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: November 14, 2019**

**RE: Job Description Update – 21st Century Grant Coordinator**

In support of various schools pursuing the 21st Grant, the job description “21st Century Grant Coordinator” has been updated to reflect the requirements of position as related to the grant application.

The proposed changes apply to the “Qualifications,” “Job Goal,” “Performance Responsibilities” and “Terms of Employment.”

Human Resources recommends approval of these job description update.