



# Pacifica School District

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*Preparing Students for an Evolving World*

[www.pacificasd.org](http://www.pacificasd.org)

## MEMORANDUM

*Integrated Services and Human Resources*

Meeting of

02/07/17

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

**FROM:** Ray Avila, Associate Superintendent

**SUBJECT:** New Job Description: Supervisor, Behavioral Program and Related Services (Goal: LCAP #1, Operations)

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### Recommendation

It is recommended that the Board approve the new job description for Supervisor, Behavioral Program and Related Services.

### Background

As presented at the January 11, 2017 Pacifica School District Board of Trustees Work Study, Pacifica School District has interest in restructuring our Integrated Services and Human Resources organizational charts for management level positions. In order to ensure success of this shift, it is suggested that a Supervisor, Behavioral Program and Related Services position be created to replace the Director of LMEC position to best support district-wide needs. Jennifer Gray, who is currently the Director of LMEC, will be reassigned into the new job role of Supervisor, Behavioral Program and Related Services.

Attached is the new job description for the position of Supervisor, Behavioral Program and Related Services. In our effort to develop the job description for this position for the 2017-2018 school year, staff has collaborated with various stakeholders. The job description was developed to encompass the essential duties, responsibilities and abilities necessary to provide support and guidance for behavioral and related services.

Please note there will be no fiscal impact with the development of this new job description.