

## **Executive Summary: Certified Staff Job Description Revisions**

The purpose of this summary is to introduce the proposed revisions to several certified staff job descriptions within the district. These updates ensure that our official documentation accurately reflects current instructional practices, aligns with standards, and meets the evolving operational needs of our schools.

### **Background & Collaboration**

On May 4th, I met with Jacey Schneiker, President of the Stillman Valley Education Association (SVEA), to collaboratively review and discuss the necessity of these updates. This effort ensures that the perspectives of our certified educators are represented, fostering a transparent process and maintaining a strong partnership between administration and association leadership.

### **Key Objectives of the Revisions**

The primary goals driving these job description updates include:

- **Modernization:** Updating language to reflect contemporary data-driven instruction and integrated student support systems.
- **Clarity of Roles:** Defining essential duties, reporting structures, and performance expectations more precisely to eliminate ambiguity.
- **Compliance:** Ensuring all certifications and licensure requirements are fully up to date with current Illinois State Board of Education regulations.

### **Recommendation**

I recommend the Board of Education consider the approval of the certified staff job description revisions as presented.