



# Lincoln Public Schools

BALLFIELD ROAD  
LINCOLN, MA 01773  
781-259-9400 • FAX: 781-259-9246

## **Title Change:** Director of Educational Operations and Technology

**Rationale:** Director of Technology does not adequately capture the breadth of responsibilities that fall under this role. Director of Technology conjures up images of responsibility for procurement, distribution, and management of devices and software and all that accompanies the use of technology. However, in our district the role is much more of an educational systems director who creates and manages the systems needed to carry out learning, assessment, and other district-wide processes that rely on technology, data collection, and/or data analysis. This includes use of our student and staff information systems and all state reporting of information. In addition, this role has a large instructional component as the primary supervisor and evaluator of the Instructional Technology Specialists and Library/Media Specialists as well as supporting all educators in their use of technology.

This brief description falls miles short of fully illustrating the range of tasks and responsibilities that fall to this role. For example, coordinator of district COVID testing programs. Oversight of theatrical systems, public address systems, lighting systems, etc. in our construction projects and operations when the schools open.

**No changes to job description at this time.**



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## **Title Change: METCO Director & AIDE Coordinator**

### **Rationale:**

The title of METCO Director does not accurately or fully reflect the responsibilities as outlined in the job description. When the METCO Director position was increased to a 1.0 FTE in 2019, the responsibilities were enhanced to include diversity, equity, and inclusion work, but the title was not updated. This title change request is being made to update the title to accurately reflect the fullness of the METCO Director job responsibilities and align the title with the actual work being completed.

### **Updates to Duties (to be incorporated into the job description):**

The METCO Director & AIDE Coordinator is responsible for providing a high-quality educational experience for Boston students, while also partnering with community and school organizations to develop integrated enrichment opportunities that encourage community building. The Director & AIDE Coordinator not only works with Boston students, but is called upon to support Hanscom and Lincoln resident students/families of color. The Hanscom campus does not have a METCO program, but the Director & AIDE Coordinator supports faculty and staff (on an adhoc basis) with issues related to AIDE. The Director & AIDE Coordinator has been committed to participating in parent organizations and town groups in order to advance the AIDE work in the community and ensure that there is alignment with District strategic priorities. The Director & AIDE Coordinator works in collaboration with the Assistant Superintendent to plan professional development opportunities for staff, provide strategic leadership in the area of AIDE, and recommend adjustments to systems, practices, and trainings in order to promote AIDE



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## **Title Change:** Principal for Early Childhood Programs

**Rationale:** The role of the Preschool Coordinator is complex. It entails being fully responsible for the district preschool programming and operations in the same ways that principals are responsible for their school buildings. In addition, the coordinator serves as a special education coordinator conducting home visits for early intervention services, chairing IEP meetings and carrying out all special education processes on the Lincoln and Hanscom campuses. While the number of students in our preschool programs are less than in our K-8 schools, the roles and responsibilities required of this position are broader.

The title change helps to recognize the responsibility that accompanies this position and where it resides in the organizational chart of administrator positions. Along with the title change, the number of days worked per year has been increased by five days to provide adequate time and compensation to fully carry out the requirements of the position.