

Human Resources Committee

Tuesday, November 9, 2010

Members Present: John Christie, David Hillman, Linda Winker (Chair), Alan Hawkins, Pauline Aportria

Other Present: Janet Hoskin

The Human Resources Committee met on November 9, 2010, at 7:30 AM in the Jordan Conference Room. Janet Hoskin presented four job descriptions for Community Services for consideration. The first of these was the job description for Youth Program Coordinator. Janet recommended changes to the Performance Responsibilities portion which would eliminate the designing and implementing of youth programs, re-phrase the payroll responsibilities and re-word language regarding coordination of the Birthday Bash requests. The final change is to change the verbiage under Terms of Employment to be consistent with the district job descriptions. The Committee members recommend approval of the changes as submitted.

The second job description presented was Adult Programs Coordinator. Janet recommended revisions to include Special Knowledge and Skills verbiage to incorporate behaviors and CPA/First Aid certification; under Experience there is the addition of programming and supervisory experience, and under Terms of Employment the verbiage was revised to maintain consistency with other job descriptions throughout the district. The Committee recommends Board approval of the description with revisions. Janet then presented a new job description for Administrative Clerk. The Committee reviewed the job description presented and recommended a clarifying language to Performance Responsibilities, item 4, and to add Work Hours under the section for Terms of employment. The Committee recommends Board approval of the job description with the stated revisions.

The fourth job description presented for discussion was Administrative Assistant to the Community Service Director. This job description was developed two years ago but was never formalized by Board approval. The Committee reviewed the materials presented and recommended a change under the section for Terms of Employment to include Compensation and Work Hours in accordance with recommendation established by the Superintendent and Business Manager. This revision is consistent with the other district job descriptions.

The Committee began discussion on the Superintendent job description as requested by the Board. John had asked if it would be appropriate for the revisions to align with the Superintendent Evaluation form used by the Board to maintain consistency or if the Human Resources Committee should consider revision of the Evaluation form to align the essential responsibilities and duties incorporated in the job description. Linda and Alan suggested that the committee consider this as an agenda topic at a future committee meeting.

David presented a copy of the current job description with suggested revisions for the Committee members to review. The members began review of the existing job

description and began to discuss the suggested revisions presented. The committee suggested that the “or certifiable” under item 1, Education/Certification be stricken and that “preferred” be added to item 2 of this section. Under the section for Special knowledge and skill, the committee discussed removing Maine from item 1 since we no longer use the standard of the Maine Learning Results. In item 2, it was suggested that “school” be added to maintain consistency with the districts other job descriptions. The committee began to review the Job Goal Section of the first page but due to other obligations on the part of the members, the discussed was tabled for a continuation of the discussion by the new members of the committee.

The meeting adjourned at 8:40 AM.