

1. It is the policy of the School Board that job descriptions be developed for all administrators and for those teachers with special assignments other than teaching.
2. These job descriptions shall be developed cooperatively among the teachers and the responsible administrators as directed by the Superintendent.
3. Other teachers may be involved in the development of these job descriptions at the request of the teacher for whom the job description is being developed.
4. All job descriptions must be approved by the School Board before they become effective.
5. All job descriptions should be reviewed annually and revised when necessary.