



Pacifica School District

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Preparing Students for an Evolving World

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MEMORANDUM

Integrated Services and Human Resources

Meeting of 04/20/16

TO: Wendy S. Tukloff, Ed.D., Superintendent
For Board of Trustees

FROM: Ray Avila, Associate Superintendent

SUBJECT: Revised Job Description: Executive Assistant (LCAP Goal #1 – Attract & Retain)

Recommendation:

It is recommended that the Board approve the revised job description for the position of Executive Assistant.

Background:

This position will become vacant as of June 30th, 2016 due to the retirement of Sandy Ramirez. The current job description has not been revised since the year 2000. Other minor revisions such as format of the job description are included in the revisions.

The revisions were discussed and collaborated upon with the employee who is currently in the position. LSMA was provided notice of the proposed changes to this Confidential employee job description and agreed to the proposed changes.

A copy of the revised job description is attached for the Board to review along with the current Executive Assistant job description.