

Clackamas Education Service District

Code: **GAB**
Adopted: 1/21/98
Readopted: 05/20/09
Orig. Code(s): 2160

Job Descriptions

The Board shall direct the development of job descriptions for all positions in the CESD consistent with equal employment opportunity and related standards. All personnel shall be subject to the fulfillment of the essential functions and physical and mental requirements with or without reasonable accommodation as outlined in the job descriptions so that they may effectively contribute to the goals and purposes of the CESD.

Job descriptions serve:

1. To describe all essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation;
2. To describe the qualifications needed to fill a position;
3. To help CESD administrators determine which candidates to recommend for appointment; and
4. 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.

All employees working directly with students shall be required to possess a valid first aid card. New employees shall be allowed 30 calendar days to acquire a valid first aid card.

Each job description shall be dated when initially created and when revised. All new job descriptions shall be approved by the superintendent.

Each employee shall receive a copy of his/her job description. Each employee shall sign and date the job description. The signed copy will be placed in the employee's personnel file.

END OF POLICY

Legal Reference(s):

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

[OAR 581-024-0245](#)

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