

Category: 7000 PERSONNEL	Policy Number: 7230
Policy Title: JOB DESCRIPTIONS	Effective Date: September 17, 2008

There shall be written job descriptions for all positions and for all employees of the school district. The “job description” will describe the essential characteristics, requirements, and general duties of the job or position. All personnel shall be subject to the requirements delineated in the job descriptions so that they may effectively contribute to the goals and purposes for the school district. The descriptions shall not be interpreted as complete or limiting definitions of any job, and employees shall continue in the future, as in the past, to perform duties assigned by the Board, supervisors, or other administrative authority.

Once each year, or as provided by Idaho Code, the supervisors of all employees shall confer with each person under his or her supervision to review the individual’s work.

The evaluation shall be documented by use of the district evaluation form for classified or certified personnel. No evaluation should be signed before it is fully discussed by both the employee and the supervisor. One signed copy will be given to the employee and one signed copy will be given to the superintendent to be maintained in the employee’s personnel file.

Legal Reference: Idaho Code 33-514, 33-515, 33-517

Reference: Procedure 7230p, “Classified Employee Job Descriptions” (In Job Description Manual)
Policy 7235, “Classified Employees - Job Evaluations”
Procedure 7235p, “Classified Job Evaluation Forms (In Job Description Manual)
Policy 7570, “Personnel Records”