

531 CREATION OF STAFF POSITIONS AND JOB DESCRIPTIONS

All professional and support staff positions are created with the approval of the Board of Education. The Board intends to achieve a sufficient number of positions to accomplish the school district's goals and objectives.

Before any new position is established, the District Administrator will present for the Board's approval a job description, job qualifications, performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The School Board recognizes that it is essential for District and accountability that each staff member 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 comprehensive and coordinated set of job descriptions for professional and support staff positions. Job descriptions, and any revisions thereof, shall be approved by the Board.

If the provisions of the job descriptions 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.

APPROVED: May 24, 2021