

## **POSITION DESCRIPTIONS**

### **Background**

The Superintendent will make provision for position 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 **Position Description Appendix** to this Administrative Procedure.
2. The Director of Human Resources will review the duties of employees from time to time.
3. All employees are ultimately responsible to the Superintendent.
4. Position descriptions shall be aligned with and find relevance in the Role of the Board and the Role of the Superintendent.

Reference: Sections 22, 65, 85 School Act

Adopted: May XX, 2019

Revised: