

## SILVER VALLEY UNIFIED SCHOOL DISTRICT

**AGENDA MATTER:** Create a position of Community Liaison/Clerk Typist for Lewis Elementary School

**EXECUTIVE SUMMARY:** Additional support is needed at Lewis Elementary to provide clerical assistance in the office.

**JUSTIFICATION:** The Community Liaison/Clerk Typist will assist the attendance office with data management and reporting while also serving as a vital liaison between the school district and the community. Responsibilities will include providing support for attendance-related tasks, fostering strong communication with families, and addressing various clerical needs to enhance the efficiency of school operations.

**RECOMMENDED ACTIONS:** Administration recommends that the Board of Trustees approve the creation of Community Liaison/Clerk Typist for Lewis Elementary School at 4-hours per day, 184 days per year, and placed on Range 22 of the Classified hourly salary schedule.

Proposed By	Admin Approval	Business Approval	Meeting Date
Taryn Lamoreaux	Marc Lacey	Robin Schreiner	December 17, 2024
Salary Amount	Benefit Amount	Total Expense	Fund Balance
\$13,778	\$5,110	\$18,888	
Fund Source			Item Number