

# Decatur County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Job Descriptions</b>	Descriptor Code: <b>5.103</b>	Issued Date: <b>07/13/17</b>
		Rescinds: <b>5.103</b>	Issued: <b>11/13/97</b>

- 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 delegate 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. A copy of all job descriptions shall be maintained in the
- 6 director of schools' office. Job descriptions shall be used as guides in annual employee evaluations.
  
- 7 The director of schools shall maintain a comprehensive, coordinated set of job descriptions for all such
- 8 positions so as to promote efficiency and economy in the staff's operations.

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Cross References

Evaluation 5.109  
Qualifications/Duties of the Director of Schools 5.802