



**DATE:** August 14, 2024  
**TO:** Board of Education  
**FROM:** Mrs. Kerstin Kramer, Superintendent Chief Learning Officer  
**SUBJECT:** Approve Proposed Revisions to the Job Description for Budget Technician  
**PRESENTED BY:** Mike Shepherd, Executive Director of Human Resources

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**ACTION REQUESTED**

Approve the proposed revisions to the job description for the Budget Technician.

**BACKGROUND INFORMATION**

The proposed revisions to the Budget Technician are being presented to the Board of Trustees with minor edits, updating the title of the supervisor, and minor grammatical error edits. There are no other changes to the job description.

**RESOURCES REQUIRED:** N/A

**PREPARED BY:** Tichelle Criswell, Confidential Administrative Assistant, for Mike Shepherd,  
Executive Director of Human Resources

Attachments: Compared Job Descriptions