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DISTRICT 33
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TO Board of Education
FROM Sarah Burnett, Assistant Superintendent of Human Resources
DATE November 11, 2026
SUBJECT Director of Facilities, Grounds, and Safety Job Description

This memo is:

- ☐ Information only.
- ☐ Information with a recommendation, and a request for Board consent.
- ☑ Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: November 19, 2026

Previous memos on this topic can be found:

- ☐ in previous Board packet(s) dated:
- ☐ or attached to this memo

Basic Information/Overview	The Director of Facilities, Grounds, and Safety job description has not been updated in many years. The position is now posted, as Federico Cadena has announced his retirement, effective January 1, 2026. The job description needs to be updated to include all of the components of the position.
Strategic Plan Goal Alignment	Goal 3 - Strong Teams
Background or historical information	The updated job description for the Director of Facilities, Grounds, and Safety can be found here. For comparison, the former job description can be found here. One of the most notable changes in the job description is the addition of safety in the title and in the essential roles and responsibilities of the position. The updated job description also now includes categories of essential roles and responsibilities, and the addition of strategic planning and continuous improvement.

Previous decisions, actions or parameters that relate to this topic or issue	The board approved Federico Cadena's retirement on October 1, 2026.
Recommendation	It is the recommendation of the district administration to approve the updated job description for the Director of Facilities, Grounds, and Safety as it is seen in the board packet.
Other Questions	N/A