

## **JOB DESCRIPTION DEVELOPMENT**

The superintendent and representative personnel will prepare or cause to be prepared job descriptions for all certified and noncertified employment positions within. The superintendent will review and update job descriptions for said positions. Further, he/she or designee shall familiarize personnel with their duties and responsibilities as defined by job descriptions.

SOURCE: Athens City Board of Education, Athens, AL  
ADOPTED: August 15, 1994; REVISED: June 5, 2008  
LEGAL REF.: The Code of Alabama, §16-11-9, §16-12-3.