

Job Descriptions

There shall be written job descriptions for all positions and for all employees of the School District. The job description will describe the essential characteristics, requirements, and general duties of the job or position. All personnel shall be subject to the requirements delineated in the job descriptions so that they may effectively contribute to the goals and purposes for the District. The descriptions shall not be interpreted as complete or limiting definitions of any job, and employees shall continue in the future, as in the past, to perform duties assigned by the Board, supervisors, or other administrative authority.

Each employee will be provided a copy of their job description during an orientation session held when originally hired. The employee will acknowledge receipt of their job description, and a copy of the employee job description and acknowledgement will be placed in their personnel file.

Job descriptions and classification for new positions shall follow the Job Description Procedures. Should any classified employee, who has held a position for a minimum of two (2) years, believe that their position has substantially changed, they may request a review for Reclassification of the position.

Once each year or as provided by Idaho Code, the supervisors of all employees shall confer with each person under his or her supervision to review the individual's work.

Previous Policy: 602.2, 602.13

Cross Reference:	5205P	Job Descriptions - Procedure
	5340	Evaluation of Certificated Personnel
	5500	Personnel Files
	5820	Evaluation of Non-certified Staff

Legal Reference:	I.C. §33-514	Issuance of Annual Contracts
	I.C. §33-515	Issuance of Renewable Contracts
	I.C. §33-517	Issuance of Annual Contracts

Policy History:

Adopted on: June 13, 2017

Revised on: