

**Series 2000 – Administration**

**1. Administrative Staff Organization**

**C. Job Descriptions**

The Superintendent shall provide for the preparation and maintenance of job descriptions for all administrative personnel. Job descriptions for all new administrative positions shall be approved by the Board prior to said position being posted for hire.

Policy adopted: March 16, 1999  
Policy revised: June 20, 2006

SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut