



**DATE:** October 18, 2023

**TO:** Board of Education

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

**SUBJECT:** Approve Proposed Revisions to Job Description Confidential Administrative Assistant Human Resources

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

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**ACTION REQUESTED**

Approve Proposed Revisions to Job Description Confidential Administrative Assistant Human Resources

**BACKGROUND INFORMATION**

The Confidential Administrative Assistant District Office position has been revised to duties specific to the Human Resources Department and is being presented to the Board for review and approval.

**RESOURCES REQUIRED:**

General Fund

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

Attachment: Draft Job Description