

PLEASE POST – NOTICE OF PUBLIC MEETING

Essex North Shore Agricultural and Technical School District  
Personnel Subcommittee Meeting

Essex Technical High School  
562 Maple Street  
Hathorne, Massachusetts 01937  
Media Center (Upper Level)  
Conference Room

Thursday, November 9, 2017  
5:45 p.m.  
Agenda

2017 NOV -6 AM 10:44

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Posted 11/6/17 10:00 AM

1. *Call to Order*

2. *Approval of Meeting Minutes*

The Personnel Subcommittee will consider approval for the meeting minutes of the September 14, 2017 Meeting.

3. *Job Descriptions*

The following job descriptions are attached and recommended by the administration for approval:

- a. Assistant Principal
- b. Assistant Principal Grade 9 Transition/Admissions Coordinator
- c. Director of Guidance
- d. Director of Human Resources
- e. Director of Academic Programs
- f. Director of Career and Technical Education
- g. Administrative Assistant to Director of Business Operations and Director of Human Resources
- h. Administrative Assistant to Career and Technical Education Directors
- i. Instructional Technology Specialist/Librarian
- j. Cooperative Education Coordinator
- k. Community Relations and Partnerships Coordinator

4. *Superintendent-Director Goals for 2017-2018 (Proposed)*

5. *Discussion items that were not reasonably anticipated by the Chairperson (M.G.L., Chapter 30A - Sections 18-25)*

6. *Adjourn*