

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JOB DESCRIPTIONS

ADOPTED: March 9, 2015

REVISED: March 9, 2015

	<p style="text-align: center;">301.1. JOB DESCRIPTIONS</p> <p>1. Purpose The Board recognizes that employees need a statement of job responsibilities, and a clear understanding of lines of authority and organization. The administration needs to relate specific positions to the district's educational goals.</p> <p>2. Authority Pol. 104 To facilitate this process, the Board directs the administration with developing job descriptions that include specific duties and responsibilities with standards of performance related to the duties and responsibilities. Job descriptions shall be written in accordance with the requirements of federal and state laws and regulations.</p> <p>Pol. 801 The job descriptions shall be updated periodically and shall be maintained in a file in the Personnel Office and in the Office of the Superintendent. The public may inspect the job descriptions in the Superintendent's Office.</p> <p>The Board endorses the utilization of a job description format for all employees, where it is applicable.</p> <p>The Board directs the administration to develop a corresponding set of procedures that will detail the development process with respect to the job descriptions and shall list the position titles that are included in this development process.</p> <p>References: Board Policy – 104, 301, 304, 801</p>
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