



### RECOMMENDATION FOR NEW EMPLOYEE

Date: May 12, 2025	Recommended by: Student Services Interview Team
Primary position to be filled: Administrative Assistant for Student Services	
Secondary position to be filled: n/a	
Please indicate if this is a grant position (if so, indicate grant):	
Replacing: Marielle Metoyer	New position:
Name of recommended individual: Cynthia Luna	
College or University and Major/Minor field of study:	
Please list all relevant prior experience: Cynthia has worked as an admin assistant for Student Services for the last 10 years. Prior to that, she was a school secretary for 10 years.	
Start date: June 2, 2025	Board approval date: Tuesday, May 20, 2025
Recommended salary schedule placement: Student Services Admin Asst. Step 10 (\$28.50/hr)	
Full-time equivalency (FTE):	Contracted days:
Background information: Cynthia has extensive knowledge of the inner workings of the Student Services Department. She already possesses the skillset in order to make a smooth transition with her knowledge of Embrace, transportation, ESY, and handling confidential information. Her experience as a school secretary and administrative assistant will make her a valuable asset to our district.	