

Job Descriptions

Job descriptions may be established for each type of work to be performed by employees.

Job descriptions shall include the following:

1. Job title
2. Essential job functions
3. Qualifications necessary for the position
4. Terms of Employment
5. Other related factors as appropriate

Job descriptions shall be developed by the administration with input from the employee when appropriate and presented to the board of education for approval.

Efforts shall be made in the hiring process to match the job requirements as stated in the job description with the selected candidate.

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