



BOARD MEETING MEMORANDUM

Board Meeting Date: February 18, 2025
From: Amy Mahr, Director of Human Resources
Re: Job Description Updates
Agenda Location: Consideration to Approve: Action items

Rationale:

To ensure clarity and consistency within our district, we recommend the following job title changes:

- Food Service Coordinator → Director of Food Service
- Operations and Maintenance Manager → Director of Maintenance and Operations
- Database Support Manager → Coordinator of Technology

These changes align with our district's leadership structure. Directors serve as department heads, overseeing operations and staff evaluations within their departments. Coordinators, in contrast, assist Directors and typically have few or no staff to evaluate.

Updating these titles will provide clearer role distinctions and better reflect the responsibilities of each position.

Recommendation/Motion:

The Administration recommends that the board approve the following district administrator title changes: The Food Service Coordinator will now be titled Director of Food Service; the Operations and Maintenance Manager will now be titled Director of Maintenance and Operations and the Database Support Manager will now be titled the Coordinator of Technology.