

# Hancock County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Job Descriptions</b>	Descriptor Code: <b>5.103</b>	Issued Date: <b>06/04/15</b>
		Rescinds:	Issued:

- 1 The Board shall approve the broad purpose and function of each position in accord with state laws and
- 2 regulations, approve a statement of duties as recommended by the director of schools, and require the
- 3 director of schools or his/her designee to draft a job description for each 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 director of schools' office and shall be used as guides in annual employee evaluations.

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#### Cross References

Evaluation 5.109  
Qualifications/Duties of the Director of Schools 5.802