



DATE: February 5, 2025

TO: Board of Education

FROM: Mrs. Kerstin Kramer, Superintendent Chief Learning Officer

SUBJECT: Approve Proposed Revisions to the Job Description for Director of Fiscal Services

PRESENTED BY: Mike Shepherd, Executive Director of Human Resources

ACTION REQUESTED

Approve the proposed revisions to the job description for Director of Fiscal Services.

BACKGROUND INFORMATION

The proposed revisions to the Director of Fiscal Services are being presented to the Board of Trustees with minor edits, updating the title of the supervisor, and minor grammatical error edits.

RESOURCES REQUIRED: N/A

PREPARED BY: Tichelle Criswell, Confidential Administrative Assistant, for Mike Shepherd,
Executive Director of Human Resources

Attachments: Compared Job Descriptions