

DUTIES OF PERSONNEL

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

All positions in the school system shall be established by the Board. In order to establish outlines for the performance of necessary functions, job descriptions shall be written.

Upon establishing the function of the position, the Board shall delegate to the Superintendent to write or have written such job descriptions which shall describe the general duties and other details and responsibilities pertaining to the position and submit them to the Board for its approval. The job descriptions shall be given to each employee and used for a basis of evaluation.

The Board requires the Superintendent to maintain job descriptions for all positions in the school system. These job descriptions shall be reviewed, and if necessary, updated and/or rewritten by the Superintendent or designee periodically (not less than once every three years).

Job descriptions setting forth personnel duties and responsibilities shall include at least the following:

1. Job title.
2. Duties to be performed.
3. Type and extent of training required.
4. Degree of responsibility assumed.
5. Other related factors.

Job descriptions shall determine the job classification of employees on salary schedules. In each instance employees shall meet the requirements set forth in the job description.