

PERSONNEL: CERTIFIED/NON-CERTIFIED

4118.3

4218.3

Job Descriptions/Duties

All employees of the school system are subject to the policies of the Board, applicable laws, and current employee agreements.

The Superintendent will develop job descriptions setting forth personnel duties and responsibilities for school employees which will include at a minimum:

1. Job title;
2. General statement of duties and listing of specific responsibilities;
3. To whom the employee is directly responsible;
4. Education or training required;
5. Other related factors.

Job descriptions will determine the job classification of employees on salary schedules. In each instance employees will meet the requirements set forth in the job description. Job descriptions for all employees will be provided to employees by the Superintendent and copies maintained in a manual of job descriptions.

Board Adopted: November 13, 2013