

Hardee County School Board Agenda Analysis



22.02

Author:

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Date:

June 8, 2016

Subject:

"Grandfathered" salary schedule for FY 2015-16- amendment #1

Background Information:

On December 10, 2015, the Board approved the "Grandfathered" salary schedule for 2015-16.

Todd Markel, IT Coordinator, requested that a new pay rank 106 IT Tech Support II be added to our salary schedule to bridge the gap between IT Tech Support (starting pay \$26,963) and Tech Support Manager (starting pay \$36,187). Mr. Markel's justification for the new IT Tech Support II pay rank is as follows: *The IT Tech Support II position will fill a gap we currently have in the existing salary schedules. This will allow for a better career progression for staff who are willing and able to handle increased responsibilities and who want to further develop as tech support staff. This position will potentially allow us to better retain critical IT support employees.*

Teresa Hall, Director of ESE and Student Services, requested that a new pay rank 107 Certified Occupational Therapy Assistant be added to our salary schedule. Mrs. Hall's justification for the new COTA pay rank is as follows: *The addition of the Certified Occupational Therapy Assistant (COTA) to the salary schedule is needed to allow the ESE department to provide services for students with disabilities through a certified/licensed school board employee versus more expensive contracted service.*

The job descriptions for the respective pay ranks are attached.

Administrative Consideration:

State Board of Education Rule 6A-1.052. Each school board shall annually adopt a schedule for employees of the district school system. The schedule shall be the sole instrument used in determining the compensation for employees of the board.

Fiscal Impact:

If an IT Tech Support employee on step 4 (\$28,157) is promoted to IT Tech Support II (step 0 \$32,500), the additional pay will be \$4,343 from the General Fund.

During 2015-16, we paid Sunbelt Staffing \$56,600 for a contracted certified occupational therapy assistant. Salary and benefits for a COTA employee (assume 5 years' experience) will total \$50,675. The COTA position will continue to be paid from Federal IDEA funds.

Proposed Recommendation to School Board:

Recommend approval "Grandfathered" salary schedule for FY 2015-16- amendment #1

Action Required:

Action agenda

Hardee County School Board
Salary Schedule
FY 2015-16

STEP	RANK 102	RANK 103	RANK 104	RANK 105	RANK 106	RANK 107
	\$16,533	\$9,064	\$9,888	\$10,712	\$32,500	\$33,000
1	\$16,938	\$9,081	\$9,906	\$10,732	\$33,000	\$33,550
2	\$17,366	\$9,297	\$10,143	\$10,988	\$33,500	\$34,100
3	\$17,875	\$9,499	\$10,363	\$11,226	\$34,000	\$34,650
4	\$18,354	\$9,746	\$10,632	\$11,518	\$34,500	\$35,200
5	\$18,859	\$10,005	\$10,914	\$11,824	\$35,000	\$35,750
6	\$19,388	\$10,252	\$11,184	\$12,116	\$35,500	\$36,300
7	\$19,942	\$10,509	\$11,465	\$12,420	\$36,000	\$36,850
8	\$20,518	\$10,812	\$11,795	\$12,778	\$36,500	\$37,400
9	\$21,121	\$11,116	\$12,127	\$13,137	\$37,000	\$37,950
10	\$21,748	\$11,404	\$12,441	\$13,478	\$37,500	\$38,500
11	\$22,394	\$11,694	\$12,757	\$13,820	\$38,000	\$39,050
12	\$23,070	\$12,011	\$13,103	\$14,195	\$38,500	\$39,600
13	\$23,770	\$12,300	\$13,418	\$14,537	\$39,000	\$40,150
14	\$24,493	\$12,588	\$13,733	\$14,877	\$39,500	\$40,700
15	\$25,240	\$12,891	\$14,063	\$15,235	\$40,000	\$41,250
16	\$26,010	\$13,353	\$14,567	\$15,781	\$40,500	\$41,800
17-19	\$29,479	\$14,967	\$16,328	\$17,689	\$41,000	\$42,350
20-24	\$31,252	\$15,225	\$16,609	\$17,993	\$41,500	\$42,900
25+	\$31,799	\$15,492	\$16,900	\$18,308	\$42,000	\$43,450

PAY RANK 102 BUS DRIVER (10 months, 180 days, 7 hours per day)

PAY RANK 103 SCHOOL BUS TUTOR (10 months, 180 days, 5.5 hours per day)

PAY RANK 104 SCHOOL BUS TUTOR (10 months, 180 days, 6 hours per day)

PAY RANK 105 SCHOOL BUS TUTOR (10 months, 180 days, 6.5 hours per day)

PAY RANK 106 IT TECH SUPPORT II (12 months, 261 days, 8 hours per day)

PAY RANK 107 CERTIFIED OCCUPATIONAL THERAPY ASST. (10 months, 196 days, 7.5 hours per day)

BENEFITS:

- 1) **INSURANCE:** The Board contributes an average of \$9,144 per eligible employee for Board-approved medical and ancillary insurance for eligible employees and dependents.
- 2) **FLORIDA RETIREMENT SYSTEM**
- 3) **SOCIAL SECURITY**
- 4) **SICK LEAVE:** According to Board Policy
- 5) **VACATION LEAVE:** According to Board Policy

BONUS- a one-time payment of \$1,200 to eligible employees

BOARD ACTION

6/23/16

Approved

SCHOOL DISTRICT OF HARDEE COUNTY

MIS Tech Support 2

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Graduation from technical school, 2 year degree or equivalent expertise / experience preferred.
- (3) Industry standard technical certifications preferred.
- (4) Four (4) years successful experience in technology support.
- (5) Successful experience with network support, end user helpdesk support, with emphasis in customer service.
- (6) Valid Florida Driver's license.
- (7) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Advanced or evolving troubleshooting skills to provide accurate and fast network repairs utilizing a variety of tools. Ability to work under pressure with minimal supervision on multiple projects simultaneously. Familiarity of industry standards in networking software and hardware. Familiarity with many operating systems and network server operating systems. Ability to communicate orally and in writing. Ability to stay on task and follow directions related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work efficiently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to communicate in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

IT / MIS Coordinator or Director

JOB GOAL

To support staff, networks, hardware, equipment and software used in the performance of the instructional and administrative functions for the school district.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Investigate and solve equipment and software problems.
- *(2) Install, configure, and upgrade computer hardware and attached peripherals, network operating systems, other software, and associated cabling and wiring.
- *(3) Troubleshoot end-user problems supporting work stations and network servers of varying platforms.

MIS Tech Support 2 (Continued)

- *(4) Provide hardware, software, and network training and support to school and department staff.
- *(5) Support and maintain software and hardware for all schools, departments and networks.
- *(6) Install, maintain and use network monitoring and network analyzing tools.

BOARD ACTION

6/23/16
Approved

- *(7) Maintain documentation relating to network design and changes, and support tickets.
- *(8) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- *(12) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- *(13) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(14) Ensure adherence to good safety standards.
- *(15) Maintain confidentiality regarding school/workplace matters.
- *(16) Model and maintain high ethical standards.
- *(17) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(18) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(19) Keep abreast of current technology in distributed computer and networking systems.

Inter/Intra-Agency Communication and Delivery

- *(20) Exercise service orientation when working with others.
- *(21) Keep supervisor informed of potential problems or unusual events.
- *(22) Use effective, positive interpersonal communication skills.
- *(23) Respond to inquiries and concerns in a timely manner.
- *(24) Serve on school/district committees as required or appropriate.
- *(25) Serve as data communications liaison with schools, departments, vendors and service providers.

System Support

- *(26) Exhibit interpersonal skills to work as an effective team member.
 - *(27) Follow federal and state laws as well as School Board policies, rules and regulations.
 - *(28) Demonstrate support for the school district and its goals and priorities.
 - *(29) Demonstrate initiative in identifying potential problems or opportunities for improvement.
 - *(30) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
 - *(31) Participate in cross-training activities as required.
- Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

MIS Tech Support 2 (Continued)

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF HARDEE COUNTY

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

JOB DESCRIPTION

QUALIFICATIONS:

1. Ability to make minor decisions with minimal supervision in accordance with established procedures.
2. Valid Florida Licensure as a COTA from the State of Florida
3. Experience working with students with special needs preferred.
4. Computer proficiency preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of technological applications as related to specific job functions.
- Knowledge of Federal, State and Local Laws and Policies as they pertain to Occupational Therapy.
- Ability to write and communicate at a professional level.
- Ability to work in a classroom setting; establish and maintain working relationships with staff, support personnel, counselors, principals, parents, medical personnel and students.
- Ability to maintain confidentiality.
- Knowledge of required documentation of student progress report procedures.
- Ability to plan and conduct inservice activities.
- Ability to collaborate with supervising therapist and educational team to prepare and implement Individual Education Plans and evaluation reports.

REPORTS TO:

Director of Exceptional Student Education & Student Services

JOB GOAL

The COTA provides unique therapeutic services to enhance the goals and objectives of eligible students. The COTA is primarily responsible for implementing the therapeutic program prescribed by the occupational therapist.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Promote independence in activities of daily living (including dressing and feeding) through problem solving, suggesting adaptations and observation of the student.
- *(2) Observe, problem solve and suggest positioning techniques to enhance educational participation and maximize function.
- *(3) Consult and assist classroom staff through gathering and sharing information at team meetings when requested. Discuss and exchange information about the students assigned with the occupational therapist.
- *(4) Utilize task analysis to suggest techniques to the educational team with regard to feeding, activities of daily living, pre-writing, pre-cutting, and other skills needed for school performance. Implement the individualized/small group therapeutic program prescribed by the occupational therapist based on goals and objectives.

EXAMINATION

6/23/16

Approved

- * (5) Collaborate with colleagues and parents in order to share information and expertise to plan and implement effective student programs.
- * (6) Assist occupational therapist in determining extent to which goals and objectives are being met by collecting and maintaining data on individual student goals.
- * (7) Collaborate with OT regarding goals, attend and participate in IEP meetings.
- * (8) Maintains required policies in regard to matters of confidentiality concerning personal information about students.
- * (9) Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student needs.
- * (10) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- * (11) Fulfill professional responsibilities.
- * (12) Perform other incidental tasks consistent with the goals and objectives of this position.
- (13) Performs other such duties as assigned by the Director of Exceptional Student Education program, the Superintendent of School, or the Board.

* Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

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