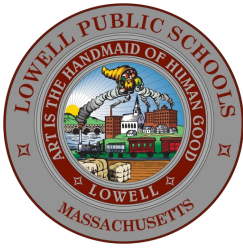


LOWELL PUBLIC SCHOOLS

Equity and Empowerment Office
155 Merrimack Street
Lowell, Massachusetts 08152

Phone: (978) 674-4326
Fax: (978) 937-7609
E-mail: lphillips@lowell.k12.ma.us



To: Liam Skinner, Interim Superintendent of Schools
From: Latifah Phillips, Chief Equity and Engagement Officer
Date: Sept 15, 2023
Re: New Job Descriptions

Attached please find two job descriptions I am recommending for review at the upcoming School Committee meeting or at a Personnel Sub-committee meeting. The first job description is for a full-time transportation liaison and the second is for an Assistant FRC Coordinator/High School & PreK Specialist.

There is currently a staff person hired in the part-time transportation liaison position that was created two years ago to coordinate transportation of McKinney Vento students. Under the federal McKinney Vento law, students who have been identified for homeless student services have additional eligibility for transportation services that fall outside of the district's transportation policy. With the current MKV population exceeding 11% of the student population, the demand for transportation services has increased. Thus, I am recommending that this part-time job description be transitioned to a full-time position given that the funding has already been accounted for in the 2023-24 district budget.

The second position, Assistant FRC Coordinator, is a new position to support the general operations of the school assignment process in addition to being the designated coordinator for high school and pre-K placement. Both of these processes have additional requirements outside of the general school assignment process and the proposed Assistant Coordinator position fulfills a recommendation of the 2022 FRC audit to "hire additional staffing to support FRC and enrollment at the high school". Currently, the part-time retired staff person who was designated to support the high school enrollment process resigned this week. In lieu of replacing this important role in a part-time position, I am recommending the approval of an Assistant FRC Coordinator position to take on this role in addition to supporting the general operations of the FRC.