



# WEST CHICAGO ELEMENTARY SCHOOLS

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312 East Forest Avenue  
West Chicago, IL 60185  
630.293.6000  
[www.wego33.org](http://www.wego33.org)

## Board of Education

**TO:** Board of Education  
**FROM:** Sarah Burnett, Director of Human Resources  
**DATE:** June 26, 2025  
**RE:** Grant Specialist

**This memo is:**

- ☐ Information only.  
☒ Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: July 10, 2025

Previous memos on this topic can be found:

- ☐ in previous Board packet(s) dated.  
☐ or attached to this memo

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| <b>Basic Information:</b>   |
| This is a request for the Board of Education to approve a revised job description and adjusted hourly rate for the position of Grant Specialist.  |
| <b>Background/Historical Context:</b>   |
| <p>The position of Grant Specialist was created and the job description was adopted by the board on May 5, 2022. There have been several individuals who have served in the position, however currently there is a contracted individual currently performing the essential functions of the role. This position historically has attracted individuals who recently graduated college and were interested in information they learned in college regarding grants. The information presented in colleges is typically centered around non-profit work, rather than the grant work required for this position.</p> <p>In an effort to broaden the pool of candidates for this position and give credit to related experience with grants, the qualifications on job description have been revised to lower the required education, and allow for experience in a similar role to be considered. The revised job description can be found <a href="#">here</a>. Given a reduction in required education, the hourly rate for the position has also been adjusted to \$25.00 per hour, approved by the Support Staff Association.</p> |
| <b>Previous decisions, actions, or parameters that relate to this topic or issue:</b>   |
| N/A   |
| <b>Recommendations:</b>   |
| It is the recommendation for the Board of Education to approve the <a href="#">revised job description</a> and adjusted hourly rate for the position of Grant Specialist.   |