

Hardin County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Job Descriptions	Descriptor Code: 5.103	Issued Date: 11/04/02
		Rescinds:	Issued:

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 or writing, or causing to be written, a job description for the position.
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5 A copy of each job description shall be provided to the employee, the immediate supervisor and included
6 in the employee's personnel record. A copy of all job descriptions shall be maintained in the director of
7 schools' office. Job descriptions shall be used as guides in annual employee evaluations.
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9 The director of schools shall maintain a comprehensive, coordinated set of job descriptions for all such
10 positions so as to promote efficiency and economy in the staff's operations.
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Cross References:

Evaluation 5.109

Duties of the Director of Schools 5.802