

203.00

RESPONSIBILITIES AND DUTIES OF ADMINISTRATION PERSONNEL

A written job description shall be created for every administrative position in the school district. Each description shall include qualifications, terms of appointment, general and specific descriptions of the duties of the position, and shall state who supervises and evaluates the incumbent. All descriptions shall be reviewed and revised periodically.

A copy of each current administrative job description shall be kept in the Administrative Procedures book.

APPROVED: BOARD OF EDUCATION

DATE: June 14, 1988

REVISED: July 6, 1993