



WOODRIDGE
SCHOOL DISTRICT 68

To: The Board of Education and Dr. Patrick Broncato, Superintendent
From: Dr. William Schmidt, Assistant Superintendent for Human Resources
Date: December 16, 2024
Subject: District Head Custodian/ JJH Custodian Job Description Discussion

The Board voted to approve the hire of Kyle Hansen to transition into the Director of Buildings and Grounds starting on December 1, 2024 to shadow and collaborate with Alex for six (6) months prior to his retirement. This leaves a vacancy in the District Head Custodian/JJH Custodian position. We posted this position internally on Monday, November 26, 2024 and closed the posting on Friday, December 6, 2024 with three (3) candidates. Interviews began the week of December 9, 2024. Historically, this position was filled as a general Custodian position. Over the years the Head JJH Custodian position evolved and was expected to assume more responsibilities compared to the Elementary Building Head Custodian. In 2009, the District increased the position's salary to reflect the additional expectations, but never adjusted the job description accordingly. In the process of posting the Head Custodian position, we realized the need to update the title and job description to reflect the current position and pay more accurately. The HR and Business Offices worked together to draft a job description for the District Head Custodian/ JJH Custodian position and attached it for the Board's review. We will bring the job description to the Board for approval at the January Board meeting. As always, please let us know if you have any questions or need more information.