

PERSONNEL

JOB DESCRIPTIONS

The duties, responsibilities, and qualifications for all positions in the school district shall be clearly defined.

The Superintendent of Schools (or designee) shall develop and maintain a comprehensive and coordinated set of job descriptions for all school district employees which are consistent with Board policy, applicable municipal, state and federal laws, and contractual agreements.

A job description shall include at a minimum:

1. Job title;
2. General description of the position;
3. Qualifications required, (e.g., education, degrees, certification, licensing, skills, knowledge, abilities, specialized training);
4. Duties and Responsibilities
 - a. Essential functions of the job. Functions that the employee must be able to perform. Mental and/or physical requirements should be described and where applicable, quantified.
 - b. Additional responsibilities. Functions which are not essential but are nonetheless normally or occasionally performed as part of the job;
5. Working conditions;
6. To whom the employee reports and who the employee supervises;
7. Work schedule.

Job descriptions shall be provided to employees and a current manual of all job descriptions shall be maintained at the school district's central office. The Board shall be given notice of material changes made to a job description.