

BP 4119.3/4219.3/4319.3 DUTIES OF PERSONNEL

All Personnel

The School Board recognizes the importance of having adequate job descriptions for every district employee. Student safety, the district's fiscal stability, and the success of the educational program all depend on employees' fully understanding their responsibilities and duties.

The Superintendent or designee shall prepare and regularly update job descriptions for all positions. Job descriptions shall clearly specify all essential and peripheral/marginal functions and duties of the position, the degree of responsibility the position entails, the type and extent of training required, and the position of the person to whom the employee reports. **As a best practice, job descriptions should be reviewed annually as part of the evaluation process.**

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board policies, administrative regulations, applicable employee agreements, and local, state and federal laws.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4115/4215/4315 - Evaluation/Supervision)

(cf. 4118/4218/4318 - Suspension/Disciplinary Action)

Legal References:

UNITED STATES CODE

AMERICANS WITH DISABILITIES ACT, P.L. 101-336 [42 U.S.C. 12101](#) et seq.

Adopted: June 10, 2003

Nome Public Schools