



DATE: December 13, 2023
TO: Board of Education
FROM: Mrs. Kerstin Kramer, Superintendent Chief Learning Officer
SUBJECT: Approve Proposed Revisions Job Description Receptionist – District Office
PRESENTED BY: Michael Shepherd, Executive Director of Human Resources

ACTION REQUESTED

Approve the proposed revisions to the Receptionist – District Office job description.

BACKGROUND INFORMATION

The classified job description for the Receptionist - District Office is a revision of duties and is being presented to the board for review and approval.

RESOURCES REQUIRED: General Fund

PREPARED BY: Lupita Vazquez, Executive Assistant, for Mike Shepherd, Executive Director of Human Resources

Attachment: Draft Job Description