



PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

Recommendation for the Board of Education

Meeting: October 21st, 2025

Item: Job Description: Administrative Assistant for Student Services/Student Data Specialist

Recommendation: I recommend the Board of Education approve job description for the position of Administrative Assistant for Student Services/Student Data Specialist. With the retirement of Mrs. Megan Goetz at the end of this school year, the District will be posting this position as a vacancy. The job description has been created to accompany this posting. We anticipate posting the vacancy in November 2025.