

EMPLOYEE POSITION AND JOB DESCRIPTION POLICY

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Revised:

Reviewed:

PHILOSOPHY

The School Board recognizes the importance of organizational structure and clarity in the successful operations of a school district. Establishing clear lines of authority is essential to the successful efforts of any organization. It is also important to offer good definition of the roles and responsibilities of any employee position.

ORGANIZATIONAL CHARTS AND STRUCTURE

The ROCORI School District will address the need for organizational clarity by incorporating appropriate organizational charts to identify the district's structure and authority. The organizational charts are intended to be a broad overview of lines of authority to provide clarity in the definition of duties but are not expected to provide complete detail of all areas of reporting and responsibility.

MAINTENANCE OF JOB DESCRIPTIONS

It is the responsibility of the ROCORI administrative staff to maintain a record of and regularly review job descriptions for positions within the school district. A three-year cycle of job description review will be established within the district administrative team. Although the descriptions will not be maintained as a matter of policy, they will be maintained as a matter of procedure.

It is the expectation of the School Board that all positions within the district have, at minimum, a basic description of the scope and responsibilities of the position. The descriptions should also be developed and adjusted to reflect current duties, responsibilities and roles.

ADJUSTMENTS TO JOB DESCRIPTIONS

In an organization of the size and scope of the ROCORI School District, it is also understood that positions, descriptions, and responsibilities may need to be periodically adjusted or revised. The process for change should not be taken lightly by any individual with the authority to change job descriptions, but the process should not be so cumbersome that it is nearly impossible to change.

For those with administrative authority in the school district, it is also critical to note that job description changes should be done in consultation with pay equity standards and leaders who understand those standards. Adjustments to job descriptions should not, without board authorization, move an employee or position from one pay classification to another.

Source: