

**Cedar Hill Independent School District  
BOARD OF TRUSTEES**

**Meeting Date:** December 10, 2012

**Presented by:** Mr. Horace Williams, Superintendent of Schools

**Subject:** Consider approval of the position of Executive Director of  
Secondary Education

**Action Items**

**BOARD GOAL:**

Recruit, develop and retain highly qualified employees in an environment that embraces diversity.

**BACKGROUND INFORMATION:**

This position will influence directly, and indirectly through the secondary administration, the accomplishment of the district's educational goals through the development, planning, and implementation of curriculum, professional development, school improvement initiatives, administration evaluation and the overall secondary education program.

**RECOMMENDATION:**

Administration recommends the Board of Trustees approve the position of Executive Director of Secondary Education.

**BOARD ACTION REQUIRED:**

Motion to approve the position of Executive Director of Secondary Education.

**POLICY AUTHORIZATION:**

DC (Local) Employment Practices

**CONTACT PERSON:**

Michael McSwain, Chief Financial Officer  
Shana Nix, Executive Director of Human Resources

**FUNDING SOURCE:**

As provided in district budget per CHISD compensation plan pay grade AD25

**ENCLOSURES:**

Under separate covers