

<u>Section C:</u> General School Administration	Knox County Board of Education Policy		
	Descriptor Term: Job Descriptions	Descriptor Code:	Issued:
		G-181	7/95
		Reviewed:	Revised:
	5/25	7/23	

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The Board shall approve the broad purpose and function of each position, as recommended by the Director of Schools, through the approval of the budget and in accordance with state law and State Board rules, regulations, and minimum standards. Following the approval of the budget and in accordance with Policy C-123, the Director of Schools may organize and reorganize Central Office to meet the needs of the district.

The Board will delegate to the Director of Schools the task of writing, or causing to be written, a job description for each position.

A copy of the applicable job description shall be provided to each employee and the immediate supervisor and maintained by the Human Resource Office. Job descriptions shall be used as guides in annual employee evaluations.

The Director of Schools shall maintain a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

Approved as to Legal Form
 By Knox County Law Director 5/31/2023
 /Gary T. Dupler/Deputy Law Director