



# ADDISON NORTHWEST SCHOOL DISTRICT POLICY

<b>SECTION</b>	<b>Personnel</b>	<b>CODE</b>	<b>B30</b>
<b>TITLE</b>	<b>Staffing and Job Descriptions</b>		

## **Policy**

It is the policy of the Addison Northwest School District to provide the level of staffing needed to accomplish the school system's goals and objectives. Every employee will have a clear and concise job description of expectations including but not limited to specific tasks that are to be performed.

## **Implementation**

1. All positions will be created or eliminated by the Board based upon the recommendation of the Superintendent or designee. Positions may remain unfilled at the discretion of the Board or the Superintendent or designee.
2. When the Board creates or eliminates positions, it will consider the level of staffing needed to accomplish the school system's goals and objectives.
3. Job descriptions for existing positions will be updated, maintained, revised and approved by the Superintendent or designee.

*Date Written:* 11/19/18

*Date Adopted:* 12/10/18

*Legal Reference(s):* 16 V.S.A. §563(12) (Powers of school boards)

*Cross Reference:* Personnel Recruitment, Selection, Appointment and Criminal Records Checks (B20)