

*JOB DESCRIPTIONS*

Job descriptions serve to describe all essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation, attendance standards, the qualifications needed to fill a position, determine which candidates to recommend for appointment, and assist in the evaluation of the employee's performance of position responsibilities.

“Essential functions” as used in this policy means the fundamental job duties of the employment position. A job function may be considered essential for any of several reasons, including, but not limited to, the following:

- The function may be essential because the reason the position exists is to perform the function
- The function may be essential because of the limited number of employees available among whom the performance of the job function can be distributed and/or
- The function may be highly specialized so that the individual is hired for his/her expertise or ability to perform the particular function.

“Attendance standards” as used in this policy means the regular work hours of the position, including leave and vacation provisions available through policy and/or collective bargaining agreements and any special attendance needs of the position as determined by the district.

Job descriptions will be developed under the supervision of the Superintendent for each position in the district. Each job description shall be dated. As job descriptions are reviewed and/or revised new dates will be affixed.

Job descriptions will be coded and retained as an authoritative folder titled *Job Descriptions for the Lyon County School District*. This electronic folder will be maintained and updated by the Human Resources Department. Job descriptions will be made available to individuals within a reasonable amount of time upon request to the Human Resources Department. Each employee shall receive a copy of his/her job description upon hire. Each employee shall affix his/her signature and date to the job description after having read the job description and a signed copy will be placed in his/her personnel file.

Job descriptions will be reviewed annually. The Director of Human Resources under the direction of the Superintendent will approve initial and/or revised job descriptions.