

PERSONNEL

Job Descriptions

The district administrator\designee shall be responsible for developing written job descriptions for all employees and for maintaining them in the Board of Education policy manual.

Job descriptions shall include but are not limited to the following:

1. Title
2. Job Goal
3. Organizational Relationship
4. Performance Responsibilities
5. Qualifications
6. Terms of Employment

The Board of Education shall adopt all job descriptions in accordance with state law requirements.

Legal Reference: PI 8.01 (2) (q), Wisconsin Administrative Code
Equal Opportunity Employment Policy

Policy Adopted: November 14, 1978
Policy Revised: January 26, 1993
GDM:mja

BOARD OF EDUCATION
D.C. Everest Area School District
6300 Alderson Street
Schofield, Wisconsin 5447