

## **CDA: Administrative Job Descriptions**

All administrative and supervisory positions in the Divide County School District are established initially by the School Board.

In each case, the Board will approve the broad purpose and function of the position in harmony with state laws and regulations, approve a statement of job requirements as recommended by the Superintendent, and delegate to the Superintendent the task of writing a job description for the position.

The Superintendent will maintain a set of job descriptions for all Administrative and Supervisory positions so as to promote a accountability, efficiency and economy in the staff's operations.