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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
June 2022

STAFFING:

Administration

Professional

Auto Body Repair Instructor Position Re-Posted
Automotive Technology Instructor –Interviewing
Enrollment and Community Engagement Coordinator Posted

Classified

Student Services Secretary Position Posted
Instructional Aide Position Posted
School Nurse Position Posted
Hired one of 2 IT Summer Help Positions

PAYROLL:

Final pay of fiscal year 6/17/22
Contract signing bonus paid out 6/17/22
Lump Sum Payouts for Instructors 6/17/22
Prepping PTO Accruals and carry overs
Prepping for 7/1 salary updates

STAFF DEVELOPMENT:

Final in service of year 6/9/22

ADMINISTRATIVE SERVICES:

Professional Unit Contract updates per approved TA
Policy updates 1st and 2nd Reads