

**Memorandum of Understanding  
Between  
the Mead School District and  
the Mead Education Association**

This Memorandum of Understanding sets forth the following understanding between the Mead Education Association and Mead School District #354. This agreement shall not be considered precedent setting by either party.

For the 2022/2023 school year the following teachers will assume the additional responsibility of serving as Program Directors at Mead Learning Options. Compensation for each Program Director, to be paid by Supplemental Contract, is also set forth below. A list of program director responsibilities/expectations and the typical duties for each position are attached.

Ginny Cronin – North Star Program Director (\$11,976)


Tracy Taitch – Five Mile Prairie Elem/Outdoor Program Director (\$10,633)

Kerrie Rowland – Five Mile Prairie Sec/Aspire/Virtual Program Director (\$10,633)

Serving as a Program Director, as set forth above, is for the 2022/2023 year only. Continuation of one or more of these positions will be made by the district on an annual basis and, if a position is to be continued for another year, the responsibility stipend will be determined through the Labor Management process and documented with a Memorandum of Understanding.

Date: 1/24/22

  
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Toby Doolittle, President  
Mead Education Association

  
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Shawn Woodward, Superintendent  
Mead School District #354

## **Mead Learning Options Program Director Expectations**

**Time frame for this work:** 2022 - 2023 Academic school year

### **Programs Impacted:**

- Five Mile Elementary
- North Star
- Mead Outdoor School
- Five Mile Secondary
- Mead Virtual Program
- Guided Student Learning

**Students served:** approximately 650

**Primary Duties:** The program director is the initial contact person for the designated program(s). Through communication with the principal in his/her absence, acts as the principal designee. This position is responsible for using professional judgment in matters of student safety, including acting as first-on site responder in a crisis situation; and providing direct support to staff and students for matters of student discipline, family issues and inquiries, and staff needs.

### **Additional duties:**

#### **With the ongoing consultation and approval of the principal:**

- With support from staff, build the schedule for students
- With support from staff, build and revise the program-specific calendar as needed.
- Support the certificated teachers in the creation of completed initial WSLPs each year.
- Provide leadership in program focus, design, and development on a yearly basis that is compliant with state law and serves the needs of Mead School District families.
- Facilitate implementation of the program within budgetary restrictions and guidelines
- Interview and screen all potential incoming families
- Provide guidance and training to staff to select curriculum materials as per program requirements, and facilitate the ordering of curriculum materials.
- Stay abreast of all ed laws and review practices for alignment.
- Plan and run regular program-specific staff and PLC meetings
- Meet with office staff periodically to collaborate on program issues.
- Meet with the principal weekly to collaborate on school wide and program specific issues.
- Meet with other program directors regularly to align programs and provide support.
- Recruit, interview, recommend to hire, train and direct LDEs.
- Communicate with families regularly on program-specific issues.
- Serve as liaison with personnel from other programs and cooperating organizations as needed
- Participate in the management of site-specific issues