

# Series 4000

4117

## Personnel Certified and NonCertified

### 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 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 shall be provided to employees by the Superintendent and copies shall be maintained in a manual of job descriptions.

(cf. 4113, 4213 Provisions of Negotiated Agreements)