

Dallas School District 2

Code: **GAB-3**
Adopted: 8/26/02
Readopted: 12/13/10

Classified Employees Job Descriptions

The School Board believes that the efficient operation of the School District is enhanced when all employees have clearly defined and written job descriptions. It is, therefore, the policy of the School Board that each person employed by the District have a written job description.

Initial job descriptions are to be developed cooperatively by employee and the administrator/supervisor. If a disagreement in the definition of a position cannot be resolved between the employee and supervisor, the Superintendent or Director of Human Resources shall be empowered to render a binding decision.

Copies of job descriptions, signed by the employee and administrative supervisor, shall be maintained in the District Office and shall become an official School District personnel document.

Job descriptions shall be reviewed not less than once in each three (3) years by the incumbent of the position and the administrative supervisor of the position.

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 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.

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).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

Section 503 of the Rehabilitation Act of 1973.