

## JOB DESCRIPTIONS

Positions sufficient to promote attainment of the school's goals will be designated by the board.

The board, in harmony with state laws and regulations, will approve the board purpose and function of each position and approve a statement of job requirements as recommended by the superintendent. To promote efficiency and economy of operation the board delegates to the superintendent or his designee the task of writing, or causing to be written a job description for each position. The superintendent will continuously maintain a set of job descriptions.

Job descriptions shall be the basis for selection, salary, evaluation, and job classification standards.

Job descriptions must be kept up to date. Whenever job functions are changed, the job description must be revised to reflect those changes. Also, job descriptions must be reviewed at least biennially to make certain that they reflect the current status of the position.

No statement or language in a job description should be construed as creating a contract for a definite term or for continued employment.