

SALEM SCHOOL DISTRICT
Salem, Connecticut

ADMINISTRATION

JOB DESCRIPTIONS

All employees of the School District are subject to the policies of the Board of Education, applicable laws and current employment agreements.

The Board of Education, in conjunction with the Superintendent, shall develop a job description for the Superintendent of Schools.

The Superintendent shall develop job descriptions for School District employees which shall include at a minimum:

1. Job title;
2. Duties to be performed;
3. Type and extent of training required;
4. Degree of responsibility assumed; and
5. Other related factors.

Job descriptions will be maintained in the Superintendent's Office by the Executive Assistant.

(cf. 4118.3/4218.3 – Job Descriptions)

Policy Adopted: March 24, 1998

Revised Policy 1st Reading: April 5, 2010

Revised Policy Adopted: May 3, 2010

Revised Policy 1st Reading: March 3, 2014

Revised Policy Adopted: April 7, 2014

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