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Equal Opportunity Education Institution

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**Administrative Services/Human Resources Coordinator Report  
May 2022**

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**STAFFING:**

**Administration**

**Professional**

Auto Body Repair Instructor Position Re-Posted  
Automotive Technology Instructor –Interviewing  
Enrollment and Community Engagement Coordinator posting in anticipation of 2022-2023 opening.  
Summer Curriculum Hours (select new instructors)

**Classified**

Student Services Secretary Position Posting  
(2) Instructional Aide Positions Posting  
School Nurse Position Posting  
IT Summer Help (2) Positions

**PAYROLL:**

Summer pay options completed  
2022-2023 Pay Date Calendar  
2022-2023 Holiday Calendar

**STAFF DEVELOPMENT:**

**ADMINISTRATIVE SERVICES:**

Professional Unit negotiations, TA unit approved  
Title IX process completed  
CO-OP Survey  
Policy updates 1st Read  
Reasonable Assurance Letters