

JOB DESCRIPTIONS

Background

The Superintendent and Secretary Treasurer will make provision for job descriptions for employees in the District.

Procedures

1. The duties of employees other than the senior management, will be drafted in cooperation with the appropriate members of the senior management and will be incorporated in the [Job Description Appendix](#) to this Administrative Procedure.
2. The Director of Instruction/Human Resources will review the duties of employees from time to time.
3. All employees are ultimately responsible to the Superintendent or the Secretary Treasurer.
4. Job descriptions shall be aligned with and find relevance in the Role of the Board and the Role of the Superintendent or the Role of the Secretary Treasurer.

Reference: Sections 22, 23, 65, 85 School Act

Approved: August 15, 2021

Revised: