

Van Buren County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Job Descriptions	Descriptor Code: 5.103	Issued Date: 06/17/99
		Rescinds:	Issued:

1 The Board will approve the broad purpose and function of the position in accord with state laws and
2 state regulations, approve a statement of duties as recommended by the director of schools, and
3 delegate to the director of schools the task or writing, or causing to be written, a job description for
4 the position.

5
6 A copy of each job description shall be provided to the employee, the immediate supervisor and in-
7 cluded in the employee's personnel record. A copy of all job descriptions shall be maintained in the
8 director of schools' office. Job descriptions shall be used as guides in annual employee evaluations.

9
10 The director of schools shall maintain a comprehensive, coordinated set of job descriptions for all
11 such positions so as to promote efficiency and economy in the staff's operations.

12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Cross References:

Evaluation 5.109
Qualifications/Duties of the Director of Schools 5.802