

Regulation — STAFFORD TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION
R 1400/page 1 of 2
Job Descriptions
M

R 1400 JOB DESCRIPTIONS

- A. A job description shall be prepared for each job position in the district, including all administrative, educational specialist, instructional, and support staff positions.
- B. Each job description must include:
1. The qualifications and specific certificate and endorsement required for the position;
 2. The function, duties, and responsibilities of the position;
 3. The extent and the limits of the position holder's authority;
 4. The work relationships between the position holder and other employees of the district;
 5. Any background experiences, personal qualities, and individual achievements that the Board prefers in a person appointed to the position; and
 6. Terms of compensation, appointment and evaluation.
- C. Each job description will:
1. Be written in clear language that briefly describes the major functions of the position;
 2. Whenever possible, be generic in form, covering a number of specific positions;
 3. Be written in the same format, using the active and present tense, operational verbs, common terminology, and a direct, simple style; and
 4. Be gender neutral or employ both male and female pronouns.
- D. Maintenance of district job descriptions shall be the responsibility of the Superintendent's office. Job descriptions shall be reviewed on request of the majority of persons in positions covered by the job description.



Regulation — STAFFORD TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION
R 1400/page 2 of 2
Job Descriptions

- E. Suggested revisions to job descriptions by a job holder shall be referred initially to the job holder's immediate supervisor.

Adopted: 22 July 2004
Revised: 15 April 2010

