
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR.
ASST. SUPT./HUMAN RESOURCES

SUBJECT: ADMINISTRATIVE JOB DESCRIPTIONS – REVISED

DATE: 03/05/2014

We have redesigned the format of our job descriptions and are beginning the process of converting our current job descriptions to this new format. As we do this, we are including revised language to reflect changes in responsibilities. All descriptions will have updated physical requirements as follows:

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

At this Board meeting we are bringing all administrative job descriptions for your approval. In the next few months we will be revising job descriptions for instructional and educational support employees.

If you have any questions concerning these changes, please call me at 983-5030.