

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 23, 2026

**NUMBER:** 26-171

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP  
4119.3/4219.3/4319.3 All  
Personnel – Duties of  
Personnel; Second  
Reading

### **STRATEGIC PLAN/BOARD GOAL:**

Track 1: Operational Improvements  
*Initiative: Optimize Business Practices*

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the second reading of the proposed revisions to BP 4119.3/4219.3/4319.3 All Personnel – Duties of Personnel.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the second reading of the proposed revisions to BP 4119.3/4219.3/4319.3 All Personnel – Duties of Personnel within the Personnel series.

This update requires that, as a best practice, job descriptions should be reviewed annually as part of the evaluation process.

The Board Policy Committee reviewed the proposed changes and recommends approval.

### **ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BP 4119.3/4219.3/4319.3 All Personnel – Duties of Personnel as presented;
2. Do not approve the second reading of the proposed revisions to 4119.3/4219.3/4319.3 as presented;
3. Take no final action.

### **ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading of the proposed revisions to BP 4119.3/4219.3/4319.3 All Personnel – Duties of Personnel as presented.

## BP 4119.3/4219.3/4319.3 ALL PERSONNEL - DUTIES OF PERSONNEL

Note: By requiring employers to reasonably accommodate persons with disabilities who are capable of performing the job, the Americans with Disabilities Act spotlights the need for complete, specific job descriptions. Job descriptions are expected to play an important part in implementing this federal law.

The School Board recognizes the importance of having adequate job descriptions for every eDistrict employee. Student safety, the eDistrict'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. 4215 - Evaluation/Supervision)*

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

*(cf 4218 - Dismissal/Suspension/Disciplinary Action)*

*Legal Reference:*

### UNITED STATES CODE

*Americans with Disabilities Act, [P.L. 101-336](#)*

*[42 U.S.C. 12101](#) et seq.*

*Adopted: June 09, 2004*

*Revised:*

**Northwest Arctic Borough School District**