



MEETING      August 14, 2018  
OF:

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TITLE:              Board Office Hire - Requested by Board Member Mark Stegeman

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ITEM #:            5

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Information:

Study:

Action:            X

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PURPOSE:

To discuss and potentially approve the job description, posting, and interview process for a permanent position replacing the Director of Staff Services, who retired July 1, 2018.

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DESCRIPTION AND JUSTIFICATION:

Even with the reassignment of some tasks outside of the board office, the remaining tasks and potential new tasks require more than the two remaining full-time employees.

This item anticipates a screening process within the Human Resources Department and an interview that includes the entire board.

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BOARD POLICY CONSIDERATIONS:

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LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

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Legal Advisor Signature (if applicable)

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BUDGET CONSIDERATIONS:

Budget Certification (for use by Office of  
Financial Services only):

\_\_\_\_\_ District Budget

Date

State/Federal Funds

Other

Budget Cost

Budget Code

I certify that funds for this expenditure in the amount of \$  
are available and may be:  
Authorized from current year budget  
Authorized with School Board approval  
Code: Fund:

INITIATOR(S):

Mark Stegeman, Governing Board Member	8-2-18
Name	Date
	Title

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:

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[Job Description](#)

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM  
CONTINUATION SHEET

