

PERSONNEL

Duties of Personnel

The Governing Board recognizes the importance of having adequate job descriptions for every district employee. Student safety, the district's fiscal stability, and the success of the educational program all depend on employees' fully understanding their responsibilities and duties.

The Superintendent or designee shall prepare and regularly update job descriptions for all positions. Job descriptions shall clearly specify all essential and peripheral/marginal functions and duties of the position, the degree of responsibility the position entails, the type and extent of training required, and the position of the person to whom the employee reports.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board policies, administrative regulations, applicable employee agreements, and local, state and federal laws.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4115 - Evaluation/Supervision)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4215 - Evaluation/Supervision)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4315 - Evaluation/Supervision)

Legal Reference:

EDUCATION CODE

233.5 Duty concerning instruction in morals, manners, citizenship
35020 Duties of employees fixed by governing board
35035 Further powers and duties of superintendent
44014 Report of assault
44662 Job responsibilities for certificated nonmanagement personnel
44805 Enforcement of course of studies, use of textbooks, rules and regulations
44807 Duty concerning conduct of pupils
44809 School register
44816 Annual report of elementary teacher
45100.5-45108.7 Senior management of the classified service
45109 Fixing of duties
45110 Inconsistent duties, compensation
45256.5 Senior management of classified service

GOVERNMENT CODE

7293 Local public agencies; bilingual employees

CODE OF REGULATIONS, TITLE 5

5530-5531 Duties of all certificated personnel
5550-5552 Duties of principals
5570 Duties of teachers
5590 Duties of temporary athletic team coaches
11256 Duties and responsibilities of mentor teachers
12067 Teacher aide duties under supervision of classroom teacher
12068 Teacher aide duties not under direct supervision of classroom teacher
13003 Duties of team leader
16043 Duties of library personnel

*UNITED STATES CODE, TITLE 42
12101-12213 Americans With Disabilities Act*

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