**Board Memo**

**DATE:** 5/28/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources

**Vendor**

Not Applicable

**Product Name**

Revision of Secretary of Student Engagement Job Description

**Date/Term (Beginning and End Dates/Year)**

July 1, 2021

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board”; 03.233 “Duties”: Job Description

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Due to the abolishment of the Director of Student Engagment position, and ongoing needs of the Preschool program, Learning Support Services and Human Resources recommend revisions to the position of "Secretary of Student Engagement" and renaming of the position to "Secretary of Preschool Services." The changes are necessary to ensure that the job responsibilities of the position align with the needs of the Preschool department.

**FUNDING:**

**Total Cost**

No budgetary impact

**Budget Source**

General Funds

**RECOMMENDATION:**

It is recommended the Board approve the revision of the “Secretary of Student Engagement” job description.

**CONTACT PERSON: (submitter)**

Jenny Watson, Assistant Superintendent Learning Support Services; Matt Rigg, Director of Human Resources