



Craig City School District

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Memorandum Item 10a

FOR: School Board Members
FROM: Chris Reitan
DATE: March 28, 2024
SUBJECT: CCSD Job Description Handbook

The CCSD Job Description Handbook was last approved by the Board on February 24, 2021. It is good practice for a school district to review and update its job description handbook on a regular basis to ensure all job descriptions accurately reflect the district's current needs and expectations. The CCSD School Board held a work session on January 24, 2024 to discuss updates to the CCSD Job Description Handbook and approved it as a 1st reading during the February 28, 2024 CCSD School Board meeting.

Included with this memo is the updated/modified CCSD Job Description Handbook that is being presented as a 2nd and final reading.

Suggested Motion: Move to approve the presented CCSD Job Description Handbook as a 2nd and final reading.