

# Agenda Request Form

## Cherokee County School District

Meeting Date
April 18, 2019

Agenda Item Number
I-1

Title
Proposed Modification to the Superintendent's Organizational Chart for SY2019-20 & SY2020-21
Requested Action
School Board Consideration of Superintendent's Recommendation for Approval of Proposed Modification to the Superintendent's Organizational Chart for SY2019-20 & SY2020-21
Summary Explanation and Background
<p>To enhance districtwide capacity and accountability as it relates to researching best practices surrounding student learning, instruction and testing, the Superintendent is recommending approval of a redefined leadership position responsible for identifying, supporting and communicating research in this critical area of responsibility. The previously approved Superintendent's Organizational Chart for SY2019-20 &amp; SY2020-21 contains the following proposed change: reclassification and realignment of the Coordinator of Assessment position (within the Office of Curriculum and Instruction) to become the Supervisor of Research Services (within the Office of Technology and Information Services).</p>
Major System Priority
Increasing Accountability
Financial Impact
N/A
Exhibits: (List)
Proposed Modified Organizational Chart; Job Description for Supervisor of Research and Testing

Board Action
<i>(For Official School Board Records Only)</i>

Source of Additional Information				
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Dr. Brian V. Hightower</td> <td style="text-align: right;">770.479.1871</td> </tr> <tr> <td>Secondary Contact Person</td> <td style="text-align: right;">770.479.1871</td> </tr> </table>	Dr. Brian V. Hightower	770.479.1871	Secondary Contact Person	770.479.1871
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### OFFICE OF THE SUPERINTENDENT OF SCHOOLS

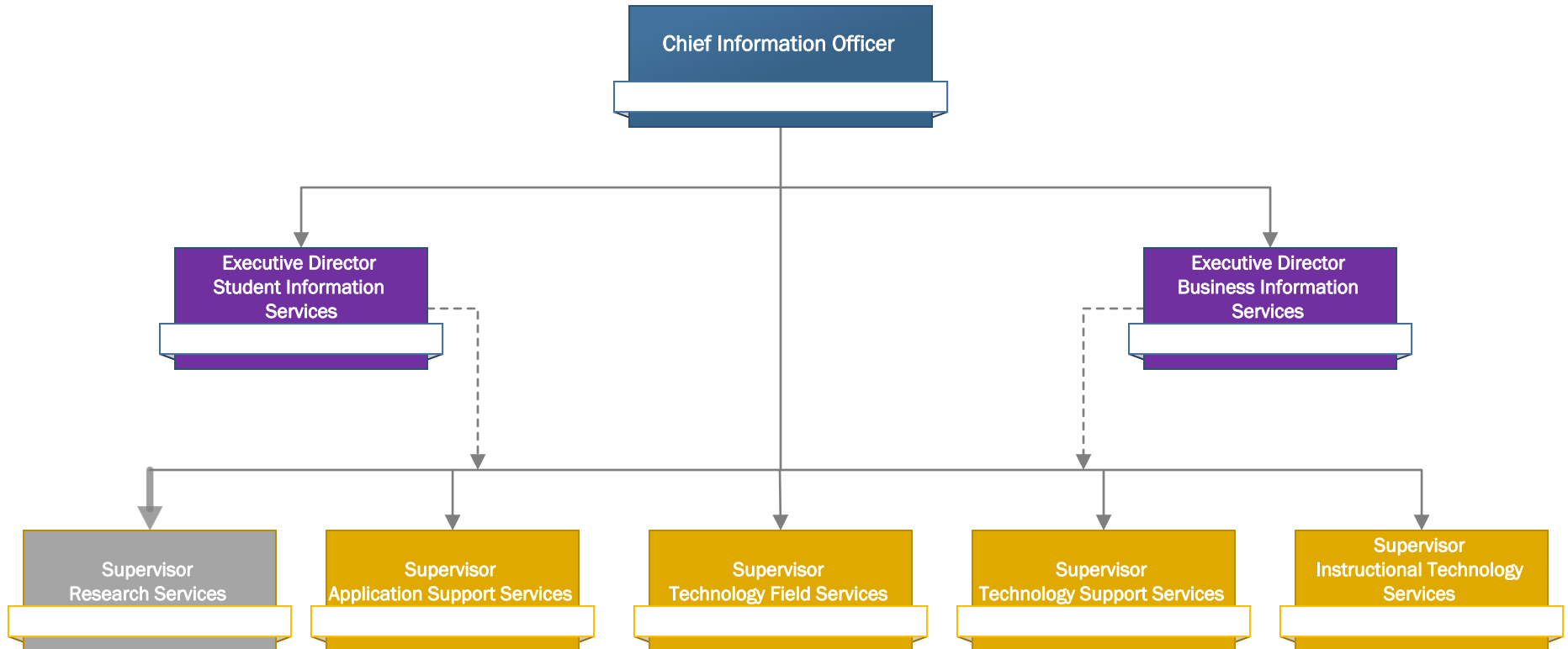
Approved in Open Board Meeting on: \_\_\_\_\_ (Date)

By: \_\_\_\_\_ (School Board Chairman)

# Division of Curriculum and Instruction



# Division of Technology and Information Services



# CHEROKEE COUNTY SCHOOL DISTRICT

## Job Description

Position Title:	<b>Supervisor, Research Services</b>	Code:	6C.045
Division Department:	Technology and Information Services	Evaluation Instrument:	JPEI-1
Pay Grade:	Supervisor	Pay Type:	Salaried – Exempt
		Retirement:	TRS
Contract Work Year:	235 Days		
Reports to:	Chief Information Officer		
<b>MINIMUM QUALIFICATIONS</b>			
B.A. degree or higher with proper certification as required by the Professional Standards Commission. Minimum of three years’ experience in planning, administration, statistics or a related field. One year supervisory or administrative experience preferred. Strong computer skills and research knowledge required.			
<b>GOAL</b>			
Provide research services necessary to meet the Major System Priorities and accomplish objectives to improve student achievement and increased school effectiveness.			
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Organize the process of systematic gathering of information for appropriate planning and decision-making.</li> <li><input type="checkbox"/> Maintain integrity with the collection, management and, security of student/family data to ensure no Personally Identifiable Information is compromised.</li> <li><input type="checkbox"/> Assist with annual district-wide summarizations of database information.</li> <li><input type="checkbox"/> Coordinate reporting of research on school practice on assigned projects.</li> <li><input type="checkbox"/> Provide comparative studies and assist with special research projects as requested.</li> <li><input type="checkbox"/> Maintain partnerships with research organizations and stay abreast of progress and innovations in the private sector related to student achievement and increased school effectiveness.</li> <li><input type="checkbox"/> Use research tools to identify grant funding opportunities and new program areas to match District priorities and focus.</li> <li><input type="checkbox"/> Serve on college research boards, educational agency councils, research review committees and other research projects as assigned, and report and facilitate discussions on research results, analysis of findings and recommendations.</li> <li><input type="checkbox"/> Consult regularly with the Chief Information Officer for planning and coordinating projects, assigning priorities, acquiring product, special tasks, and matters of significance.</li> <li><input type="checkbox"/> Consult with project staff, Division of Financial Services, grant partners, etc. to interpret grant requirements, selection criterion, budgets, etc.</li> <li><input type="checkbox"/> Establish partnerships for special district projects with other appropriate administrative staff to achieve project objectives.</li> <li><input type="checkbox"/> Assist with evaluating new products and services for district usage.</li> <li><input type="checkbox"/> Lead effective planning, implementation and monitoring of budgets for assigned projects to support primary functions of the Division of Technology and Information Services.</li> <li><input type="checkbox"/> Prepare and monitor expenses to budget for related supplies and materials.</li> <li><input type="checkbox"/> Provide comprehensive and timely reporting to the Chief Information Officer on assigned duties and responsibilities and special projects.</li> <li><input type="checkbox"/> Participate in educational associations, seminars and workshops to stay current with required job duties and responsibilities.</li> <li><input type="checkbox"/> Serve as a resource for the development and delivery of professional training for specialized areas of district need.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.</li> <li><input type="checkbox"/> Participate in training programs to increase skills and proficiency related to assignments.</li> <li><input type="checkbox"/> Review current developments, literature and technical sources of information related to job responsibilities.</li> <li><input type="checkbox"/> Ensure adherence to good safety procedures.</li> <li><input type="checkbox"/> Follow federal and state laws, as well as School Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul>			

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<b>IMPORTANT NOTES</b>			
<b>ESSENTIAL DUTIES</b>			
<p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p>			
<b>MINIMUM REQUIREMENTS</b>			
<p>In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.</p>			
<b>Fringe Benefits</b>			
<p>FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.</p>			
Adopted:	<u>July 2019</u>		
Revised:			