



DATE: October 18, 2023
TO: Board of Education
FROM: Mrs. Kerstin Kramer, Superintendent Chief Learning Officer
SUBJECT: Approve Proposed Job Description for Director of Educational Services
PRESENTED BY: Michael Shepherd, Executive Director of Human Resources

ACTION REQUESTED

Approve Proposed Job Description for Director of Educational Services

BACKGROUND INFORMATION

The current Coordinator of Curriculum Instruction and Assessment position is being revised to a Director level position to reflect the expanded responsibilities that this position has taken on in response to the growing needs of the Educational Services department.

RESOURCES REQUIRED:

General Fund

PREPARED BY: Cindi Friedli, Confidential Administrative Assistant for Mike Shepherd,
Executive Director of Human Resources

Attachment: Draft Job Description