

Written job descriptions shall be established for support staff positions which state the purpose of the position, list the expertise and abilities required to perform its various functions and outline the essential functions of the job. These job descriptions shall be adopted by the Board of Education upon recommendation of the superintendent. The purposes of job descriptions are as follows:

1. To promote greater sense of personal security to staff members.
2. To develop in each staff member the role expectations set for them.
3. To create an understanding in the individual staff members of the ranges of the position.
4. To provide a general framework of individual responsibilities which will enhance the organizational structure in the district.
5. To identify the basic knowledge, skills and abilities which will help achieve the purposes of the District.

The Board is aware that the functions of staff positions may change as the future needs of the District may determine. Therefore, the periodic review of job descriptions will be necessary to afford that flexibility.

Legal Ref.: Americans with Disabilities Act of 1990

Cross Ref.: Job Descriptions
511, Equal Opportunity Employment

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