



DATE: February 15, 2023

TO: Board of Education

FROM: Mrs. Carmen Ghysels, Superintendent Chief Learning Officer

SUBJECT: Approve Proposed Job Description for Donner Trail Elementary School Principal and District Accountability Coordinator

PRESENTED BY: Joan Zappettini, Director of Human Resources

ACTION REQUESTED

Approve Proposed Job Description for Donner Trail Elementary School Principal and District Accountability Coordinator

BACKGROUND INFORMATION

This position will be responsible for the administration of all facets of the school's education program. The Coordinator of Accountability will be responsible for coordination and overseeing the implementation of effective and compliant state and federal systems to improve and enhance educational programs and increase student achievement. Currently the coordinator work is facilitated through the position of Coordinator of English Learner Programs and Accountability. The position of Coordinator of English Learner Programs and Accountability will be closed at the end of the 2022-2023 school year.

RESOURCES REQUIRED:

General Fund and Title I

PREPARED BY: Joan Zappettini, Director of Human Resources

Attachment: Proposed Job Description for Donner Trail Elementary School Principal and District Accountability Coordinator