

Memo

To: Dave Rogers

From: Kirsten Myers

Date: April 28, 2026

Re: Title Revision and Reclassification

After reflecting on the current job description and the scope of responsibilities associated with this role, including supervision of approximately 85 staff members and program coordinators for Deaf and Hard of Hearing (DHH), we are recommending a revision to both the title and classification of the position.

Specifically, we recommend changing the title from *Supervisor of Low Incidence* to *Low Incidence Program Administrator* and reclassifying the position to a Grade 9, 215-day contract.

This recommendation is grounded in both the scope of the role and historical context. Previously, the Supervisor of Low Incidence position was aligned in grade and step schedule with center-based program principals. Since that time, the Board has supported reclassifying center program principals to Grade 9. Given the comparable level of responsibility, leadership expectations, and system impact, it is appropriate to revisit the classification of this role.

After further consideration and review, we believe that aligning this position to Grade 9 and adjusting the title to *Low Incidence Program Administrator* more accurately reflects the level of leadership, oversight, and programmatic responsibility required.