

**Employees Job Descriptions**

All employees of the school system are subject to the policies of the Board, applicable laws, and current employee agreements.

The Superintendent shall develop job descriptions for school district employees which shall include at a minimum:

1. Job title;
2. General statement of duties and listing of specific responsibilities;
3. To whom the employee is directly responsible;
4. Education or training required;

Job descriptions for all employees shall be provided to employees by the Superintendent and copies maintained in manual of job descriptions.

The Board may review the job descriptions and direct revisions if they are inconsistent with Board policies.

(cf. 4112.1/4212.1 Provisions of Negotiated Agreements)

**Board Adopted: November 13, 2013**