

Giles County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Job Descriptions	Descriptor Code: 5.103	Issued Date: 06/09/11
		Rescinds: 5.103	Issued: 05/08/08

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

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5 A copy of all job descriptions shall be maintained in the director of schools' office. Job descriptions
6 shall be used as guides in annual employee evaluations.

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

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11 The Giles County Board of Education will not offer a "light duty" work program (i.e. a work program
12 eliminating one or more essential job functions) for employees that are unable to perform the essential job
13 functions. The Board will always reasonably accommodate to the extent provided by federal or state law
14 those employees who are legally "disabled".

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Cross References:

Evaluation 5.109

Qualifications/Duties of the Director of Schools 5.802