

231 JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the District Administrator shall maintain a current, comprehensive, and coordinated set of job descriptions for professional staff positions.

The job description of the District Administrator shall be included in the Board policy manual. All other job descriptions shall be approved by the District Administrator or designee and will be maintained in the District office and on the district website.

As long as the provisions of the job description(s) are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

At the time of posting for a vacancy, the notification and accompanying job description will be shared with the school board for informational purposes.

APPROVED: December 21, 2020