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**BOARD AGENDA ITEM**

Information/Discussion \_\_\_\_\_  
Future Action \_\_\_\_\_  
Action   X  

Item: Request for Personnel - Director of CTE Administrative Assistant

Submitted by: Sue Gardner 

Date: August 8, 2024

Recommended by: Joe Lienesch 

Board Meeting Date: August 19, 2024

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**RECOMMENDATION:**

Career and Talent Development is recommending hiring one (1 FTE) Administrative Assistant in support of the Director of CTE and the team's work.

**BACKGROUND:**

To address the increasing scope of the department's CTE work, the Administrative Assistant position will support communications, reporting structures, systems development and implementation, and staff support under the office of the Director of CTE. Additionally, the need for this support is proportionately increasing as the team works to achieve the goal of doubling CTE participation in Kent County. This new role will perform routine and advanced administrative assistant duties to assist the Director of CTE. It will also ensure the efficient and effective operation of Kent ISD CTE offices and positively impact the provision of educational services within the department.