

JOB DESCRIPTIONS

A written job description shall be prepared for each position to ensure that every employee has a clear and concise explanation of the tasks that the school board is expecting him/her to perform.

Job descriptions will be developed by the business administrator and/or building administrator when a position is created or changed significantly. New or revised job descriptions will be submitted to the school board for approval. All current job descriptions will be maintained by the business office.

The goal of each job description is to give clear, concise, and easily understood requirements of the position. If there is a duty or responsibility in the job description the employee does not understand, the employee should seek clarification from the building administrator.

Every job description should include the essential duties and responsibilities that an employee is expected to perform, the employee's immediate supervisor, job goal, job qualifications, and term of employment.

The school board will review recommended changes in job descriptions when needed.

Adopted 2000
Revised 2015

