Salary/Grade	Duties
Director of Personalized Learning-Wilson/ Teaching and Learning <i>Annual Budget Impact:</i> \$ 70,500 min.- \$ 105,700 max. <i>Funding Source:</i> 11-0000-xxxx-501110-000- 000000-109-06-xxx Note: To be effective July 1, 2016	EG-8 12 months	Lead the development, implementation and evaluation of a comprehensive strategy to personalized learning in Tulsa Public Schools. Collaborate extensively with various academic departments, the innovation and design unit and external stakeholders to develop and implement a district-wide vision and strategy for personalized learning.

Create:

Position	Salary/Grade	Duties
Director of Humanities-Wilson/ Teaching and Learning <i>Annual Budget Impact:</i> \$ 70,500 min.- \$ 105,700 max. <i>Funding Source:</i> 11-0000-xxxx-501110-000- 000000-108-06-xxx Note: To be effective July 1, 2016	EG-8 12 months	Provide leadership in the development, implementation, and evaluation of a comprehensive curriculum and instructional program related to literacy and the humanities. Plan, develop, organize, and implement the policies, regulations, guidelines, and procedures pertaining to the district literacy and humanities curriculum.

Create:

Position	Salary/Grade	Duties
Executive Director of Language and Cultural Services-Wilson/ Teaching and Learning <i>Annual Budget Impact:</i> \$ 93,500 min.- \$ 140,300 max. <i>Unfunded</i> Note: To be effective July 1, 2016	XG-1 12 months	Provide leadership for the planning, implementation, coordination, and evaluation of language development and cultural programs across the district. Work in direct coordination with the teaching and learning teams, sets a vision and executes plans to provide high-quality services to language learners and multi-cultural students to ensure their academic success. In collaboration with the Language and Cultural Services leadership teams, develops goals, plans and performance metrics to monitor the progress and success of students served. Coach, development, and supervise the Language and Cultural Services staff with a focus on creating a learning and high-performing team.

Create:

Position	Salary/Grade	Duties
Online Content Coordinator -Wilson/ Teaching and Learning <i>Annual Budget Impact:</i> \$ 45,700 min.- \$ 68,500 max. <i>iPD Grant Funded</i> <i>Funding Source:</i> 11-xxxx-2212-501110-000-000000-108-05-xxx-xxxx Note: To be effective July 1, 2016	EG-2 12 months	Manage and organize the content of professional learning opportunities that the district offers on various delivery platforms in order to support instructional and administrative staff in their goal to increase student achievement in the preK-12 classroom. Provide leadership, professional development, and support to instructional and administrative staff regarding the online delivery of professional development. Provide essential support needed to complete technology-based instructional training management. Collaborate across departments with appropriate instructional and technical staff to support, manage, optimize the use of professional learning software and resources. Work independently and collaboratively with colleagues to develop online courses and provide support services in course design for online delivery; assist in the design, development, documentation, analysis, creation, testing, or modification of computer systems, software, and programs based on and related to user or system design specifications for professional learning.

Create:

Position	Salary/Grade	Duties
Director of Math and Science -Wilson/ Teaching and Learning <i>Annual Budget Impact:</i> \$ 70,500 min.- \$ 105,700 max. <i>Unfunded</i> Note: To be effective July 1, 2016	EG-8 12 months	Provide leadership in the development, implementation, and evaluation of a comprehensive curriculum and instructional program related to science, mathematics with a focus on STEAM; plans, develops, organizes, and implements the policies to support strong science, mathematics, and STEAM curriculum for the purpose of accelerating student success and college and career readiness.

Create:

Position	Salary/Grade	Duties
Administrative Assistant IV, Language and Cultural Services-ESC/ Teaching and Learning <i>Annual Budget Impact:</i> \$ 29,390 min.- \$ 39,645 max. <i>Unfunded</i> Note: To be effective July 1, 2016	CA-12 \$14.13/hr. to \$19.06/hr. 12 months	Responsible for all administrative functions related to supporting the office of Language and Cultural Services. Maintain office records, filing systems and data base applications as required. Handle information requests, and performing other clerical functions such as invoicing and purchasing, preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, and preparing agendas. Support the Executive Director of Language and Cultural Services and other team members as needed.

Create:

Position	Salary/Grade	Duties
Data Clerk, Language and Cultural Services-ESC/ Teaching and Learning <i>Annual Budget Impact:</i> \$ 28,000 min.- \$ 33,109 max. <i>Funding Source:</i> 11-0000-xxxx-501210-000-000000-609-06-xxx	CA-7 \$11.21/hr. to \$14.95/hr. 12 months	Receive, review, and enter data into the appropriate computer system or database. Support the completion of mandated district, state, and federal reports through the collections of data found in various sources. Ensure accuracy of all recorded data and perform database maintenance in PowerSchool and ELlevation. Maintain appropriate paper and electronic records of both bilingual students and those receiving English Language Development services.
Note: To be effective July 1, 2016		

Create:

Position	Salary/Grade	Duties
Clerk, Teaching and Learning-ESC/ Teaching and Learning <i>Annual Budget Impact:</i> \$ 21,195 min.- \$ 28,226 max. <i>Unfunded</i>	CA-5 \$10.19/hr. to \$13.57/hr. 12 months	Support the clerical needs of the Teaching and Learning office, ensuring efficient purchasing processes, supportive communications, and effective documentation. Work alongside the support team members in the Teaching and Learning Office, the clerk will assist with requisition processing, data entry, filing, and other duties related to logistics and operations of the department.
Note: To be effective July 1, 2016		

Create:

Position	Salary/Grade	Duties
Special Education Specialist-ESC/Special Education and Student Services <i>Annual Budget Impact:</i> \$ 31,500 min.- \$ 47,300 max. <i>Funding Source:</i> 11-0000-xxxx-50xxx-xxx-xxxxxx-xxx-06-066 Note: To be effective July 1, 2016	BG-3 12 months	Implement the district's special education and homebound web-based coursework program. Ensure regular updates are performed to the courseware program for optimal functioning. Reconfigure computers at building sites that do not have the ability to run the program. Provide monthly trainings to teachers and other district personnel in utilizing the program and interpreting student reports. Facilitate student enrollment in the educational courseware program. Manipulate and monitors student information and data. Troubleshoot and diagnose courseware and computer issues. Create reports as required. Assist students in accessing and using the web-based courseware.

Create:

Position	Salary/Grade	Duties
Occupational Therapist-ESC/Special Education and Student Services <i>Annual Budget Impact:</i> \$ 56,000 min.- \$ 84,000 max. <i>Funding Source:</i> 11-0000-2135-501210-239-000000-334-06-066 Note: To be effective July 1, 2016	BG-8 12 months	Provide educationally necessary intervention in the area of motor skill development, focusing primarily on fine motor and sensorimotor development. Services are provided in a variety of school settings, ranging from preschool to high school.

Create:

Position	Salary/Grade	Duties
Special Education Area Coordinator-ESC/Special Education and Student Services <i>Annual Budget Impact:</i> \$ 70,000 min.- \$ 82,555 max. <i>Funding Source:</i> 11-0000-2212-501110- 239-000000-108-06-066 Note: To be effective July 1, 2016	EG-5 12 months	Responsible for the implementation of district policies and procedures in compliance with IDEA indicators from the Department of Special Education and Student Services. Assist principals and school leadership teams in the identification and development of sound instructional strategies designed to increase the educational performance of students on IEPs and support college and career readiness. Collaborate with school site teams to determine appropriate placements and least restrictive environments for students with special needs. Establishes a plan to improve each assigned school's rate of IDEA compliance. Monitors the performance of the school team in delivering quality services to students with disabilities.

Create:

Position	Salary/Grade	Duties
Senior Director of Student Engagement-ESC/Student and Family Support Services <i>Annual Budget Impact:</i> \$ 88,200 min.- \$ 132,400 max. <i>Funding Source:</i> 11-0000-2199-501110- 000-000000-110-14-020 Note: To be effective July 1, 2016	EG-11 12 months	Provide leadership for a comprehensive student support infrastructure that includes counseling and mental health, learning supports, discipline and suspensions, attendance, and social emotional learning. Collaborate with district leadership, school leaders, special education, Title I, accountability, Communities in Schools, other TPS departments, and community partners to increase student achievement, ensure superior service, and fulfillment of district, state, and federal policies. Provide direct supervision for student support coordinators, culture and climate coordinator, and discipline support coordinator and will co-supervise the homeless education coordinator. Oversee Communities in Schools work in six elementary schools. Gather, synthesize, and analyzes student attendance, discipline, suspension, and academic data to inform practices, policies, and protocols. Conduct ongoing assessment of programs through formative, summative, and other system-wide data for continuous improvement. Determine program needs and allocate resources to maximize division budget. Stay informed of state and federal laws and procedures pertaining to student support services. Participate in regional and state meetings pertaining to student support and behavior services. Oversee hospital sites and selected alternative programs.

Create:

Position	Salary/Grade	Duties
Special Education Instructional Specialist-ESC/ Special Education and Student Services 4 positions <i>Annual Budget Impact:</i> \$ 168,988 min.- \$ 304,440 max. <i>Funding Source:</i> 11-0000-2212-501110- 239-000000-204-06-066 Note: To be effective July 1, 2016	Teacher's Salary Schedule 12 months	Work with new special education teachers to strengthen their ability to deliver instruction in a variety of ways in order to increase the outcomes for students with disabilities. Serve as a resource person and coach in the area of instructional practices for new special education teachers. Assist teacher in developing the skills to implement teaching techniques and classroom strategies to accommodate the various learning styles of students with disabilities. Demonstrate 'best practices' models and strategies for teachers in the classroom setting and provides follow-up discussions. Assist with developing lessons to implement state-adopted standards and address the Individual Education Plans."

Create:

Position	Salary/Grade	Duties
Coordinator of Student Engagement-ESC/Student and Family Support Services 2 positions <i>Annual Budget Impact:</i> \$ 112,000 min.- \$ 168,000 max. <i>Funding Source:</i> 11-6230-2212-501110- 239-000000-108-05-xxx- 6230 Note: To be effective July 1, 2016	BG-8 12 months	Provide leadership necessary to ensure comprehensive student support services in schools that includes tiered intervention and prevention supports, positive behavior interventions and systems, counseling supports, and capacity building for student supports. The position collaborates closely with administration, teachers, parents, special education, community partners, and state agencies. Assist in the direction and coordination of district and community resources to provide safe, disciplined learning environment and a comprehensive guidance program. Provide direct supervision for vertical team members, including behavior coaches, social support specialists, and social workers. Coordinate and monitor cross-functional, multi-tiered, school level response to intervention teams that utilize data to identify student needs and provide Tier 2 and 3 supports.

Create:

Position	Salary/Grade	Duties
Director of Family and Community Engagement-ESC/Student and Family Support Services <i>Annual Budget Impact:</i> \$ 63,000 min.- \$ 94,400 max. <i>Funding Source:</i> 11-0000-2199-501110- 000-000000-110-14-020 Note: To be effective July 1, 2016	BG-9 12 months	Provide leadership for a comprehensive family and community engagement strategy that supports families as equal partners in education and aligns community resources. Develop, implement, and maintain a districtwide strategy for family and community engagement that promotes positive working relationships between families and community partners. Co-supervision for 76 Title I parent facilitators. Provide comprehensive professional development for parent involvement facilitators. Develop and maintain a family and community engagement database to measure impact and assist with building effective ways to partner with families and community organizations

Create:

Position	Salary/Grade	Duties
Coordinator of Student Engagement-ESC/Student and Family Support Services 2 positions <i>Annual Budget Impact:</i> \$ 112,000 min.- \$ 168,000 max. <i>Funding Source:</i> 11-0000-2199-501110- 000-000000-110-14-020 Note: To be effective July 1, 2016	BG-8 12 months	Provide leadership necessary to ensure comprehensive student support services in schools that includes tiered intervention and prevention supports, positive behavior interventions and systems, counseling supports, and capacity building for student supports. The position collaborates closely with administration, teachers, parents, special education, community partners, and state agencies. Assist in the direction and coordination of district and community resources to provide safe, disciplined learning environment and a comprehensive guidance program. Provide direct supervision for vertical team members, including behavior coaches, social support specialists, and social workers. Coordinate and monitor cross-functional, multi-tiered, school level response to intervention teams that utilize data to identify student needs and provide Tier2 and 3 supports. Provide direct supervision for vertical team members, including behavior coaches, social support specialists, and social workers. Direct and monitor 24/7 district incident management system.

Create:

Position	Salary/Grade	Duties
Coordinator of Culture and Climate-ESC/Student and Family Support Services <i>Annual Budget Impact:</i> \$ 56,000 min.- \$ 84,000 max. <i>Funding Source:</i> 11-0000-2199-501110- 000-000000-110-14-020 Note: To be effective July 1, 2016	BG-8 12 months	Provide leadership for a comprehensive school culture and climate strategy. The coordinator will collaborate with district leaders, instructional leadership directors, school leaders, school counselors, families, and community partners to build systems and structures to strategically promote and align culture and climate initiatives, social emotional learning, and restorative practices. Collaborate with internal and external partners to develop and sustain a districtwide strategy to advance culturally responsive practices, social emotional learning, and positive school cultures. Develop a districtwide system for measuring culture and climate including attendance, discipline, student achievement, climate surveys, and research

Create:

Position	Salary/Grade	Duties
Director of Dual Language and Immersion-ESC/ Student and Family Support Services <i>Annual Budget Impact:</i> \$ 70,500 min.- \$ 105,700 max. <i>Donor Funded Funding Source:</i> 11-xxxx-xxxx-501110-000- 000000-108-06-xxx-xxxx Note: To be effective July 1, 2016	EG-8 12 months	Lead, plan and organize the district's efforts to maximize the effectiveness of dual language and immersion programs. Direct services including but not limited to the development, implementation, support and evaluation of immersion and dual language programs. Additionally the Director of Dual Language and Immersion will provide support to schools to increase student achievement, ensure equity and access, increase rigor, and close the achievement gap for all dual language learners at all instructional levels.

Create:

Position	Salary/Grade	Duties
Director of Health and Wellness-ESC/Student and Family Support Services <i>Annual Budget Impact:</i> \$ 79,100 min.- \$ 118,700max. <i>Funding Source:</i> 11-0000-2132-501110- 000-000000-109-xx-xxx Note: To be effective July 1, 2016	BG-11 12 months	Provide leadership for a comprehensive health and wellness program. The director will collaborate with district leaders, instructional leadership directors, school leaders, other TPS departments, community partners, and government agencies to reduce barriers to education for students, provide training and education, and develop policies and procedures that ensure superior health services and fulfillment of state and federal health related laws and regulations. Establish a multi-tiered health and wellness strategy to meet the needs of students and families. Maintain student health records according to federal, state, and local laws and regulations. Obtain support as needed from Oklahoma state department and submit all required state and federal reports.

Create:

Position	Salary/Grade	Duties
Coordinator of Graduation Success-Enrollment Center/Student and Family Support Services <i>Annual Budget Impact:</i> \$ 50,000 min.- \$ 75,000 max. <i>Funding Source:</i> 11-0000-2199-501110- 000-000000-110-14-020 Note: To be effective July 1, 2016	BG-7 12 months	Raise student graduation rates and decrease dropout rates through remediation and tiered interventions targeted toward proficient performance on assessments required for graduation as mandated through the Achieving Classroom Excellence (ACE) state legislation, district policy, and TPS graduation strategies.

Create:

Position	Salary/Grade	Duties
Director of Student and Family Advocacy/Student and Family Support Services <i>Annual Budget Impact:</i> \$ 79,100 min.- \$ 118,700 max. <i>Funding Source:</i> 11-0000-2490-501110- 000-000000-108-16-077 Note: To be effective July 1, 2016	BG-11 12 months	Student and Family Support Services provides data driven, multi-tiered prevention and intervention services for students, schools, and families to address the social, emotional, behavioral, health, and safety needs of all students. The Director of Student and Family Advocacy will provide direction and leadership for the administration and coordination of the Student Discipline support services to ensure a safe, disciplined learning environment. This position plays an integral part in providing a service-oriented relationship with students, parents, and district staff, ensuring the smooth and efficient operation of the department.

Create:

Position	Salary/Grade	Duties
Student Engagement Program Specialist-ESC/Student and Family Support Services <i>Annual Budget Impact:</i> \$ 29,390 min.- \$ 39,645 max. <i>Funding Source:</i> 11-0000-2199-501210- 000-000000-xxx-14-020 Note: To be effective July 1, 2016	CA-12 \$14.13/hr. to \$19.06/hr. 12 months	Provide program support for Positive Guidance, Student Services, and Discipline Support. This position plays an integral part in providing a service-oriented relationship with students, parents, and district staff, ensuring the smooth and efficient operation of the department. Respond to inquiries from a variety of internal and external parties (e.g. schools, staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction about student support services. Establish and maintain recordkeeping system for department, make posting entries to various departmental records, such as ban letters, parent/family concerns, Munis, TIPS, etc. and ensuring proper and timely routing of records.

Create:

Position	Salary/Grade	Duties
Discipline Support Assistant-ESC/Student and Family Supports <i>Annual Budget Impact:</i> \$ 25,501min.- \$ 34,237 max. <i>Funding Source:</i> 11-0000-2199-501210- 000-000000-xxx-14-020 Note: To be effective July 1, 2016	CA-9 \$12.26/hr. to \$16.46/hr. 12 months	Provide assistance for discipline related services. This position plays an integral part in providing a service-oriented relationship with students, parents, and district staff, ensuring the smooth and efficient operation of the department.

Create:

Position	Salary/Grade	Duties
Site-Based Social Worker-Variou Sites/ Student and Family Support Services 4 positions <i>Annual Budget Impact:</i> \$ 148,644 min.- \$ 212,000max. <i>Funding Source:</i> Note: To be effective July 1, 2016	BG-4 190 days	Provide leadership for a comprehensive student support infrastructure that includes counseling and mental health, learning supports, discipline and suspensions, attendance, and social emotional learning. The Social Worker will provide direct assistance for students and families to overcome barriers to engaged learning.

Create:

Position	Salary/Grade	Duties
Director of Communications-ESC/Communications and Public Relations <i>Annual Budget Impact:</i> \$ 78,700 min.- \$ 94,000 max. <i>Funding Source:</i> 11-0000-2560-501210- 000-000000-344-14-062 Note: To be effective July 1, 2016	BG-9 12 months	Lead the implementation of the district's communication and public relations strategy in alignment with the goals and priorities of Destination Excellence. Report to the Deputy Superintendent, the Director of Communications and work collaboratively with senior leadership to effectively promote the district's mission, vision and core values. Responsible for the development, integration, and implementation of a broad range of public relations activities aligned with strategic priorities. Lead a team responsible for varied and integrated communications products and services including: digital communications, social media, public relations and marketing.

Create:

Position	Salary/Grade	Duties
Multimedia Journalist-ESC/Communications and Public Relations <i>Annual Budget Impact:</i> \$ 31,500 min.- \$ 47,300 max. <i>Funding Source:</i> 11-0000-2560-501210- 000-000000-xxx-14-062 Note: To be effective July 1, 2016	BG-3 12 months	Write, design, and develop various district publications and presentations to support the marketing and communications strategy of the district. Provide capacity to write copy for publication and developing high-quality content pieces. Assist in coordinating news and events from schools and write articles for posting on social media. Work closely with all sites and departments in the district to create custom graphic designs for their individual needs. Assist with web development and graphic design. Assist in production of project-based presentations, electronic communications, and other promotional or campaign materials.

Create:

Position	Salary/Grade	Duties
Manager of Digital Communications-ESC/Communications and Public Relations <i>Annual Budget Impact:</i> \$ 50,000 min.- \$ 75,000 max. <i>Funding Source:</i> 11-0000-2560-5012 10- 000-000000-xxx-14-062 Note: To be effective July 1, 2016	BG-7 12 months	Develop and deliver various digital communications initiatives and digital content in support of the district's communication strategy. Lead a team in the development and execution of a digital content marketing strategy and oversee digital communications plans. Provide writing, editing, production and dissemination support. Direct planning, development and production of selected video programming responsive to internal and external needs by working with staff, schools and departments. Collaborate with internal stakeholders to determine key communications vehicles needed to support Destination Excellence priorities.

Create:

Position	Salary/Grade	Duties
Manager of Media Relations-ESC/Communications and Public Relations <i>Annual Budget Impact:</i> \$ 63,000 min.- \$ 94,400max. <i>Funding Source:</i> 11-0000-2560-5012 10- 000-000000-xxx-14-062 Note: To be effective July 1, 2016	BG-9 12 months	Serve as the point person facilitating media relations and social media communications for the District. Work in partnership with communications team to develop and implement a district-wide communications plan, in support of the strategic plan priorities. Coordinate responses to all public information and news media requests for the purpose of ensuring effective communication. Ensure the accuracy, professionalism and high-quality production of all communication efforts. Develop and execute the district's social media strategy.

Create:

Position	Salary/Grade	Duties
Digital Content Specialist-ESC/Communications and Public Relations <i>Annual Budget Impact:</i> \$ 44,500 min.- \$ 66,700 max. <i>Funding Source:</i> <i>Split between 11-0000-2573-501110-000-000000-354-14-062- and 11-5430-2573-501110-000-000000-354-05-062</i> Note: To be effective July 1, 2016	BG-6 12 months	Under the direction of the Manager of Digital Communications, implement and lead the online and digital communications efforts for the district. Assist in the identification, development and execution of digital communication resources (external website, intranet, video, etc.) to support the district's communications plans at the district and school-site levels. Develop, maintain and grow the district's online presence via the use of innovative digital communication platforms. Ensure district and school websites and other digital content is current and organized in a user-friendly manner.

Create:

Position	Salary/Grade	Duties
School Support Partner-ESC/Federal Programs and Special Projects 2 positions <i>Annual Budget Impact:</i> \$ 126,000 min.- \$ 188,000 max. <i>Funding Source:</i> 11-7860-2330-501110-000-000000-110-05-093-7860 Note: To be effective July 1, 2016	BG-9 12 months	Under the general guidance from the Director of Title I, work in a team oriented environment to monitor program implementation and provide technical assistance to improve Title I planning, budgeting, and needs analysis to support school improvement strategies and evaluation measures to meet the requirements of the Every Student Succeeds Act legislation.

Create:

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
Lead PC Technician- ESC/Information Technology <i>Annual Budget Impact:</i> \$ 44,500 min.- \$ 66,700 max. <i>Funding Source:</i> 11-0000-2580-501210- 000-000000-332-02-028 Note: To be effective July 1, 2016	BG-6 12 months	Provide daily supervision of the PC Group (10 technicians). Manage and direct daily assignments for PC Technicians. Provide inventory management. Provide consultation, assistance and management of vendors. Provide engineering, maintenance and consultation on PC related hardware and software.

Create:

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
Lead Network Technician- ESC/Information Technology <i>Annual Budget Impact:</i> \$ 44,500 min.- \$ 66,700 max. <i>Funding Source:</i> 11-0000-2230-501210- 000-000000-332-02-028 Note: To be effective July 1, 2016	BG-6 12 months	Provides daily supervision of the Network Group (5 Technicians). Perform high level network engineering tasks including design, installation, configuration, troubleshooting, research and operations in a large Microsoft Active Directory environment.

Create:

Position	Salary/Grade	Duties
Telecom Engineer II – ESC/Information Technology <i>Annual Budget Impact:</i> \$ 70,500 min.- \$ 105,700 max. <i>Funding Source:</i> 11-0000-2580-501210- 000-000000-603-02-026 Note: To be effective July 1, 2016	BG-10 12 months	Effectively support, administer, and engineer the Cisco voice over IP (VoIP) system to provide continuous, high-quality phone service to the users of the district. This includes the ancillary systems that work in conjunction with the voice system such as Jabber and WebEx.

Create:

Position	Salary/Grade	Duties
Assistance Maintenance Manager-Maintenance <i>Annual Budget Impact:</i> \$ 44,500 min.- \$ 55,600 max. <i>Funding Source:</i> 21-0000-2620-501210- 000-000000-109-01-002 Note: To be effective July 1, 2016	BG-6 12 months	Assist with the supervision and oversight of the Maintenance shops. Understand all aspects of maintenance operations. The Assistant Maintenance Manager will be the primary point of contact for maintenance projects. Projects may include: new facility construction, relocation, renovation, and/or maintenance. The employee will manage multiple assigned projects from award through project closeout. Work cohesively with Bond office, Director of Facilities, Staff, Site Principals, Management, Subcontractors, Suppliers, Engineers, Architects, and Clients to ensure all project requirements are carried out successfully for project work regarding changes in building layout and building infrastructure for projects that fall under the maintenance department.

Create:

Position	Salary/Grade	Duties
HVAC Supervisor-Maintenance <i>Annual Budget Impact:</i> \$ 35,400 min.- \$ 53,000 max. <i>Funding Source:</i> 21-0000-2620-501210- 000-000000-705-01-002 Note: To be effective July 1, 2016	BG-4 12 months	Coordinate projects with other crafts and manage work crews in a manner that promotes a high job completion rate and ensures quality workmanship. The supervisor will assign tasks/ work orders to the employees and specify methods to coordinate the workflow to facilitate completion of all jobs. Must be willing to work outside in all types of weather conditions and follow all safety requirements. Coordinate stock and maintain a running inventory of equipment, supplies, parts, and materials to complete job assignments.

Create:

Position	Salary/Grade	Duties
Executive Director of Educator Effectiveness and Professional Learning-ESC/Talent Management <i>Annual Budget Impact:</i> \$ 93,500min.- \$ 140,300 max. <i>Funding Source:</i> 11-0000-2490-501210- 000-000000-109-xx-xxx Note: To be effective July 1, 2016	XG-1 12 months	Provide leadership and strategic direction to efforts that support the professional growth of educators across the district. Oversee the continued implementation of the district's strategic educator effectiveness and performance management priorities, with a focus on the development and delivery of relevant and aligned professional learning. Lead the development of educator career pathways. Lead a team that is tasked with building the capacity of educators by providing high quality and differentiated professional learning resources and supports so that every student graduates college and career ready.

Create:

Position	Salary/Grade	Duties
Director of Organizational Learning and Equity-ESC/Talent Management <i>Annual Budget Impact:</i> \$ 70,500min.- \$ 105,700 max. <i>Funding Source:</i> 11-0000-xxxx-501210-000-000000-xxx-xx-xxx	BG-10 12 months	Lead the organizational change management function critical for achieving TPS' strategic plan goals with a specific focus on diversity, equity and inclusion. Assist with the provision of expert facilitation and coaching to supervisors and managers regarding change management, performance management and the development of equity teams across the organization. Focus on promoting the assimilation of organizational effectiveness and change management competencies district-wide through education, partnership and consultation.
Note: To be effective July 1, 2016		

Create:

Position	Salary/Grade	Duties
Director of Talent Initiatives-ESC/Talent Management <i>Annual Budget Impact:</i> \$ 79,100min.- \$ 118,700max. <i>Donor Funded</i> <i>Funding Source:</i> 11-xxxx-xxxx-501210-000-000000-xxx-xx-xxx-xxxx	BG-11 12 months	Responsible for planning and implementation of special projects related to talent management. Under the supervision of the Chief Talent Officer, the Program Manager manages and coordinates the implementation of department projects and manages various department-related strategic and operational projects and initiatives. Act as a liaison between the Chief of Talent and her direct reporting management team, aligning execution to goals, removing roadblocks, performing analysis and gathering research to facilitate effective decision-making, and ensuring communication and reporting are happening smoothly and consistently. The Program Manager must maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.
Note: To be effective July 1, 2016		

Create:

Position	Salary/Grade	Duties
Senior Data Strategist-ESC/Data Strategy and Analytics <i>Annual Budget Impact:</i> \$ 63,000min. - \$ 94,000 max. <i>Donor Funded</i> <i>Funding Source:</i> 11-xxxx-xxxx-501210-000-000000-xxx-xx-xxx-xxxx	BG-9 12 months	Work collaboratively with the centralized data team to improve the district's access to quality data analytics reporting. Develop systems tools to improve the end-user experience for all data consumers across the district. Support in the development and guidance of the data team with a focus on creating a learning and high-performing organization. The senior data strategist will work in the areas of data strategy, data management, data analysis, and application/action of data.

**Note: To be effective
July 1, 2016**

Create:

Position	Salary/Grade	Duties
Associate Data Strategist-ESC/Data Strategy and Analytics <i>Annual Budget Impact:</i> \$ 39,600min. - \$ 59,400 max. <i>Donor Funded</i> <i>Funding Source:</i> 11-xxxx-xxxx-501210-000-000000-xxx-xx-xxx-xxxx	BG-5 12 months	Support in the collection, analysis and reporting of district data. Working in a highly collaborative and flexible team, the associate data strategist will have the opportunity serve as a leader on key projects focused on improving data quality and data access to multiple departments. In addition, some projects will involve different aspects of providing analytical capacity to teachers, schools, and central office teams.

**Note: To be effective
July 1, 2016**

Create:

Position	Salary/Grade	Duties
Data Strategist- ESC/Data Strategy and Analytics 3 positions <i>Annual Budget Impact:</i> \$ 150,000min.- \$ 225,000 max. <i>Donor Funded</i> <i>Funding Source:</i> 11-xxxx-xxxx-501210-000- 000000-350-05-xxx-xxxx Note: To be effective July 1, 2016	BG-7 12 months	Work in a highly collaborative and cross-functional setting. Lead and support in moving the district towards using data as a strategic asset across school sites and within the central office. The role will be project based with the focus area shifting from project to project. Support in the implementation of the district's data strategy. Support and direct the district in the management of data and information. Analysis of critical data. Develop and apply data tools in a strategic and intentional way.

Create:

Position	Salary/Grade	Duties
Director of Data Strategy-ESC/ Data Strategy and Analytics <i>Annual Budget Impact:</i> \$ 79,100min.- \$ 118,700max. <i>Donor Funded</i> <i>Funding Source:</i> 11-xxxx-xxxx-501210-000- 000000-xxx-xx-xxx-xxxx Note: To be effective July 1, 2016	BG-11 12 months	Lead the district in the development, adoption and implementation of a comprehensive data strategy aligned the goals and priorities of Destination Excellence. Key duties will include: Implementing data standards to ease the mapping process across platforms, leading the development of a reporting calendar where priority analyses are driven by the district data strategy, and collaborating with other schools to develop a formalized data strategy that facilitates decision-making.

Create:

Position	Salary/Grade	Duties
Instructional Coaches- Wilson/Academic Services 26 positions <i>Annual Budget Impact:</i> \$ 972,062 min.- \$ 1,751,204max. <i>Funding Source:</i> 11-5118-2213-501110- 494-000000-211-05-093- 5118 Note: To be effective July 1, 2016	Teacher's Salary Schedule 200 days	Report to the Co-Directors of Teacher Development, Instructional Coaches will work as part of a portfolio-based Organizational and Professional Learning support team. Approximately eighty percent of the Instructional Coaches' time will be spent at school sites providing collaborative coaching and job-embedded professional learning opportunities to individuals and groups of teachers, in support of the districts instructional priorities. The remainder of the Instructional Coaches' time will be spent, often in collaboration with Curriculum and Instructional staff, on the development and facilitation of district professional learning opportunities, again designed to support the implementation of district instructional priorities.

Create:

Position	Salary/Grade	Duties
Transportation RQ Supervisor- Transportation <i>Annual Budget Impact:</i> \$ 28,000min.- \$ 42,000 max. <i>Funding Source:</i> 11-0000-2720-501210- 000-000000-609-03-003 Note: To be effective July 1, 2016	BG-2 12 months	Under direct supervision, reviews and books all activity requests. Receive incoming RQ service calls on a daily basis. Communicates with districts/schools in an effort to provide the best activity transportation possible. Develop and submit billing to appropriate groups. Tracks and chases outstanding invoices, performs year-end closings

Create:

Position	Salary/Grade	Duties
Transportation Supervisor-Transportation 4 positions <i>Annual Budget Impact:</i> \$ 112,000min.- \$ 168,000 max. <i>Funding Source:</i> 11-0000-2720-501210- 000-000000-xxx-03-003 Note: To be effective July 1, 2016	BG-2 12 months	Under independent direction, performs a wide variety of critical and essential duties, plan, direct, communicate, and supervise all drivers, office personnel in day to day operations insuring complete customer satisfaction. Represent District to its customers and the public in a professional, courteous and serving manner. Handle problems concerning customers, students, parents, officials, and employees in a timely manner.

Create:

Position	Salary/Grade	Duties
Road Supervisor-Transportation <i>Annual Budget Impact:</i> \$ 25,563 min.- \$ 34,237 max. <i>Funding Source:</i> 11-0000-2720-501210- 000-000000-xxx-03-003 Note: To be effective July 1, 2016	MT-9 \$12.29/hr. to \$16.46/hr. 12 months	Perform a wide variety of critical and essential safety & Customer Service duties, to include assisting during emergency and non-emergency transportation events, addressing immediate transportation challenges such as driver issues, parent/community concerns. Responsible for providing road observations/check rides working with managers, staff, drivers on route investigations, student behavior issues, accident investigations, etc. Attends IEP meetings when necessary.

Create:

Position	Salary/Grade	Duties
Transportation Communication Specialist-Transportation 3 positions <i>Annual Budget Impact:</i> \$ 80,184 min.- \$ 35,942 max. <i>Funding Source:</i> 11-0000-2720-501210- 000-000000-xxx-03-003 Note: To be effective July 1, 2016	TS-5 \$12.85/hr. to \$17.28/hr. 12 months	Perform a wide variety of critical and essential communications and customer service duties, to include receiving emergency and non-emergency transportation calls for assistance, addressing immediate transportation challenges such as bus breakdowns, service issues, trip issues, driver issues, parent/community concerns either by phone and radio.

Create:

Position	Salary/Grade	Duties
Routing Specialist-Transportation 2 positions <i>Annual Budget Impact:</i> \$ 51,102min.- \$ 68,474 max. <i>Funding Source:</i> 11-0000-2720-501210- 000-000000-xxx-03-003 Note: To be effective July 1, 2016	TS-4 \$12.26/hr. to \$16.46/hr. 12 months	Under direct supervision create safe and efficient routes. Using available information that includes electronic routing tools to create safe school routes indicating passenger pick-up and drop-off points which maximize efficiency while ensuring safe timely transportation. Coordinate route changes. Maintain communications with school in an effort to provide timely transportation service for all the schools' needs.

Create:

Position	Salary/Grade	Duties
<p>Transportation Clerk- Transportation</p> <p><i>Annual Budget Impact:</i> \$ 21,195min.- \$ 28,226 max.</p> <p><i>Funding Source:</i> 11-0000-2720-501210- 000-000000-609-03-003</p> <p>Note: To be effective July 1, 2016</p>	<p>CA-5 \$10.19/hr. to \$13.57/hr. 12 months</p>	<p>Serve as the assistant to the manager with minimal direction. Prepare reports, meeting agendas, and other documents as required. Assist in handling various aspects of the departmental budget.</p>

Supporting Information – Item F

RECOMMENDATION: Approve title and department changes relating to the reorganization plan and realignment of positions.

RATIONALE: The title and department changes are reflective of the reorganization recommended for the 2016-2017 school year. All titles are effective July 1, 2016. There are no changes in salary or duties for the listed positions.

Title and Department Changes

Current Department	Current Title	New Department	New Title
Academic Services	Executive Director Curriculum and Instruction	Teaching and Learning	Executive Director of Teaching and Learning
Academic Services	Title III Administrator	Teaching and Learning	Director of English Language Development
Academic Services	Director of College and Career Readiness	Teaching and Learning	Director of Secondary Pathways
Accountability	Accountability Coordinator	Office of Enrollment and Student Information	Enrollment and Student Information Coordinator
Accountability	Accountability Registrar	Office of Enrollment and Student Information	Enrollment and Student Information Registrar
Accountability	Accountability School Improvement Partners	Office of Enrollment and Student Information	Enrollment and Student Information Partner
Accountability	Accountability Specialist	Data Strategy and Analytics	Assessment Specialist
Accountability	Accountability Specialist/ Registrar	Office of Enrollment and Student Information	Enrollment Specialist/Registrar

Title and Department Changes - Continued

Current Department	Current Title	New Department	New Title
Accountability	District Assessment Coordinator	Data Strategy and Analytics	Assessment Coordinator
Accountability	Executive Director Accountability	Office of Enrollment and Student Information	Executive Director of Enrollment and Student Information
Campus Police	Police Officer	Campus Police	Police Service Coordinator
Federal Programs	Title I Administrator	Federal Programs	School Support Partner
Human Capital	Human Capital Partner	Talent Management	Talent Management Partner
Human Capital	Human Capital Substitute Specialist	Talent Management	Substitute Specialist
Human Capital	Lead HC Partner	Talent Management	Director of School Talent Management
Human Capital	Human Capital Specialist	Talent Management	Talent Specialist
Human Capital	Executive Director - Human Capital	Talent Management	Executive Director of Talent Management
Human Capital	Chief Human Capital Officer	Talent Management	Chief Talent Officer
IT	Help Desk Level I Tech	IT	Service Desk Analyst I
IT	Computer Operator II	IT	Service Desk Analyst II
IT	Help Desk Level II Tech	IT	Service Desk Analyst II
Professional Learning	Director - Teacher Development	Talent Management	Director of Professional Learning

Title and Department Changes - Continued

Current Department	Current Title	New Department	New Title
Professional Learning	Director - Teacher Development	Talent Management	Director of New Teacher Support
Special Education	SEAS Coordinator	Special Education	Special Education Technology Supervisor
Special Education	Executive Director of Special Services	Special Education	Executive Director of Special Education
Materials Management	Inventory Analyst	Materials Management	Senior Purchasing AP Tech
Materials Management	Systems Manager/Tech Buyer	Materials Management	Buyer/Systems Administrator
Student & Family Support Services	Non-Certified Social Services Specialist Worker	Student and Family Support Services	Social Services Specialist - Site Level
Student & Family Support Services	Non-Certified Social Services Specialist Worker	Student and Family Support Services	Social Services Specialist - Network Level
TLE	Teacher and Leader Effectiveness Project Specialist	Talent Management	Talent Project Specialist
Deputy Superintendent	Project Coordinator	General Counsel	Policy and Advocacy Coordinator