**Memorandum for the Elizabethtown Independent Schools Board of Education**

From: Cora Wood, Director of Personnel

Date: August 6, 2014

Subject: Revision to Job Description for Director of Finance

During the spring 2014 Kentucky Legislative Session, House Bill 154 was adopted and signed into law by the Governor in April, 2014. The legislation amends KRS 160.431, and one of the amendments includes the following:

***Clarify that persons seeking initial employment as a school finance officer on or after July 1, 2015, hold a certificate of legal qualification for the position issued by the Department of Education.***

As a result, I am recommending that the qualifications for the Director of Finance be revised from the current requirement to the revised requirement.

**Current** Statement in Job Description for Qualifications Required:

*As established by Kentucky Revised Statutes, the Kentucky State Board of Education and the Board of Education.*

**Requested Revision** in Job Description for Qualifications Required:

*A bachelor’s degree and a certificate of legal qualification for the position issued by the Kentucky Department of Education*

Your approval of the revised job description would be greatly appreciated.