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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
August 2022

STAFFING:

Administration

Professional

Automotive Technology Instructor -interviewing
Professional Skills Instructor – interviewing
EET Instructor - Recruiting

Classified

Instructional Aide Position Actively recruiting for 1 position
School Nurse Position hired Belinda Dentler

PAYROLL:

Salary/pay increases added to ECCA
Prepared and sent PTO Accruals and carry overs
Prepared and sent 9/1 Professional unit salary updates

STAFF DEVELOPMENT:

In-service – August 26th and August 29th

ADMINISTRATIVE SERVICES:

Policy updates 2nd Read
Time Keeping with ECCA
Red Rover – Absence Management System
Certification and Act 48 Status