

Proposal for Cheryl Cole

Change job description from front desk administrative assistant to Executive Assistant. Rate of pay change: \$18.01 an hour to \$24 an hour

Job duties to include:

Attendance Tracking - executive duties
Board of Education Duties
Board of Education Policies and Procedures
District Assessment Coordinator
Drills
Election Judge
Epicenter
Marketing
Security
Website and Social Media
Confidential, secure information

Proposed job duties taken away:

Receptionist details - phone, stapling, copying, filing, nursing duties
Daily attendance
Building Use
Calendar (time consuming)
Field trips/Transportation
Online Administrative Assistant (should not be a building thing)
Student Records Enrollment, files,
Telephones
Volunteers
Youngest and Only record keeping and management