



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

ACTION REQUESTED

Approve the proposed job description of the Technology Services Specialist I.

BACKGROUND INFORMATION

The classified job description for Technology Services Specialist I is a new position that incorporates work from the Help Desk position and includes new duties to meet the expanding needs of the Technology Services Department.

RESOURCES REQUIRED: General Fund

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

Attachment: Draft Job Description