**MEMORANDUM**

**To:** Dr. Maria Brown, Chairperson

Karen Byrd

Jesse Parks

Julia Pile

Dr. Tiffany

**From:**  Matthew Rigg, SHRM-SCP, Director of Human Resources

**Date:** March 4, 2021

**RE:** Revision to the job description of “Coordinator of Preschool Services”

I recommend the Board approve the revision to the job description for the position of “Coordinator of Preschool Services”

The position of Coordinator of Preschool Services is currently vacant and there is no intent to post the position at this time. However, while the position is vacant, the job description has been revised to reflect changes to the qualifications and job goal as well as updated formatting.