

SECOND READING BY BOARD

po3120.01

JOB DESCRIPTIONS

ADOPTED May 25, 2016 · REVISED Jun 15, 2022

3120.01 - **JOB DESCRIPTIONS**

The Board recognizes that it is essential for District and employee accountability that each staff member be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the Superintendent or designee shall maintain a current comprehensive, and coordinated set of job descriptions for professional staff positions. ~~Job descriptions of licensed personnel, and any revisions thereof, shall be approved by the Board and maintained by the Talent and Culture Department.~~

All job descriptions shall be approved by the Superintendent and will be maintained by the Talent and Culture Department.

As long as the provisions of the job descriptions are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District."

Each job description shall include a statement that reserves authority to the District to assign additional duties and responsibilities as necessary within the scope of the employment position.

Upon employment by the Board, the staff member shall receive of a copy of the current job description for the position for which s/he has been employed. The District's Talent and Culture staff shall have the employee sign off on this job description as part of the employment orientation process.

1 During the revision of a job description, the Superintendent or designee may seek input
2 from individuals who hold that position; however, their input may or may not be
3 reflected when the revision of said job description is completed.
4

5 Following the revision of a job description, staff members, who hold the positions for
6 which the essential functions are described in that revised job description, shall be
7 provided access to the updated version and the opportunity to discuss the revisions
8 therein with their immediate supervisor.
9

10 The Superintendent shall prepare administrative guidelines necessary for the proper
11 implementation of this policy.
12

13 Revised 10/25/17

14 T.C. 8/25/20

15 © Neola 2020 6

16
17 **Legal**

18 P.I. 8.01(2)(q)
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42