



**DATE:** April 12, 2023

**TO:** Board of Education

**FROM:** Mrs. Carmen Ghysels, Superintendent Chief Learning Officer

**SUBJECT:** Approve Proposed Revisions to the Job Descriptions of Administrative Assistant Business Services, Administrative Assistant Educational Services and Administrative Assistant Student Services

**PRESENTED BY:** Joan Zappettini, Director of Human Resources

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**ACTION REQUESTED**

Approve Proposed Revisions to the Job Descriptions of Administrative Assistant Business Services, Administrative Assistant Educational Services and Administrative Assistant Student Services.

**BACKGROUND INFORMATION**

The minor revisions proposed include change of titles for two supervisors and change of title for the three positions.

- Two supervisor titles changed from Executive Director to Assistant Superintendent
- The job titles for the positions currently are:
  - Administrative Assistant to the Executive Director of Business Services
  - Administrative Assistant to the Executive Director of Educational Services
  - Administrative Assistant to the Executive Director of Student Services
- Proposed title changes:
  - Administrative Assistant Business Services
  - Administrative Assistant Educational Services
  - Administrative Assistant Student Services

The essential functions of all three positions have not been revised and document that the position supports the entire department. Additionally, the requirements for hiring, salary range and contract days remain the same.

**RESOURCES REQUIRED:** N/A

**PREPARED BY:** Joan Zappettini

Attachment: Proposed Job Description Changes for All Three Positions