

Title: General Personnel Policies

The Board of Directors shall, as an action consistent with the Board's mission statement, beliefs and objectives, recruit and retain highly-qualified personnel.

The Board shall appoint all personnel upon the recommendation of the Superintendent.

It will be the responsibility of the Office of Human Resources to create and maintain job descriptions. New or revised job descriptions must be authorized by the Superintendent. The Superintendent shall submit all new job descriptions to the Board for approval prior to the new position being filled. Job descriptions shall include a written description of the essential duties and responsibilities, required qualifications, supervision, and evaluation procedures.

To guarantee that job descriptions are current and accurate, one third of the descriptions shall be reviewed each year by the Office of Human Resources.

Cross References:

413, 415, 415.1, 423

Legal References:

Iowa Code Chapters 279.8

Approved: Nov. 17, 1987

Reviewed: March 27, 2007

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May 24, 2011

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