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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD MEMBERS  
TIM WYROSDICK, SUPERINTENDENT

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

**SUBJECT:** REVISED JOB DESCRIPTION

**DATE:** 11/29/12

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The attached revised job description for Director of Continuous Improvement and Alternative Academics is submitted for your approval.

Please contact Bill Emerson if you have any questions.