

West Bonner County School District

PERSONNEL

5205P

Job Descriptions

The Superintendent is assigned the administrative authority to create and maintain accurate job descriptions under the oversight of the Board of Trustees. The following parameters will guide the creation of a Job Description.

Job Description Element	Idaho Code	Idaho Administrative Rule	State Agency Guidance	Requirement Level
1. Job Title & Classification	Idaho Code §67-5309(1)(a) requires an appropriate title for each class	Personnel rules implementing the state classification system (IDAPA/DHR)	Idaho Division of Human Resources classification standards.	Required (for State positions)
2. Job Summary/Purpose	Not specifically required, but supports the required description of duties and responsibilities in §67-5309	None specific	DHR classification guidance; Idaho Judicial Branch Position Description Policy.	Strongly Recommended
3. Essential Duties & Responsibilities	§67-5309(1)(a) requires a description of duties and responsibilities	Personnel rules require classifications to be based upon analysis of duties.	DHR Position Description Form; Idaho Judicial Branch Policy 337.	Required
4. Minimum Qualifications	§67-5309(1)(a) requires minimum training, skills, capabilities, work/relevant experience, and qualifications.	Personnel rules governing classifications.	DHR classification specifications.	Required
5. Preferred Qualifications	Not required by statute.	None.	DHR hiring practice.	Optional

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6. Reporting Relationships/Supervision	Not expressly required.	None specific.	Idaho Judicial Branch Position Description Policy includes reporting relationships.	Strongly Recommended
7. Work Schedule/Location	Not required.	None.	Agency HR best practice.	Recommended
8. FLSA Status (Exempt/Non-Exempt)	Federal Fair Labor Standards Act rather than Idaho Code.	None.	Included in Idaho Judicial Branch job description policy.	Recommended
9. Physical Demands	Not required by Idaho Code.	Workers' Compensation rules do not require a physical demands section but recognize return-to-work determinations under Title 72. (	Industrial Commission employer guidance; Judicial Branch Policy includes physical requirements.	Strongly Recommended
10. Work Environment/Hazards	Not required.	None specific.	Judicial Branch Policy includes working conditions; Industrial Commission guidance supports documenting hazards.	Strongly Recommended
11. Equipment/Knowledge/Skills	Supported by §67-5309 requirement for skills and capabilities.	Personnel rules.	DHR classification standards.	Recommended
12. Licenses/Certifications	Required when necessary to perform the position under §67-5309.	Personnel rules.	Judicial Branch policy specifically lists licensure/certification	Required if applicable

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13. Background Checks/Fingerprinting	Required only when another Idaho statute requires it (teachers, childcare, healthcare, etc.).	Depends on agency.	Agency-specific requirements.	Position Specific
14. Injury Reporting Statement	Title 72 requires reporting and workers' compensation compliance but does not require inclusion in a job description.	IDAPA 17 governs workers' compensation administration.	Industrial Commission employer publications recommend employer reporting procedures.	Best Practice
15. ADA/Reasonable Accommodation Statement	Federal ADA rather than Idaho Code.	None.	DHR and EEOC hiring guidance.	Strongly Recommended
16. Equal Employment Opportunity Statement	Federal civil rights laws rather than Idaho Code.	Idaho Department of Labor requires nondiscriminatory job listings.	Idaho Department of Labor Employment Services Policy.	Strongly Recommended
17. Performance Evaluation/Probation	Idaho personnel statutes address probationary employment for classified service.	Personnel rules.	DHR policies.	Recommended
18. Revision Date/Approval	Not expressly in statute.	Current position descriptions are maintained under personnel administration.	Judicial Branch Policy requires review during annual evaluations and updates.	Strongly Recommended

Procedure History:

Adopted on: August 19, 2026

Revised on: