



Craig City School District

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Memorandum Item 11b

FOR: School Board Members
FROM: Chris Reitan
DATE: January 24, 2024
SUBJECT: CCSD Job Description Handbook

This item was originally scheduled to be addressed during the CCSD School Board's November 21, 2023 meeting; due to time constraints of the meeting it was moved to the December 13, 2023 meeting. During the December 13, 2023 CCSD Board meeting the CCSD Board determined it would be best to schedule a work session to address the CCSD Job Description Handbook.

Included with this memo for Board members' review is the CCSD Job Description Handbook that was Board adopted on February 24, 2021. It is good practice for districts to regularly update job description handbooks to accurately reflect the district's employment positions and ensure alignment with negotiated agreements.

Suggested Motion: Move to approve the presented CCSD Job Description Handbook as a 1st reading.