



LGSUHSD Certificated Job Description Study  
**FREQUENTLY ASKED QUESTIONS**

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**Q: What is the purpose of the study?**

A: The purpose of the Certificated Job Description Study is to ensure that all certificated job descriptions accurately reflect the current duties, responsibilities, and expectations of each position. This review helps the District maintain clear, up-to-date job descriptions that align with industry standards and comparable roles in other districts.

**Q: Who is conducting the study?**

A: The study is being conducted by [Educational Management Solutions \(EMS\)](#), an independent consultant specializing in school district job classification reviews.

**Q: Why is the District doing this now?**

A: Over time, job duties and educational practices evolve. The study ensures that job descriptions remain accurate, relevant, and aligned with the District's current needs and professional standards.

**Q: How long will it take to complete the study?**

A: The study will begin in early December with focus groups and is expected to take several months to complete, but no later than June 2026.

**Q: How will information about the District's certificated positions be gathered?**

A: EMS will conduct focus groups with selected staff, review existing job descriptions, and compare them with similar roles in other school districts to develop draft revisions.

**Q: Who will participate in the focus groups?**

A: Select staff from each position will participate in the focus group, as determined by the Certificated Job Description Study Committee. Participants will represent a variety of certificated roles from each school site to ensure a broad and accurate understanding of responsibilities across positions.

**Q: Who are the members of the Certificated Job Description Study Committee?**

A: Kassandra Cochran, Guidance Counselor  
Dagmar Derickson, Exec. Director of HR  
Lisa McAdams, Speech Language Pathologist  
Margarita Morelle, Social Study Teacher  
Deepa Mukherjee, Associate Superintendent of Educational Services  
Dave Poetzinger, Principal  
Matt Torrens, Assistant Principal  
Jen Young, Math Teacher

**Q: What happens after the focus groups?**

A: EMS will use the information collected to draft revised job descriptions. These drafts will be shared with all certificated staff for review and feedback through a survey process.

**Q: Will I get to review my own job description?**

A: Yes. All certificated staff will receive the draft job description for their position and will have the opportunity to review it and provide feedback through a survey.

**Q: How will my feedback be used?**

A: EMS will review and incorporate staff feedback where appropriate before finalizing the job descriptions.

**Q: What if I disagree with parts of the draft job description?**

A: Staff should note any concerns or suggested changes in the survey. All feedback will be carefully reviewed by EMS before recommendations are presented to the Certificated Job Description Study Committee.

**Q: Will this study affect my pay or compensation?**

A: No. The study focuses only on updating job descriptions to reflect current duties. There will be no changes to compensation as part of this process.

**Q: Will my job duties change as a result of this study?**

A: No. The intent of this study is not to change what you do, but to accurately describe the work already being performed.

**Q: Will this affect my evaluation or job status?**

A: No. Updated job descriptions are administrative documents and will not impact your evaluation, employment status, or seniority.

**Q: What happens after the final job descriptions are drafted?**

A: Once EMS completes the final drafts, they will be submitted to the Certificated Job Description Study Committee for review. The District and the District Teachers Association (DTA) will then meet to discuss and negotiate any proposed changes before the revised descriptions are adopted.

**Q: When will the final job descriptions be available?**

A: The Certificated Job Description Study Committee is working towards having all job descriptions finalized before the start of the 2026-27 school year.

**Q: Who can I contact if I have more questions about the study?**

A: Staff may direct questions to the Human Resources Department or to members of the Certificated Job Description Study Committee.