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(s) Update – Technology Department**

One of the goals of the Human Resources’ Department for 2019-2020 is to review and update all job descriptions by department. To that end, we worked with the leadership of the Technology Department in October to review all technology job descriptions and update/modify as needed.

This review focused on qualifications, job goals and performance responsibilities, updating the language to reflect current industry terminology and descriptors.

There was no change in any of the “terms of employment”. Nor will any individual employees be impacted by these revisions in terms of job responsibilities or salary.

Human Resources recommends approval of these job description modifications.