

## **JOB DESCRIPTIONS**

### **Background**

The Superintendent will make provision for job descriptions for employees in the District.

### **Procedures**

1. The duties of employees other than the senior administration will be drafted in cooperation with the appropriate members of the senior administration and will be incorporated in the Job Description Appendix to this Administrative Procedure.
2. The Superintendent will review the duties of employees from time to time.
3. All employees are ultimately responsible to the Superintendent.
4. Position descriptions shall be aligned with and find relevance in the Role of the Board and the Role of the Superintendent.

Reference: Sections 22, 65, 85 School Act

Adopted: September 1, 2018