

Personnel — Certified and Non-Certified**Job Descriptions**

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

The Superintendent of Schools 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.

(cf. 4112.1/4212.1 Provisions of Negotiated Agreements)