

Bliss Educational Services Center
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POSITION DESCRIPTIONS

The District documents work and describes roles and duties in position descriptions. It helps the employee know what is expected by clearly defining the work to be performed in relation to the overall goals of the work unit and the District. The position description is used as an information source for the recruitment and selection plan if a position is vacant. The position description can also be the basis for identifying training needs and criteria for evaluating performance.

The position description is the key document in determining the appropriate Fair Labor Standards Act (FLSA) status of a position. It is descriptive of the major goals and worker activities of the position. The position description is not intended to limit the supervisor's right to assign additional work to employees.

Direct supervisors/principals and employees are responsible for assuring that the work duties defined in the position description is the work that is actually performed by the employee and that the position descriptions are reasonably current descriptions of the work performed.

Reference: *Board Policy 3120* Employment of Staff
 Board Policy 3120.01 Job Descriptions
 Board Policy 3122 Nondiscrimination and Equal Employment Opportunity
 Board Policy 3362 Employee Anti-Harassment