

Memo



To: Board of Education

From: Amanda Herrera-Ford, Director of Human Resources

Date: July 16, 2024

Re: Office Staff Job Description Update

The office staff job description committee met several times over the second semester of the 2023-2024 school year to review and update job descriptions. This committee involved input from administration and clerical personnel. Below are the recommended changes from the committee:

Minor language changes were made to all job descriptions:

-Under Qualifications:

-Added: Ability to work under direction as well as independently

-Updated: Microsoft Office Products to Microsoft Office Suite

-Updated: Ability to maintain and (establish) effective working relationships

The word (Parents) was added to the language below for job descriptions related to clerical positions in the buildings:

-Communicates with and provides a variety of services directly related to students and (parents)

-Combined Office Staff 1: Human Resources Office Assistant with Office Staff 1: Classified Human Resources Assistant

-Created a new Registrar job description

-Added (Accounts Payable) to the Title Office Staff 1: Business Clerk (Accounts Payable, Business Office, Textbook Center, Transportation Center)

-Removed Scantron language in several of the job descriptions as this language is outdated

-Combined Office Staff 1: Main Office with Office Staff 1: Principal's Office/Alternate School/Athletics