



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

ACTION REQUESTED

Approve the proposed job description of the Business Services Coordinator.

BACKGROUND INFORMATION

The classified job description for the Administrative Assistant Business Services is being revised as a Confidential position. Revisions have been made to the title, salary, and classification to confidential, and include the additional duties below. Following approval, the Classified and Confidential Salary Schedules will be presented to the board for approval to reflect the approved title and salary changes.

- Coordinates Safety Committee activities for the District and assists sites and departments in the preparation of safety documents, including Comprehensive School Safety Plans
- Under the direction of the Assistant Superintendent Chief Business Officer, compiles data and information and performs research for the purposes of negotiations
- Creates complex documents in support of the Business Services Division for the purpose of documenting events, providing information, and analyzing data
- Assists the Fiscal Services Department throughout the budget cycle, including required reporting periods, through compiling information, creating documents, and analyzing data
- Evaluates school and department activities for liability risk and coordinates with the District liability carrier for assessment and approval of activities.

RESOURCES REQUIRED: General Fund

PREPARED BY: Cindi Friedli, Confidential Administrative Assistant, for Mike Shepherd, Executive Director of Human Resources, and Todd Rivera, Assistant Superintendent Chief Business Officer

Attachment: Draft Job Description