

RANCHO SANTA FE SCHOOL DISTRICT

Board Policies Covering All Employees

Board Policy No. 4007: DUTIES AND RESPONSIBILITIES

- A. Each employee shall be required to perform all listed duties and responsibilities contained in applicable Board Policies, the applicable job description and applicable law.
- B. Each employee shall follow all reasonable directives from the immediate supervisor, the Superintendent and the Board.
- C. The Superintendent shall exercise control and authority over the preparation, review or revision of job descriptions for all employees. Each job description shall contain at a minimum the following information:
 - 1. Job title
 - 2. List of specific and essential duties
 - 3. List of minimum qualifications

The Board retains the authority to take action on all job descriptions including any revisions.

Legal Reference:

Education Code sections 35010, 35020, 35160, 35160.1, 35161

Date Policy Adopted By The Board: September 6, 1990

Dates Policy Reviewed By The Board: January 13, 2005; May 17, 2007; December 11, 2008