



ANTIOCH COMMUNITY CONSOLIDATED SCHOOL DISTRICT 34

INSPIRE TO DREAM - EMPOWER TO ACHIEVE

BOARD MEETING MEMORANDUM

Board Meeting Date: July 28, 2026

From: Marie Zlotnikov, Director of Human Resources

Re: Job Description Updates

Attachment: [Traffic Controller](#); [Registrar/Administrative Assistant for Student Services](#) and [Transportation Dispatch/Administrative Assistant](#)

Agenda Location: Personnel Consent Agenda

Rationale:

The Board of Education approves job descriptions. The Traffic Controller job description has been updated to be in line with other job descriptions. The Registrar/Administrative Assistant for Student Services and Transportation Dispatch/Administrative Assistant jobs were previously members of the ASP union but now are classified as non-union positions. As part of that transition, the district is updating the job description to ensure it accurately reflects the current duties, responsibilities, and expectations of the role.

Recommendation/Motion:

The administration recommends that the Board approve the attached job descriptions under the Personnel Consent Agenda.