M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

**Ms. Karen Byrd, Chairperson**

**Board Members**

**FROM: Phil Sheehy, Director Human Resources**

**DATE: May 23, 2019**

**RE: New Job Descriptions**

In support of the Office of School and System Improvement, Learning Support Services requests the approval of two new job descriptions:

* **“Literacy Consultant for the Office of School and System Improvement”**
* **“Math Consultant for the Office of School and System Improvement”**

As proposed each of these positions would be paid at an index of 1.30.

Human Resources recommends approval of these job descriptions.