



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

PROCEDURE	Staffing and Job Descriptions		
SECTION	Personnel	CODE	B30R

Last Updated: 11/2018

Specific Procedures Outline:

Each time a new position is established by the District School Board, the Superintendent will develop and distribute a job description for the position that specifies the qualifications required for the position, performance responsibilities, evaluation criteria, terms of employment, and supervisor. Employee evaluation will be based substantially on criteria stated in approved job descriptions.