



**DATE:** April 23, 2025

**TO:** Board of Education

**FROM:** Mrs. Kerstin Kramer, Superintendent Chief Learning Officer

**SUBJECT:** Approve Proposed New Job Description for Secondary Transition Specialist

**PRESENTED BY:** Mike Shepherd, Executive Director of Human Resources

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**ACTION REQUESTED**

Approve the new job description for Secondary Transition Specialist.

**BACKGROUND INFORMATION**

A new job description for the Secondary Transition Specialist is being presented to the Board for review and approval.

**RESOURCES REQUIRED:** N/A

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

Attachment: Proposed Job Description