Certificated and Classified Staff Job Descriptions

Job descriptions are maintained in the district office. A job description shall be provided to each staff member at the time of employment, when the staff member assumes a new position and when a position is modified or at any time upon the request of the staff member. Each job description shall include the essential functions of the job.

When substantive changes in the assignment occur, the staff member and supervisor will list the tasks that comprise the job and determine the skills, personal characteristics, educational background and training necessary for the employee to perform successfully. In order to accomplish this task, the staff member and supervisor will be asked to:

A. Define the job. (What will or does the staff member do?)
B. Identify the essential functions of the job.
C. Arrange the duties in terms of the percentage of time spent.
D. Explain the nature and extent of the supervision and guidance that is rendered to others.
E. State how and to what extent the actions, recommendations and decisions of the staff member affect the organization or public.
F. Describe the supervision and guidance received in the performance of the assignment.
G. Describe the degree to which the staff member must be a self-starter, exercise judgment and create solutions to problems.
H. State the knowledge, skills and abilities required by the job.
I. Identify personal contacts and/or interactions other than with supervisors or subordinates.

When a position is being created or a large number of staff members occupy similar positions, the supervisor shall be responsible for developing a job description using the guidelines included in the preceding section. The supervisor will seek reactions from the staff members who presently occupy the position to verify the accuracy of the statements. Job descriptions shall be prepared with the following format:

- Title of Position
- Qualifications (minimum education, certification and other qualifications)
- Reports to (title of immediate supervisor)
- Supervises (if applicable, titles of those who are supervised directly)
- Job Goal (the purpose of the job as it relates to the district)
- Performance Responsibilities (itemized list of the tasks, duties and responsibility to fulfill job in all its dimensions)
- Essential Functions of the Job
- Terms of Employment (time, classification or placement on salary schedule)
- Evaluation (reference to evaluation procedure criteria and form)

Principals and Program Administration

In conformance with state law, rules and regulations, principals shall be responsible for:
A. Implementing the district's prescribed curriculum and enforcing the procedures of the district, the state superintendent of public instruction and the state board of education, taking into due consideration individual differences among students, and maintaining and rendering appropriate records and reports.

B. Maintaining good order and discipline in school buildings and playgrounds at all times.
C. Holding students accountable for any disorderly conduct in school.
D. Requiring excuses from parents of minor students in all cases of absence, tardiness or early dismissal.
E. Giving careful attention to the maintenance of a safe and healthful atmosphere in the classroom, hallways and playground.
F. Giving careful attention to the safety of the student in the classroom and reporting any questionable or unsafe conditions.
G. Providing for the evaluation of each student's educational growth and development and making periodic reports to parents and other administrators.
H. Supervising and evaluating all staff which are assigned to the building.
I. Making recommendations to the superintendent regarding appointment, assignment, promotion, transfer, probation or dismissal of all staff assigned to their attendance area.
J. Submitting recommendations to the superintendent regarding the fiscal needs required to maintain and improve the instructional program for their attendance area.
K. Ensuring that the provisions of the collective bargaining agreement are followed.
L. Maintaining effective communications with student, parents and staff.
M. Monitoring the expenditure of all district and ASB funds.
N. Maintaining the equipment, facilities and grounds of the school plant.

Failure to carry out such requirements as set forth above shall constitute sufficient cause for discharge.