

Central Nine Career Center
Greenwood, Indiana 46143
MEMORANDUM

TO: Central Nine Career Center Governing Board
FROM: Michelle Davis, Director of Adult Education
DATE: 05-02-22
SUBJ: Executive Summary – Add Part time IT/Data/Security position to Adult Education

Adult Education part-time IT Position \$17.00 - \$20.00 per hour range for AE 22-23 program year. **Pay is sustainable by Adult Education Grant funding.**

This position will focus on assisting AE staff and students in the IT/Data/Security realms. This will be an afternoon/evening position ranging from 18-24 hours per week, Monday – Thursday evenings. I would like to begin the process of being able to post the job. This position will be evaluated at the year end and will be on a year by year basis determined by the future grant funding.

The position will be a non-certified position that would work 46 weeks per year as it relates to the Central 9 AE school calendar.

Contributing factors: The Adult Education class schedule operates on a 46 week fiscal year due to the State of Indiana DWD adult education guidelines. To help maintain consistency and success in the afternoon and evening classes of HSE, ELL, IETs, WEIs, IELCE and support of Adult Education.