

Central School District 13J

Code: **GAB**
Adopted: 6/04/01
Readopted: 6/06/11
Orig. Code(s): GAB

Job Descriptions

The Board will maintain job descriptions. The Board directs the superintendent to prepare and provide for regular updating of such descriptions for every position required to carry out district programs and services. Job descriptions shall be maintained as a document, not as a part of these policies and rules. The positions described will be those necessary to carry out the philosophy and to reach the goals of the district. The job descriptions will be available for inspection by any district employee or patron.

The description should include a minimum:

1. Describe essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation;
2. Describe the attendance standards;
3. To help applicants determine the qualifications needed to fill a position;
4. To help district administrators determine which candidates to recommend for appointment; and
5. To assist administrators in the evaluation of the employee's performance of position responsibilities.

"Essential functions" as used in this policy means the fundamental job duties of the employment position. A job function may be considered essential for any of several reasons, including, but not limited to, the following:

1. The function may be essential because the reason the position exists is to perform the function;
2. The function may be essential because of the limited number of employees available among whom the performance of the job function can be distributed; and/or
3. The function may be highly specialized so that the individual is hired for his/her expertise or ability to perform the particular function.

"Attendance standards" as used in this policy means the regular work hours of the position, including leave and vacation provisions available through policy and/or collective bargaining agreements and any special attendance needs of the position as determined by the district.

Job descriptions will be developed under the supervision of the superintendent for each position in the district. Each job description shall be dated. As job descriptions are reviewed and/or revised new dates will be affixed.

Job descriptions will be coded and retained in a document title *Job Descriptions for the Central School District*. The document will be available for inspection by any district employee or patron. Each employee shall receive a copy of his/her job description. Each employee shall affix his/her signature and date after having read the job description.

END OF POLICY

Legal Reference(s):

[ORS 342.850\(2\)\(b\)\(A\)](#)

[OAR 581-022-1720](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Cross Reference(s):

ACA - Americans with Disabilities Act