

ADMINISTRATION

The following procedure should be followed when there is a recognized need to revise existing job descriptions:

1. The evaluatee should discuss the proposed revision with his/her immediate supervisor.
2. The present format and headings should be followed viz:

Title
Primary Function
Qualifications
Organizational Relationships
Performance Responsibilities

3. Performance responsibility statements should be brief, concise and specific.
4. If the job involves a group of people, the deputy superintendent will select representative personnel, outline tasks, develop a timeline, and direct a subcommittee to formulate a rough draft.
5. New job descriptions or revisions of existing job descriptions should be submitted to the assistant superintendent for operations who will review the proposals, make recommendations for modifications and pass the recommendations to the superintendent for final approval.
6. Upon final approval by the superintendent, the assistant superintendent for operations will distribute copies of the new or revised job descriptions.

Approved by Superintendent: January 31, 1979

Revised by Superintendent: February 3, 1992