

5110	Job Description Policy
Approval Date:	January 2015
Category:	Personnel
Governance Accountability:	Board of Directors, Leadership
Audience:	Board of Directors, Leadership, Employees

Job descriptions will be prepared for all positions in Pine Lake Preparatory to serve as organizational aids for identifying and delegating responsibilities, coordination and division of work and prevention of duplication efforts. Job descriptions should follow at a minimum for the role pre-requisites/qualifications for employment as outlined by the State of North Carolina for administrators, teaching personnel and general operations staff by the Department of Public Instruction. Pine Lake Preparatory shall remain consistent and up to date with all State and Federal requirements for public instruction staff; thus no "grand-fathering" of employment is deemed admissible.

The Job Description Policy applies to all employees at Pine Lake Preparatory.