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Equal Opportunity Education Institution

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**Administrative Services/Human Resources Coordinator Report**  
**May 2025**

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**STAFFING:**

**Administration**

Principal – Actively recruiting

Job Description Updates

**Professional**

Computer Networking Instructor – temporary Substitute – Amber Schultz

Cosmetology Summer Program Instructor

Special Education Instructor job description

Special Education Instructor – actively recruiting

**Classified**

Bereavement Extension Request – T Mello

**PAYROLL:**

25-26 Pay Date Calendar

**ADMINISTRATIVE SERVICES:**

Policy updates –2nd Reads

Reasonable Assurance Letters – SAA2

Administrative Procedure 334-Retirement Incentive 25-26