

**POSITION DESCRIPTIONS**

The Superintendent or designee shall oversee the development, maintenance, and updating of written position descriptions for all employee classifications in the District. Each position description shall identify required qualifications and include the essential functions of the position. Position descriptions will be on file in the Business Office.

In addition to administrative review, each position description will be reviewed by the Employee Relations/Personnel Committee of the Board of Education in school years ending in an even number.

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**ADOPTED:** December 20, 2007  
**REVIEWED:** February 4, 2010  
**EDITED:** May 16, 2012

Confirmed by: \_\_\_\_\_, President

\_\_\_\_\_, Clerk