

# Lyon County School District Board Memo

**Date:** March 24, 2026  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GABD: Job Descriptions

## **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GABD: Job Descriptions as a first reading.

## **Background Information**

Updating the LCSD policies to reflect the recommended changes keeps us in good standing with the insurance pool and mitigates our risk and liability. Please note that POOL/PACT expects school districts to adapt their recommended changes to meet the specific needs of the district, so long as the adaptations are consistent with the new NRS and federal employment laws. Therefore, the recommended changes from district administration may not match word for word with POOL/PACT's recommended language.

The proposed updates to Policy GABD clarify the development and maintenance of district job descriptions. These revisions transition the language to reflect that job descriptions are an administrative function managed by the Human Resources Department in collaboration with supervisors. To ensure accuracy, descriptions are reviewed and updated whenever a position is reposted or when an audit identifies shifts in role responsibilities. Furthermore, the HR team has completed specialized training through Pool/Pact to ensure all descriptions meet industry standards and legal requirements.

## **Budget Considerations**

None

## **Discussed at Previous Meeting**

July 24, 2012

## **Attachment(s)**

Lyon County School District Board Policy GABD: Job Descriptions