

JOB DESCRIPTIONS

The Superintendent shall maintain a current, comprehensive, and coordinated set of job descriptions for all staff positions not included in board policy.

The job descriptions are to be consistent with Board policies, the District Employee Handbook and appropriate Federal/State statute. The job descriptions will be considered to be an extension of Board policy and binding upon all employees.

Employees will be evaluated, at least in part, against their job descriptions.

Current job descriptions will be made available to the school board during the hiring process.

Each job description shall include the requirement that the staff member, "as a representative of the school district (he/she) is expected to deal with the public and other school employees in a courteous and professional manner."

Upon employment by the Board, the staff member shall receive a copy of the current job description for the position for which he/she has been employed. The employee's immediate supervisor shall review this job description with the staff member as part of the employment orientation process.

APPROVED: January 28, 2013