

Required

Notice

Local

JOB DESCRIPTIONS

The Board of Education recognizes that a job description for each position in the District encourages better utilization of staff members, promotes greater teamwork, eliminates duplicate effort and provides a clearer understanding of duties, responsibilities and relationships. It is the intent of the Board of Education to activate a sufficient number of staff positions to accomplish the school district's goals and objectives.

Before any new position is established, the Superintendent of Schools will present for the Board's approval a job description for the position which specifies the job holder's qualifications, the job performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

Job descriptions should be flexible enough to provide reasonable and discretionary alternative actions, assure the goal of providing the best educational opportunity for each child and encourage the creative and innovate abilities of staff members, current and future.

To achieve these objectives, the Superintendent of Schools is directed to and is responsible for developing the functions, determining the division of labor, defining the jobs and assigning the component functions of all District employees.

The Board also instructs the Superintendent to maintain a comprehensive and up-to-date set of job descriptions of all position in the school system.

Ref: Civil Service Law §§35; 42-44
New York State Constitution, Article V, §6

Legal Reference:

New York State Educational Law, Section 1709

Policy Adopted
3/16/70,
Approved:
12/21/22

JOB DESCRIPTIONS

In providing for the development of a job description for each position in the District, each staff member will share responsibility with his/her immediate superior (s) for developing a suggested job description for her/his position. Employee organizations will receive copies of job descriptions for their information as these are developed. Suggestions from employee organizations will be received during the development of job descriptions.

Job descriptions will be reviewed by building principals and central office administrators as appropriate and submitted to the Superintendent's office for final approval, duplication, and distribution.

Purpose

To enable staff members to have a clearer understanding of their duties, responsibilities, and relationships with others.

To assure the proper assignment of duties and responsibilities to each staff function, eliminate duplication of effort and maximize the operational efficiency of the District.

To provide guidelines for personal assessment of individual qualifications and for recruiting and selecting individuals for each staff position.

To assist those responsible for evaluating individuals under their supervision and direction.

Description

Appropriate titles are to be assigned to each position to distinguish it from all other positions and to indicate the location of a particular position within the line and staff organization of the District.

Lines of responsibility are to be clearly defined indicating to whom a staff member is responsible and whom he/she supervises.

Duties and responsibilities of each position are to be carefully specified.

Qualifications for Appointment

Qualifications are to include information on certification, education or training experience, personal characteristics and physical requirements necessary for the optimum success of a staff member in a particular position.

Distribution

Up-to-date files of all job descriptions will be maintained in the office of each principal. Each staff member filling a position for which a job description has been developed will receive a copy of that job description has been developed will receive a copy of that job description.

Regulations

Approved

3/16/70

Approved 12/21/22