

PROCEDURE 5220: CERTIFICATED & CLASSIFIED
 STAFF JOB DESCRIPTIONS

Job descriptions are maintained in the district office. A job description shall be provided to each staff member at the time of employment, when the staff member assumes a new position, and when a position is modified.

When substantive changes in the assignment occur, the tasks that comprise the job will be determined along with the skills, personal characteristics, educational background, and training necessary for the employee to perform successfully. In order to accomplish this task, the following will be done:

1. Define the job. (What will or does the staff member do?)
2. Arrange the duties in terms of time spent.
3. Explain the nature and extent of the supervision and guidance that is rendered to others.
4. State how and to what extent the actions, recommendations, and decisions of the staff member affect the organization.
5. Describe the supervision and guidance received in the performance of the assignment.
6. State the knowledge, skills, and abilities required by the job.
7. Identify personal contacts and/or interactions other than with supervisors or subordinates.

When a position is being created or a large number of staff members occupy similar positions, the supervisor shall be responsible for developing a job description using the guidelines included in the preceding section. The supervisor will seek reactions from the staff members who presently occupy the position to verify the accuracy of the statements. Job descriptions shall normally be prepared with the following format:

Title of Position

Qualifications (minimum education, certification, other qualifications)

Reports to (title of immediate supervisor)

Supervises (if applicable, titles of those who are supervised directly)

Job Goal (the purpose of the job as it relates to the district)

Performance Responsibilities (Itemized list of the tasks, duties, and responsibility to fulfill job in all its dimensions)

Terms of Employment (time, classification, or placement on salary schedule)

Evaluation (reference to evaluation procedure criteria and form)