

# Lakeland Board of Education

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|---|---|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually,<br/>in February</b> | Descriptor Term:<br><b>Job Descriptions</b> | Descriptor Code:<br><b>5.103</b> | Issued Date:<br><b>04/14/14</b> |
|   |   | Rescinds:                        | Issued:                         |

- 1 The Board shall approve the broad purpose and function of each position in accord with state laws and
- 2 regulations and require the superintendent or his/her designee to draft a job description for each
- 3 position.
  
- 4 A copy of each job description shall be provided to the employee and the immediate supervisor and
- 5 included in the employee's personnel record. Copies of all job descriptions shall be maintained in the
- 6 superintendent's office and shall be used as guides in annual employee evaluations.