



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

ACTION REQUESTED

Approve the proposed revisions to the job description for the Early Learning Site Supervisor.

BACKGROUND INFORMATION

This position was previously approved at the August 16, 2023, Board of Education meeting at range 16. The range has been updated to range 29 to reflect the requirements and education needed for this position.

RESOURCES REQUIRED: General Fund

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

Attachment: Draft Job Description